

Support Broker Structured Interview Checklist

This checklist and attachments are used to make sure that the Support Broker you choose can do the things the waiver says they have to do. Complete this checklist after the interview and attach the person's resume and your notes from the interview. If you checked "No", you need to write down the plan for how the individual will get the needed training. Put the dates when the training will be finished.

Person Interviewed: _____ Phone #: _____

Date of Interview: _____

Interview Team: _____

CORE COMPETENCIES & QUALIFICATIONS	YES	NO	Training Plan
The things the waiver says the support broker must be able to do - can be met through training			
1. Ability to manage people, services & time			
2. Understands and supports self-determination and self-direction: Believes that I can lead a self-determined life.			
3. Supports my rights to make choices and take risks.			
4. Ability to make my needs and wants known.			
5. Meets my qualifications.			

CORE COMPETENCIES & QUALIFICATIONS The things the waiver says the support broker must be able to do - can be met through training	YES	NO	Training Plan
6. Knowledgeable and experienced with person centered planning.			
7. Knowledgeable about service systems for people with developmental disabilities.			
8. Good Communication Skills (listens well, makes things easy to understand, understands how I communicate, etc.).			
9. Experience with money management - organizing, budgeting & bill paying.			
10. Has experiences, skills, and knowledge that would be useful in finding and managing staff.			
11. Ability to help people learn new things.			

This person meets the Support Broker Core Competencies and Qualifications as outlined above.

Self-direction Participant

Coordinator of Community Services