# Key Contacts for People with Disabilities

You can use this customizable contact form to keep track of key contacts in the developmental disability services field

| Title | Service | Contact Person | Phone Number | Email | Special Notes |
| --- | --- | --- | --- | --- | --- |
| Care Coordinator |  |  |  |  | Name of MCO/Plan: |
| DARS Case Manager | Coordinates and funds transition to work services |  |  |  | Active or on waiting list:  Waiting list category: |
| Early Intervention Case Manager | Coordinates early intervention services for CSB |  |  |  |  |
| Employer | Person/group who issues paycheck for work |  |  |  |  |
| Employment Transition Rep (ETR) | School employee who helps develop transition plan |  |  |  |  |
| Employment/ Day Program | Agency that provides daytime and/ or employment supports |  |  |  | Funded by (DARS, Waiver, CSB): |
| Job Coach | Staff in charge of helping you learn/maintain your job |  |  |  | Funded by (DARS, CSB, Waiver): |
| Personal Care Agency | Provides staff for Waiver hours |  |  |  | Services used: |
| Personal Care Attendant | Consumer Directed Waiver staff |  |  |  |  |
| Service Facilitator | Coordinates consumer directed Waiver services |  |  |  | Employer: |
| Support Coordinator | Arranges active DD Waiver Services |  |  |  | CSB or private:   Type of Waiver: |
| Transportation Provider | Driver or service for travel |  |  |  | Name of Service Provider (Metro Access, Logisticare, Taxi company): |
| Waiting List Support Coordinator | Point of contact for Waiver waiting list at the CSB |  |  |  | Priority Tier for Waiting List:   Date of last contact: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |