

# **PROCEDURE AND RESOURCE MANUAL**

*for*

# **SUPPORT BROKERS**

**Developmental Disabilities Unit  
Adult Community Services Division  
Dane County Department of Human Services  
4-15-2004 First Edition  
4-1-2009 Sixth Edition**



# **INTRODUCTION**

## **Broker Manual April 2004 Edition**

Dane County's Broker Training Manual has evolved dramatically as Self-Directed Services (SDS) have taken hold in our community. Initially the county distributed a pile of ever-changing forms, which eventually got collated into the now familiar maroon binders. In the early days of SDS, Dane County provided initial training and certification of all brokers, packing the overheads from these trainings into the maroon binder.

Now the county contracts with support broker agencies to hire, train and supervise support brokers. While training varies between agencies, this manual attempts to summarize the values and philosophy shared by all broker organizations. In addition it provides forms, instruction sheets, procedural guidelines and fiscal information used by the county and all support broker agencies.

Printed updates will occur approximately once per year. To obtain copies of revised material in between these printings, you may contact the Self-Directed Services Coordinator, Eric Miller at 242-6447 or e-mail him at [miller.eric@co.dane.wi.us](mailto:miller.eric@co.dane.wi.us)

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