



SD

Self-Direction



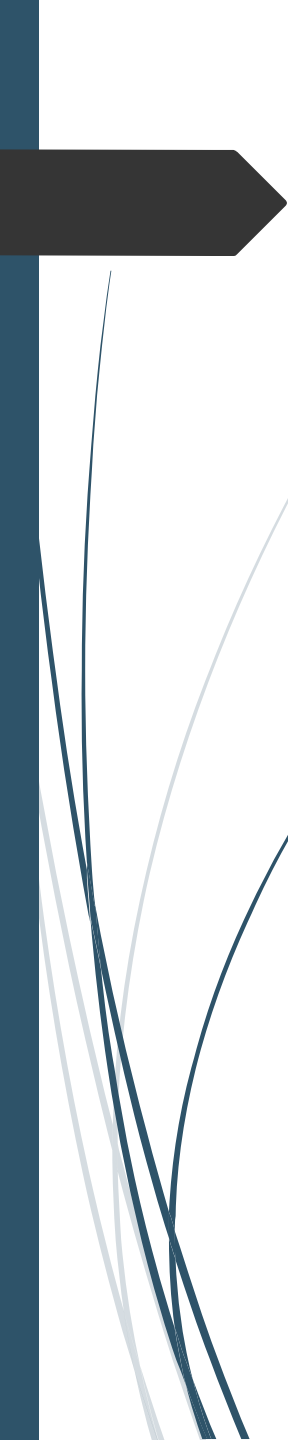
Welcome

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OVERVIEW

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- Acronyms
 - What is Self-Direction
 - Eligibility
 - Why Choose Self-Direction
 - Roles/Responsibilities of the Participant
 - Roles/Responsibilities of the Start-Up/Support Broker
 - Roles/Responsibilities of the Fiscal Intermediary



COMMONLY USED ACRONYMS

- Office of People with Developmental Disabilities (OPWDD)
 - Self-Direction (SD)
 - Fiscal Intermediary (FI)
 - Home & Community Based Service (HCBS)
 - Developmental Disability Regional Office (DDRO)
 - Individualized Service Plan (ISP)
 - Medicaid Service Coordinator (MSC)
 - Circle of Support (COS)
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WHAT IS SELF-DIRECTION?

Self-Direction (SD) is an Office of People with Developmental Disabilities (OPWDD) Home and Community Based Services Waiver (HCBS), Self-Directed Service option that empowers people with disabilities and their families to design and manage services based on their individual needs and goals. SD supports the essence of community inclusion, and because the SD plan is individually created by the Participant and those the Participant chooses to help, each SD plan is as unique as the participant who designed it. With assistance from a Fiscal Intermediary (FI), SD Participants control their own individualized SD Budget and may choose to hire and manage their own staff supports.





WHO IS ELIGIBLE FOR SELF-DIRECTION

- Individuals with a need for ongoing waiver services that are not available through other sources.
- Anyone who is eligible for OPWDD services and enrolled in the HCBS Waiver can choose to self-direct their services.
- An informational session with OPWDD must be attended, which will help you learn what supports and services might be right for you.
- Must have evidence of a developmental disability, enrolled in Medicaid and enrolled HCBS.



WHO IS ELIGIBLE FOR SELF-DIRECTION

- There is an eligibility review process which is the way OPWDD determines if someone has a developmental disability and is eligible for OPWDD services.
- This process begins at the local Developmental Disability Regional Office (DDRO).
- There is a transmittal for Determination of Developmental Disability form that must accompany all request sent to the DDRO.
- DDRO staff review this information to determine if the person's disability meets requirements.

WHY CHOOSE SD?

- A SD Plan and Budget allows Participants to access the supports needed to:
- Live at home or in a home of their own
- Pursue interesting and meaningful employment, volunteer or other community activities
- Engage in satisfying, productive relationships with family, friends and community members
- Maintain a healthy lifestyle
- SD participants interview and hire their own employees

WHAT IS THE ROLE OF THE PARTICIPANT

- Understand and participate in the development of their Individualized Service Plan (ISP) and their SD service plans. The participant, with his or her designee (if applicable) will review the SD service plans at least every 6 months in accordance with the ISP review. It is the participant/designee's responsibility to maintain a complete record of all SD documents.
- Responsibly implement the SD Plan that has been approved, including reaching out to his or her Circle of Support, MSC, FI and DDRO SD Liaison for assistance.
- Meet with the Circle of Support at least 4 times a year to review the SD Budget and obtain additional supports and services, if necessary.

WHAT IS THE ROLE OF THE PARTICIPANT

- Responsibly manage the SD Budget. Review Monthly Expenditure Report provided by the FI and work with the Circle of Support to ensure monthly spending is within budget.
- Train all SD staff hired or arrange for alternate training as needed. All staff must be trained in the necessary safeguards for the participant and in OPWDD's Incident Reporting protocol. The FI and DDRO may be alternate sources for trainings.
- Ensure that all required service documentation (including, but not limited to, staff time sheets, monthly summary notes, invoices, travel logs and any other documentation required by the SD Services) is signed and dated by the Participant or his/her designee, and by staff as needed, within 30 days following the service month, and transmitted to the FI as agreed upon in the Memorandum of Understanding. Timeliness is necessary for billing purposes and to ensure Medicaid compliance.

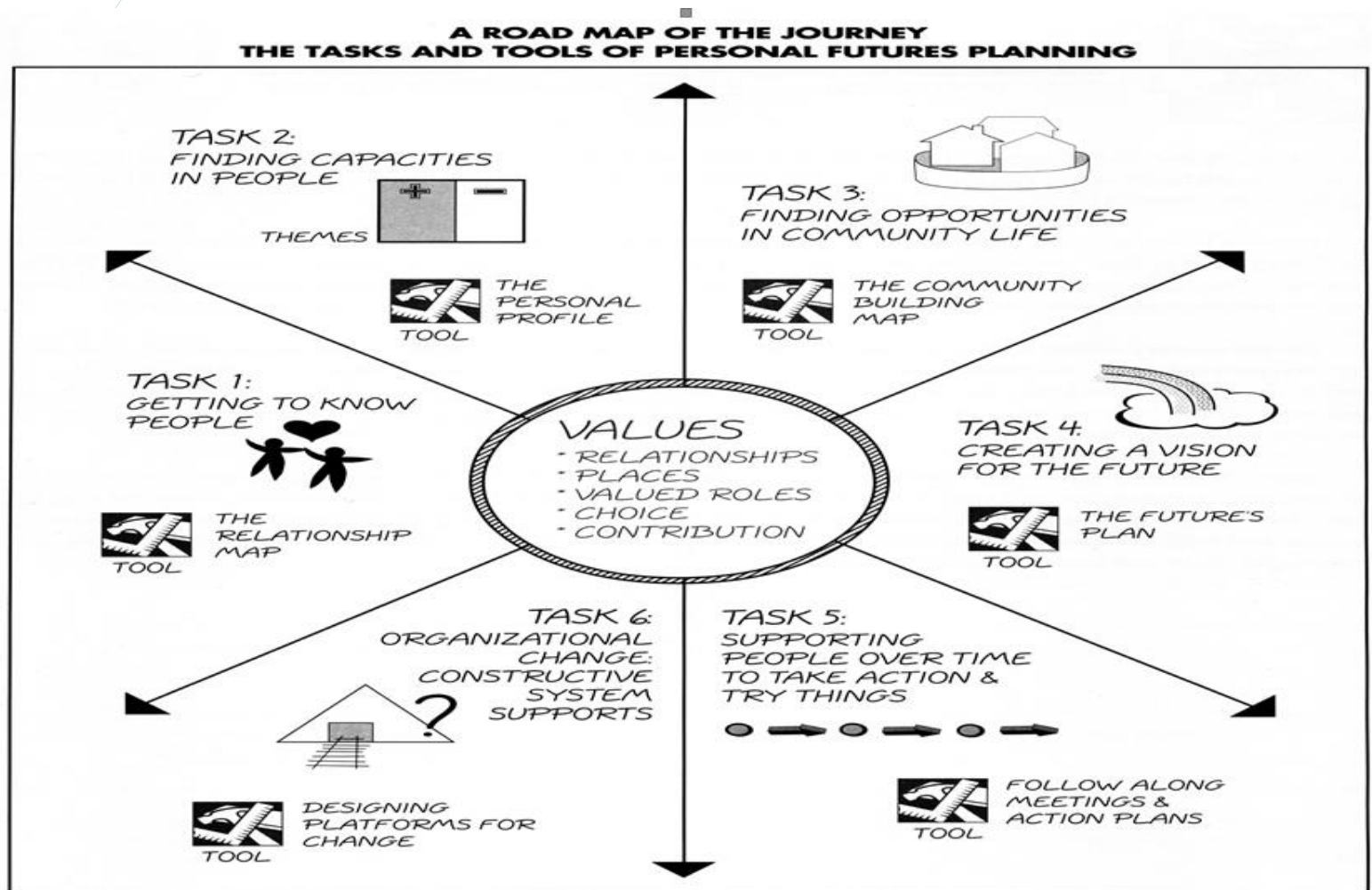
WHAT IS THE ROLE OF THE PARTICIPANT

- Ensure that all appropriate parties are invited to your ISP review, including the FI, the Support Broker and members of your Circle of Support (COS) (also known as Planning Team Meeting).
- Ensure that the Self-Direction service plans are reviewed during the ISP Review.
- Keep Medicaid Service Coordinator (MSC) regularly informed regarding the Participant's satisfaction with Self-Direction services and notify the MSC and the FI agency immediately if the participant experiences any "reportable incidents," such as abuse, neglect, or injury.

WHAT IS THE ROLE OF THE START-UP BROKER

- Assists in developing and facilitating Circle of Support meetings also known as planning team meetings).
- Developing a comprehensive Person Centered Plan (PCP).
- Writing a SD Plan/Budget that is consistent with the individual's PCP and ISP.
- Identifying and developing initial connections in the community that will support aspects of the SD Plan/Budget.
- Assist with recruiting and hiring self-hired staff as requested.

EXAMPLE OF A ROAD MAP WHICH ASSISTS WITH THE DEVELOPMENT OF A PERSON CENTERED PLAN



WHAT IS THE ROLE OF THE SUPPORT BROKER

- Assist you to develop and maintain a Circle of Support (also known as a planning team) and assist in directing planning meetings.
- Ensure that planning meetings occur at least four times per year and are face-to-face.
- Ensure completion of and regular updating of habilitation plans for self-hired Community Habilitation and Supported Employment (SEMP) staff if you choose to have these services.
- Assist you to develop a comprehensive Self-Directed Budget that is consistent with your Individualized Service Plan (ISP) and to work with you and your circle of support to ensure that all necessary safeguards are included and addressed in your ISP.

WHAT IS THE ROLE OF THE SUPPORT BROKER

- Assist you to develop a comprehensive Person Centered Plan (i.e. the ISP and related habilitation plans).
- Provide education and training to you and your Circle of Support in implementing the Self-Directed Budget according to Medicaid and New York State standards.
- Work with the you, your Circle of Support and your MSC to help identify and develop initial connections in the community as identified in the your ISP.
- Monitor Self-Direction expenditures to ensure that spending does not exceed your Self-Directed Budget by assisting you and your Circle of Support to review the expenditure report provided by the Fiscal Intermediary (FI).

WHAT IS THE ROLE OF THE SUPPORT BROKER

- Work with you and your Circle of Support to review and update the Self-Direction Budget as needed, so that it meets your needs and remains current and eligible for Medicaid funding.
- Attend your Individualized Service Plan (ISP) reviews and assist you to review, revisit and update your ISP as requested.
- Assist you to properly document services according to Medicaid and New York State regulations and policy. This includes assisting you to review and submit to the Fiscal Intermediary (FI) employee time sheets, the monthly summary note, mileage and expense reimbursement forms, and all other required documentation.
- Assist you to hire and retain appropriate support staff.

WHAT IS THE ROLE OF THE FISCAL INTERMEDIARY (FI)

- Setting up and maintaining financial accounts for each participant based on the approved Self-Direction budget and service plans.
- Explain all fiscal procedures and required waiver documentation to the participant such as the hiring and training of staff. Provide the SD participant with copies of all written policies and procedures.
- Maintain documents for each SD participant including, but not limited to, a current signed Individualized Service Plan (ISP) identifying the FI as the provider of service, current signed habilitation plans, service documentation, invoices, and time sheets.
- Distribute a Monthly Expenditure Report to the participant or his/her designee of record, the support broker and any other party designated by the participant or OPWDD.

WHAT IS THE ROLE OF THE FISCAL INTERMEDIARY (FI)

- Ensure that all self-hires and contracted staff, when required by OPWDD regulations, are fingerprinted and receive a criminal background check prior to being hired.
- Ensure that appropriate incident management procedures are followed.
- Ensure that paychecks to employees are provided in a timely manner and, when applicable, ensure that fringe benefits are provided.
- Ensure that all staff paid through the FI receives appropriate wage and tax statements.
- Maintain required Medicaid documentation for a period of six years.

WHAT SD SERVICES ARE OFFERED AT RCIL?

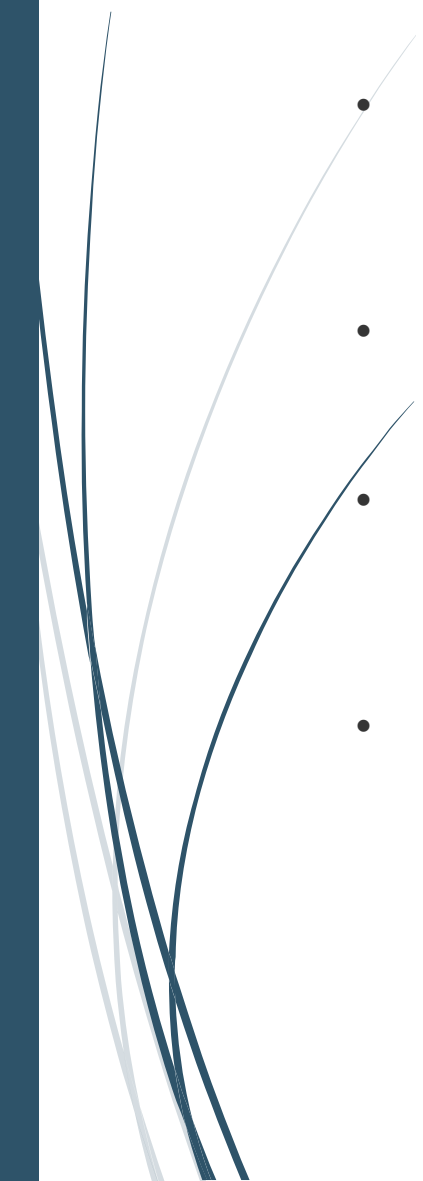
Start-up/Support Brokerage
Writes the SD Plan

Fiscal Intermediary
Administers the SD Plan





The SD DEPARTMENT RCIL...

- The program has evolved since 2003 and changed to Self-Direction in October 2014
 - Currently serves over 1200 Individuals and counting.....
 - Works with 13 out of the 14 OPWDD Regional Offices statewide
 - Total of 58 In-House Staff...and counting...
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QUESTIONS?

