



Family Directed Services Program Update Notification for Support Brokers

Past publications of the *FDS Program Update Notification* are stored on the FDS DHW website.

New Case Coordinator

Please welcome our new Case Coordinator Hillary Oliverson!

Hillary was previously a Case Manager in the Traditional program and comes to us with a wide array of experience with the DD population. She has previously worked as a Habilitative Interventionist as well as a Clinical Specialist. Welcome Hillary!

Letter	Case Coordinator	Email Address	Office Number
A-D	Jennifer Funk	Jennifer.Funk@dhw.idaho.gov	208-798-4118
E-K	Hillary Oliverson	Hillary.Oliverson@dhw.idaho.gov	208-528-4041
L-R	Noralee Fitch	Noralee.Fitch@dhw.idaho.gov	208-475-5091
S-Z	Laura Banks	Laura.Banks@dhw.idaho.gov	208-475-5094

FEA Certification and Required Components Checklist

As multiple FEAs are providing to FDS participants, families must attend the FEA training and receive an attendance certificate. Please make sure you have verified the family has attended this training and submit the certificate of attendance with the initial SSP. The required components checklist has been updated to include this additional step.

Updating the Annual Workbook

Updating the workbook:

When a new need or service arises mid-plan year, the workbook must be updated to document and detail the need for this service. This update is in addition to the Goods and Services Recommendation Form from the provider and a Support Goal page.

Reusing a workbook:

If a workbook is “reused” for subsequent years without updating, we encourage the family to initial the workbook. This will help the case coordinator to know the needs documented in the workbook remain current for the next plan year.

Requalification as Support Broker

Applications for Requalification as support broker must be submitted 45 days prior to the expiration of a qualification. It is the support broker’s responsibility to remember these dates and submit a requalification application on time.

The Requalification Application has two places for support brokers to sign; on the first page in the “additional information” section to verify no change in criminal history status and the second page to verify responses on the application are true and accurate.

**FAMILY
AND
COMMUNITY
SERVICES**

**Family-
Directed
Services
Program**

www.familydirected.dhw.idaho.gov

Inside this issue:

Welcome New Case Coordinator Hillary Oliverson	1
FEA Certification and Checklist	1
Updates to Workbook	1
Requalification Applications	1