

Family-Directed Services Program Update Notification

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



Assessment Required Prior to Treatment

To determine if a good or service is appropriate to meet a child’s needs, it is necessary to have an assessment done before the Case Coordinator can prior authorize treatment or a good requested for treatment or adaptive purposes.

More often than not, the SIB-R fulfills that need, however, there are some instances where it does not provide information on a child’s deficit. For example, if a child has a sensory processing issue. In this case, it will be necessary to have an assessment from an OT prior to purchase of any goods or services to treat the issue. As sensory processing treatment typically falls under the scope of practice of an OT, treatment must be followed-up by an OT.

Submitting Support and Spending Plans

Submit FDS *SSP* and *Plan Change Forms* to:

DDFamilyDirectedProg@dhw.idaho.gov

Format the subject line of the email as such: Last Name, First Name, Topic of the document attached. (e.g., if the child’s name is Jon Doe and the email is submitting a *SSP*, the subject line would read: *Doe, Jon: SSP.*)

Please ensure FDS *SSP* and *Plan Change Forms* are submitted complete. (e.g. if the submission is missing the H&P, please do not submit *SSP* until the H&P has been received) Utilize the Required Components Checklist to ensure submissions are complete. If a section does not apply to a child, place *N/A* in this section. Do not leave sections blank in the *SSP*. (e.g. if a child is not on an IEP, place *N/A* in this section)

Files must be .doc, .docx, .pdf, or faxes. Images/Photos will not be accepted and are often unreadable.

Please include the CSW’s name on the Authorization Page. Only use “CSW” or “TBD” if the family has not yet identified and hired their CSW. Also on the page, include the CSW’s qualifications in each section.

If you are submitting an *SSP* late (beyond the 45 day deadline), please include the reason why it is late in your submission. Including this in the body of your email is sufficient.

Please ensure you use the most current forms. Outdated forms will not be accepted.

Plan Changes

Plan Change documents should be submitted at least 30 days prior to the end date of the *SSP*. Plan changes submitted beyond this deadline will not be processed.

Plan Changes submitted to request a previously denied item will not be processed. The appropriate course of action for the family will be to Appeal the denial decision.

FAMILY AND COMMUNITY SERVICES

Family-Directed Services Program

www.familydirected.dhw.idaho.gov

Inside this issue:

Information Regarding Assessments	1
Submitting SSP and Plan Change Documents	1
What To Do When You Quit Or Are Dismissed	2
Who Can Complete a GSF?	2

Family-Directed Services Program Update Notification

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



When A Support Broker Gives Notice or is Dismissed

Support Brokers should alert DHW when they give 30 day notice to a family in the FDS program or if they are dismissed by a family.

If you terminate your services with a family you are required to assist the family in hiring a new Support Broker.

Who Can Complete a Goods and Services Form?

Goods and Services Forms should only be completed by a certified/licensed OT, PT, SLP, MD/PA, or psychologist. Goods and Services Forms completed by care providers such as music therapists, aquatherapists, etc. will not be accepted. The provider recommending the service will need to complete the Goods and Services Form.

Want To Receive More Updates?

Sign up to receive email notifications when updates are made to the Family Directed Services webpage. Look for this button on the bottom right side of our webpage.



Check Idaho’s Medicaid website to stay update to date with information regarding Medicaid. Medicaid.idaho.gov

FAMILY AND COMMUNITY SERVICES

Family-Directed Services Program

www.familydirected.dhw.idaho.gov

Inside this issue:

Information Regarding Assessments	1
Submitting SSP and Plan Change Documents	1
What To Do When You Quit Or Are Dismissed	2
Who Can Complete a GSF?	2