

Family Directed Services Program Update Notification for Support Brokers

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



We Made It!



July 1st is here! Thank you for your help, understanding, and support.

Enhancement Project Documents

Visit the Enhancement Project website for up-to-date information on the project

Enhancement.dhw.idaho.gov

Updated Forms

The following forms have been updated and must be used as of July 1st. You can find these forms on our FDS website. Any outdated forms received after August 2019 will not be accepted and will be returned to the Support Broker.

- Support and Spending Plan
 - Workbook
 - Plan Change
- Goal Page template
- Backup Plan template
- Allowable and Non-Allowable Guide

FAMILY AND COMMUNITY SERVICES

Family-Directed Services Program

www.familydirected.dhw.idaho.gov

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Incomplete Submissions

FDS Case Coordinators will not be accepting incomplete Support and Spending Plan submissions. Holding on to incomplete submissions is not possible with our increasing numbers.

If incomplete submissions are received, the submission will be returned to the Support Broker, noting the document(s) missing, and Cc-ing the SB's employer.

The Support Broker must resubmit the entire submission when it is complete.

Late Submissions

:Reminder:

Support and Spending Plan submissions must be submitted at least 45 days prior to plan expiration.

Plan Changes must be submitted at least 30 days prior to plan expiration.

Corrective Action Plans

A Corrective Action Plan (CAP) may be issued when submissions are consistently received late and/or incomplete. Remember, it is a Support Broker's responsibility to assist participants with redetermination and upholding the responsibilities of the FDS program.

Other Providers Requesting Documents

If you receive a request from DDAs or Independent Providers requesting documents, plans, etc. of your employers, please refer these folks to request documents from the Department. The Department will have a release of information to release this information to other providers.

Refer these providers to the child's case coordinator.

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Goal Pages for Adaptive Equipment

All requested paid Medicaid services on an SSP must have a corresponding Goal on the SSP. When Adaptive Equipment items are requested, the item must be represented on a Goal Page. The Goal and the Adaptive Equipment item must correspond.

CSW Fair Market Wage

The FDS program’s fair market wage policy has been updated.

-Wage considerations below are BEFORE taxes-

Wages \$7.25-\$16.99 – requires no wage justification

Wages \$17-\$20 – requires additional justification as we have always requested (special medical skills, familiarity with family, etc.)

Wages \$20.01 and above – Additional professional assessments (e.g. Functional Behavior Assessment– FBA) that shows the necessary skills and training the support staff must have to provide supports. If the child has needs significant enough that a highly trained CSW is need to support them, there should be an FBA to document the child’s current needs and support this.

A program policy detailing the minimum requirements that must be included in the FBA is currently being developed.

Community Resource

Crisis Prevention and Court Services (CPCS)

The primary duty of CPCS is to provide supports to community members with a developmental/intellectual disability in their various community treatment programs. Another duty of CPCS is to provide court-ordered services to address concerns such as criminal competency, civil commitment, and guardian/conservator needs.

CPCS.dhw.idaho.gov

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