

Self Direction



Self-Direction is... an option under the Developmental Disabilities (DD) Waiver. This option gives you more control over the Medicaid money used to buy your services and supports. You choose the services and supports that fit your needs. You decide when and where you get services and supports. You hire the people you want to help you. You keep track of your Medicaid budget.

➔ **Self-Direction may be right for you if:**

- You are eligible for the DD Waiver
- You want to have more choices with your services and supports
- You want to hire and manage your own workers
- You are willing to follow the rules of Self-Direction

➔ **Benefits of Self-Direction:**

You have the right to have control of your life decisions and services, such as.....

- Deciding who your worker will be and when they will work with you.
- Deciding how your workers will help you. They can support you with tasks like cleaning, cooking, dressing, and planning activities.
- Being treated with dignity and respect.
- Replacing support workers who don't respect you.

➔ Responsibilities of Self-Direction:

- Tell your supports about your wants and needs. You will set your goals, and make decisions about your services and supports.
- Complete all required paperwork.
- Hire people to work for you. You will tell your workers what you need them to do. It is up to you to make sure that your workers are doing what they need to, and that they are doing it the way you want it done.
- Work with your supports to identify back-plans for emergencies.
- Complete employment and vendor agreements to pay for all your supports, services, and goods on your plan.
- Follow your support and spending plan. This will keep you from over-spending your Medicaid budget.
- Follow all state and federal labor laws

➔ **You don't have to do it all!** You can ask family and friends to help you self direct. You will also hire a Support Broker to help you write your plan and help you with other duties you decide you need help with.

➔ Resources about Self-Direction:

- Your health and safety is very important. You, your family and friends, your support broker and the Department of Health and Welfare will work together to make sure your health and safety needs are met.
- Check out the Self Direction website: www.selfdirection.idaho.gov
- Call your Regional Medicaid Services office to get signed up for a Guide to a Self-Directed Life.

➔ Self Direction isn't for everyone.

- If at any time (even after you write and submit a plan) you decide not to Self-Direct your services, you are not "locked in."
- Submit a new "Eligibility Application for Adults with Developmental Disabilities."
- You will go through the assessment process again. This will determine what Traditional Developmental Disability services you are eligible for.



IDAHO DEPARTMENT OF HEALTH & WELFARE

GLOSSARY OF TERMS

CIRCLE OF SUPPORT (COS)- The participant's support team. Members of the COS care about the participant. The COS will help the participant plan their Self Direction services.

COMMUNITY SUPPORT WORKER (CSW)- The paid support person hired by the participant. The CSW may be an individual, an agency, or vendor.

EMPLOYEE: The CSW hired by the participant.

EMPLOYER: The participant receiving Self Direction services.

FISCAL EMPLOYER AGENT (FEA)- The FEA provides payroll and accounting services.

INDEPENDENT ASSESSMENT PROVIDER (IAP)- The IAP will complete an assessment with the participant. The assessment is used to determine what services a participant is eligible for. A participant must be determined waiver eligible to access Self Direction.

MY VOICE MY CHOICE WORKBOOK (MVMC)- The participant's Self Direction workbook. The workbook helps the participant identify their wants and needs.

SUPPORT BROKER (SB)- An individual hired by the participant to help with planning, negotiating and budgeting. The Support Broker will help the participant self-direct their services.

SUPPORT and SPENDING PLAN (SSP)- The participant's Self Direction service plan. The Support Broker will help write and submit the SSP. The SSP will outline all services, tasks and goods the participant will pay for throughout the plan year.

VENDOR- An agency, business and/or independent contractor. A participant may choose to work with a vendor to meet their needs for specific goods or services.



THE STEPS TO SELF-DIRECTING YOUR SERVICES

1. Complete and submit an “Eligibility Application for Adults with Developmental Disabilities.”

Once your application is submitted, it will be sent to the Independent Assessor Professional (IAP). The IAP will contact you if they need more information. When the IAP has enough information, they will schedule an eligibility assessment with you.

2. Participant in an eligibility assessment.

You will receive a letter after your assessment. The letter will include information on your eligibility, and your budget amount. You must be DD waiver eligible to Self-Direct your services. If you are not DD waiver eligible, please contact your local Regional Medicaid Services office. There may be other services you are eligible for.

3. Attend a Guide to a Self-Directed Life training.

Contact your local Regional Medicaid office to sign-up for the next training.

4. Interview and hire your Support Broker and Fiscal Employer Agent.

On Self Direction, you are required to work with a Support Broker and Fiscal Employer Agent. Contact your local Regional Medicaid Services office for a list of available providers.

5. Meet with your Circle of Support to develop a Support and Spending Plan (SSP).

Your SSP will be your plan for the year. It will identify what goals you will work on, and what supports you need to remain safe while living in the community.

6. Submit your SSP to the Department for Review.

The Department can take up to 30 days to approve your plan. If your plan needs corrections, it may take longer.

7. Interview and hire your paid supports.

When your SSP is approved, you will be ready to hire your Community Support Workers.

8. BEGIN SELF DIRECTING YOUR SERVICES.



SELF-DIRECTION: FREQUENTLY ASKED QUESTIONS

WHAT ABOUT MY HOUSING?

⇒ **I take care of a participant living in my home, does my home need to be certified?**

If you are paid to provide in-home supports to a participant living in your home, then your home must be a Certified Family Home (CFH).

⇒ **Can a Self-Direction participant live with a participant receiving Traditional services?**

Yes, a Self Direction participant can choose to live with a participant receiving Traditional waiver services. However, Self Direction supports cannot be provided in a group setting. This means that a Community Support Worker (CSW) can only provide supports to one participant at a time.

⇒ **How much will my CFH provider be paid?**

The rate for CFH services on Traditional services is \$53.39 per day. On Self Direction CFH services will be based on a negotiated hourly wage. When you hire a CFH provider they will be considered a CSW. You will identify what services you want your CFH Provider/CSW to provide, and how much you will pay them. You will want to make sure the hourly pay is comparable to fair market value.

⇒ **I live alone and my CSW comes to my home to help me. Do I need to certify my home?**

No. The home does not need to be certified in this situation.

WHAT ABOUT MY PAID SUPPORTS?

⇒ **I need support from my CSW while I'm on vacation. Can I use my budget to pay for my CSW's travel costs?**

Your budget cannot be used to pay for your CSW's transportation, lodging or food. However, your CSW can be paid to provide supports to you as identified on your plan.

⇒ **How often can the participant send bills to the Fiscal Employer Agent (FEA)- weekly, monthly, or does it matter?**

Payroll is done every two weeks. The participant is responsible for submitting signed time sheets to the FEA and can do so at any time.

⇒ **If a CSW is hurt while working with a participant, who is responsible? Is the participant required to have worker's compensation insurance? Will it be paid for with the participant's budget?**

The participant is responsible if their CSW is hurt while providing services. Worker's compensation insurance is not required. If a participant would like to have this type of insurance, then it can be paid for with the budget.

⇒ **If my Support Broker quits, and I cannot find a new Support Broker within the 30-day notice period, is the original Support Broker required to continue providing services? Can I go without a Support Broker?**

No. While on Self Direction, participants must always have a Support Broker. If your Support Broker quits, they are required to help you find a new Support Broker. However, after the 30-day notice period the Support Broker would not have to continue working with you if they chose not to. If you can't find a new Support Broker, then the Department will begin transitioning you to Traditional Waiver services.





Who do I contact for...

⇒ **Additional information on Self Direction?**

You can contact your Regional Medicaid Office.

Region 1	(208) 769-1567 <i>Select: Regional Medicaid</i>
Region 2	(208) 799-4430 or (877) 799-4430 <i>Select: Adult Developmental Disabilities Program</i>
Region 3	(208) 455-7150
Region 4	(208) 334-0940
Region 5	(208) 736-3024 or (800) 826-1206
Region 6	(208) 239-6260
Region 7	(208) 528-5750

⇒ **Additional information on becoming a Certified Family Home?**

You can contact your Regional Certified Family Home Specialist.

Region 1	(208) 665-8841
Region 2	(208) 799-4431
Region 3	(208) 455-7129 or (208) 455-7160
Region 4	(208) 334-0700
Region 5	(208) 732-1517
Region 6	(208) 239-6261
Region 7	(208) 528-5720 or (208) 528-5726

⇒ **More information on Fiscal Employer Agent services?**

There are two providers available for your FEA services:

Acumen Fiscal Agent

6126 W. State St, Ste 314
Boise, ID 83709

Toll Free Phone: 1 (866) 496-9139

Toll Free Fax: 2 (855) 264-3290

Email: customerservice@acumen2.net

Website: www.acumenfiscalagent.com

Consumer Direct

280 E Corporate Dr. Suite 210

Meridian, ID 83642

(208) 898-0470

Toll Free Phone: 1 (888) 898-0470

Toll Free Fax: 2 (877) 898-0417

Email: infoCDID@consumerdirectcare.com

Website: www.consumerdirectid.com

⇒ **information for Support Brokers in my area?**

Please visit www.selfdirection.idaho.gov. Under 'Support Brokers' you will click on, 'Information for Support Brokers', and then select 'Support Broker Listing.'

*Some questions to consider when interviewing Support Brokers include:
are you accepting new participants;
is your rate of pay negotiable;
how much experience do you have working as a Support Broker;
do you have any references?*

⇒ **An Adult Developmental Disability Services application for Self Direction or Traditional services?**

Please visit www.ddprogram.idaho.gov. Click on: 'Eligibility & Apply for services'. Under 'Step 2' you will click on the blue hyperlink "Eligibility Application for Adults with Developmental Disabilities.