



C.L. "BUTCH" OTTER – Governor  
RICHARD M. ARMSTRONG – Director

# IDAHO DEPARTMENT OF HEALTH & WELFARE

LISA HETTINGER - Administrator  
DIVISION OF MEDICAID  
Post Office Box 83720  
Boise, Idaho 83720-0009  
PHONE: (208) 334-5747  
FAX: (208) 364-1811

August 28 , 2015

Greetings Support Brokers!

I hope this summer has been good to you all! As we roll into the next quarter of our fiscal year, we have updated the Support Broker Manual to include the changes to the program:

- **Pages 12-13** of the SB Manual include new language and clarifications surrounding annual re-qualifications for Support Brokers.
- **Page 15** of the SB Manual includes changes to and clarifications regarding the Employment Agreements.
- **Pages 20 and 39** include clarification regarding billing of TSM and TSS and that additional supports may be billed in conjunction.
- **Page 26** of the SB manual includes the requirement for Employment Agreements needing to be completed every year with the annual Support and Spending Plans.
- **Page 32** includes information regarding the definition of a late plan and what this mean for the participant.
- **Page 33** includes language surrounding the Elements of Care in a CFH and what this means for writing Support and Spending Plan goals.
- **Page 40** includes the information regarding age requirements of a CSW. A memo regarding this update was posted on the SD Website earlier in the month.

Examples of a Support and Spending Plan and MVMC Workbook written with the Elements of Care in mind can be found in the appendices of the manual.

Self Direction is an option that supports a person gaining skills that will allow the participant to live as independently as they can in the community. If a person lives in a Certified Family Home, the goals on the SSP should be geared to skill acquisition. If a person lives in their own home or apartment, there should be a combination of personal support, and skill acquisition goals.

If you have questions regarding these updates please contact your Regional Care Manager.

Jill Smith	Region 1	(208) 769-1567	<a href="mailto:SmithJr@dhw.idaho.gov">SmithJr@dhw.idaho.gov</a>
Matthew McCarley	Region 2	(208) 799-4452	<a href="mailto:McCarleM@dhw.idaho.gov">McCarleM@dhw.idaho.gov</a>
Stacey Clark	Region 3	(208) 455-7151	<a href="mailto:ClarkS1@dhw.idaho.gov">ClarkS1@dhw.idaho.gov</a>
Tim Woods	Region 3	(208) 455-7158	<a href="mailto:WoodsT@dhw.idaho.gov">WoodsT@dhw.idaho.gov</a>
Cindy McLouth	Region 4	(208) 334-0991	<a href="mailto:MclouthC@dhw.idaho.gov">MclouthC@dhw.idaho.gov</a>
Cheryl Willard	Region 4	(208) 334-0985	<a href="mailto:WillardC@dhw.idaho.gov">WillardC@dhw.idaho.gov</a>
Cori Glauner	Region 5	(208) 732-1351	<a href="mailto:GlaunerC@dhw.idaho.gov">GlaunerC@dhw.idaho.gov</a>
Michelle Mittelstedt	Region 6	(208) 239-6277	<a href="mailto:MittelsM@dhw.idaho.gov">MittelsM@dhw.idaho.gov</a>
Jared Fletcher	Region 7	(208) 528-5758	<a href="mailto:FletchJ2@dhw.idaho.gov">FletchJ2@dhw.idaho.gov</a>
Greg Christensen	Region 7	(208) 528-5773	<a href="mailto:ChristeG@dhw.idaho.gov">ChristeG@dhw.idaho.gov</a>