

Self Direction Q & A Conference Call

Self Direction News

Fall 2010 Issue 2

Minutes from October 7, 2010

Goods and Services

We have had some participants who are self-directing through Public Partnerships, LLC (PPL) purchase the following items through Goods and Services:

- ✓ Piano lessons
- ✓ Computer
- ✓ Bowling lessons and bowling shoes
- ✓ Bowflex home gym
- ✓ Massage
- ✓ Therapeutic riding lessons
- ✓ Homemaker

The ability to acquire these items have meant a lot to these participants. In order for them to be approved, the items must meet the criteria in the service definition for Goods and Services and be within \$2000. When a participant wants to purchase an item under Goods and Services, they follow these simple steps:

1. Discuss the idea with your support broker and case manager.
2. The case manager works with the person to submit a "Goods and Service" form to the Division to prior authorize the purchase of the Good or Service.
3. If approved, the case manager allocates money for the item in the PPL Web Portal.
4. The employer submits the invoice to PPL.
5. PPL will make sure the item was approved by the Division and cut a check during the next pay cycle to the vendor for the good or service.
6. The check is sent to the employer of record, who will decide when to pay the vendor for the good or service.

It is fairly easy and if you have questions, the Division can help walk you or your team through the process. In order to take advantage of the opportunities under this service, the participant must be self-directing at least one other direct care service through PPL. However, based upon the ideas we have heard from participants and teams, the options under goods and services are sky-high!

Requirement of Support Brokerage

Support Brokerage is required for the first year someone is self-directing, whether they self-direct through the Fiscal Employer Agent, PPL, or Agency with Choice. The plan will be increased by the Division to cover the cost of support brokerage up to 80 hours a plan year. The support brokerage would go over two plan periods if the person started self-directing mid-plan year. The plan will also be increased to cover the cost of the Agency with Choice fee.

Correction to Self-Direction Handbook

The Self-Direction Handbook did not clearly specify that a support broker is required if a person wants to self-direct using an Agency with Choice. The handbook has been updated and reposted to the Division's website. Please make a note of this correction in your handbook, if you do not want to print it out again. We apologize if this omission has caused any confusion.

Documentation of Employee's Services

There have been questions about the documentation requirements for employees hired through self-direction. As stated in the Self-Directed Employee Training Guide, the employee must document the service delivered. The documentation can be logged on the timesheet, logged by the employer and signed off on by the employee, or electronically tracked in a system agreed upon by the team. The documentation shall include the name of the service provided, the time it was provided, the person providing the service, and a summary of the service provided. For Habilitation services, the employee must be tracking progress on objectives. The Support Broker can help the family develop the system for documentation. The case manager is still responsible for receiving the documentation monthly to monitor and ensure that services are provided and meeting the person's needs.

Contact us if you have a question on self-direction you want answered or visit our website for more information!