

Participant-Directed Homemaker/Personal Care

What is participant-direction?

Participant-direction gives people enrolled in the waiver more control and authority to decide who provides needed services and how those services are provided.

Why was Participant-Directed HPC developed?

- First step to expanding self-direction to all Ohio waivers for people with developmental disabilities
- Provide a self-direction ***OPTION*** to all waiver enrollees
- Create the same service, with the same reimbursement rate, in all waivers
- Increase the pool of potential providers

CHOOSING PARTICIPANT-DIRECTED HPC

Who may choose this service?

- No formal assessment required for participant-directed HPC. The pre-screen for enrollment in SELF is still required.
- Individuals must want to assume employment responsibilities with or without assistance

What must people be able to do?

People who choose participant-directed HPC are responsible for:

- Choosing someone to help with employer functions, if needed
- Hiring employees
- Deciding how much to pay employees
- Training employees
- Providing day-to-day supervision of employees
- Verifying timesheets of employees

Who can people choose to help?

- Parents of minor children (under the age of 18) can be the employer on behalf of their children
- Legal guardians of adults can help people they represent, as needed
- Adults who choose this service can also select other friends/family members to help with employer responsibilities

What help can they provide?

Parents/guardians/representatives can help with

- Deciding how to recruit/find employees
- Scheduling and participating in interviews
- Negotiating rates
- Providing training to chosen employees
- Making sure employees are providing services in the plan and doing so in the way the individual prefers
- Communicating choices/preferences with the team
- Signing timesheets
- Keeping required records/paperwork

What must be in the ISP?

It is important that the service plan of anyone choosing participant-directed HPC include:

- Name of anyone chosen to support the person with employment functions
- Description of how timesheets will be verified (signature, individual-specific mark, stamp, etc.)
- Name of person responsible for verification

What other help is available?

Financial Management Service (FMS)

- Funded through DODD contract, NOT the waiver
- Completes all new employee paperwork
- Receives timesheets from employees
- Issues paycheck to employees
 - Withholds all required taxes
 - Pays Worker's Compensation premiums
- Provides monthly reports to individual and the board to help track how much of the budget is used

What other help is available?

The county board service and support administrator (SSA) can help by

- Explaining participant-direction
- Discussing options for participant-direction available under each waiver
- Making sure the person's chosen representative is identified in the service plan and involved in the planning process
- Monitoring service plan implementation

Can this choice be revoked?

- Individuals may voluntarily choose to end participant-direction at any time.
- Participant-direction may be involuntarily terminated if health and welfare cannot be assured.
 - SSA must issue due process upon termination of participant-direction.
- SSAs must assist with selecting and transitioning to traditional service providers, as needed.

PARTICIPANT-DIRECTED HPC AND THE WAIVERS

What is changing in the SELF waiver?

- Self-Empowered Life Funding (SELF)
 - Community Inclusion-Personal Assistance and Community Inclusion-Transportation are being replaced with
 - Participant Directed Homemaker/Personal (PD HPC)
 - Transportation (\$0.45/mile and not negotiable)
 - On-Site/On-Call (OSOC)
 - Spending plans will be completed and submitted to the FMS through MSS

What is staying the same in the SELF waiver?

- Self-Empowered Life Funding (SELF)
 - Child \$25,000
 - Adult \$40,000
 - All other services remain with no changes
 - PDGS can still be used to purchase commercial transportation.
 - Individuals who live alone, live with family, or those who live in other living arrangements with fewer than four individuals may choose PD HPC.

What is staying the same in the SELF waiver?

- Self-Empowered Life Funding (SELF)
 - Employer Authority still 2 options:
 - Common Law- Individual is the employer of record
 - Individual hires/supervises/fires staff
 - Financial Management Service (FMS) performs payroll and other employment-related function as the agent of the individual to meet employer-related legal obligations
 - Co-Employer – Agency is the employer of record
 - Individual recruits and directs the staff
 - Individual has day-to-day managing responsibility

What is staying the same in the SELF waiver?

- Self-Empowered Life Funding (SELF)
 - 2 co-employer options include:
 - FMS as co-employer
 - Worker still require certification by DODD
 - Individual can still negotiate rate
 - Financial Management Service (FMS) performs payroll and other employment-related function as the agent of the individual to meet employer-related legal obligations
 - Agency with Choice:
 - Traditional agency is the employer of record
 - Completes payroll
 - Rate is established; cannot negotiate
 - Individual remains the managing employer (shared responsibility)

What is staying the same in the SELF waiver?

- Self-Empowered Life Funding (SELF)
 - Budget Authority:
 - Individual has the authority and responsibility to manage his or her budget, including determining the:
 - » Budgeted dollar amount for each waiver service
 - » Negotiating rates within applicable ranges for common law employees and when FMS is co-employer

What is changing in the Individual Options and Level One waivers?

- Individual Options and Level One (IO and L1)
 - Adding new service OPTION of PD HPC for individuals who:
 - Lives alone, OR
 - Lives with family (related by blood, marriage, or adoption)
 - Parents
 - Brothers/sisters
 - Husband/wife
 - Common Law ONLY
 - A combination of participant-directed HPC and traditional HPC may be used
 - Participant-directed HPC will be projected and authorized in MSS on a spending plan for electronic submission to the FMS

What is staying the same in the Individual Options and Level One waivers?

- Traditional independent HPC providers are still available
- Traditional agency HPC providers are still available
- Still a prior authorization process for IO
- Still a “cap” for Level 1
- No other service changes to IO or Level 1

PROVIDERS

Who can be hired as an employee?

- All employees must be certified by DODD, except for those employed by traditional agencies delivering SELF services.
- Anyone who meets the qualifications can be certified
 - At least 18
 - Passes background checks
 - Has required training
- Family members may be hired as long as the family member is not designated to help with employer functions.
- Parents are still prohibited from providing services to their minor child under 18.
- A person who lives with an individual and provides more than 20% or more of the individual's personal care and support services (Shared Living) cannot be hired as an employee.

Provider Certification

- All current providers of Community Inclusion – Personal Assistance will automatically be certified for Participant-Directed HPC (Routine & OSOC)
- All current providers of Community Inclusion – Transportation will automatically be certified for traditional Transportation
- All current providers of traditional Homemaker/Personal Care will automatically be certified for Participant-Directed HPC (Agencies certified for SELF only.)
- Anyone not currently certified may submit an application through DODD's web-based system, called PSM.

Provider Training

DODD typically requires the following training

- Major Unusual Incidents (MUIs)
- Rights of Individuals with Developmental Disabilities
- 8 hours that includes the above, as well as
 - Overview of serving people with DD
 - Provider's role/responsibilities with person-centered planning, community integration, self-determination, and self-advocacy
 - Universal precautions
- First Aid
- CPR

Provider Training: What can the individual waive?

- People hiring their own employees* may choose to require all DODD trainings or may waive
 - 8 hours, except MUI and Rights
 - First Aid
 - CPR
- People hiring their own employees* may choose to waive the requirement for a diploma/GED, as long as medication certification is not required.

*Waiving requirements is not an option for people enrolled in the SELF Waiver who choose co-employment.

Provider Training: What can the individual require of the provider?

Individual-specific training may include information about the person's:

- Desired outcomes
- Choice/preferences
- Health conditions
- Behavioral health needs
- Adaptive support needs
 - Personal care assistance
 - Communication
 - Mobility
- Anything else that helps the employees support the person in the manner he/she wants to be supported

***Training topics chosen by individual does not negate obligation of SSA to meet ISP training requirements specified in 5123:2-1-11**

Comparing Provider Types

| Traditional Independent Provider | Common Law Employee |
|---|---|
| Sets his/her rate, up to maximum | Rate is negotiated with employee |
| Must be at least 18 Required to have <ul style="list-style-type: none"> • Background check • Diploma/GED • DODD's 8-hour training <ul style="list-style-type: none"> • MUI training • Rights training • Other • First Aid training • CPR training | Must be at least 18 Required to have <ul style="list-style-type: none"> • Background check • Diploma/GED (when certified to give medications) • MUI training • Rights training • Other training determined by individual (*may include all the independent provider requirements) |
| Decides how to deliver services | Directed how to deliver services by individual |
| Responsible for payroll taxes | FMS makes needed deductions from paycheck |

How is training verified?

- The individual and the employee will be required to sign a form developed by DODD to verify:
 - What training was required by the individual
 - Training was provided by the individual/designee to the employee
- The form, with both signatures, must be given to the SSA before the employee may begin services.
- The SSA uploads the form in CPT before services can be authorized.

RATES

Rate Considerations

- Different rates can be paid to different employees based on training/experience, hours worked, services performed, etc.
- Paying more may help recruit providers
- Paying more uses more of the waiver budget and will result in fewer hours of service

Budget Example

Budget = \$5,325

| Rate | Number of hours/week |
|-------------------------------------|----------------------|
| \$13.00/hour | 7.8 hours |
| \$15.00/hour | 6.8 hours |
| \$17.00/hour | 6.0 hours |
| \$17.96/hour (maximum base rate) | 5.7 hours |
| \$17.96 + medical add-on = \$18.44 | 5.5 hours |
| \$17.96 + behavior add-on = \$20.48 | 5.0 hours |

Rate Structure

- Common Law: IO/L1/SELF
 - Participant-directed HPC (Routine)
 - 15 minute unit (no CODB factor)
 - Negotiated rate from minimum wage up to \$4.49 per unit
 - Overtime is 1.5 x negotiated rate (not add-ons)
 - Payment for group size of 2 or 3 is 75% of the negotiated rate

| | |
|--------------------|-----|
| Individual Options | ADC |
| Level One | FDC |
| SELF | SDD |

Rate Structure

- Common Law: IO/L1/SELF
 - Participant-directed HPC (On-Site/On-Call)
 - 15 minute unit (no CODB factor)
 - Equivalent of minimum wage
 - Overtime is 1.5 x rate
 - Payment for group size of 2 or 3 is 75% of minimum wage

| | |
|--------------------|-----|
| Individual Options | AZC |
| Level One | FZC |
| SELF | SZD |

Rate Structure

- Co-Employer (Agency with Choice)
 - SELF waiver ONLY
 - Participant-directed HPC (Routine)
 - SDC
 - 15 minute unit (no CODB factor)
 - Payment for group size of 2 or 3 is 75% of the rate

| Serving 1 person | Serving 2 people | Serving 3 people |
|------------------|------------------|------------------|
| \$4.91 | \$3.68 | \$3.68 |

Rate Structure

- Co-Employer (Agency with Choice)
 - SELF waiver ONLY
 - Participant-directed HPC (On-Site/On-Call)
 - SZC
 - 15 minute unit (no CODB factor)
 - Equivalent of minimum wage
 - Payment for group size of 2 or 3 is 75% of the rate

Rate Modifications

- OVERVIEW:
 - Behavioral, Medical, Complex Care
 - Only apply to ROUTINE participant-directed HPC, not applicable to OSOC
 - MAY apply, but are not required
 - Cannot be partially applied – all or nothing for EACH applicable add-on
 - Add-ons are applied after the rate is negotiated
 - DO NOT apply to overtime

Rate Modifications

- Behavior Add-On
 - **May** be applied when the following criteria have been met
 - The individual has been assessed in the past 12 months to present a danger to self or others, or has the potential to present a danger to self or others; and
 - Has behavioral support strategy that is a component of the ISP and has been developed in accordance with rules; and
 - Has either
 - Yes response to at least 4 questions in number 32 of the ODDP OR
 - Requires a structured environment that, if removed, will result in behavior destructive to self or others

Rate Modifications

- Behavior Add-On
 - Duration is limited to the individual's waiver span
 - May be determined needed or no longer needed within the individual's waiver eligibility span
 - May be renewed annually

Rate Modifications

- Medical Add-On
 - **May** be applied when the following criteria have been met:
 - The individual requires routine feeding and/or the administration of prescribed medication through gastrostomy and/or jejunostomy tubes, and/or requires the administration of routine doses of insulin through subcutaneous injections and insulin pumps; or
 - The individual requires oxygen administration that a licensed nurse agrees to delegate; or
 - The individual requires a nursing procedure or nursing task that a licensed nurse agrees to delegate, and when such procedure or nursing task is not the administration of oral prescribed medication or topical prescribed medication or a health related activity

Rate Modifications

- Medical Add-On
 - Duration is limited to the individual's waiver span
 - May be determined needed or no longer needed within the individual's waiver eligibility span
 - May be renewed annually

Rate Modifications

- Complex Care Add-On
 - **May** be applied when the criteria have been met, based on responses to the Ohio Developmental Disabilities Profile (ODDP):
 - Must be transferred and moved; and
 - Cannot walk, roll from back to stomach, or pull himself or herself to a standing position; and
 - Requires total support in toileting, taking a shower or bath, dressing/ undressing, and eating

Rate Modifications

- Complex Care Add-On
 - Duration is limited to the individual's waiver span
 - May be determined needed or no longer needed within the individual's waiver eligibility span
 - May be renewed annually

Rate Modifications

- SELF/IO/Level 1:

| Complex Care | Behavioral | Medical |
|--------------------|-----------------------|-----------------------|
| \$0.63/unit | \$0.63/unit | \$0.12/unit |
| Applies only to IO | Applies to IO/L1/SELF | Applies to IO/L1/SELF |

Negotiated Rates

- Rates are paid in 15-minute units
- DODD set a range for the rates that may be paid
 - Lowest = minimum wage (In accordance with the Fair Labor Standards Act employees must be compensated at least minimum wage)
 - Highest (Medicaid maximum) = \$4.49 for each 15-minute/unit (\$17.96/hour)
- People may choose to spend any amount within this range

Medicaid payment rate \neq wage paid to employee
Employee wage \neq employee net pay

Negotiated Rates

- “Rate”
 - Medicaid rate paid to the FMS
 - Includes wage to be paid to the employee, as well as employer-related expenses
 - Total amount that will be deducted from the person’s waiver budget
- “Wage”
 - Amount of the rate that becomes the employee’s “gross” pay
 - Roughly 13% less than the “rate”
- “Net pay”
 - Amount paid to the employee after the FMS deducts appropriate withholdings

Rate/Wage/Pay Comparison

| Medicaid Rate (Cost to budget) | Employee Wage (Rate less 13%* for employer related expenses) | Net Pay* (Wage less employee withholdings) |
|-----------------------------------|--|--|
| \$9.40 | \$8.32** | \$7.63 |
| \$12.00 | \$10.62 | \$9.75 |
| \$17.96 | \$15.89 | \$14.58 |

*Estimated. Actual may vary based on hours worked and other factors.

**Wage may never be less than minimum wage!

Negotiated Rates

- Negotiation factors
 - How much does the individual want to pay employees?
 - Based on the preferred wage, how much more will be charged to the budget for the employer-related expenses (roughly 13%)?
 - Total wage + employer-related expenses CANNOT exceed the maximum Medicaid reimbursement rate of \$4.49/unit

Rate Examples

- Base Rate:

| Rate | Behavior Add-on | Complex Care Add-on | Medical Add-on | Total* |
|--------|-----------------|---------------------|----------------|--------|
| \$4.49 | | | | \$4.49 |
| \$4.49 | \$.63 | | | \$5.12 |
| \$4.49 | | \$.63 | \$.12 | \$5.24 |

| Overtime (1.5 then add-ons) | Ratio (75% then add-ons) |
|-----------------------------|--------------------------|
| \$6.74 | \$3.37 |
| \$7.37 | \$4.00 |
| \$7.49 | \$4.12 |

*"Total" refers to "rate" total, not the wage.

Rate Examples

- Base Rate:

| Rate | Behavior Add-on | Complex Care Add-on | Medical Add-on | Total* |
|--------|-----------------|---------------------|----------------|--------|
| \$3.00 | | | | \$3.00 |
| \$3.00 | \$.63 | | | \$3.63 |
| \$3.00 | | \$.63 | \$.12 | \$3.75 |

| Overtime (1.5 then add-ons) | Ratio (75% then add-ons) |
|-----------------------------|--------------------------|
| \$4.50 | \$2.25 |
| \$5.13 | \$2.88 |
| \$5.25 | \$3.00 |

*"Total" refers to "rate" total, not the "wage."

PROJECTING AND AUTHORIZING IN MSS

Medicaid Services System (MSS)

- How to project participant-directed services in:
 - SELF
 - IO & Level 1
- How to authorize & finalize
- What goes to the FMS and how

Service Authorization- SELF

Reports

CPT

Manage Individuals

Manage Providers

Manage Budget

Manage Participant Directed Services

Manage Nursing Patterns

Manage Nursing Calendar

Manage Unscheduled Nursing Services

Manage Waiver Nursing Delegation Services

Manage Cost Projections

SPA



Service Authorization – IO & LV1

CPT

Manage Individuals

Manage Providers

Manage HPC Staffing
Patterns

Manage HPC Calendar

Manage ADS/NMT Patterns

Manage ADS/NMT Calendars

Manage Nursing Patterns

Manage Nursing Calendar

Manage Unscheduled
ADS/NMT

Manage Unscheduled
Services

-For Multiple Individuals

-For One Individual

Manage Participant Directed
Services

Manage Unscheduled Nursing
Services

Manage Waiver Nursing
Delegation Services

Manage Cost Projections

PA



Service Authorization

Home

Create a New Site

Search for Site by Site Name

Search by Person

Search for Site by Provider

PA

Manage PA

PAWS

Cap Rules

Reports

CPT

Manage Individuals

Manage Providers

Manage HPC Staffing

Patterns

Manage HPC Calendar

Manage ADS/NMT Patterns

Manage ADS/NMT Calendar

| | | |
|---|---------------------------|---|
| Site Name: [REDACTED] | Effective Date: 11/1/2011 | End Date: 12/31/9999 |
| Manage: Site Home Edit Site Manage Versions Manage Notes Add Non-Waiver Spans Add DRA Exemption | | |
| [REDACTED] | | |
| Waiver: 11/1/2017 - 10/31/2018 Change | Type: I/O | Status: ENRL Budget Summary |

PD HPC Negotiated Rate for Providers: [Calculate Negotiable Rate](#)

| StartDate | EndDate | Provider Name | BaseRate | Behavioral AddOn | Medical AddOn | Complex Care AddOn | UnitRate | OT UnitRate | UnitRate 1:2/1:3 | OT UnitRate 1:2/1:3 |
|---------------------------|---------|---------------|----------|------------------|---------------|--------------------|----------|-------------|------------------|---------------------|
| <i>No data available.</i> | | | | | | | | | | |

Manage Participant Directed Services: [Add Participant Directed Service](#)

| Start Date | End Date | Provider Name | Ratio | Service | Units | Total Units | Rate | Reasons |
|---------------------------|----------|---------------|-------|---------|-------|-------------|------|---------|
| <i>No data available.</i> | | | | | | | | |

Adding a Negotiated Rate

| | | |
|---|---------------------------|---|
| Site Name: [REDACTED] | Effective Date: 11/1/2011 | End Date: 12/31/9999 |
| Manage: Site Home Edit Site Manage Versions Manage Notes Add Non-Waiver Spans Add DRA Exemption | | |
| [REDACTED] | DODD [REDACTED] | Medicaid #: [REDACTED] |
| Waiver: 11/1/2017 - 10/31/2018 | Type: I/O | Status: ENRL Budget Summary |

Calculate PD HPC Negotiable Rate for Providers:

| | |
|--|---|
| Start Date | End Date |
| <input type="text"/> | <input type="text"/> |
| Service Provider: | <input type="text" value="Select a Provider"/> |
| Service Unit Type: | 15 minute |
| Price Per Unit: | <input type="text"/> Minimum Wage - Max Rate of \$4.49 |
| Apply Add On: | <input type="checkbox"/> Medical Add On <input type="checkbox"/> Behavioral Add On <input type="checkbox"/> Complex Care Add On |
| <input type="button" value="Apply"/> <input type="button" value="Cancel"/> | |

Adding a Negotiated Rate

Add-ons must be applied in the individual section of CPT to allow them to be applied to the rate.

Individual Add-On Spans

Medicaid #: xx
Reporting Cou

Waiver: 11/01/2017 - 10/31/2018 [Change](#) **Type:** I/O **Status:** ENRL

| | Add-On Type: | Start Date: | End Date: | State Funded: |
|---|--------------------|-------------|------------|---------------|
| Edit Remove | Medical Assistance | 11/01/2017 | 10/31/2018 | |
| Edit Remove | Behavior Support | 11/01/2017 | 10/31/2018 | |

Adding a Negotiated Rate

An example of an error message at save when not eligible for an add-on.



Messages:

Close

Error Messages (1)

- The Complex Care addon is not available for this Individual. Please remove the addon and apply the rate

Calculate PD HPC Negotiable Rate for Providers:

| | |
|--|---|
| Start Date | End Date |
| 02/01/2018  | 06/30/2018  |
| Service Provider: | Ruth Van Sandt ▼ |
| Service Unit Type: | 15 minute |
| Price Per Unit: | 4.00 Minimum Wage - Max Rate of \$4.49 |
| Apply Add On: | Medical Add On Behavioral Add On Complex Care Add On |
| | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| <input type="button" value="Apply"/> <input type="button" value="Cancel"/> | |

Adding a Negotiated Rate

An example of an error message at save when not entering a valid rate.

Messages: Close

- Unit Price should be within Minimum and Maximum Rate

Calculate PD HPC Negotiable Rate for Providers:

| | |
|--|--|
| Start Date | End Date |
| 02/01/2018 | 06/30/2018 |
| Service Provider: | Ruth Van Sandt ▼ |
| Service Unit Type: | 15 minute |
| Price Per Unit: | 4.50 Minimum Wage - Max Rate of \$4.49 |
| Apply Add On: | Medical Add On <input checked="" type="checkbox"/> Behavioral Add On <input checked="" type="checkbox"/> Complex Care Add On <input checked="" type="checkbox"/> |
| <input type="button" value="Apply"/> <input type="button" value="Cancel"/> | |

Adding Participant-Directed Services

Waiver: 11/1/2017 - 10/31/2018 [Change](#) Type: I/O Status: ENRL [Bud](#)

Service Frequency: Start Date: End Date:

Select a Frequency

Service Provider: Kathy Dearth

Service Sub Category: **Select a Sub Category**

Service Unit Type: **Select a Sub Category**

No Servi

- PD Homemaker/Personal Care-Emergency (LV1)
- PD Homemaker/Personal Care-On-Site/On-Call
- PD Homemaker/Personal Care-On-Site/On-Call-Emergency (LV1)
- PD Homemaker/Personal Care-Routine
- PD Homemaker/Personal Care-Transportation
- PD Homemaker/Personal Care-Transportation-Emergency (LV1)

Units: Total # Units:

Adding Participant-Directed Services

Waiver: 11/1/2017 - 10/31/2018 [Change](#) Type: I/O Status: ENRL

| | | |
|---------------------------|--------------------------------------|------------|
| Service Frequency: | Start Date: | End Date: |
| Span (Entered on Right) ▼ | 02/01/2018 | 05/31/2018 |
| Service Provider: | Janet Harter ▼ | |
| Service Sub Category: | PD Homemaker/Personal Care-Routine ▼ | |
| Service Unit Type: | 15 minute ▼ | |
| Service Ratio: | 1:1 ▼ | |

Selected Service:

Participant Directed Homemaker/Personal Care - 1 Staff - ADC

| | |
|----------------|---|
| # Units: | <input type="text" value="400"/> |
| Total # Units: | FY: 2018 # Units: 400 |
| | <input type="button" value="Update"/> <input type="button" value="Cancel"/> |

Adding Participant-Directed Services

Example of error when trying to add a span frequency across two rates

The screenshot displays a software interface for adding services. A modal error dialog is open, titled "Unscheduled Services Error:" with a close button (X). The error message states: "Unable to save record. This service span overlaps with more than one negotiable rate span".

The background form includes the following fields:

- Service Frequency: Span (Entered on Right)
- Start Date: 02/01/2018
- End Date: 06/30/2018
- Service Provider: (blank)
- Service Sub Category: (dropdown menu)
- Service Unit Type: (blank)
- Service Ratio: (blank)
- Participant: Particip
- ADC: -ADC
- # Units: (blank)
- Total # Units: (blank)

Adding Participant-Directed Services

SELF

SELF Services are listed like other services for all services that might need to go to the FMS.

Waiver: 7/1/2017 - 6/30/2018 [Change](#) Type: SELF ADULT Status: ENRL

Service Frequency: Start Date: End Date:
Span (Entered on Right) ▼ 02/01/2018 06/30/2018

Service Provider: Frank Allen ▼

Service Sub Category: Select a Sub Category ▼

Service Unit Type: Select a Sub Category

No Service F

- Participant Directed Goods & Services
- Participant/Family Stability Assistance
- PD Homemaker/Personal Care-On-Site/On-Call
- PD Homemaker/Personal Care-Routine**
- PD Homemaker/Personal Care-Transportation
- Support Brokerage

Units: Total # Units:

Add Cancel

Adding Participant-Directed Services

SELF

SELF Services are listed like other services for all services that might need to go to the FMS.

Waiver: 7/1/2017 - 6/30/2018 [Change](#) Type: SELF ADULT Status: ENRL

Service Frequency: Start Date: End Date:
Span (Entered on Right) ▼ 02/01/2018 06/30/2018

Service Provider: Frank Allen ▼

Service Sub Category: Participant/Family Stability Assistance ▼

Service Unit Type: Item ▼

Service Ratio: 1:1 ▼

Amount: 400

Service Details

Selected Service:

Participant/Family Stability Assistance - Independent - SPS

Units: 1

Total # Units: FY: # Units:
2018 1

Add

Cancel

Adding Participant-Directed Services

SELF

SELF PDGS Services mock up of proposed entry. (**Excel spending plans may continue to be emailed to the FMS until this change is effective in MSS. “Service details” text box in MSS may reflect “See spending plan.”)

| | | | |
|---|-------------|------------------|--------------|
| Waiver: 7/1/2017 - 6/30/2018 Change | | Type: SELF ADULT | Status: ENRL |
| Service Frequency: | Start Date: | End Date: | |
| Span (Entered on Right) ▼ | 02/01/2018 | 06/30/2018 | |
| Service Provider: | Morning Sun | | |

| Description | Vendor | Total |
|--------------------------------------|----------------|----------|
| 5 Specialized Plates @\$20.00each | Walmart | \$100.00 |
| | Total:\$100.00 | |
| | | |

CPT Finalization

The Finalization Errors that you currently get will be the same with the addition of:

- An alert if a provider does not have the training document uploaded but it will not stop finalization
- An alert if one of the providers is not certified for the Participant Directed service for at least one of the dates they were projected to provide and this will not allow finalization.

PAWS Enrollment Errors

PAWS enrollment errors will include:

- Provider does not have a training document uploaded in the provider section of CPT
- Provider certified for the dates of service like other services.

Transitioning to PD HPC

- It is not necessary to amend all plans/PAWS effective 2/1/18.
 - As long as dollars/units are available under the roll-up code, claims submitted for PD HPC will be paid.
 - The new procedure code must be submitted on claims for dates of service 2/1/18 or later.
- It is necessary to replace Community Inclusion with PD HPC when:
 - The person wants to negotiate a new rate for PD HPC
 - Any other change is being made to the cost projection

Questions?