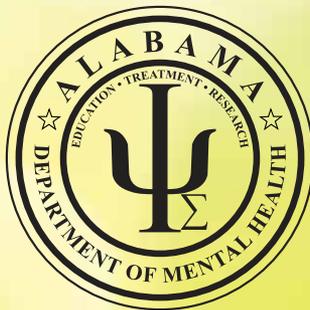


Home and Community-Based Waiver Service Personal Care: Self-Directed Service Option

This service allows participants and their families to recruit, hire, train, supervise, and if necessary, discharge their own self-directed personal care workers.



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What is Self-Directed Personal Care (SDPC)?

SDPC includes assistance with ADL and/or IADL:

Activity of Daily Living (ADL): bathing, toileting, transfer and ambulation, skin care, grooming, dressing, extension of therapies, exercise, routine care of adaptive equipment primarily involving cleaning as needed, meal preparation, assistance with eating, and incidental household cleaning and laundry.

Instrumental Activity of Daily Living (IADL): shopping, banking, budgeting, using public transportation, social interaction, recreation, leisure activities, accompaniment, coaching and minor problem solving necessary to achieve the objectives of increased independence, productivity and inclusion in the community.

SDPC may include:

- General supervision and protective oversight reasonable to ensure the health, safety and inclusion of the participant.
- Supporting the participant at an integrated worksite where the participant is paid a competitive wage.
- Transporting participants in their own (personal care worker's) vehicles.

Contracted entities that will provide operational and administrative functions:

Financial Management Services Agency (FMSA): provides fiscal intermediary and other services to participants who choose to self-direct their service.

Description:

- The FMSA will pay the personal care workers employed by the family and participant (employer on record) on a bi-weekly basis.

- Payment will be made on the basis of receipt of one time card per employee, which will document the hours the employee has worked during the bi-weekly pay period.
- The FMISA will withhold the necessary tax amounts, including employer's share, and pay these amounts to the proper authorities on a quarterly basis. In addition to withholding FICA and unemployment, the fiscal agent will withhold and submit income taxes for the employees.

Duties:

- Handle all payroll taxes required by law.
- Assist with the documentation of training and other qualifications of employees as required by the waiver, including verification of citizenship.
- Maintain records to ensure employees are qualified and service is provided in accordance with the Plan of Care.
- Furnish background checks on prospective employees.
- Provide a network in which information is shared and ensure that the reaction is complete.

Self-directed Liaison (Consultant): Initially a temporary position that provides detailed information about self-direction, its set-up, implementation, benefits and responsibilities. Once the participation in self-direction expands and experience is gained statewide, the waiver service of a community specialist will be used, and families will be able to employ and self-direct any community specialist of their choice.

Duties:

- Consult, intervene and trouble shoot any problems the participant/family may have.
- Explain the requirements and process of self-directed services, what the employer on record option involves, and what this means in terms of responsibility and liability to the family or individual.

- Collaborate with the FMSA to ensure health and welfare of the individuals, ensure that payments are processed according to state and federal law, and ensure services are sufficiently being provided.
- Transitions responsibilities to appropriate case management agency once the individual or family is ready to discontinue the consultant's role.

Community Specialist:

Requirements:

- Must be QDDP (Qualified Developmental Disabilities Professional) qualified.
- Be free of any conflict of interest with other providers serving the participant. This means he/she cannot work for any provider agency from which the participant is receiving, or is likely to receive, services reimbursed through the ID waiver.

Duties:

- Professional observation and assessment
- Facilitate the development and continuance of person-centered plan
- Individualized program design and implementation
- Conduct train-the-trainer education
- Train participants and family members
- Consult with caregivers and other agencies
- Monitor and evaluate planning and service outcomes as needed to facilitate and implement a person-centered plan
- Advocate for the participant, and assist him/her in locating and accessing services and supports
- Serve as both a qualified planner and, at the participant's or family's request, a broker

Registered and Licensed Nurse:

Requirements:

- May work for an agency and also work for an individual or family as long as there is not a conflict of interest or a duplication of payment.
- FMSA will verify the nurse is licensed and that licenses are renewed annually.

Duties:

- Document services by a note that includes the identity and Medicaid number of the consumer, date of service, beginning and ending time of the service and nursing service provided within that time.
 - Notes should also include (as needed) the nurse's assessment; changes in consumer's condition; follow-up measures; communication with family, care-givers or physicians; training or other pertinent information.
- Sign and date all notes.

Self-directed personal care workers: provide services to participants who choose to self-direct their care as outlined in the service plan.

Requirements:

- Have at least two references, one from work and/or school and one personal, both of which have been verified by the participant or family (with or without the support of a consultant)
- Have background checks required by law and regulation
- Be at least 18 years of age
- Be able to read and write, and understand instructions as verified by the participant or family
- Have completed at least the tenth grade
- If providing transportation, have valid driver's license and insurance as required by state law

Training:

Basic elements of training will be provided prior to the personal care worker delivering services. They include procedures and expectations related to the personal care worker:

- Following the plan of care
- Rights and responsibilities of the personal care worker and the participant
- Reporting and record keeping requirements
- Arranging backup when needed
- Who to contact within the FMSEA, case management agency and regional office

Information will be given to the personal care worker about the specific condition and needs of the participant to be served, including his/her:

- Physical, psychological or behavioral challenges
- Capabilities
- Support needs and preferences related to that support

If administration of ordinarily self-administered medication is required by the participant, training and ongoing supervision in medication administration will be needed.

Training as needed in:

- Communication skills
- Understanding and respecting participant choice and direction
- Respecting the participant's confidentiality, cultural and ethnic diversity, personal property, and familial and social relationships
- Handling conflict and complaints
- Responding to emergencies

Other training needs as identified.

Who is appropriate for SDPC services?

- Services are typically provided to participants who live in their own homes with family members or other responsible relatives who can assist with the responsibilities of administering a self-directed services program.
- Services can be provided to minor children living with their parents or guardians, but it will not supplant the cost and provision of support ordinarily provided by parents to children without disabilities. It also will not supplant educational services and support that is the responsibility of local education authorities.
- Services may not be provided to participants who lack necessary support systems to ensure the responsibilities of employing staff are carried out, and that the participant's security and well being is maintained.

Who cannot provide SDPC services?

- No members of the immediate family (parents, spouses, children or siblings) of the participant being supported.
- No one who is legally obligated in any way to provide the service.

Who can provide SDPC services?

- Employment of a relative (aside from immediate family) or friend must be noted and justified in the participant's record by the provider agency.
- Any relatives (aside from immediate family) or friends who are employed to provide services must meet the qualifications for providers of care. As with all other personal care workers, payment shall be made for services actually rendered.

Map of Community Service Regions



How to receive SDPC services

If you are currently receiving waiver services and would like to apply for self-directed services, please contact your local Regional Community Service Office:

Region I Director: Pat Caldwell, 256-552-3720

Region II Director: Barbara Huguley, 205-247-3156

Region III Director: Eleanor Tolbert, 251-478-2760

Region IV Director: Amy Warren, 334-514-4300

Region V Director: Ziva Hatcher, 205-916-0400

If you are currently not on the waiver and wish to apply for services please contact the Call Center at 1-800-361-4491.