

Finding a Provider for Participant Directed Services under the SELF Waiver

-What to Expect-

PARTICIPANT DIRECTED SERVICES

Participant directed services means that you (the individual) choose to direct your services. Directing a waiver service means either acting as an employer or directing the budget for at least one service. This means you are making the decisions about the services you purchase with your waiver budget.

If you need help with directing your services, you can choose an authorized representative to assist you. This representative may also be called a support broker. The authorized representative can be anyone you choose, however if you are a minor, that authorized representative would be your parent or legal guardian. This authorized representative is only for purposes of self-direction and is not the same as the authorized representative through Jobs and Family Services (JFS) for Medicaid benefits.

FINDING A PROVIDER

There are three different ways you / your authorized representative can find a provider. You can use any or all of these methods :

- Use the DODD Provider Search tool to identify agency and independent providers that are certified to provide participant directed services.
- Your SSA can help you to find providers by creating an RFP (Request for Provider) and posting it to our RFP Portal for providers to respond with their interest. When provider(s) respond to the RFP, your SSA can help you to schedule interviews and prepare for the interviews. **SSA / County Board employees CANNOT choose a provider for you or recommend one provider over another.**
- You can choose someone you know to become a certified provider. Our Provider Support Department can assist that person through the certification process. To contact our Provider Support Department, email providersupport@lakebdd.org.

CHOOSING A PROVIDER

Once you / your authorized representative have identified the provider(s) you want, you can take the next steps to receiving services.

- ✓ If you choose an agency provider, that agency can start providing services as soon as they have been added to your plan and approved for services.
- ✓ If you choose an independent provider, that person can start providing services once they have been added to your plan **AND** they have been hired as your employee by completing the hiring and enrollment process through Morning Sun Financial Management Services.
- ✓ If you choose to identify someone to be your provider that is not already a certified provider or employee of a certified agency; that person will need to complete the certification process to become a provider through DODD **AND** once certified will need to complete the hiring and enrollment process through Morning Sun Financial Management Services.

ACTING AS EMPLOYER / CO-EMPLOYER FOR YOUR STAFF – WHEN CHOOSING AN INDEPENDENT PROVIDER

You / your authorized representative will do things like-

- Finding and recruiting employees (or a provider)
- Negotiating pay rates
- Making sure employees are providing services as outlined in the plan and how you want them provided
- Scheduling and participating in interviews
- Providing training to employees
- Signing your employees time sheets and keeping/maintaining any required paperwork or records

When you are hiring your employee / provider, you can choose to require all DODD training, or you can waive some of the requirements. Employees / providers must have Major Unusual Incident (MUI) and Rights of People with Developmental Disabilities training.

Items that can be waived if you choose include:

- Requirement to have a high school diploma (GED)
- First Aid / CPR Training
- Requirement to complete 8 hours of developmental disabilities specific training

You can also require additional training specific to any needs you have

If you require medication to be administered by your employee / provider, they will be required to possess or obtain Medication Administration Certification (unless a family member that lives with you) and the diploma/GED requirement CANNOT be waived.

When determining what to pay your employee / provider, you can pay different rates to different employees depending on their training and experience.

- You are able to choose what you want to pay from a range that starts at minimum wage (\$8.80/hour) and goes up to the maximum allowable by Medicaid (\$18.90/hour).
- You will need to take into consideration the amount of services you are looking to receive and the total amount of your waiver budget.
 - determine a pay rate that does not use your waiver budget too quickly, yet you still get the level of service you need.
 - take into consideration if pay is a higher rate, it may help you recruit and retain an employee / provider but it will use more of your waiver budget which can affect the frequency of services you receive.

You are responsible for completing the requirements of the co-employer as outlined in the Morning Sun Financial Management Services Employer Packet.

MORNING SUN FINANCIAL MANAGEMENT SERVICES

When you choose an independent provider to be your employee, you must also complete the hiring and enrollment process through Morning Sun Financial Management Services. Morning Sun is an entity that is paid through a contract by the Ohio Department of Developmental Disabilities. This service does not come out of your waiver budget. Morning Sun acts as co-employer to manage the financial aspects for your employee / provider.

Morning Sun is responsible for completing new hire paperwork, receiving and processing timesheets, issuing paychecks (including withholding all required taxes and premiums). You / your authorized representative are responsible for things like finding and recruiting an employee, scheduling and participating in interviews, negotiating rates, providing training to employees, making sure employees are providing services as outlined in the plan, signing timesheets and keeping required paperwork or records.

Once you have chosen an Independent Provider, you will complete the Employer packet and sign off on parts of the Employee packet. Those packets get submitted to Morning Sun along with information from your SSA. Morning Sun will review the packets to ensure they are complete and correct. Once they process the packets, they will assign your employee/provider a start date. You CANNOT receive any services until the start date has been identified.

For more information about Morning Sun Financial Management Services:

<https://morningsunfs.com/states/ohio/service/?servicename=DODD+Waiver&ind=4>

FREQUENTLY ASKED QUESTIONS

1. I am the parent of an individual with a SELF Waiver; can I be their provider?

Yes, if your child is 18 or older. A parent cannot be the provider for their minor child. You cannot act as the authorized representative and also be the provider of services. If you become the provider and your child requires an authorized representative, one will need to be identified.

2. There is someone I know that I want to be my employee/provider. How long will it take before they can start working?

If they are already certified to provide PD-HPC, let your SSA know that you have a provider. They will add that provider to your ISP and then all that needs to be done is to fill out the Morning Sun Employer and Employee packets and Morning Sun will set the start date.

If the person is not a certified provider, they will need to complete the provider certification process (which takes at minimum 30-90 days) and also complete the Morning Sun enrollment process. Our Provider Support Department can assist the person with obtaining their certification (providersupport@lakebdd.org)

3. How much can I pay my employee / provider?

Pay rates for providers of PD-HPC are negotiated rates from minimum wage (\$2.46/unit = \$8.80/hour) up to the Medicaid maximum (\$5.34/unit = \$18.90/hour). It is up to you/your authorized representative to negotiate and determine the pay rate. Your SSA can help you if you have questions about the service hours you want or your budget.

4. What paperwork do I need to fill out?

Once you have identified an independent provider, you (and your provider) will need to complete the Morning Sun paperwork.

Once you are receiving services, you will be required to sign off on your employee/provider's time and task detail sheets as well as follow any other requirements outlined by Morning Sun. That information can be found in the Morning Sun Employer Packet.

If an agency provider is chosen, you will be required to fill out any paperwork required by the agency.

5. Where can I find more information about the SELF waiver and participant directed services?

Morning Sun Financial Management Services-

<https://morningsunfs.com/states/ohio/service/?servicename=DODD+Waiver&ind=4>

DODD –

<https://dodd.ohio.gov/wps/portal/gov/dodd/waivers-and-services/waivers/1-self-waiver>

<https://dodd.ohio.gov/wps/portal/gov/dodd/waivers-and-services/waivers/participant-directed-waiver-services>

<https://dodd.ohio.gov/wps/portal/gov/dodd/forms-and-rules/rules-in-effect/5123-9-32+effective+2020-01-01>