

SELF – DIRECTED SUPPORTS

What you need to know!

Frequently Asked Questions

What are Self-Directed Supports? Self-Directed Supports are a way for you, along with your family or people you know and trust, to have more control in deciding how to spend your Medicaid long term care support dollars in ways that work best for you.

What are the benefits? With Self-Directed Supports, you, along with family or others you trust: 1) Set your own goals; 2) Decide your own schedule and activities; 3) Choose your own support providers. You can choose people who know you and how to support you well; 4) Get more “bang for your buck” - more of your support dollars go directly to your support needs and less to agency overhead costs.

How does it work? With Self-Directed Supports, you will choose an agency to be your Fiscal Intermediary (see list under “Resources”). The Fiscal Intermediary sets you up as an employer and manages the dollars approved for your use by DDD. They manage payroll, workers’ compensation and background screening for your employees. They receive a small fee from your budget. **You do the rest.**

What is my role? You decide what you want to do and what help you will need. You will write an “Individualized Support Plan” for approval by DDD. You find, hire, train and supervise your support workers – and fire them if you need to. You decide how much to pay your support staff within the limits of your budget. You sign time sheets and submit them to the fiscal intermediary for payment.

Who can help me? The Fiscal Intermediary will help with money management and will register the support staff you identify as your employees. There are independent plan writers who, for a fee, can assist you to design and write your Individualized Support Plan. You can also ask family or friends to help design or write your plan. Family or friends can also help recruit and supervise your staff, or you can use your budget dollars to hire someone to coordinate your supports.

What other things should I consider? While self-directed supports allow for more control and flexibility, it puts more responsibility on you. You need to be clear about what you want, or have others around you who can help you make decisions. If a support worker quits or doesn’t show up, you need a backup plan. Before choosing Self-Directed Supports, talk with others who are using this model.

Where can I find more information? You can find up-to-date information and resources for self-directed supports users at www.sdsri.net. The site also offers opportunities to connect with people who are using Self-Directed Supports. Fiscal Intermediaries will also meet with you to answer questions about how their programs work.

If I try Self-Directed Supports, can I change my mind? Yes, you can always change your mind. Inform your Fiscal Intermediary and your DDD social worker of your decision. Then, you will need to identify a provider agency. Before beginning service, the agency will need approval from DDD. It is best to plan any change with plenty of lead time.

Getting Started

START HERE
if *not yet*
DDD
Eligible

Apply to Division of Developmental Disabilities (DDD)
Call 401-462-3421 for an application.

Next Steps with DDD

1. DDD decides eligibility
2. DDD Social Case Worker assigned
3. Supports Intensity Scale (SIS) completed
4. Funding level assigned

START HERE
if DDD
Eligible

Choose a Fiscal Intermediary
(See list under “Resources”)
Meet with Fiscal Intermediary to review program requirements

9
months
before

Develop and Write Individualized Self-Directed Plan
Think about using a Plan Writer

4-6
months
before

Next Steps with Fiscal Intermediary

1. Submit plan and budget
2. Complete Employer Packet
3. Recruit and choose staff
4. Review completed Employee Packet/s
5. Make policies for hiring and keeping employees (optional & recommended)

45
days
before

Written Authorization from DDD

SUPPORTS BEGIN

Ongoing Tasks

1. Train and supervise staff
2. Review and monitor supports for quality and satisfaction
3. Develop a plan for replacing staff who resign, are fired, etc.

Person-Centered Planning

Person-Centered Planning is a group planning process used to help people with disabilities create a foundation for their future. Plans build on the person's strengths, experiences and dreams. An independent plan writer could help you with this. To begin, gather a few people who know you well and consider the following:

- ♦ **What are my interests, strengths, preferences, health and safety needs?**
- ♦ **What do I want my life at home and in the community to include?**

Be sure to consider:

- ◇ home life
- ◇ employment
- ◇ further education and training
- ◇ recreation
- ◇ volunteerism
- ◇ transportation
- ◇ other community activities

- ♦ **What opportunities in my community match my interests and goals?** Which specific opportunities will I pursue? How? What will a typical week look like?

- ♦ **What supports do I need to live the life of my choice?**

- ◇ What can I do myself?
- ◇ How can friends and family help?
- ◇ What are my opportunities in the community – library, community college, faith communities, clubs, civic associations, etc.?

- ♦ **What support can I get through other agencies?** Office of Rehabilitation Services (ORS), NetWORK RI, RIPTA, Ride (paratransit), etc.

- ♦ **What supports will I need to be funded through DDD?**

User Supports

Self-Directed Supports User Group – A network of individuals and family members using self-directed supports in Rhode Island. Members may join a LISTSERV to receive and exchange information by email, as well as attend network meetings. For more information, contact Claire Rosenbaum, Sherlock Center, 401-456-4732, or email crosenbaum@ric.edu.

Self-Directed Supports An Introduction

Are you eligible for supports through Rhode Island's Division of Developmental Disabilities (DDD)? Do you know about Self-Directed Supports?

Self-Directed Supports give you a way to have more choice and control over the services and supports you need to live a full life at home and in the community. With Self-Directed Supports, you, along with your family or people you know and trust, decide how to spend your Medicaid long-term care dollars in ways that work best for you.

The goal of this publication is to provide you with information to help you understand Self-Directed Supports, the resources available, and the responsibilities you will have if you choose Self-Directed Supports.

Some Important Terms to Know

Division of Developmental Disabilities (DDD) – This division of Rhode Island's Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) is responsible for planning, administering and providing supports and services for adults with developmental disabilities. Visit the BHDDH website (www.bhddh.ri.gov) for more information on DDD eligibility and services.

Supports Intensity Scale (SIS) – The assessment interview that DDD uses to determine your support needs. The SIS interview should happen with you and at least two other people who know you well. You will answer questions about how much help you need to lead a typical adult life. After this interview, DDD will let you know the amount of money they will approve to pay for your supports.

DDD Social Case Worker – This is the person at DDD who will follow you along as you engage with the DDD system.

Fiscal Intermediary – “**Fiscal**” means “having to do with money.” “**Intermediary**” means “in between.” A fiscal intermediary is an agency that manages the money allocated by DDD. You do not receive any money directly from DDD, but the fiscal intermediary does and will pay your support-related bills (mostly your staff wages) with that money.

Individual Support Plan – This is the plan that you will submit to your fiscal intermediary and DDD. An independent plan writer can help you put your plan together. It should include an overview of your current situation, your desired future, your specific goals and support needs, a schedule for the staffing included in your plan, and a budget that outlines exactly how you plan to spend your DDD money.

Online Resources www.sdsri.net

The Self-Directed Supports website provides the following resources for individuals and families considering or engaged in self-directed supports:

- Fiscal Intermediaries— current list and contact information.
- Self-Directed Supports listserv—join to receive and exchange information by email with other users.
- Self-Directed Supports User Group meeting calendar.
- Resources to help with person-centered planning.
- Profiles of local users of Self-Directed Supports.

These resources are also available in print from the Sherlock Center upon request.

Additional Resources

Behavioral Healthcare, Developmental Disabilities and Hospitals - www.bhddh.ri.gov

Rewarding Work (www.rewardingwork.org) provides a comprehensive and current list of people in Rhode Island who are ready to provide direct care in a person's home or in the community. There is a small monthly fee, or larger annual fee, to access the listing. There is no fee to post your information on **Rewarding Work** if you are a support staff person looking for a position.

Care.com (www.care.com) provides an interactive registry for in-home and community care providers. You can post your open positions and/or review profiles of individuals looking for work. This website also charges a small monthly fee, or larger annual fee, to post a position or review the profiles.

Find, Choose and Keep great DSPs: A toolkit for people with disabilities looking for quality, caring and committed direct support professionals Published by Institute on Community Integration, University of Minnesota, 2006. Family version and individual version available to download for free at www.ildspinitiative.com.

Contacting the Sherlock Center

Main Phone: 401-456-8072
TTY via RI Relay: 711 or (800) 745-5555
Spanish via RI Relay: 711 or (866) 355-9241
Facebook: www.facebook.com/sherlockcenter
Website: www.sherlockcenter.org

SELF-DIRECTED SUPPORTS

What You Need to Know about Self-Directed Supports Funded through Rhode Island's Division of Developmental Disabilities



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www.sherlockcenter.org