



Providing support beyond CLS and Respite in a Self-Directed Arrangement

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Program Administrator
2-25-25



Welcome

- The meeting is being recorded
- Please keep your microphone on mute
- We welcome participation and questions via the chat
- Slides will be emailed to participants

Thank you for your commitment to
the people we mutually serve.



DISCLAIMER

- DWIHN anticipates some trials and errors, we are committed to support the best life for the people we serve. As we have real experiences, we will fine tune the process to ensure efficiency.
- Based on MDHHS' waiver approvals, slight changes may impact this content.
- Federal language refers to people we serve as “participants”.



Objectives

- Understand the option and process of helping a person use their individual budget in a flexible manner
- Understand ongoing monitoring
- Understand the process of two terms;
 - Budget Authority
 - Spending Plan Meeting



Self-Directing Services

- A *Partnership* between DWIHN and the Individual/Employer of Record
- It is a method for moving away from professionally managed or traditional models of supports and services.
- It is the act of selecting, directing, and managing one's services and supports.
- Individuals who self-direct their services can use the Person-Centered Planning process to develop meaningful outcomes and use their individual budget to pay for supports and services.



Self-Directing Services (Con't)

It allows participants to have the responsibility for managing all aspects of service delivery in a person-centered planning process. Self-direction promotes personal choice and control over the delivery of waiver and state plan services, including who provides the services and how services are provided.



*Source- Understanding Budget Authority in Self-Directed HCBS,
CMS, May 2024*

We have a lot to Celebrate

- We have a standardized process for setting up new arrangements
- We have people who live in a variety of living arrangements that is “their home”
- We support people with a variety of behavioral health needs, expanding to members with mental health needs
- We started out with one Welcome meeting and are now expanded to four designated times each week to welcome new people
- We have a dedicated group of internal staff and network providers
- We have set up 100’s new of arrangements





“We” includes DWIHN, Support Coordination agencies, FMS’ have done this well



Employer Authority

Per the Center for Medicare and Medicaid Services (CMS)- Under employer authority, the participant is supported to recruit, hire supervise and direct the workers who provides supports. The participant functions as the common law employer (direct hire) or co-employer (agency supported arrangement) of the workers. When the employer authority is utilized, the participant rather than a waiver provider agency carries out employer responsibilities with the worker.



Source- Understanding Budget Authority in Self-Directed HCBS, CMS, May 2024

Putting the pieces together

A good foundation is required to support Self-Directing Services.

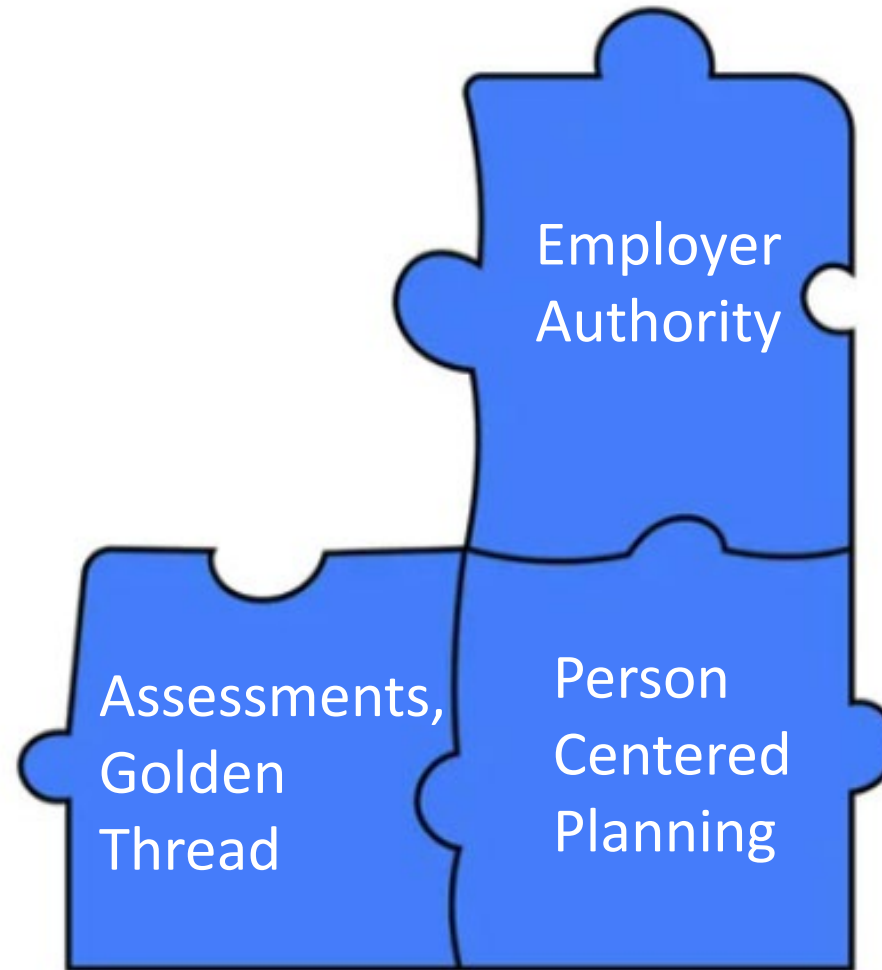
Assessments,
Golden Thread

Employer
Authority

Person
Centered
Planning

One piece is missing....

Budget authority is our final piece



This is not Budget Authority



Budget Authority

Under budget authority, the participant has the authority and accepts the responsibility to manage a participant-directed budget. Depending on the dimensions of the budget authority that are specified in the waiver or state plan amendment/benefit, this authority permits the participant to make decisions about the acquisition of waiver/benefit goods, and services that are authorized in the waiver/benefit service plan and to manage the dollars included in a participant-directed budget.



Source- Understanding Budget Authority in Self-Directed HCBS, CMS, May 2024



Budget Authority allows the person to use the budget in a flexible manner to live the life they want



All essential requirements of Medicaid still apply with Budget Authority:

Person-Centered Planning

Home and Community Based

Medical Necessity

Reasonable to meet the outcome

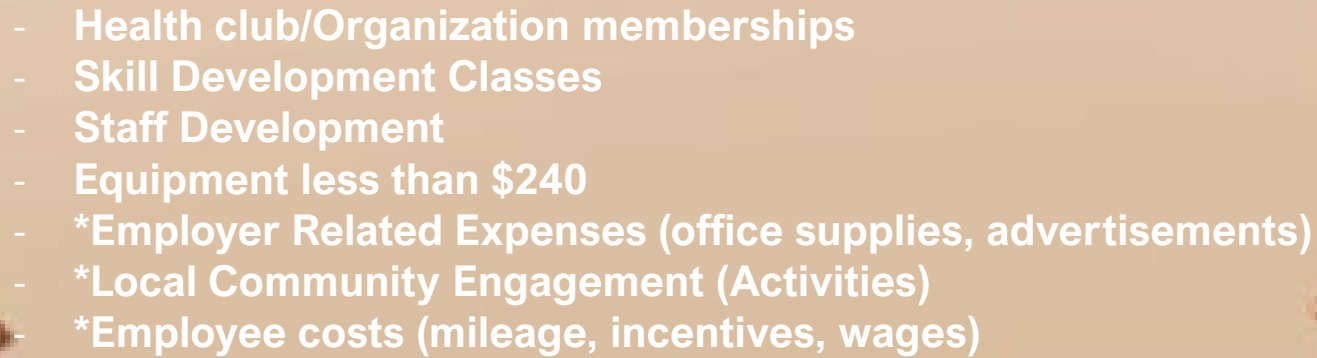
Wise use of public dollars

Golden Thread

Amount, Scope, and Duration



Frequently used Categories

- 
- Health club/Organization memberships
 - Skill Development Classes
 - Staff Development
 - Equipment less than \$240
 - *Employer Related Expenses (office supplies, advertisements)
 - *Local Community Engagement (Activities)
 - *Employee costs (mileage, incentives, wages)



Do not miss these trainings that go hand in hand



Golden Thread 3/13/25
Detroit Wayne Connect

Self-Directed Services (SDS)
Goal Writing 3/25/25
SDS flexibility and compliance
Pt 3 of the SDS Training Series



What is CMS' term for a participant making decisions to manage their allocated funds in a flexible manner to meet their needs?



How is the Budget Developed



- Goals and authorizations are developed at the Person-Centered-Plan. If a person wants to use the budget in a flexible manner, that must be clearly identified in the intervention. A category will be in the Narrative of the Budget Worksheet. The intent is to have broad categories to prevent the need for additional addendums and request which are similar.



Detroit Wayne Integrated Health Network

Budget Worksheet



IDENTIFYING INFORMATION				
NAME	DOB 11/11/1991	AGE 32	MEMBER ID 00000012	GENDER Female
ADDRESS 8726 Woodward 3rd Floor, Detroit, MI 48202-2943				

BUDGET DATE
08/24/2024

EXPIRATION DATE
08/19/2025

PCP
IPOS Eff: 08/20/24 Exp: 8/19/2025

Staffing Agent

Direct Hire

FISCAL INTERMEDIARY
Money Minders Plus-Site
6012 Merriman
Garden City, MI 48135-1973

HOME HELP MUST BE APPLIED THROUGH MDHHS (PROVIDES PERSONAL CARE SERVICES TO INDIVIDUALS WHO NEED HANDS-ON ASSISTANCE WITH ACTIVITIES OF DAILY LIVING)		
	Monthly (\$)	Annually (\$)
HOME HELP AMOUNT	343.00	4116.00

NARRATIVE

Flexible Spending Categories

Staff wages; 1.5 for holidays, Mileage
Art Class
Exercise; Gym membership
Employer costs

SERVICES				
Description of Service	Effective Dates	Units Authorized	Unit Rate	Authorized Amount
H2X15 Community Living Supports, Unlicensed, 15-minutes.- Bundled Authorization only code for H2015.	08/20/2024 - 08/19/2025	5200	6.35	?????

PERSONAL CARE SERVICES	
Net Home Help	(=)\$ 4116.00

SELF-DIRECTED SERVICES	
Total Self-Directed Services Expense	\$

TOTAL SUPPORTS	
Gross Expenses	\$



$$\text{Units Authorized} \times \text{Unit Rate (DWHN Standardized Rate)} = \text{Individual Budget}$$

Use these words to make it clear in the intervention(s);

"____ (name)
Self-Directs (name the service)" and
"*Budget Flexibility
will be used
for....."

*When applicable



How the budget process flows



The budget is created once the Individual Plan of Service is completed;
 $\text{Authorization (units)} \times \text{DWIHN Standardized Rate} = \text{Individual Budget}$



DWIHN develops an individual budget; adds the rate, personal care (Home Help), and areas of flexibility in the narrative section of the budget. *it is important to detail the # of ppl who share supports in the auth.



The Support Coordinator gets an electronic alert that the budget is ready to be signed.



The Support Coordinator gets the signature on the individual budget from the member or legal representative and emails to DWIHN (selfdetermination@dwihn.org) with budget in the subject line.



The signature represents their approval. DWIHN forwards the approved budget.



The FMS reaches out to the Employer to set up a **Spending Plan Meeting**.

Budget Authority and Flexibility

Primarily happens in these areas;

1. Staff wages- amount paid for staff hourly wage/raises, benefits (vacations, retention allocations), mileage, etc.
2. Surplus dollars- the difference between the standardized rate and staff wages in the budget after a service has been provided and the claim is submitted.
3. A person can set aside dollars at the beginning of a spending plan for a particular item/support (this may impact the available staff wages).

How Surplus dollars may be presented to a family

Description	Monthly	Year to Date
Budget - Authorization	4521.20	4521.20
Personal Supports	3870.66	3870.66
Workers Compensation	107.87	107.87
Employment Expense	0.00	0.00
Goods	0.00	0.00
Transportation	0.00	0.00
Contract Expense	0.00	0.00
Total Expense	3978.53	3978.53
<u>Net</u>	<u>542.67</u>	542.67
	<u>Percentage</u>	0.88

Budget-Authorization is the hours/units staff worked x DWIHN standardized rate that were billed (claims)

Personal Supports is the wages paid to staff

Workers Compensation (employment taxes and insurance)

Total Expenses is all of the employee related expensed added together

Net (Surplus) is the difference between Budget-Authorization and Total Employee Expense

Surplus Dollars (con't)

Other factors that impact the surplus dollars:

- Employee costs
- The # of hours staff work
- Regular/OT hours worked
- Flexible spending used



Surplus Dollars

The person can use Surplus Dollars for staff wages or items to increase their independence, assist with the outcome of the goal, or improve their health and safety.

Surplus dollars only accumulate through the use of authorized services in a direct hire arrangement.



Surplus Dollars (con't)

It is important to help families understand their monthly expense report that is sent from the FMS.

After all expenses are paid, the bottom line should give +/- for the budget status. If it is +, there are surplus dollars which can be used in a flexible manner.

If they need help understanding the report, contact the FMS or DWIHN. Either will be happy to help.



Surplus Dollars key element

Budget surplus does not increase by not using staff for CLS or Respite Services. A person must consistently use authorized services and monitor the FMS monthly report for budget progress.



Surplus dollars in an Agency Supported Arrangement

In an Agency Supported Arrangement, the person/legal representative may be referred to as the co-employer. However, unless there is a modified arrangement, they have delegated employment responsibilities to the agency even **ALL** of the DWIHN standardized rates.

Budget Surplus is zero in an Agency Supported Arrangement



Can a person accumulate surplus dollars if he/she does not use services or if they use an Agency Supported Arrangement?



Budget Authority Safeguards

Per CMS;

“Regular monitoring and reporting of expenditures is essential in a budget authority framework.

The FMS entity is responsible for verifying that all items purchased are approved in the participant’s person-centered plan prior to issuing payment and that rates of pay are in accordance with the participant’s spending plan.”

The FMS entity is also responsible for tracking expenditures and notifying the participant and others [e.g., *Support Coordinator, DWIHN*] if over- or under-utilization is occurring, so that action can be taken to address the issue. FMS’ cannot provide reimbursement for any items or supports.



Purchase requirements

Services, equipment or supplies not otherwise provided through this waiver or through the Medicaid state plan that address an identified need in the service plan (including improving and maintaining the participant's opportunities for full membership in the community) and meet the following requirements: *the item or service would decrease the need for other Medicaid services*; AND/OR promote inclusion in the community; AND/OR increase the participant's safety in the home environment; AND, the participant does not have the funds to purchase the item or service or the item or service is not available through another source.

Source- Understanding Budget Authority in Self-Directed HCBS, CMS, May 2024

All items must be relevant to attaining the goals of the IPOS- MDHHS

Let's help Mike plan his life using budget flexibility

Mike is 17 years old and lives with his family. He enjoys playing sports and video games. He has an IEPC with modifications and will graduate with a high school diploma in June. Mike wants to be a professional singer and make music. Mike has one direct hire. He is authorized 35 hours of cls/wk and 24 hours/month of respite. Mike is on the wrestling team at school and likes to stay fit. He has identified he would like to be around people his age.



Spending plans are required. Written satisfaction or decline is required for every person who is self-directing their services.



SELF-DIRECTED SERVICES SPENDING PLAN MEETING

Date:
DWIHN Member: Member ID:
Legal Representative (if applicable):
CRSP: FMS: IPOS DATE:

The Self-Directed budget is an allocation of behavioral health dollars that is projected to be spent for services managed by the employer. The budget is developed by multiplying the DWIHN standardized rate by the units of services approved. The budget is a projection of services and unused services do not accumulate. The individual may use the funding authorized in their self-directed budget to acquire and purchase behavioral health services and/or support(s) that assist in the implementation of their Individual Plan of Services (IPOS). Based on the rate paid to employees and the use of authorized hours, the employer may make decisions to use their budget for non-traditional purchases to achieve goals in the IPOS (some examples may be classes, memberships, items/activities to increase independence etc). All use of the budget must meet Medicaid requirements and be determined by using the Person-Centered Planning process. Questions regarding supports or services can be directed to my Support Coordinator or DWIHN(selfdetermination@dwihn.org).

The FMS has the responsibility to educate the Employer of Record (EOR) with information and tools to carry out employer roles and responsibilities. The areas of support/services will vary, based on the individual's IPOS. The FMS are to provide monthly financial budget reports to the Individual or Legal Representative no later than fifteen (15) days after the end of the previous month.

PLEASE CHECK ONE BELOW:

- ☐ I was offered a spending plan meeting and declined.
☐ I participated in my spending plan meeting and I am satisfied.

Member or Legal Representative Signature

Date



How to access funds allocated in the Spending Plan?

Each FMS has set up an internal process to meet the needs of members

Personal Accounting Services: PAS – Personal Accounting Services (Taylor) 734-729-3100

Current process for budget discussions for surplus/non-traditional items

Contact Karen Dillon & Jodi Gebolys to schedule a meeting

kdillon@passelfdirection.com & jgebolys@passelfdirection.com

Anyone wanting to purchase non-traditional items please prepare a list to ensure these items are outlined within the IPOS.

PAS has created a Request Form to be completed and submitted to our AB email ab@passelfdirection.com and they will submit to AP/Payroll for processing.

Normal requests will be processed no later than 5 business days.

How to access funds allocated in the Spending Plan?

Each FMS has set up an internal process to meet the needs of members

Guardiantrac/ GT Independence (Wayne) 1-877-659-4500

1. If someone wants to discuss surplus in their budget,
People can contact GT's customer service line at 877-659-4500 or email us at customerservice@gttd.org for assistance. Our knowledgeable staff will work with them to review their budget. If a surplus is identified and they wish to allocate funds toward employee incentives or wage increases, we will provide guidance on available options. Once a decision is made, we will send a form for their review and signature. This form will outline the incentive amount or detail any wage adjustments, including the previous wage, the new wage, and the effective start date.
2. If someone wants to purchase a non-traditional item (who should they contact, payment/distribution option(s), and how would you like to get verification of the purchase)
People can contact GT's customer service team by calling 877-659-4500 or emailing customerservice@gttd.org. Our team will assess whether the request fits within their budget, confirm that it is an approved item, and explain the next steps in the process.
For example, if they need an office supply item, we will provide a purchase order form for them to complete. Once the form is returned, GT will process the order and arrange for the item to be shipped directly to their home.

Normal requests will be processed no later than 5 business days.



How to access funds allocated in the Spending Plan?

Each FMS has set up an internal process to meet the needs of members

Money Minders (Garden City) 734-522-0080

The initial contact for all matters relating to Individual Budget Expenditures & purchase of a non-traditional item will be Ashley Wilson, HR Director: AshleyW@mmpbiz.com (734) 522-6932.

Ashley will involve Josh in all matters related to purchase of a non-traditional item.

Josh will work with the member/guardian/family regarding payment/distribution option(s), and verification of the purchase.

Normal requests will be processed no later than 5 business days.



How to access funds allocated in the Spending Plan?

Each FMS has set up an internal process to meet the needs of members

The Arc of Northwestern Wayne County (Canton) 313-532-7915

1. If someone wants to discuss surplus in their budget, who should they contact [Lisa King, Intake Specialist 313-532-7915 ext 205](#) iking@thearcnw.org
2. If someone wants to purchase a non-traditional item (who should they contact, payment/distribution option(s), and how would you like to get verification of the purchase) [Amy Pomicter, Accounting/Claims Coordinator 313-532-7915 ext 207](#) apomicter@thearcnw.org
 - a. The person will need to fill out our request form and provide an invoice or other written verification if that applies.

Normal requests will be processed no later than 5 business days.



On-going Support Coordination monitoring should minimally include asking and documenting these areas:

Are you using services?

Are you satisfied with services?

Have you gotten your monthly reports?

Review the documentation for the services and supports purchased.

Review the monthly budget report with the person.

Do you understand the status of your budget?

(if not, reach out to the FMS or DWIHN)

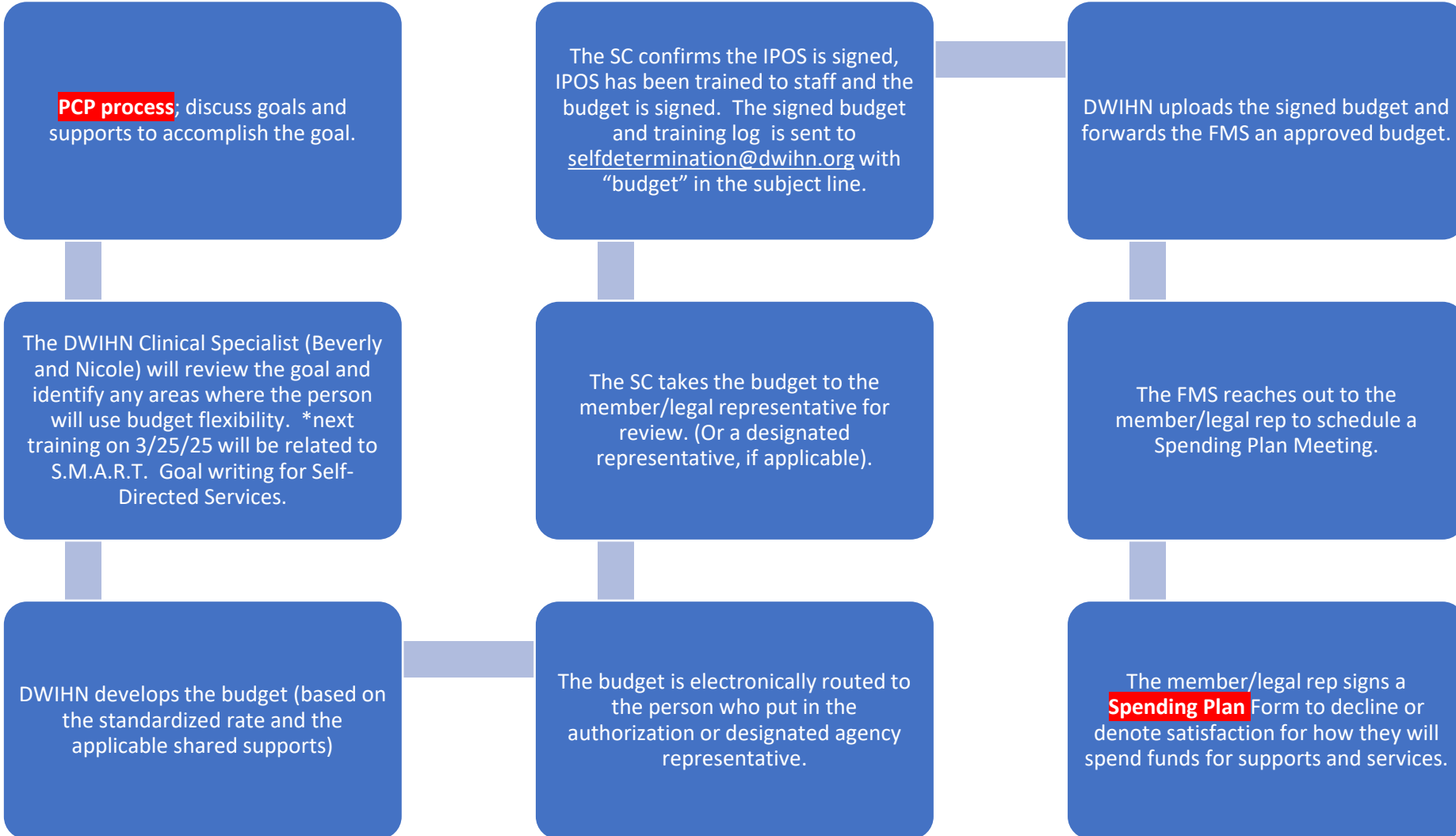
If there is surplus, use the PCP process to discuss options.

If there is a deficit, use the PCP process to discuss future areas to use less.

Confirm employees are keeping up on training.



The flow from Person-Centered Planning to Spending Plan



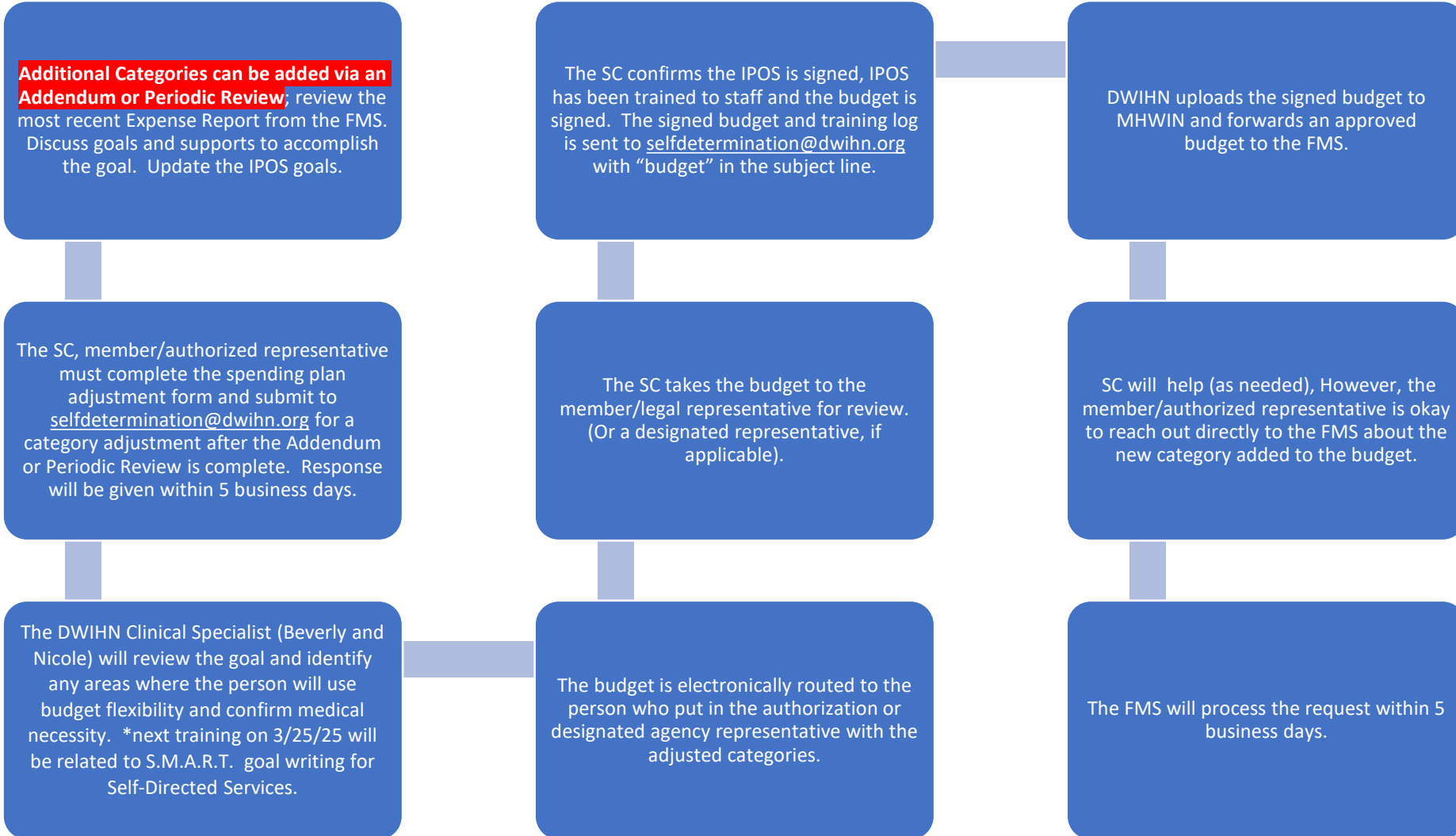
When can a Spending Plan be adjusted?

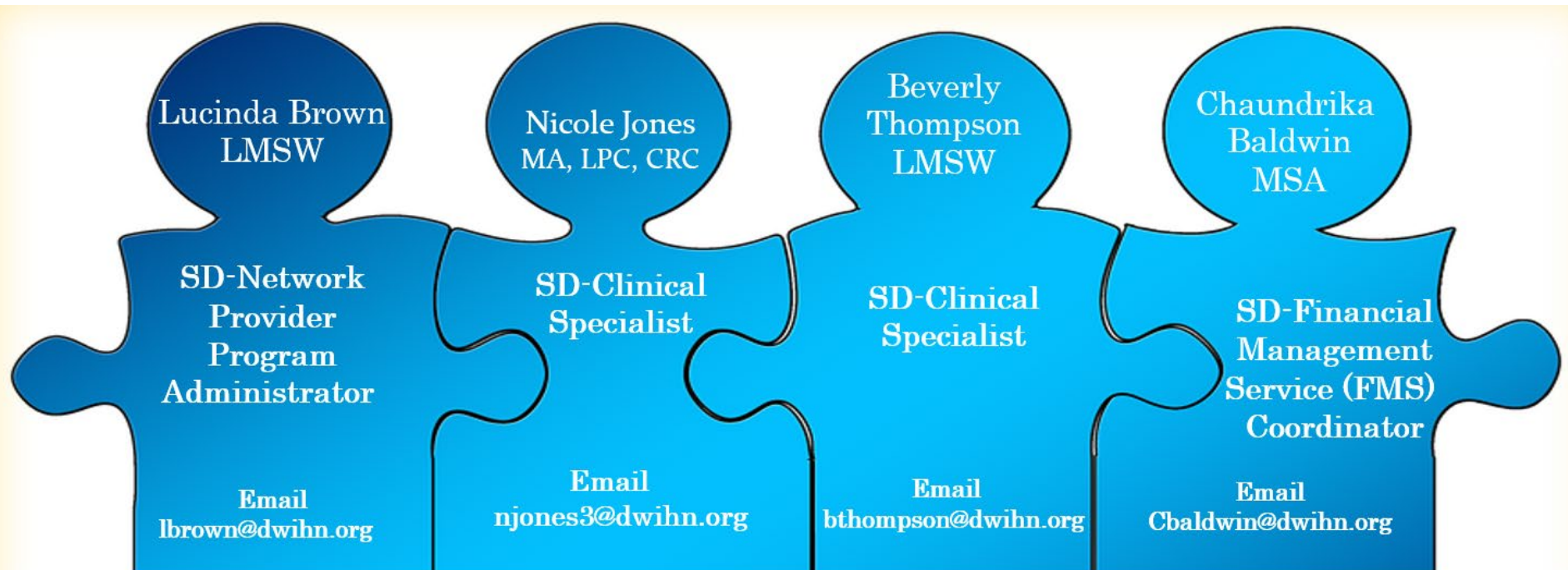


A spending plan can be adjusted any time. If it is to add a new category, it requires an Addendum or Periodic Review.



How to add additional categories after the IPOs





SELF-DETERMINATION TEAM

Selfdetermination@dwihn.org (email)

Or

<https://www.dwihn.org/members-Self-Directing-Services> (web site)

Thank you for attending!