

- 1) **Self determination:** Self determination is the idea that a person possess the power and resources to fulfill their own potential. A person has the choice to run their own life and control their own money, services and supports. Self determination means a person has a right to rich experiences, learning opportunities and freely given relationships.
- 2) **Self Direction:** Self direction is a model or way of delivering services that is based on the philosophy of self determination. Self direction is funded by the Centers for Medicare and Medicaid Services (CMS) and is administered by the Office of People with Developmental Disabilities (OPWDD). It offers a way to tailor specific services and supports to meet the needs of a person and offers more choices and flexibility. Self direction allows for a person to choose Employer Authority and/or Budget Authority, what supports and services will be beneficial, how and when supports and services are provided, the staff and/or organization to provide supports and services, and the type of support and services (Home and Community-Based Services (HCBS) waiver supports, New York State funded supports, and/or community supports a person is interested in. Self Direction allows a person to purchase alternative goods and supports not traditionally available under other service models. A person who is self directing some or all of their services, assumes responsibility for the results of their choices. The Planning Team provides guidance to the person self directing their services and helps to ensure safeguards are in place.
- 3) **Employer Authority:** A self-direction person who is exercising their employer authority, is responsible for hiring staff, setting staff schedules, arranging for backup staff, training staff, and firing staff. The Planning Team can provide assistance.
- 4) **Budget Authority:** A self-directing person who is exercising their budget authority, is responsible for deciding which services are covered under the budget, who is paid to provide the services, and how much to pay staff. Budget authority also requires the self-directing person to manage their budget and update their budget and plan at least one time a year.
- 5) **Planning Team:** The Planning Team is a group of advisors chosen by the self-directing person to help create a support and spending plan by identifying the person's goals and needs. The Planning Team should consist of the person self-directing their services, their Medicaid Service Coordinator (MSC), possibly the support broker, and other family, friends and members of the community. Most Planning Teams are comprised of the family and staff supporting the self-directing person. Teachers, paraprofessionals, guidance counselors, behavior consultants, religious advisors, coaches, and club leaders can all be helpful members. The self-directing person can invite anyone they trust to provide them with guidance to join the Planning Team at any time. Planning Teams may start out small and grow as a result of greater involvement in the community. People can come and go as they please; it is not a lifetime commitment. The Planning Team formulates ideas, helps develop a budget based on the supports and services needed, develops strategies, solves problems, facilitates community involvement, trains staff, and keeps the focus on the self-directing person. The Planning Team meets regularly while a person is developing their plan and is required to meet at least four times a year.
- 6) **Launch Meeting:** The Launch Meeting is the first meeting of a self-directing person and their Planning Team. The self-directing person, their Medicaid Service Coordinator (MSC), their Start-Up Broker, their Fiscal Intermediary, and family members participate in the Launch Meeting. At the meeting, the person decides how much responsibility to take

on, the group discusses the approved budget, the Fiscal Intermediary explains the forms involved in the process, and the group begins to work on hiring necessary staff.

- 7) **Start-up Broker:** The Start-Up Broker helps formulate the person's budget and identifies the services and supports the person needs based on the person's Individualized Service Plan. After formulating the budget, the start-up broker submits the budget for state approval. The start-up broker can become the support broker or the self-directing person can choose another person to be their support broker.
- 8) **Support Broker:** The support broker provides ongoing support in the management of the self-directing person's services and budget. The broker is not authorized to provide any other waiver services.
- 9) **Fiscal Intermediary:** A Fiscal Intermediary (FI) is a non-profit agency a self-directing person hires that is responsible for billing all self-direction component services to Medicaid. The FI performs background checks on any staff hired, keeps the books and pays staff, monitors and reports the annual budget, maintains the records needed for Medicaid compliance, and bills eMedNY for all services. The FI also acts as the Employer of Record.
- 10) **Types of Self Direction plans:** The services a self-directing person can include in their budget fall under three types of plans. The first is Residential only (RES), which are in-home services that are meant to empower to be more independent. The second type of plan is Other Than Residential (OTR), which are community services meant to increase integration into the community. The third type of plan is both RES and OTR. Most people choose to opt for both types of services. There is one exception when choosing plans. If a person is living in a certified setting like an IRA (group home). they can only opt for OTR services.
- 11) **Self-Hired/Individual Directed Services:** Community Habilitation (CH), Supported Employment (SEMP), and Respite staff are Self-hired or Individual Directed Services.
- 12) **Services Supporting Self Direction:** Live-In Caregivers (LIC), Support Brokerage, Fiscal Intermediary, Individual Directed Goods and Services, and Community Transition Services are the Services Supporting Self Direction.
- 13) **Live-In Caregiver (LIC):** A Live-In Caregiver is an individual who provides the required supports to help meet the self-directing person's physical, social or emotional needs, so they can safely and happily reside in their own home. The LIC can't be related to the person by blood or marriage. In order to include an LIC in a self direction budget, the person must live in their own home or leased resident. The LIC's share of the rent, utilities, and food can be included in the budget under this category.
- 14) **Individual Directed Goods and Services (IDGS):** Individual Directed Goods and Services are services, equipment, or supplies that address a need in the person's service plan. These can include, transportation, small kitchen appliances, laundry services, chore services, massage therapy, gym memberships, recreational activities, creative arts, etc.
- 15) **Community Transition Services (CTS):** Community Transition Services are a service that funds set-up expenses for a person who is moving from a certified institutional or residential setting to their own home in the community of their choice where the person is responsible for his or her own living expenses. This service can also be used when a person is moving from their family's home to their own residence. This service can only be used once.

- 16) **Employment Supports (SEMP):** Employment Supports include services that help a person find a job and sustain paid employment. They do so by providing supervision, counseling and training, addressing work behaviors and mobility needs, developing interpersonal skills. etc.
- 17) **Community Habilitation:** Community Habilitation can include face-to-face habilitation and/or hands-on support services, and can occur at home and in the community. A person's needs and interests dictate the supports which are required in their habilitation plan. Then, the person hires the staff necessary to help meet Community Habilitation goals.
- 18) **Respite:** Respite is the supervision of a person living with their family, on a short-term basis, when regular caregivers are unavailable. Respite can occur either within the family's home or a freestanding respite facility. When including respite in their budget, a person cannot fund habilitation supports and/or transportation under this service category.
- 19) **Individualized Service Plan (ISP):** The self-directing person, with the help of their Medicaid Service Coordinator, creates an Individualized Service Plan detailing the supports and services they want to self direct. The Start-Up broker uses their Individualized Service Plan to formulate a budget.
- 20) **Medicaid Service Coordinator:** A Medicaid Service Coordinator is a certified person who assists an individual with developmental and/or intellectual disabilities to gain access to necessary supports and services. The Medicaid Service Coordinator assists the person in developing their Individualized Service Plan. They are also a member of the person's Planning Team and are required to be at every meeting.