Self-Direction 101
A person must be enrolled in the Home and Community Based Services (HCBS) Waiver in order to utilize Self-Direction as a service modality.

For more information on OPWDD eligibility and the HCBS Waiver

- Attend a "Navigating the System" workshop [yai.org/navigating](http://yai.org/navigating)
- Visit [yai.org/services/understanding-eligibility](http://yai.org/services/understanding-eligibility)
- Call LINK 212.273.6182
What is Self-Direction?

Self-Direction is a service model for people with developmental disabilities that promotes personal choice and control over the delivery of Waiver and State plan services.

OPWDD has a broad range of options available for Self-Direction, allowing a person the ability to develop a plan that is customized to best meet their interests and needs.
What is Self-Direction?

People who Self Direct choose to accept the authority to make decisions over some or all of their supports and services. They also accept responsibility for taking a direct leadership role in managing these supports and services.

These areas of responsibility fall into two categories: employer authority and budget authority. Some services offer both authorities, while others may offer one or the other.
Employer Authority

The person self-directing their services is responsible for:

• hiring staff
• setting staff’s schedule
• arranging for backup staff
• training staff
• firing staff
Budget Authority

The person makes choices about the goods and services he/she wishes to receive and selects who is paid to provide them or how they are purchased.

A person who chooses to have Budget Authority can receive and budget for services that are Direct Provider Purchased, Agency Supported, or Self-Hired.
**Direct Provider Purchased Services**
- “traditional services”
- provided by voluntary provider agencies
- billed to Medicaid by the provider at the provider’s rate
- must be reflected in the budget

**Agency-Supported Self-Direction**
- person self-directing exercises employer authority
- the voluntary provider agency is the employer of record
- an agreement is created detailing the agency’s & person self-directing’s responsibilities.

**Self-Hired Self-Direction**
- person self-directing exercises employer & budget authority
- person self-hires staff to provide Community Habilitation, SEMP and/or Respite
Questions?
How is your SD budget amount determined?

The Personal Resource Account (PRA) is the maximum amount of funding that is used to budget for a person’s supports and services. It is reviewed annually.

The PRA is determined by the person’s Developmental Disabilities Profile (DDP-2) scores.

The DDP-2 assesses a person’s needs in the areas of medical, sensory/motor, cognitive/communication, behavior, self-care/daily living skills, clinical services.

Access the DDP-2 online: [opwdd.ny.gov/sites/default/files/documents/ddp_2.pdf](opwdd.ny.gov/sites/default/files/documents/ddp_2.pdf)
What is a Broker?

The Broker is a professional that is responsible for:
• providing support to a person who chooses to take on Budget Authority
• educating the person and their family on Self-Directed service options
• assisting with developing and maintaining a Self-Direction budget
• writing the Habilitation Plans
• assisting the person with creating their Circle of Support
• facilitating Circle of Support Meetings
• other support tasks

Brokers can be independent contractors, or may work for an agency.

OPWDD pays the Broker for working with you on your initial self-directed plan.

A list of Brokers can be obtained from the DDRO Self-Direction Liaison.
https://opwdd.ny.gov/opwdd_services_supports/opwdd_services_supports/self-direction-liaisons_list
What is a Fiscal Intermediary (FI)?

The FI is a non-profit agency that serves as “employer of record” for Self-Direction plans with Budget Authority.

The FI is responsible for:

- performing background checks on staff
- collecting service-related documentation
- paying for or reimbursing budget-approved goods and services
- providing payroll/benefit services
- monitoring and reporting on the yearly budget
What is the Circle of Support?

The Circle of Support (COS) is a group of advisors chosen by the self-directing person to help create a support and spending plan by identifying goals and needs. The COS is required to meet at least four times per year.

A Circle of Support must include:
- The person self-directing services
- Broker
- Care Manager

Other members may include:
- family members, friends
- teachers, paraprofessionals, guidance counselors
- staff supporting the self-directing person
- anyone the self-directing person trusts to provide guidance
Questions?
Three Types of Self-Direction Budgets

Residential Only (RES)

Other Than Residential (OTR)

Both
Residential Only (RES) Budget

- Only available to people who do not live in a certified residential setting
- Supports the person to live independently in his/her own home
- Primarily provides evening and weekend supports
Other Than Residential (OTR) Budget

- Supports the person to work and do meaningful activities in his/her community
- Services arranged during daytime hours
- Available to people who live in a certified residential setting, with their family or in their own home
Both Budget

- Supports a blend of home and community services and supports for all areas of someone’s life
- Only available to people who **do not** live in a certified residential setting
Community Habilitation

- Trained specialists provide individualized skills training in the home and the community.
- Focus is on enhancing a person’s independence in areas of self-care, social skills development, money management, safety, household tasks, community integration, and job success.
Respite

Respite provides temporary relief to caregivers who provide primary care and support for someone with a developmental disability.
Supported Employment (SEMP)

SEMP provides job-skills training, resume development, interview preparation, application assistance, intensive job-coaching and follow-along support to people who wish to obtain and maintain competitive employment.
Questions?
Individual Directed Goods and Services (IDGS)

IDGS are services, equipment or supplies not otherwise provided through OPWDD’s HCBS waiver or through the Medicaid State Plan.

A person can manage their IDGS to fully purchase or contribute towards the purchase of items or services that meet the following criteria:

• Are related to a need or goal identified in the person-centered care plan/Individualized Service Plan

• Are for the purpose of increasing independence or substituting for human assistance and/or promote opportunities for community living and inclusion

• Are able to be accommodated without compromising the participant’s health or safety

• Are provided to or directed toward the benefit of the participant
Examples of IDGS

- Community classes & publicly available training/coaching
- Health club, organizational memberships
- Household related items and services
- Transportation
- Camp
- Aquatic, art, massage, music, play therapy

OPWDD’s Individual Directed Goods and Services (IDGS) Definitions Chart
opwdd.ny.gov/sites/default/files/documents/IDGS_chart_04102015.pdf
Other than Personal Services (OTPS)

People who are self-directing their services with Budget Authority may choose to use up to $3,000 from their budget for additional goods and services that are not Medicaid-fundable.

OTPS are 100% State funded and must meet the following criteria:

• relate to a valued outcome in the person’s plan
• increase independence and/or the ability to live safely at home
• other resources must first be explored and exhausted (including community based and Medicaid funded resources)
• cannot be on the OTPS Excluded Items List (see slide 26)
OTPS Categories

- Phone service (cell and/or land line)
- Internet
- Software related to the person’s disability
- Staff activity fees
- Cost associated with staff time for planning or training meetings
- Personal use transportation

- Clothing ($250 annual cap)
- Board stipend (food)
- Utilities
- Other goods and services that increase independence
- Other goods and services related to health/safety
OTPSS Excluded List

- Medical visit co-pays
- Expenses related to hospitalization or nursing home stays
- Expenses related to or that support the purchase of Medicaid services (e.g. therapies)
- Any illegal item or activity
- Cable television
- Common household supplies

- Experimental therapies
- Repairs (as they should be covered under the lease or by the homeowner)
- The self-directing person’s activity fees
- Rental cars
- Housing costs that exceed the housing subsidy
Questions?
Housing Subsidy

- People over 18 who choose to live independently may be able to include a Housing Subsidy in their budget.
- Rental, lease or mortgage must be in the name of the person who is self-directing.
- If in a shared living environment, the person self-directing must have clear tenancy rights.
- The amount is calculated based on the person’s income and Homes and Community Renewal (HCR) payment standards.
- Same rules and regulations as ISS.
- If receive housing subsidy, unable to receive Family Support Services or Family Reimbursed Respite.
Live In Caregiver (LIC)

- LIC is an unrelated care provider who resides in the same household as the self-directing person and provides supports to meet the person’s physical, social and/or emotional needs, so they can safely and happily reside in their home.
- LIC can not be related to the person self-directing by blood or marriage.
- This service covers the LIC’s room and board (rent, food, utilities)
Family Reimbursed Respite (FRR)

• Respite that is in addition to, or instead of, Respite that is Direct Provider Purchased, Agency Supported, and Self-Hired.

• Designed to be used as needed by a parent/caregiver of someone who is self-directing.

• FRR is capped at $3,000 annually.
Questions?
Steps to Self-Direction

• Attend a Self-Direction Information session at your local Developmental Disability Regional Office (DDRO). Register online - opwdd.ny.gov/node/6911. Note: Some DDROs do not mandate this.

• Your Care Manager will submit a request for self-directed services through the Front Door.

• Determine your Self-Direction Budget amount by completing the DDP-2 with your Care Manager or the Front Door.

• Hire a Support Broker and FI

• Work with your Broker to develop your SD Budget

• Your Broker will submit your SD Budget for approval

• Hold your launch meeting

Note: These steps assume that a person is already OPWDD eligible and enrolled in the HCBS Waiver

For more information on OPWDD eligibility and the HCBS Waiver:
• Attend a "Navigating the System" workshop yai.org/navigating
• Visit yai.org/services/understanding-eligibility
• Call LINK 212.273.6182
Helpful Resources

OPWDD’s Family Friendly Guide to SD
opwdd.ny.gov/sites/default/files/documents/Family-Friendly-Guide-to-SD.pdf

In the Driver’s Seat
inthedriversseat.org

OPWDD Developmental Disability Regional Office SD Liaisons
https://opwdd.ny.gov/opwdd_services_supports/opwdd_services_supports/self-direction-liaisons_list

OPWDD Self-Direction Guidance for Providers

NYS Self-Determination Coalition
nyselffd.org

Key Terms for Self-Directed OPWDD Services
docs.wixstatic.com/ugd/49b0c3_71564c2e3a944fe882eebba1f9739f6.pdf

Interviewing Tips and Sample Interview Questions
yai.org/sites/default/files/documents(sd-interviewing.pdf
yai.org/sites/default/files/documents/sd-example-interview-questions.pdf