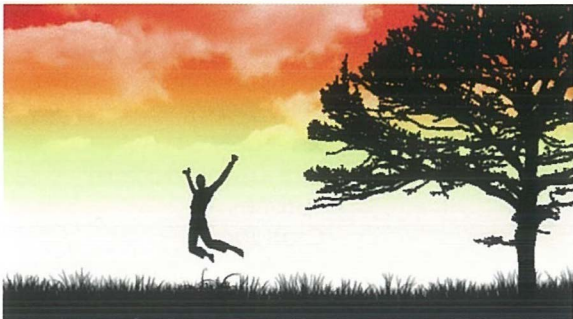


## Plan Approval Process

- Care Coordinator submits paperwork.
- Authorization letter will be processed to choose Broker.
- Broker and Fiscal Intermediary to work together.
- Broker Agreement to the Fiscal.
- Fiscal Intermediary will approve Broker Agreement and submit to OPWDD.
- Liaison will process BA and notify participant / Broker / Care Coordinator when planning process can begin.
- Individual begins planning budget with Circle of Support.
- Plan is developed, Broker submits to Fiscal Intermediary.
- Fiscal Intermediary completes, reviews and conveys approval to Developmental Disabilities Regional Office (DDRO).
- Search for Self-hired staff or Agency-provided staff starts.
- DDRO Review plan.
- Self-Direction Plan is processed by Central Office.
- When approved, plan is given an effective date to start.



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# Hawthorne Foundation Inc.



## Self-Direction Services

## Fiscal Intermediary

Serving  
New York City,  
Westchester,  
and Rockland  
Counties



## Hawthorne Mission Statement

To provide quality education, habilitative, vocational and recreational programs for individuals with disabilities. We foster independence, integration, individualization and productivity while enhancing the quality of the lives we serve.

## Why Self-Direction?

- It is a HCBS Waiver Service
- Part of OPWDD Transformation Platform
- Community Needs and Desires
- Effective Service Model

## What is Self-Direction?

Self-Direction empowers individuals to choose a mix of supports and services that work for them. The individual can control budgets, hire, schedule and supervise people who provide services, or, choose Agency supported-provided Services.

Individuals can choose to combine HCBS waiver supports, NYS funded supports and natural/generic community supports.

## Accessing OPWDD Services Under Self Direction. You choose:

- Individual self-directs all services by exercising employer authority over Community Habilitation, SEMP and Respite Staff.
- Individual self-directs some services by choosing a combination of community and traditional services.
- Individuals purchase agency provided services in OPWDD certified (or non-certified) settings.

## Self-Direction Team

Your self-direction team consists of the Fiscal Intermediary, a Support Broker and a Care Coordinator.

## Fiscal Intermediary

The Fiscal Intermediary acts as the Employer of Record, assists individual with self-hiring, verifies citizenship, completes required background checks, assists in managing the budget, supports and services, reimburses individuals based on current approved budget, tracks expenditures, and provides financial statements.

## Support Broker

Support Brokers are contractors, paid on experience.

- They provide support and assist the Individual in developing and maintaining the budget.
- They assist in the Circle of Support (COS), and in facilitating Person Centered Planning (PCP).
- They hold semi-annual review of plan and submit notes on these reviews.
- They monitor the budget and make changes as needed.
- They monitor self-direction and expenditures to ensure spending does not exceed budget.



## Developing the Individual Budget

- Determined by Personal Resource Accountant (PRA)
- DDP2 Tool utilized to calculate budget
- Ensure DDP2 is up to date and accurate
- Used to pay for Habilitative Support and Services appropriate to Medicaid
- Valued Outcomes drive the plan
- Cannot fund personal expenses related to entertainment / diversion
- Funds are administered through Fiscal Intermediary



## Examples of Individual Budget Items

Transportation  
Advertising Costs  
Support Broker  
Staff Costs  
Organizational Membership Fees  
Housing Subsidies  
Staff Training  
Internet  
Phone (cell and/or land line)  
Utilities  
Clothing  
Staff Activity Fees