Participant-Directed Homemaker/Personal Care
What is participant-direction?

Participant-direction gives people enrolled in the waiver more control and authority to decide who provides needed services and how those services are provided.
Why was Participant-Directed HPC developed?

• First step to expanding self-direction to all Ohio waivers for people with developmental disabilities

• Provide a self-direction *OPTION* to all waiver enrollees

• Create the same service, with the same reimbursement rate, in all waivers

• Increase the pool of potential providers
CHOOSING PARTICIPANT-DIRECTED HPC
Who may choose this service?

• No formal assessment required for participant-directed HPC. The pre-screen for enrollment in SELF is still required.

• Individuals must want to assume employment responsibilities with or without assistance
What must people be able to do?

People who choose participant-directed HPC are responsible for:

• Choosing someone to help with employer functions, if needed
• Hiring employees
• Deciding how much to pay employees
• Training employees
• Providing day-to-day supervision of employees
• Verifying timesheets of employees
Who can people choose to help?

• Parents of minor children (under the age of 18) can be the employer on behalf of their children
• Legal guardians of adults can help people they represent, as needed
• Adults who choose this service can also select other friends/family members to help with employer responsibilities
What help can they provide?

Parents/guardians/representatives can help with
• Deciding how to recruit/find employees
• Scheduling and participating in interviews
• Negotiating rates
• Providing training to chosen employees
• Making sure employees are providing services in the plan and doing so in the way the individual prefers
• Communicating choices/preferences with the team
• Signing timesheets
• Keeping required records/paperwork
What must be in the ISP?

It is important that the service plan of anyone choosing participant-directed HPC include:

• Name of anyone chosen to support the person with employment functions
• Description of how timesheets will be verified (signature, individual-specific mark, stamp, etc.)
• Name of person responsible for verification
What other help is available?

Financial Management Service (FMS)

- Funded through DODD contract, NOT the waiver
- Completes all new employee paperwork
- Receives timesheets from employees
- Issues paycheck to employees
  - Withholds all required taxes
  - Pays Worker’s Compensation premiums
- Provides monthly reports to individual and the board to help track how much of the budget is used
What other help is available?

The county board service and support administrator (SSA) can help by

• Explaining participant-direction
• Discussing options for participant-direction available under each waiver
• Making sure the person’s chosen representative is identified in the service plan and involved in the planning process
• Monitoring service plan implementation
Can this choice be revoked?

• Individuals may voluntarily choose to end participant-direction at any time.
• Participant-direction may be involuntarily terminated if health and welfare cannot be assured.
  – SSA must issue due process upon termination of participant-direction.
• SSAs must assist with selecting and transitioning to traditional service providers, as needed.
PARTICIPANT-DIRECTED HPC AND THE WAIVERS
What is changing in the SELF waiver?

• Self-Empowered Life Funding (SELF)
  – Community Inclusion-Personal Assistance and Community Inclusion-Transportation are being replaced with
    • Participant Directed Homemaker/Personal (PD HPC)
    • Transportation ($0.45/mile and not negotiable)
    • On-Site/On-Call (OSOC)
  – Spending plans will be completed and submitted to the FMS through MSS
What is staying the same in the SELF waiver?

• Self-Empowered Life Funding (SELF)
  – Child $25,000
  – Adult $40,000
  – All other services remain with no changes
  – PDGS can still be used to purchase commercial transportation.
  – Individuals who live alone, live with family, or those who live in other living arrangements with fewer than four individuals may choose PD HPC.
What is **staying** the same in the SELF waiver?

• Self-Empowered Life Funding (SELF)
  – Employer Authority still 2 options:
    • Common Law- Individual is the employer of record
      – Individual hires/supervises/fires staff
      – Financial Management Service (FMS) performs payroll and other employment-related function as the agent of the individual to meet employer-related legal obligations
    • Co-Employer – Agency is the employer of record
      – Individual recruits and directs the staff
      – Individual has day-to-day managing responsibility
What is staying the same in the SELF waiver?

• Self-Empowered Life Funding (SELF)
  – 2 co-employer options include:
    • FMS as co-employer
      – Worker still require certification by DODD
      – Individual can still negotiate rate
      – Financial Management Service (FMS) performs payroll and other employment-related function as the agent of the individual to meet employer-related legal obligations
    • Agency with Choice:
      – Traditional agency is the employer of record
      – Completes payroll
      – Rate is established; cannot negotiate
      – Individual remains the managing employer (shared responsibility)
What is staying the same in the SELF waiver?

• Self-Empowered Life Funding (SELF)
  – Budget Authority:
    – Individual has the authority and responsibility to manage his or her budget, including determining the:
      » Budgeted dollar amount for each waiver service
      » Negotiating rates within applicable ranges for common law employees and when FMS is co-employer
What is changing in the Individual Options and Level One waivers?

• Individual Options and Level One (IO and L1)
  – Adding new service **OPTION** of PD HPC for individuals who:
    • Lives alone, OR
    • Lives with family (related by blood, marriage, or adoption)
      – Parents
      – Brothers/sisters
      – Husband/wife
    – Common Law ONLY
  – A combination of participant-directed HPC and traditional HPC may be used
  – Participant-directed HPC will be projected and authorized in MSS on a spending plan for electronic submission to the FMS
What is **staying** the same in the Individual Options and Level One waivers?

- Traditional independent HPC providers are still available
- Traditional agency HPC providers are still available
- Still a prior authorization process for IO
- Still a “cap” for Level 1
- No other service changes to IO or Level 1
PROVIDERS
Who can be hired as an employee?

- All employees must be certified by DODD, except for those employed by traditional agencies delivering SELF services.
- Anyone who meets the qualifications can be certified
  - At least 18
  - Passes background checks
  - Has required training
- Family members may be hired as long as the family member is not designated to help with employer functions.
- Parents are still prohibited from providing services to their minor child under 18.
- A person who lives with an individual and provides more than 20% or more of the individual’s personal care and support services (Shared Living) cannot be hired as an employee.
Provider Certification

• All current providers of Community Inclusion – Personal Assistance will automatically be certified for Participant-Directed HPC (Routine & OSOC)

• All current providers of Community Inclusion – Transportation will automatically be certified for traditional Transportation

• All current providers of traditional Homemaker/Personal Care will automatically be certified for Participant-Directed HPC (Agencies certified for SELF only.)

• Anyone not currently certified may submit an application through DODD’s web-based system, called PSM.
Provider Training

DODD typically requires the following training

• Major Unusual Incidents (MUIs)
• Rights of Individuals with Developmental Disabilities
• 8 hours that includes the above, as well as
  – Overview of serving people with DD
  – Provider’s role/responsibilities with person-centered planning, community integration, self-determination, and self-advocacy
  – Universal precautions
• First Aid
• CPR
Provider Training: What can the individual waive?

• People hiring their own employees* may choose to require all DODD trainings or may waive:
  – 8 hours, except MUI and Rights
  – First Aid
  – CPR

• People hiring their own employees* may choose to waive the requirement for a diploma/GED, as long as medication certification is not required.

*Waiving requirements is not an option for people enrolled in the SELF Waiver who choose co-employment.
Provider Training: What can the individual require of the provider?

Individual-specific training may include information about the person’s:

• Desired outcomes
• Choice/preferences
• Health conditions
• Behavioral health needs
• Adaptive support needs
  – Personal care assistance
  – Communication
  – Mobility
• Anything else that helps the employees support the person in the manner he/she wants to be supported

*Training topics chosen by individual does not negate obligation of SSA to meet ISP training requirements specified in 5123:2-1-11
## Comparing Provider Types

<table>
<thead>
<tr>
<th>Traditional Independent Provider</th>
<th>Common Law Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sets his/her rate, up to maximum</td>
<td>Rate is negotiated with employee</td>
</tr>
<tr>
<td>Must be at least 18</td>
<td>Must be at least 18</td>
</tr>
<tr>
<td>Required to have</td>
<td>Required to have</td>
</tr>
<tr>
<td>• Background check</td>
<td>• Background check</td>
</tr>
<tr>
<td>• Diploma/GED</td>
<td>• Diploma/GED (when certified to give medications)</td>
</tr>
<tr>
<td>• DODD’s 8-hour training</td>
<td>• MUI training</td>
</tr>
<tr>
<td>• MUI training</td>
<td>• Rights training</td>
</tr>
<tr>
<td>• Rights training</td>
<td>• Other training</td>
</tr>
<tr>
<td>• Other training</td>
<td>• Other training determined by individual (*may include all the independent provider requirements)</td>
</tr>
<tr>
<td>• First Aid training</td>
<td></td>
</tr>
<tr>
<td>• CPR training</td>
<td></td>
</tr>
<tr>
<td>Decides how to deliver services</td>
<td>Directed how to deliver services by individual</td>
</tr>
<tr>
<td>Responsible for payroll taxes</td>
<td>FMS makes needed deductions from paycheck</td>
</tr>
</tbody>
</table>
How is training verified?

• The individual and the employee will be required to sign a form developed by DODD to verify:
  – What training was required by the individual
  – Training was provided by the individual/designee to the employee
• The form, with both signatures, must be given to the SSA before the employee may begin services.
• The SSA uploads the form in CPT before services can be authorized.
RATES
Rate Considerations

• Different rates can be paid to different employees based on training/experience, hours worked, services performed, etc.
• Paying more may help recruit providers
• Paying more uses more of the waiver budget and will result in fewer hours of service
# Budget Example

<table>
<thead>
<tr>
<th>Rate</th>
<th>Number of hours/week</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13.00/hour</td>
<td>7.8 hours</td>
</tr>
<tr>
<td>$15.00/hour</td>
<td>6.8 hours</td>
</tr>
<tr>
<td>$17.00/hour</td>
<td>6.0 hours</td>
</tr>
<tr>
<td>$17.96/hour (maximum base rate)</td>
<td>5.7 hours</td>
</tr>
<tr>
<td>$17.96 + medical add-on = $18.44</td>
<td>5.5 hours</td>
</tr>
<tr>
<td>$17.96 + behavior add-on = $20.48</td>
<td>5.0 hours</td>
</tr>
</tbody>
</table>

Budget = $5,325
Rate Structure

- **Common Law**: IO/L1/SELF
  - Participant-directed HPC (Routine)
    - 15 minute unit (no CODB factor)
    - Negotiated rate from minimum wage up to $4.49 per unit
    - Overtime is 1.5 x negotiated rate (not add-ons)
    - Payment for group size of 2 or 3 is 75% of the negotiated rate

<table>
<thead>
<tr>
<th>Individual Options</th>
<th>ADC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
<td>FDC</td>
</tr>
<tr>
<td>SELF</td>
<td>SDD</td>
</tr>
</tbody>
</table>
Rate Structure

- **Common Law**: IO/L1/SELF
  - Participant-directed HPC (On-Site/On-Call)
    - 15 minute unit (no CODB factor)
    - Equivalent of minimum wage
    - Overtime is 1.5 x rate
    - Payment for group size of 2 or 3 is 75% of minimum wage

<table>
<thead>
<tr>
<th>Individual Options</th>
<th>AZC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One</td>
<td>FZC</td>
</tr>
<tr>
<td>SELF</td>
<td>SZD</td>
</tr>
</tbody>
</table>
Rate Structure

- **Co-Employer** (Agency with Choice)
  - SELF waiver ONLY
  - Participant-directed HPC (Routine)
    - SDC
    - 15 minute unit (no CODB factor)
    - Payment for group size of 2 or 3 is 75% of the rate

<table>
<thead>
<tr>
<th>Serving 1 person</th>
<th>Serving 2 people</th>
<th>Serving 3 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4.91</td>
<td>$3.68</td>
<td>$3.68</td>
</tr>
</tbody>
</table>
Rate Structure

• **Co-Employer (Agency with Choice)**
  – SELF waiver ONLY
  – Participant-directed HPC (On-Site/On-Call)
    • SZC
    • 15 minute unit (no CODB factor)
    • Equivalent of minimum wage
    • Payment for group size of 2 or 3 is 75% of the rate
Rate Modifications

• OVERVIEW:
  – Behavioral, Medical, Complex Care
    • Only apply to ROUTINE participant-directed HPC, not applicable to OSOC
    • MAY apply, but are not required
    • Cannot be partially applied – all or nothing for EACH applicable add-on
    • Add-ons are applied after the rate is negotiated
    • DO NOT apply to overtime
Rate Modifications

• Behavior Add-On
  – *May* be applied when the following criteria have been met
    • The individual has been assessed in the past 12 months to present a danger to self or others, or has the potential to present a danger to self or others; and
    • Has behavioral support strategy that is a component of the ISP and has been developed in accordance with rules; and
    • Has either
      – Yes response to at least 4 questions in number 32 of the ODDP OR
      – Requires a structured environment that, if removed, will result in behavior destructive to self or others
Rate Modifications

• Behavior Add-On
  – Duration is limited to the individual’s waiver span
  – May be determined needed or no longer needed within the individual’s waiver eligibility span
  – May be renewed annually
Rate Modifications

• Medical Add-On
  – *May* be applied *when* the following criteria have been met:
    • The individual requires routine feeding and/or the administration of prescribed medication through gastrostomy and/or jejunostomy tubes, and/or requires the administration of routine doses of insulin through subcutaneous injections and insulin pumps; or
    • The individual requires oxygen administration that a licensed nurse agrees to delegate; or
    • The individual requires a nursing procedure or nursing task that a licensed nurse agrees to delegate, and when such procedure or nursing task is not the administration of oral prescribed medication or topical prescribed medication or a health related activity
Rate Modifications

• Medical Add-On
  – Duration is limited to the individual’s waiver span
  – May be determined needed or no longer needed within the individual’s waiver eligibility span
  – May be renewed annually
Rate Modifications

• Complex Care Add-On
  – *May* be applied *when* the criteria have been met, based on responses to the Ohio Developmental Disabilities Profile (ODDP):
    • Must be transferred and moved; and
    • Cannot walk, roll from back to stomach, or pull himself or herself to a standing position; and
    • Requires total support in toileting, taking a shower or bath, dressing/ undressing, and eating
Rate Modifications

• Complex Care Add-On
  – Duration is limited to the individual’s waiver span
  – May be determined needed or no longer needed within the individual’s waiver eligibility span
  – May be renewed annually
# Rate Modifications

**SELF/IO/Level 1:**

<table>
<thead>
<tr>
<th>Complex Care</th>
<th>Behavioral</th>
<th>Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.63/unit</td>
<td>$0.63/unit</td>
<td>$0.12/unit</td>
</tr>
<tr>
<td>Applies only to IO</td>
<td>Applies to IO/L1/SELF</td>
<td>Applies to IO/L1/SELF</td>
</tr>
</tbody>
</table>
Negotiated Rates

• Rates are paid in 15-minute units
• DODD set a range for the rates that may be paid
  – Lowest = minimum wage (In accordance with the Fair Labor Standards Act employees must be compensated at least minimum wage)
  – Highest (Medicaid maximum) = $4.49 for each 15-minute/unit ($17.96/hour)
• People may choose to spend any amount within this range

Medicaid payment rate ≠ wage paid to employee
Employee wage ≠ employee net pay
Negotiated Rates

• “Rate”
  – Medicaid rate paid to the FMS
  – Includes wage to be paid to the employee, as well as employer-related expenses
  – Total amount that will be deducted from the person’s waiver budget

• “Wage”
  – Amount of the rate that becomes the employee’s “gross” pay
  – Roughly 13% less than the “rate”

• “Net pay”
  – Amount paid to the employee after the FMS deducts appropriate withholdings
# Rate/Wage/Pay Comparison

<table>
<thead>
<tr>
<th>Medicaid Rate (Cost to budget)</th>
<th>Employee Wage (Rate less 13%* for employer related expenses)</th>
<th>Net Pay* (Wage less employee withholdings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$9.40</td>
<td>$8.32**</td>
<td>$7.63</td>
</tr>
<tr>
<td>$12.00</td>
<td>$10.62</td>
<td>$9.75</td>
</tr>
<tr>
<td>$17.96</td>
<td>$15.89</td>
<td>$14.58</td>
</tr>
</tbody>
</table>

*Estimated. Actual may vary based on hours worked and other factors.

**Wage may never be less than minimum wage!
Negotiated Rates

• Negotiation factors
  – How much does the individual want to pay employees?
  – Based on the preferred wage, how much more will be charged to the budget for the employer-related expenses (roughly 13%)?
  – Total wage + employer-related expenses CANNOT exceed the maximum Medicaid reimbursement rate of $4.49/unit
### Rate Examples

**• Base Rate:**

<table>
<thead>
<tr>
<th>Rate</th>
<th>Behavior Add-on</th>
<th>Complex Care Add-on</th>
<th>Medical Add-on</th>
<th>Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4.49</td>
<td></td>
<td></td>
<td></td>
<td>$4.49</td>
</tr>
<tr>
<td>$4.49</td>
<td>$.63</td>
<td></td>
<td></td>
<td>$5.12</td>
</tr>
<tr>
<td>$4.49</td>
<td>$.63</td>
<td>$.12</td>
<td></td>
<td>$5.24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overtime (1.5 then add-ons)</th>
<th>Ratio (75% then add-ons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6.74</td>
<td>$3.37</td>
</tr>
<tr>
<td>$7.37</td>
<td>$4.00</td>
</tr>
<tr>
<td>$7.49</td>
<td>$4.12</td>
</tr>
</tbody>
</table>

*"Total" refers to “rate” total, not the wage.*
## Rate Examples

### Base Rate:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Behavior Add-on</th>
<th>Complex Care Add-on</th>
<th>Medical Add-on</th>
<th>Total*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3.00</td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>$3.00</td>
<td>$.63</td>
<td></td>
<td></td>
<td>$3.63</td>
</tr>
<tr>
<td>$3.00</td>
<td></td>
<td>$.63</td>
<td>$.12</td>
<td>$3.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overtime (1.5 then add-ons)</th>
<th>Ratio (75% then add-ons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4.50</td>
<td>$2.25</td>
</tr>
<tr>
<td>$5.13</td>
<td>$2.88</td>
</tr>
<tr>
<td>$5.25</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

*"Total” refers to “rate” total, not the “wage.”*
PROJECTING AND AUTHORIZING IN MSS
Medicaid Services System (MSS)

• How to project participant-directed services in:
  – SELF
  – IO & Level 1

• How to authorize & finalize

• What goes to the FMS and how
# Adding Participant-Directed Providers

![Image of provider management interface]

## Manage Providers in the Site:

<table>
<thead>
<tr>
<th>Remove Provider</th>
<th>MBS Contract Number:</th>
<th>Provider Name:</th>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAIRFIELD CO BD DD</td>
<td>2300012</td>
<td>John</td>
<td>Pekar</td>
<td></td>
</tr>
<tr>
<td>Frank Allen</td>
<td>0301403</td>
<td>Frank</td>
<td>Allen</td>
<td></td>
</tr>
<tr>
<td>Morning Sun Financial Services of Ohio</td>
<td>9500034</td>
<td>Nicolas</td>
<td>Thomley</td>
<td></td>
</tr>
</tbody>
</table>

## Manage State Plan Providers in the Site:

No data available.
Adding Participant-Directed Providers

Making the connection between the provider and the person
Adding Participant-Directed Providers

Once connected you can then upload the training document
Adding Training Documents

Similar to other document uploads allows you to search for a file to select and upload.
Adding Training Documents

Once uploaded and pop-up closed you will see the document with the connection and can access using the link.
Service Authorization - SELF

- CPT
  - Manage Individuals
  - Manage Providers
  - Manage Budget
  - Manage Participant Directed Services
  - Manage Nursing Patterns
  - Manage Nursing Calendar
  - Manage Unscheduled Nursing Services
  - Manage Waiver Nursing Delegation Services
  - Manage Cost Projections
  - SPA
Service Authorization – IO & LV1

CPT
- Manage Individuals
- Manage Providers
- Manage HPC Staffing Patterns
- Manage HPC Calendar
- Manage ADS/NMT Patterns
- Manage ADS/NMT Calendars
- Manage Nursing Patterns
- Manage Nursing Calendar
- Manage Unscheduled ADS/NMT
- Manage Unscheduled Services
  - For Multiple Individuals
  - For One Individual
- Manage Participant Directed Services
- Manage Unscheduled Nursing Services
- Manage Waiver Nursing Delegation Services
- Manage Cost Projections

PA
## Service Authorization

### Header Information
- **Site Name:** [Redacted]
- **Effective Date:** 11/1/2011
- **End Date:** 12/31/9999
- **Manage:** Site Home | Edit Site | Manage Versions | Manage Notes | Add Non-Waiver Spans | Add DRA Exemption

### Waiver Information
- **Waiver:** 11/1/2017 - 10/31/2018
- **Type:** I/O
- **Status:** ENRL

### PD HPC Negotiated Rate for Providers:
- **Calculate Negotiable Rate**
- **No data available.**

### Manage Participant Directed Services:
- **Add Participant Directed Service**
- **No data available.**
Adding a Negotiated Rate

Calculate PD HPC Negotiable Rate for Providers:

- **Start Date**: [ ]
- **End Date**: [ ]
- **Service Provider**: Select a Provider ▼
- **Service Unit Type**: 15 minute
- **Price Per Unit**: [ ] Minimum Wage - Max Rate of $4.49
- **Apply Add On**: Medical Add On □ Behavioral Add On □ Complex Care Add On □

[Apply] [Cancel]
Adding a Negotiated Rate

Add-ons must be applied in the individual section of CPT to allow them to be applied to the rate.

[Image of Individual Add-On Spans]

Waiver: 11/01/2017 - 10/31/2018
Type: I/O
Status: ENRL

- Add-On Type: Medical Assistance
  Start Date: 11/01/2017
  End Date: 10/31/2018
- Add-On Type: Behavior Support
  Start Date: 11/01/2017
  End Date: 10/31/2018
Adding a Negotiated Rate

An example of an error message at save when not eligible for an add-on.

[Image of a form with fields for Start Date, End Date, Service Provider, Service Unit Type, Price Per Unit, and Apply Add On options with checkboxes for Medical Add On, Behavioral Add On, Complex Care Add On.]
Adding a Negotiated Rate

An example of an error message at save when not entering a valid rate.
Adding a Negotiated Rate

Example of multiple negotiated rates on a person’s plan. Note variations for dates, add-ons, provider.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Provider Name</th>
<th>Base Rate</th>
<th>Behavioral AddOn</th>
<th>Medical AddOn</th>
<th>Complex Care AddOn</th>
<th>Unit Rate</th>
<th>OT Unit Rate</th>
<th>UnitRate 1:2/1:3</th>
<th>OT Unit Rate 1:2/1:3</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Ruth Van Sandt</td>
<td>4.00</td>
<td>True</td>
<td>True</td>
<td>False</td>
<td>4.75</td>
<td>6.75</td>
<td>3.75</td>
<td>5.25</td>
</tr>
<tr>
<td>07/30/2018</td>
<td>10/31/2018</td>
<td>Ruth Van Sandt</td>
<td>4.49</td>
<td>True</td>
<td>True</td>
<td>False</td>
<td>5.24</td>
<td>7.48</td>
<td>4.12</td>
<td>5.80</td>
</tr>
<tr>
<td>02/01/2018</td>
<td>05/31/2018</td>
<td>Janet Harter</td>
<td>2.08</td>
<td>False</td>
<td>False</td>
<td>False</td>
<td>2.08</td>
<td>3.12</td>
<td>1.56</td>
<td>2.34</td>
</tr>
<tr>
<td>06/01/2018</td>
<td>10/31/2018</td>
<td>Janet Harter</td>
<td>3.50</td>
<td>True</td>
<td>False</td>
<td>False</td>
<td>4.13</td>
<td>5.88</td>
<td>3.25</td>
<td>4.56</td>
</tr>
</tbody>
</table>

Manage Participant Directed Services:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Provider Name</th>
<th>Ratio</th>
<th>Service</th>
<th>Units</th>
<th>Total Units</th>
<th>Rate</th>
<th>Reasons</th>
</tr>
</thead>
</table>

No data available.
Adding Participant-Directed Services

<table>
<thead>
<tr>
<th>Service Frequency:</th>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Frequency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Provider:</th>
<th>Service Sub Category:</th>
<th>Service Unit Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Dearth</td>
<td>Select a Sub Category</td>
<td></td>
</tr>
</tbody>
</table>

- PD Homemaker/Personal Care-Emergency (LV1)
- PD Homemaker/Personal Care-On-Site/On-Call
- PD Homemaker/Personal Care-On-Site/On-Call-Emergency (LV1)
- PD Homemaker/Personal Care-Routine
- PD Homemaker/Personal Care-Transportation
- PD Homemaker/Personal Care-Transportation-Emergency (LV1)

*No Service*

<table>
<thead>
<tr>
<th># Units:</th>
<th>Total # Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Cancel</td>
</tr>
</tbody>
</table>

Waiver: 11/1/2017 - 10/31/2018  Change  Type: I/O  Status: ENRL
Adding Participant-Directed Services

<table>
<thead>
<tr>
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<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Span (Entered on Right)</td>
<td>02/01/2018</td>
<td>05/31/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Provider:</th>
<th>Service Sub Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Harter</td>
<td>PD Homemaker/Personal Care-Routine</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Unit Type:</th>
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<tbody>
<tr>
<td>15 minute</td>
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</tr>
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Selected Service:

Participant Directed Homemaker/Personal Care - 1 Staff - ADC

<table>
<thead>
<tr>
<th># Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
</tr>
</tbody>
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Total # Units:

<table>
<thead>
<tr>
<th>FY:</th>
<th># Units:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>400</td>
</tr>
</tbody>
</table>

Update  Cancel
Adding Participant-Directed Services

Example of error when trying to add a span frequency across two rates

![Image of software interface with error message: "Unable to save record. This service span overlaps with more than one negotiable rate span"]
Adding Participant Directed Services

Example of various services added

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Base Rate</th>
<th>Behavioral AddOn</th>
<th>Medical AddOn</th>
<th>Complex Care AddOn</th>
<th>Unit Rate</th>
<th>OT Unit Rate</th>
<th>Unit Rate 1:2/1:3</th>
<th>OT Unit Rate 1:2/1:3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Van Sandt</td>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>4.00</td>
<td>True</td>
<td>True</td>
<td>False</td>
<td>4.75</td>
<td>6.75</td>
<td>3.75</td>
<td>5.25</td>
</tr>
<tr>
<td>Ruth Van Sandt</td>
<td>07/30/2018</td>
<td>10/31/2018</td>
<td>4.49</td>
<td>True</td>
<td>True</td>
<td>False</td>
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<td>7.48</td>
<td>4.12</td>
<td>5.80</td>
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<tr>
<td>Janet Harter</td>
<td>02/01/2018</td>
<td>05/31/2018</td>
<td>2.08</td>
<td>False</td>
<td>False</td>
<td>False</td>
<td>2.08</td>
<td>3.12</td>
<td>1.56</td>
<td>2.34</td>
</tr>
<tr>
<td>Janet Harter</td>
<td>06/01/2018</td>
<td>10/31/2018</td>
<td>3.50</td>
<td>True</td>
<td>False</td>
<td>False</td>
<td>4.13</td>
<td>5.88</td>
<td>3.25</td>
<td>4.56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Provider Name</th>
<th>Ratio</th>
<th>Service</th>
<th>Units</th>
<th>Total Units</th>
<th>Rate</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2018</td>
<td>05/31/2018</td>
<td>Janet Harter</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>400 / SPAN</td>
<td>400</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>800 / MO</td>
<td>4000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>10/31/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-HPC Transportation</td>
<td>20 / WEEK</td>
<td>781</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>06/01/2018</td>
<td>06/30/2018</td>
<td>Janet Harter</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>600 / SPAN</td>
<td>600</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>10/31/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-OSOC</td>
<td>48 / MO</td>
<td>432</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Adding Participant-Directed Services

Note the frequency in the Units column and the total units.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Provider Name</th>
<th>Ratio</th>
<th>Service</th>
<th>Units</th>
<th>Total Units</th>
<th>Rate</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2018</td>
<td>05/31/2018</td>
<td>Janet Harter</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>400 / SPAN</td>
<td>400</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>800 / MO</td>
<td>4000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>10/31/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-HPC Transportation</td>
<td>20 / WEEK</td>
<td>781</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>06/01/2018</td>
<td>06/30/2018</td>
<td>Janet Harter</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>600 / SPAN</td>
<td>600</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>10/31/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-OSOC</td>
<td>48 / MO</td>
<td>432</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Adding Participant-Directed Services

Note the services will also show up in the Unscheduled area of CPT

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Provider Name</th>
<th>Ratio</th>
<th>Service</th>
<th>Units</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2018</td>
<td>05/31/2018</td>
<td>Janet Harter</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>400 / SPAN</td>
<td>400</td>
</tr>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>800 / MO</td>
<td>4000</td>
</tr>
<tr>
<td>02/01/2018</td>
<td>10/31/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-HPC Transportation</td>
<td>20 / WEEK</td>
<td>781</td>
</tr>
<tr>
<td>06/01/2018</td>
<td>06/30/2018</td>
<td>Janet Harter</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>600 / SPAN</td>
<td>600</td>
</tr>
<tr>
<td>02/01/2018</td>
<td>10/31/2018</td>
<td>Ruth Van Sandt</td>
<td>1:1</td>
<td>PD-OSOC</td>
<td>48 / MO</td>
<td>432</td>
</tr>
</tbody>
</table>
Adding Participant-Directed Services SELF

SELF Services are listed like other services for all services that might need to go to the FMS.

<table>
<thead>
<tr>
<th>Service Provider:</th>
<th>Service Sub Category:</th>
<th>Service Unit Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Allen</td>
<td></td>
<td>No Service Found</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Frequency:</th>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Span (Entered on Right) ▼</td>
<td>02/01/2018</td>
<td>06/30/2018</td>
</tr>
</tbody>
</table>

[Image of a form with fields for service provider, service sub category, service unit type, service frequency, and start and end dates.]
Adding Participant-Directed Services

SELF Services are listed like other services for all services that might need to go to the FMS.

Participant/Family Stability Assistance - Independent - SPS
SELF PDGS Services are currently treated like the other services and we are looking to change how this service is entered.
Adding Participant-Directed Services

SELF

SELF PDGS Services mock up of proposed entry. (**Excel spending plans may continue to be emailed to the FMS until this change is effective in MSS. “Service details” text box in MSS may reflect “See spending plan.”)

<table>
<thead>
<tr>
<th>Description</th>
<th>Vendor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Specialized Plates @$20.00each</td>
<td>Walmart</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total: $100.00</td>
</tr>
</tbody>
</table>
Adding Participant-Directed Services

SELF services added.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Provider Name</th>
<th>BaseRate</th>
<th>Behavioral AddOn</th>
<th>Medical AddOn</th>
<th>Complex Care AddOn</th>
<th>UnitRate</th>
<th>OT UnitRate</th>
<th>UnitRate 1:2/1:3</th>
<th>OT UnitRate 1:2/1:3</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Frank Allen</td>
<td>4.20</td>
<td>False</td>
<td>False</td>
<td>False</td>
<td>4.20</td>
<td>6.30</td>
<td>3.15</td>
<td>4.73</td>
</tr>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Gary Allen</td>
<td>4.00</td>
<td>False</td>
<td>False</td>
<td>False</td>
<td>4.00</td>
<td>6.00</td>
<td>3.00</td>
<td>4.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Provider Name</th>
<th>Ratio</th>
<th>Service</th>
<th>Units</th>
<th>Total Units</th>
<th>Rate</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Frank Allen</td>
<td>1:1</td>
<td>Participant/Family Stability Assistance</td>
<td>1 / SPAN</td>
<td>1</td>
<td>400.00</td>
<td>5 specialized plates from Walmart @ 100.00 each; 4 sets of silverware from <a href="http://www.Utensils.com">www.Utensils.com</a> 200.each</td>
</tr>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Gary Allen</td>
<td>1:1</td>
<td>Participant Directed Goods &amp; Services</td>
<td>1 / SPAN</td>
<td>1</td>
<td>1800.00</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Frank Allen</td>
<td>1:1</td>
<td>PD-HPC</td>
<td>8000 / SPAN</td>
<td>8000</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>02/01/2018</td>
<td>06/30/2018</td>
<td>Frank Allen</td>
<td>1:1</td>
<td>Support Brokerage</td>
<td>1 / SPAN</td>
<td>1</td>
<td>2000.00</td>
<td></td>
</tr>
</tbody>
</table>
Adding Participant-Directed Services SELF

SELF services transferred to the budget page automatically.

![Image of Manage SELF Budget](image-url)
Cost Projection - SELF

SELF services at cost projection. Note units, service code vs roll-up

<table>
<thead>
<tr>
<th>SiteName</th>
<th>SpanDates</th>
<th>PAWSRollUpCode</th>
<th>PAWSRollupDesc</th>
<th>ProviderName</th>
<th>Freq</th>
<th>PAWSUnits</th>
<th>TotalCost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/1/2017 - 6/30/2018</td>
<td>SSB</td>
<td>Support Brokerage (Agency)</td>
<td>Dynamic Pathways Inc</td>
<td>SPAN</td>
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<td>8000.00</td>
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<td>7/1/2017 - 6/30/2018</td>
<td>SSB-Support Brokerage - Agency</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7/1/2017 - 6/30/2018</td>
<td>S55</td>
<td>Interventionist/Int Empty/Stab Asst</td>
<td>ATHENS CO DD</td>
<td>SPAN</td>
<td>1</td>
<td>700.00</td>
</tr>
<tr>
<td></td>
<td>7/1/2017 - 6/30/2018</td>
<td>S55</td>
<td>Interventionist/Int Empty/Stab Asst</td>
<td>Frank Allen</td>
<td>SPAN</td>
<td>1</td>
<td>400.00</td>
</tr>
<tr>
<td></td>
<td>2/1/2018 - 6/30/2018</td>
<td>S55</td>
<td>Interventionist/Int Empty/Stab Asst</td>
<td>Gary Allen</td>
<td>SPAN</td>
<td>1</td>
<td>1800.00</td>
</tr>
<tr>
<td></td>
<td>2/1/2018 - 6/30/2018</td>
<td>S45</td>
<td>Inclusion/Respite/Rem Mntr Srv</td>
<td>Frank Allen</td>
<td>SPAN</td>
<td>1</td>
<td>8400.00</td>
</tr>
<tr>
<td></td>
<td>2/1/2018 - 6/30/2018</td>
<td>SDD</td>
<td>Participant Directed Homemaker/Personal Care - 1 Staff - Independent</td>
<td></td>
<td>SPAN</td>
<td>1</td>
<td>8400.00</td>
</tr>
<tr>
<td></td>
<td>2/1/2018 - 6/30/2018</td>
<td>SSU</td>
<td>Support Brokerage (Independent)</td>
<td>Frank Allen</td>
<td>SPAN</td>
<td>1</td>
<td>2000.00</td>
</tr>
<tr>
<td></td>
<td>2/1/2018 - 6/30/2018</td>
<td>SSU-Support Brokerage - Independent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Cost Projection - IO and L1

Waiver Span: 11/1/2017 - 10/31/2018  
Waiver Type: I/O  
DDP Funding Level: 9  
AAI Group: A

**Waiver Cost Projection Details**

<table>
<thead>
<tr>
<th>Collapse Type:</th>
<th>DDP</th>
<th>Projected Cost:</th>
<th>$23,560.01</th>
<th>Budget Max:</th>
<th>$500,000.00</th>
<th>Remaining Amt:</th>
<th>$476,439.99</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SiteName</th>
<th>PAWSRollUpCode</th>
<th>PAWSRollupDesc</th>
<th>ProviderName</th>
<th>Freq</th>
<th>PAWSUnits</th>
<th>TotalCost</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>A23</td>
<td>PD-HPC - IO</td>
<td>Janet Harter</td>
<td>SPAN</td>
<td>400</td>
<td>832.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SpanDates</th>
<th>PAWSRollupDesc</th>
<th>ProviderName</th>
<th>Freq</th>
<th>Ratio</th>
<th>Units</th>
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<th>TotalCost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2018 - 5/31/2018</td>
<td>PD-HPC - IO</td>
<td>Ruth Van Sandt</td>
<td>MO</td>
<td>4000</td>
<td>19000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ATN</td>
<td>Ruth Van Sandt</td>
<td>WEEK</td>
<td>429</td>
<td>193.05</td>
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<td></td>
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<tr>
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<td>A43</td>
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<td>237</td>
<td>492.96</td>
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<td></td>
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<td>A23</td>
<td>Janet Harter</td>
<td>SPAN</td>
<td>600</td>
<td>2478.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ATN</td>
<td>Ruth Van Sandt</td>
<td>WEEK</td>
<td>352</td>
<td>158.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A43</td>
<td>Ruth Van Sandt</td>
<td>MO</td>
<td>195</td>
<td>405.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Span Dates

**2/1/2018 - 5/31/2018**

- **DDP**
  - **Project Cost**: $23,560.01
  - **Budget Max**: $500,000.00
  - **Remaining Amt**: $476,439.99
CPT Finalization
CPT Finalization

The Finalization Errors that you currently get will be the same with the addition of:

• An alert if a provider does not have the training document uploaded but it will not stop finalization

• An alert if one of the providers is not certified for the Participant Directed service for at least one of the dates they were projected to provide and this will not allow finalization.
### SPA Page for Authorization

#### Service Payment Authorization:

<table>
<thead>
<tr>
<th>CountyBoard</th>
<th>Plan Status</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Pending Authorization</td>
</tr>
<tr>
<td></td>
<td>Awaiting PAWS Submission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pending Authorization</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cost Projection Spans</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2017 - 10/31/2018 - I/O - ENRL</td>
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#### Return to Site

**Budget**

<table>
<thead>
<tr>
<th>Collapse</th>
<th>Budget Type</th>
<th>DDP</th>
<th>Projected Cost</th>
<th>Budget Max</th>
<th>Remaining Amt</th>
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<td>$23,560.01</td>
<td>$500,000.00</td>
<td>$476,439.99</td>
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#### Site Name

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<th>SpanDates</th>
<th>PAWSRollupCode</th>
<th>PAWSRollupDesc</th>
<th>ProviderName</th>
<th>Freq</th>
<th>PAWSUnits</th>
<th>TotalCost</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ 2/1/2018 - 5/31/2018</td>
<td>A23</td>
<td>PD-HPC - IO</td>
<td>Janet Harter</td>
<td>SPAN</td>
<td>400</td>
<td>332.00</td>
</tr>
<tr>
<td>+ 6/1/2018 - 6/30/2018</td>
<td>A23</td>
<td>PD-HPC - IO</td>
<td>Janet Harter</td>
<td>SPAN</td>
<td>600</td>
<td>2475.00</td>
</tr>
<tr>
<td>+ 2/1/2018 - 6/30/2018</td>
<td>A23</td>
<td>PD-HPC - IO</td>
<td>Ruth Van Sandt</td>
<td>MO</td>
<td>4000</td>
<td>10000.00</td>
</tr>
<tr>
<td>+ 2/1/2018 - 6/30/2018</td>
<td>ATN</td>
<td>HPC Transportation</td>
<td>Ruth Van Sandt</td>
<td>MO</td>
<td>237</td>
<td>402.96</td>
</tr>
<tr>
<td>+ 2/1/2018 - 6/30/2018</td>
<td>ATN</td>
<td>PD-OSOC - IO</td>
<td>Ruth Van Sandt</td>
<td>WEEK</td>
<td>332</td>
<td>158.40</td>
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<tr>
<td>+ 2/1/2018 - 6/30/2018</td>
<td>ATN</td>
<td>PD-OSOC - IO</td>
<td>Ruth Van Sandt</td>
<td>MO</td>
<td>195</td>
<td>405.60</td>
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<table>
<thead>
<tr>
<th>Expand</th>
<th>Budget Type</th>
<th>ADS</th>
<th>Projected Cost</th>
<th>Budget Max</th>
<th>Remaining Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$10,595.00</td>
<td>$10,595.00</td>
</tr>
</tbody>
</table>
## PAWS Preview Page

**Plan Comments**

Enter New Comments here:

Comments History:

**Currently Authorized on PAWS** | **Field Value Changed** | **To Be Removed (TBR)** | **No Changes**
---|---|---|---

| Span | Code | Begin Date | End Date | Frequency | Units | Addons | Contract # | 2018 Total Units | 2018 Total Cost | 2019 Total Units | 2019 Total Cost |
|------|------|------------|----------|-----------|-------|--------|------------|----------------|----------------|----------------|----------------|----------------|
| No Split ▼ | A23 | 2/1/2018 | 3/31/2018 | S | 400 | | 6500987 | 400 | 832.00 | 0 | 0 |
| No Split ▼ | A23 | 6/1/2018 | 6/30/2018 | S | 600 | Beh Sup | 6500987 | 600 | 2478.00 | 0 | 0 |
| No Split ▼ | A23 | 2/2/2018 | 6/30/2018 | M | 800 | Beh Sup , Med Ass | 6502298 | 4000 | 19000.00 | 0 | 0 |
| A43 | 2/1/2018 | 6/30/2018 | W | 20 | | 6500987 | 429 | 892.32 | 0 | 0.00 |
| A43 | 7/1/2018 | 10/31/2018 | W | 20 | | 6500987 | 0 | 0.00 | 352 | 732.16 |
| No Split ▼ | A43 | 2/1/2018 | 6/30/2018 | M | 48 | | 6502298 | 237 | 492.96 | 0 | 0 |
| No Split ▼ | A43 | 7/1/2018 | 10/31/2018 | M | 48 | | 6502298 | 0 | 0 | 195 | 405.60 |
| No Split ▼ | ATN | 2/1/2018 | 6/30/2018 | W | 20 | | 6502298 | 429 | 193.05 | 0 | 0 |
PAWS Enrollment Errors

PAWS enrollment errors will include:

• Provider does not have a training document uploaded in the provider section of CPT
• Provider certified for the dates of service like other services.
Spending Plans

• Spending plans will no longer have to be sent to the FMS for services after 2/1/2018. (*Boards may choose to send Excel spending plans, pending updates to the PDGS portion of MSS.)

• The FMS will get a nightly feed of the spending plan details from MSS along with the PAWS details.

• The spending plan will include all of the old required fields and the new fields related to the rate calculation with add-ons.
Transitioning to PD HPC

• It is not necessary to amend all plans/PAWS effective 2/1/18.
  – As long as dollars/units are available under the roll-up code, claims submitted for PD HPC will be paid.
  – The new procedure code must be submitted on claims for dates of service 2/1/18 or later.

• It is necessary to replace Community Inclusion with PD HPC when:
  – The person wants to negotiate a new rate for PD HPC
  – Any other change is being made to the cost projection
Transitioning to PD HPC

• An error message will appear at cost projection finalization and PAWS enrollment if no training record is uploaded for employees transitioning from Community Inclusion to PD HPC.

• Boards may upload a document stating the employee was serving the individual prior to 2/1/18 when making changes to current CPT/PAWS.

• A formal training document must be uploaded for every employee transitioning from Community Inclusion to PD HPC when authorizing services for the person’s next waiver span.
Replacing Community Inclusion

Error Messages (4)

- Community Inclusion - Personal Assistance - Independent - 15 minute unit - SAN is available only during the period 4/1/2017 - 1/31/2018. To schedule this service, please start or end the current span appropriately.
- Community Inclusion - Transportation - Independent - STI is available only during the period 1/1/2012 - 1/31/2018. To schedule this service, please start or end the current span appropriately.
- Community Inclusion - Transportation - Independent - STI is available only during the period 1/1/2012 - 1/31/2018. To schedule this service, please start or end the current span appropriately.
- Community Inclusion - Personal Assistance - Independent - 15 minute unit - SAN is available only during the period 4/1/2017 - 1/31/2018. To schedule this service, please start or end the current span appropriately.

Manage SELF Budget

Start Date: 
End Date: 
Amount: 
Service Provider: 
Service Name: 

Add | Cancel

<table>
<thead>
<tr>
<th>FY</th>
<th>MBS Contract #</th>
<th>Provider</th>
<th>PAWS RollUp Code</th>
<th>Service Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>0501353</td>
<td>Jennifer Bauer</td>
<td>S45</td>
<td>SAN-Community Inclusion</td>
<td>7/17/2017</td>
<td>6/30/2018</td>
<td>5000.00</td>
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<tr>
<td>2018</td>
<td>0501353</td>
<td>Jennifer Bauer</td>
<td>S45</td>
<td>STI-Community Inclusion</td>
<td>7/17/2017</td>
<td>6/30/2018</td>
<td>1000.00</td>
</tr>
<tr>
<td>2018</td>
<td>0501353</td>
<td>Jennifer Bauer</td>
<td>S45</td>
<td>STI-Community Inclusion</td>
<td>7/1/2018</td>
<td>7/16/2018</td>
<td>100.00</td>
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<tr>
<td>2018</td>
<td>0501353</td>
<td>Jennifer Bauer</td>
<td>S45</td>
<td>SAN-Community Inclusion</td>
<td>7/1/2018</td>
<td>7/16/2018</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

Total Cost: $7,100.00
Replacing Community Inclusion

SELF services of Community Inclusion provided by an agency would only require updates to the manage budget lines.

- You would edit the existing line to stop 1/31/2018 and enter new amount.
- Then add a line for the new PD-HPC service and an amount.
Replacing Community Inclusion

SELF services of Community Inclusion provided by an agency would only require updates to the manage budget lines.

- You would edit the existing line to stop 1/31/2018 and enter new amount.
Replacing Community Inclusion

SELF services of Community Inclusion provided by an agency would only require updates to the manage budget lines.
• Then add a line for the new PD-HPC service and an amount.

![Manage SELF Budget Form](image-url)
Replacing Community Inclusion

SELF services of Community Inclusion provided by an agency would only require updates to the manage budget lines. Example of updated lines below just needs to be finalized and enrolled to PAWS

![Manage SELF Budget](image.png)
Replacing Community Inclusion

SELF services of Community Inclusion provided by an employee.

- First designate employee and upload training document if available
Replacing Community Inclusion

SELF services of Community Inclusion provided by an employee/FMS.
- Update manage budget spans to remove Community Inclusion services from 2/1/2018 forward
Replacing Community Inclusion

SELF services of Community Inclusion provided by an employee/FMS.

- Update manage budget spans to remove Community Inclusion services from 2/1/2018 forward

```
<table>
<thead>
<tr>
<th>Service Provider:</th>
<th>Service Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Provider</td>
<td>STI - Community Inclusion - Transportation - Independent</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Service Code:</th>
<th>Start Date:</th>
<th>End Date:</th>
<th>Total Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAN-Community Inclusion</td>
<td>7/17/2017</td>
<td>1/31/2018</td>
<td>2500.00</td>
</tr>
<tr>
<td>STI-Community Inclusion</td>
<td>7/17/2017</td>
<td>1/31/2018</td>
<td>500.00</td>
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</tbody>
</table>
```

Total Cost: $3,000.00
Total SELF Services Cost: $10,196.00
Total Max Budget Limit: $40,000.00
Replacing Community Inclusion

SELF services of Community Inclusion provided by an employee/FMS.

- Add rate and services in the Manage Participant Directed Services Page
Replacing Community Inclusion

SELF services of Community Inclusion provided by an employee/FMS.

- Cost project, finalize, and enroll in PAWS
Questions?