



Office of Provider Standards & Review

John R. Kasich, Governor
John L. Martin, Director

MEMORANDUM

To: County Board Superintendents
SSA Directors
Providers
COGS

From: Kathryn Haller, Chief Legal Counsel, Ohio Department of DD

Date: October 13, 2011

RE: Money Management Guidelines Information Notice

The Ohio Department of Developmental Disabilities has developed the attached guidelines regarding the management of individual funds and personal belongings. These guidelines and the attached Health & Safety Alert (32-10-11) are in response to data which indicates that acts of misappropriation and theft are on the rise in the state. These guidelines are also in response to a number of questions from the field seeking direction on good money management practices.

In developing these materials, we have benefitted from the insights and systems already in place with a number of providers and county boards. It is our hope that the guidelines and the information provided in this communication will aid providers who are responsible for assisting individuals with the management of individual funds and personal belongings in fulfilling their responsibilities. As a reminder, providers may bill HPC for services when assisting with money management if the individual has an assessed need for support in this area, the assessed need is addressed on the service plan, and the provider is selected by the individual to provide these services.

The department also plans to offer these additional resources:

1. Providing training to the field on the attached guidelines, recommended forms, and information notice. The first of these trainings was provided at the PAR Conference in October.
2. Developing a sample ethics policy which ensures that staff will not borrow money from individuals, buy items from individuals or sell items to individuals.
3. Dedicating a specific section of the DODD website to provide information on individual funds and personal belongings, including DODD recommended forms and training materials. We also recommend the website include statistics on misappropriation MUIs and adverse

actions taken as a result of money management issues. The MUI Unit is currently working to coordinate this information into the on-line MUI Tool Kit.

4. A state-wide training on estate planning for individuals with disabilities. DODD is partnering with People First of Ohio and the Family Advisory Council to schedule a state-wide training for the Spring of 2012.
5. Making information and resources related to money management, including the attached guidelines and forms available to providers at the time of certification as part of a "new provider" packet. DODD is currently in the process of developing an on-line Provider Portal where providers can access forms, resources, etc.
6. Developing guidelines around the use of start-up funds for SSAs, providers, individuals and their teams.
7. Providing alternatives to the practice of providers providing payee services to individuals they serve. DODD will identify examples of these alternatives and make them available to the field.

Any questions or comments regarding this memorandum or the attached guidelines and forms may be directed to:

Ann L. Weisent, DODD Review Manager, Office of Provider Standards and Review, at ann.weisent@dodd.ohio.gov

or

Andrew Merickel, Regional Manager, MUI Unit, at andrew.merickel@dodd.ohio.gov