

# Self-Directed Services Orientation

## Frequently Asked Questions Tool

At your Self-Directed Services Orientation, your Coordinator of Community Services (CCS) will go over this tool with you and your team. Your Coordinator of Community Services will check a box on a form called the Self-Directed Services Orientation Checklist to show that you talked about it together.

### Your Role in Self-Directed Services

#### **1. What is your (the participant's) role in Self-Directed Services?**

- You are in charge of your own services
- You are the legal employer. That means you are the boss of your staff. You hire, train, supervise, and, if needed fire your staff.
- You manage your budget and make choices to help you reach your goals and live the life you want.

#### **2. What is the difference between employer authority and budget authority?**

- Employer authority means:
  - You decide who works for you.
  - You hire, train, supervise, and manage your staff, vendors, and DDA providers.
- Budget authority means:
  - You decide how to spend your approved budget.
  - You must follow the rules of the waiver program, but you have control over how the money is used to meet your needs.

## **Coordinator of Community Services (CCS)**

### **1. How does your Coordinator of Community Services help you?**

- Your Coordinator of Community Services helps you create and update your Person-Centered Plan.
- They will explain the services you can get and make sure you are actually getting them.
- They help make sure your health, safety, and service needs are being taken care of.

### **2. How often will your Coordinator of Community Services check in with you?**

- Your Coordinator of Community Services will meet with you in person every 3 months to make sure everything is going well and your needs are being met.

## **Financial Management and Counseling Services (FMCS) Providers**

### **1. What do Financial Management and Counseling Services providers do for you?**

- FMCS providers help with the money side of your services.
- They pay your staff, vendors, and DDA providers for you.
- They take care of payroll taxes for your employees.

They give you reports to help you track how your budget is being spent.

### **2. How do I choose a Financial Management and Counseling Services provider?**

- The DDA works with three FMCS.
  - Fello
  - GT Independence
  - Public Partnerships LLC (PPL)
- You can learn more about each provider on the DDA website:  
<https://health.maryland.gov/dda/Pages/Financial-Management-and-Counseling-Services.aspx>

## Support Brokers

### 1. When do you need a Support Broker?

- You must have a Support Broker if:
  - You choose a family member, legal guardian, or someone legally responsible for you to provide your services;
  - You choose a representative who is a family member, legal guardian, or someone legally responsible for you; or
  - You hire anyone to provide Day-to-Day Administrative Supports.

### 2. How do you find a Support Broker?

- The DDA has a list of certified Support Brokers.
- You can find the list on the Self-Directed Services page of the DDA website:  
<https://health.maryland.gov/dda/Pages/sdforms.aspx>

## How Self-Direction Works

### 1. Who finds employees, vendors, and providers for you?

- You are in charge of finding the employees, vendors, and providers who will provide your waiver services.
- You can get from:
  - Your Coordinator of Community Services (CCS)
  - Your Financial Management and Counseling Services (FMCS) provider
  - Your Support Broker
  - Other members of your team

### 2. How can you make sure you don't spend more money than your are approved for?

- Your Person-Centered Plan includes a schedule showing when your employees, vendors, and DDA providers will work.
  - You should follow this schedule closely so you don't go over your budget.

- Check your spending reports from your Financial Management and Counseling Services providers often to see how much money you've used. It will help you make sure you stay on track with your spending.
- Review timesheets and invoices carefully before you approve them.
  - You should only approve work that was done for you.

### **Additional Question**

- Please reach out to your Coordinator of Community Services or DDA Regional Office Self-Directed Services Lead.