



Developmental Disabilities Administration (DDA) The Self-Directed Person-Centered Plan: Process, Rates, and COLA for Participants and Families

January 20, 2021



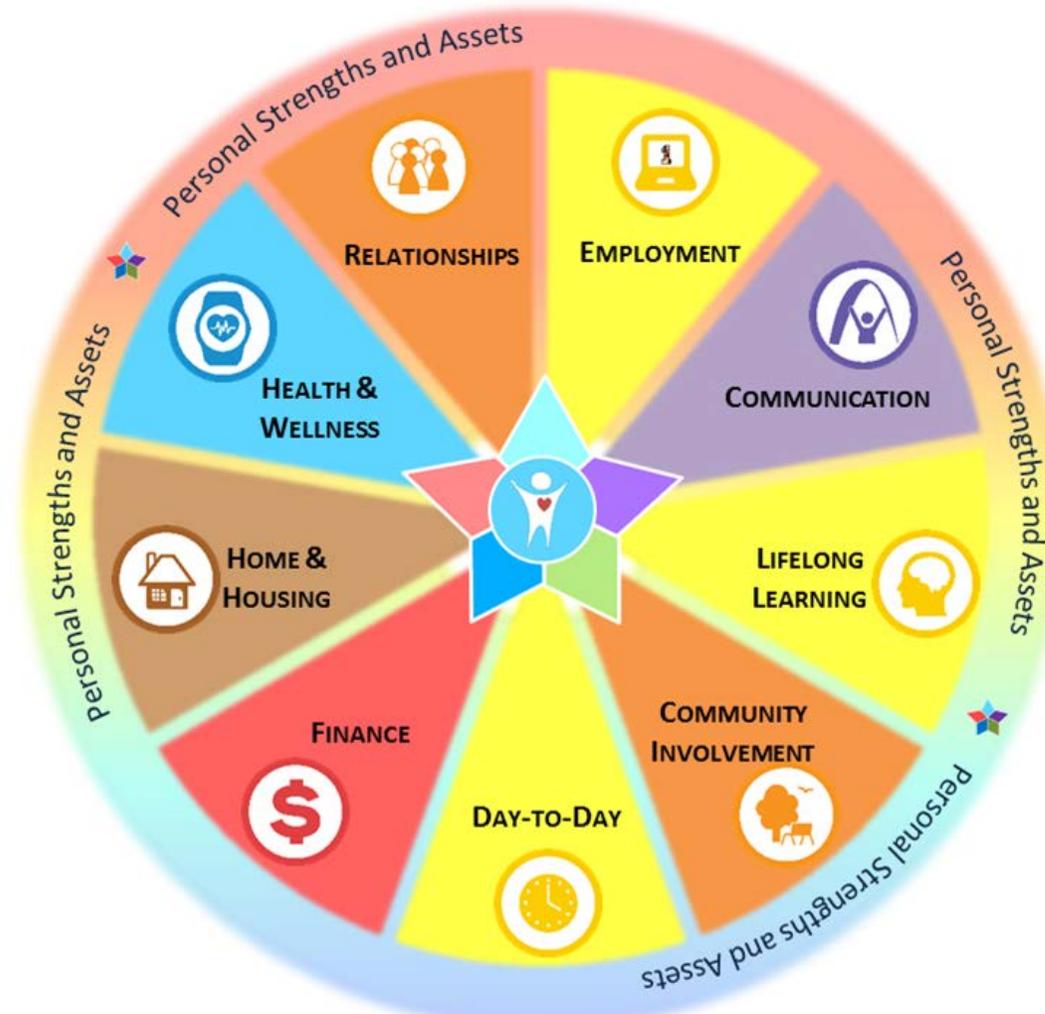
Deputy Secretary Opening Remarks



Agenda

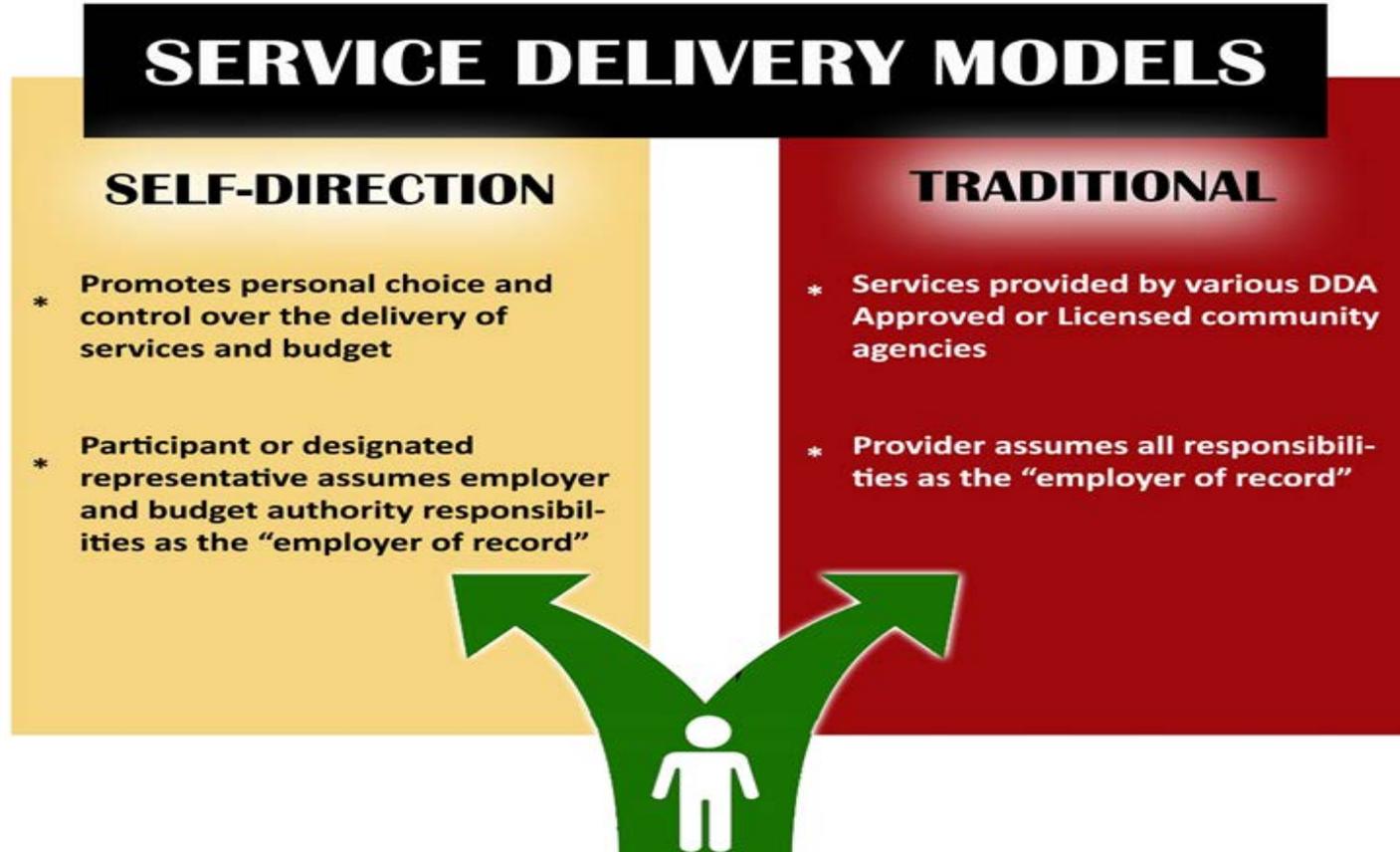
- Introduction
- Overview of Self Direction
- Plan Development and Approval Process
- Budget Development and Approval Process
- Plan Implementation
- Questions

Your Good Life



What is Self Direction?

Service Delivery Models



Roles and Responsibilities in Self-Direction

You, the Participant

- Recruit, hire, train and supervise the staff or provider you choose to deliver your services. You are the legal employer and this is called ***Employer Authority***
- Work with your CCS to develop your Person-Centered Plan (PCP), and schedule and hold your Annual PCP meeting
- Develop and manage your budget with the support of your CCS. This is called ***Budget Authority***

Roles and Responsibilities in Self-Direction

Family

- Share important ideas, offer perspective, advocate for your needs and provide you with valuable support toward your vision of a good life
- Assist you in finding natural community resources as well as employees and vendors
- Support you in discovery and exploration of new community and employment options and opportunities

Roles and Responsibilities in Self-Direction

Coordinator of Community Services (CCS)

- Assists you and your family in learning and gaining access to resources in your community
- Support you in developing your Person-Centered Plan and managing your self-directed budget

Roles and Responsibilities in Self-Direction

Support Brokers (Optional)

- Coach and mentor you in your role as an Employer with *strategies*:
 - To find, hire, and manage your staff
 - To advertise, interview, schedule, train, evaluate, and handle employee concerns
 - To help you determine if your staff are providing services as you intended
 - To review employees timesheets and submit them to your FMS on time

Roles and Responsibilities in Self-Direction

Employees

- Provide services as outlined in your PCP and implementation plan
- Maintain required trainings and certification
- Complete and update background checks as required

Roles and Responsibilities in Self-Direction

Fiscal Management Services (FMS)

- Supports you in the management of your role as employer
 - Conducting background checks;
 - Filing taxes;
 - Purchasing workers' compensation;
 - Processing timesheets;
 - Issuing paychecks
 - Tracking your budget spending and providing you with monthly budget statements
- Maintains communication with the DDA to obtain your authorized PCP and approved SD Budget

Roles and Responsibilities in Self-Direction

Developmental Disabilities Administration

- Reviews and approves your submitted Person-Centered Plan which establishes your total budget amount for authorized services
- Reviews and approves your Self-Directed (SD) Budget Sheet
- Submits both the authorized PCP and SD Budget to the FMS
- Maintains communication with you, your CCS and the FMS to ensure program compliance

Roles and Responsibilities in Self-Direction

Regional Office Advocacy Specialists

- Assist you in advocating for your rights
- Help you to address violations
- Guide you to appropriate resources to support you

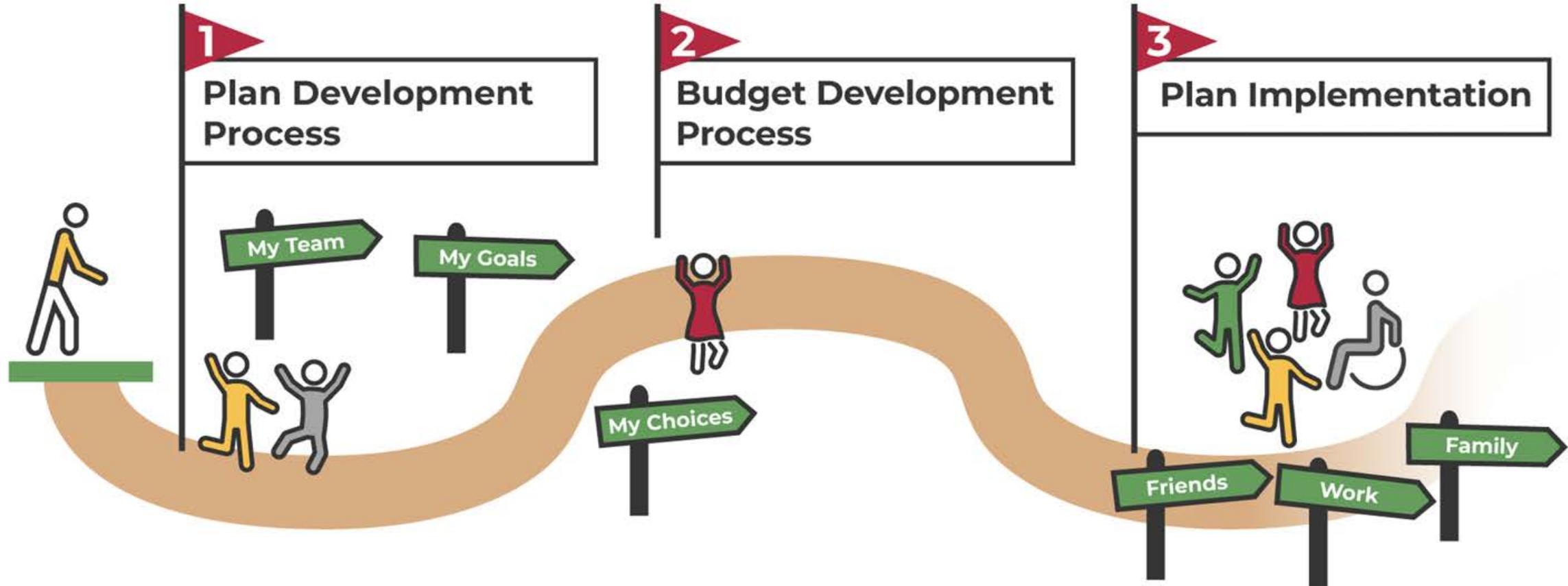
| | |
|---|---|
| Central Maryland Regional Office (CMRO) | Eastern Shore Regional Office (ESRO) |
| Advocacy Specialist: Cheryl Gottlieb | Advocacy Specialist: Cody Drinkwater |
| Email: cheryl.gottlieb@maryland.gov | Email: cody.drinkwater@maryland.gov |
| Southern Maryland Regional Office (SMRO) | Western Maryland Regional Office (WMRO) |
| Advocacy Specialist: Vacant | Advocacy Specialist: Jessica Stine |
| Email: N/A | Email: jessica.stine@maryland.gov |

DDA Waiver Services

| Budget Authority | | Employer Authority |
|---|--|--|
| -Assistive Technology & Services | -Nursing Support Services | -Employment Services |
| -Behavioral Support Services | -Participant Education, Training and Advocacy Supports | -Community Development Services |
| -Community Development Services | -Personal Supports | -Participant Education, Training and Advocacy Supports |
| -Day Habilitation | -Remote Support Services | -Personal Supports |
| -Employment Discovery & Customization | -Respite Care | -Respite Care |
| -Environmental Assessment | -Support Broker | -Support Broker |
| -Environmental Modification | -Supported Employment | Budget and Employer Authority |
| -Family and Peer Mentoring Supports | -Supported Living | |
| -Family Caregiver Training & Empowerment Services | -Transition Services | -Community Development Services |
| -Housing Support Services | -Transportation | -Employment Services |
| -Individual & Family Directed Goods and Services | -Vehicle Modifications | -Participant Education, Training and Advocacy Supports |
| -Live-In Caregiver Supports | | -Personal Supports |
| | | -Respite Care |
| | | -Supported Employment |

Note: Service are based on assessed need and vary by DDA Waiver program.

My Path to a Self-Directed Life



Plan Development and Approval Process

What is a Person-Centered Plan?

- Supports you in taking control of setting your goals, making choices and decisions about your life
- Connects and builds on what and who is important in your life, not just focusing on supports and services
- Communicates to your support team about ***your*** goals, choices and life
- Serves as a blueprint for you and your team for the year ahead but it can change with you throughout the year

Why is planning so important?

- Encourages **teamwork**
- Builds **trust**
- Strengthens **communication**
- Identifies **natural supports, relationships** and **community**
- Helps **YOU** understand and **make decisions and choices** about which support model and services are best for **YOU!**

Person-Centered Planning balances:

‘Important To’

- What do you want for your life?
- What are your aspirations?
- Who do you want to be?



‘Important For’

- What do you need to be successful?
- What is needed to ensure you are healthy?
- What is needed to ensure you are safe?

Person Centered Planning Tools

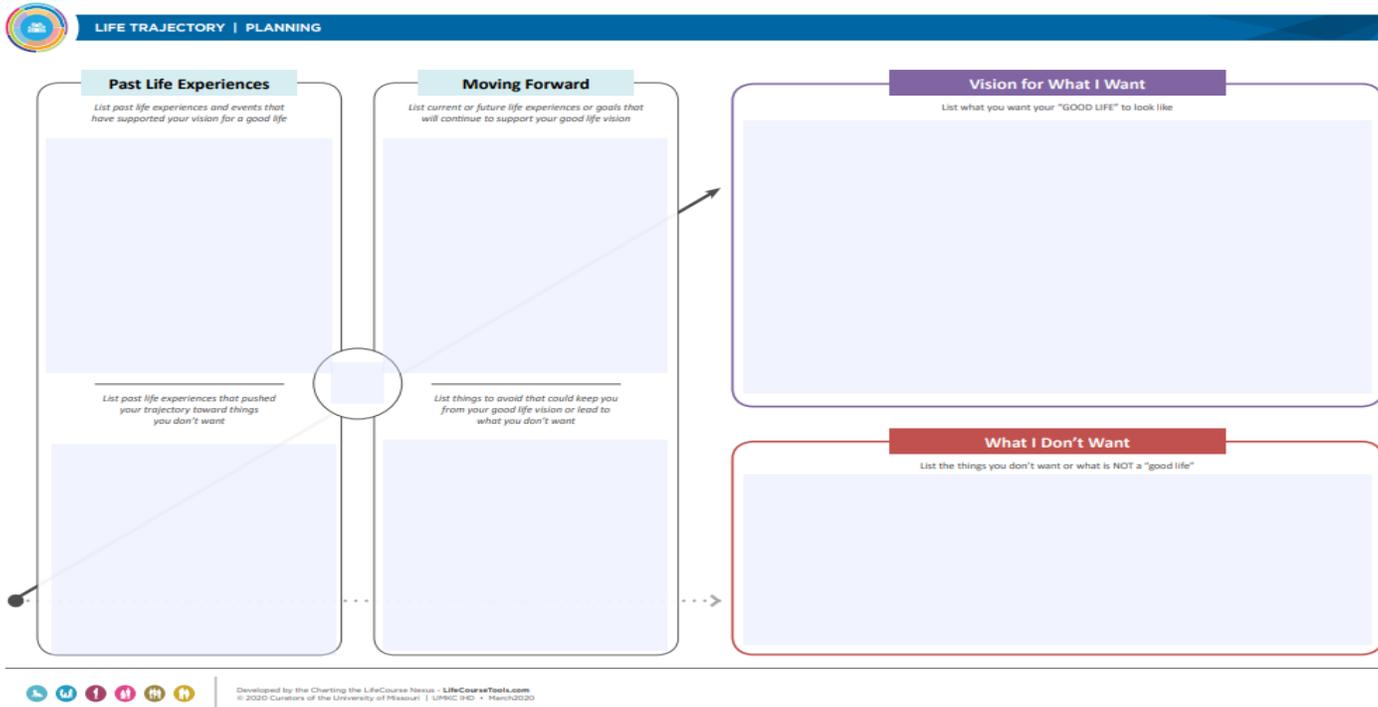
CHARTING the LifeCourse



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Charting the LifeCourse

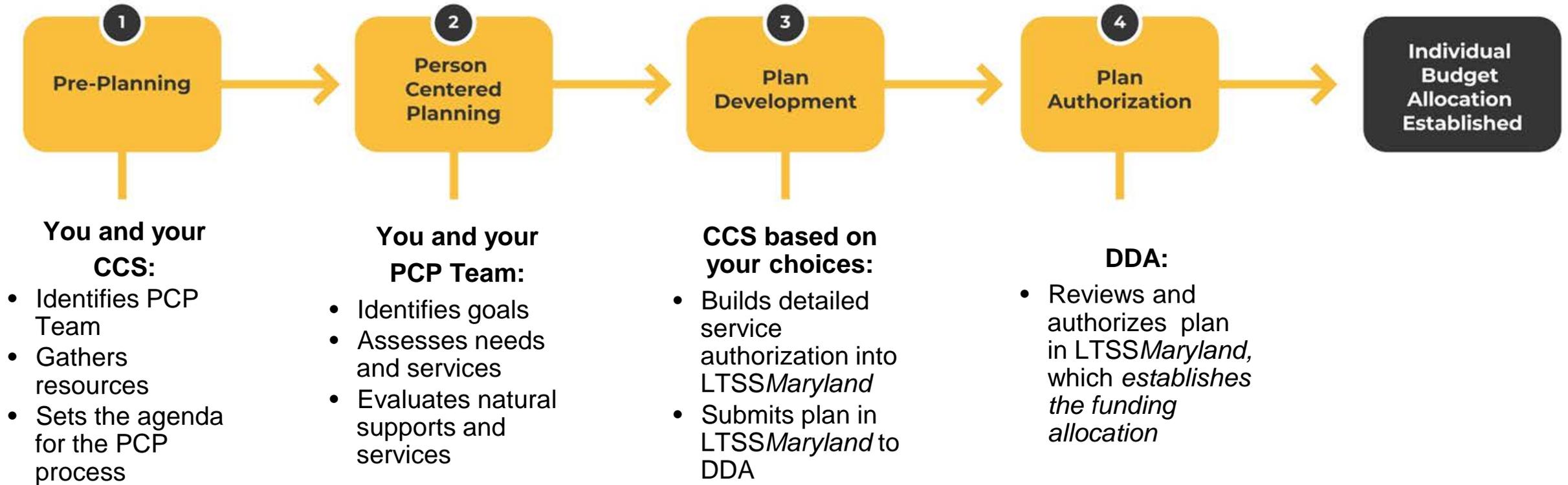
The Trajectory



Integrated Star



PCP Development and Approval Process



Budget Development and Approval

What is Budget Development?

- Budget development is the process following the authorization of your Person-Centered Plan by the DDA where **you** decide how to use your **approved funding allocation** to **pay** for **your** identified support needs
- An **approved self-directed budget** directs your FMS to pay for your staff and supports as outlined in your Person-Centered Plan

How do you develop your budget?

With your CCS and your DDA approved allocation, you will complete the **Self-Directed Budget Sheet** to detail your PCP approved services, number of units, and rates of pay using Reasonable and Customary Rates

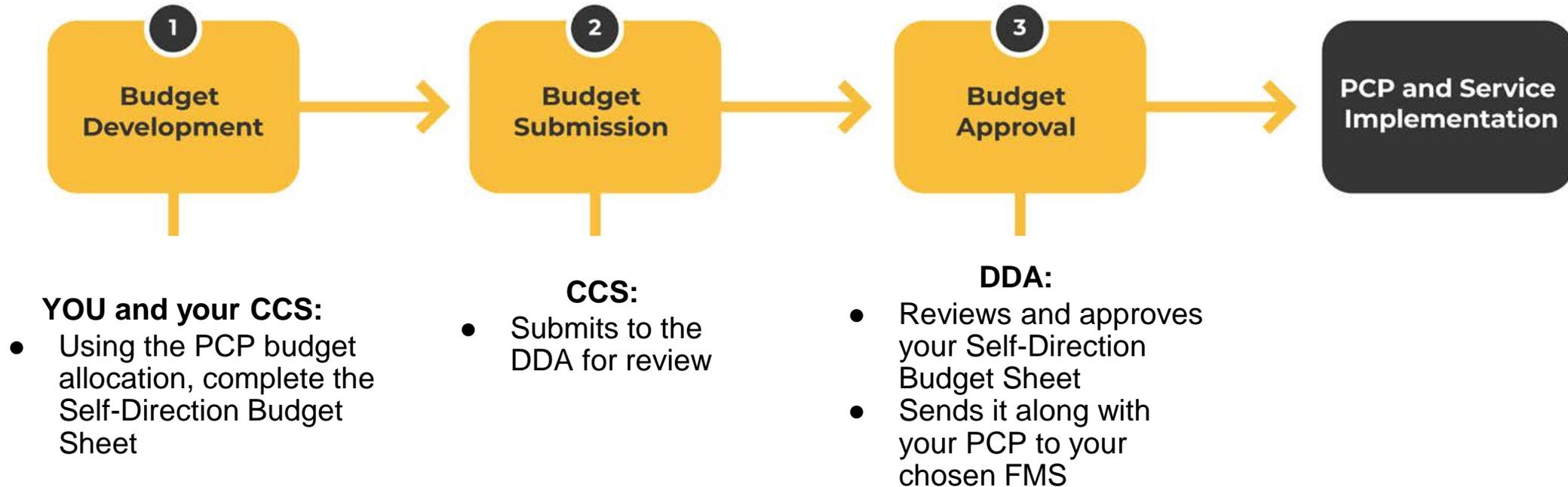
What are Reasonable and Customary Rates?

Reasonable and Customary Rates establish a minimum and maximum amount that can be paid for a specific service. When self-directing services, you have the ability to negotiate and set the rate for the service, but it must fall within the range of reasonable and customary rates provided by DDA.

Pay Range \$-\$\$\$



Budget Development and Approval Process



Cost of Living Adjustment (COLA)

- COLA is **added** to the **rates of services** when approved by the Maryland General Assembly
- These **increased rates** then **increase** the total of **your approved budget**
- A COLA can be used to increase your allocation for increasing wages or services
- DDA was approved to add a **4% COLA** to services effective January 1, 2021



Cost of Living Adjustment (COLA)

Current Self-Directed Budgets:

- To immediately apply the COLA for all participants, the DDA will work with the FMS to increase available funds for self-directed budgets
- The FMS will work with each participant to add the 4% increase into their budget
- Budget modifications only need to be submitted to DDA for this increase if:
 1. A new service, not previously authorized, is added based on the increase
 2. The overall changes to service increase the total budget by more than 4%
- DDA and your FMS will contact you via email about how this increase impacts your individual budget and steps to applying the increase by early February.

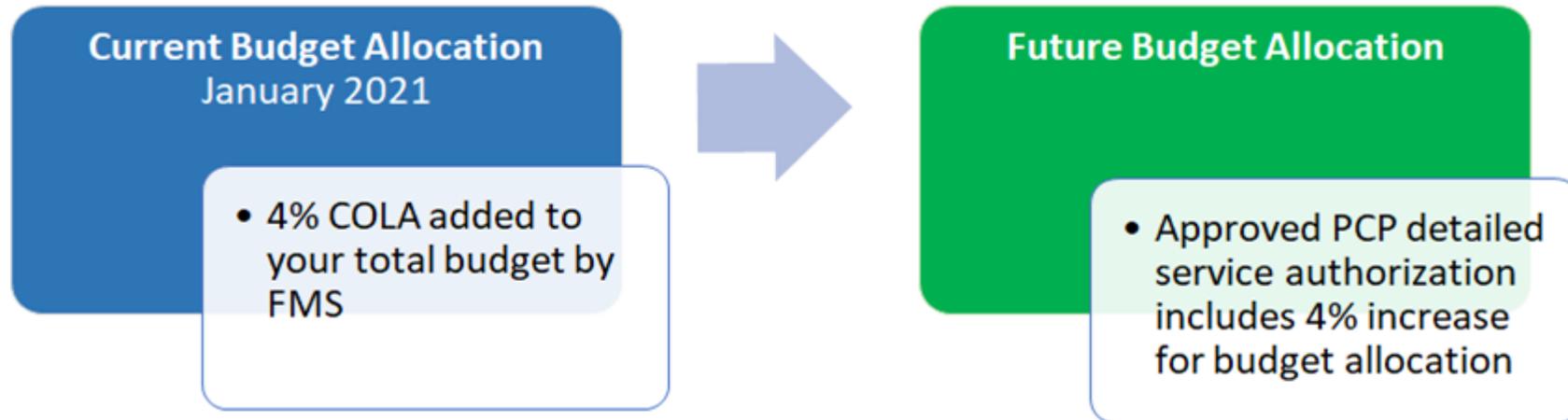
Increases to budgets will be back-dated to 1/1/2021

Cost of Living Adjustment (COLA)

Future Self-Directed Budgets:

- Per the December 31, 2020 [guidance](#), DDA is working to ensure all participants using self-directing services have a holistic, quality and detailed Person-Centered Plan in *LTSSMaryland*
- As plans are approved in *LTSSMaryland*, the COLA - which has been applied to the rates in *LTSSMaryland* - will be reflected in the budget allocation developed through the detailed service authorization
- When the new budget allocation is established by the approved PCP, then you will need to create a new Self-Directed Budget Sheet
- Participants will work with their CCS to update their Self-Directed Budget Sheet and submit to the DDA for review

Budget Allocation



- From January 2021 - June 2021, all participants self-directing services will either create a New, Revised or Annual plan
- The DDA is committed to reviewing and approving plans during this timeframe
- The approved plan budget allocation is then used to create the Self-Directed Budget Sheet that is reviewed and approved by the DDA

PCP and Budget Implementation

PCP Implementation



PCP Developed and Approved



Budget Developed and Approved

With support along the way, you now have an approved PCP and budget that reflects your goals, interests and decisions

Your FMS is ready to help you with hiring requirements and set up for your staff's payment

Self-Direction - Moving Forward

- **Immediate COLA Increase** - DDA will work with your FMS on applying the 4% COLA back to January 1, 2021. This budget will be used until your new PCP is developed in *LTSSMaryland*
 - Please contact your Regional Office to verify that your current email address on record is correct. Communication about the rate increase will come through email from DDA and your FMS
- **Person-Centered Plans** - Per the December 31, 2020, [guidance](#) DDA Regional Offices and CCS agencies will work with you to review, revise and/or develop a new PCP using the Detailed Service Authorization to develop your budget allocation
- **Future Communication**-On going communication on the tracking and completing all PCPs and budgets

Resources

- [LifeCourse integrated supports star link](#)
- [Maryland Long-Term Services and Supports Person-Centered Plan Overview](#)
- [PCP CCS Guide](#)
- [PCP Summary and Outcomes](#)
- [PCP Focus Area Exploration](#)
- [DDA PCP Planning web page](#)
- [Person Centered Planning and Strategies Webinar](#)
- [Person Centered Plan Authorization Webinar](#)
- [Supporting Families Community of Practice](#)
- [Supporting Families Community of Practice - PCP Foundational Tools](#)
- [Employment Conversations](#)

Questions

