

CDDO of Southeast Kansas
Responsibilities of Self-Directed Services

All funding sources for developmental disabilities (DD) services require adequate written documentation of services provided and billed to Kansas Medical Assistance Program (KMAP).

Description of services, documentation, and billing requirements can be found in the KMAP Provider Manuals.

Currently, services that can be self-directed in Kansas are: (1) Supportive Home Care (SHC); and (2) Personal Assistant Services (PAS). Individuals choosing to self-direct services must use a Payroll Agent to provide record keeping and billing services. If an individual is not capable of self-directing services, a responsible party may be designated to act on the individual’s behalf. While the responsibility for recordkeeping and service documentation rests primarily with the Payroll Agent as the enrolled provider, the individual self-directing services shares in this responsibility. ***The inability to adequately share this responsibility for service documentation may prevent an individual from being allowed to self-direct services.***

Supportive Home Care: Supportive Home Care services provide one to one support to individuals who live in a setting meeting the definition of Family Home. SHC provides support in activities of daily living (ADLs), community activities, and activities other than employment.

Personal Assistant Services (PAS): Personal Assistant Services are available to individuals to self-direct services in a setting that would otherwise require a licensed service provider (Residential Supports or Day Supports). PAS includes assisting with activities of daily living, community activities, and employment.

Self-directed SHC and PAS have similar requirements, including but not limited to:

- Background checks must be completed on all staff
- Individuals responsible for self-directing their services must train their staff and provide written certification to the CDDO that staff have received sufficient training to meet the individual’s support needs
- Individuals must develop a workable emergency/backup service plan
- Individuals self-directing services must provide oversight and accountability for their staff

It is important that an individual’s Person-Centered Plan (PCP) reflect the support needs of the individual. The supporting service documentation must reflect that services are being provided in accordance with the supports needs identified in the PCP. Service documentation must be clearly written and self-explanatory.

Payroll agents are required to develop and utilize forms to properly document services provided and hours worked by staff. It is common for one form to be used to record both of these requirements.

Additional information on self-directing services may be obtained from the CDDO or a chosen Payroll Agent.

Acknowledgement

I have received this Explanation of Self-Directed Care and Responsibilities of Self-Directed Services, and have had them explained to me.

_____ Date: _____
(Signature)

_____ Title _____
Printed Name and Title

CDDO of Southeast Kansas

Explanation of Self-Directed Care

Self-Direction is....

- People selecting, hiring, training, managing, and firing their own personal assistants.
- People choosing services and supports to meet their needs.
- People managing their personal assistants hours to meet their needs.

A Personal Assistant (PA) is...

- Someone who is hired to assist a person who has a disability.
- Has job duties that differ depending on the needs of the person with a disability.
- May assist with activities such as personal care, health and safety and community access.



You don't have to do it all!

- You can seek help from a person you trust, an advocate, or an agency.
- You can start with one employment task and add more responsibilities over time.

The usual tasks of the person self-directing services/ supports include...

- Recruit, interview and hire your PA(s).
- Be honest & detailed when explaining your needs, the PA duties and schedule. Do not ask PA(s) to do tasks that were not agreed upon.
- Refer the PA(s) to the appropriate agency for payroll registration to make sure they get paid on time. Communicate necessary information to the payroll agency.
- Perform direct supervision of the PA(s) including giving positive and constructive feedback, assign & schedule PA(s) hours, complete periodic evaluation.
- Provide sufficient training to your PA(s) to meet your needs, per state requirements.
- Develop a workable emergency/back-up plan.
- Keep records of work performed and time sheets.

Some things for you to consider:

There are some limitations to the self-direction benefit...

- You have the responsibility to use funds in the described way.
- If you live with your family or guardian, and they are able to perform independent activities of daily living, you should rely on their unpaid help unless your PA is teaching you how to perform a specific skill (i.e. cooking or housekeeping etc.).
- The spouse of an individual or parent of a minor cannot be a paid PA unless they meet certain criteria approved by state guidelines.
- The CDDO will assist you in accessing resources, training methods and qualified providers so you don't lose the opportunity to self-direct.
- If you choose to discontinue self-directing your services, you must notify the CDDO and your case manager of your decision to allow for the coordination of alternative services.
- You must choose a case manager when you direct your services. The CDDO can assist you with this.

Resources about Self-Direction:

- Check the provider listing in your area available through your CDDO. Contact the providers and ask questions about the services each provides.
- Contact your case manager or the CDDO.
- Quality community programs offer different models to allow you to select the self-direct service delivery method that best meets your needs, desires, and personal outcomes. Choosing the option best for you depends on the level of other community supports available to you and your preferences.