

Everything You Need To Know About Self Determination in Long Term Care

What is Self Determination in Long Term Care (SDLTC)?

Self Determination in Long Term Care (SDLTC) is a new MI Choice waiver program option available to current and future MI Choice participants. It is a way for you to have more control over the services and supports you need by enabling you to take control of your MI Choice waiver dollars!

The idea behind Self Determination is that *you* decide:

1. *When*, and *how* your MI Choice services and supports are delivered.
2. *Who* provides those services and supports - you can hire people *you* choose to work for you (family, friends and/or professionals).
3. The *value* of the supports and services you receive – you determine how much you want to pay the people you hire.
4. If you want to spend part of your budget on activities that help you become more involved in your community.
5. If you want to spend part of your budget on items you need – including, but not limited to, appliances, computers, exercise equipment and/or medical supplies not covered by insurance.

Principles of Self Determination

Self Determination is built on four principles. These principles are intended to be your guide.

1. **Freedom:** You plan your own life with necessary supports.

2. **Authority:** You control budgeted dollars, representing the cost of services in your plan, to purchase supports.
3. **Support:** You arrange resources and persons —both informal and formal— so you can live in and connect with your community.
4. **Responsibility:** You agree to use public dollars wisely.

Who Is Eligible for SDLTC?

Self Determination is available to any participant who is enrolled in the MI Choice Waiver program and wants more choice and control over their budget.

Participation in the SDLTC program is optional. If you choose to enroll and change your mind at a later date, no problem, you can return to traditional methods anytime.

Steps to enroll in SDLTC include:

1. Request participation in Self Determination from your Supports Coordinator/Care Manager.
2. Decide if you want family or friends to help you in the process (staff is always available).
3. Decide which waiver services and supports you would like to direct. Self-directed services include:
 - a. Personal Care
 - b. Homemaking
 - c. In or Out of home Respite (caregiver relief) - Out of home respite may take place in a facility or private residence.
 - d. Chore (heavy household or yard maintenance)
 - e. Environmental Modifications
 - f. Goods and Services
 - g. Non-medical Transportation
 - h. Fiscal Intermediary (employer agent)

- i. Private duty nursing
 4. Request to speak with an *Enrollment Specialist* to develop and approve your Individual Budget amount.
 5. Decide who will work for you. You should also think about back-up workers (people available to help if your regular worker does not show).
 6. Determine how much you want to pay your worker(s).
 7. Decide if there are other items you need or want to purchase with your budget.
 8. Choose and manage the arrangements that work best for you - Choice Voucher, Agency with Choice.

Choosing Arrangements That Work Best For You

There are several arrangements available to help you access Self Determination in Long Term Care. They include:

- Choice Voucher System
- Agency with Choice

The **Choice Voucher System (CVS)** provides a method for you to control and direct how your services are implemented. You may direct one specific service or all of the services and supports in your plan. It's your choice. *You* have the freedom to recruit, hire and manage who works for you. With the CVS *you* are the employer of record – not an Agency. If you choose to access Self Determination through CVS, your authorized budgeted dollars will transfer to a neutral third party of your choice (Fiscal Intermediary). The fiscal intermediary handles many of the legal and technical employer duties related to withholding and payment of taxes and unemployment insurance. While the fiscal intermediary performs

these duties for you, you are not giving up your responsibilities as employer.

The **Agency with Choice** model is another method for you to control and direct how your services are implemented. You and an agency you choose *share* the employer duties. The agency handles many of the legal and technical employer duties, but you are the managing employer. You recruit, hire, supervise, and, if necessary fire your own worker(s). The agency can provide you with as much support as you request with these tasks, but cannot interfere with your authority as the managing employer. Often, the Agency with Choice will help you recruit workers. You and the Agency enter into a three-party agreement with each worker that describes the duties and responsibilities of each party.

A **Fiscal Intermediary** is an independent agency that handles your budget. When you directly employ workers, the fiscal intermediary serves as your employer agent. The Fiscal Intermediary receives the funds in your individual budget, makes payments to your workers and providers of services. All services and supports funded through Self Determination must be processed through a fiscal intermediary. Money will not be directly deposited into your personal account and money cannot given to you directly. There are Fiscal Intermediary agents to for you to choose from.

Conclusion

Self Determination in Long Term Care is a way for you to manage your services and supports, direct a fixed Budget and have more control. With the support of the people you choose, you can make choices about your needs, your services and supports, and your providers.

If you choose to enroll in SDLTC, your relationship with your Care Manager/Supports Coordinator will not change. She or he will continue to maintain ongoing telephone and face to face contact.

What to Expect at Enrollment

An Enrollment Specialist will schedule an appointment with you. He/she will arrive with a representative from the Fiscal Intermediary (FI). Participants, or their representative, will sign the following documents during enrollment:

Forms

1. Enrollment (consent to enroll)
2. Designation for Authorized Representative (if applicable)
3. Self Determination in Long Term Care (list wavier agent and participant responsibilities)
4. Employment (list employee/employer responsibilities)
5. Back-up Worker (list emergency back-up worker info)
6. Individual Budget approval

FI Federal Forms

1. SS-4/Application for Employer Identification number
2. 2848/Power of Attorney and Declaration of Representative (this form gives the FI Power of Attorney to file and Report the items listed.)
3. 2678/Employer Appointment of Agent (application for the Fiscal Intermediary to become your employer agent)
4. 8821/Tax Information Authorization (used to identify what forms and reports the FI will process)

FI State of Michigan Forms

1. 518/Registration for Michigan Taxes
2. 518A/Liability questionnaire

3. 151/Power of Attorney
4. 2248/Electronic Funds Transfer (EFT) Debit Application
5. Payroll Service Provider Combined POA Authorization.

Employee(s) will sign the following documents at enrollment:

1. Employment Application (required for each employee)
2. Federal and State W-4 (withholding tax forms)
3. I-9 US Department of Justice Employment Eligibility Verification (proof of eligibility to work in the US)
4. State of Michigan new hire reporting form
5. Criminal Record Check
6. Medicaid Provider Agreement
7. Employment Agreement