

SELF Waiver Handbook

A waiver is a Medicaid program that can pay for the services a person with developmental disabilities needs. A waiver is one way to pay for services. Services can be things like help cooking food or doing laundry, help getting around, or help finding a job.

SELF is short for Self-Empowered Life Funding and is Ohio's first participant-directed waiver. Participant-direction means that the person getting services makes decisions about their waiver services and helps manage them.

SELF Waiver Services

Services available through the SELF Waiver include

| | | |
|-----------------------------------|--|---------------------------|
| Adult Day Supports | Individual Employment Support | Remote Support |
| Career Planning | Non-Medical Transportation | Remote Support Equipment |
| Clinical/Therapeutic Intervention | On-Site On-Call | Support Brokerage |
| Community and Residential Respite | Participant/Family Stability Assistance | Transportation |
| Functional Behavioral Assessment | Participant-Directed Goods and Services | Waiver Nursing Delegation |
| Group Employment Support | Participant-Directed Homemaker Personal Care | Vocational Habilitation |

Self-Empowered Life Funding (SELF) Waiver Handbook

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Equal Opportunity Employer and Provider of Services

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Section 1

Eligibility: Who Can Get a SELF Waiver?

The SELF Waiver is for people with developmental disabilities who

- are eligible for Medicaid,
- have a developmental disabilities level of care,
- need at least one SELF Waiver service,
- can be healthy and safe on the SELF Waiver,
- are able to manage money in a budget or manage their support staff for at least one waiver service. Or, SELF Waiver participants can choose someone to do these tasks for them.

Funding Limits

You can find the start and end dates of your waiver in your service plan. It is usually 12 months long. This is called your waiver span.

The SELF Waiver has a limited amount of money you can spend on needed services in a waiver span. For adults, the limit for services is \$40,000 in each waiver span. For children, the limit for services is \$25,000 in each waiver span.

Some services have specific funding limits.

- Within 12 months, Support Brokerage costs cannot be more than \$8,000 of the total funding available in a waiver span.
- Through the SELF Waiver, you are eligible for one Functional Behavioral Assessment. It cannot cost more than \$1,500.

Funding limits for Adult Day Supports, Career Planning, Group Employment Support, Individual Employment Support, and Vocational Habilitation are calculated for each person when they complete an Acuity Assessment Instrument (AAI).

Section 2

SELF Waiver Services

Adult Day Support

Adult Day Support services help you build connections around the place where you live, or in your community. Things like

- finding out what there is to do around you,
- learning how to get places on your own,
- finding out about the kind of jobs near you,
- how to meet new people,
- help with personal care, like help going to the restroom, eating meals, taking medication and communicating with others.

Career Planning

Career Planning services help people find jobs in the community. Career Planning includes services to help you

- make a plan to help you get the kind of job you want,
- start a business,
- find technology that can help you do your job,
- work with your employer and Opportunities for Ohioans with Disabilities to make sure you have what you need to do your job,
- getting an internship or apprenticeship,
- figuring out how working can change benefits that you get for things like Medicaid, Social Security, or food assistance.

Clinical/Therapeutic Intervention

This service can help someone meet the needs identified in a Functional Behavioral Assessment. It includes things like

- help from a professional, like a counselor or a psychologist,
- help making plans to stop challenging behavior,
- training for people who support you on how to carry out the plan.

It is meant to help someone to stop doing things that harm themselves, harm others, or damage property.

Community Respite

This service provides a break to caregivers by providing temporary service at

- a recreation center,
- a camp,
- other place where planned activity takes place.

This service is limited to 60 days for each waiver span.

Functional Behavioral Assessment

A Functional Behavioral Assessment can help you understand why you do the things that you do. It is meant to help someone who hurts themselves, hurts other people, or damages property, when they feel upset or stressed or sometimes without knowing why they do it.

A Functional Behavioral Assessment looks at all kinds of things that may influence how someone acts, like where they live, who they live with, how often they get to go out, and what medications they take. Then the assessment is used to make a plan to help someone get rid of behavior that might be harmful to themselves or others.

Group Employment Support

Group Employment Support can help you learn new job skills that can help you get a job in the community. You may work at one place or go to many different places to work.

Activities include

- planning that centers on what job you want,
- job analysis and coaching,
- training on using public transportation.

Individual Employment Support

Individual Employment Support can help you learn how to do a new job or help you get better at job you have had for a while. Individual Employment Support can help you do things like

- learn different job tasks,
- learn about technology that can make your job easier,
- help you work better with other people.

With Individual Employment Support, you can also have a job coach. A job coach is someone who helps you learn to do your job even better. If you need them to, a job coach can also help with personal needs while you are at work.

Non-Medical Transportation

This services provides transportation to and from work or to access Adult Day Support, Vocational Habilitation, Individual Employment Supports, Group Employment Supports, and Career Planning.

On-Site On-Call

This service is usually used at night. It pays for a provider to be nearby and ready to help you with Homemaker/Personal Care services, if you need them. This service is paid at minimum wage, and the pay rate cannot be changed.

Participant-Directed Homemaker/Personal Care

This service includes help with things like

- getting dressed, keeping clean, and making food,
- managing money in a budget,
- accessing things in the community,
- medical and health care services.

In Participant-Directed Homemaker/Personal Care, you can decide how much to pay your staff and you can act as their employer.

Participant-Directed Goods and Services (PDGS)

PDGS includes services, equipment, or supplies that are not provided through the Medicaid State Plan. The service or item must be related to something listed in your service plan.

It must

- be something that helps you be healthy and safe,
- be something you **need**, not just something you want,
- be the least expensive and the most efficient way to help meet your needs.

Examples include

- installing a ramp to help you get in and out of your home on your own,
- making changes to your shower to help get in and out on your own.

Unlike other services available under the SELF Waiver, PDGS does not require that equipment and services be provided by a Medicaid-certified provider.

Participant/Family Stability Assistance

This service is for you and family members who live with you. It covers payment for fees or materials related to training and counseling that helps families live together. The training can be related to

- ways to build up your ability to direct your services,
- how family members can best support you,
- how to access support offered in your community.

Participant/Family Stability Assistance does not cover travel costs or prohibited or experimental treatments.

Remote Support and Remote Support Equipment

These services combine technology and direct care to support a person in his or her home.

Remote support allows an off-site caregiver to monitor and respond to health and safety or other needs using live communication.

Remote support equipment can include technologies like home-based sensors, cameras, and more.

Residential Respite

This service provides a break to caregivers by providing temporary service at

- an intermediate care facility,
- a residential facility licensed by the Ohio Department of Developmental Disabilities,
- a home where respite services are provided by an agency provider.

You can use this service up to 90 days in a waiver span.

Support Brokerage

Support Brokerage means using the services of a support broker. A support broker is someone you choose to help you manage your waiver budget and help you find services and support staff. A support broker works with you and your service and support administrator to develop your service plan and waiver budget.

A support broker can help you do things like

- coordinate day-to-day services,
- select providers and set their pay,
- understand your choices and responsibilities as an employer of support staff.

Transportation

This service helps with transportation to waiver services and other community services, activities, and resources.

Vocational Habilitation

Vocation Habilitation can help you learn work skills for a job in the community. You may get paid or you may volunteer when you work through this service.

Vocational Habilitation can help you

- learn to work with other people,
- make lists of work tasks,
- plan for when you get a job in the community,
- learn how to get to and from work.

Section 3

Budget and Employer Authority

The SELF Waiver includes budget authority and employer authority. You must use budget authority for at least one SELF Waiver service. You can do this yourself, or you can choose someone to do it for you.

Services delivered by an agency provider are not eligible for budget or employer authority.

Budget Authority

Budget authority means that for some of the services listed in your service plan, you can decide how much you want to spend. The amount paid must be within Medicaid guidelines and cannot go beyond SELF Waiver funding limits.

Employer Authority

Employer authority means you are the employer of your support staff. You will recruit, hire, train, and supervise your direct support providers as your employees.

You can choose how much responsibility you want to take on as the employer by choosing to be a co-employer or common law employer.

A common law employer is the employer of record.

A co-employer manages staff, but works with another person or agency that handles things like taxes and pay for staff. Co-employer means that you share the employer responsibility with a provider agency or the Financial Management Service, sometimes called FMS. You manage your staff, but another person does things like make sure taxes are taken out of your staff's paycheck.

The table on the page 18 shows for which services you can choose budget authority, employer authority, or negotiate rates.

Financial Management Services

Financial management services are provided to people on the SELF waiver. When used with budget authority, financial management services help with paying for items and services and tracking your spending.

When used with employer authority, financial management services can take care of your staff's paychecks and making sure taxes are taken out.

New Skills

If you choose to direct your services, you may need to learn new skills. This could include skills that will help you as a new employer. This could include things like supervising workers, and keeping track of funding limits budgeting. Your service and support administrator or support broker can help you develop or strengthen your skills.

Your service and support administrator will help make sure you can

- recruit, hire, train, supervise, and fire your support staff,
- create a budget for the services you need,
- reach an agreement for rates for your workers.

| Name of Service | Budget Authority | Employer Authority | Ability to Negotiate Rates |
|--|------------------|--------------------|----------------------------|
| Adult Day Supports | X | X | X |
| Career Planning | X | X | X |
| Clinical/Therapeutic Intervention | ✓ | ✓ | ✓ |
| Community and Residential Respite | ✓ | X | X |
| Functional Behavioral Assessment | ✓ | ✓ | X |
| Group Employment Support | X | X | X |
| Individual Employment Support | X | X | X |
| Non-Medical Transportation | X | X | X |
| On-Site On-Call | ✓ | ✓ | X |
| Participant-Directed Homemaker/Personal Care | ✓ | ✓ | ✓ |
| Participant-Directed Goods and Services (PDGS) | ✓ | ✓ | ✓ |
| Participant/Family Stability Assistance | ✓ | ✓ | ✓ |
| Remote Support and Remote Support Equipment | ✓ | X | X |
| Support Brokerage | ✓ | ✓ | X |
| Transportation | X | X | X |
| Vocational Habilitation | X | X | X |

