

SELF-DIRECTED SERVICES PROCESS FLOWCHART

Prior to FI Referral

- Family/Individual attend SDS Interest Meeting
- Family/Individual receive SD Approval letter from OPWDD
- Care Manager completes at least one ISP/LifePlan

FI Referral

- Family/ Individual chooses FI and Broker
- Fiscal Intermediary collects ISPs and FI Referral from Care Manager
- Support Broker signs Start-Up Broker Agreement

Fiscal Intermediary Requests

FI Acceptance

- Care Manager**
- Most recent DDP2, LCED, NOD
 - OPWDD Determination of Eligibility Letter
 - OPWDD Self-Direction Approval Letter
 - Addendum adding Springbrook as provider of FI and Support Broker Service
 - VO stating interest in SDS

- Support Broker**
- Sends completed Start-Up Broker Agreement and Start-Up Budget Template to FI for review

FI Approval

- Fiscal Intermediary - Reviews all documentation for compliance and submits Start-Up Budget and Broker Agreement when complete.

Approval Received

- Family/Individual notified by OPWDD and can begin the staff hiring process
- Note: Approved Initial Budget is needed before staff can attend Orientation

Fiscal Intermediary Requests

- Care Manager**
- Addendums adding services from Initial Budget
 - Medicaid Denial letters for all goods requested

- Support Broker**
- Initial Draft Budget with services
 - Published prices for all classes & memberships
 - Rx and Treatment Plans for all therapies

FI Approval and Launch

- Fiscal Intermediary - Reviews all documentation for compliance and submits Initial Budget and all mandatory supporting documentation to the OPWDD
- OPWDD approves of the submitted plans
- SDS Coordinator reach out to team to schedule Launch Meeting to start SDS services