



# **THE SELF-DETERMINATION WAIVER PROGRAM**

## **GUIDE TO SELF-DIRECTING SERVICES**

## **People who self direct have more control over how they get services. They have choices and responsibilities.**

- Choices you will have:
  - You can hire someone you already know or can find someone you think would be a good person to help you;
  - You can decide how much you want to pay the person you hire;
  - You can decide when and how you want the people you hire to help you;
  - You can help the people you hire learn how to best help you; and
  - You can help decide if the people you hire are doing a good job.
- Responsibilities you will have:
  - You will be the Employer of Record, which means you will hire, fire, and supervise the people you choose to help you;
  - You will need to make sure the people you hire meet the rules in question #4 below, and have received special training in question #5 below.
  - You will have to stay in your approved budget;
  - You will have to make sure records, such as daily notes, are kept to show that you received services; and
  - You will need a plan to make sure you have people there to help you when you need help.

## **There are some questions people usually have about self-directing services.**

### **1. Can I get help with self-directing services?**

Yes. You will have a Financial Administration Agency to help you be an employer. They will:

- Help with employee background checks;
- Pay the people you hire;
- Help with payroll taxes;
- Help you keep records of when you got services; and
- Help you do other tasks that an employer must do.

**The Financial Management Agency in Tennessee is Public Partnerships, Limited (PPL)**



You can get Supports Brokerage Services, too. A supports broker can:

- Explain what it means to self-direct services;
- Explain your budget and the rates you can pay;
- Help you stay within your budget;
- Help you find someone to hire;
- Help you decide how much to pay the people you hire;
- Help you fill out employer and employee paperwork;
- Help you write a schedule for the people who work for you;
- Help you decide if the people you hire are doing a good job;
- Help you train the people who work for you; and
- Help you with other things to manage your self-directed services.

**The Supports Brokerage Agency in Tennessee is the Arc of Tennessee**

## 2. How much can I pay the people that I hire?

You can pay one of six hourly rates to the people you hire as personal assistants:

- \$8.00
- \$9.46
- \$10.50
- \$11.26
- \$12.00
- \$13.28

You must also pay Employer Taxes.

<b>If you pay:</b>	<b>Employer Taxes will be:</b>	<b>This amount comes from your budget:</b>
\$8.00 per hour	\$.89 per hour	\$8.89 per hour
\$9.46 per hour	\$1.06 per hour	\$10.52 per hour
\$10.50 per hour	\$1.17 per hour	\$11.67 per hour
\$11.26 per hour	\$1.26 per hour	\$12.52 per hour
\$12.00 per hour	\$1.34 per hour	\$13.34 per hour
\$13.28 per hour	\$1.48 per hour	\$14.76 per hour

### 3. How do I decide which rate to pay?

The following issues can affect what you decide to pay the people you hire to help you:

- The experience the people have;
- Where you live and how far the people must drive;
- The hours you are asking the people to work;
- If you ask the people to work during special hours, like overnight, weekends, or holidays; and
- The budget you have to spend on paying people to help you.

### 4. Are there any rules about who I can hire to help me?

Yes. The person you hire must:

- Be at least 18 years old;
- Be able to read, write, and communicate in English;
- Be able to read and understand instructions;
- Be able to keep records about the things they do to help you;
- Have a driver's license and insurance, **if** they are going to drive you places; and
- Pass a background check (The Financial Management Agency will help get the background check done).

### 5. Do the people I hire need special training?

Yes. Before a person can start working for you, they must:

- Get CPR certification;
- Get First Aid certification; and
- Get Protection From Harm Training.

The Support Brokerage Agency, The Arc of Tennessee, will give you the names of people in your area that provide CPR and First Aid certification. The Arc of Tennessee provides Protection From Harm training free of charge.



## 6. If I want to self-direct services what are the next steps I should take?

Contact your case manager and say you want to self-direct services. Your case manager will tell the Supports Brokerage Agency (**The Arc of Tennessee**). A Supports Broker will:

- Call you to discuss the self-directing program and first steps;
- Notify the Financial Management Agency (Public Partnerships, Limited) to send you the paperwork you need to help you be an employer; and
- Set up a time to visit, fill out the employer paperwork, and answer any questions you have about self-directing services.

## 7. What steps will I have to complete before I can start to self-direct?

**Your Supports Brokerage Agency, The Arc of Tennessee, will help you do these things if you need it. You must:**

- Fill out your employer paperwork and send it to the Financial Management Agency (Public Partnerships, Limited);
- Fill out your employee paperwork and send it to the Financial Management Agency (Public Partnerships, Limited);
- Send the proof to the Financial Management Agency (Public Partnerships, Limited) that the people you hired meet the requirements (see question #4) and have received the required training (see question #5).

**Your Case Manager must:**

- Get approval from DMRS for the services you will be self-directing and forward the approval to the Financial Management Agency (Public Partnerships, Limited).

**Public Partnerships, Limited must:**

- Process your employer paperwork so you will be set up to be the employer;
- Process your employee paperwork so the people you hired can be paid to provide services;
- Verify that the people you hired are qualified and trained; and
- Process the DMRS approval for your self-directed services.



## **8. What if I change my mind and want to stop self-directing services?**

You are free to stop self-directing at any time. You just need to let your supports broker and case manager know. They will help you get services through a traditional agency.

## **9. Who can tell me more about self-direction?**

You can contact Kristin Byrd at The Arc of Tennessee. Her address, telephone number, and e-mail address are listed below:

The Arc of Tennessee  
Kristin Byrd, Support Brokerage Project Director  
151 Athens Way  
Nashville, TN 37228  
(615) 248-5878 ext. 17  
(800) 835-7077 ext. 17  
[kbyrd@thearctn.org](mailto:kbyrd@thearctn.org)  
[www.thearctn.org](http://www.thearctn.org)

## **10. How do I get in touch with the Financial Management Agency?**

You can contact Colleen Fox at Public Partnerships, Limited. Her telephone number and e-mail address are listed below:

Public Partnerships, Limited  
Colleen Fox, Tennessee Project Manager  
E-mail: [cfox@pcgus.com](mailto:cfox@pcgus.com)  
Phone: (866) 393-3763  
Fax: (617) 426-4069