



Providing PD-HPC to an Individual on the SELF Waiver

PARTICIPANT DIRECTED SERVICES

Participant directed services means that the individual (and/or their authorized representative) choose to direct their services. Directing a waiver service means either acting as an employer or directing the budget for at least one service.

MORNING SUN FINANCIAL MANAGEMENT SERVICES

When you are chosen as an independent provider of PD-HPC for an individual, that means the individual/their authorized representative is your employer. There is also another entity (Morning Sun Financial Management Services) that acts as co-employer to manage the financial aspects of your employment (i.e. payroll, taxes, etc).

Morning Sun is responsible for completing new hire paperwork, receiving and processing timesheets, issuing paychecks (including withholding all required taxes and premiums). The individual / authorized representative is responsible for things like finding and recruiting an employee, scheduling and participating in interviews, negotiating rates, providing training to employees, making sure employees are providing services as outlined in the plan, signing timesheets and keeping required paperwork or records.

PROVIDING PD-HPC TO AN INDIVIDUAL

The process of being chosen as a provider of PD-HPC and beginning to provide those services is different than being chosen as a provider of HPC or other waiver services because of the self-direction aspect of the SELF Wavier.

1. You are chosen by an individual / family to be the provider of PD-HPC services
 - a. This means you have to be certified in PD-HPC or add PD-HPC to your current certification PRIOR to being added to the plan as the provider
2. Morning Sun paperwork needs to be completed and submitted. There is a packet for you as the employee, and there is also a packet for the individual/their authorized representative to complete as co-employer.
3. You meet with the individual/ authorized representative and the Service and Support Administrator (SSA) to determine what your pay rate will be, what services you will provide, and what your anticipated schedule will be.
 - a. The SSA will then add you to the Individual's Service Plan (ISP)
4. Once Morning Sun receives and reviews the paperwork, they will assign a start date.
5. You can start providing services effective on the assigned start date as long as the start date is on or after the effective ISP date.
 - a. You will complete and submit your time sheets and documentation to Morning Sun per the criteria outlined by Morning Sun

You are responsible for ensuring you meet the requirements of Morning Sun as well as the requirements outlined in DODD rule for providers and requirements as outlined by the Ohio Department of Medicaid in regards to Electronic Visit Verification (EVV)

FREQUENTLY ASKED QUESTIONS

1. **An individual / family has asked me to be a provider PD-HPC for them. What do I need to do?**
 - ✓ If you are currently a certified provider
 - Make sure you are certified to provide PD-HPC. Once that is on your certification, the individual/family will contact their SSA to let them know they have a provider and then you will go through the process of being added to the plan and completing the Morning Sun enrollment process
 - ✓ If you are not a certified provider
 - You need to complete the Provider Certification Process. Information about that process can be found at <https://lakebdd.org/become-an-independent-provider/> For additional assistance with the certification process, contact providersupport@lakebdd.org
2. **I am certified to provide PD-HPC, how do I find an individual to work with?**
 - ✓ In Lake County, anytime an individual is in need of a provider, we post an RFP (Request for Provider) on our website in our RFP Portal. You can respond to any RFP you are interested in and you may be contacted by an SSA if the individual chooses to interview you or chooses you as the provider. If you do not have access to the RFP Portal, email providersupport@lakebdd.org to request access.
3. **How much do I get paid?**
 - ✓ Pay rates for providers of PD-HPC are negotiated rates determined by the individual/ authorized representative. The pay rate can be negotiated from minimum wage (\$2.49/unit = \$8.80/hour) up to the Medicaid maximum (\$5.34/unit = \$18.90/hour)
4. **What paperwork do I need to fill out?**
 - ✓ Prior to providing services, you need to complete and submit a New Employee Packet to Morning Sun.
 - ✓ Once you have been assigned a start date and are actively providing services, there is paperwork for both Morning Sun and DODD that you need to maintain. The paperwork for DODD is to ensure that you are in compliance with the provider requirements per DODD Rule. Required paperwork for Morning Sun is in place so that you can receive payment for services rendered , while ensuring compliance with provider requirements per DODD Rule.
5. **Do I have to use Electronic Visit Verification (EVV) ?**
 - ✓ Yes. EVV is a requirement for providers of self-directed services as of September 4, 2020. Mandatory use of EVV by providers is as of January 1, 2021. More information about EVV can be found here <https://medicaid.ohio.gov/INITIATIVES/Electronic-Visit-Verification>
6. **Where can I find more information about being a provider of PD-HPC?**
 - ✓ Morning Sun Financial Management Services-
<https://morningsunfs.com/states/ohio/service/?servicename=DODD+Waiver&ind=4>
 - ✓ DODD –
<https://dodd.ohio.gov/wps/portal/gov/dodd/waivers-and-services/waivers/1-self-waiver>
<https://dodd.ohio.gov/wps/portal/gov/dodd/waivers-and-services/waivers/participant-directed-waiver-services>
<https://dodd.ohio.gov/wps/portal/gov/dodd/forms-and-rules/rules-in-effect/5123-9-32+effective+2020-01-01>