

# Upcoming Changes to Self-Direction Option for Waiver Services

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## **Transitioning to a New Fiscal Agent:**

By now you may have heard, Louisiana Medicaid has chosen a new provider for Fiscal Agent Services for individuals and families who use the self-direction option for their waiver services. Self-directed waiver services mean the individual is the employer and hires their own workers. The fiscal agent (now Acumen) provides payroll services to self-direction employers with waivers through the Office of Aging and Adult Services and Office for Citizens with Developmental Disabilities. The transition is scheduled to begin on December 16<sup>th</sup> with the first check to employees from the new fiscal agent to be sent on January 1, 2018. The new agency is ACES\$. You can learn more about their work at [https://www.mycil.org/aces\\$.html](https://www.mycil.org/aces$.html).

If you are already in the process of hiring a new worker, if you get an approval early during the week of 11/27/2017, you should be okay but anything after that may be on hold until after January 1st. If you are just starting self-directed services, you will probably be asked to wait until after January 1<sup>st</sup> to finish the process. If you have an emergency need for self-directed services, you may want to contact your Support coordinator, your Human service authority or district or OCDD.

At this time, it is not expected that you will have to complete a packet for the new fiscal agent in order for your workers to get their first check. Prior authorizations will be transferred from Acumen to the new fiscal agent so you will not have to do any budget adjustments. The payroll schedule for the new fiscal agent will remain the same and if there is an issue and an “out-of-cycle” check needs to be cut, this new agency cuts checks weekly so your worker will not have to wait as long for their pay.

## **Revisions to Employer Manual for Self-Direction**

The Employer Manual for Self-Directed Waiver services through OCDD has been updated. You can find the full, revised copy by going to

<http://www.dhh.louisiana.gov/assets/docs/OCDD/waiver/SelfDirectionHandbookrevised110117.pdf>

Changes to the manual are as follows:

Page 2: Service Agreement form information updated: Support coordinator does not sign the form. Also removed that Support Coordinator will complete the Applicant Verification form. That form is completed by the participant or their representative.

Page 9: Updated the process for DSW registry checks.

Page 11: Added wording regarding hospital stays.

Page 15 Added as a reason for termination “waiver service was not used in 30 consecutive days.”

Page 20: Added information about time sheets not being processed if information is missing

Page 22: Added more information regarding hospital stays.

Page 25/26 Removed the DSW registry check information from this section since it is already on Page 9.

For more information on any of the above, questions, comments, assistance or concerns, please contact Karen Scallan at 504-300-5117 or at [kscallan@gmail.com](mailto:kscallan@gmail.com).