



CLEARBROOK

Enrich Lives. Embrace Potential.

For Individuals with Intellectual and Developmental Disabilities.

Home-Based Services Self-Directed Assistant (SDA)

Eliza Badua Jones

HBS Coordinator

SDA Role

- Provide systemic case management services to the individual in conjunction with the family.
- Provide the families with quarterly “face to face” contact.
- Serve as a primary contact for the family.
- Supervise the Supported Living Assistants or DSP.
- Utilize their clinical skills to provide meaningful programming.
- Ensuring compliance with program requirements

Quarterly Home Visits

- Gives the SDA opportunity to see clients engage in everyday activities in the home.
- This visit allows the SDA to actually see what and how the staff are developing with the client.
- Each home we serve is taken with the greatest amount of care and respect.



Implementation Strategies

- An organized program plan that helps the family and Clearbrook develop an implementation strategy plan for the client.
- The plan gathers historical and current information about the client and where their life has taken them.
- The process is reviewed annually and can be amended at any time.
- Strategies are developed and implemented at this time.
- All parties involved in the clients process are invited to the personal plan meeting.

Action Summary

- Monthly updates provided by the family in regards to:
 - Medical visits, medication changes and any other medical concerns
 - Behavioral concerns
 - Client outings and activities
 - Significant life events
 - Progress on strategies



Service Models

- Agency Model
 - QIDP will recruit, hire and train Personal Support Staff
 - Clearbrook provides classes to become a Direct Support Professionals (DSP)
 - Ensure that staff is in compliance with DHS annual requirements (Rule 50, Fire-Safety, Blood-bourne Pathogens and CANTS)
 - For Clearbrook, all staff must be CPR/First Aid certified (training offered at Clearbrook at no cost)
 - QIDP will be the person to address any issues or concerns between the staff and family

Service Models

- Agency Model continued..
 - Include services such as BCBA, Family Support, Housing and Transition Services
 - The family is in control of the pay rate (this will determine the available monthly support hours)
 - QIDP will conduct annual performance reviews for staff (the family will be included in putting together the review)

Service Models continued...

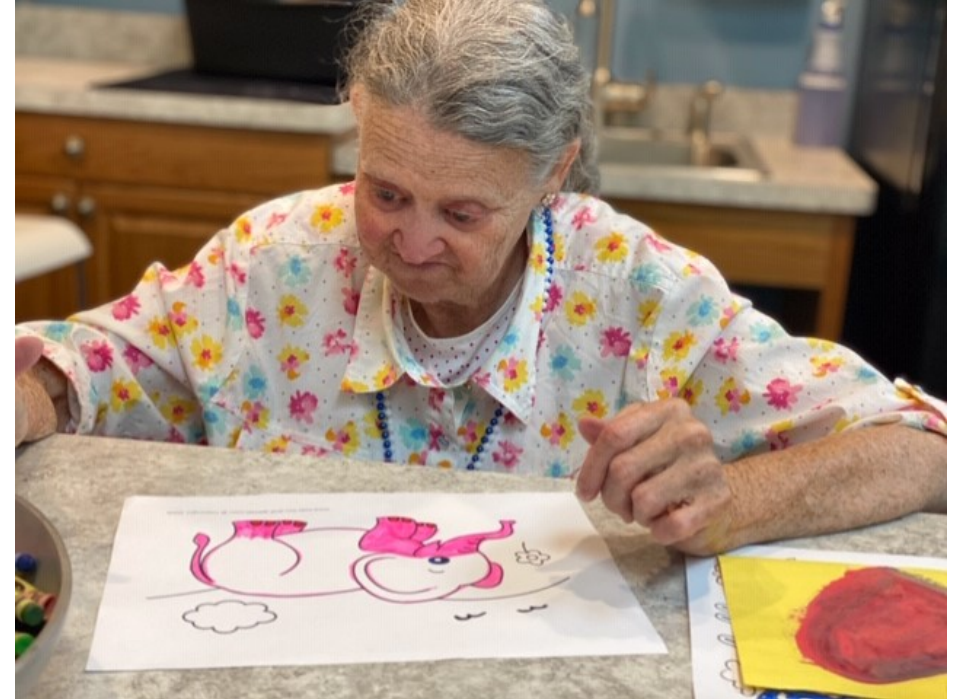
- Self- Directed Model
 - Family will select the employer and train the Personal Support Staff
 - The SDA will assist families with completing employer and/or personal support worker enrollment packets and other related employer tasks.
 - Employer is responsible for approving and submitting timesheets for staff
 - Employer is responsible for ensuring that staff is in compliance with annual background check
 - SDA is the contact person for any timesheet or budgeting issues.

Both models

- On-going support from QIDP/SDA (client advocacy)
- While not a state requirement, Clearbrook believes it is important to see our clients at least quarterly (more visits depending on client need)
- Managing client budget
- Coordinating all billable services and making sure agreements are up to date
- Locate potential providers
- Ensure all clients are in compliance with program requirements

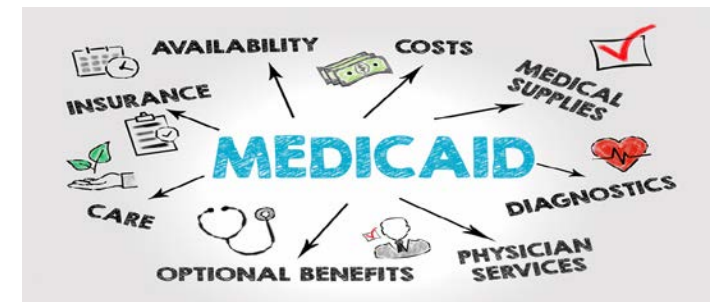
Budgets

- Budget the clients waiver dollars for services such as:
 - Personal Support Worker (complete Aces\$ service authorizations and other service agreements)
 - Day programming
 - Clinical services (behavioral or counseling)
 - Employment services
 - Housing



Medicaid Assistance

- The SDA will assist families with completing the annual Medicaid redetermination.
- Apply for SNAP and assist with mid-point SNAP redetermination.
- Assist with Medicaid Spenddown forms.
- Locate Medicaid medical providers and at times attend medical appointments with clients to provide support for the clients and his/her family.
- Communicate with vendors to obtain medical supplies through insurance.
- Help create and manage client's ABE account.





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Thank You!

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