

PUNS, Home-based Services, and Adult Waiver Supports

The Ligas Family Advocate Program

The Ligas Family Advocate is generously funded by a grant from the Illinois Department of Human Services



Goals for today:

Understand Understand key PUNS processes, changes, and recent updates

Describe Describe services and supports provided by the Ligas Family Advocate Program

Explore Explore the key components of the Medicaid Home and Community Based Waiver for Adult with I/DD in Illinois

Discuss Discuss family guidance in planning and preparation for service and supports

The Ligas Family Advocate Program

- Established as a pilot program in 2014 after the Ligas Consent Decree (2011) to provide consistent information about waiver services and living options statewide
- Connect families of loved ones with I/DD to similar families seeking funding and services selected from the PUNS
- Share creative ways to utilize waiver funding
- Funded through a grant from the Illinois Department of Human Services
- Work with Independent Service Coordination agencies (ISCs) in getting information about all available options for services to adults and families
<https://www.thearcofil.org/about-us/programs/ligas-family-advocate-program/>

Want to
know more
about the
Ligas Consent
Decree?

Questions?

If you have questions about the Consent Decree, services under the Decree, or how to become a member of the class, please contact Laura Miller at 312-895-7316 or laura@equipforequality.org

Documents related to the case can be found at:

www.equipforequality.org/issues/community-integration/documents-from-efes-class-actions/

Start with Key Family Questions:

Who is part of my child's/adult's support system? Do you expect that support system to remain stable and engaged into adulthood? IF not, how do you bolster that support?

What are my child's/adult's preferences? Do they prefer activity, engagement, social time, or do they value more quiet environments?

How does your child/adult make decisions? What support is needed?

What type of support is needed in daily activities?

Does your child/adult have chronic medical needs that will require support into adulthood?

What are your child's/adult's goals/hopes around employment and independent living?

PUNS: What is it?

PUNS is NOT an acronym – PUNS does not prioritize based on urgency of need.

What is PUNS?

PUNS is the state database that registers children and adults who want or need Developmental Disability Waiver services (i.e. Community Integrated Living Arrangements, Home Based Supports, Child Group Homes) funded by the Illinois Department of Human Services/Division of Developmental Disabilities.

As funding is available, individuals are selected from PUNS and invited to apply for DD Waiver services. The PUNS categories, criteria, forms, and instructions for completing the form have recently been revised and now reflect a more streamlined approach to the process. These changes were necessary to reduce confusion, increase transparency, and make the selection process more predictable for individuals with developmental disabilities and their families.


How long will I wait for supports?

- Adults must be in the **Seeking Services** category to accumulate time toward the PUNS selection.
- **Time spent on PUNS, while under the age of 18, does not count toward selection for Adult DD Waiver Services.**
- Currently, the wait time for new individuals on PUNS, age 18 or over, who want or need DD Adult Waiver services is 4- 5 years. *The Division has committed to having no adult wait more than 5 years or 60 months by Fiscal Year 25 (July 2024).*

Want to find out when your or your loved one might be selected from PUNS? Email name and birthday to DHS.DDD.PUNS@illinois.gov and they will provide an estimated timeframe

PUNS Categories: Seeking Services

The **Seeking Services** category is for individuals with a developmental disability who currently need or want supports.



Children or Adults enrolling in PUNS can be placed directly into the Seeking Services category, given that they meet the criteria described in the description of Seeking Services above. PUNS selections are only made from the Seeking Services category, as funding is available.

PUNS Categories: Planning

The **Planning for Services** category is for individuals who are not currently seeking services but will be seeking if something happens to the caregiver (e.g. caregiver becomes ill or passes away) or other family circumstances change.

Note: Time spent in the “Planning” category does not move an individual closer to funding. The time on the PUNS list begins being accumulated toward selection only when an individual is in the “Seeking” Category

Moving from Planning to Seeking

Movement between categories is **NOT AUTOMATIC**

If an individual needs to be moved from one to the other, you must reach out to your Independent Service Coordination Agency

Note that PUNS selections ONLY happen from the “Seeking” category. Individual in the “Planning” category will not be selected from the PUNS list.

If you need more information on the difference between Planning and Seeking, talk with your Independent Service Coordination Agency

When should an individual with I/DD place their name on the PUNS list?

Individuals and families are encouraged to place their names on the PUNS lists as soon as possible.

The “wait time” for services does not start until the age of 18 (Barring Children’s Support Waiver)

Placing your name on the list as soon as possible, even if well before the age of 18, allows the state to plan for the needs of individuals who will qualify for supports in the future

Contact your ISC to be placed on the PUNS list

Note: Recent (2022) small pull of 100 individuals for the Children’s Waiver. They will be pulled from the Seeking category.

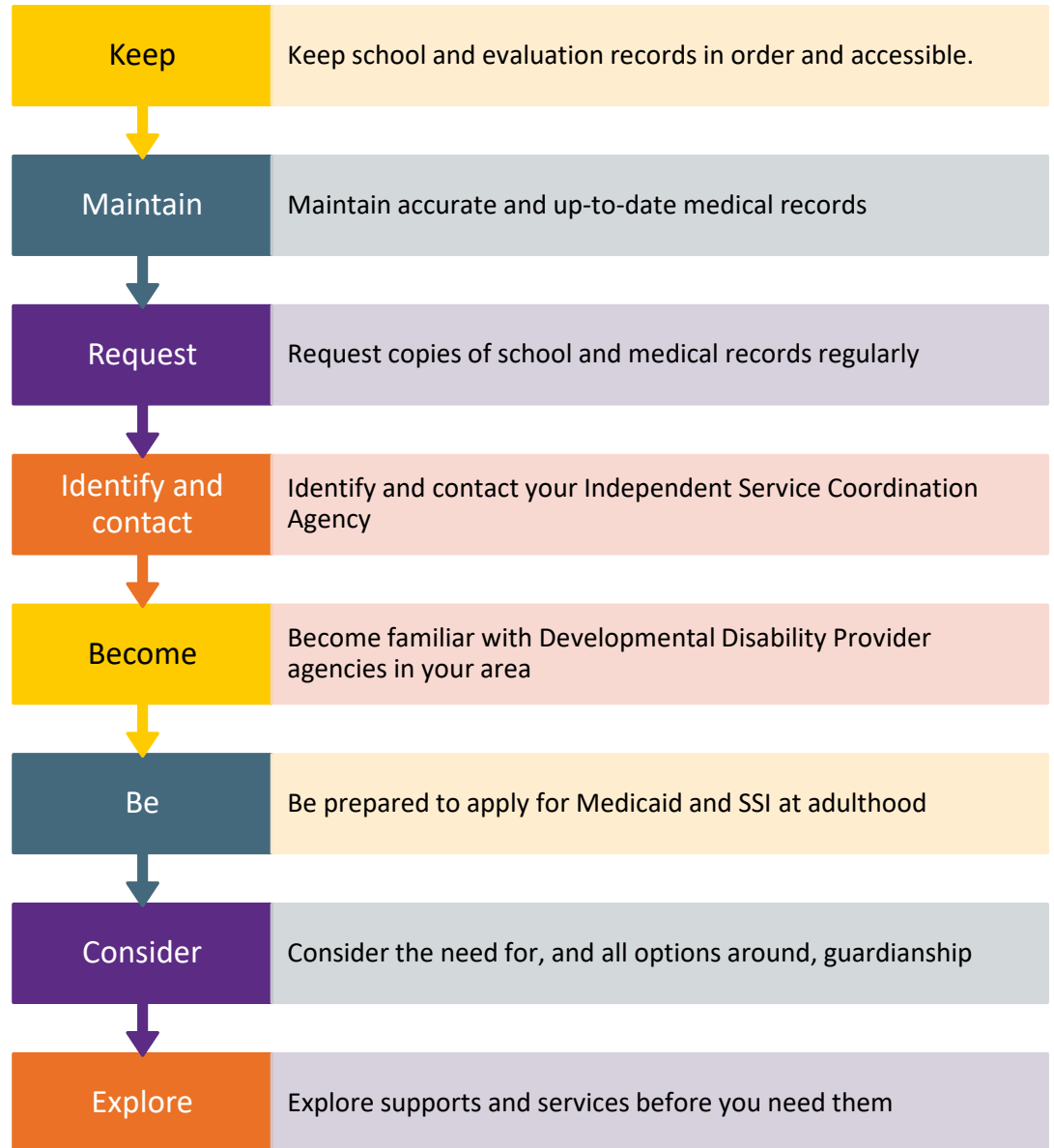
Signing Up for PUNS

Individuals who want to be on PUNS should contact the Independent Service Coordination (ISC) agency in their area. You can locate your ISC agency by:

Calling Division of Developmental Disabilities Hotline at 1-888-DD-PLANS and 1-866-376-8446 (TTY) during business hours. When prompted by the recording, type in your ZIP Code and you will be connected with your local ISC agency.

Accessing the [DHS Office Locator](#).

Preparing for a PUNS selection



What is a ISC? Gateway to DD Services

INDEPENDENT SERVICE COORDINATION AGENCIES (ISC)

There are 8 Independent Service Coordination (ISC) agencies in the State of Illinois that are contracted with the Division of Developmental Disabilities. They are the doorway or starting point for individuals with developmental disabilities seeking or planning for services.

Who is my Independent Service Coordination agency? www.dhs.state.il.us – DHS Office Locator – select Developmental Disability Services – enter County of residence (for Cook County also enter zip code)

How can you use DDD Adult waiver funding once eligible?

Home-based Services Program: (funding is fixed =3 times SSI (914.00 in 2023); all services/supports must fit within monthly budget (\$2,742.00)

- Personal Support Worker (PSW)
- Community Day Services program
- SDA -Self-Direction Assistant; optional service (\$51.27)/hour for assistance in arranging for, directing & managing PSW services, skills re: recruiting/hiring of PSWs, info on effective communication and problem-solving skills

CILA –no fixed funding amount

- Group Home (24/7 care –up to 8 individuals)
- Host Home (24/7)
- Intermittent/In home-family CILA (less than 24/7 care daily)
 - House you live in with your family (family CILA)
 - Your own apartment - can be a permanent supportive housing apt.

What is the Home-Based Services Program?

An individual with an intellectual or developmental disability, who has been selected from the PUNS list and approved for funding, decides that they want to be in charge of managing their own services. They, in partnership with their parent or guardian, will:

- Decide who they would like to hire for personal support services
- Train their Personal Support Worker (PSW)
- Schedule their Personal Support Worker
- Identify an “Employer or Record”
- Set the pay rate for their PSW
- Partner with ACES\$ Services to manage payroll for their PSW
- Consider the use of a Self Direction Assistant (SDA) for assistance with planning and paperwork
- Services are provided in the family home or a home of your choice, as well as in the community; services provided are based on your Personal Plan

Why do individuals choose to self-direct Home Based Services?

Every individual and family has unique needs and goals. Home Based Services work well for individuals who:

- Prefer to be in control of how services are delivered
- Want to select their own Personal Support Workers
- May want to have a family member be a PSW (in Children's Support Waiver, parent can only be PSW if individual is 18 + years; in Adult Waiver, Parent/Guardian may be PSW if they meet all designated criteria)

Home based services are designed to help you live as independently and safely as possible in your community while letting you Self-Direct your own services

Understand the Key Components of Home- Based Services

Individual – Person receiving Waiver funding and Support Services

Personal Support Worker– Person hired by individual or family to provide support services

Employer of Record – Person identified to monitor/manage PSW and keep records of time, training, and services provided

Aces\$ Services – Fiscal Agent for state of Illinois; manages payroll and provides paychecks to PSW

Self Direction Assistant (SDA) – Assist in record keeping and submission of payroll to ACES\$

Independent Service Coordination– Gateway to developmental disability services; assists with difficulties, develops Personal Plan, addresses Crisis Needs. The ISC is your first point of contact for most questions about DD services.

Home-Based Services (Self-Directed):

What Developmental Disability(DD) Providers are available in your area?

Do you have an interest or a need to access the services of a DD provider?

How can you work within your fixed monthly allotment (3x's SSI) to meet your needs?

Who can offer you support and help as you work through your options?

Do you anticipate that your needs might fluctuate over time?

Remember, a successful plan will include services that can be paid for with waiver funds. But, you will also need to think about natural and community supports to build a personal plan that meets your needs.

Monthly allotment for needed support services - Adult

The Waiver provides a monthly allotment in the amount of 3 times SSI (914.00 X 3 = 2742.00) per month (ADULT WAIVER) for a lifetime. Every individual receives same monthly amount – there is no variance based on level of support needed.

Funds do not carry from month to month in Adult Home-Based Waiver

Note: Children's Support Waiver is 2x's SSI per month = 1828.00. Funds can be carried month to month in same fiscal year in order to allow for increased care needs in summer months

Personal Support Worker (PSW)

Someone who YOU CHOOSE to assist you with your needs

CAN be a family member, but **NOT a spouse** of individual with disability

Note: In Adult Waiver, parent/guardian can be PSW; in Children's Waiver, parent/guardian CANNOT be PSW for individuals 17 years and younger

What can a Personal Support Worker assist with? *Examples:*

- Self-care/Daily living needs
- Meal planning and cooking
- Teaching skills that assist you in living more independently if you choose
- Budgeting and bill paying
- Non-medical transportation
- Support in participating in community activities

PSW's must complete background screening and fingerprinting, as well as meet basic employment standards as outlined by DHS and ACES\$

Personal Support Workers MUST (Including Parents/Guardians):

Be

- Be at least 18 years old

Communicate

- Communicate well with individual and family

Complete

- Complete all required paperwork accurately

Understand

- Understand waiver rules on abuse and neglect, human rights, confidentiality, handling of emergencies, and allowable behavior management methods

Show

- Show that they can provide services to you safely as written in your Personal Plan

Pass

- Pass required background checks (Criminal background, Healthcare Worker Registry, Sex Offender Registry, HFS Office of Inspector General Sanctions List, and DCFS State Central Registry)

Role of Personal Support Worker

Provide	Provide the supports needed as outlined in an individual's Personal Plan
Provide	Provide consistent, reliable supports
Ensure	Ensure that support is provided in a way that is useful and meaningful to the individual being served
Be	Be familiar with requirements around abuse and neglect reporting
Utilize	Appropriately utilize the online payroll system (ACES\$)

Community Day Services Program

DHS funded/licensed programs facilitated by Developmental Disability providers

Often consist of recreation activities, classes, employment, & social activities

Designed to help with skill development or retention, growth in independent living skills, ability to utilize personal choices, and maintain maximum independent living skills

Note that Park District Programs, community education programs, college classes, health clubs are not DHS licensed programs, and therefore cannot be paid through your monthly allotment. Some families utilize their PSW income to fund these types of programs.

Why EVV?

Illinois' Electronic Visit Verification (EVV)

Electronic visit verification (EVV) is a technology-based system that efficiently verifies home healthcare visits. It collects information by capturing time, location, and attendance of home care workers.

A federally mandated requirement, EVV reduces the likelihood of error while promoting program integrity through a practical and simple monitoring system. It is designed to promote quality services and positive outcomes for our customers.

21st Century Cures Act

Federal Statute The 21st Century Cures Act requires Electronic Visit Verification (EVV) for all Medicaid funded Personal Care Services (PCS) and Home Health Care Services (HHCS) that require a face-to-face visit by a provider

Illinois Goals

Why Illinois is implementing EVV:

In 2016, Congress passed the 21st Century Cures Act, which requires states to implement the use of Electronic Visit Verification (EVV) in all Medicaid-funded personal care services and home health care.

The purpose of implementing EVV is to support Illinois' goal to improve Medicaid program integrity, safeguard against fraud and abuse, improve program oversight, and comply with federal requirements.

What is impacted?

- Personal Care Services (PCS): Individuals receiving personal support in the home through Illinois' Home and Community Based Services (HCBS) waivers, This consists of services supporting Activities of Daily Living (ADLs), such as bathing, dressing, grooming, and meal preparation. Illinois' (HCBS) waivers that fall under the PCS definition include:
 - Persons with Disabilities waiver
 - Brain Injury waiver
 - HIV/AIDS waiver
 - Elderly Waiver
 - Adults with Developmental Disabilities Waiver
 - Children and Young Adults with Developmental Disabilities Support Waiver

EVV Must Capture:

- Type of service performed
- Individual receiving the service
- Date of the service
- Location of service delivery
- Individual providing the service
- Time the service begins and ends

Current Implementation Timeline per DDD

Implementation Timeline

- April - Welcome Letter to PSW Agencies & DDD Stakeholder Feedback Sessions
- May - HHA will hold informational sessions with PSW Agencies
- June - Training will be held with PSW Agencies & PSW Agencies will train the PSW and individual served

Timeline of Implementation, cont.

July - Training will be held with PSW Agencies o PSW Agencies will train the PSW and individual served will be required to begin using EVV - Training is ongoing

September and beyond - Compliance reviews and follow up training

How do the pieces fit together?

Core Components:

Individual will utilize –

- ACES\$- Fiscal Agent
- Self Direction Assistant (SDA)
- Employer of Record
- PSW
- ISC for ongoing Case Management (ISSA)
- EVV

CDS and HBS – Example

Self Directed Assistant: Rate \$51.27

Community Day Service: new temporary rate will be \$15.10/hour per DHS

Home Base PSW Example: 15.00 / hr. + cost to you Rate = 16.28 (must pay at least minimum wage)

\$2742.00 (2023 Monthly Budget)

-\$153.81 Self-Direction Assistance – Provider (\$51.27 x 3 hrs = \$153.81)

= \$2588.19

-\$1736.50 Day Program (\$15.10 x 115 hrs = \$1736.50)

\$635.72/\$16.28 = 39 hrs of PSW

39 hrs x \$16.28 = 634.92

ACES\$ Services: Fiscal Agent

Assist with hiring process

Pre-employment background checks for PSW's

New Hire paperwork

Payroll/tax needs

ACES\$ is a REQUIRED service for PSWs

Contact: Tasha Whiteside (877) 223-7781

There is no fee for ACES\$ Services

Self-Direction Assistance (SDA)



Optional service



Must be purchased with waiver funding (often 1-3hours per month depending on provider)

Rate is \$51.27 hourly



Set rate per hour predetermined by DHS



ISC can provide you with a list of SDAs in your area



SDA can help:

Arranging, directing and managing PSW services

Train you in recruiting and hiring PSW's

Assist with communication and problem solving

Help ensure that your paperwork is current and correct and your benefits stay intact; budget awareness

Rate Table (DDD)

<http://www.dhs.state.il.us/page.aspx?item=123893>

SDA services do come out of your monthly allotment

Employer of Record

Waiver recipient (individual with DD) receiving services, or another person (often a parent/guardian who is not the PSW) who will assist in ensuring that PSW services are in line with the wishes and needs of the individual

Oversees the monthly budget

Signs Service Authorizations and Time Sheets

Ensure wages are paid appropriately and taxes completed as required

Responsible for hiring, training, supervising, and firing of PSW's. Must ensure competency of all PSW's

Cannot be both a PSW and the Employer of Record

The Consumer Handbook of Home-Based Waiver Services

The Handbook, written by the Department of Human Services, outlines the components of the Home-Based Service Program, rules, roles, responsibilities, and resources.

[DDD - IDHS: Consumer Handbook for Home-Based Services](#)

Let's explore the Handbook's description of allowable services in Home-Based funding

Home-based Services Back-Up Plan

All participants/families utilizing Home-based Supports will be required to have a written plan on file with their ISC that could be implemented in the case of emergency or interruption to regular support services

Consider family members, friends, and paid support staff as potential PSW's

Develop a network of support that is flexible enough to shift and evolve should a sudden change occur

Ensure that your preferred back-up providers are entered into the ACES\$ system and have completed all required background screenings

Common Barriers

Difficulty finding PSW's

Choices in Community Day Services (CDS) often limited in more rural areas

CDS may not be equipped to manage the needs of individuals with complex medical or behavioral support needs

Home-based support does not carry to another state after a move – it is specific to Illinois

Regardless of support needs, budget is capped at 3 x's SSI (2023 = 2,742.00)

In Review:

Maintain contact with ISC

Apply for and **maintain Medicaid eligibility**

Link to apply for Medicaid online:

<https://www.abe.illinois.gov>

Apply for SSI one month after turning 18

Explore Developmental Disability Providers in your area

Review the DHS Consumer Handbook on Home-Based Services

Begin keeping paperwork, evaluations, and critical forms in an easily accessible file

Reach out to your ISC and the Ligas Family Advocates with concerns or needs

Key links:

Rate Sheet: <https://www.thearcofil.org/wp-content/uploads/2023/02/Cost-to-You-Rate-Effective-1-1-2023.pdf>

DDD Consumer Handbook on Home-based Services:
<https://www.dhs.state.il.us/page.aspx?item=101181>

PUNS Flowchart: <https://arcofil.wpenginepowered.com/wp-content/uploads/2020/03/PUNSFLOWchart-for-print.pdf>

Ligas v Eagleson: <https://www.thearcofil.org/wp-content/uploads/2023/02/Fact-Sheet-on-Ligas-v-Eagleson-10-22.pdf>

Self Directed Assistance (SDA):

<https://www.dhs.state.il.us/page.aspx?item=93863>

<https://www.dhs.state.il.us/page.aspx?item=57220>

Need Additional Help?

Local Center for Independent Living (www.ncil.org)

Family and Community Resource Centers
(<https://www.dhs.state.il.us/page.aspx?module=12&officetype=5&county>)

Special Recreation Programs (<https://specialrecreation.org/links/44-special-recreation-associations.html>)

Social Security Administration (<https://www.ssa.gov/>)

Arc of the United States – Center for Future Planning
(<https://futureplanning.thearc.org/>)

Programs of The Arc of Illinois

Ligas Family Advocate Program

Family Support Network of Illinois

Illinois Lifespan – Information & Resources

Family to Family Health Information Center

Family Transition Project

Consumer Stipend Program

Assistive Technology Program

Training Department



LFA Contact Information

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Prairieland Svc. Co.,
Champaign Co. Regional
Planning Commission)

References:

Slide #4 LFA: <https://www.thearcofil.org/about-us/programs/ligas-family-advocate-program/>

Slides #5-10 PUNS:

<https://www.dhs.state.il.us/page.aspx?item=41131>

Slides #11-13:

<https://www.dhs.state.il.us/page.aspx?item=141313>

Slides 14-16:

www.equipforequality.org/issues/community-integration/documents-from-efes-class-actions/

Slide #17:

<https://www.dhs.state.il.us/page.aspx?module=12&officetype=&county=>

For additional information, see DHD/DDD

Website: [IDHS: Developmental Disability \(state.il.us\)](http://IDHS: Developmental Disability (state.il.us))