



HOME BASED BOOT CAMP

Family Advocate Program

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Goals for Today

- Get to know the Family Advocate Program
- Understand the roles of key players in Home Based
- Learn how to build your support team
- Become familiar with key components of Home Based



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

Ms. Shirley Perez, Director
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Finding Your Way



Don't qualify for funding through IL DHS DDD but still need support? The Illinois Life Span Program of The Arc of Illinois can help. Call us at 1-800-588-7002! We would be happy to connect you with useful information including how to find your local DHS Division of Rehabilitation Services office, Center for Independent Living, and other local and statewide resources!



Home Based Basics

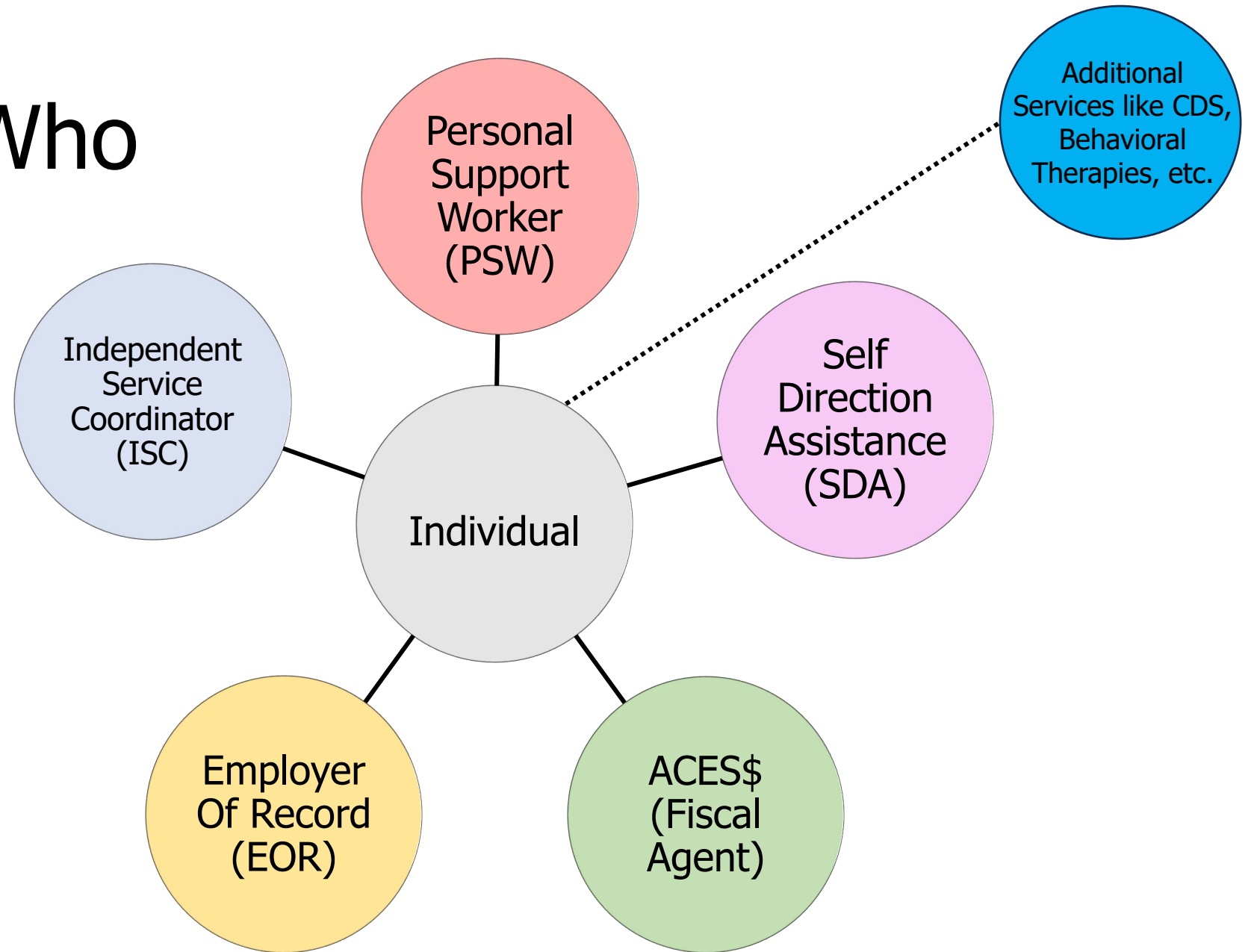
- Can be provided in various home environments.
- Funding is fixed
 - 3 times SSI (\$994 in 2026) + additional 5% rate increase = monthly budget (\$3,132.00)
 - *This amount typically changes annually with the cost of living
- “A la Carte” – NOT 24/7 support
- All services/supports must fit within monthly budget
- Family/Individual is tasked with managing & coordinating the services
- Popular Services:
 - Personal Support Worker (PSW)
 - Community Day Services program
 - Self Direction Assistance (SDA)

Long-term supports

Can switch between to CILA (Community Integrated Living Arrangement) if not meeting your needs.

The Key Players

Who's Who





Your gateway to services, as well as your 'monitoring body' once in the waiver program. Your ISC is a neutral, third-party entity, whose main responsibility is ensuring your services are meeting your needs.

- Assists with completion of annual Personal Plan, gathering input via interviews from the individual, their providers, and any other requested parties.
- Helps with service referrals, making connections, and gathering resources for family.
- Is tasked with assisting you if you want to change from Home Based to CILA programming, switch providers, or want to add/drop a service.
- Oversees health, wellbeing, and safety of the individual receiving services. Completes risk assessment as part of Plan process, reports severe incidents to Division of DD, serves as a mandated reporter.
- Completes 4 annual in-person monitoring visits, and as needed.
- Housing Navigator, submits special applications like Home Modifications/Vehicle Modifications/Adaptive Equipment/Assistive Technology, Support Services Teams (SST)

Independent Service Coordinator (ISC)



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As the Employer of Record (EOR) under the Home-Based Support Services (HBS) Medicaid Waiver, your role is VITAL in the self-direction model. While the state provides the funding, you provide the leadership.

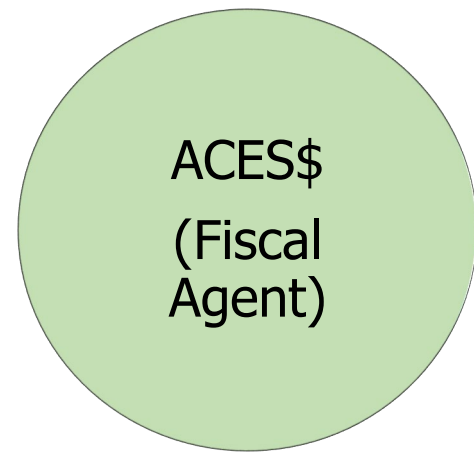
Employer Of
Record
(EOR)

- Leads the recruitment, interviewing, and hiring process to find Personal Support Workers (PSWs) who fit the participant's unique needs.
- Onboards staff by teaching them the specific routines, preferences, and health protocols outlined in the Personal Centered Plan.
- Creates and maintains the daily and weekly work schedules to ensure consistent coverage and support.
- Manages critical paperwork, including tax forms (I-9s, W-4s), and ensures all staff meet state background check requirements. Note that Employer's social security number will be sent to the IRS to create EIN – (ACES\$ will help with this).
- Reviews and signs off on timesheets to ensure hours worked align with the approved budget before submission to ACES\$.
- Supervises the quality of care provided and addresses performance issues directly. When necessary, handles the termination of staff.

Note: These activities can be guided by a Self-Direction Assistant (SDA), if that service is purchased from your monthly allotment of funds.



Services are bundled in for free, but you must utilize them. Works between Division of Developmental Disability & your family (or SDA) to approve start date for workers, oversee background checks, sends direct deposit to workers.



- This company is your Fiscal Employer/Agent for the state of Illinois. If you decide to hire a PSW, personal support worker, you are required to use ACES\$.
- ACES\$ is contracted by Dept. of Human Services (Division of Developmental Disability) to provide individuals with Home Based Services with financial management services.
- ACES\$ supports you in the hiring process, payroll functions, and employer of record related questions.
- With ACES\$, you are able to complete required background checks, submit timesheets, process payroll, and prepare w-2s for taxes.
- The Division on Developmental Disability collaborates with ACES\$ to train individuals using Home Based on the federal mandate for EVV (Electronic Visit Verification).
- Financial management services are provided for free, no fees associated.





Self-Direction Assistance (SDA) supports individuals and families in taking an active role in planning, directing, and managing their Home-Based Services (HBS). It is a person-centered, optional service designed to build skills, provide guidance, and promote independence while ensuring services remain aligned with individual goals. SDA operates separately from case management to maintain conflict-free support.



- Assist individuals and families in arranging, directing, and managing waiver services based on their preferences and needs
- Provide hands-on training to build skills for independently managing services and supports
- Offer guidance on the roles, responsibilities, and expectations involved in self-direction
- Ensure all services are individualized, requested by the participant, and not duplicative of Independent Service Coordination (ISC) functions
- Support development and implementation of services in alignment with the Personal Plan and desired outcomes
- Maintain accurate documentation that meets Division of Developmental Disabilities (DDD) and audit requirements
- Monitor service usage and billing to ensure it stays within the individual's monthly HBS allotment
- Submit billing through the Reporting of Community Services (ROCS) system using appropriate service codes and guidelines





A Personal Support Worker (PSW) provides support that helps adults with disabilities live safely and comfortably in their own home while staying connected to their community. PSWs assist with everyday needs while also helping individuals to build skills, confidence, and independence.

- Assist with daily routines such as meals, personal care, and light household tasks
- Support individuals in learning and practicing life skills that promote greater independence
- Accompany and support individuals in community activities such as shopping, recreation, or social events
- Follow the individual's Personal Plan so supports align with their goals, strengths, and preferences
- Work in partnership with the individual and their family to provide support that fits their daily life
- Meet program requirements, including required background checks, employment paperwork, and waiver guidelines
- Enroll with the state's fiscal agent, ACES\$, and accurately log hours of service provided to the individual

Personal Support Worker (PSW)



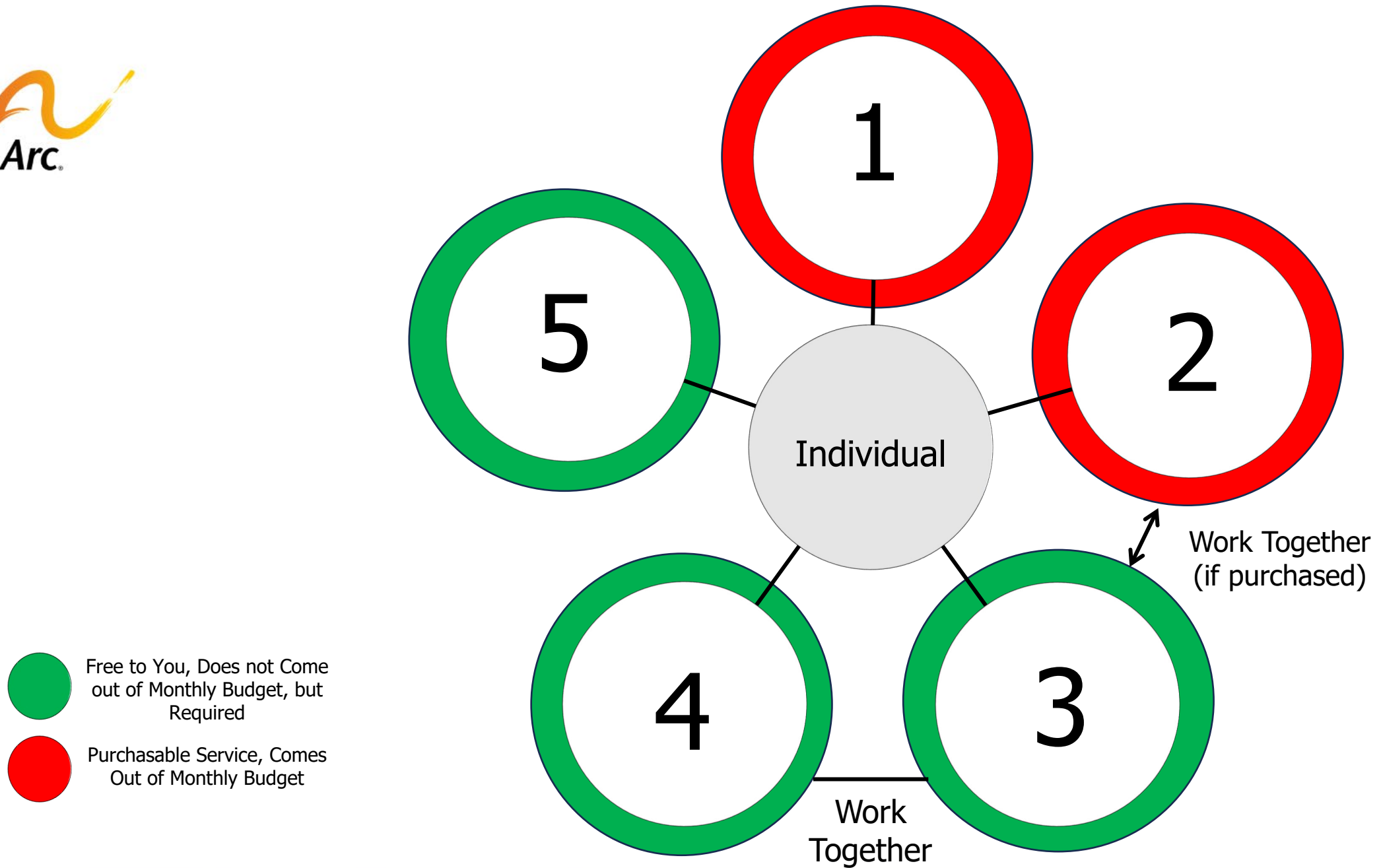
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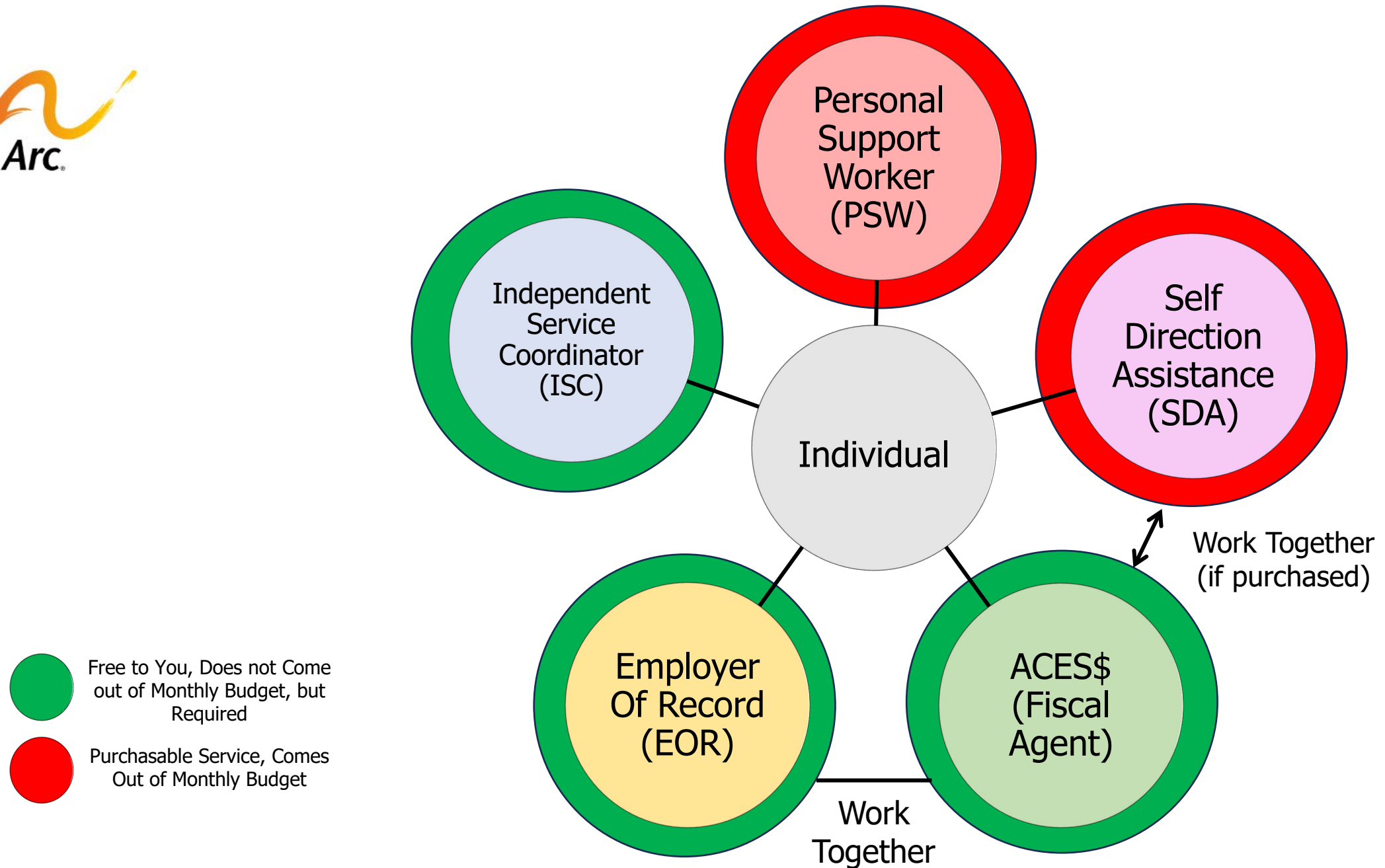




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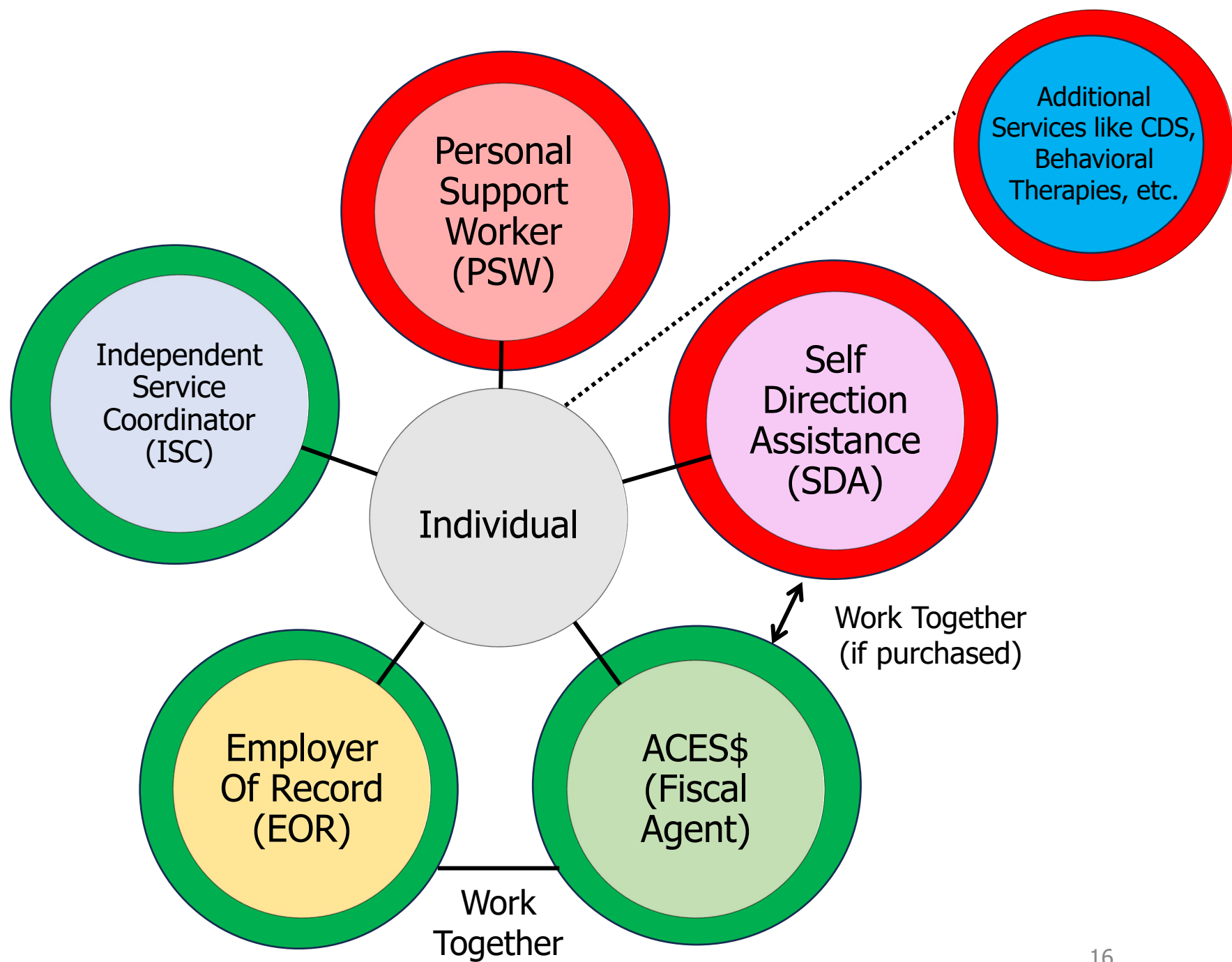


Building Your Support Team





-  Free to You, Does not Come out of Monthly Budget, but Required
-  Purchasable Service, Comes Out of Monthly Budget



Other Services & Features

Services Within Home Based



Individual Service & Support
Advocacy (ISSA) Monitoring

ISC agency – mandated
service – no cost to families

[Home Based Handbook](#)

Service	Is this available in HBS in the Adult Waiver?	Is this available in Children's Support Waiver?	Do I need approval before starting this service?	Does this come out of my monthly budget?
Adaptive Equipment	YES	YES	YES	NO
Adult Day Care	YES	NO	YES	YES
Assistive Technology	YES	YES	YES	NO
Behavior Counseling (Individual and Group)	YES	NO	NO	YES
Behavior Intervention & Treatment	YES	YES	NO	YES
Community Day Services	YES	NO	NO	YES
Emergency Home Response	YES	NO	NO	YES
Fiscal Employer/Agent	YES	YES	NO	NO
Home Accessibility Modification	YES	YES	YES	NO
Individual Service and Support Advocacy	YES	YES	NO	NO
Non-Medical Transportation	YES	NO	NO	YES
Nursing (HBS only)	YES	NO	NO	YES
Occupational Therapy	YES	NO	YES	YES
Out of Home Respite	YES	YES	NO	NO
Personal Support Worker	YES	YES	NO	YES
Physical Therapy	YES	NO	YES	YES
Psychotherapy	YES	NO	NO	YES
Self Direction Assistance	YES	YES	NO	YES
Speech Therapy	YES	NO	YES	YES
Support Services Team	YES	YES	YES	NO
Supported Employment	YES	NO	YES	YES
Temporary Assistance	YES	YES	YES	YES
Training & Counseling Services for Unpaid Caregivers	YES	YES	NO	YES



Sample Budget With SDA Support

Starting Budget: **\$3132.00 per month**

(unused amount does not roll over)

Self-Direction Assistant, **2** hours per month at \$54.59 per hour = \$109.18 per month

\$3132.00 - \$109.18 = **\$3022.82** left for Personal Support Workers

You set rate, use "Cost to You" Rate Sheet to account for Employer taxes.

You pay your workers \$18.00/hour –
 $\$3022.82 / \18.36 (cost to you) =

164.5 hours monthly for workers



We can be independent when we do it together.

Cost to You Rate

Effective January 1, 2026

(Use to budget for work periods beginning January 1, 2026.)
 The following table illustrates the "Cost to You" of employing someone.

Hourly Wage	Hourly Cost to You	Hourly Wage	Hourly Cost to You	Hourly Wage	Hourly Cost to You
15.00	15.30	19.75	20.15	24.50	24.99
15.25	15.56	20.00	20.40	24.75	25.25
15.50	15.81	20.25	20.66	25.00	25.50
15.75	16.07	20.50	20.91	25.25	25.76
16.00	16.32	20.75	21.17	25.50	26.01
16.25	16.58	21.00	21.42	25.75	26.27
16.50	16.83	21.25	21.68	26.00	26.52
16.75	17.09	21.50	21.93	26.25	26.78
17.00	17.34	21.75	22.19	26.50	27.03
17.25	17.60	22.00	22.44	26.75	27.29
17.50	17.85	22.25	22.70	27.00	27.54
17.75	18.11	22.50	22.95	27.25	27.80
18.00	18.36	22.75	23.21	27.50	28.05
18.25	18.62	23.00	23.46	27.75	28.31
18.50	18.87	23.25	23.72	28.00	28.56
18.75	19.13	23.50	23.97	28.25	28.82
19.00	19.38	23.75	24.23	28.50	29.07
19.25	19.64	24.00	24.48	28.75	29.33
19.50	19.89	24.25	24.74	29.00	29.58

You are free to pay an employee any amount you desire (\$17.60, \$20.15, etc.) as long as your wages are within the State's funding parameters and at least minimum wage for your specific area.

You can calculate a rough "cost to you" by multiplying the wage you wish to pay by 1.020.



Electronic Visit Verification

- Federal mandate that impacts all Medicaid Personal Support Workers (PSWs). This system will electronically verify via the CareAttend App (mobile) or IVR (landline) that the PSW has delivered services as they were billed.
- Aces\$ Financial Management Services are providing EVV updates and free online trainings

Please contact Program Director Tasha Whiteside at Aces\$ to get more detailed information on EVV, trainings and EVV forms:

Tasha Whiteside

Aces\$ Illinois Program Director

twhiteside@mycil.org

(708) 532-3631

[ACES\\$ Financial Management Services - Illinois | MyCIL](#)



Resources

ISC Manual: <https://www.dhs.state.il.us/page.aspx?item=115416>

Consumer Handbook for Home Based: <https://www.dhs.state.il.us/page.aspx?item=101181>

ACES\$ Online Illinois: <https://www.mycil.org/aces/aces-illinois/>

Self Direction Assistance: <https://www.dhs.state.il.us/page.aspx?item=47492>

Acronyms: <https://www.dhs.state.il.us/page.aspx?item=68922>



Thank you! Questions?

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