

# Partners Advancing Self-Determination (PAS) Progress Report

**Partners Advancing Self-Determination (PAS)** is a collaborative effort that works to increase the availability and use of arrangements that support self-determination, also known as self-directed services, for people with developmental disabilities in Michigan. The effort is funded by the Michigan Developmental Disabilities Council in a grant to The Arc Michigan.

CMHOC was chosen to participate in the PAS process beginning in September 2022. The facilitators of the process are representatives from the DD Council, DDI, Community Drive, Arc Michigan, and MDHHS. Participants from CMHOC include both I/DD adult staff and Children and Family Services staff, parents of people with disabilities, a representative from the ISD, LRE staff, FI staff, and persons with disabilities.

The entire team met monthly for 10 months with smaller groups meeting in between to work on specific projects. The group first learned about the history of self-direction, reviewed the person-centered planning process and Home and Community Based Services policy. Resources for all were shared. The SD process at CMHOC was then discussed and gaps identified as listed below. Priorities chosen by the group are as follows:

- 1. A Self-Directed Services Guide is needed for families.**
- 2. Written process for developing Individual budgets. Financial Management Services issues – monthly reports and paperwork requirements.**
- 3. Increase everyone's knowledge about SD and the process including staff.**
- 4. Share information with persons served.**
- 5. Develop a fidelity document/process.**

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### **1. A Self-Directed Services Guide is needed for families.**

A Self-Directed Services Guide for families was developed and is currently being finalized with logos, etc. Before being finalized, a group of families reviewed the manual to make sure that it made sense and covered the SD process thoroughly. The manual will be available in hard copy and electronically and includes a visual pathway illustrating the process of getting information about SD, acronyms, people to contact, and the process for starting a self-directed arrangement.

### **2. Written process for developing Individual budgets. Financial Management Services issues – monthly reports and paperwork requirements**

A formal budgeting process was developed and approved by the group, including what to do if there is a need for a budget change. Criteria for a higher rate was developed. This is meant to be used in very extreme situations when behavior or medical issues are severe enough that staff with extra experience need to be hired.

Monthly budget reports from each of the FI's were reviewed and the following suggestions were made:

- o Color code the amounts – green, yellow, red
- o List the service authorized, the units, and the dollar amount
- o Show what the employee was paid – hourly rate, training, PTO, milage, OT, etc.
- o Show amount used in the month and the amount used YTD as compared to the authorized amount.

It was established that a monthly meeting should be occurring between the FI, case manager, and person served to review the budget. The meeting will include a discussion on how spending compares with the planned budget. Suggestions for any changes in the budget will also be discussed.

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When comparing SD rates to other CMHs, the CMHOC rate is very competitive. There were no CMHs that had a higher hourly rate. This was shared with the group including the Counties that were contacted. CMHOC rates were established by calculating the average cost of the service through provider agencies.

During this process, we also figured out how to ensure that families could be reimbursed for equipment and activity costs in a timely manner. The FI will bill by adding the cost of the equipment or activity evenly to the service cost. The reimbursement will include the cost of the activity and can be paid to the family.

We learned from MDHHS that if a person served asks for a reduction in service, it is not necessary to provide a NABD.

### **1. Increase everyone's knowledge about SD and the process including staff.**

- Self-Direction manual is being finalized and will be distributed.
- The manual includes contact information.
- A pathway to self-direction was developed and will be shared.

### **2. Share information with persons served.**

· Information about self-direction is on the website and will be updated as appropriate.

### **3. Develop a fidelity document/process.**

· In process.

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### Other accomplishments

- Began using brokers
- Obtained a list of services that can be self-directed
- FI shared a checklist of the process for person's served to use.
- Two additional independent facilitators went through the training.
- A contract for independent facilitation was finalized with the Muskegon Arc. Bios of the two facilitators are ready to be distributed to families before the pre-plan with information about independent facilitation.
- The parent/advisory group continues to meet and will be focusing on SD issues. The group will be expanded soon.
- Determined that employers may keep the service documentation in their homes if they keep it safe and available for audits and surveys. Language was added to the SD agreement to define the responsibility.

### To-Do list

- Develop a fidelity process
- EVV process
- Explore possibility of using job boards at colleges
- Contact heads of college departments sharing staffing needs.
- Explore the use of Handshake for recruitment
- Recruit staff at activities the person enjoys regularly
- Develop staff training that helps them be creative in helping people experience community.
- MDHHS is working on combining home help with CLS.
- Increase use of peers.
- Keep a running list of how new requests have been handled so duplication is possible.
- Continue to develop and distribute informational material for families and people served.

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In summary, two-word clouds were developed after the first and eighth meeting illustrating the change that occurred as the group worked together.



**Week 1**



**Week 8**

