
CHAPTER 14: CHILDREN'S CHOICE WAIVER

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SELF-DIRECTION OPTION

Self-direction is a voluntary service delivery option in the Children's Choice (CC) Waiver that allows beneficiaries to coordinate the delivery of waiver services through an individual direct support professional rather than through a licensed, enrolled provider agency. The beneficiary becomes the employer of the direct service workers selected to provide the supports, and as the employer, the beneficiary or their authorized representative is responsible for recruiting, training, supervising and managing the direct service workers who have been hired.

A required component of the self-direction option is the use of a fiscal/employer agent (F/EA) to perform the beneficiary's employer-related financial management services (FMS). Beneficiaries must utilize support coordination services for the development of the plan of care (POC), budget planning, ongoing evaluation of supports and services, and for organizing the unique resources the beneficiary needs.

Refer to the [Fiscal/Employer Agent \(F/EA\) Manual](#) for additional information.

Support coordination services are also required for the development of the plan of care (POC), budget planning, ongoing evaluation of supports and services, and for organizing the various resources the beneficiary needs.

Beneficiary Responsibilities

Beneficiaries participating in this option must:

1. Be a CC Waiver beneficiary;
2. Understand the rights, risks, and responsibilities of managing their own care, and managing and using an individual budget, or if under 18 years of age or unable to make decisions independently, have a willing decision maker (authorized representative who is listed on the beneficiary's POC) who understands the rights, risks, and responsibilities of managing the care and supports of the beneficiary within the individualized budget;
3. Be able to participate in this option without a lapse or decline in quality of care or an increased risk to their health and welfare;
4. Adhere to the health and welfare safeguards identified by the team, including the application of a comprehensive monitoring strategy and risk assessment and management systems;

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5. Participate in the development and management of the approved budget:
 - a. The annual budget is determined by the recommended service hours listed in the beneficiary's POC to meet their needs; and the
 - b. Beneficiary's individual budget includes a potential amount of dollars within which the beneficiary or their authorized representative exercises decision-making responsibility concerning the selection of services and service providers;
6. Complete the mandatory training including rights and responsibilities of managing their own services and supports and individual budget offered by the support coordinator; and
7. Follow all the rules and requirements pertaining to self-direction as outlined in the Louisiana Department of Health (LDH), Office for Citizens with Developmental Disabilities (OCDD) [Self-Direction Option Employer Handbook](#).

The employer must be at least 18 years of age. The authorized representative may be the employer of the self-directed option, but may not also be the employee.

NOTE: Direct care services workers must be at least 18 years of age on the date of hire and complete all mandated training.

Self-Direction Services

All services must be:

1. Prior authorized in accordance with the POC prior to being rendered; and
2. Documented in the service notes. Service notes shall describe the services rendered and progress towards the beneficiary's personal outcomes POC.

Termination of the Self-Direction Service Option

Termination of participation in the self-direction service delivery option requires a revision of the POC, the elimination of the fiscal agent and adding the beneficiary's choice of a Medicaid-enrolled waiver service provider(s). Termination may be either voluntary or involuntary.

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Voluntary Termination

Beneficiaries utilizing the self-direction option can choose to return to traditional provider services at any time. The support coordinator will assist the beneficiary in transitioning to a service provider agency.

Involuntary Termination

Involuntary dismissal from the self-direction option may occur if:

1. OCDD determines that the health or welfare of the beneficiary is compromised by continued participation in the self-direction service delivery option.
2. There is evidence that the beneficiary is no longer able to direct their care, and there is no authorized representative to direct the care.
3. Over three payment cycles in a one-year period, the beneficiary or the authorized representative:
 - a. Places barriers to the payment of the salaries and related employment taxes of direct support staff;
 - b. Fails to follow the approved budget;
 - c. Fails to provide the required documentation of expenditures and related items; or
 - d. Fails to cooperate with the fiscal agent or support coordinator in preparing any additional documentation of expenditures.
4. There is proof of misuse of public funds by the beneficiary or responsible representative.