

THE SELF-DETERMINATION WAIVER PROGRAM

Self Direction gives you freedom to choose the services and supports you need to live independently, in your home. People who choose to self-direct have both - choices and responsibility.

Choices of Persons in the SDWP program:

- Find, interview and hire workers to provide care for you
- Define your workers' job duties
- Train your workers to provide support based on your needs and preferences
- Set your schedule for when your workers provide your support
- Set your workers' pay within program guidelines

Responsibilities of Persons in the SDWP program:

- You will be the Employer of Record, which means you hire, fire, and; supervise the people you choose to help you;
- You will make sure the people you hire receive CPR, First Aid and Protection from Harm Training
- You will have to stay within your approved budget;
- You will have to make sure records, such as daily notes, are kept showing that you received services; and
- You will need a plan to make sure you have people there to help you when you need help.

Can I get help with self-directing services? Yes. Public Partnerships LLC will be your Fiscal Employer Agency and provide you with a Support Broker to help you be an employer.

A Fiscal Agent will:

- Help with employee background checks;
- Pay the people you hire;
- Help with payroll taxes;
- Help you keep records of when you got services; and
- Help you do other tasks that an employer must

A Support Broker will:

- Explain what it means to self-direct your services;
- Explain your budget and the rates you can pay;
- Help you stay within your budget;
- Help you learn how to find someone to hire;
- Help you decide how much to pay the people you hire;
- Help you fill out employer and employee paperwork;
- Help you write a schedule for the people who work for you;
- Help you decide if the people you hire are doing a good job;
- Help you train the people who work for you; and
- Help you with other things to manage your self-directed services.

How do I decide which rate to pay? Many issues can affect what you decide to pay the people you hire to help you:

- The experience the people have;
- Where you live and how far the people must drive;
- The hours you are asking the people to work;
- If you ask the people to work during special hours, like overnight, weekends, or holidays; and
- The budget you have available

Are there any rules about who I can hire to help me? Yes. The person you hire must:

- Be at least 18 years old;
- Be able to read, write, and communicate in English;
- Be able to read and understand instructions;
- Be able to keep records about the things they do to help you;
- Have a driver's license and insurance, if they are going to drive you places; and Pass a background check

Do the people I hire need special training? Yes. Before a person can start working for you, they must:

- Get CPR certification;
- Get First Aid certification; and
- Get Protection From Harm Training

Your Support Broker will provide a list of places that provide CPR and First Aid certification.

If I want to self-direct services what are the next steps?

Contact your DIDD case manager and let them know you want to self-direct services. Your case manager will send a referral to Public Partnerships LLC.

A Support Broker will:

- Call you to discuss the self-directing program and first steps;
- Set up a time to visit, fill out your employer paperwork, fill out employee applications and answer questions you have about self-directing services.

Who can tell me more about self-direction? You can call or email the Program Manager at Public Partnerships LLC:

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