



MD Community of Practice for Supporting Families Webinar Series

Webinar # 30 – May 11, 2022

*Self-Direction:
Living Your Best Life!*

Hosted by the Developmental Disabilities Administration

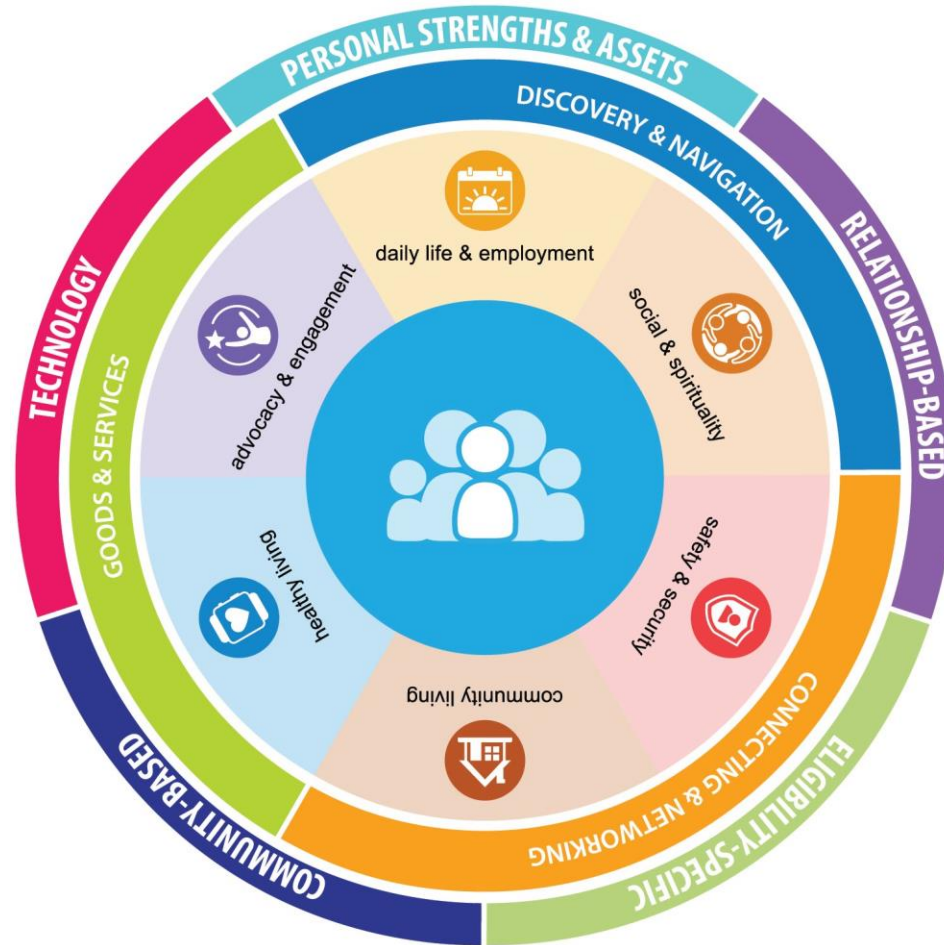


Facilitated by Mary Anne Kane-Breschi

Director of Family Supports



CHARTING the LifeCourse (CtLC)





Special Guests

Samantha Davis, Self-Direction Participant
Business Owner

Al Wopat, Self-Direction Participant
Alicia Wopat, Family Member
Self-Directed Advocacy Network (SDAN) of Maryland

Monique Prestianni, Service Coordinator
Service Coordinator Inc.

Babette Smith, Parent, Support Broker
Intentional Supports, LCC
Master Trainer for Expectations Matter – My Life, My Choice, My Plan,
CtLC Ambassador, Member: MD's Self-Direction Learning Collaborative

Kristi Culbreth,
Statewide Coordinator of Self Directed Services
DDA



Self-Direction: Living Your Best Life

Individual and Family Perspective



Samantha Davis

Participant, Business Owner





AI Wopat

Participant in Self-Directed Services

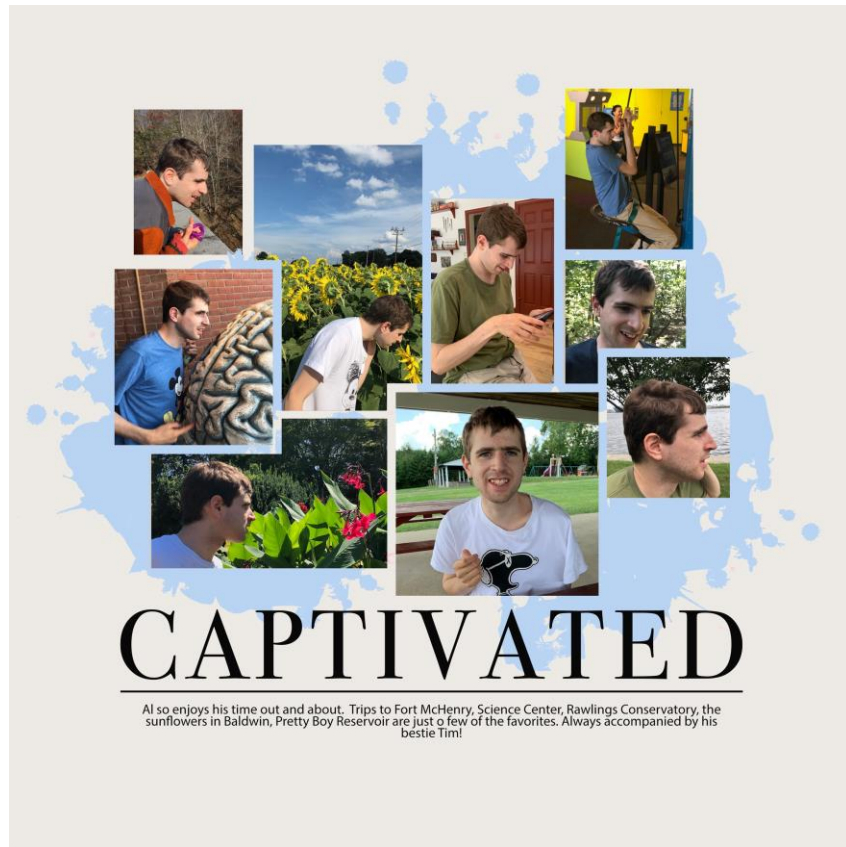
Alicia Wopat

Parent,

Self-Directed Advocacy Network of Maryland



The Good Life



Self Direction – Choice and Control

- Flexibility and Choice
 - What you do!
 - When you do it!
 - Where you go!
 - Who you are with!
 - (Within the rules of the Waiver of course.)
- Big change from school.
- To make it work you need a TEAM

SDAN is the Self Direction advocacy group in Maryland.
Please join our mailing list by visiting: marylandsds.org



THE PERSON IS PRIMARY

- Every person has the ability to Self Direct. How we support those who are non verbal/less verbal to communicate their wishes is important.

Tips:

- Use pictures to recall memories, explore interests and determine likes and dislikes.
- Encourage individuals who are non-verbal to use communication techniques such as pointing, eye gaze, expressions, signs, white board, texting, and the like to communicate preferences.
- Encourage the individual to share their hobbies or interest. A lot can be learned about one when they are participating in activities that they enjoy.
- Tap into team's members knowledge of the individual
- Share experiences and discussions – New things to try

TEAM Development & Duties

- Team members are freely chosen by the person
- Team members can be friends, family, guardians, support broker (highly recommended), nurses, advocates, staff or Direct Support Professionals (DSPs) but must include the Person (of course) and their Coordinator of Community Service (CCS).
- Teams can provide: Different perspectives, knowledge about what works and what to avoid, changes in a person's desires, health or mood, creativity, problem solving, etc.
- Teams should communicate (verbal, spreadsheets, meetings) with the person as the lead and make sure the person's voice is included in all plans and discussions.



Self-Direction: Living Your Best Life!

Coordinator of Community Services (CCS)

Role & Responsibilities: *Monique Prestianni, SCI*



CCS's Roles & Responsibilities: Brief Overview

- Writes the Person Centered Plan (PCP) to switch or maintain Self-Directed Services (SDS) at least annually
- Ensures all participants in SDS have DDA Required documents
- Develops budget based on pay rates, and benefits etc. established by the person/team and fall within DDA's Reasonable and Customary Wage Guidelines
- Collaborates w/individual and team to determine services and their frequency to best support the person's good life



CCS's Roles & Responsibilities: Brief Overview

- Help team to understand service limits and definitions
- Help with referrals to vendors for service support
- Complete quarterly visits and monitoring of services
- Documents progress with outcomes
- Complete electronic verification of MA and DDA waiver
 - ~Help with redetermination & eligibility when necessary
- Monitor budget monthly with distribution of FMS statements



Self-Directed Services

Who else can help?

- Support Broker
- Designated Representative
- PCP Team
- Nurse

Benefits

- Individual / Family /Team
 - In the “Driver’s Seat”
 - Interview, hire and train staff
 - Create schedule that works for the person
- Day/schedule and activities are individualized for the person
- Services are typically with 1:1
- As a result, progress is often more rapid



Self-Direction: Living Your Best Life

Support Broker

Babette Smith, Intentional Supports, LCC



COACH

MENTOR

ASSISTANT

TEAM MEMBER

SUPPORT BROKER



How can a Support Broker help you?

They can help you ...

- to learn about employer responsibilities;
- with interviewing/hiring/firing of staff;
- with scheduling employees;
- develop communication logs;
- with different ways to evaluate employees;
- with time sheets and budget tracking; and
- resources



**A Support Broker does NOT sign or approve time sheets or make decisions for you.*



Employer Responsibilities

- Fraud prevention
- Keeping employee records
- Confidentiality
- Maintaining a safe work environment






Interviewing & Hiring Staff

- Where do you find staff?
- Finding the best people
- Using employee's strengths- the right person for the right position

Personally, I have not had to help anyone with developing a plan to fire anyone.





LIFE TRAJECTORY | EXPLORING

Melanie- What I want in a Direct Support Professional (DSP)

I am: energetic, upbeat, happy, busy

I like: music, dancing, traveling, swimming, being outside, visiting family, eating out, camping, horseback riding, getting my hair and nails done, getting a massage, going to concerts, working as an EM trainer

I require: extra time, assistance with hygiene, assistance with ambulation/transfers, assistance with special diet,

What I want in an employee:

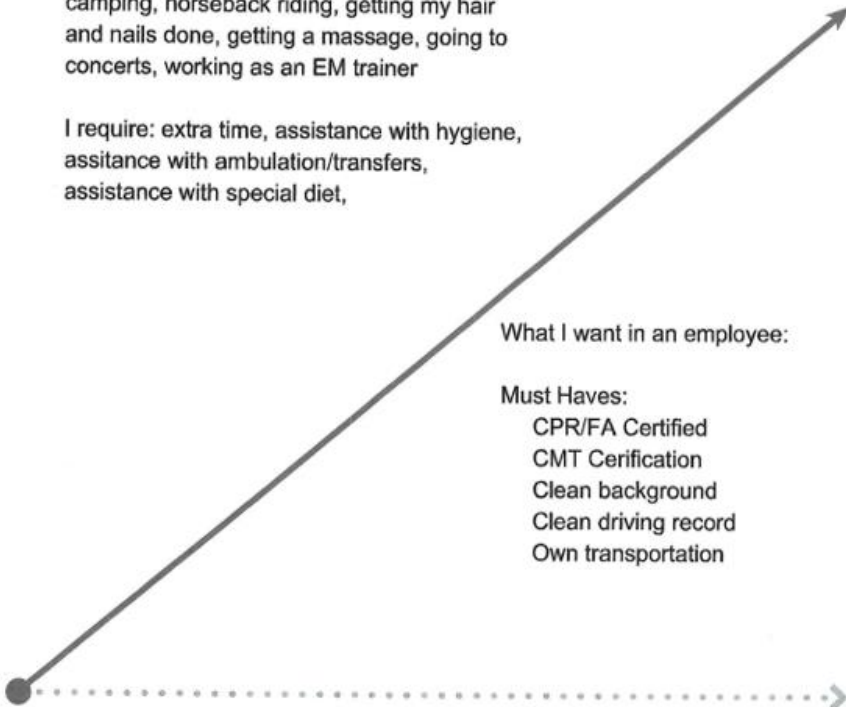
Must Haves:
CPR/FA Certified
CMT Certification
Clean background
Clean driving record
Own transportation


Vision for What I Want

An employee who is:
Upbeat, happy, has a positive personality
Willing to give me choices and respect my decisions
Willing to try new things
Willing to support me in my goals
Willing to travel with me to present trainings
Willing to be on camera while I am training
Willing to wait while I formulate my answers
Willing to wait when I need a few minutes
Willing to learn my special health care needs/diet
Enjoys the outdoors
Enjoys music, esp loud music
Likes animals
LIKES ME!!

What I Don't Want

An employee who is:
Quiet
Boring
Negative
Dislikes animals
Dislikes travel
Wants to rush me
Wants to be in charge of me and not let me make my own decisions





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Help Wanted/Interviewing

*A Support Broker can help you decide what to say in your help wanted ad and what questions to ask in an interview. They will help you learn what is appropriate and legally allowed. Some questions are not legal to ask in an interview.

OK - Wanted: Ongoing Job Coach-Looking for a highly energetic, upbeat Direct Support Professional to assist busy woman live her best life. Must be willing to respect person's individual choices and have patience as decisions are made. Job will involve supporting woman in her personal goals; assisting as she works presenting trainings (virtual and in-person); learning about health care needs; assisting with hygiene routines, ambulation, and transfers. Must have CPR/First Aid Certification, clean background check, and own vehicle. Position pays \$20.00/hour for 2 hours per week with opportunity to have more hours and pay increase at the end of 3-month trial period. Mileage reimbursement is available

X - Wanted: someone to work with someone while they work

OK - What are some of your strengths that make you the best person for this job?

X - How old are you?



The Hiring Process

A Support Broker can help you learn how to review and submit new hire paperwork to the FMS.

- What forms are needed?
- Are they filled out completely and correctly?
- Do you have a way to submit them to the FMS?
- Do you need help getting a scanning app on your phone?





Scheduling Employees

A Support Broker can help you develop a schedule for your employees.

- How many employees do you have?
- How many hours is in your approved plan and budget?
- What position will they be in?
- When are your scheduled activities?

SAMPLE Daily Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 AM- 8 AM							
8 AM-9 AM							
9 AM- 10 AM	PS	CL	CL	CL	CL	PS	PS
10 AM-11 AM	PS	CL	CL	CL	CL	PS	PS
11 AM- 12 PM	PS	CL	CL	CL	CL	PS	PS
12 PM-1PM	PS	CL	CL	CL	CL	PS	PS
1 PM - 2 PM	RS	CL	CL	CL	CL	PS	PS
2 PM- 3 PM	RS	CL	CL	CL	CL	PS	PS
3 PM-4 PM	RS	PS	PS	PS	PS	PS	PS
4 PM- 5 PM	RS	PS	PS	PS	PS	PS	PS
5 PM- 6 PM							
6 PM- 7 PM							
7 PM- 8 PM							
8 PM- 9 PM							
9 PM- 10 PM							
10 PM- 11 PM							

Personal Supports -PS - 28 hours weekly

Community Development/Learning- CDS -24 hours weekly

Respite- RS -416 hours yearly



Communication Logs

A Support Broker can help you develop tools to help keep track of what you and your employees are doing everyday.

- How do I keep track of what I have done or what my employees have done?
- How do I know if I'm meeting my goals?
- What appointments did I have?

Sample Daily Activities Log										
Code	Activity	Week of:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	
Personal Supports 28 hours/ week * Increasing my ability to do more for myself	Personal Care	Shower								
		Deodorant								
		Cologne								
		Dress unassisted								
		Brush teeth								
		Nail Trim								
	Independence Skills	Hair cut								
		Make Bed								
		Clean bedroom								
		Clean bathroom								
		Laundry								
		Cook/Bake								
		Dust								
		Laundry								
		Pick out clothes								
		Use sign language								
	Recreational	Tablet Communication								
		Other								
		Watching iPad								
		Crafts								
		Sit Outside								
Community Learning/Development Activities 24 hours/week *4 activities in my community weekly	Swimming in home pool									
	Exercise at home									
	Walk at home									
	Car Ride									
	Other									
	Community Activities (Can Also be Personal Support Activities)	Walk in Community								
		Exercise in Community								
		Attend class/training								
		Movies								
		Bowling								
		Swimming CARC/Park								
		Library								
		Volunteering								
Shredding										
Shopping										
Pick up paper to shred										
Special Olympics										
Church										
Eating out										
Personal Supports HRST/Medical Information	Other									
	Doctor/Dentist Appt									
	ER/Urgent Care Visit									
	Nurse visited									
	Medical Testing									
	C/O Illness									
	C/O Pain									
	Skin Issues									
	BM issues									
	Choked									
	Fell									
Other Injury										
Respite		*Respite- 416 hours / year								



Evaluating Employees

A Support Broker can help you develop tools to evaluate your employees.

What qualities are most important to you?

- Attendance
- Work performance
- Good Work Ethic
- Ability to work without direct supervision
- Help you meet your goals





Time Sheets and Budget Statement Reviews

A Support Broker can help you learn how to review your employee's time sheets and your budget statements.

- Did your employees fill out their time sheets correctly?
 - Do you need a checklist to help you when you review your employees time sheets?
- Does your budget look right?
 - Is one line item being used faster than it should?

Time Sheet

Employee's Name Week Start

Day	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			Total Hours	

Employee's Name Signature Date

Manager's Name Signature Date

100Planners.com



Self-Direction: Living Your Best Life

Fiscal Management Services (FMS): The Basics

Kristi Culbreth, Statewide Coordinator of Self-Directed Services, DDA

Fiscal Management Services (FMS)

The Basics

The FMS

- Is chosen by the person and their team to provide support in self-direction;
- Pays payroll and invoices that people who are self-directing approve;
- Keeps track of the money spent and send reports to the person and their team to help them stay on budget
- Helps the person get their employees ready to work

Make sure all tax paperwork is filed,
Employee has the right certifications, and
Criminal background check is complete





Self-Direction: Living Your Best Life

Developmental Disabilities Administration (DDA) – Roles & Responsibilities

Kristi Culbreth, Statewide Coordinator of Self-Directed Services, DDA

DDA Regional Offices

- Provides information and assistance related to SDS
- Reviews and approves your submitted Person-Centered Plan which establishes your total budget amount for authorized services
- Sends approved PCP and budget to the team



DDA Regional Self-Directed Leads Contact Info

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Regional Advocacy Specialist

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Resources

Eligibility Specific

[MD Developmental Disabilities Administration \(DDA\)](#)

[DDA Self Directed Services Handbook \(English\)](#)

[DDA Self-Directed Services Handbook \(Spanish\)](#)

[DDA Regional Offices](#)

[Coordinators of Community Services Providers](#)

[DDA Self-Advocacy Specialists – At a Glance](#)



Questions?



Thank You!

Please join us for our
next webinar:

Self-Direction:

*Moving from Traditional Services to
Self-Directed Services*

Date ~ *TBD*



Contact Info

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