
Title	Northern Lakes CMH Policies
Part 106	Supports and Services – NLCMH Provided and Contract
Subpart E	Service Planning
Policy No.	106.501
Subject	Self-Determination

Applicability

Policy applies to all Northern Lakes CMHA activities, operations, and sites and to all employees except members of the Northern Lakes CMHA Board of Directors. Policy also applies to all contract and network providers, its employees, volunteers, or agents under the terms of its Participating Provider Agreement.

Policy

Northern Lakes CMHA and its network providers shall practice and actively promote the development of self-determination arrangements for adults consistent with the MDHHS Self Determination Technical Advisory and other technical advisories or requirements as they are developed. Northern Lakes CMHA recognizes that individual budgets are a specific amount of funds developed through a person-centered planning process and under the control and direction of a person which is the cornerstone of increasing choice, control and self-determination. This policy and practice guideline shall serve as the model for all providers.

Specifically:

- I. Self-determination shall be available for adults with intellectual developmental disabilities and adults with mental illness.
- II. Self-determination shall be available to each adult person who requests the opportunity to participate, and for whom an agreement on a plan of services and supports, along with an acceptable individual budget, can be reached.

Information:

- A. An appropriate brochure, providing information regarding self-determined arrangements, and identifying a resource for additional information, will be provided to those receiving services, at the time of initial assessment and annually thereafter.

Capacity:

- A. Northern Lakes CMHA will maintain an adequate number of fiscal intermediaries. Fiscal intermediaries will be third party organizations or individuals, not directly employed by Northern Lakes CMHA. In addition, Northern Lakes CMHA will ensure that all fiscal intermediaries have received adequate training and are competent to perform the necessary duties.

- B. Northern Lakes CMHA will ensure that employees have had appropriate training regarding self-determined arrangements.

Improvement and Monitoring

- A. Northern Lakes CMHA Quality Improvement Committee will collect data related to self-determination arrangements for review, annual reporting to the Board of Directors through the Outcomes Report and to submit to the Northern Michigan Regional Entity per reporting requirements.
- B. Northern Lakes CMHA is committed to increasing the number of persons in self-determined arrangements and will include the person's input and be data driven and responsive to needs of those served.

Procedures

- 1) The person served will receive information and be invited to participate in self-determination at least annually.
- 2) The person served expresses an interest in self-determination. The assigned worker meets with person served and develops goals/wishes that the person served hopes to accomplish from such an arrangement. Services requested are must be compatible with the most current self-determination technical advisory, which can be found at the following web address:

http://www.michigan.gov/mdch/0,4612,7-132-2941_4868_4900-264686--,00.html
- 3) Since self-determination is geared toward the adult person served, community living supports (CLS) should be the main goal in such an arrangement. Respite may also be allowed to give parents/guardians a brief reprieve from their duties, but it should not be the main goal of the self-determination arrangement.
- 4) Once the goals/wishes are developed, the self-determination coordinator will create a draft budget for review and approval by the Chief Financial Officer and the Compliance Officer. A copy of the budget will be provided to the participant.
- 5) When a budget is approved, the remaining paperwork will be completed and signed by the person served/guardian, case manager, and the Finance Director or QI Director.
- 6) A fiscal intermediary will be assigned to complete the employer related duties on behalf of the person served. The duties include, but are not limited to employee background checks, payroll, and budget tracking.
- 7) The self-determination arrangement will be reviewed at a minimum on an annual basis.

Northern Lakes Community Mental Health Authority
Policy Manual

Northern Lakes Community Mental Health							
Proposed Individual Budget							
For	(participant name) for the individual plan of service						
Commencing on:			Ending on:				
Case Manager:							
	Code	Duration	Example	Total Units	Unit Cost	Total Cost	
CLS	H2015	1 yr		144	\$ 5.40	\$ 777.60	
				Total	15 min.	Total in	
				Miles	Units	Hours	
Service	Code	Duration				Unit Cost	Total Cost
CLS	H2015SD	1 yr					
						employee	
						\$ - Soc./Med	
						\$ - Unemploy	
						\$ - W/C	
						\$ -	\$ -
Respite	T1005 12x/yr	1 yr					
						employee	
						\$ - Soc./Med	
						\$ - Unemploy	
						\$ - W/C	
						\$ -	\$ -
F.I.	T2025	1 yr				\$ 125.00 mth	\$ 1,500.00
						Grand Total:	\$ 1,500.00
Review and Approval:							
			Compliance Officer			Date	
			CFO			Date	
Revised:	12/08/2011						

Glossary of Terms –

Arrangements that Support Self-Determination: The way that you choose to use your individual budget to obtain the services and supports in your plan.

Agency with Choice (AWC) Provider: An agency that shares employer duties with you, allowing you to recruit, hire and manage workers.

Allies: Friends, family members and others who you choose to assist you to develop and implement arrangements that support self-determination.

Mental Health Agency: The mental health agency that approves your plan and individual budget and pays for your supports and services.

Case Manager Assigned Worker: Someone who works for your mental health agency and helps you develop and monitor your plan and individual budget.

Fiscal Intermediary (FI): An independent agency that manages the funds in your individual budget makes payments to providers of services when you authorize it to do so and gives you support and assistance as needed.

Individual Budget: The funding approved by your mental health agency to buy the services and supports in your plan.

Individual Plan of Services (Plan): The list of services and supports that is approved and funded by your mental health agency.

Medicaid: A federal government program that pays for the services and supports in your plan.

Person-Centered Planning (PCP) Process: The way that you come together with your allies and supports coordinator to identify what you want to do in your life, what services and supports you need to accomplish what you want to do and how you will use arrangements that support self-determination.

Self-Determination: Arrangements where you control the individual budget for your plan. You choose who supports you, when they support you, and how that support is provided.

Supports Coordinator: Someone who works for your mental health agency and helps you develop and monitor your plan and individual budget.

Source:

MDHHS. (2011). *How self-determination works*. Michigan Department of Health and Human Services.

Adoption Date: May 23, 2006

Review Dates:

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