

# Life Plan Service Listings Guide for Self-Direction Services

## JUSTIFICATIONS

- As per revised IDGS ADM 10.1.2020 and Self-Direction Guidance for Providers, all IDGS / OTPS budget lines must be directly related to a Valued Outcome in the lifeplan. That is, mention of the valued outcome and or safeguard in the narrative section is recommended however the valued outcome in Sections 2 and/or 3 of the lifeplan must be clearly outlined and related to IDGS services requested in an individual's budget.  
*i.e., IDGS-Community Class-Personal Trainer*  
*Narrative: Joe Schmoe will receive personal training services to help him achieve his goal of losing weight and promoting better health. This is funded under Community Classes in IDGS section of Joe Schmoe's budget.*  
*Can be listed as a goal or a safeguard in either Sections 2 or 3*  
*POM: People Want to be Safe*  
*VO: Health and Safety*  
*Goal: Lose weight by exercising.*  
*Assign: Natural Supports/Comm Hab*
- As per the Care Coordination E-Visory #11-18, For Self-Directed Services that do not have a Provider Assigned Goal, there must be information in the LP narrative section that supports the service provision

## SERVICE LISTINGS

- All Waiver listings for Self-Direction are to be included in Section IV. Below is a breakdown of how each service listing should be included as per the current guidance. If a new ADM / E-Visory re: service listings has been distributed, please reach out to your Self-Direction Coordinator for guidance.
- With regards program codes for the service listings, please reach out to your supervisor or the DDRO for guidance.
- With regards to billing units for the service listings, please reach out to the broker for a copy of the current budget.
- All State listings for Self-Direction are to be included in Section V. Below is a breakdown of how each service listing should be included as per the current guidance. If a new ADM / E-Visory re: service listings has been distributed, please reach out to your Self-Direction Coordinator for guidance.

## PLEASE KEEP IN MIND

- To ensure accuracy within the Life Plan, it is recommended that a draft be sent to your Self-Direction Coordinator for review prior to approval (if possible).

- If there is an issue with completing a portion of the Life Plan, OPWDD recommends that the Care Manager enter the correct information into the comments section. For example, if the IDGS Unit is populating as Dollar and the CM cannot correct this, they should enter “Unit = Daily” into the comments section.

SECTION IV HCBS WAIVER SERVICES AND MEDICAID STATE PLAN AUTHORIZED SERVICES								
Authorized Service	Provider / Facility	Effective Dates <i>(Effective Dates of the Life Plan)</i>	Qty	Unit <i>(“Frequency” in ISP)</i>	Per	Duration	Total Units	Comments
Fiscal Intermediary	CFS SDS		12	Month	Year	Ongoing	0	Per Approved Self-Direction Budget
Individual Directed Goods and Services (IDGS)	CFS SDS		As Needed	Day	Authorization	Ongoing	0	Per Approved Self-Direction Budget
Live In Caregiver (LIC)	CFS SDS			Month		Ongoing		Per Approved Self-Direction Budget
Community Transition Services (CTS)	CFS SDS		1	One Time Expenditure	Authorization	One Time Expenditure	1	Per Approved Self-Direction Budget
Support Brokerage	CFS SDS		As Needed	Hourly	Authorization	Ongoing	0	Per Approved Self-Direction Budget <i>(Broker Name and Agency)</i>

Community Habilitation	CFS SDS			Hourly		Ongoing		Per Approved Self-Direction Budget
Supported Employment	CFS SDS			Hourly		Ongoing as Authorized		Per Approved Self-Direction Budget
Respite	CFS SDS			Hourly		Ongoing		Per Approved Self-Direction Budget

<b>SECTION V ALL SUPPORTS AND SERVICES; FUNDED AND NATURAL / COMMUNITY RESOURCES</b>			
<b>Name</b>	<b>Role</b>	<b>Address</b>	<b>Phone</b>
CFS SDS	Housing Subsidy	333 7 <sup>th</sup> Avenue 9 <sup>th</sup> Floor New York NY 10001	(516) 292-3000
CFS SDS	Family Reimbursed Respite	333 7 <sup>th</sup> Avenue 9 <sup>th</sup> Floor New York NY 10001	(516) 292-3000
CFS SDS	Other Than Personal Services	333 7 <sup>th</sup> Avenue 9 <sup>th</sup> Floor New York NY 10001	(516) 292-3000