

## **Self-Directed Services Checklist for Guardians:**

Welcome! We at LifeWays know that this is very important choice for you and your loved one. As you start the process of the Self-Directed Services, we would like to provide you with the steps and tools you will need to ease the process and ensure success.

### **Step 1- The Initial Meeting and DHHS Home Help.**

At the Initial Meeting we will discuss the roles and responsibilities of each party involved in the process: you as the Guardian/and or Consumer; Supports Coordinator; Self-Directed Services Coordinator/Lifeways; and Fiscal Management Provider (Community Alliance). We will also discuss DHHS Home Help Services. For adult consumer is it required that DHHS Home Help is contacted by Guardian/Consumer for an assessment of needs. Minor children are also eligible to receive Home Help Services.

#### **Jackson County-**

301 E Louis Glick Hwy.

Jackson, MI 49201

(517) 780-7400

#### **Hillsdale County-**

40 Care Drive

Hillsdale, MI 49242

(517)-439-2200

### **Step 2- Treatment Planning and Contingency Planning**

Once the choice it made to enter a Self-Directed Services arrangement, a Treatment Plan supporting the consumer needs for Self-Directed Services will need to be completed by Guardian/Consumer and Supports Coordinator. At this time, a Contingency Plan will also need to be completed to ensure when you staff is out or does not show, your loved one's needs will still be supported. At that time, there will need to be an authorization placed by your Support Coordinator for Self-Directed Services.

**Please see attached**

### **Step 3- Finding Staff and New Employee packet**

Lifeways does not pool staff, as Guardian/ Consumer will be the employer. The employees you choose will be at your discretion. Once you make the decision on who your staff member(s) will be, a New Employee Packet request will be made to Sam Brown at Community Alliance by your Supports Coordinator. The background check portion can be completed first and returned to Sam Brown for a completed background check. After the background check is completed, the remainder of the hiring packet will be completed and returned to Sam.

#### **Staff Requirements:**

- Staff must be 18 years of age and English proficient.
- Able to prevent transmission of any communicable disease from self to others in the environment in which they are providing supports.

- In good standing with the law (i.e., not a fugitive from justice, not a convicted felon who is either still under jurisdiction or one whose felony relates to the kind of duty he/she would be performing, not an illegal alien).
- Able to perform basic first aid procedures, as evidenced by completion of a first aid training course, self-test, or other method determined by LifeWay's to demonstrate competence in basic first aid procedures (please reference the training grid).
- Has received training in the beneficiary's (individual being served) Individualized Plan of Service (IPOS).

#### **Step 4- Staff Trainings**

Once the background check by CLN is completed, Staff will need to have a Relias account set up for online trainings. Creating accounts for staff can take up to 5 business days once a request is submitted.

**A request can be submitted through the provided link:**

<https://forms.monday.com/forms/3a4b88f30f085bfc958615bc09c8c2fc?r=use1>

There are 4 main trainings that need to be completed before Staff may receive a start date. Staff must be trained on the IPOS, that includes the consumers needs and wants for Self-Determination. This is referred to as the IPOS in-service and will be completed by the Supports Coordinator. If the Guardian is trained on the IPOS, they can train staff. The form must be signed by all staff in attendance. It will not be an online training through Relias, however once completed your Supports Coordinator will need to upload it into the LEO system. Bloodborne Pathogens, Recipient Rights, and First Aid trainings will be completed through the Relias System. The start date will be issued by CLN to Guardian/Consumer.

As the guardian, you will have the responsibility of ensuring all 4 trainings that are required for staff are completed within 30 days of hire. Once completed proof of trainings will need to be sent to CLN.

#### **Step 5-Budget, Support Notes, and Timecards**

A budget will be completed based on the consumer's needs. CLN will contact you as the Guardian to discuss the budget and inform of the max amount of pay for your staff. You will be responsible for the budget and ensuring the services stay within the allotted budget.

Support Notes will need to be completed when your staff works. These notes provide information about what staff completed/worked toward with the consumer from the IPOS plan. These Notes assist in measuring progress. At this time, the Support Notes will be turned into to Sam Brown at CLN and must be signed.

Timecards for your staff must be signed by you as the guardian before being sent to CLN for payroll. If they are not signed by guardian your staff will not be paid. We do not accept photocopy signatures.