

La Casa, Inc.

How Do I get Started?

Step One: Contact your local Department of Social Services. (City or County in which YOU reside)

You must apply for Medicaid benefits if you do not already have Medicaid. Eligibility for Medicaid is determined by your local Department of Social Services (DSS). Income and resource thresholds must be met to be eligible for Medicaid.

YOU MUST HAVE MEDICAID BEFORE CONSUMER DIRECTED SERVICES CAN BEGIN!

CONSUMER-DIRECTED (CD) SERVICES

Consumer-Directed Services leaves all control of service to the person with a disability, their guardian if the person is a child, or other individual of their choosing. You choose the activities or assistance that is needed, who will provide the service, when it will be provided, where it will be provided and how it will be provided. You will have the responsibility to recruit, hire, train, supervise and fire your own consumer-directed staff. **In pre-COVID circumstances your staff may not be your spouse, legal guardian or the parent of a minor child receiving services, but during COVID-19 restrictions this is currently allowed until pandemic restrictions are lifted to maintain care needs.** Your staff will not work for an agency; they will work directly for you. You will be the employer.

You will submit times sheet to Public Partnerships, LLC (PPL), Consumer Direct Care Network (CDCN) or ACES\$ (payroll company that DMAS and Managed Care Organizations contract with for fiscal agent services). Based on the time that you approve via the Electronic Visit Verification (EVV) process, the payroll company will then pay your consumer-directed staff directly on your behalf. The payroll vendor will also submit background checks for your staff, complete annual W-2 forms, complete other tax forms, and submit payment for unemployment insurance.

(For EDCD Waiver (Elderly and Disabled with Consumer Directed Services) and CCC Plus Waiver)

1. Contact your Local Health Department (in the City or County in which you reside) and ask to be screened for the EDCD Waiver.
2. Health Department will assign an RN and Social Worker to do Assessment Visit and complete the UAI to determine eligibility for the Waiver.
3. If approved you will then ask the Health Department to fax the complete UAI and screening documents to our office (your chosen Service Facilitation Agency) at Fax# (804) 497-7401.
4. For those previously approved and transferring from another SF or Home Health Agency you may simply ask the previous agency to fax UAI and discharge 225 to our office or have your Care Coordinator fax to our office if unable to obtain from your previous provider. (Please ensure contact information for responsible party is current or updated prior to sending the documents for easier contact.)
5. Once we receive the complete screening documents, within 5 business days, your assigned SF will contact you to schedule the Comprehensive Visit needed to initiate services.

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(For ID/DD CL, FIS Waivers and EPSDT Programs)

1. Contact your Assigned Case Manager with the local Community Services Board (CSB) and ask them to make a referral to La Casa, Inc. via the referral form. Fax# (804) 497-7401. If EPSDT you may request that your Care Coordinator make referral to our office.
2. Once referral and all required documents are received from the Care Coordinator or Case Manager your case will be assigned to a SF and they will contact you within 5 business days to schedule the Comprehensive Visit to initiate services.

For any services also feel free to call our office to assist with any questions you may have if you are unsure of your service or the Waiver program(s) you may be eligible for.

As your Consumer-Directed Services Facilitator (SF)

La Casa, Inc. SF's will be responsible for developing and maintaining documentation, providing follow-up visits, annual and quarterly written reviews and providing training to individuals to enable them to hire their own attendants, respite workers, and/or companions. They will assist with payroll issues that you are unable to resolve, plan development, changes to care plans, attend meetings and time/EVV reviews as needed to coordinate and ensure care.

We look forward to hearing from you and thanks for making La Casa, Inc. a part of your day!