



**PBH Communication Bulletin FY-0910-NM-10
Agency with Choice Letters of Interest**

To: PBH Network Contracted Providers of NC Innovations Waiver Services

From: PBH Network Operations Department

Date: May 20, 2010

The PBH LME Network Operations Department is currently seeking additional existing Network Contracted Providers of NC Innovations Waiver Services for the provision of the NC Innovations Waiver Individual and Family Directed Supports Agency with Choice Model. Agency with Choice activities are Medicaid reimbursable under the NC Innovations Waiver Home Supports service. The rate for reimbursement is the current established rate for NC Innovations Waiver Home Supports H2014 (Individual).

Please find listed below a description of the Agency with Choice Model for review. **If your agency is interested in providing this service, please officially respond in writing by June 4, 2010 explaining your agency's ability to render the service.** Responses should be sent to the attention of Jill Stephenson or Reid Thornburg in the Network Operations Department. The Network Operations Department will review all responses and choose potential service providers based upon the total number of responses received and the actual number of additional providers required to address consumer needs within the PBH LME five county catchment area.

Agency with Choice (AWC)

One of the key "Supports" for success of Individual and Family Directed Supports, Agency with Choice Model is the Agency with Choice. The Agency with Choice assures that services outlined in Individual Support Plans are properly provided and billed.

Tasks completed by the Agency with Choice:

- ✓ Serving as the Common Law Employer (Employer on record with the IRS) for employees providing services
- ✓ Hiring and/or firing employees based on recommendations of the Managing Employee (participant/legally responsible person)
- ✓ Maintaining personnel records on employees

- ✓ Filing claims for self-directed supports and services
- ✓ Payment of payroll to employees hired to provide services and supports
- ✓ Deducting all required federal, state and local taxes, including unemployment fees, prior to issuing reimbursement or paycheck
- ✓ Administration of benefits for employees hired to provide services and supports
- ✓ Maintaining ledger accounts for each participant's funds
- ✓ Producing expenditure reports, including reports to the individual/employer of record concerning expenditures of funds against their budget
- ✓ Requesting and reviewing criminal background checks, driver's license checks, and health care registry checks of providers of self-directed services
- ✓ Carrying Workers Compensation Insurance coverage on direct service employees
- ✓ Ordering employment related supplies
- ✓ Providing or arranging for training of employees
- ✓ Purchasing goods and services on behalf of the participant
- ✓ Tracking and monitoring individual budget expenditures
- ✓ Providing Qualified Professional Supervision of services, including oversight and maintaining clinical documentation of services provided
- ✓ Providing documentation for audits as requested by local, state, federal agencies

A Successful Agency with Choice has experience with:

- ✓ Commitment to the philosophy of self-directed services
- ✓ Bookkeeping activities
- ✓ Payroll, claims, and tax filing
- ✓ Managing accounting systems
- ✓ Workers Compensation insurance
- ✓ An electronic accounting system
- ✓ Supervision of employees providing direct services to individuals with developmental disabilities