

INDIVIDUAL SUPPORTS – DEFINITIONS

Ageout The planning category of individuals in residential settings whose funding will end when they reach a certain age, generally 21 years. Ageout monies apply to both residential and day support funding.

Annualized Cost The cost of ongoing expenses as listed in a person's individual budget over twelve full months. Only ongoing expenses should be considered when determining the annualized cost.

Automated Budget The standardized, computerized budget that delineates the person's DMR Individual Support funds. It is a tool used by the Support Broker, on behalf of the person, to automate the person's support budget. The automated budget is developed and a copy submitted as part of the Individual Support Agreement. This document serves as the basis for disbursement of funds by the FI to the individual or family.

Broker see Support Broker definition

Budget Adjustment A change in the type or cost of a person's support that does not change the original total amount of the automated budget. The change may include a new line item as long as the bottom line of the existing budget does not change.

Budget Amendment A change in the type or cost of a person's support that changes the original amount of the automated budget.

Case Manager A DMR employee who is assigned primary responsibility for individuals who are eligible for DMR services. The case manager serves as primary contact with the individual or family/guardian on the person's behalf. This person may function as a support broker. (see support broker definition)

Circle of Support A group of individuals freely chosen by the person receiving supports to assist them in all aspects of directing and managing their supports. This group usually consists of family members, friends, or staff who know the person best and who are available and willing to assist the person in planning, securing and managing the needed and desired supports.

Commitments – The process of depositing funds in an account established by the State Comptroller's Office for a specific contract or group of contracts.

Contract Manager A DMR employee whose primary function is to develop, and design services, negotiate and manage provider contracts and related budgets as well as ensure quality services and contract compliance. Contract managers are often involved in some aspects of the administration of Individual Support Agreements.

Cost Settlement The department's process for ISA end of year recapture of unspent funds in the individual's automated budget. The department will cost settle with the fiscal intermediary by withholding or reducing quarterly payments until the surplus in the person's budget is zero.

Enhanced Family Supports Enhanced Family Supports assist families to care for and support their family members with mental retardation and extensive needs to live in the family home. Families receiving EFS have an ISA and supports are typically funded through the day or residential accounts. The supports required by the family generally exceed the supports available through the department's other family support programs and accounts such as family support grants, respite services, or temporary support.

Family Home The home of the individual's parents or immediate relative who is supporting the person to live with them.

Family Support Family supports are services, resources, and other forms of assistance that help families to care for and support their family members who have mental retardation to live in the family home. A variety of family supports are provided by the department including family support grants, respite services, temporary supports, recreation, home modifications, and one time funding of items or equipment. The department provides family supports through a variety of programs and accounts including Family Support grants (013), Respite services (612), Temporary support (032), Recreation and Leisure services, and Enhanced Family Supports (617 or 620).

Fiscal Intermediary (FI) An organization or agency under contract with the Department of Mental Retardation (DMR) whose role is to support all aspects of the fiscal administration of the Individual Support Agreement (ISA). The individual and/or family has a formal agreement with the fiscal intermediary to serve as the conduit of DMR funding authorized by the ISA.

NOTE: Unless otherwise noted in a procedure, all FI requirements shall apply for persons whose ISA is below the budget threshold and that do not use an FI or those persons who have been grandfathered an exception for use of an FI.

Fiscal Intermediary/Personal Services Agreement (FI/PSA) The legal contract between the FI and the department authorizing the FI to function as the conduit of DMR funding authorized through the Person Centered Support Agreement on the person's or their family's behalf.

Grad (High School Graduate) The category of individuals graduating from high school, usually at age 21, who will need work/day supports upon graduation.

Individual Budget The person's itemized, comprehensive budget detailing all expected funds and resources for needed supports based on the Individual Support Plan. The individual budget includes all income sources and expenditures.

Individual Support Agreement (ISA) The legal document between the person or their family and the department detailing what Individual Supports will be funded by the department, at what cost and by what method. The document authorizes the FI to make payments on the person's behalf according to the support plan and budget.

Individual Support Plan The comprehensive person centered plan that translates the person's dream into concrete supports and services to assist the person to live the life they want.

Individual Support Plan Summary The abbreviated version of the person's comprehensive individual support plan that is included in the ISA. The Plan Summary must follow department specified guidelines.

Individual Support Sub-Account A sub-account that is part of the Region's Residential and Day accounts and is dedicated to funding Individual Support Agreements

Individual Supports Individually tailored supports that assist people to live in their own home, family home, or other home in the community. Individual Supports include Self-Directed supports (Self-determination) or Enhanced Family Supports such as personal assistance, self advocacy, skill development, social and leisure services, support planning and coordination, adaptive equipment and supplies, and other individually determined supports based on a individual support plan and individual budget. Funds are flexible, portable, and the person, usually with the assistance of their family, decide how those funds will be spent.

Individual Supports/Other Generally a small portion of the overall scope of Individual Supports that may include one time funding or purchases as a form of Family Support or a small number of traditional services (CLAs, residential schools) are purchased using ISAs where the most expeditious method of payment is through the ISA.

Interim Support (Interim Family Support) Short-term family support to sustain the family until the desired individual supports or residential service is available.

Liaison (Self Determination Liaison) The DMR staff person designated by the region to serve as the leader of and clearing house for all aspects of the development and administration of Individual Supports. The Director of Self Determination position will assume these responsibilities as it is established in all regions.

Line Item A group of similar cost items used in budgeting that reflects a single type of expenditure or service.

Master Contract This type of contract is used between private providers of residential and day services and human service agencies such as but not limited to DMR, DHMAS and DCF. It has prior language approval from the Attorneys General (AG) Office and does not require AG's signature on the individual contracts.

Monthly Financial Report The department's standardized cash accounting report submitted by the FI at the end of each calendar month to both the region and the individual/sponsoring family member. This report is in the format designated by the department.

MOU Memorandum of Understanding between the department and another state agency that delineates agreed upon funding arrangements for certain target populations. For example, DCF MOU for children with mental retardation receiving voluntary services.

Natural Supports Non-paid supports provided by family, friends, circle members, and the community.

Olmstead Olmstead refers to the U.S. Supreme Court decision which held that, “States are required to place persons with mental disabilities in community settings rather than in institutions when the State’s treatment professionals have determined that community placement is appropriate, the transfer from institutional care to a less restrictive setting is not opposed by the affected individual, and the placement can be reasonably accommodated, taking into account the resources available to the State and the needs of others with mental disabilities.” Olmstead individuals are a department target population designated for placement planning.

One-Time Cost The cost associated with an item budgeted in an ISA that will not be considered for renewal in subsequent budget years.

Other Home In The Community A community home where the person lives with another individual who is not a relative. (as referenced in department account definitions)

Own Home An apartment, or condominium, or single or multiple family dwelling. The lease or mortgage of which is usually in the person’s name and the residence is considered the person’s own home. The person may live alone or with a disabled or non-disabled roommate of their own choosing.

Person Centered Planning A variety of processes used to capture people’s dreams and desires and translate them into a plan of action. Planning is ongoing and dynamic, focusing on the person’s preferences and talents rather than their deficiencies or limitations. Person centered planning organizes and uses both formal and informal supports. DMR recognizes a variety of methods of person centered planning that include, but are not limited to: Personal Futures Planning, Essential Lifestyle Planning, PATH and MAPS.

Personal Service Agreement (PSA) The type of contract document used by State agencies to purchase certain supports or services from organizations and individuals. For example, the administrative services provided by a Fiscal Intermediary would be contracted for using a Personal Service Agreement.

Planning List The department’s formal list for tracking and managing people who are unserved and requesting day or residential services, or who receive services but are requesting a change in those services, or who have a support or service that will end at a specific point in time such as grads or ageouts. The department’s waiting list is a subset of the planning list. Both lists categorize individuals according to the following planning list priorities: emergency, priority 1,2, or 3.

Planning List Categories Annually the department receives funding allocations dedicated to certain target populations or is required to provide services to specific groups of individuals such as grads and Olmstead.

Planning List Priority The department’s process for prioritizing individuals on the Planning List according to need. Emergency status means the person has an immediate need for residential supports. Individuals with a Priority 1 status need a residential service within one year; within two years for a Priority 2 status; and within three to five years for Priority 3 status.

Portable Dollars DMR funding that the person or their family uses to purchase supports they want, and that moves with the person if they change support providers or regions.

Provider(s) Private organizations, agencies, or individuals from whom individuals or their families purchase or receive supports.

Quarterly Fiscal Report The department's standardized cash account report submitted by the FI at the end of each fiscal quarter, to both the region and the individual/sponsoring family member. Individuals who do not use FIs (see FI definition) also must submit the department's standardized cash account report by the end of each fiscal quarter to the region. The final fourth quarter will serve as the annual end of year report. The report will be submitted in the format designated by the department.

Quarterly Fiscal Review A required review of the budget expenditures in the budget portion of the ISA conducted by the region based on reports from the FI. The region will also conduct the required review of budget expenditures for individuals who do not use FIs (see FI definition) based on the standardized cash account report they submit to the region. The purpose of this review is to identify under and over expenditures that warrant further review and possible revisions to an existing ISA. These reports are submitted to the Central Office Operations Center.

Quarterly Programmatic Review A required review of the accomplishments and outcomes in the Individual Support Plan portion of the ISA.

Respite Temporary care of a family member with mental retardation to provide a rest or period of relief for the primary caregiver. Respite may be provided through subsidies to families who make their own arrangements to purchase respite at DMR respite centers, or through contracts with respite providers or agencies.

Self Advocacy The process of supporting people with disabilities to speak for themselves, exercise their rights, and become involved in decision making that affects their lives, the lives of others and the overall service delivery system.

Self Determination Self-determination is an approach to service delivery in which people with disabilities determine their future, design their own support plans, choose the assistance they need to live full lives, and control a personal budget for their supports. It is also known as Individual Supports, self-directed supports, or consumer-directed supports. Self-directed supports are designed to meet the needs of the individual and enhance consumer empowerment, personal development, and choice and control over life decisions. Self-directed supports are provided in the person's own home, family home, or other home in the community.

Spending Plan The financial management database which compares regional appropriations to actual and projected expenditures. It is used to reserve funds for contractual obligations and measure the availability of funds for new obligations for each residential and day account including Community Training Home (CTH), Residential School, Community Living Arrangement (CLA), Habilitative Nursery, Supported Living (SLV), Individual Supports, Employment Opportunities, and other day services

Sponsoring person An individual, usually a family or circle member who co-signs the person's ISA.

Support Broker An individual, usually a DMR case manager, who helps the person design, manage and direct their own supports. This person may be referred to as a broker. The broker assists with circle development; person centered planning; individual budget development; helping find or develop needed supports and services; hiring and monitoring of support providers; and with the assistance of the Fiscal Intermediary, budget management and payment of support providers. Other DMR staff or circle members may serve as support brokers or work in consultation with support brokers.

Threshold The amount of an individual budget at or above which the person is required to use a fiscal intermediary to receive funds for Individual Supports. The funding amount is set by and specified in a written memo from the Deputy Commissioner or designee.

Waiting List (WL) Category of individuals who live at home with their family or independently, who have requested residential supports from the department and do not receive them

Waiting List Enhanced Respite Waiting List Enhanced Respite funds are available to families of individuals who are on the waiting list for residential supports and for whom there are no plans to provide residential supports through the residential account within the fiscal year. Individuals with the highest waiting list priority are the highest priority for Waiting List Enhanced Respite funds