

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

Procedure No. I.C.2.PR.003

Subject: Support Broker Assignment

Section: Services and Supports, Individual Support

Issue Date: January 11, 2002

Effective Date: Upon release

Revised: November 29, 2007

A. Purpose

To establish a process for ensuring that individuals and their family who self direct their supports have the opportunity to have a Support Broker to assist them to direct and manage their supports and services.

B. Applicability

This procedure shall apply to independent support brokers who provide the HCBS service known as Family and Individual Consultation and Support (FICS) and Department of Developmental Services (DDS) staff with responsibility for individuals who self direct their supports.

C. Definitions

(see section definitions)

D. Implementation

1. Case management supervisors will use the Support Broker Responsibility Decision Checklist to determine when an individual is assigned a Support Broker.
2. When a determination has been made for an individual to receive broker services, the CM Supervisor informs the family/consumer of their choice to have either a DDS broker or purchase independent broker services.
3. Based on their decision to have a DDS or independent broker, the supervisor will provide a list of qualified vendors for FICS services or identify available DDS support brokers based on current caseload size and intensity, geographic location, and areas of expertise.
4. If DDS brokers are available to interview, and the family wishes to interview and select a DDS support broker, they will be supported to interview available brokers including dates, times and directions to the interview.
5. The family/consumer will notify the region of their DDS or independent broker selection. The region may assign a DDS broker if the individual or family so desires or if a choice of brokers is not available.
6. The individual or family may have the opportunity to change brokers if they desire. The individual should contact the Case Management Supervisor if they want to change brokers.
7. DDS and independent brokers may provide temporary broker services. Individuals who want temporary or time limited broker supports of less than one year can use their budgeted funds to hire an independent broker or they can choose a DDS broker.

8. Individuals can choose a DDS broker or use their existing funds to purchase the ongoing services of an independent broker. Requests to PRAT for additional funds for ongoing FICS services will be considered when the individual has had a budget for FICS and other needed services, and that budget is no longer adequate because their situation has changed and their needs for staff and support to self direct are greater than anticipated resulting in the need for additional funds for FICS.
9. Individuals who are interested in self-directing their supports should be made aware of the opportunity to hire an independent support broker to assist with initial planning and to provide Family and Individual Consultation and Support (FICS). If requested, the independent support broker would become a member of the person's planning and support team. See the Waiver manual section 4 for more details.

E. References

1. Principles of Self-determination
2. [Support Broker Responsibility Decision Checklist](#)
3. [Support Broker Functional Job Description](#)