

# The Role of Support Coordination in Participant-directed Services: An Overview of the PD Model

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**BE D·B·H·D·D**

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# Eligibility Criteria for Participant-Direction (PD)

**Meet Annual  
Level of Care**

**Enrolled in NOW  
or COMP Waiver**

**Follow Policies &  
Procedures**

**Ability to  
Understand and  
Perform Tasks**

**Communicate with  
Intensive/Support  
Coordinator**

# Waiver Services Available in Participant-direction (PD)

1. Adult Occupational Therapy Services
2. Adult Physical Therapy Services
3. Adult Speech and Language Therapy Services
4. Behavioral Supports Consultation Services
5. Behavioral Supports Services
6. Community Access Services
7. Community Guide Services
8. Community Living Support Services
9. Environmental Accessibility Adaptation Services
10. Individual Directed Goods and Services
11. Natural Support Training Services
12. Respite Services
13. Specialized Medical Equipment
14. Specialized Medical Supplies
15. Supported Employment Services
16. Transportation Services
17. Vehicle Adaptation Services

**Refer to Part II Waiver Manual**

# Initial Steps for Participant-directed (PD) Representative

**Complete PD Training**

*certificate is valid for 90 days*

**Sign PD MOU & Notify Support Coordination**

**Choose a Fiscal Intermediary**

**Decide which services will be participant-directed vs traditional**

*The PD Representative must complete enrollment process with the selected fiscal agency before waiver services can begin with the initiation of a version change to the ISP by support coordinator.*

# Fiscal Intermediary (FI) Agencies

## ACUMEN FISCAL AGENT

Nicki Cline  
Executive Director, Georgia

5416 E. Baseline Road  
Suite 200  
Mesa, Arizona 85206

[nickicl@acumen2.net](mailto:nickicl@acumen2.net)

Direct: 678-332-1857

Toll free: 1-877-211-3738

[www.acumenfiscalagent.com](http://www.acumenfiscalagent.com)

## CONTINUUM FISCAL SERVICES

Robin Simms  
Program Administrator

260 Peachtree Street NW  
Suite 1500  
Atlanta, Georgia 30303

[rsimms@continuumfs.com](mailto:rsimms@continuumfs.com)

Direct: 678-974-7942

[www.continuumfs.com](http://www.continuumfs.com)

# Important Participant Direction Service Information

**The Fiscal Intermediary fee is \$900 per year**

**Vendor services are calculated without taxes**

**Employee rendered services must calculate employer taxes**

**Overtime (more than 40 hours) is calculated at time and a half**

**Funding must be managed based on what has been approved**

# Important Participant Direction Service Information

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- Participants can choose to use participant direction for some services while using traditional services for others.
- The same service can also be utilized under participant direction and a traditional service provider (camps during the summer with PD and traditional CAG during the rest of the year).
- Individual Goods and Services and Financial Support Services are only available under Participant Direction.
- Participant Direction Representative is an unpaid role, the PD rep can not serve as staff.

## Participant-direction (PD) and Community Residential Alternative Services (CRA)

- Participant-Direction Services are only available to individuals who live in their **own private residence** or the **home of a family member**.
- Participant-Direction is **not** available to any individual who receives **CRA services**.

Refer to Part II Waiver Manual



# ISP Requirements

- New enrollees may only be initiated on the 1<sup>st</sup> of the month after meeting all other requirements including mandatory training
- PD reps should attend the ISP meeting and sign the ISP
- Emergency back-up plans:
  - Are natural supports available in case of emergency? Who will be the backup representative if needed?
  - Must be documented within the ISP each year
- Safety plans:
  - Implementation plan for staff in case of emergency while at work
  - Must be documented in the ISP each year

**Refer to Part II Waiver Manual**

# ISP Approval

## Participant-Direction documents:

- **Certificate of Attendance** for Training for all individuals new to this service.
- **Training Certificate** must be within **90** days of the Request for Clinical Review (RCR) or Individual Service Plan (ISP) to be valid.
- **Memo of Understanding (MOU)** must be signed annually
- **Doctor's orders for Specialized Medical Supplies (SMS) and Specialized Medical Equipment (SME)** for all items except incontinent supplies.
  - The orders must include range (ex. Number of cans of Ensure/day; size and specifications) and must be related to an identified diagnosis.

Refer to The Service Planning Process and Individual Service Plan Development, policy 02-438 Attachment A

## FAQ: Participant-direction (PD) Model

How does the fiscal intermediary agency know when the Prior Authorization (PA) is available in GAMMIS?

**PA should appear with “approved” status in IDD-Connects.**

**Support Coordination should be tracking.**

## FAQ: Participant-direction (PD) Model

Who should I contact to troubleshoot any issues related to Prior Authorizations (PA)?

**DBHDD  
Operations Analyst (OA)  
at the appropriate  
Regional Field Office**

# Upcoming Policy Reviews/Changes

- RCR
- Family Hire beyond Appendix K
- COMP waiver Renewal impact on PD services

# Resources for Participant-direction (PD) Model

## Medicaid Waiver Manuals: [www.mmis.georgia.gov](http://www.mmis.georgia.gov)

- Hover over the **Provider Information** tab
- Select **Provider Manuals** from the drop-down menu
- Choose the manuals that apply from the following:
  - COMP and NOW Waiver Program Part II Ch. 600-1200 ***and***
  - Comprehensive Supports Waiver Program Part III (Ch. 1300-3500) ***or***
  - New Options Supports Waiver Program Part III ( Ch. 1300-3300)

## DBHDD Website: <https://dbhdd.georgia.gov>

- DBHDD Services ⑦ Intellectual/Developmental Disabilities ⑦ Out of Home Services ⑦ Participant-direction

***Updates to the Medicaid waiver manuals are published quarterly.***

# DBHDD Participant Direction Team

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# Questions

