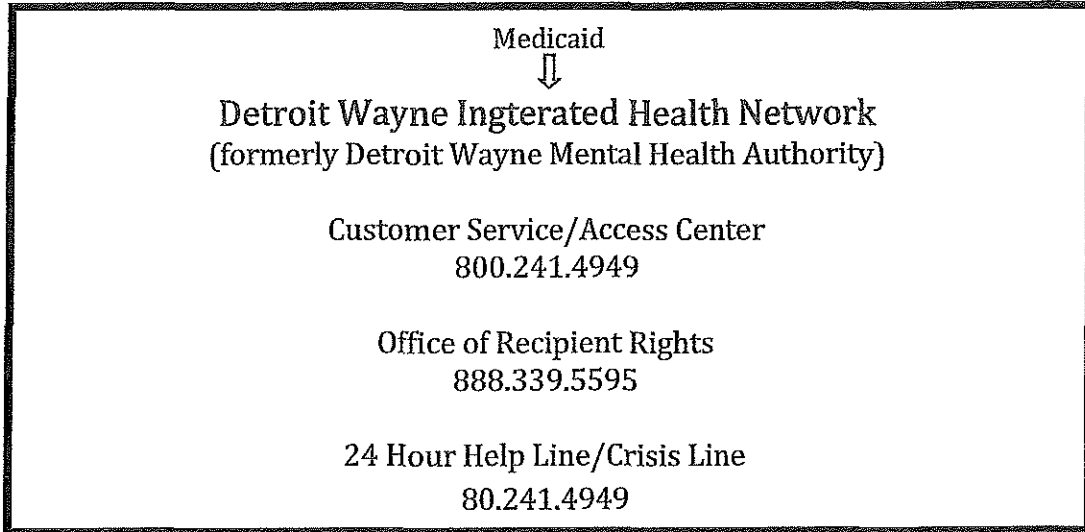


**The Arc of NW Wayne County/The Arc of WW Wayne County
After I'm Gone Program
Information Sheet**



Accessing Mental Health Services

- Individuals **must** have Medicaid to access mental health services. Apply for Medicaid before contacting Detroit Wayne Integrated Health Network (DWHIN).
- Once Medicaid is approved, contact Detroit Wayne Integrated Health Network at 800-241-4949 to enroll. Before calling, be prepared to give your name, address, birthdate and Medicaid number. There will be a clinical assessment done to get more information about your disability. DWHIN will determine if you are initially eligible for mental health services and if so, you will be referred for an in-person Intake appointment.
- Reports requested at the Intake appointment that are used to determine eligibility: Individualized Education Plans (IEP), psychological or psychiatric evaluations, doctor reports or other reports regarding the person's disability.
- You will also be asked to bring the following documents to the intake appointment:
 - ID card
 - Health Insurance cards
 - Social Security card
 - Birth Certificate
 - A list of medications
 - Guardianship or Durable Power of Attorney papers
 - SSI/Social Security Award letter
 - Copies of IEP/School Evaluation, if relevant

- The enrollment process can take up to 30 days. After a person is determined eligible, a supports coordinator will be assigned and a Person Centered Planning Meeting will be scheduled within 14 days. The Person Centered Planning meeting is the time for the individual and other circle members (attendees) to talk about what dreams and goals the person has and what supports and services are necessary for the person to reach those dreams and goals.
- Mental health services are paid for with Medicaid dollars. People without Medicaid can receive some emergency services.
- Mental health services can include assistance with:
 - Housing
 - Vocational /employment
 - Transportation
 - Community Living Support hours (staff)
 - Clinical services (psychological, psychiatric, occupational therapy, speech and language therapy, physical therapy, behavioral)
 - Respite
- If you are determined ineligible for services through Detroit Wayne Integrated Health Network, you can appeal the decision. You can contact Detroit Wayne Integrated Health Network to file a grievance/dispute a decision (800.241.4949).
- **For More Information Contact:**

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| <p>Michelle Driscoll The Arc of NW Wayne County 313-532-7915 mdriscoll@thearcnw.org</p> | <p>The Arc of Western Wayne County 734.729.9100</p> |
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What do I need to know next?

- There will be a pre-planning meeting before the actual person centered planning (PCP) meeting to discuss what day/time to have the PCP, where to have the PCP, who the individual wants to invite to the PCP, what topics the person wants to discuss or not want to discuss at the PCP, and whether the person wants an Independent Facilitator for their PCP.
- Person Centered Planning is a process for planning and supporting the person receiving services that:
 - Builds on the person's capacity to engage in activities that promote community life;
 - Honors the person's preferences, choices, and abilities; and
 - Involves families, friends and professionals as the person desires or requires
- Individuals have the right to request an **Independent Facilitator** to lead their Person Centered Planning Meeting. An Independent Facilitator leads the individual's support circle through the person centered planning process. The support coordinator should discuss this option with the person at the pre planning meeting.
- Person Centered Planning is a law~part of the Mental Health Code. It is powerful because the plan drives the services from the Mental Health System, and those services have legal appeal rights.
- The **Individual Plan of Service** is developed as part of the Person Centered Planning Process and considers health and safety, natural supports (people who are not paid to provide service), and supports from the Mental Health System. The Individual Plan of Service should outline what needs to happen in order to help the individual reach his/her goals. This includes:
 - what actions are to be taken and who is responsible for taking the actions
 - what services the community mental health provider will be providing (type of service, amount of service, and duration of service)
- **Self Determination** is not a program...it is a way to gain control over the services and supports offered through the Mental Health System. Self Determination allows individuals to choose where they want to live, who they hire to provide support services to them, and what services they need to assist them in their life.

- **Principles of Self Determination**
 - Freedom
 - Support
 - Authority
 - Responsibility
 - Confirmation
- **Freedom**
 - To plan a meaningful life with help from trusted people including family, friends, advocates
- **Support**
 - Identified in the plan based on a need to achieve the goals of community inclusion and participation, independence, and/or productivity
 - Offered with the assistance of a coordinator who works for the person
- **Authority**
 - The person has the authority over a targeted amount of funds known as an individual support budget
- **Responsibility**
 - For managing the budget with help from a Fiscal Intermediary
 - For spending money wisely
 - For staying within your budget
- **Confirmation**
 - The Mental Health System confirms that the person has the right to control decisions about their life
 - The Mental Health System confirms that people and their families have a right to be part of decisions that affect their life

Self Determination Tools

- **Independent Support**-Is there a circle of support to help someone live their life? Does the plan help someone develop new relationships or maintain existing relationships? Does the plan help someone to be a part of their community, does the plan help someone to be more in charge of their life? Does the plan help the person to pursue their dreams and a good quality of life?
- **Individual Budget**-does the plan help the person control their budget? Budget takes into consideration entitlements (SSI, SSDI, Food Stamps), earnings, Home Help, In-Kind contributions, and mental health services

- **Fiscal Intermediary**-An independent agent that receives Mental Health funds and makes payments for services and supports. Handles accounting, maintains accountability over funds, acts as employer agent if someone direct hires their own staff (does the criminal background check, assures compliance with tax filings and labor laws), shields the person from liabilities as employer

Hiring Staff

Direct Hiring of Staff

- Individuals can decide to hire their own staff to provide support to them instead of going through a staffing provider
- Inform the mental health support coordinator know that you want to direct hire someone to provide your support services
- There are many ways to find someone who may want to provide support services to you. You can hire a friend, relative, or sibling (has to be over 18 years old), place ads at local community colleges/universities, or place ads on websites such as Craig's List or Care.com
- Choose a Fiscal Intermediary to manage the Individual Support Budget. There are four Fiscal Intermediaries in Wayne County- The Arc of Northwest Wayne County, The Arc of Western Wayne County, Money Minders, and Personal Accounting Services
- Once you have chosen your direct hire staff person, contact the Fiscal Intermediary of your choice
 - The Arc of Northwest Wayne County 313-532-7915
 - The Arc of Western Wayne County 734-729-9100
 - Money Minders 734-522-7100
 - Personal Accounting Services (PAS) 734-287-8210
- Tell the Fiscal Intermediary that you have chosen to direct hire staff and that you have chosen them to manage the Mental Health budget. The Fiscal Intermediary will give you a Direct Hire packet for the individual that will include an application form, tax forms, certifications and training information, and a release to do a criminal background check.

- The direct hire staff will need to provide their driver's license, car insurance information, and Social Security Card. The Fiscal Intermediary will submit all documentation and a Direct Hire Service Agreement will be written.
- The individual will not be able to begin work until the necessary documentation is provided, all trainings and requirements are completed, and a Direct Hire Service Agreement is signed by the individual hiring the staff and the direct hire worker.

Using a Staffing Agency

- You may choose to hire staff through a staffing provider. The role of the staffing agency is to provide trained, certified workers to provide the supports and services outlined in the Individual Plan of Service.
- The staffing agency is responsible for providing the designated Community Living Support hours as agreed upon. NOTE: You may break up the hours of service you receive between a staffing agency and direct hire staff.
- There are many staffing provider agencies. You can request a directory of staffing agencies from your supports coordinator.
- It is recommended that you contact a few provider agencies to start and interview the directors/designee of the agency. Share with them what your expectations are for services and make sure that they can meet your needs.
- Some questions that you may want to ask are: will the staff person have his/her own reliable transportation or access to a vehicle at the times that I need support? What is the procedure if the staff person calls in sick? How will I know if someone different will be working with me on a particular day? What do I do if I don't like/get along with the person who is working with me?
- When you choose an agency, you can then interview the individual workers. Let the agency know when you have chosen a worker. Find out the name and contact information for the worker's supervisor in the event that there are any problems or concerns that you cannot work out with the worker directly.

If services are denied, terminated, reduced, or suspended

- If the services you request are denied, or if services you are receiving are terminated, reduced or suspended, you can file a grievance/dispute the decision by contacting Detroit Wayne Integrated Health Network (800.241.4949).

- **For More Information Contact:**

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