

# Division of Medicaid and Medical Assistance: Self Directed Attendant Care for Children

Self-Directed Attendant Care (SDAC) for children is a new service delivery method for personal attendant care/home health aide services that began January 1, 2023. This document provides a description of SDAC and answers to frequently asked questions.

## SDAC

Personal attendant care/home health aide services are used to support an individual with routine, age appropriate and medically necessary Activities of Daily Living (ADLs) such as bathing, dressing, and eating. Personal attendant care/home health aide services can be agency directed, or self-directed (SDAC).

SDAC gives families the opportunity to direct their personal attendant care/home health aide services. Self-direction gives families choice and control over how their personal attendant care/home health aide services are provided and who provides the services.

If your child is also approved for Private Duty Nursing (PDN), it is important to remember that SDAC is not a direct replacement for PDN, though SDAC can help meet your child's needs when there are gaps in PDN availability. For those who receive PDN, SDAC can be viewed as a second way to help deliver care for authorized, unstaffed PDN hours.

## Eligibility for SDAC

Children on Medicaid up to age 21 who meet criteria for having a complex medical condition, Intellectual/Developmental Disability (I/DD), and/or a behavioral health condition.

The condition must result in the need for assistance with Activities of Daily Living (ADLs)/Instrumental Activities of Daily Living (IADLs) as assessed by the child's medical/behavioral health team based on age-appropriateness and medical necessity.

The child must have an assessed need for personal attendant care/home health aide services, which has been determined by a child's medical/behavioral health team and managed care organization (MCO).

## SDAC Hour Limits

Varies by child according to the child's approved personal care/home health aide services hours based on medical necessity, determined by the child's medical team. The MCO reviews and approves medically necessity and hours.

Family members who are legally responsible for the child (e.g., a parent or legal guardian) are each limited to providing 40 hours of SDAC a week.

Authorized hours above the 40-hour cap can be provided by another designated individual who is not a legally responsible family member.

## Self-Direction: Employer Representatives and Families

In this self-directed model, families appoint an Employer Representative to "direct" SDAC on behalf of the member. The employer representative can be a parent/guardian or another designee.

The employer representative:

- assumes the employer responsibilities on the member's behalf
- has responsibility for:
  - managing service delivery,
  - providing oversight to self-directed workers, and
  - for approving time sheets.

Employer representatives **cannot** provide the care.

The employer representative and the family:

- determine what skills are needed to provide SDAC services for the child (supported by letter of medical necessity)
- determine if the potential worker possesses the skills to provide SDAC services for the child
- help train the self-directed employees on the child's individual needs

The employer representative is supported by the Financial Management Services (FMS) with employer responsibilities.

## Self-Directed Employees

Self-directed employees provide SDAC. Self-directed employees are identified by the employer representative/family to provide care.

The individual (e.g., a neighbor, friend, or family member, and/or the child's parent/guardian) selected to provide personal attendant care must meet all employee qualifications:

- Be at least 18 years old.
- Have the skills necessary to perform the required service.
- Have a valid social security number.
- Be willing to complete a criminal record check.

The self-directed employee cannot be the employer representative.



## Role of MCO

MCO Care Coordinators can explain the SDAC delivery method and assist with coordination with your physician's office. You should contact your MCO Care Coordinator to help with questions, determining eligibility, assist with tracking hours, if you need to change your hours based on medical necessity, etc.

## Role of FMS

FMS helps with or performs responsibilities such as:

- Receive and process timesheets
- Process payroll
- Complete background checks
- Complete onboarding
- Assist with timesheet approval
- Assists with hiring, supervising, evaluating, discharging employees
- Initial/ongoing training of employer representatives
- Provide help with payroll issues

If you do not know how to contact the Care Coordinator, call your MCO's member services line:

AmeriHealth Caritas: 1-844-211-0966

Highmark Health Options: 1-844-325-6251

Delaware First Health: 1-877-236-1341

For grievance and appeals, please contact your MCO member services line.

If you do not know your child's MCO, call Delaware Medicaid's Customer Service Line at: (302) 571-4900 or (866) 843-7212.

## Frequently Asked Questions

<b>Who sets the rate for this service?</b>	Each MCO sets their own plan rate for SDAC. Rates may also differ by FMS.
<b>Can parents/guardians provide and be paid for SDAC?</b>	<p>Yes, parents/guardians can provide SDAC and be paid. However, one parent/guardian cannot both direct and provide the care. This means that one parent/guardian can be the employer representative, and the other can be a self-directed employee.</p> <p>If a family appoints someone else (non-parent/guardian) to be the employer representative, each parent/guardian could then provide and be paid for SDAC in this scenario.</p> <p>Family members who are legally responsible for the child (e.g., a parent or legal guardian) are each limited to providing up to 40 hours of SDAC a week for authorized hours.</p>
<b>Is SDAC subject to Electronic Visit Verification (EVV)?</b>	Yes. See definition of EVV below.
<b>What are the criminal background check requirements for SDAC providers?</b>	DMMA requires that an individual complete a background check in order to provide SDAC services. Please contact your FMS regarding criminal background check policies and procedures.
<b>What if a parent or guardian does not want to self direct their attendant care/home health aide services but still wants to provide attendant care/home health aide services to their child?</b>	Policies on this vary from agency to agency. If the agency's policy is to hire the parent(s) as caregivers, parents/guardians can apply and if hired can work through a home health agency that provides attendant care/home health aide services. Reach out to your home health agency with questions about their policies on employing parents as caregivers.

## Key Terms and Definitions:

- **Activities of Daily Living:** Activities of daily living are routine activities related to personal care. They include bathing or showering, dressing, getting in and out of bed or a chair, walking, using the toilet, and eating.
- **Authorized Hours:** Hours approved by your MCO for the service.
- **Electronic Visit Verification (EVV):** EVV is a system to ensure that services are provided. It is an electronic system of documenting the time a shift starts and ends. Federal law requires states to have EVV systems for certain services paid for by Medicaid. EVV systems work by requiring the person providing care to log into an electronic system using a phone, tablet, or other device each time they provide care to a Medicaid member in their home. For questions about EVV, contact your FMS.
- **Financial Management Services (FMS):** supports the employer representative with employer responsibilities. See "Role of FMS" for more information.
- **Instrumental Activities of Daily Living (IADLs):** Activities related to independent living which include but are not limited to light housekeeping chores, shopping, and meal preparation. Assistance with IADLs must be essential to the health and welfare of the member and provided to only the member and not for general utility within the household.
- **Managed Care Organization (MCO):** Delaware Medicaid contracts with MCOs (health insurance companies) to provide the delivery of your Medicaid benefits. See "Role of MCO" for more information.