



Overview of the role of the FMS in a Self-Directed Arrangement

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Introduction and presenters

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Learning Goals

The material presented is based on **best practice** when working with an FMS

Participants will understand

- The role of the FMS
- What is NOT the role of the FMS
- Important tools for monitoring arrangement
- [Microsoft Word - Self-Direction Technical Guide Version 2.2 October 2020 Final \(michigan.gov\)](#)

What is Self-Determination?

Self-Determination

- Self-determination (SD) is the right of all people to have the power to make decisions for themselves; to have free will. The goals of SD, on an individual basis, are to promote full inclusion in community life, to feel important and increase belonging while reducing the isolation and segregation of people who receive services. The principles of self-determination are autonomy, competence and relatedness which are building blocks of psychological wellbeing.

Self-Direction

- Self-direction is a method for moving away from professionally managed models of supports and services. It is the act of selecting, directing, and managing one's services and supports. People who self-direct their services are able to decide how to spend their CMH services budget with support, as desired.

The Budget
is complete
and
authorized!
Now what?

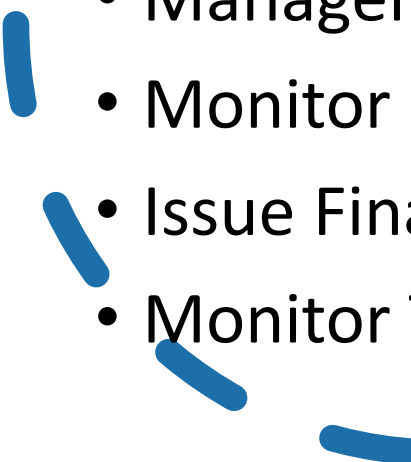
**Financial Management Service
Provider/Fiscal Intermediary Definition:**

A Fiscal Intermediary is an organization or person independent of the CMH system that assists employers to manage the dollars in Self-Directed budgets.





Role of the FMS

- Credential Providers
 - Criminal Background Check/OIG
 - Initial Employment Paperwork
 - Process Timesheets
 - Management of Payroll Taxes
 - Monitor and Report on Budget Usage
 - Issue Financial Reports
 - Monitor Training Requirements
- 

Payroll Agent

Budget

Enrollment Paperwork

Agent Paperwork

Authorized Signature Card

Authorizations for CBC/OIG/Driver's Check

Right to Hire (If Applicable)

Employment Paperwork

Process Payroll

Reporting/paying related taxes

Worker's Compensation Policy and Claims

Employment Paperwork, such as:

Employment
Agreement

Medicaid
Provider
Agreement

Job Description

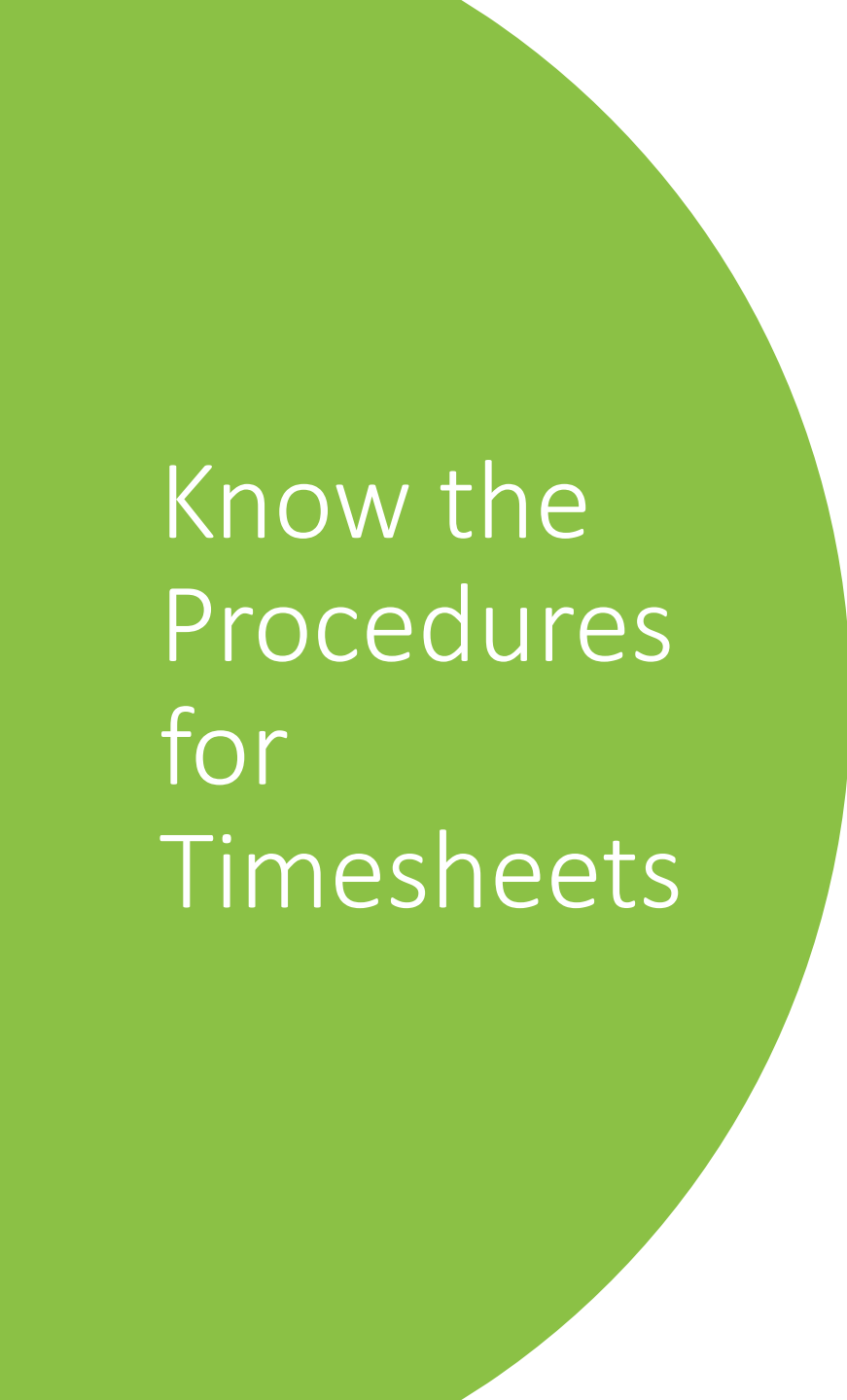
Training
Documentation

Background
Check Results


Payroll and Tax
Forms

Employer's Role

- Understand Rights & Responsibilities
- ***Manage Use of Authorization***
- Manage Staff (interview, hire, supervise, fire, etc)
- Develop Job Description
- Schedule Staff, including back-up plan
- Review Timesheets for Accuracy
- Approve Timesheets
- Submit timesheets according to payroll schedule
- Communicate any needed changes
- Contact the Agency with issues that impede their ability to manage their SD arrangement
- Contact the Fiscal Intermediary regarding timesheet/payroll questions

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Know the Procedures for Timesheets

- Timesheet Due Dates
 - Payroll Procedures
 - Only accurate timesheets are fully processed
 - Methods for submitting timesheets
 - GT App
 - STW App
 - Pay Date and Payment Methods
- 
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What is NOT a FMS Role

- Clinical documentation review and/or monitoring
- Training employees on Medicaid documentation requirements
- Creating timesheet templates
- Staff recruitment/procurement
- Determining medical necessity
- Making budget adjustments/increases
- Addressing joint employment



GT Independence
215 Broadus Sturgis, MI 49091
877.659.4500 www.gtindependence.com
Your life. Your choice.

6/30/2022

<<Insert Name>>
<<Address>>
<<City, State Zip>>

Dear <<Insert Name>>

Our records show that your employee currently has eligibility items that are expired or are set to expire soon.

All direct-hired staff must be properly trained at all times in order to continue to be paid with funds authorized by Community Mental Health Services. GT Independence is unable to make any exceptions to this rule. If your employee fails to obtain the required training, they will no longer be eligible to provide services as of <<Insert Date>>.

Enclosed are the instructions for obtaining the required eligibility items. Please have your employee submit proof of their completed eligibility items to GT Independence. If the updated eligibility items have already been submitted, please disregard this letter.

FAX: (888) 972-3891

EMAIL: customerservice@gtindependence.com

We appreciate your prompt assistance with this matter. If you have any questions, please contact us at (877) 659-4500 and we will be happy to assist.

Thank you,

GT Independence

Phone: 877-659-4500 Fax: 888-972-3891 E-mail: customerservice@gtindependence.com



Sample Training Monitoring Letter



Sample Training Monitoring Letter



Training Notice <<Insert Employee Name

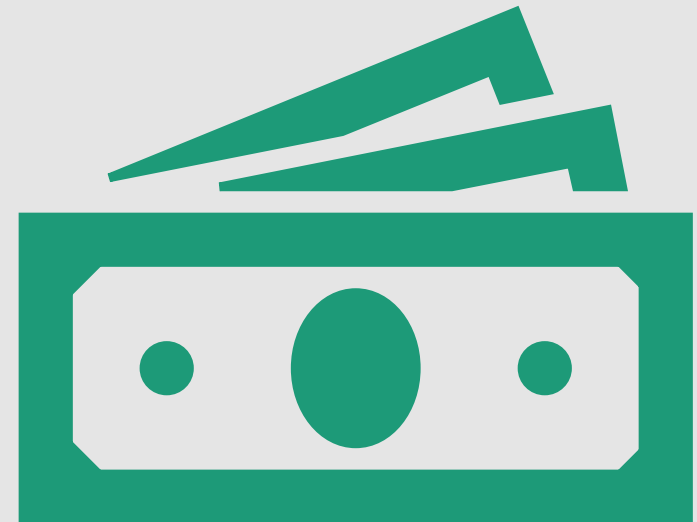
Required Item	Expiration	Renewal Resource	Additional Notes
Recipient Rights	8/24/2022	lakeshoretraining.org	Complete the training provided on the approved website.

Phone: 877-659-4500 Fax: 888-972-3891 E-mail: customerservice@gtindependence.com

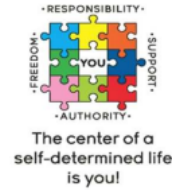
Budget Reporting and Monitoring

The FMS is responsible to provide a Monthly Budget Report that is:

- Timely
- Accurate
- Provided to the employer and CMHSP



Monthly Budget Report Sample (STW)



STUART T. WILSON CPA, PC
CERTIFIED PUBLIC ACCOUNTANT
FISCAL INTERMEDIARY

5/17/2022

Consumer Budget Report

Joe Sample

For the authorization period of
February 19, 2022 - February 18, 2023
Some County

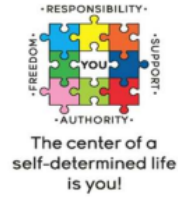
	CLS H2015	Respite T1005
Total Hours Authorized	2607.25	391.25
Hours Used	451.50	66.00
Remaining Hours	2155.75	325.25
Hours Used	451.50	66.00
Expected Hrs Used	450.02	67.53
Hours Used - Expected	1.48	(1.53)
% off from Expected Hrs	0.33%	-2.27%
Total Budget Authorized	\$ 52,789.58	\$ 6,868.56
Budget Used	\$ 9,140.78	\$ 1,155.78
Remaining Budget	\$ 43,648.80	\$ 5,712.78
Budget Used	\$ 9,140.78	\$ 1,155.78
Expected Budget Used	\$ 9,111.63	\$ 1,185.53
Budget Used - Expected	\$ 29.16	\$ (29.76)
% off from Expected Budget	0.32%	-2.51%

* All estimates are based on available information through 4/16/2022.

Please do not adjust your hours based on this report without confirming with our office,
as these numbers are estimates.

If you have any questions regarding this report, please contact Jessie at (989) 832-5400 x128.





5/17/2022

Consumer Budget Report

Joe Sample

For the authorization period of
March 14, 2022 - March 13, 2023
Some County

	CLS H2015	Respite T1005
Total Hours Authorized	1303.75	146.00
Hours Used	193.00	22.90
Remaining Hours	1110.75	123.10
Hours Used	193.00	22.90
Expected Hrs Used	185.74	20.80
Hours Used - Expected	7.26	2.10
% off from Expected Hrs	3.91%	10.10%

* All estimates are based on available information through 5/6/2022.
 Please do not adjust your hours based on this report without confirming with our office,
 as these numbers are estimates.

If you have any questions regarding this report, please contact Jessie at (989) 832-5400 x128.



Monthly
 Budget
 Report
 Sample – no
 dollars (STW)

Sample Weekly Overtime Report

<u>Case Manager</u>	<u>Employer</u>	<u>Employee</u>	<u>Hours</u>
Herbert Hoover	Martha W.	Mildred Fillmore	5
John Kennedy	Susan B.	Jamie Buchanan	3.75
Will Taft	Eleanor R.	Abigail Adams	1.75
Abe Lincoln	Calvin C.	Lynda Johnson	0.5



Monthly Statement

Reporting period: 10/1/2019 to 10/31/2019

This report shows expenditures for dates of service that were provided during the reporting period.

Prepared for: **Betty Matthews**
 Agency: **MONROE**
 AuthorizationID: **498341**

All Services

1,258 Total Hours Authorized



- 820 Total Hours Spent
- 256.5 Hours Remaining - T1005 - Respite Hourly
- 100 Hours Remaining - S5130 SHC Homemaker
- 81.5 Hours Remaining - T1019 Personal Care

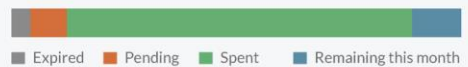
Service Code: T1005 - Respite Hourly

✓ Your budget is OK

Monthly Usage for October

	Hours	Dollars
Remaining from previous	298	\$4,386.56
Authorized this month	39.5	\$581.44
Total available for October	337	\$4,960.64
Spent	259	\$3,812.48
Pending	28	\$412.16
Expired	12	\$176.64
Total used in October	299	\$4,401.28

Remaining in October: 38 Hours, \$559.36



Authorization Summary

	Hours	Dollars
Total authorized	480	\$7,065.60
Authorized to date	259	\$3,823.52
<i>Used to date</i>		
Spent	205.5	\$3,062.79
Pending	18	\$227.13
Expired	0	-
Total used to date	223.5	\$3,289.92

Total hours remaining: 256.5, \$3,775.68
 Hours available next month: 208, \$3,061.76

Authorization Period 4/1/2019 - 3/31/2020

Total Authorization Summary



Date	Employee	Rate	Hours	Dollars	Status	Balance
9/5/2019	K, B	\$11.25	3.75	\$42.19	Paid	\$4,222.87
9/6/2019	K, B	\$11.25	1.25	\$14.06	Paid	\$4,180.68
9/8/2019	K, B	\$11.25	3.25	\$36.56	Rejected	\$4,166.62
9/9/2019	K, B	\$11.25	3.00	\$33.75	Pending	\$4,130.06

Budget Report Sample (GT)

Questions

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tlawrence@gtindependence.com

Elizabeth Carlson,
Elizabeth@stuartwilsonfi.com

Jessie Schalk,
jessie@stuartwilsonfi.com

