

# Self-Direction Quarterly Meeting

September 10, 2025

# Housekeeping

- ▶ The meeting is set up as webinar-all lines are muted
- ▶ Please enter questions into the Q/A box
- ▶ If we have time, we will respond to questions at the end of the presentation
- ▶ General questions/feedback can be emailed to [OCDD-HCBS@la.gov](mailto:OCDD-HCBS@la.gov)

# Agenda

- ▶ Welcome
- ▶ Qlarant
- ▶ Overview of changes to SD manual
- ▶ Next Steps

# Overview of Changes

## General Feedback

- ▶ Glossary-revise/modify definitions
- ▶ Add or change wording so that information is clearer
- ▶ Add/update links
- ▶ Align information in the general handbook with appendices
- ▶ Simplify language throughout the handbook
- ▶ Updates to various sections (background checks, etc.)
- ▶ Clarify roles for all involved

## Bigger Changes

- ▶ Added Section “Managing My Budget”
- ▶ Add Section to discuss involuntary/voluntary discharge
- ▶ Electronic Visit Verification
- ▶ Service documentation
- ▶ Employer Responsibilities

# Managing Budget

- ▶ How budget is developed
- ▶ How to interpret service budget (i.e., units vs. hours)
- ▶ How to revise a budget
- ▶ How to monitor available service units

# Voluntary/Involuntary Discharge

## Voluntary

- ▶ Can choose to leave self-direction and use a traditional provider
- ▶ Work with Support Coordinator to prepare a revision
- ▶ Must remain with a traditional provider for 90 days before requesting to return to Self-Direction

## Involuntary

- ▶ Provided reasons for involuntary discharge
- ▶ Provided the process if involuntary discharge is being considered
- ▶ Provide opportunity for correction in some circumstances
- ▶ No opportunity for correction if fraud or health and safety concerns
- ▶ If correction does not occur, then involuntary discharge may occur

# Electronic Visit Verification (EVV)

- ▶ Added information regarding staff working during hospital admission
- ▶ Added information regarding documentation requirements once admitted to the hospital
- ▶ Added websites for current Fiscal Employer Agents (Morning Sun and Acumen) for training on EVV platforms

# Service Documentation

- ▶ Provided training at March, 2025 quarterly meeting
- ▶ Links to training videos on acceptable documentation added to handbook.
- ▶ Provided detailed information on content required in service logs/progress notes



# SD Employer Responsibilities

- ▶ Arranging all necessary training for staff (as outlined in the individual plan of care)
- ▶ Making sure staff provide services as outlined in the plan of care
- ▶ Attend plan of care meetings and preparing provider documents for the plan of care
- ▶ Added link to OCDD Operational Instruction for critical incidents
- ▶ Required to make sure daily service documentation is written, up to date and reviewed
- ▶ Review and sign SD Employer Attestation and follow requirements outlined in the attestation.

# Next Steps

- ▶ OCDD Finalize Revisions to Handbook
- ▶ Post/Circulate for feedback
- ▶ OCDD will send notification with due date to submit feedback
- ▶ Feedback received/vetted
- ▶ Finalize and publish final Self-Direction Handbook

# Thank You

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