

Self-Direction Newsletter - December 2025

Welcome to our new Self-Direction newsletter! We're excited to share important updates, upcoming events, and helpful resources to support you in managing your self-directed services.

Program Updates & Events 🌟

OCDD Summit

Mark your calendars! The Office for Citizens with Developmental Disabilities (OCDD) is hosting a summit on **January 20th**. Make sure to register!

Registration Link: [OCDD-Summit-2026](#)

Tips & Resources 📖

Service Log/Progress Note

OCDD has created a **Service Log/Progress Note** form that Self-Direction employers can use. This will help keep track of services provided.

Access it here: [OCDD Service Log/Progress Note](#)

Important Reminders ⚠️

- **Documentation Requirements**

All Self-Direction employers must keep records and make sure the required documents are kept in the home book, as described in the Self-Direction handbooks. You can find the handbooks here:

- [OCDD Handbook](#)
- [OAAS Handbook](#)

- **Manage Your Units**

Remember to keep track of the number of units you use each week and your available balance. This helps you stay within your budget. Check your account statement from the fiscal employer agent for this information.

- **Direct Care Services**

Just a reminder: Direct care services cannot be provided if a participant is in a hospital,

nursing facility, or an intermediate care facility for individuals with intellectual disabilities. For more information, please refer to the Self-Direction handbook.

- **Reportable Incidents**

If a participant experiences any “reportable incident,” please let your Support Coordinator and Fiscal Agent know right away. You can find additional information on identifying and reporting incidents in these resources:

- [OAAS Self-Direction CIR Quick Guide](#)
- [OCDD Critical Incident Reporting Flowchart](#)

Training & Learning Opportunities

OCDD Documentation Training

A PowerPoint presentation and video on documentation requirements are available for you.

- View Power Point presentation here: [OCDD Documentation Training](#)
- Watch YouTube Training Video here: [OCDD YouTube Training](#)

Electronic Visit Verification (EVV) Compliance

EVV Compliance

To meet EVV requirements, employers must utilize an electronic system to record visit details for in-home personal care services. Employers should ensure their employees consistently use the EVV system and regularly review all time statements to verify that the hours reported by employees are accurate.

Options for Using EVV:

- **DCI Mobile App:** Use this app to track visits on your mobile device.
- **Landline Phone EVV:** Record visits using a landline phone.
- **FOB EVV:** A portable device for tracking services.

Please contact your Fiscal Employer Agent if you have any questions on using EVV.

We hope you find this information helpful. If you have any questions or need more information, feel free to reach out at Self.Direction@la.gov.