VF/EA Fiscal Intermediary Transition
September 4, 2025

VF/EA Fiscal Intermediary Transition

Plan Revision Guidance for Support Coordinators

- The SC Plan Revision Guidance, updated on August 28, includes guidance for all Cohorts (1 – 5) and replaces all previous guidance.

FI Transition Update for Individuals and Families

- The FI Transition Update for Individuals and Families, released August 22, includes:
  - Enrollment Information
  - Plan Revisions and Continuity of Services
  - Mandatory Electronic Visit Verification (EVV) Information
  - Mandatory Service Documentation Information
  - Restoration of Rollover Units Request Process

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What an SC Must Not Do When Revising a Plan (or Creating a Renewal Plan) with SDEs

Support Coordinators MUST NOT do any of the following:

(Doing so can result in a gap in the individual's services and/or their SDEs being unable to submit to either FI for their hours worked)

- **DO NOT** enter a "fake" Self-Directed Employee ID Number when adding an Acumen SDE service line.
  - SCs must only enter the SDE ID Number they receive in an Acumen Billable Rate Notification.
- **DO NOT** enter the same billable rate an SDE had when they were enrolled with PPL.
  - SCs must only enter the billable rate they receive in an Acumen Billable Rate Notification.
- **DO NOT** enter any Acumen service start date that was not received in an Acumen Billable Rate Notification.

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What an SC Must Do If They Think a Billable Rate Notification has Wrong Information

- If an SC receives a Billable Rate Notification that they feel contains incorrect information (e.g., wrong billable rate, wrong service name), they need to contact Acumen **at the email address it was received from**. We also recommend copying the DDD Fee-for-Service Helpdesk at DDD.FeeForService@dhs.nj.gov.

VF/EA Fiscal Intermediary Transition: Workers' Compensation

- State law requires employers to procure and pay for workers' compensation (WC) insurance for their employees. This includes employers in Self-Directed Employee (SDE) Models.
- For individuals participating in either of DDD's SDE Models, the employer cost for maintaining WC insurance is currently funded by the individual's budget.

VF/EA Fiscal Intermediary Transition: Workers' Compensation

- The cost of WC in the VF/EA model (the amount deducted from the individual's budget) has increased from an annual flat rate of $172 that covered all SDEs in the individual's plan, to an annual rate of about $2,100 per year per SDE (based on a 40-hour workweek at an hourly wage of $25).
- To avoid the need to adjust services to accommodate this change, DDD is pleased to announce that, for the foreseeable future, it will assume the cost of WC for employers in the VF/EA SDE model. This means DDD self-directing employers in the VF/EA model will no longer pay WC from their DDD budgets.
- Support Coordinators do not need to do anything related to workers' compensation for SDEs enrolled with Acumen in the VF/EA SDE Model.

Upcoming Acumen Transition Webinars

Sep. 4	▪ 11 am – 12 pm Webinar For Support Coordinators and Supports Brokers ▪ 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees ▪ 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 11	▪ 11:30 am – 12:30 pm Webinar for Support Coordinators and Supports Brokers ▪ 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees ▪ 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 18	▪ 11 am – 12 pm Webinar for Support Coordinators and Supports Brokers ▪ 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees ▪ 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 25	▪ 11:30 am – 12:30 pm Webinar for Support Coordinators and Supports Brokers ▪ 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees ▪ 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services

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NJ VF/EA Acumen Transition Employer, Employee and Authorized Representative Webinar

Date: September 4, 2025

Don't Wait, Enroll Now!

Participants in all Cohorts (1, 2, 3, 4, 4a, and 5) should complete their enrollment now through the Electronic Enrollment System (EES). You can also book an appointment with a NJ Agent, which will help to ensure you complete all necessary steps.

- Book an Appointment
- Electronic Enrollment System (EES)
- NJ Training Materials

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Acumen Acronyms and Titles

Acumen Fiscal Agent	
Client (CLT)- Person Receiving Service	Individual/ Participant
Employer (ER)- Person with the Registered Tax ID #/ EIN (Employer Identification Number)	Employer of Record (EOR)
Employee (EE) - Person Providing Services to the Participant	Self-Directed Employee (SDE)
Vendor – Business/ Organization Providing Services, for example: Classes	Community Vendor
Case Manager (CM)	Support Coordinator (SC)
Authorized Representative (AR)- Person who signs off on Community Vendor Services or person appointed and approved by the ER to approve timesheets in their absence	Authorized Representative (AR)

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What You'll Need to Enroll

- The Employer/Authorized Representative must review the "What You'll Need to Enroll" list and make sure they compile and have with them *all required information and documents for enrollment* **before** starting the process.
- The "What You'll Need to Enroll" lists are found on the Acumen NJ Website, under the Vendors tab and the Employers/Authorized Representatives tab.
  - **What You'll Need to Enroll - Vendor.pdf**
  - **What You'll Need to Enroll - Employer and Employees.pdf**
- If you log in to EES, attend a scheduled appointment, or come to one of our walk-in enrollment events and you do not have all required information and documents with you, your enrollment will not be able to be completed at that time.
- **PLEASE NOTE:** If employees intend to enroll at an in-person appointment or walk-in event, **the Employer must be present**.

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Booking Enrollment Support

[Click Here to Scheduled Transition Enrollment Assistance]:

- In-Person at Hamilton Office
- Online Video- Microsoft Teams
- Phone Call
- When booking an appointment the Individual or Authorized Representative will be asked to answer a series of questions. During that time they will indicate how they would like to conduct their appointment. **SAMPLE Acumen Appointment-Confirmation Email for Cohorts 1 – 5**
- **15 minutes** prior to your appointment a reminder email will be sent indicating what materials and documents you should have handy while completing the enrollment process with a NJ Agent.

Hi <First-Name><Last-Name>

Your Booking is confirmed.

Bookings details

Service Name
Transition Enrollment Assistance-Vendor Service Only

With
<Acumen-Representative-Name.

When
<Appointment-Date>
<Appointment-Time>
Eastern Time (US & Canada)

Location
3705 Quakerbridge Rd Suite 205 Hamilton NJ

Join your appointment (LINK TO TEAMS MEETING)

Reschedule (LINK TO RESCHEDULE)

Your Details

DDD ID #
[redacted]

What type of services does the participant receive?
Community Vendor Services Only

What Cohort was assigned on your Cohort Assignment Notice?
[redacted]

How would you like to meet?
Phone Call

Booking Appointment Do's and Don’t's

DO

- Check to ensure you have prepared all documents needed to enroll in EES as a AR/ER/EE/Vendor.
- Schedule time to complete the EES process alongside your Employee (SDE).
- Request your EIN number from PPL prior to attending the enrollment appointment.
- Inform your Employee (SDE) to bring a voided check or bank letter with full account routing number.

Don't

- Have your Employee (SDE) book the enrollment appointment without the Employer (ER) being present.
- Proceed with completing enrollment if you are struggling, please contact a NJ Agent and schedule an enrollment appointment.
- Begin to complete your Docusign paperwork if you are unable to finish as it will not save your information for you to come back to later. You will have to start the process over.

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How Do I Know If my Enrollment is Complete ?

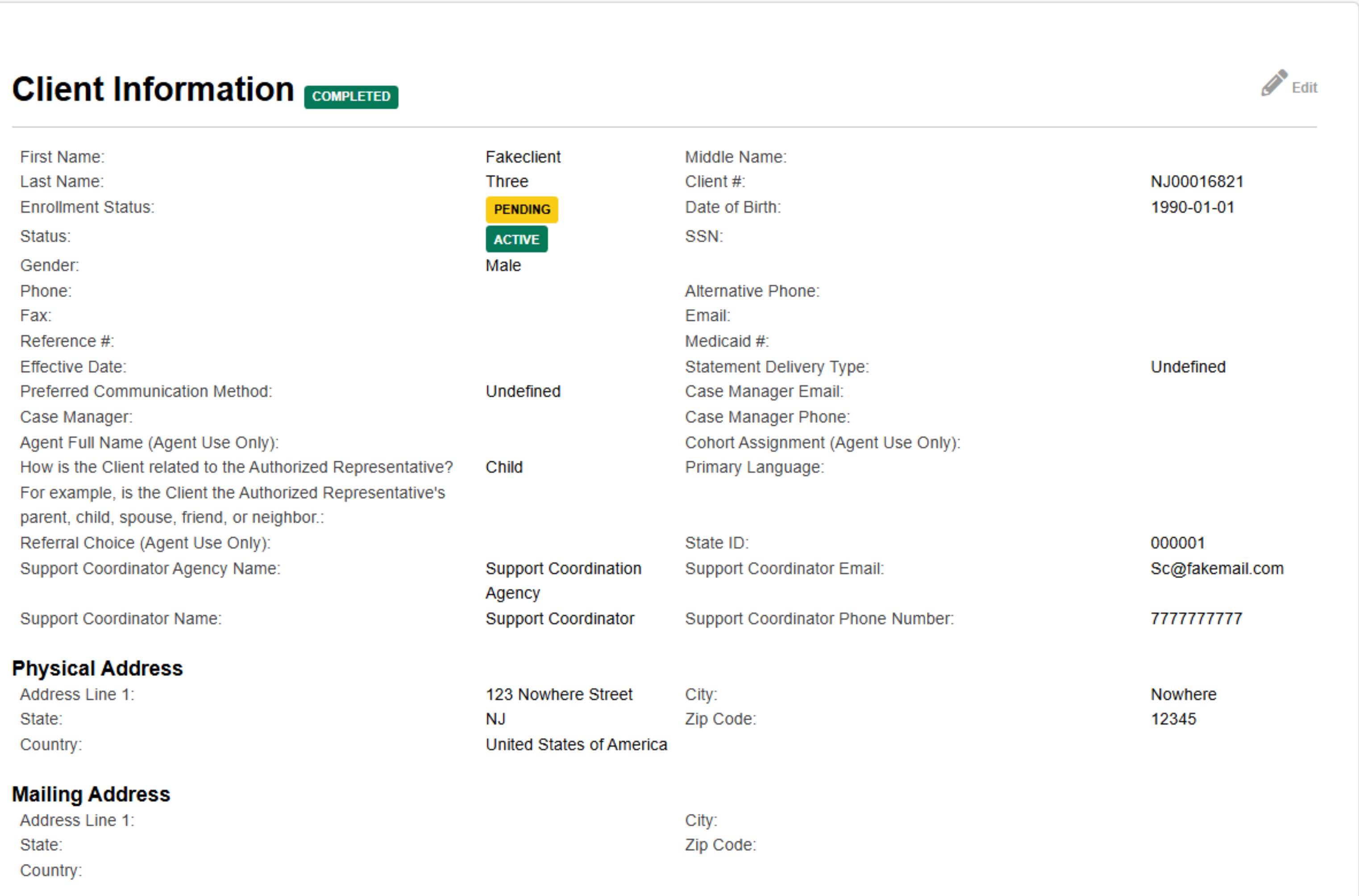
<u>EES Status'</u>

<u>Complete</u>- no further action needs to be taken. All steps have been completed for this section.

<u>In Progress</u>- the section has been started but additional information or corrections are needed.

<u>Pending</u>- the status will remain Pending until Acumen has received the Authorization from the Division. Acumen will process the Authorization before changing the status to complete.

<u>Active</u>- the initial registration has been complete, linking the AR/ER and Client in the Electronic Enrollment System.



Client Information COMPLETED

Edit

First Name:	Fakeclient	Middle Name:	
Last Name:	Three	Client #:	NJ00016821
Enrollment Status:	PENDING	Date of Birth:	1990-01-01
Status:	ACTIVE	SSN:	
Gender:	Male		
Phone:		Alternative Phone:	
Fax:		Email:	
Reference #:		Medicaid #:	
Effective Date:		Statement Delivery Type:	Undefined
Preferred Communication Method:	Undefined	Case Manager Email:	
Case Manager:		Case Manager Phone:	
Agent Full Name (Agent Use Only):		Cohort Assignment (Agent Use Only):	
How is the Client related to the Authorized Representative? For example, is the Client the Authorized Representative's parent, child, spouse, friend, or neighbor.:	Child	Primary Language:	
Referral Choice (Agent Use Only):		State ID:	000001
Support Coordinator Agency Name:	Support Coordination Agency	Support Coordinator Email:	Sc@fakemail.com
Support Coordinator Name:	Support Coordinator	Support Coordinator Phone Number:	7777777777

Physical Address

Address Line 1:	123 Nowhere Street	City:	Nowhere
State:	NJ	Zip Code:	12345
Country:	United States of America		

Mailing Address

Address Line 1:		City:	
State:		Zip Code:	
Country:			

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Adding New Community Vendors

- **PLEASE NOTE:** Once an Authorized Representative has completed the Electronic Enrollment System process, they do not need to log in again to complete the Vendor Agreement for a NEW Community Vendor service that has been added to the plan. Support Coordinators should follow their usual process for adding a new vendor service. Once the service is approved, Acumen will receive the service prior authorization electronically, process it, and add it to the vendor and participant account.
- The Vendor Directory located on our website that lists all vendors that have been enrolled with Acumen
  - Vendor Directory

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Who To Contact:

- ✓ Client Service Agent Team
  - 848-400-5903
  - Enrollment-NJ@acumen2.net
- ✓ Vendor Service Agent Team
  - 848-400-5738
  - Vendor-NJ@acumen2.net
- ✓ Customer Service Team
  - 833-892-0413

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