

QUALIFIED PROVIDER FACT SHEET

FREQUENTLY ASKED QUESTIONS

What is an Essential Lifestyle Plan?

It is a process of gathering information; a place to organize information about a person to build a description of the person in a respectful manner; a prescription of how the person wants to be supported.

What is a Support Coordinator?

A Support Coordinator is an independent facilitator of the person's planning team that insures the focus, person's voice and choices are honored by those supporting them to plan and build on their current life.

What is meant by Facilitator?

A Facilitator is someone who makes navigating the planning process, the budgeting process and the community connecting process easier. A Facilitator is a builder of consensus, not a decision maker.

Who refers a person for participation in the Essential Lifestyle Planning Process?

DDD refers a person for Support Coordination. The Support Coordinator does the outreach to the family/guardian. The person, their Planning Team and Interdisciplinary Team participate in a Community Planning meeting to finalize the Essential Lifestyle Plan. The Essential Lifestyle Plan is used to create an Expectation Sheet for qualified providers.

What is an Expectation Sheet?

An Expectation Sheet describes the services and supports desired by the person along with health and safety requirements.

How do qualified providers obtain the Expectation Sheet?

Expectation Sheets are e-blasted to all qualified providers every Wednesday. Qualified providers have five (5) business days to respond to the e-blast.

What happens after I respond to the e-blast?

- Responses to the e-blast are reviewed by the Support Coordinator. The person and their Core Team invite up to three (3) qualified providers to meet with the person and review records;
- Invited qualified providers have thirty (30) days from the date of the invitation to meet with the person. Qualified provider will schedule visits in conjunction with the regularly scheduled visits by the Support Coordinator;
- After meeting the person and reviewing records, if the qualified provider wishes to submit a proposal for the services and supports requested by the person, that proposal is due within thirty (30) days from the date of the invitation;
- The Support Coordinator sends the Core Team all formal proposals and the team has (10) days to review all formal proposals;
- Interviews are scheduled with the chosen qualified providers. If more information is needed to make a selection, the person and their Core Team can conduct a second interview. The person and their Core Team will also conduct on site visits.
- After references are checked, the person and their Core Team gather to make the final selection(s).
- The Support Coordinator notifies those submitting proposals of their post selection status;
- Pre-placement meetings are scheduled with the chosen provider(s) and transition activities occur in a way that makes sense for the person.