Thank you for selecting Agency with Choice as your Fiscal Intermediary! We are considered an Agency with Choice Model, which means that you and our organization share responsibilities in relation to the hiring and employment of any Self-Directed Employee(s) (SDE) that you select to work for you or your family member. Also, if the Individual Support Plan has services that are being provided by a non-Medicaid provider, Agency with Choice will also be responsible for the payment to those community vendors.

In our role, we are considered the Employer of Record and you as the Authorized Representative will be considered the Managing Employer, both have obligations that must be met to ensure the best care for you or your family member.

Enclosed in the packet is information to assist you as we begin our new journey together.

* Managing Employer Guide
* Acknowledgement of Rules and Responsibilities
* Authorized Hours Acknowledgement Form (Please complete one per SDE)
* Required Training Notice
* DDD Required Training Chart
* AwC FA/CPR Class Schedule (Please schedule for each SDE that does not have an up to date certification)
* FA/CPR Recertification Class Schedule (Please schedule for each SDE that needs a renewal of certification)
* DDD Prevent Abuse & Neglect Agency Competency Assessments (Please complete one per SDE)
* Child Abuse Registration Information Check Instructions (Please complete for each applicable SDE)
* SDE Job Description (Please complete one per SDE)
* Medication Administration Agreement Procedure
* Medication Administration Agreement (Please complete for each applicable SDE)
* Onsite Review & Testing Components of Medication Module (Please complete for each applicable SDE)
* Health and Medication History Procedure
* Health and Medication History Form (Please complete for the consumer even if there is no medication being administered by the SDE)
* Transportation Guidelines
* Transportation Agreement (Please complete for each applicable SDE)
* Timesheet Completion and Submission Step Action Guide
* Required New Jersey Employer/ Employee Notices
* Direct Deposit/ ComData Enrollment Forms (Please complete for each applicable SDE)

In the Fee-for-Service environment, there are state and Federal requirements that Agency with Choice must adhere to. Some important items that you need to know are identified below.

First and foremost, Agency with Choice will be responsible for ensuring that the SDEs adhere to the weekly number of hours that are designated in the plan of care. You are not allowed to have staff work more hours than budgeted or pre-authorized per week. Another change requires the SDE to document the service(s) they provided while working. All services must support the outcomes as defined within the plan of care for the SDE to be paid.

Secondly, all SDEs are required to take and pass mandatory trainings per the Division of Developmental Disabilities Supports Program and Community Care Program manuals. Some trainings are required prior to working with an individual with a disability and some have dates within the first 90 days of hire.

Additionally, we have worked with DDD in creating a Per Member Per Month rate to be charged to each individual we support. In the past, our service was covered by a contract with the Division of Developmental Disabilities. Now, that cost is a part of your budget and is charged as one flat cost monthly.

The Agency with Choice team and I look forward to joining you on this journey to receive the best care suited for you or your family member and we are here to assist you every step of the way.

Please call our toll-free number 1-800-471-3086 with questions and our Customer Service Representatives will gladly assist you.

Thank you,

Operations Manager, Financial Management Services

Agency with Choice