



Employment and Community First (ECF) CHOICES Member Training



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Agenda

- ❖ Overview of the Employment and Community First (ECF) CHOICES program and self-direction
- ❖ The roles and responsibilities within the program and Consumer Direct Tennessee (CDTN)
- ❖ Reporting Requirements
- ❖ Time Approval in CareAttend and DirectMyCare



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ECF CHOICES Overview

- ❖ TennCare and the Department of Intellectual and Developmental Disabilities (DIDD) held joint forums in 2013-2014 to discuss program options
- ❖ ECF CHOICES is designed to serve people with intellectual and/or developmental disabilities
- ❖ Focuses on employment and community participation



ECF CHOICES Overview

- ❖ Members will have a Support Coordinator, employed by their Managed Care Organization (MCO)
- ❖ The Support Coordinator helps develop a Person-Centered Support Plan (PCSP)
- ❖ The PCSP helps define the member's status, future status and the supports needed to achieve their goals



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Self Direction in ECF CHOICES

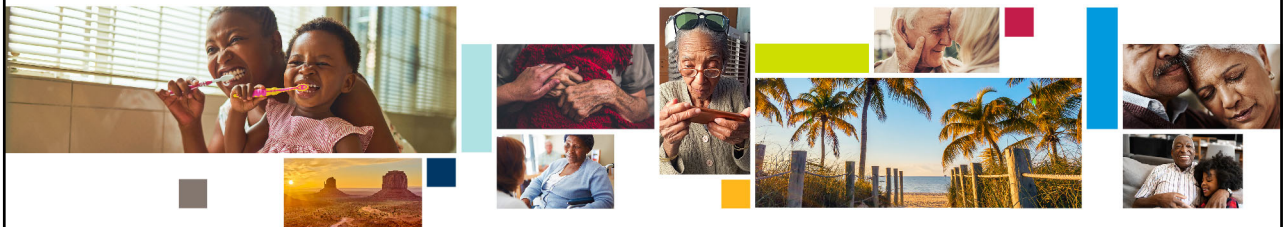
- ❖ Members enrolled in the ECF CHOICES program can choose self-direction
- ❖ ECF CHOICES offers four service options:
 - ❖ Personal Assistance
 - ❖ Supportive Home Care
 - ❖ Respite
 - ❖ Community Transportation



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Personal Assistance

- ❖ Designed to assist an individual with daily activities of living
- ❖ May be provided outside of the home if the outcomes are consistent with the member's PCSP
- ❖ Services that are covered include the following:
 - ❖ Eating
 - ❖ Toileting
 - ❖ Grooming



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Supportive Home Care

- ❖ Designed to assist a member who lives with their family with daily activities of living
- ❖ Insures the member's daily living needs and adequate functioning in their home
- ❖ Can include routine housecleaning and housekeeping activities performed only for the member, consisting of tasks that take place on a regular basis that do not involve hands-on care



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Respite

- ❖ Offered as needed for caregiver relief
- ❖ Only applies for routine family or other caregivers that are not paid to support the member
- ❖ Can be up to 216 hours per member per calendar year



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Community Transportation

- ❖ Helps the member get around the community
- ❖ Allows members to engage in typical day-to-day, non-medical activities
- ❖ When possible, family, neighbors, co-workers, carpools, or friends are utilized to provide this assistance without charge



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Support Coordinator

- ❖ Meeting with the member to identify needs
- ❖ Educating the member on the ECF CHOICES program
- ❖ Working with the member to develop a Person-Centered Support Plan (PCSP)
- ❖ Completing the Risk Assessment and Risk Agreement
- ❖ Ensuring the self-direction backup plan meets the member's needs



Support Coordinator

- ❖ Authorizing individual budgeted services
- ❖ Monitoring service provision for quality and appropriateness
- ❖ Receiving and reviewing all reports submitted by CDTN and the Supports Broker
- ❖ Maintaining monthly phone contact and completing face-to-face home visits
- ❖ Assisting members and representatives in understanding individual services
- ❖ Ensuring the PCSP stays up-to-date



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Supports Broker

- ❖ Assigned by CDTN
- ❖ Provides training and support to members and representatives on:
 - ❖ Understanding the program
 - ❖ Fulfilling the responsibilities of being an employer
 - ❖ Scheduling, training, and supervising self-directed workers
 - ❖ Aiding in developing the initial backup plan



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Supports Broker

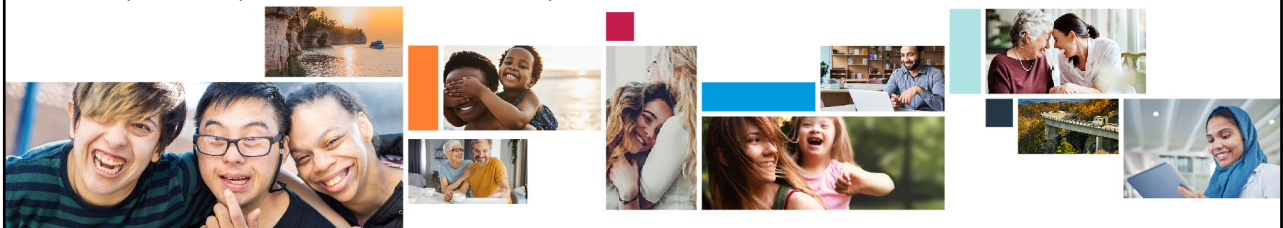
- ❖ Provides training and support on (continued)
 - ❖ Annual fraud, waste and abuse prevention, identification, and reporting training
 - ❖ Reportable events reporting training
 - ❖ Electronic Visit Verification (EVV) and the CareAttend app
- ❖ Processes all member and worker paperwork
- ❖ Tracks First Aid and CPR certifications



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Consumer Direct Tennessee (CDTN)

- ❖ Provides training and support to workers
- ❖ Serves as the Fiscal Employer Agent
- ❖ Pays workers on behalf of the program members
- ❖ Withholds and deposits taxes and files tax and labor reports
- ❖ Ensures the self-direction backup plan meets the member's needs
- ❖ Provides regular reporting on authorized units
- ❖ Responds to questions from members, representatives and workers



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Consumer Direct Tennessee (CDTN)

❖ The CDTN website is available to assist with many other questions and concerns at:

www.ConsumerDirectTN.com



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Member

- ❖ Finding, interviewing, hiring and firing workers
- ❖ Determining worker duties and developing job descriptions
- ❖ Training workers to provide personalized support
- ❖ Scheduling and supervising workers
- ❖ Ensuring there are enough workers hired to provide necessary support
- ❖ Ensuring the worker enters time, and approving the hours submitted



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Member

- ❖ Ensuring that no worker provides more than 40 hours of support per week
- ❖ Managing services
- ❖ Evaluating worker performance
- ❖ Setting wages
- ❖ Reviewing and ensuring proper documentation for services provided
- ❖ Developing and implementing the backup plan



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Reporting



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Dignity of Choice

- ❖ The right of a person to make an informed decision to engage in experiences which are necessary for personal growth
- ❖ The occurrence and reporting of a Reportable Event does not necessarily mean that anyone should have done something differently to prevent the Reportable Event
- ❖ The ECF CHOICES program is designed to encourage members to pursue and achieve their goals, which can mean taking informed, reasonable risks



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Reporting

- ❖ As a worker in a TennCare program, you are required to report any instances of Medicaid fraud and abuse, as well as the abuse, neglect, or exploitation of a member
- ❖ Reportable events are separated into Tier One and Tier Two events, with other events that also need to be reported.
- ❖ Any reportable event needs to be reported via a Reportable Event Form (REF) on the DIDD website to CDTN within four hours.



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Reporting Tier One Events

If a Tier One Reportable Event, or any other event, poses an immediate threat to the health and safety of a member, workers are required to remain with the member until the threat is removed or the member receives needed medical treatment, if appropriate.

All abuse, neglect, and exploitation events also must be reported to Adult Protective Services (APS) or the Department of Children's Services (DCS) within four hours.



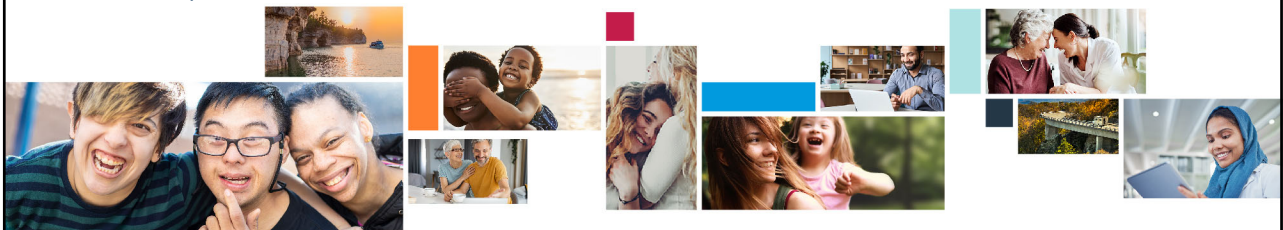
APS and DCS Reporting

To contact APS or DCS regarding an event, use their toll-free number:

- ❖ 1-888-277-8366 for APS, or 1-877-237-0004 for DCS

Additionally, local offices can be reached with these phone numbers

- ❖ Knoxville – 1-865-594-5685 for APS, or 1-865-329-8879 for DCS
- ❖ Chattanooga – 1-423-634-6624 for APS, or 1-423-296-1234 for DCS
- ❖ Nashville – 1-615-532-3491 for APS, or 1-615-360-4320 for DCS
- ❖ Memphis – 1-901-320-7220 for APS, or 1-901-578-4001 for DCS



APS and DCS Reporting

Callers will need to provide:

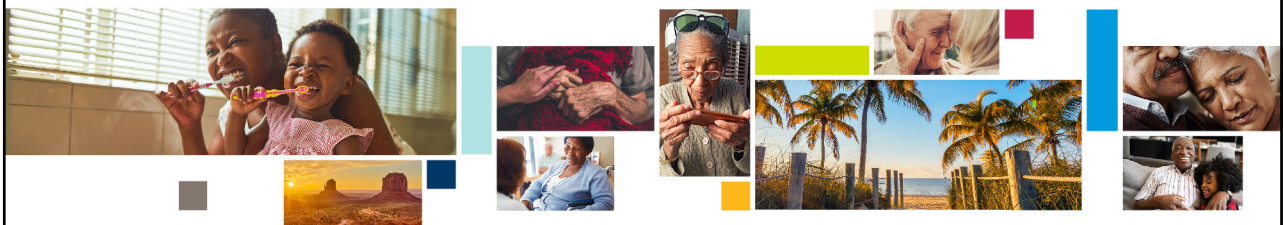
- ❖ Name of the member
- ❖ Address
- ❖ Age
- ❖ Phone Number
- ❖ Specifics of the reportable event



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Tier Two Events

- ❖ Must be reported to DIDD investigation within one business day
- ❖ Report the event to CDTN, the Supports Broker, or online to DIDD using the REF Submission [Link](#)



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Tier Two Events

Tier Two events include:

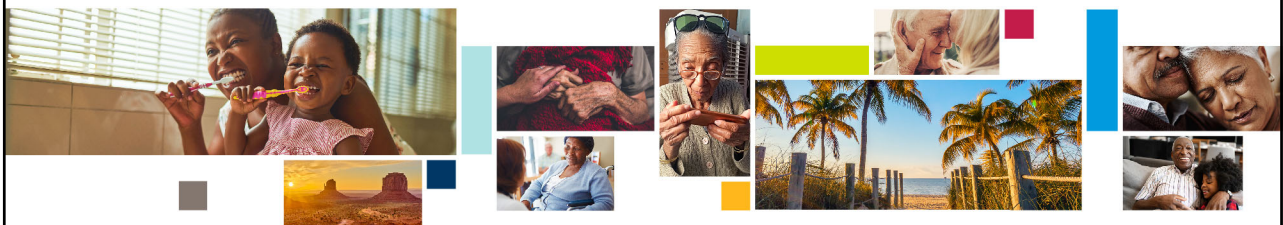
- ❖ Suspicious injury in which abuse or neglect is suspected but does not require medical treatment or intervention



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Other Reportable Events

- ❖ Additional reportable events and interventions, which are not related to abuse, neglect, or exploitation, should also be reported using the REF
- ❖ Report the event to CDTN, the Supports Broker, or online to DIDD using the REF Submission Link



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Reporting Requirements

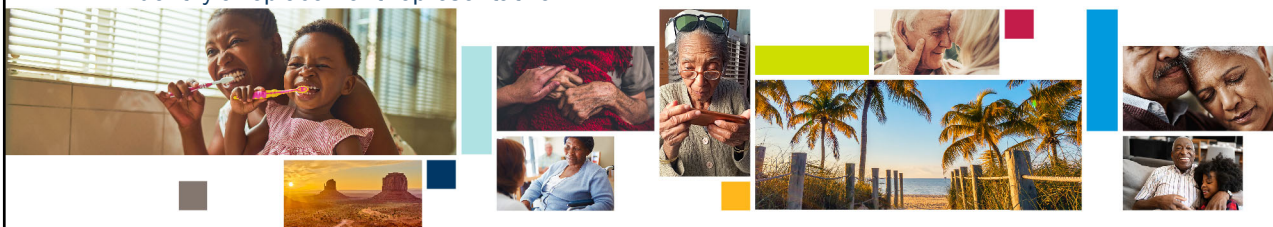
- ❖ CDTN must immediately report all instances of suspected abuse, neglect, and exploitation
- ❖ All reportable events occurring during the provision of HCBS services by a CDTN employee must be reported following REF reporting guidelines and copied to the member within the required timeframes



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Reporting Requirements

- ❖ If a representative is alleged to have committed abuse, neglect, or exploitation:
 - ❖ They are removed from representative capacity during the investigation
 - ❖ During the removal, participation in the program is suspended unless another representative can be identified within five days
 - ❖ If the allegations are unsubstantiated, participation will be reinstated
 - ❖ If the allegations are substantiated, CDTN and the MCO will work with the person to identify a replacement representative



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Abuse, Neglect, and Exploitation

Abuse is defined as, “The knowing infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain, or mental anguish”

Some examples of abuse may be:

- ❖ The member is over-medicated or over-sedated
- ❖ A worker hits the member
- ❖ A worker yells at a member to hurry up or do things differently



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Abuse, Neglect, and Exploitation

Neglect is defined as, “A failure to provide goods or services necessary to avoid physical harm, mental anguish, or mental illness, which results in injury or probable risk of serious harm.”

Some examples of neglect may be:

- ❖ The member becomes dehydrated because a worker is not tending to their basic needs
- ❖ A worker does not keep the member’s personal dwelling free from hazards
- ❖ A worker leaves a member with balance problems alone in the bathroom



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Fraud, Waste and Abuse of Medicaid Funds

Fraud by a worker includes, but is not limited to:

- ❖ Being paid for care that the employee did not or is not allowed to provide
- ❖ Misrepresenting the hours worked/falsifying timesheets
- ❖ Using someone else's identity to work
- ❖ Helping someone else commit fraud



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Fraud, Waste and Abuse of Medicaid Funds

Fraud by a member includes, but is not limited to:

- ❖ Allowing a worker to clock in and clock out for work without providing care
- ❖ Asking a worker to provide support or services to family members, or perform duties not outlined in the plan of care
- ❖ Receiving more units or hours of service than needed
- ❖ Approving worker time with the member is hospitalized or in a skilled nursing facility



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Fraud, Waste and Abuse of Medicaid Funds

All program members, representatives, family members, workers, Supports Brokers, and Support Coordinators are responsible for reporting Medicaid fraud, waste, and abuse.

If you learn about fraud being committed you can report it to CDTN, the Supports Broker, or online.



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Fraud, Waste and Abuse of Medicaid Funds

To report fraud and abuse online:

- ❖ Go to www.tn.gov/finance/fa-oig
- ❖ Click on "Report Fraud" on the left hand side of the page

You can also call the following numbers to report fraud or abuse:

- ❖ Office of the Inspector General (OIG) – 1-800-433-3982
- ❖ Tennessee Bureau of Investigation (TBI) – 1-800-433-5454



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Thank you

