

MORNING SUN

1

FISCAL EMPLOYER AGENT SERVICES

Who We Are

2

- Minnesota based financial management service/fiscal employer agent with an office in downtown Columbus
- Serving people with disabilities and the elderly in many ways through many service types
- Self- directed services in Minnesota since 1999
- Morning Star Financial Services since 2006

What is an Financial Management Service?

3

- ▶ Fiscal Intermediary
- ▶ Supports self directed service models and budgets
- ▶ Provides back office payroll activity
- ▶ Provides back office payments for goods and services
- ▶ Budget Management/Accounting:
 - What's spent
 - What's left in the budget
- ▶ Provide ongoing budget information to Participants, Service & Support Administrators, Support Brokers, and DODD
- ▶ Provides end of month budget reporting

What types of claims will we process?

4

- **Four essential types**
 - Community Inclusion Services (Independent Providers)
 - Participant/Family Stability Assistance (Independent Providers)
 - Support Brokerage (Independent Providers)
 - All Participant Directed Goods & Services

It all starts with a Participant's Spending Plan

5

- The plan is established by the Participant, Service & Support Administrator and Support Broker
- Once completed, plan is forwarded electronically to Morning Sun
- E-mail address ms-ohself@morningsunfs.com

Send to: MS-UHSELF@morningsunfs.com

2
3
4
5 Participant Name:
6 Participant Address:
7 County:
8 Service & Support Administrator (SSA):
9 SSA Contact Email and Phone #:
10 Participant's Medicaid Number:
11 Participant's DODD #:
12 Representative, if applicable:
13 Representative Contact Info:

[Redacted Participant Information]

Budget Period:
Budget Amount: \$0.00
Spending Plan Start Date:
Spending Plan End Date:
Days in Spending Plan: 1

Common Law or Co-Employer model

Spending Plan Version Number & Date

16 COMMUNITY INCLUSION - Personal Assistance (Independent)

SERVICE CODE SAN

17 Worker	DODD Contract No.	Start Date	End Date	Hourly Cost (Max =	Total Hours in Plan	Gross Hourly Wage	Employer Taxes per Hour	Total Cost in Plan
				0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00

23 Total Community Inclusion-Personal Assistance (Independent): 0.00

25 COMMUNITY INCLUSION - Transportation (Independent)

SERVICE CODE STI

26 Worker	DODD Contract No.	Start Date	End Date				Cost per Trip or Per Mile	Total Trips or Miles in Plan	Total Cost in Plan
							0.00	0.00	0.00
							0.00	0.00	0.00
							0.00	0.00	0.00
							0.00	0.00	0.00

32 Total Community Inclusion-Transportation (Independent): 0.00

PARTICIPANT DIRECTED GOODS AND SERVICES

SERVICE CODE SGS

Description of Goods/Services	Start Date	End Date		Vendor or Individual		Purchase Amount	Total Cost in Plan
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00

Total Participant Directed Goods and Services: 0.00

PARTICIPANT/FAMILY STABILITY ASSISTANCE (Independent)

SERVICE CODE SPS

Worker	DODD Contract No.	Start Date	End Date			Cost Per Session	Total Sessions in Plan	Total Cost in Plan
						0.00	0.00	0
						0.00	0.00	0
						0.00	0.00	0
						0.00	0.00	0

Total Participant/Family Stability Assistance (Independent): 0.00

SUPPORT BROKERAGE (Independent)

SERVICE CODE SSU

Worker	DODD Contract No.	Start Date	End Date	Hourly Cost (Max =	Total Hours in Plan	Gross Hourly Wage	Employer Taxes per Hour	Total Cost in Plan
				0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00

Total Support Brokerage (Independent): 0.00

Summary of Budget

Community Inclusion-Personal Assistance (Independent) - SPN	0.00
Community Inclusion-Transportation (Independent) - STI	0.00
Participant Directed Goods and Services - SGS	0.00
Participant/Family Stability Assistance (Independent) - SPS	0.00
Support Brokerage (Independent) - SSU	0.00

TOTAL BUDGET: 0.00

What if the Spending Plan changes?

8

- Morning Sun must receive an updated/revised Spending Plan if:
 - Budgeted amounts change
 - New services or personnel are added

The amounts on the Spending Plan must match what is put into PAWS

No changes less than 30 days before end of Span Year

What if claims do not match the existing Spending Plan

9

- Morning Sun will contact the SSA for follow up and guidance
- Note that purchase of Goods & Services and payments to employees will be put on hold until the claims and Spending Plan match

Role of Support Brokers

10

- Support Brokers advocate for the participant.

They can:

- Be paid or unpaid
- Assist with employer and employee paperwork
- Assist with hiring, training, supervising employees
- Research and price out appropriate Goods & Services for the participant
- Note—Legal guardians cannot be paid Support Brokers

Role of Support Brokers cont.

11

- A support broker is only needed if a person does not have any natural support to assist with participant direction or if they are not able to exercise participant direction independently.
- Training is conducted by the COGS on a monthly basis
Go to
○ <http://dodd.ohio.gov/training/Pages/Training-Calendar.aspx>

Participant Directed Goods & Services

12

- Most unique part of this model
 - Allows the participant to customize their waiver services
 - Allows participants to purchase items or services that assist them to meet their goals
- The objective
 - Greater independence
 - Reduced reliance on paid support over time
- **NOTE---SSAs have the authority to approve or deny PDGS requests**

Good and Services

13

How are claims received?

- Electronic files currently being sent through
 - Secured email
 - Via Fax
 - Paper

Payment of Goods and Services

14

How are provider payments made?

- Paper Checks
- Direct Deposit

Payment of Goods and Services

15

- What is required for claims to be paid?
 - Readable invoice from vendor
 - Participant identifying information such as DODD #
 - Are the goods/services identified in the budget, including:
 - ✦ Date, cost, provider

Issues that delay Goods & Services purchases

16

- Actual cost is more than amount in Spending Plan. **Remember to always add in sales tax even for online purchases**
- The amounts listed on the Spending Plan are not in PAWS or the amounts don't match
- Vendor is not specified on Spending Plan
- Links for online purchases to specific items are not provided
- Options such as size, color, or quantity are not provided

Ohio Department of Developmental Disabilities

Self-Empowered Life Funding (SELF) Waiver

Participant-Directed Goods and Services Guidelines

Participant-Directed Goods and Services are services, equipment, or supplies not otherwise provided through this waiver or through the Medicaid State Plan that address an identified need on the ISP (including improving and maintaining the participant's opportunity for membership in the community) and meet the following requirements:

1. The item or service would decrease the need for other Medicaid services; and/or
 - would promote inclusion in the community; and/or
 - would increase the participant's safety in the home environment; and
2. The item or service is not illegal or otherwise prohibited by Federal and State statutes and regulations; and
3. The participant does not have the funds to purchase the item or service, or the item or service is not available through another resource.

Goods are required to meet the identified needs and outcomes in the individual's Individual Service Plan; assure the health and welfare of the individual; are the least costly alternative that reasonably meets the individual's assessed needs; and are for the direct benefit of the individual in achieving at least one of the following consumer outcomes:

- Improve cognitive, social or behavioral functioning
- Maintain the ability of the individual to remain in the community
- Enhance community inclusion and family involvement
- Develop or maintain personal, social, or physical skills
- Decrease dependency on formal support services
- Increase independence of the individual

The following are **prohibited** from being paid under this waiver:

- Experimental treatments;
- Room and board;
- Items that are used solely for entertainment or recreational purposes;
- Cigarettes and alcohol.

Common Law Employer Model

18

- Participant or Representative is the Employer of Record with full control of scheduling and managing their employees for what works best for them and their services.
- They hire/train/fire/manage their own employees
- Participant or Representative
 - Assigns employees within authorized hours
 - Approves time worked for payment
- FMS
 - Collects Time & Attendance Data
 - Issues Pay
 - Withholds and pays all payroll taxes
 - Reports to IRS

Co-Employer Model

19

- If selected, Morning Sun becomes the Employer of Record
 - Dual employer relationship
 - Employer liability is shared
- Participant is the Managing Employer
- Participant
 - Assign workers within authorized hours
 - Approves time worked for payment
- Morning Sun or selected agency
 - Collects Time & Attendance Data
 - Issues Pay (paperless)
 - Withholds and pays all payroll taxes
 - Reports to the taxing authorities

Hiring Employees

20

- Once participants have selected employees, we will provide them with a New Hire Packet which includes all the necessary forms needed for an employee to be hired and paid
- Participants will also have paperwork to complete.
- Instructions on how to complete each form are provided in the packet.
- **Morning Sun issues the start date.** Employee starts work after all paperwork is received and processed, and we get a Spending Plan.

Payroll

21

- All Employees are required to complete timesheets to record time worked. These must be approved and signed by the employer.
- Timesheets must be an accurate reflection of accurate time worked
- Timesheets can be emailed, faxed, or submitted through our website.
- A payroll schedule is provided with the start and end dates for each pay period, and when timesheets are due.

Paychecks

22

- Employees are paid on the 15th and at the end of the month.
- Employees have option of direct deposit, pay card or having checks mailed.
 - We encourage employees to use direct deposit or pay card because of potential delays or problems with US mail.

Issues that May Delay Payroll

23

- Time sheets that are not completed properly or accurately.
- Time sheets that are missing a signature from either Employer or Employee.
- Time sheets that are received after the due date.
- Time sheets that reflect more than 40 hours in a work week. Work week goes Sunday-Saturday. An employee with multiple employers cannot work more than 40 total hours without SSA approval.

Issues that May Delay Payroll continued

24

- If the necessary paperwork for a new Employee or the Employer is missing or incorrect.
- If there is insufficient funding left on the budget allocation.
- The budgeted amount on the Spending Plan does not match up with what is in PAWS.

More about Payroll

25

- Time sheets corrected after the due date will be paid on the following payroll.
- **Understanding the difference between Hourly Cost and Gross Hourly Wage (Employee Wage)**

Hourly Cost is the amount charged to the Plan before employer taxes are taken out

Gross Hourly Wage is the amount paid to an employee

More about Payroll

26

Community Inclusion—Personal Assistance

- Up to \$12.32 per hour
- Hourly wage paid to employee can range up to: \$10.90
- Employer-Related Payroll taxes = 13% of Hourly Cost
- *(does **not** come out of the \$10.90/hr)*
- Remember that employee payroll taxes will come out of the hourly wage.

Monthly Expense Summaries

27

- Expense summaries list actual expenses made through the previous month.
- These reports show
 - *how the funds for the year are budgeted,*
 - *how they have actually been spent year to date and what is remaining.*
- Written instructions on how to read the expense summaries are provided with every copy that is sent out.
- Summaries are sent to the Participant, SSA, & DODD

SELF Changes coming February-1-2018

28

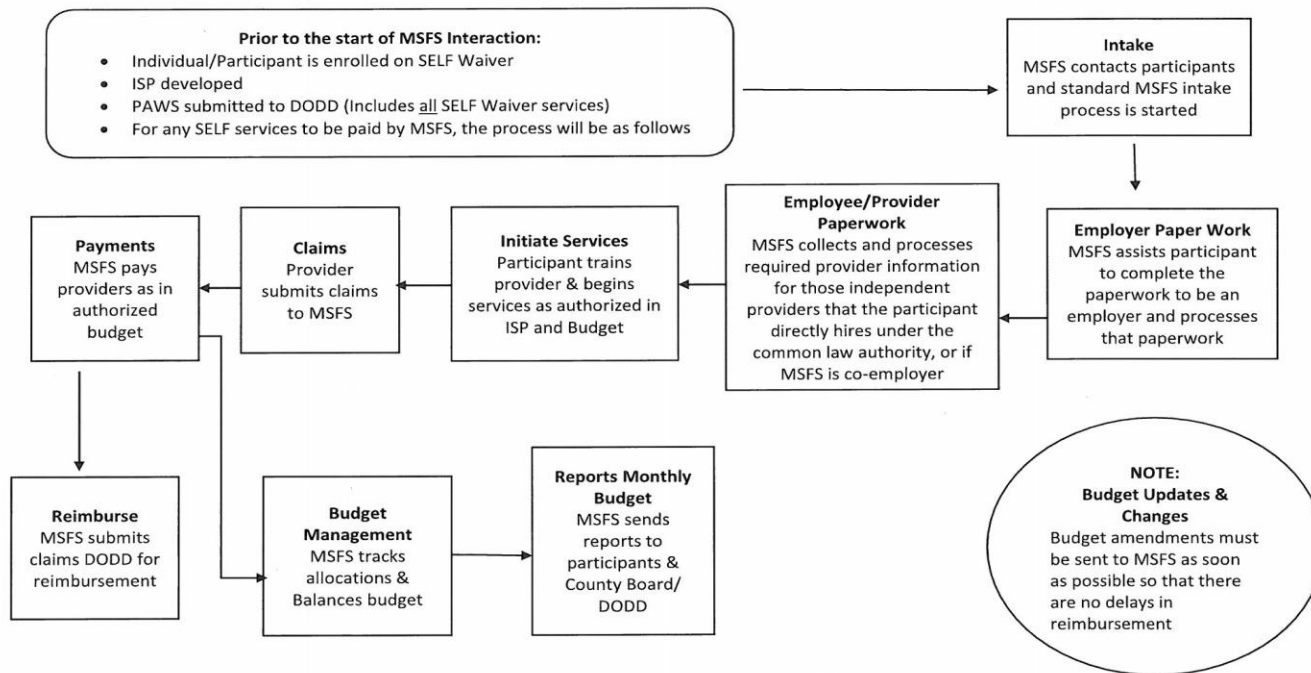
- Community Inclusion to be replaced with HPC
- The maximum hourly rate will change to \$4.49 per unit or \$17.96 per hour. However!!! The rate is still to be negotiated.
- **ADD-Ons are new!!!**
- 2 are possible at the discretion of the participant.
 - Medical=\$.12 per unit Behavioral=\$.63 per unit
- STI will change from a negotiated rate to a flat rate of \$.45 per mile and the code will change to STN.

Workflow

29

Flowchart: FMS Services for DODD & MSFS

Only applicable to: Independent Providers of Community Inclusion, Integrated Employment, Participant/Family Stability Assistance, and Support Brokerage



**Participant Directed Goods and Services will have a different process.

A word about I/O and Level I

30

- FMS option to be offered as of February 1, 2018
- 3 Reasons why this option may be attractive
 - Family can negotiate the rate
 - Family can dictate the training requirements
 - Providers may want taxes taken out of their paychecks

Common Law is the only option. Requires a bit more paperwork upfront, and family is the Employer of Record.

Customer Service Excellence is our Mission

31

- Morning Sun strives to provide “top of class” customer service at all times. We are committed to:
- Addressing concerns and questions fully & completely
- Returning calls and emails within 24 hours
- Assisting with the completion of all necessary forms

Morning Sun Contact Information

32

- Program Administrator: Rick Zwelling
 - 614-255-1835 Option #1 rzwelling@morningsunfs.com
- Program Coordinator: Rebecca Lipari
 - 614-255-1835 Option #2 rlipari@morningsunfs.com
- Program Coordinator: Kim Light
 - 614-255-1835 Option #3 klight@morningsunfs.com

Address: 175 S. Third Street, Suite 1005
Columbus, Ohio 43215

Website: www.morningsunfs.com