

## | Family Choice Program

## The Family Choice Program

The Family Choice Program is a unique, self-directed program that offers people with developmental disabilities and their families the control of recruiting Direct Support Professionals (DSPs) and in-home coordination of services through the SELF, Level 1, and IO waivers.

As the agency provider of record, The Arc of Ohio assumes the hiring and training of DSPs while also providing oversight and responsibility for certification, compliance, waiver billing, workers' compensation, and payroll.

In conjunction with a designated family representative (referred to as the Family Coordinator in HPC situations) or the OSL contractor, The Arc of Ohio oversees DSP compliance in regards to service documentation submission, incident reporting, and on-going staff training.



The Family Choice Program is based on the philosophy of self-determination and empowers people with developmental disabilities to enhance the quality of their lives by providing them with the opportunity for choice and control over their services and supports by acknowledging that they are the best judges of their own needs and how those needs should be met.

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[Service Options](#)
[Required Competency](#)
[Family Coordinators](#)
[Enrollment Process](#)
[Application Overviews](#)
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## Family Choice Program Update September 22, 2020

### Program Enrollments (2020)

- January
  - Staff/Contractors: 8
  - Individuals: 5
- February
  - Staff/Contractors: 8
  - Individuals: 4
- March
  - Staff/Contractors: 8
  - Individuals: 6
- April
  - Staff/Contractors: 7
  - Individuals: 5
- May
  - Staff/Contractors: 11
  - Individuals: 11
- June
  - Staff/Contractors: 7
  - Individuals: 6
- July
  - Staff/Contractors: 15
  - Individuals: 13

- August
  - Staff/Contractors: 8
  - Individuals: 8
- September
  - Staff/Contractors: 2
  - Individuals: 2

#### **Total 2020 Enrollments**

Staff/Contractors: 74

Individuals: 60

#### **Total Active Participants**

HPC Staff: 107

OSL Contractors: 60

HPC Individuals: 90

OSL Individuals: 56

#### **Enrollment Shutdown**

August 10 – September 7

- Projects completed during this time:
  - File retention clean-up
    - Physical files
    - Online files
  - Website re-design
  - New online application format
  - Service documentation updates (OSOC description)
  - HPC & OSL orientation training updates
  - Audit of staff files (annual training, first aid/cpr training, etc.)
  - Audit of individual spans/ISPs
  - Review of ISP renewals/revisions
  - Spreadsheet clean-up (master sheets, billing sheets, etc.)
  - Identifying inactive staff/individuals
  - Communications to participants (mask reminders, switch to new payroll company)

#### **Ongoing Projects**

- MeisterTask clean-up (internal communications/record keeping)
- Writing FCP policies
- Tracking of units, hours, span dates
- Staff Roster (adding info back to website, promotion)
- Service documentation for modified vehicle transportation

- Interview process/questions
- Local contracts (expiration dates, renegotiation for 2021 rate increases)
- ISP renewals/revisions

#### **FCP Program Policies**

- Overtime Policy
- Family Coordinator Agreement
- Transportation Policy
- Medication Administration Policy
- Service Documentation (three day rule)
- Electronic Visit Verification (EVV)
- Incident Reporting
- Electronic Account/Technology Competency
- OSOC Rules
- Pay Rates