

Division Update: 06.27.17

Modified Public Partnerships Enrollment Process for Individuals/Families Participating in the Self-Directed Employee Option

The Division of Developmental Disabilities is aware of the issues that individuals/families who participate in the Division's Self-Directed Employee Option and their employees have encountered when attempting to enroll with the new Fiscal Intermediary, Public Partnerships.

To ensure that these issues do not cause a disruption in services, Public Partnerships has modified the enrollment process for Self-Directed Employee (SDE) Option participants and their employees.

- Public Partnerships will be assigning an **Enrollment Specialist** to each SDE Option participant who is not yet fully enrolled. Public Partnerships Enrollment Specialists will contact participants to schedule an **Enrollment Appointment**. During the Enrollment Appointment the Enrollment Specialist will guide the SDE Option participant and his/her employee/s through to enrollment completion.
- Once an SDE Option participant and his/her employees have been fully enrolled, the SDE participant will receive a **Welcome Packet with SDE Timesheets** by mail or email from Public Partnerships. Until SDE participants receive a Welcome Packet with Timesheets from Public Partnerships, SDE participants should continue to submit timesheets to Easter Seals as they have been.
- **SDE Option participants do not need to take any action at this time until they are contacted by Public Partnerships.**

Clarification Regarding Individuals/Families Dually Enrolled in PPP and the DDD Self-Directed Employee Option

- Please note that a 90-day enrollment extension was granted for individuals dually enrolled in both PPP (Personal Preference Program, administered by the Division of Disability Services) and the DDD Self-Directed Employee Option, to give the Division time to review the PPP/DDD dual enrollment EIN issue.
- PPP/DDD dually enrolled participants who requested to not use the 90-day extension should continue to submit timesheets to Easter Seals until they receive a Welcome Packet with SDE Timesheets from Public Partnerships.

Clarification Regarding Individuals who Access DDD-Funded Self-Directed Services from a Qualified Provider

- Individuals who receive DDD-funded services/classes/programs from a **Qualified Provider** DO NOT need to enroll with Public Partnerships. Only the Qualified Provider needs to enroll.
- Individuals who receive DDD-funded services/classes/programs from a Qualified Provider and who also participate in the DDD Self-Directed Employee Option only need to enroll with Public Partnerships as the employer of record for the Self-Directed Employee Option services.