

## TRANSITION TO SELF-DIRECTED SERVICES

Oklahoma Health Care Authority

Long Term Care Administration

Living Choice

Medically Fragile

RE: Member Name: \_\_\_\_\_ Member ID: \_\_\_\_\_ Phone# \_\_\_\_\_

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**The Member listed above is ready to transition to the Self-Directed Services Option. Please proceed by following your agencies normal policies to request an amendment to add self-directed services to the member's service plan.**

Authorization requirements include the following:

- The self-directed service line cannot precede the **date of this memo**. *Please start the service plan approximately 2 weeks prior to the transition date to allow for corrections or changes.*
- The Case Manager and Supervisor reflected on Community Service Plan or Community Service Plan Addendum must have completed self-directed agent training.
- The Community Service Plan (6gSP) or Community Service Plan Addendum must reflect the correct number of units.  
The Self-Directed Budget Worksheet is located on the Morning Star Financial Services of Oklahoma Website: [www.morningstarfs.com](http://www.morningstarfs.com)
- The number of units requested on the Service Plan or Addendum must correspond to the number of hours/units listed in the goals.
- The Service Plan Goals must define activities to be completed by the PCA or Direct Care Service worker including the approximate number of hours needed per week to complete each task.
- The PCA or Direct Care Service worker's Scheduling and Back-up Plan must be submitted with the Community Service Plan or Community Service Plan Addendum.
- The current provider agency **must** be notified of the closure date for the PCA.

If you have any questions, please feel free to call Long Term Care Administration at 888-287-2443.

Thank You

*Long Term Care Administration*