

## DESIGNATED AGENCY, SPECIALIZED SERVICE AGENCY AND CERTIFIED PROVIDER BOUNDARY ISSUES

DESCRIPTION	ROLE/RESPONSIBILITY OF DA	ROLE/RESPONSIBILITY OF SSA	ROLE/RESPONSIBILITY OF CP OTHER THAN DA
<b>ACTION BY THE INDIVIDUAL/FAMILY</b>			
1. New applicant (including person aging out of SRS) who resides or is expected to reside in a specific county	Determine eligibility; complete needs assessment; prepare funding request; process funding including proposal, including via Equity Committee if needed; inform applicant of choice of providers, including self-management of services; inform applicant of rights	If applicant has chosen the SSA as a provider, the SSA can assist him/her through the process.	If applicant has chosen the CP as a provider, the CP can assist him/her through the process.
2. Individual/family moves to new county and chooses the new DA to be the provider	Current DA facilitates transfer of funds (all except infrastructure for local/state crisis, Alpha One, local/state respite) and other information to new DA. New DA bills EDS for services and is responsible for MCIS information; current DA notifies DDMHS of transfer date; new DA updates spreadsheet to include individual; old DA modifies spreadsheet to remove individual	NA	NA
3. Individual/family moves to new county and chooses an SSA to be the provider	Current DA informs DA for county of new residence of transfer to SSA; current DA notifies DDMHS of transfer; financial risk for new or significantly increased services transfers to new DA; current DA notifies DDMHS of transfer date; old DA modifies spreadsheet to remove individual	Current DA facilitates transfer of funds (all except infrastructure for local/state crisis, Alpha One, local/state respite) and other information to SSA; SSA bears initial financial risk within budget; SSA bills EDS for services and is responsible for MCIS information; SSA updates spreadsheet to include individual	NA
4. Individual/family moves to new	Current DA facilitates transfer of	NA	CP responsible for services and

Individual/family elects to receive services from a CP outside of the county; the individual/family is not moving	See number 5.c. above	NA	See number 4 above
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<b>ACTION BY THE DA/SSA</b>			
Individual placed by current DA into the county covered by a different DA; current DA continues to provide services	Current DA maintains all responsibilities (e.g., financial risk; billing EDS; MCIS reporting, etc.) as though the person still resided in its county	NA	NA
Individual placed by current DA/SSA into the county covered by a different DA; new DA/SSA provides services (e.g., someone ends up receiving services via UVS because of referral through VCIN)	If placed by a DA, current DA maintains financial risk for new or significantly increased services; current DA notifies DDMHS; current DA modifies spreadsheet to remove individual; if receiving services from the new DA, new DA bills EDS for services; new DA submits MCIS information; new DA bears initial financial risk within budget; new DA modifies spreadsheet to include individual	Current DA maintains financial risk for new or significantly increased services; if served by a new SSA, new SSA bills EDS for services; new SSA submits MCIS information; new SSA bears initial financial risk within budget; new SSA modifies spreadsheet to include individual	NA
Individual placed by current DA/SSA into the county covered by a different DA; certified provider (other than DA/SSA) provides services	If placed by a DA, current DA maintains financial risk for new or significantly increased services; current DA continues to bill EDS for services; responsible for contracting with CP	If placed by an SSA, current SSA continues to bill EDS for services; current SSA responsible for contracting with CP	CP responsible for services and bears initial financial risk within budget; responsible for fulfilling contractual obligations to DA or SSA; responsible for MCIS information

<p>county and chooses a CP to be provider</p>	<p>funds (all except infrastructure for local/state crisis; Alpha One; local/state respite) and other information to new DA; current DA notifies DDMHS of transfer date; financial risk for new or significantly increased services transfers to new DA; new DA bills for services and is responsible for contracting with CP</p>		<p>bears initial financial risk within budget; responsible for fulfilling contractual obligations to DA; responsible for MCIS information</p>
<p>5. Individual/family who was “grandfathered in” to their current DA or SSA because they were receiving services from them on July 1, 1998, not because they reside in the county(ies) covered by the DA:</p> <ul style="list-style-type: none"> <li>a. Individual/family moves</li> <li>b. Individual/family doesn’t move and elects an existing DA or SSA as service provider</li> <li>c. Individual/family doesn’t move and elects a CP as service provider</li> </ul>	<ul style="list-style-type: none"> <li>a. See numbers 2, 3, or 4 above depending on who will be providing services</li> <li>b. Current DA maintains financial risk for new or significantly increased services; current DA/SSA notifies DDMHS; current DA/SSA modifies spreadsheet to remove individual; new DA/SSA bills EDS for services; new DA/SSA submits MCIS information; new DA/SSA bears initial financial risk within budget; new DA/SSA modifies spreadsheet to include individual</li> <li>c. Current DA maintains financial risk for new or significantly increased services; current DA/SSA bills EDS for services; current DA responsible for contracting with CP</li> </ul>	<ul style="list-style-type: none"> <li>a. See numbers 2, 3, or 4 above depending on who will be providing services</li> <li>b. New DA/SSA bills EDS for services; new DA/SSA submits MCIS information; new DA/SSA bears initial financial risk within budget; new DA/SSA modifies spreadsheet to include individual</li> <li>c. NA</li> </ul>	<ul style="list-style-type: none"> <li>a. See numbers 2, 3, or 4 above depending on who will be providing services</li> <li>b. NA</li> <li>c. See number 4 above</li> </ul>
<p>Individual/family elects to receive services from a DA or SSA outside of the county; the individual/family is not moving</p>	<p>See number 5.b. above</p>	<p>See number 5.b. above</p>	<p>NA</p>