

Hello Vendors!

What are Developmental Disabilities Services?

Developmental Disabilities Services (DDS) is a division within Oklahoma Human Services (OKDHS) that provides waiver services and supports to those who have a primary diagnosis of intellectual disabilities. Persons served may also have other developmental disabilities in addition to intellectual disabilities such as autism, cerebral palsy or Down syndrome. The purpose of the waiver is to ensure the recipient can stay and thrive in their own home and community. There are two ways for a recipient to utilize their waiver supports, Traditional Services and Self-Directed Services (SDS). This document will discuss SDS, as this is the applicable option to vendors.

What are Self-Directed Services?

SDS is an option available through Oklahoma's waiver programs for children and adults. SDS provides recipients the opportunity to exercise choice and control in identifying, accessing, and managing specific waiver services and supports in line with their needs and personal preferences. One aspect of SDS that aids in recipients' ability to get involved in their community and increase independence is called Goods and Services.

What are Goods and Services?

Recipients can use Goods and Services while engaging in SDS for aspects of their care. Goods and Services are provided by vendors in the community that are approved by DDS and funded through the fiscal agent, Acumen. As a vendor, you play a valuable role in making a difference in the lives of a DDS recipient. By providing an inclusive environment, you are bringing the community together and enhancing the lives of all individuals you serve.

Goods and Services are activities and items that promote self-care skills, health and safety skills, adaptive functioning, and leisure skills that directly relate to the recipient's disability needs. The activities or items are designed to help get the recipient out in the community to connect with their peers, so they can socialize and curate new hobbies and interests.

Your Role!

The vendor plays a crucial role in getting the recipient out into the community. They provide the services in which the recipient can participate. The vendor allows the recipient to experience their services in the same capacity as others, with the stipulation that the recipient's waiver pays for the service. However, since funding is issued through the Oklahoma Health Care Authority (OHCA) billing system, *payment will occur after services are rendered*. The back side of this flyer will detail how the vendor gets paid for the services they provide.

Who do you interact with?

The recipient's Employer of Record (EOR) is the vendor's main point of contact. The EOR can be the person receiving services or anyone they choose to advocate on their behalf, which can include but is not limited to a parent or family member. The EOR will serve as a liaison between you as the vendor, and the Fiscal Agent, Acumen. Acumen is the entity that stores the vendor's tax information in its system to ensure the vendor gets paid. Even though Acumen is the service provider paying you, all communication you have will be with the EOR, who ensures Acumen recognizes you as a vendor and pays you.

The Process

1. Prior to services being provided, the EOR will request for your business to provide a brochure or written document (invoice) that states the exact cost of services with the exact date(s) the service will occur.
2. The EOR will submit a request to their case manager for the services to be authorized. Once the EOR is enrolled with Acumen and DDS notifies the EOR services are approved, you can provide services to the recipient on the dates outlined in the brochure.
 - a. Please note it is the EOR's responsibility to ensure the service has been approved by the program prior to you providing service. If not, the EOR could be responsible for payment personally.
3. After services are rendered:
 - a. The EOR will complete a "Request for Vendor Payment" form.
 - b. The EOR will submit to Acumen the completed "Request for Vendor Payment" form along with a copy of the invoice used to get the service approved by DDS.
 - i. The EOR may need to submit a W-9 for your business if a current W-9 is not on file with Acumen already. If needed, the EOR will request this from you.
 - ii. It is the EOR's responsibility to make sure everything is completed correctly and received by Acumen in a timely manner. If it is not, the EOR could be responsible for payment personally.
 - iii. You can help by reaching out to the EOR if you have not received payment within 1 month from the end date of service to check on the status of their submission.
 - c. Once Acumen receives the "Request for Vendor Payment" form and brochure/written document that match the authorization for service approved by the program, they can issue payment to the vendor.
 - i. There are two options for receiving payments:
 - A check – A paper check mailed to the address on the W-9.
 - Direct Deposit – If you want this option, you will need to complete an "Electronic Funds Transfer" form. The EOR will be the one to facilitate this set up with Acumen.
 - ii. Acumen processes payments twice a month. To view the official payment schedule, please visit acumenfiscalagent.com/state/ok-ihsw-sd/ and select "Participant Employer Forms."

If you have any questions, please email the SDS team at DDS.SDS@okdhs.org

Disclaimer: This document is a condensed version of the EOR training and DDS policy. Completing the EOR training is a requirement for utilizing Self-Directed Services.