

Individual Directed Goods & Services (IDGS)

Reimbursement Resource

***Individual Directed Goods and Services (IDGS)-** are services that include improving and maintaining the participant's opportunities for full membership in the community, allows an individual to receive services in the most integrated settings possible, items/services promote inclusion in the community and/or increase the individual's safety and independence

- IDGS Billing Dates: Processing/Paid Date (in eVero)

Reimbursable through IDGS:

Camp- to promote community integration and structured socialization to support the person's valued outcomes in the summer months (June-September)

- must be a NYS camp
- has a Department of Health Certificate for the current camp year
- record of camp dates

Additional Resource: AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

Community Classes- to promote community integration that teaches a subject/skill to support the person's valued outcomes

- teaches a subject or skill in a structured learning environment with an interactive component
- open to the broader public with established published rates
- private class/lesson is allowable if it is related to a valued outcome and is publicly available
- virtual lessons are allowed with live interactive instruction
 - AIM cannot issue reimbursement for pre-recorded/self-paced classes

Community Classes **cannot** be:

- credit bearing
- recreational in nature
- duplicative of any other OPWDD Waiver service

Additional Resource: AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

Coaching/Education- For a rep or parent to attend/participate in educational opportunities not otherwise covered by other public programs

- relate back to the person's disability or valued outcome
- available to people over the age of 18

Additional Resource: AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

Clinical Consultants (Clinical Non-Direct)- to support staff in gaining skills that directly relate to the person's habilitative need

Consultants who are hired for the following:

- Evaluate an individual's habilitation plan
- Train self-hired staff in delivering the self-directed plan that otherwise might not have such resources available to them
- Evaluation of the effectiveness of the self-hired staff in carrying out the services in the self-directed plan
- Consultants must provide a written outline of services to be delivered prior to approval
 - Consultants must provide an annual update of progress/provision of services and need to continue

Additional Resource: AIM Clinical Non-Direct Checklist; AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

Clinical Consultants (Clinical Direct)- for the purpose of providing direct habilitative supports to the person and their valued outcomes

Direct provision of Therapies/Therapeutic activities who are hired for the following:

- A treatment strategy that is incorporated into the professional's plan of care to achieve functional outcomes
- Contribute positively to the cognitive, physical, emotional, and social well-being of individuals with special needs
- Provide written documentation of the initial evaluation of the individual and written progress notes for the individual to establish appropriate goals and objectives for the individual
- A treatment for a specific medical diagnosis/condition which corresponds with a valued outcome in the individual's plan

Additional Resource: AIM Clinical Direct Checklist; AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

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Memberships- to promote community integration and health/fitness to support the person's valued outcomes

- for reasons of health and fitness or community integration
- open enrollment to the public with established membership rates
- payments are reimbursed monthly; yearly invoice costs will be paid out monthly (total cost of invoice divided by 12)
 - *AIM offers recurring payment options for annual memberships*

Memberships **cannot** be:

- family memberships (must be in the individual's name only)
- recreational in nature

Additional Resource: AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

Household related items/services- to maximize the person's ability to be independent and support valued outcomes

- may include small appliances that assist a person to live more independently
- Items and services must be related back to a valued outcome and directly benefits the individual as outlined in supporting documentation (Life Plan/ Staff Action Plan)

Additional Resource: AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

Interpretation Services- to assist with maximizing the person's communication and independence

- includes language interpretation but not translation services
- related back to a valued outcome:
 - What valued outcome/safeguard is this actively supporting?
 - What services was the interpretation related to?
 - What service was provided?
 - Who provided the service?

Additional Resource: AIM IDGS Reimbursement Chart; IDGS Reimbursement Steps-eVeroPortal

Paid Neighbor- for the purpose of having someone available to respond to the person and support when needed

- a staff/multiple staff (when warranted) cleared under AIM Services (non-family member) that has a paid neighbor agreement within the current year
- provides 'On-Call' supports to assist a person who lives independently as indicated in the agreement (max monthly cap is 800 dollars)

Additional Resource: AIM IDGS Reimbursement Chart; AIM Paid Neighbor Agreement, AIM Monthly Satisfaction Form; IDGS Reimbursement Steps-eVeroPortal

Self-Directed Staffing Support- for the purpose of assisting with tasks outside of FI and Broker duties

- a cleared staff (non-family member) that has a staffing support agreement within the current year
- provides 'On-Call' supports to assist a person who lives independently as indicated in the agreement
- staff can solely provide this support or be a current Com Hab or Respite staff providing this support

Additional Resource: AIM IDGS Reimbursement Chart; AIM Staffing Support Agreement, AIM Staffing Support Invoice; IDGS Reimbursement Steps-eVeroPortal

Transition Programs- a post-secondary opportunity for people to gain skills for educational or vocational outcomes to maximize independence and support valued outcomes

- designed for tuition for non-credit bearing transition programs for people who have already completed their education program
- related back to the person's valued outcomes

Transition Programs **do not cover** room and board

Additional Resource: AIM IDGS Reimbursement Chart; AIM Transition Checklist ; IDGS Reimbursement Steps-eVeroPortal

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Transportation- to promote access to community integration opportunities supported under the IDGS category

- to/from a service-related activity to reimburse service-related mileage
- *reimbursed at the Federal Mileage Rate*
- must be related back to a service funded through the IDGS program
- Staff Mileage: staff are on the clock and the individual is in the vehicle
- Rep/Individual Mileage: a representative driving the individual to an IDGS activity (individual must be present in the vehicle) or individual accessing an IDGS activity
- Medical Mileage- *is reimbursable to staff under IDGS transportation at the Federal Mileage Rate and with **appropriate justification for support with medical appointments in the life plan/staff action plan***
 - **Note:** Family Members do not receive reimbursement for trips to medical appointments

Additional Resource: AIM IDGS Reimbursement Chart; AIM Transportation Information IDGS Transportation Reimbursement Steps-eVeroPortal

Additional AIM Supports:

Recurring Payments- memberships invoiced yearly will be processed and paid out on a monthly cycle; if desired AIM can set up recurring payments which will assist in automatic monthly invoices to populate for reimbursement (total cost of invoice divided by 12)

Direct Pay- AIM offers a direct payment option with all direct pay cleared vendors. This allows AIM to directly pay the provider and for the person receiving supports to avoid initial out of pocket expenses.

Preapproval Team- AIM offers an additional support of programmatic item review which can assist teams with a pre-approval or denial of the requested opportunity. Requests can be submitted through your SD Coordinator or preapproval@aimservicesinc.org

AIM Approved Activities- AIM maintains a Self-Direction approved list of activities across NYS; available per request from SD Team

AIM Self-Direction Web Portal- <https://www.aimservicesinc.org/services/self-direction/>

AIM Reimbursement Policy:

Any invoice/request with all necessary supporting documentation **entered by the 1st** of the month will be processed and **paid by the 16th**, or the next business day.

Any invoice/request with all necessary supporting documentation **entered by the 15th** of the month will be processed and **paid by the 31st**, or the last business day of the month.

AIM holds a **60-day reimbursement window** from the date of service

Examples:

Submitting by the 1st (example):

Invoice submitted on July 1st (with programmatic criteria met) will be paid on July 16th

Submitting by the 15th (example):

Invoice submitted on July 15th (with programmatic criteria met) will be paid on July 31st

60- Day Reimbursement Window (example):

Date of Service is the 1st of May; submission for reimbursement available until July 1st