New Freedom Individual Provider Contracting Process Flow

APPLICATION

1. Once a New Freedom Participant has chosen an Individual Provider (IP), the Care Consultant (CC) or PPL representative will provide the participant and/or the IP with an IP Application form and a BCCU authorization form, which will include the participant’s PPL ID number entered in Section 1 - Box 5A, along with BCCU Authorization Form instructions.
2. The IP Application and BCCU Authorization Form are then faxed or mailed to PPL.
3. The CC will send the Communication Form to PPL via fax or secure email notifying PPL of the participant’s intent to hire an IP.
4. The CC will create a monthly TBD IP service authorization (and mileage if applicable) in the PPL Portal.
5. PPL will process the background check, including fingerprinting if required.
	1. If the BCCU results indicate the need for a Character/Competence/Suitability (CCS) determination PPL will send the BCCU results and a copy of the application to the CC using the Communication Form
		1. The CC will complete the CCS review with the participant and return it to PPL via secure email, copying the New Freedom Program Manager, within 5 business days following the receipt of the initial notification from PPL, or notify PPL of the reason for the delay
	2. If the BCCU results indicate the IP is not qualified based on a finding, PPL will notify the IP and the CC using the Communication Form.
	3. If the BCCU results indicate the IP does not have a disqualifying crime or a CCS review determines that an IP is eligible to provide services to a participant, PPL will contact the IP and schedule a contracting appointment.

CONTRACTING

1. During an individual/group IP contracting appointment, PPL will:
	1. Have the IP sign all required forms, including:
		1. Individual Provider Application (if not previously submitted)
		2. New Freedom Participant Service Contract
		3. Provider Eligibility Verification Form, including verification of acceptable documents as an authorized representative
		4. Familial Tax Exemption Form
	2. Explain the following items to the IP:
		1. The New Freedom contract is for New Freedom participants only and the IP will need to sign a separate DSHS contract if they wish to provide services to non-New Freedom participants
		2. Training Requirements
		3. Timesheets
		4. SSPS Invoicing
		5. Paychecks & Payroll Schedule
		6. Direct Deposit & Taxes
		7. SEIU Benefits – Health Care / Vacation / Pay scale
		8. Mandatory paycheck deductions – SEIU dues & FICA

In Pierce County, IP contracting activities may be completed by mail and group conference call unless the IP chooses to travel to the PPL office in Kent to expedite the process more quickly.

1. PPL will check to see if the IP has an SSPS provider number in the system and if not will send a Provider File Action Request Form (PFAR) to the SSPS Provider File Unit to request an assigned number.
2. The IP can begin to provide services for the participant the day that the IP signs the contract with PPL, indicating that all contracting requirements have been met. PPL shares this information with the IP at the contracting appointment.
3. PPL will update the Communication Form originally submitted by the CC to indicate the IP “good to go” date and the IP’s current rate of pay and will send this to the CC.
4. The CC will revise the start date of the first monthly IP authorization line in Portal to reflect the “good to go” date (begin date of services) and if needed prorate the number of hours the IP will be authorized to work for the first month (see example below), as well as confirming the total number of hours per month thereafter. The CC will complete a NF Communication Form documenting the authorized hours and send to PPL.
	1. Formula to Pro-Rate First Month of IP Services: Number of total authorized hours per month divided by the total number of days in the month multiplied by the number of days remaining in the month
		1. Example: 252 hours per month / 31 days = 8.12 hours per day X 6 days remaining in month = 48.72 (rounded down to the nearest hour = 48 hrs for the first month)
5. The CC will review and send the IP a task list they are to perform for the participant.
6. PPL will enter into SSPS as applicable: the IP service authorization; mileage authorization, and assigned IP participation amount.
7. Based on receipt of the Daily Auth File from SSPS, the IP pay rate will be updated in the Portal and the total authorization line amount will be adjusted accordingly.

CONTRACT MONITORING

1. PPL will monitor the IP for all training compliance per RCW and WAC
	1. Orientation is completed within 14 days
	2. All additional training is completed within 120 days in accordance with SEIU criteria outlined in the ADSA Employment Reference Guide. If the training is not completed within the mandatory time frame PPL will notify the CC with the effective date of the termination using the Communication Form.
2. PPL will monitor and take appropriate action on the IP contract based upon SEIU training reports
3. Year 2 and on:
	1. IP must complete 10 hours of Continuing Education each calendar year following the Fundamentals of Care giving training
	2. The Training Partnership will send “in jeopardy” reminders of training to applicable IPs
	3. PPL will take appropriate action on the IP contract based on the IPs completion (or lack of completion) of continuing education per RCW, WAC, and policy and notify the CC of any changes in IP status using the Communication Form
	4. PPL will request each active IP to complete a new BCCU authorization form and will process the form for current results every two years and notify the CC if any action is required using the Communication Form