

1302 INDEPENDENT PROVIDER PROGRAM

EFFECTIVE DATE: November 9, 2022

PURPOSE

The purpose of this policy is to outline requirements for the Division's Independent Provider Program.

DEFINITIONS

1. "Direct Care Worker (DCW)" means an individual who assists elderly individuals or individuals with a disability with activities necessary to allow them to reside in their home.
2. "Electronic Visit Verification (EVV)" means a computer-based system that electronically verifies the occurrence of authorized service visits by electronically documenting the precise time a service delivery visit begins and ends, the individuals receiving and providing a service, and type of service performed.
3. "Employer of Record" means the responsible person enrolled with the Fiscal Intermediary services as the employer.
4. "Fiscal Intermediary" means a contracted provider that files state and federal paperwork required for a member to serve as the

employer and required for an Independent Provider to be an employee of the member and that provides payroll functions.

5. “Individual Independent Provider” means an individual who has a service agreement with the Division to provide Attendant Care (ATC), Homemaker (HSK), Respite (RSP), or Habilitation (HAH/HAI) and who is a DCW.


POLICY

- A.** The Division shall offer members and their families the ability to direct their care and give the member control over assigning duties and schedules for the Direct Care Worker including hiring, firing, and some training requirements through the Independent Provider Program.
- B.** An Individual Independent Provider shall not provide more than 40 hours per week in combination of all services to all members.
- C.** An Individual Independent Provider shall adhere to the Division’s Provider Manual.
- D.** The Division shall allow the member or responsible person to change Individual Independent Providers at any time.
- E.** The member or responsible person shall:

1. Identify any training needs, over and above the minimum required training by the Division, that are necessary to meet their unique needs.
2. Select the Individual Independent Provider from a pool of Individual Independent Providers already contracted by the Division.
3. Orient the Individual Independent Providers to the manner in which they want the services provided.
4. Provide feedback to the Individual Independent Provider regarding the performance and dismiss or fire if the member is not satisfied with the care provided.
5. Provide oversight and instruction to the Individual Independent Provider to ensure they are receiving quality care.
6. Communicate regularly with the Support Coordinator about the Individual Independent Provider performance.
7. Enroll with the Division's Fiscal Intermediary agency as the Employer of Record and verify service visits using the fiscal intermediary's EVV system.

F. The Fiscal Intermediary shall:

1. Maintain an EVV system as required by AHCCCS.
2. Process payments to Individual Independent Providers.
3. Manage required withholdings.
4. Provide tax documentation of members and providers.

Signature of Chief Medical Officer: 
Anthony Dekker (Nov 1, 2022 12:25 PDT)
Anthony Dekker, D.O.