



Referral and Access to Self-Directed Services

In order to access Self-Directed Services, the individual has to be referred to the Front Door by their Care Manager.

The individual and their parent or advocate must attend a Front Door Informational Meeting in The Front Door is the gateway for determining if an individual with a developmental disability is eligible for services through the Office of People with Developmental Disabilities (OPWDD). This is also the beginning of the process for determining eligibility and enrollment in Self-Directed Services.

Mechanisms for Utilizing Self-Directed Services

- Once the individual and parent/advocate attends a Front Door Informational Meeting, then they will be asked to select a Start-Up Broker. The Start-Up Broker is responsible for assisting the individual, their parent/advocate, Care Manager and other Circle of Support members to develop a service plan and budget to pay for supports and services.
- Once the plan and budget is completed, it is sent to the Self-Directed Services liaison at the local Developmental Disabilities Regional Office (DDRO) for review and approval. The regional OPWDD Self-Direction Coordinator is Laura Greenfield (laura.greenfield@opwdd.ny.gov).
- After the plan is approved at the local level, the plan and budget is sent to OPWDD for final approval. NOTE: These approvals can take several months to complete.
- In the process of developing their self-directed plan and budget, the individual will then work with a Support Broker (often the same as the Start-Up Broker) who helps them manage their plan and coordinate quarterly Circle of Support meetings.
- Supports and services can be provided by either staff that are hired directly by the individual. These are called self-hired staff. Individuals can also elect to use an agency that provides community habilitation, respite or supported employment programs. This is called agency-supported staffing.
- In addition to a Broker, the individual and their parent/guardian will need to choose a Fiscal Intermediary (FI) agency that will provide the financial and compliance oversight of their service plan budget. In addition to paying for community habilitation and respite staffing, the individual's personal assistance budget can include other services related to their valued outcomes, such as health club or organizational memberships, community classes and skills training.

Liberty Resources Contact Information

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