LOUISIANA DEPARTMENT OF HEALTH
Aging and Adult Services

State Personal Assistance Services (SPAS)
Agreement of Understanding

I. Eligibility

In order for an individual to be determined eligible for services, and individual must meet the following criteria:

- Is an individual with significant disabilities;
    - **Individual with Significant Disabilities** – an individual with loss of sensory or motor functions interfering with activities of daily living to the extent that the person requires assistance with non-medical personal care needs, domestic or cleaning needs, dressing and undressing, moving into and out of bed, transferring, ambulation, related services including but not limited to meal preparation, laundry, and grocery shopping, and/or other similar activities of daily living.
- Is aged 18 or older;
- Needs goods and/or personal assistance services from this program to prevent or remove the individual from inappropriate placement in an institutional setting or enhance or maintain the individual's employability.
- Provides verification of the disability from the treating physician;
- Is capable or has a legal/personal representative capable of self-direction. Although the participant is capable of self-directing they may choose a qualified provider agency for services; and
    - **Self-Directed** – the participant or legal/personal representative will direct, supervise, hire and discharge their personal care attendant and be able to self-direct all goods/services needed.
- Provides verification of income to show unique economic and social needs.

II. Program Guidelines/Procedures

- Funding is available for the service plan effective dates. There is no guarantee that funding will be available from year-to-year.
- Once you are admitted into the program, and individualized assessment will be conducted to determine the scope of services.
- You will participant in the development of the service plan. The service plan shall be initiated annually or more often, if indicated.

- All goods and/or services must be prior approved for the Arc of Louisiana before delivery of goods and/or services.
- As a participant in the SPAS program, you or your legal/responsible representative must be able to self-direct your goods and/or services. You may choose to hire your own personal assistance worker or go through a provider agency.
- If you choose to go through a provider agency, a list of providers in your area will be provided to you. You are responsible for choosing an agency from the list and informing the program staff of your choice.
- If you choose to hire your own provider, you are responsible for:
    - Determining the rate of pay and hours per week your worker will work;
    - Completing employee paperwork;
    - Training your worker;
    - Establishing a list of daily tasks;
    - Developing a backup plan to follow if your worker does not show up for work;
    - Firing your worker if you are not satisfied with their performance; and
    - Turning in time sheets and quarterly tax information within the guidelines established.
- If goods are needed, you will obtain needed goods. You are responsible for submitting receipts and/or invoices within the established guidelines.
- You must provide verification of your income annually.
- You must inform the Arc of Louisiana of any changes in address, phone number, income, and staff.

III. Confidentiality

All information given to your program manager is confidential and will be utilized only for your rehabilitation and will not otherwise be given to anyone without your consigned consent. The only exceptions are to the public assistance agencies or programs from which you requested services and programs providing services as authorized by SPAS, or as otherwise authorized pursuant to the policy of the SPAS program.

IV. Rights

You have the right to:

- A written notice if you are determined ineligible for services.

- Freedom from discrimination based on race, creed, color, age, religion, sex, national origin, disability, ethnicity or status with regard to public assistance.
- Participate with the program staff in the development and implementation of a service plan; and give informed written consent to the service plan and all amendments.
- Appeal any decision concerning denial, provision, delivery or change of service.
- Written notification of any changes to the program.

V. Responsibilities

Your responsibilities are to:

- Actively participate in the development of your service plan.
- Ask questions if you do not understand.
- Provide the program staff with accurate information.
- Inform the Arc of turnover in staff and to minimize, to the best of your ability, the turnover in staff.
- Ask for assistance and training if needed to ensure that you hire competent staff that fits your needs.

VI. Contact Information

Program Office:

The Arc of Louisiana
600 Colonial Dr.
Baton Rouge, LA 70806
Phone: (225) 383-1033
Fax: (225) 383-1092
www.thearcla.org

State Office:

Office of Aging and Adult Services (OAAS)
P.O. Box 2031, Bin #14
Baton Rouge, LA 70821
Phone: 1-888-891-9441

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Agreement of Understanding
Signature Page

Acknowledgements

By signing below, I agree to the following statements:

- I still meet the eligibility criteria of the SPAS program.
- All information on the Agreement of Understanding has been reviewed with me.
- I understand my rights and responsibilities and the program guidelines.
- A copy of the Agreement of Understanding has been given to me.

_____ _____

Signature of Individual/Representative **Date Signed**

_____ _____

Signature of Arc Staff **Date Signed**