

SELF-DIRECTED SERVICES — LETTER OF INTENT

**Oklahoma Health Care Authority
QA and Community Living Services**

Living Choice **Medically Fragile**

Participant Name				
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	<i>SoonerCare ID</i>

The member listed above has selected the self-directed services option and will submit an application for consideration.

In addition, **please remind the member that in order to prevent a delay or loss of payment to the PCA or direct service worker, the following information must be completed.**

- All employer paperwork must be correctly completed before it is sent to Acumen FMS.
- All employee paperwork must be correctly completed before it is sent to Acumen FMS.
- The background check for the employee must be completed by Acumen FMS and the Oklahoma Health Care Authority and must be approved and cleared.
- Self-directed services have been authorized on the service plan.

If the care management unit of OHCA requests additional information regarding a member’s service plan, there may be a delay in authorization. The delay in authorization could affect the payroll for the employee.

If you have any questions, please feel free to contact the QA and Community Living Services at 888-287-2443.