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# Hawaii Department of Health Developmental Disabilities Division



## YOUR GUIDE TO INDIVIDUAL SUPPORTS BUDGETS

For Adult Participants in Hawaii's Home and  
Community Based Services Waiver for Individuals  
with Intellectual and Developmental Disabilities

Possibilities!  
NOW!

June 2018

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## ABOUT THIS GUIDE

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The Developmental Disabilities Division (DDD) wants to support people with intellectual and developmental disabilities to reach their vision for a good life. We strive to offer services and supports that:

- Focus on you and your needs,
- Provide you choice and flexibility, and
- Help you connect with your community.

To do this, we are working to improve the system of supports by:

- Improving the menu of services available,
- Reshaping our approach for supporting families,
- Making changes to the Individualized Service Planning (ISP) process, and
- Providing more control over the services you choose through an *individual supports budget*.

This guide explains what an individual supports budget is and how it will work. It will also help you get ready for your ISP meeting. As you go along in this guide, there are places for you to write in things about yourself to make this a personal booklet that you can keep or share with others in your Circle of Supports.

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Note, individual supports budgets are for adult participants, ages 18 years and older, in Hawaii's Home and Community Based Services Waiver for Individuals with Intellectual and Developmental Disabilities.

## WHAT IS AN INDIVIDUAL SUPPORTS BUDGET?

The individual supports budget is a funding range (amount of money) that you will use to plan for the services you need during the year. During your ISP meeting, you and your Circle of Supports, will use the budget as a guide as you make choices about the type and amount of services you need to help you with activities at home, in the community, and to reach your personal goals.

Your individual supports budget is based on two factors:

1. Your Supports Level
2. Where You Live  
(licensed or certified residential home, your family home, or living independently)

## WHAT IS A SUPPORTS LEVEL?

A supports level is based on information from your Supports Intensity Scale® (SIS®) assessment. Depending on your support needs, you will get a supports level (1-7).

Level	Description
1	Low Support Needs
2	Moderate Support Needs
3	Low to Moderate with Some Behavioral Support Needs
4	Medium to High Support Needs
5	High Support Needs
6	Extraordinary Medical Needs
7	Extraordinary Behavioral Needs

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## HOW WILL IT WORK?

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You will get a letter in the mail letting you know what your supports level and individual supports budget range are before your ISP meeting. Services that you use regularly are included in your individual supports budget.

Depending on your needs and goals, other services can be added on and are outside your supports budget amount.

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## WILL I HAVE TO DO BUDGET CALCULATIONS?

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If working with an individual supports budget sounds hard, don't worry! Your Case Manager will help you. During your ISP meeting, you will talk about the day-to-day supports you need and the type of support needed to reach your goals.

You will talk about how many hours you need of each type of service that you choose. Your Case Manager will enter the number of hours for each service into a calculator tool to know how much you have used.



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## HOW MUCH IS MY BUDGET?

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If you already know your supports level and living setting, you can find your supports budget range in the following chart.

**My Supports Level is \_\_\_\_\_.**

Find the island where you live (Big Island or All Other). Next, find your support level on the left side. Then go across to the column with the type of home you live in.

### Big Island

Level	Licensed/ Certified	Family Home	Independent
1	\$18,555 - \$24,740	\$34,465 - \$45,953	\$40,887 - \$54,516
2	\$19,698 - \$26,264	\$47,075 - \$62,766	\$51,102 - \$68,136
3	\$24,588 - \$32,784	\$56,951 - \$75,934	\$59,508 - \$79,344
4	\$24,588 - \$32,784	\$63,431 - \$84,574	<b>By Review Only</b>
5	\$27,971 - \$37,294	\$85,255 - \$113,673	<b>By Review Only</b>
6	\$28,652 - \$38,202	\$97,742 - \$130,322	<b>By Review Only</b>
7	\$29,736 - \$39,648	\$99,130 - \$132,174	<b>By Review Only</b>

### All Other Islands

Level	Licensed/ Certified	Family Home	Independent
1	\$15,938 - \$21,250	\$30,041 - \$40,054	\$34,754 - \$46,338
2	\$16,938 - \$22,584	\$40,941 - \$54,588	\$43,587 - \$ 58,116
3	\$21,326 - \$28,434	\$49,698 - \$66,264	\$50,885 - \$67,846
4	\$21,326 - \$28,434	\$55,293 - \$73,724	<b>By Review Only</b>
5	\$24,477 - \$32,636	\$74,384 - \$99,178	<b>By Review Only</b>
6	\$25,260 - \$33,680	\$86,070 - \$114,760	<b>By Review Only</b>
7	\$26,055 - \$34,740	\$86,811 - \$115,748	<b>By Review Only</b>

## WHY ARE BUDGETS DIFFERENT BY ISLAND & HOME?

The individual supports budget amounts are slightly higher on the Big Island because of the added costs for travel.

For people in licensed/certified homes, the ResHab service is not included in the supports budget. It is paid to the provider and includes daily support time. For those living in the family home or independently, the Personal Assistance/Habilitation (PAB) service is included in the supports budgets.

## WHAT SERVICES CAN I CHOOSE?

The list below shows the services that are included in the supports budget and those services that can be added on.

### Individual Supports Budget Services

Adult Day Health (ADH)

Community Learning Service – Group (CLS-G)

Community Learning Service – Individual (CLS-Ind)

Personal Assistance/Habilitation (PAB) *(If living in the family home or independently)*

Chore *(If living in the family home or independently)*

Respite *(If living in the family home)*

### Add-On Services

Benefits Planning

Discovery & Career Planning

Assistive Technology

Individual Employment Supports  
– Job Development

Private Duty Nursing

Training and Consultation

Waiver Emergency Services

Specialized Medical Equipment  
and Supplies

## Add-On Services

Individual Employment Supports  
– Job coaching

Personal Emergency Response  
System

### For Certified/Licensed Settings ONLY

Additional Residential Supports  
  
Residential Habilitation (ResHab)

### For Family Home/Own Home ONLY

Vehicular Modifications  
  
Non-Medical Transportation  
  
Environmental Accessibility  
Adaptations

## WHEN WILL I GET MY SUPPORTS BUDGET?

The timeline to move everyone to supports budgets will take 3 years. You will be phased-in based on what Cohort you are in and your ISP date. Below is a description of the Cohorts.

Cohort	Phase-in Year
<b>Cohort 1</b> People who live in a licensed or certified residential home	July 2018 – June 2019
<b>Cohort 2</b> People who live in their family home or independently and go to Adult Day Health (ADH)	July 2019 – June 2020
<b>Cohort 3</b> People who live in their family home or independently but do <i>NOT</i> go to Adult Day Health (ADH)	July 2020 – June 2021

Before your ISP meeting, you will get a letter in the mail letting you know what Cohort you are in and when you will

get your SIS® assessment. If you already know your Cohort, write it on the line below.

**I am in Cohort:** \_\_\_\_\_

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## PLANNING IN ACTION

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### *Meet Kai*



Kai is 25-years-old and lives on Oahu in a licensed residential home. Kai has been attending an ADH program 3 days a week, 6 hours a day. She had a SIS® assessment earlier this year and was assigned to supports level 2. Since she is in Cohort 1, she

will get an individual supports budget this year.

During her ISP meeting, Kai’s Case Manager will talk to her and her Circle of Supports to learn about her support needs, interests, and goals, and what’s working and not working with the services she currently gets.

Even though Kai likes going to ADH, she would like to find more things to do outside, especially things that help her stay active and healthy. Her group of high school friends is really important to her and she stays in contact with them mostly through social media. She would like to work but isn’t sure what type of job she wants. She can do many things for herself, but does need support with preparing meals, getting around town, and remembering to take her medication. Kai’s Case Manager works with Kai and her Circle of Supports to choose how many hours of each service she needs within her



individual supports budget range which is between \$16,938 - \$22,584.

Based on what was shared during her ISP meeting, here are Kai's goals:

- Learn how to use technology and social media to connect with more people from high school.
- Keep physically active and fit.
- Learn how to take public transportation to get to the Kroc Center and back home.
- Identify my personal skills, strengths, interests and workplace options that will assist me in finding a job of my choice.

This shows how many hours she decided to use of each service to help her reach her goals.

Services	Goal	Number of Hours
Adult Day Health (ADH)	Learn technology and social media	18 hours/week
Community Learning Service - Group	Physical activity with a group	6 hours/week
Community Learning Service– Ind.	Learn public transit	5 hours/week
Add-on: Discovery & Career Planning	Explore skills & interests	20 hours/year

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## PLANNING IN ACTION

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### *It's Your Turn!*

Now that you've seen an example, what about you? Fill in the boxes below with pictures or words to help you think about what you want for your life, and what supports you might need to get there.

**My vision for a good life is:**

**Things I don't want:**

**Things I'm good at:**

**My circle of family, friends, and others:**

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## **CAN I USE MY INDIVIDUAL SUPPORTS BUDGET FOR ANYTHING I WANT?**

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Your individual supports budget is only for services. It will help you plan for the support you need. Payments will be made to your providers for services they provide.

You will make choices about how much of each service you need, however, keep in mind that some services have other limits. For example, Discovery and Career Planning Service is limited to 24 months.

## **WHAT IF I NEED MORE SERVICES?**

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If you feel you need more support than is available after you plan for services with your individual supports budget, talk to your Case Manager about your options.

Waiver Emergency Services (crisis mobile outreach and out-of-home stabilization) will continue to be available on an as needed basis.

## **WHO SHOULD I CONTACT IF I HAVE QUESTIONS?**

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If you have questions about when things will change for you, or your individual supports budget, contact your Case Manager.

**For information and updates**

Go to: <http://health.hawaii.gov/ddd/>

## **We are here to help you!**

The Department of Health provides access to its programs and activities without regard to race, color, national origin/ancestry including language, age sex including gender identity or expression, sexual orientation, religion, or disability.

Write or call within 180 days of a problem directly to:

Affirmative Action Office  
P.O. Box 3378  
Honolulu, HI 96801-3378  
(808) 586-4614 (voice/TRS)  
(808) 586-4686 (TDD)

For further information, you may write or call:

**Case Management Branch (CMB)**

3627 Kilauea Avenue, Room 104  
Honolulu, HI 96816  
(808) 733-9172

Website: [health.hawaii.gov/ddd](http://health.hawaii.gov/ddd)

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GOVERNOR OF HAWAII

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DIRECTOR OF HEALTH