

Delmarva iBudget Tool Revisions

Quick Reference Guide – CDC+ Representative

Overview: The CDC+ Representative tool has increased from 14 to 19 standards. Five standards new standards have been added but all are related to existing requirements for CDC+ Representatives.

The table below compares the old to the new.

Service Specific Standards:

Old – HCBS Waiver	New - iBudget
Complete and signed Participant/Representative Agreement is available for review.	Complete and signed Participant/Representative Agreement is available for review.
Signed and approved Timesheets for all Directly Hired Employees (DHE) are available for review.	Accurate Signed and approved Timesheets for all Directly Hired Employees (DHE) are available for review.
Signed and approved Invoices for Vendor Payments are available for review.	Signed and approved Invoices for Vendor Payments are available for review.
Signed and approved receipts and/or statement of "Goods & Services" received are available for review.	Signed and approved receipts/statement of "Goods and Services" for reimbursement items are available for review.
Complete Employee Packets for all Directly Hired Employees are available for review.	Complete Employee Packets for all Directly Hired Employees are available for review.
Complete Vendor packets for active Vendors and independent contractors are available for review.	Complete Vendor Packets for all vendors and independent contractors are available for review.
Background screening results for all Directly Hired Employees are available for review.	Background screening results for all providers who render direct care are available for review.
Complete and signed Job Descriptions for each service provider are available for review.	Completed and signed Job Descriptions for each Directly Hired Employee are available for review.
Signed Employee/Employer Agreement for each Directly Hired Employee (DHE) is available for review.	Signed Employer/Employee Agreement for each Directly Hired Employee (DHE) is available for review.

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Old – HCBS Waiver	New - iBudget
Signed/approved Purchasing Plan is available for review.	All applicable signed and approved Purchasing Plans are available for review.
	All applicable signed and approved Quick Updates are available for review. (NEW)
Copies of Current Support Plan and approved Cost Plan are available for review.	Copies of Support Plan(s) are available for entire period of review.
	Copies of approved Cost Plans are available for entire period of review. (Previously reviewed under another standard)
Emergency Backup Plan is complete and available for review.	Emergency Backup Plan is complete and available for review.
Corrective Action Plan (if applicable) is signed by Participant/Representative and available for review.	Corrective Action Plan (if applicable) is available for review.
	Monthly Statements are available for review. (NEW)
	Documentation is available to support the reconciliation of Monthly Statements. (NEW)
	The Participant obtains services consistent with stated/documented needs and goals. (NEW)
	The Participant makes purchases that are consistent with the Purchasing Plan. (NEW)