

FUNDING BASICS
PURCHASE OF SERVICE (POS)

Overview

“POS” stands for Purchase of Services. POS is generally referred to as a funding mechanism. Every fiscal year, the Regional Office is allotted a sum of money to be used to purchase various services/supports for individuals. Many different programs funnel their money through the POS funding channel including, but not limited to, Waiver, Autism Project, Waiver Placement, and Family Directed Supports.

The POS program is a means by which individuals can receive effective, accessible community based services. Services that the Division procures through its POS contracts include, but are not limited to: evaluations, attendant services, early intervention, respite care, therapies, transportation, and medical/dental.

The Division uses a request for proposal (RFP) process to establish contracts with community providers. The POS program develops and issues RFP’s upon the written request of the Regional Offices.

Regional Offices issue requests for RFP’s after analyzing their fiscal capabilities and their consumer needs. The RFP contains specific language that defines the services being solicited, eligible providers’ specifications, proposal submission information, and general contractual requirements. Contractual awards are made following an evaluation by the designated Regional Office personnel in concurrence with the Regional Director.

Policies

- All providers must have a Purchase of Service contract through the Department of Mental Health.
- All other funding sources must be explored prior to using POS services, including personal contributions, private insurance, other natural or community supports, Senate Bill 40, other state agencies (Social Services, Health and Senior Services, etc.) and the DD waiver. POS should be used as a last funding resource.
- All services must be identified in Individual Service Plan and authorized prior to being purchased.
- Any person eligible for Regional Office services can be eligible for POS funding.

Procedures

See person-centered planning guidelines

See the Division of DD services catalog

See administrative rules 9 CSR 25.2.005 and 2.505

Support Coordinator (formerly know as Service Coordinator) Roles/Responsibilities

- Meet with the family/team members to discuss needs.
- Explain the supports that the Regional Office can assist with (service definitions/catalog).
- Create an Individual Service Plan.
- Explore possible funding sources for supports outlined in the plan.
- Completed plan is sent for approval within agency (Utilization Review).
- Obtain releases to exchange information with potential providers.
- Assist the individual or family with interviews of potential providers.
- Complete authorization for services once funding has been approved.
- Services cannot begin prior to the implementation date and may not run beyond the planning year.
- Appeals: Any time an adverse action is taken or a decision is made related to a Regional Office-paid service, the individual or guardian has the right to request an appeal. It is the service coordinator's responsibility to inform individuals of their right to appeal (9 CSR 25-2.505)