



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
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JUL 2 2007

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KEVIN T. CASEY
Deputy Secretary for Mental Retardation

Dear Administrator/Director:

Please find enclosed the bulletin entitled "*Microboards*®". This document is being forwarded to you for your information and for sharing with providers and other colleagues.

This bulletin was developed to provide information on *Microboards*® as well as the Office of Developmental Program's clarification for Administrative Entities regarding the expectations to contract with qualified *Microboards*®. Please share this bulletin with your staff and other interested stakeholders.

Questions or feedback regarding this bulletin should be directed to the appropriate Regional Program Manager.

Sincerely,



Kevin T. Casey

Enclosure



DEVELOPMENTAL PROGRAMS BULLETIN
COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE

July 1, 2007

EFFECTIVE DATE

Immediately

NUMBER

00-07-04

SUBJECT:

Microboards©

BY:


Kevin T. Casey
Deputy Secretary for Developmental Programs

SCOPE:

Administrative Entities/Directors
Supports Coordination Entities/Directors

PURPOSE:

The purpose of this bulletin is to provide an overview of a Microboard©, its concepts and principles.

In addition, this bulletin will clarify the requirement of Administrative Entities (AE's) to contract with qualified Microboards© for the provision of mental retardation services and supports, and to work in cooperation with them to meet the needs of individuals within the Pennsylvania Mental Retardation System.

BACKGROUND:

A Microboard© is a small, non-profit corporation that functions as a provider agency and is formed with the specific intent to support **only** one individual with a disability. The Microboard© concept was designed on a person-centered planning philosophy and the sole purpose of the Microboard© is to focus on assisting an individual to plan for, obtain, and manage the supports they need and desire to direct their own services. The following principles of self-determination are inherent in the creation and operation of Microboards©:

- Freedom to make major (and minor) life decisions.
- Authority to receive and spend public monies, to hire and fire paid supports, and to collaborate with committed others in the operation of the Microboard©.
- Support from people that are freely chosen by them.
- Responsibility for their own life including the public money they may receive.

Microboard© is used with permission of Vela Microboard Association of B.C.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

The Appropriate Regional Program Office

DISCUSSION:

Some Microboards© may opt to utilize a fiscal agent (such as an ISO) to handle financial budgets and related services. As a result of tapping into non-traditional supports, which do not rely solely on utilizing public funds, and by accessing more individualized and non-governmental sources of funding; Microboards© can be cost effective by lowering administrative costs.

An individual may decide to establish a Microboard© in order to:

- Increase control over services and supports.
- Lower administrative costs.
- Utilize a non-traditional service option.
- Secure a future that meets their needs.

Establishing a Microboard©:

- An individual chooses a support team and board of directors.
- The support team identifies the individual's needs and develops a plan.
- The Microboard© works through the Department of State in order to be incorporated as a non-profit organization and must adhere to an established set of rules and regulations in order to exist as a non-profit organization.
- The Microboard© is then able to provide assistance and oversight to ongoing services and supports for the individual.

As a provider of service, a Microboard© may use authorized Medicaid waiver and base funding to provide needed services and must adhere to all Pennsylvania state policies and federal regulations. For requirements specific to providers of service regarding qualification, enrollment, documentation and billing please reference the following Agreements and Bulletins or any approved revisions or amendments to such:

- **Administrative Entity Operating Agreement (Fiscal Year July 1, 2007- June 30, 2008)**
- **Bulletin 00-06-16 Approved Consolidated Waiver**
- **Bulletin 00-07-01 Provider Billing Documentation Requirements for Waiver Services**
- **Bulletin 00-02-12 Person/Family Directed Support Waiver Renewal**
- **Bulletin 00-07-03 Revised Service Definitions**
- **Provider Agreement for Participation in Pennsylvania's Medical Assistance Program**
- **PUNS Manual**