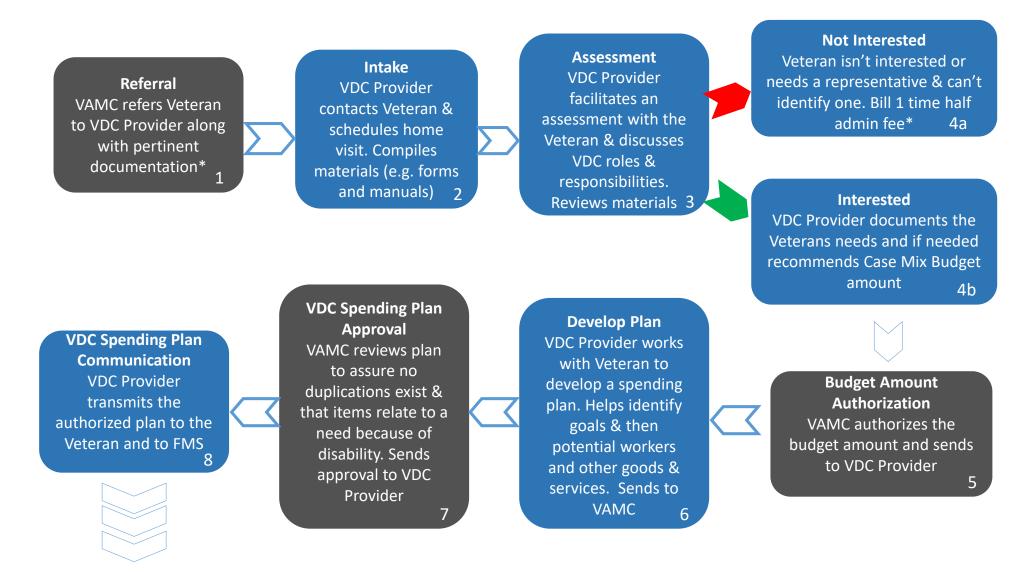
VDC Model Work Flow – Page 1



- * Some VA Medical Centers will send the case mix budget at the time of referral. Others will let the VDC provider recommend a case mix budget in step 4b.
- * Boxes highlighted in grey are steps that the VAMC is responsible for and boxes highlighted in blue are steps that are the ADNA's responsibility.

VDC Model Work Flow – Page 2



Employer Paperwork

VDC Provider or FMS assists Veteran to complete required employer paperwork



VDC Provider assists
the Veteran with
navigating the process
for hiring self-directed
care workers



VDC Provider or FMS
collects required
employee
information and
conducts background
checks (if required) 11

Establish Employment

FMS establishes
Veteran as an
employer and workers
as employees 12



FMS tracks Veteran spending and savings in accordance with the approved budget and authorization period

Payments

FMS pays workers, services and goods, as in accordance with approved Spending Plan

Timesheets and Invoices

Veteran submits timesheets and invoices to FMS 14

Initiate Services

Veteran trains workers and begins services as authorized in the Spending Plan 13



Reports

FMS sends detailed spending reports to Veteran & VDC

Provider

Quality Assurance Monitoring

VDC Provider
monitors Veteran
health, safety and
outcomes, at least
monthly phone
contact and quarterly
visits 18

VDC Provider submits monthly invoice and service reports to the VAMC. VAMC remits payment

Reimbursement

th

Re-authorization and Re-assessment

VAMC issues re-authorization prior to the final day of the authorization. Reassessments and spending plans are done annually or sooner when changes occur

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