VDC Model Work Flow – Page 1

1. Referral
   VAMC refers Veteran to VDC Provider along with pertinent documentation*

2. Intake
   VDC Provider contacts Veteran & schedules home visit. Compiles materials (e.g. forms and manuals)

3. Assessment
   VDC Provider facilitates an assessment with the Veteran & discusses VDC roles & responsibilities. Reviews materials

4. VDC Spending Plan Approval
   VAMC reviews plan to assure no duplications exist & that items relate to a need because of disability. Sends approval to VDC Provider

5. Budget Amount Authorization
   VAMC authorizes the budget amount and sends to VDC Provider

6. Develop Plan
   VDC Provider works with Veteran to develop a spending plan. Helps identify goals & then potential workers and other goods & services. Sends to VAMC

7. VDC Spending Plan Communication
   VDC Provider transmits the authorized plan to the Veteran and to FMS

8. Not Interested
   Veteran isn’t interested or needs a representative & can’t identify one. Bill 1 time half admin fee*

9. Interested
   VDC Provider documents the Veterans needs and if needed recommends Case Mix Budget amount

* 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

- **Payment**
  - FMS pays workers, services and goods, as in accordance with approved Spending Plan.

- **Timesheets and Invoices**
  - Veteran submits timesheets and invoices to FMS.

- **Initiate Services**
  - Veteran trains workers and begins services as authorized in the Spending Plan.

- **Quality Assurance Monitoring**
  - VDC Provider monitors Veteran health, safety and outcomes, at least monthly phone contact and quarterly visits.

- **Employer Paperwork**
  - VDC Provider or FMS assists Veteran to complete required employer paperwork.

- **Savings Fund**
  - FMS tracks Veteran spending and savings in accordance with the approved budget and authorization period.

- **Employee Paperwork**
  - VDC Provider or FMS collects required employee information and conducts background checks (if required).

- **Establish Employment**
  - FMS establishes Veteran as an employer and workers as employees.

- **Reimbursement**
  - VDC Provider submits monthly invoice and service reports to the VAMC, VAMC remits payment.

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

- **Employer Paperwork**
  - VDC Provider or FMS assists Veteran to complete required employer paperwork.

- **Savings Fund**
  - FMS tracks Veteran spending and savings in accordance with the approved budget and authorization period.

- **Reports**
  - FMS sends detailed spending reports to Veteran & VDC Provider.

- **Hiring Assistance**
  - VDC Provider assists the Veteran with navigating the process for hiring self-directed care workers.

- **Employee Paperwork**
  - VDC Provider or FMS collects required employee information and conducts background checks (if required).