EXECUTIVE MEMO

To: Executive Directors, DSN Boards
        CEOs, Private Providers
        Case Management Supervisors

From: CFO Pat Maley

Date: June 2, 2021

Re: Update on the Transfer of Jasper Fiscal Agent Waiver Participants to CLC Administrators

This memo is to update the status of the transfer of Jasper DSN Board Fiscal Agent waiver participants to the CLC Administrators (CLC), which is operated by the Charles Lea Center. All Jasper self-directed services are being transferred, which include Adult Attendant Care (ID/RD Waiver); Attendant Care-UAP Option (HASCI Waiver); In-Home Supports (CS Waiver); and Statewide Respite Services (ID/RD, CS, and HASCI Waivers). The transfer has occurred; all caregiver time worked from May 23rd forward will be processed by CLC for all programs.

Although the self-directed authorizations were handled electronically by Therap, Case Managers serving individuals with self-directed services should be sensitive to this change and monitor appropriately to ensure a smooth transition. The full transition plan is on a DDSN Executive Memo dated 4/30/21 and titled, "Transition Jasper DSN Board Fiscal Agent Operations to Charles Lea Center (CLC), Effective 7/1/2021," which is located on the DDSN webpage.

A letter was mailed on May 29, 2021 to the employers of affected waiver participants by CLC along with the payroll schedule and applicable timesheet.   Questions regarding the changeover should be addressed to CLC at telephone 864-562-2345 or email pr.respite@charleslea.org. They currently have one employee answering the phone and another employee responding only to emails.

All timesheets should be sent to CLC via fax (**864-562-2118**) or email pr.respite@charleslea.org, as well as all new enrollment packets.

Should you have any further issues or concerns, please contact Debbie Wilson, Director of Accounting and Contracts, at 803-898-9720.

Thanks in advance for any assistance you can lend to ensure this is a smooth transition for the thousands of individuals we serve through these important programs.