



Independent Consultant Agency (ICA)
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- **Independent Consultant Definition:**

The individual within the ICA Agency who provides information about IRIS, provides support and assistance to IRIS participants, and processes IRIS paperwork. The IRIS Consultant assures that supports are present that preserve the participant's health and safety and also ongoing IRIS program eligibility. Qualified IRIS participants and their family members may serve as Independent Consultants for other IRIS participants.

- **Independent Consultant Role and Responsibility:**

Mandatory Consultant Tasks:

- Provide IRIS orientation and information to participants on the range and scope of choices and options, and rights, risks, and responsibilities associated with IRIS and self-direction;
- Provide information to participants on service options including securing a broker and also identifying co-employment vendors.
- Document individual's personal experience outcomes on state prescribed forms;
- Document participant selected supports and services on state prescribed forms;
- Participate in the review and approval of individual support and service plan to assure that spending falls within the defined individual budget allocation amount, and that selected providers are qualified;
- Document the provider no show emergency back-up plan in place (as applicable);
- Document the individualized participant quality assurance plan;
- Interaction as necessary with Adult Protective Services and tasks surrounding vulnerable adult reporting systems;
- Provide necessary support to individuals surrounding ongoing eligibility issues. This includes financial eligibility and also functional eligibility;
- Assist participants to ensure that they have the ADRC complete the Long Term Care Functional Screen annually or when change in condition occurs;
- Interact with the FSA as relates to provider qualification verification and also as relates to participant budget spending irregularities/anomalies or concerns;

- Consultants are required to contact participants at least five (5) times/year in the participant's first year, including three (3) face-to-face contacts.
- Two of the contacts of substance must occur within the first 45 days of the person's participation as a part of the basic quality assurance approach as is described in the state's approved waiver. In subsequent years the expectation for minimum contact with the participant is four (3) times per year including two (2) face to face contacts

Optional Independent Consultant Tasks (at participant request)

- Assistance as requested by the participant including and during development of the individual support and service plan, including identifying needs and preferences, defining desired outcomes, identifying natural supports, identifying services and supports to be purchased by the participant; identifying providers of services and goods; and identifying options for provider training;
 - Assistance, as requested by the participant, to help the participant create a support plan that is fundable within the identified individual budget;
 - Assistance, as requested by the participant, in accessing services, including problem solving on how to recruit, hire, and if necessary, dismiss staff;
 - Technical support, as requested by the participant during implementation of the Individual Support and Service Plan;
 - Assistance, as requested by the participant, during and including development of an emergency back-up plan;
 - Assistance, as requested by the participant, during and including development of an individualized participant quality assurance plan;
 - Assistance, as requested by the participant to interpret results of criminal background checks.
- **Independent Consultant Complaints or quality concerns:**
 Contact ICA-TMG Email: info@wisconsin-iris.com or
 Telephone: 1-888-515-IRIS (4747)