Fiscal Intermediary (FI) Profile Sheet

Fiscal Intermediary (FI)	**Upstate Cerebral Palsy**
Website address	www.upstatecp.org
Contact Person (s)	Stephanie Richard
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Corporation ID #	40640
What counties are served?	Madison, Herkimer, Oneida and Lewis Counties
How many people do you serve?	63 Support and 5 Start-Up
How long have you been providing FI services?	Approximately 4 years
What is your fringe rate/rates for self-hired staff? What is included in the fringe rate/rates? Attach additional documentation if needed.	30%, Full benefits are offered to all part time and full time staff (medical, dental, vision, paid time off, Employee Assistance Programs)
Do you have an electronic system that can be accessed by individuals/designees?	At this time we use Precision Care and Adobe E-sign for our documentation and timesheet approval.
What is your mileage rate for staff owned vehicles?	We reimburse at $0.51 per mile.
Does your agency provide Brokerage services? Do you require participants to use agency Brokers?	Yes, we require that they use a Broker from Upstate Cerebral Palsy.

How many hrs. will staff spend in mandatory training?
    1. **Before they start?**
    2. **Annually?**
	Agency orientation is 3 days long, with an on-site program orientation following that is approximately 2-3 hours. Following that we have bi-monthly mandatory staff meetings where any additional training is provided.

What additional trainings are offered by your agency? Any additional trainings required?	We offer CPR during our Agency Orientation. All other trainings are offered at our bi-monthly staff meetings.
From the time of complete paperwork submission, what is the average hiring timeframe for new staff?	Approximately 4-6 weeks, depending upon the staff's urgency when scheduling appointments and completing paperwork.
Do you offer health ins. for full-time staff? How many hrs. are considered full-time? Is there a waiting period?	Yes, 35 hours per week is considered full time. There is a short waiting period just to ensure that 35 hours/wk of CH is a sustainable schedule.
Do you provide paid sick time for staff?	Yes, for full time staff.
Do you provide paid Holiday time for staff?	Yes, for full time staff
Do you have an emergency staffing pool?	Not at this time.
Describe what role, if any, you have in recruiting self-hired and agency supported staff?	At this time we provide assistance with interviewing self-hired staffing supports once the person or family has identified the staff. For agency supported we complete all steps of the recruitment process and offer the person or family staffing options once the staff are hired and ready to work.

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What is your timeline for reimbursements?	3-4 weeks.						
Do you have any options for upfront payments? (i.e. IDGS-camp)	We encourage all families to pay the cost and then submit for reimbursements. We have made some exceptions based upon person or family need.						
What Waiver Services are available to self-direct?	Community Habilitation	X	Respite	X	SEMP		Live-in Caregiver	X
Do you have any service restrictions? (i.e. capped rates for Self-Hired Community Habilitation, Mileage, or any service you do not provide or restrict)	We currently do not provide Self-Hired SEMP. Caps for Self Hired pay rates are based upon the state reimbursement rate in combination with our fringe rate.						