

Fiscal Intermediary (FI) Profile Sheet

Fiscal Intermediary (FI)	Epilepsy-Pralid, Inc.
Website address	Epiny.org
Contact Person (s)	Jennifer Levey (Finger Lakes) Gregory Tryon-Rosplock (Central, Broome)
Phone Number	585-442-6420 ext. 2270, 315-477-9777 x2902
Email Address	episid@epiny.org
Corporation ID #	16500
What counties are served?	Monroe, Livingston, Wyoming, Ontario, Wayne, Steuben, Onondaga, Oswego, Cayuga, Oneida, Madison, Herkimer, Cortland, Broome, Tioga, Tompkins, Chenango
How many people do you serve?	~210
How long have you been providing FI services?	2012
What is your fringe rate/rates for self-hired staff? What is included in the fringe rate/rates? Attach additional documentation if needed.	35%
Do you have an electronic system that can be accessed by individuals/designees?	Currently, we use Medisked, which can only be accessed by Self-Hired Staff.
What is your mileage rate for staff owned vehicles?	\$.47/mile
Does your agency provide Brokerage services? Do you require participants to use agency Brokers?	No
How many hrs. will staff spend in mandatory training? 1. Before they start? 2. Annually?	<ol style="list-style-type: none"> 1. Self-Hired Staff must complete an online orientation training which typically can be completed in 3-4 hours. There is no mandatory in-office training. 2. Additional online trainings are assigned quarterly and can typically be completed in under an hour.
What additional trainings are offered by your agency? Any additional trainings required?	Other trainings by request. Employees must be trained on electronic systems
From the time of complete paperwork submission, what is the average hiring timeframe for new staff?	This is largely dependent on how quickly the staff complete trainings. With the background check and training, it may take 2-4 weeks.
Do you offer health ins. for full-time staff? How many hrs. are considered full-time? Is there a waiting period?	Health insurance is offered to those Self-Hired staff who work full-time, averaging 30 hours a week or more.
Do you provide paid sick time for staff?	Staff who work 20+ hrs/week (part-time and full-time) are eligible to accrue PTO. The rate at which they accrue PTO depends on their hourly status.
Do you provide paid Holiday time for staff?	Staff who work 20+ hrs/week (part-time and full-time) are eligible to earn a certain number of hours of paid holiday time, which depends on their hourly status. Staff who work on holidays will earn a holiday rate of 1.5x their wage.
Do you have an emergency staffing pool?	No.
Describe what role, if any, you have in recruiting self-	We have a limited role in staff recruiting. We will post a personalized ad on our website (written by the individual/natural supports/broker) and can forward résumés of those who have applied.

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<p>hired and agency supported staff?</p>								
<p>What is your timeline for reimbursements?</p>	<p>We send out reimbursements on a biweekly schedule. All receipts/bills/invoices and reimbursement requests must be submitted within 60 days of purchase/service taking place.</p>							
<p>Do you have any options for upfront payments? (i.e. IDGS-camp)</p>	<p>We will prepay for certain services up to six months in advance for a total of up to \$250.</p>							
<p>What Waiver Services are available to self-direct?</p>	<p>Community Habilitation</p>	<p>X</p>	<p>Respite</p>	<p>X</p>	<p>SEMP</p>		<p>Live-in Caregiver</p>	<p>X</p>
<p>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)</p>	<p>The maximum wage for Self-Hired respite is currently \$16.00 for our agency. For Self-Hired Community Hab, the maximum wage is \$26.00.</p>							