

Fiscal Intermediary (FI) Profile Sheet

Fiscal Intermediary (FI)	Hawthorne Foundation Inc.
Website address	http://www.hawthornecountryday.org/
Contact Person (s)	Fay Dohman
Phone Number	(914) 592-5321
Email Address	fdohman@hfadm.org
Corporation ID #	23800
What counties are served?	Counties that are covered by the Hudson Valley, Metro and Taconic DDRO's
How many people do you serve?	150
How long have you been providing FI services?	2 years (service began in May of 2016)
What is your fringe rate/rates for self-hired staff? What is included in the fringe rate/rates? Attach additional documentation if needed.	20% We only hire part-time for up to 29 hours per week.
Do you have an electronic system that can be accessed by individuals/designees?	We are currently converting from paper to the Mains'l electronic system and we should be online in about two months.
What is your mileage rate for staff owned vehicles?	.54.5 cents
Does your agency provide Brokerage services? Do you require participants to use agency Brokers?	We have a small Brokerage department, but we do not require participants to use agency Brokerage.
How many hrs. will staff spend in mandatory training? 1. Before they start? 2. Annually?	Before starting, new-hires will take part in-person in 4 hours of training which covers Corporate Compliance and Policies and procedures. In addition, we require 9.5 hours of online training in the first 30 days of employment. On-going annual training is currently being developed and we anticipate requiring about 4 to 5 hours annually. All training is paid at \$13 per hour.
What additional trainings are offered by your agency? Any additional trainings required?	In addition to Corporate Compliance and Policies and Procedures, we require the following trainings online. 1. HIPAA and HIPAA: HFI Handbook (1) 2. Electronic Security: HIPAA (.5) 3. DSP Core Competencies (1) 4. Blood Borne Pathogens (.5) 5. Health Issue Awareness (.5) 6. Choking (1) 7. Incident Management and Reporting (1) 8. PRAISE (1) 9. Fire Safety (3)
From the time of complete paperwork submission, what is the average hiring timeframe for new staff?	3 to 4 weeks.
Do you offer health ins. for full-time staff? How many hrs. are considered full-	We only hire part-time and do not offer health insurance.

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time? Is there a waiting period?									
Do you provide paid sick time for staff?	We do not offer paid time off for part-time employees.								
Do you provide paid Holiday time for staff?	We do not pay Holiday time to part-time employees.								
Do you have an emergency staffing pool?	No.								
Describe what role, if any, you have in recruiting self-hired and agency supported staff?	We have a pool of resume's that our Participants can review.								
What is your timeline for reimbursements?	6 to 8 weeks, but we are moving to an electronic, which could make the process quicker.								
Do you have any options for upfront payments? (i.e. IDGS-camp)	We only pay upon completion.								
What Waiver Services are available to self-direct?	<table border="1"> <tr> <td>Community Habilitation</td> <td>x</td> <td>Respite</td> <td>x</td> <td>SEMP</td> <td></td> <td>Live-in Caregiver</td> <td>x</td> </tr> </table>	Community Habilitation	x	Respite	x	SEMP		Live-in Caregiver	x
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 do not support self-hired SEMP								