

HOW TO APPLY TO BECOME A SUPPORT BROKER

Any person who wishes to become a support broker can find detailed information regarding the complete process and application on the Department Web Site at: www.selfdirection.idaho.gov .

Support Broker applications can be accepted by any Regional Medicaid Service unit. Applications are forwarded to Medicaid staff who reviews them to ensure that the person meets the minimum qualifications for taking the Support Broker Qualifying Examination. The Examination is scheduled on an as-needed basis by the regional Medicaid care manager or quality assurance specialist.

MINIMUM REQUIREMENTS TO BE A SUPPORT BROKER:

- a. Eighteen (18) years of age, and
- b. Skills and knowledge which would typically gained by completing college courses, community classes or workshops that would count toward a degree in the human services field, and
- c. At least two (2) years verifiable experience with the target population and
- d. Knowledge of services and resources in the developmental disabilities field.
- e. Must supply proof of Criminal History Check clearance by the Department.
- f. Must pass Support Broker Application Exam.

ADDITIONAL HELPFUL SKILLS AND KNOWLEDGE:

- Negotiation
- Contract Development
- Conflict Resolution
- Community Resource Development
- Person-centered planning

A PERSON IS NOT ELIGIBLE TO BECOME THE SUPPORT BROKER FOR AN INDIVIDUAL IF:

- They are the individual's guardian, payee or conservator; or
- They are the individual's parent; or
- They are the individual's spouse; or
- They are employed by an agency that provides paid community supports to the individual.

THE APPLICATION AND CRIMINAL HISTORY CHECK:

A Support Broker applicant must submit to a criminal background history check through the Criminal History Unit. The employer identification number to use to apply is **1710**.

For more information on how to complete a criminal history background check: WWW.CHU.DHW.IDAHO.GOV

OR PHONE 208-332-7990 or TOLL FREE 1-800-340-1246.

SUPPORT BROKER—APPLICATION: Can be accessed on the Department Web site at: www.selfdirection.idaho.gov
Submit completed application to:

Idaho Department of Health and Welfare
Regional Medicaid Services
ATTN: Cheryl Willard
3402 Franklin Road
Caldwell, ID 83605

FAX: 208-454-7625
Phone: 208-455-7151

Medicaid will review the Support Broker application within ten (10) business days of receipt and will contact the applicant by mail regarding the next step in qualifying to be a support broker. The letter will provide the applicant with information regarding Support Broker examination.

TRAINING:

The Department has provided a web site specific to Support Broker Training. It is located at : www.selfdirection.idaho.gov .

REQUIRED EXAMINATION:

- a. The SB Qualifying Examination will be given monthly at your regional Medicaid Services unit.
- b. Call at least one week ahead of each test date to arrange for your exam.
- c. There is no fee for the test.

PASSING THE APPLICATION EXAM:

Applicants who score 70 or higher on the Exam, will be sent a Notice within 30 days from the date of the test which verifies they have completed the process to become a Support Broker.

Additionally, their name will be placed on a register of approved Support Brokers. This register is maintained by Medicaid and is available on the Self Direction website.

NOTE: In order to remain on the Support Broker register, it will be necessary to submit documentation of twelve (12) hours of relevant on-going training annually. Six hours of this requirement can be met through self-study. The process for submitting documentation is contained in the Support Broker Manual.

FAILURE TO PASS THE APPLICATION EXAM:

If an applicant does not pass the Application Exam, they will be notified in writing. Each applicant can re-take the exam three times in one twelve-month period. An applicant who fails the Exam three consecutive times must wait one year from the date of the last failed exam to re-take the test.