

SELF-DIRECTION ROLES AND RESPONSIBILITIES QUICK GUIDE

Support Coordinator (SC):	Self-Direction Employer (Participant or Responsible Representative):	Fiscal Employer Agent (FEA):
<ul style="list-style-type: none"> • Explains the rules of the program and covered services. • Conducts assessments to identify needs. • Develops the Plan of Care (POC). • Informs the FEA that the participant chose Self-Direction. • Assists with completing employer forms. • Reviews the participant’s “Home Book” to ensure that it contains the required documents. • Reviews service logs quarterly to ensure services are being provided as per the POC. • Submits Critical Incident Reports (CIRs). • Completes POC Revisions (When there is a change in the employee’s pay wage, routine changes and emergency situations). • In the event of a participant’s death, obtains records and delivers to OAAS Regional Office. 	<ul style="list-style-type: none"> • Completes all enrollment forms and gives to the FEA. • Follows all employment laws, program rules and keeps a safe working environment. • Hires and fires employees. • Sets schedule for employees based on approved Plan of Care (POC). • Decides the rate of pay for employees and notifies the FEA and your SC. • Trains employees on how to provide the needed services. • Ensures employees complete service logs and/or documentation according to policy requirements. • Manages the service budget. • Verifies time entries in the Electronic Visit Verification (EVV) system. • Reviews account statements from FEA for accuracy. • Reports critical incidents to the support coordinator. • Participates in assessment and care planning meetings. • Keeps the “Home Book” current with the required documents. • Conducts the required monthly employee and employer database checks. • Reports possible fraud (e.g. payroll fraud by the worker, etc.) to LDH. • Retains ALL documents for a minimum of 6 years (from the date on the document). 	<ul style="list-style-type: none"> • Sets up participant and employer in the payroll system. • Processes all employee(s) paperwork and sets them up in the payroll system. • Conducts the required initial employee and employer criminal history background and/or database checks. • Pays employees according to the approved budget. • Withholds and pays all taxes. • Arranges for workers’ compensation and other benefits. • Provides reports to the employer. • Provides reports to LDH and/or OAAS. • Answers questions about enrollment and payroll. • Ensures compliance with other program rules. • Submits billing timely to the Fiscal Intermediary (FI) for services and reviews the EVV system for blocked services. • Reports possible fraud to LDH.