



What are the differences between the roles of the Participant, SC (Supports Coordinator), FMS (Financial Management Services), and SB (Supports Broker)?

The list below shows the distinct roles of the Participant, SC, FMS Provider, and SB.

PLANNING

Participant:

- The Participant (this can be with the assistance of a Surrogate representative) is responsible for being an active member in planning for their future, including participating in team meetings/decision-making.
- The Participant/Surrogate should communicate what is and is not working with plan(s).

SC:

- The SC is responsible for facilitating and creating the ISP (Individual Support Plan) in the Home Community Services Information System (HCSIS) or its successor, monitoring implementation, and updating the ISP as needed.
- This includes writing and budgeting for the participant-directed sections of the ISP.

FMS:

- None.

SB:

- The SB may assist a person with facilitating a circle of support and other intensive person-centered approaches that enhance natural, generic, and informal supports.
- The SB is responsible for communicating with the SC about changes needed in the ISP and progress toward outcomes related to self-direction.



BUDGETING

Participant:

- The Participant/Surrogate is responsible for understanding the ISP's services and the number of units of each service available.
- The Participant/Surrogate decides the wages that Support Services Professionals (SSPs) will be paid (within the established ODP wage ranges).
- The Participant/Surrogate reviews bi-monthly statements from FMS for accuracy and budget management.
- The Participant/Surrogate is responsible for staying within the limits of services approved by the ISP.

SC:

- The SC writes the ISP, including the "Services and Supports" section, which outlines each service, including how much of the service is authorized and how much each service costs.
- They are responsible for submitting revisions to the plan if the participant's needs change. This may include re-budgeting.

FMS:

- FMS are provided with the authorizations for each service.
- The FMS is responsible for:
 - Ensuring they pay SSPs and vendors the approved wages/amounts for the approved services.
 - Providing the participant with a bi-monthly statement outlining how each service was used and the remaining balances.

SB:

- The SB may assist a Participant/Surrogate with the following:
 - Establishing wages for SSPs.
 - Understanding the budget for the person's Participant-Directed Services (PDS).
 - Understanding statements and correspondence from the FMS.
 - Making decisions about service usage to ensure that the person is not over or under-utilizing the services outlined in the ISP.



RECRUITING

Participant:

- The Participant/Surrogate is responsible for finding SSPs to perform the duties outlined in ISP.

SC:

- None.

FMS: In the Vendor Fiscal/Employer Agent (VF/EA) service model:

- The VF/EA is not responsible for assisting with recruiting SSPs.

In the Agency With Choice (AWC) service model:

- The Participant or Surrogate can recruit and interview SSPs and refer prospective SSPs to the FMS for assignment back to the participant. Alternatively, they can select SSPs referred to them by the FMS.

SB:

- The SB can assist the participant in recruiting SSPs by writing and placing ads, etc.

HIRING

Participant (and/or Surrogate):

- The Participant and/or Surrogate decides who is hired for each approved service.

In the VF/EA Model of FMS:

- The Participant/Surrogate is responsible for ensuring all qualified SSPs providing Waiver services meet applicable provider qualifications.
- The Participant/Surrogate hires the SSPs because the participant is a Common Law Employer (CLE).

In AWC Model of FMS:

- Participants/Surrogates can recruit and interview SSPs and refer prospective SSPs to the AWC for hiring.



- Person/Surrogate is the Managing Employer (ME).

SC:

- None.

FMS:

In the VF/EA Model of FMS:

- VF/EA assists as necessary and maintains documentation of qualifications.
- VF/EA processes all employee paperwork submitted by the Participant/Surrogate referred to as the Common Law Employer (CLE) in his service model.

In the AWC Model of FMS:

- The Participant and/or Surrogate can recruit and interview SSPs and refer prospective SSPs to the AWC for hiring.
- The AWC and Participant/ Surrogate are joint employers of SSPs, and the AWC is the legal employer for human resources, payroll, and quality assurance purposes.
- In this service model, the Participant/ Surrogate is referred to as the Managing Employer (ME).
- The AWC ensures that the SSP referred for hiring meets the applicable provider qualification criteria for providing waiver services, including conducting the required background checks.
- If the SSP meets all the qualifications criteria, the AWC hires the person to work for the Participant.

SB:

- The SB may assist the Participant/Surrogate with:
 - Interviewing.
 - Determining which applicant is most suitable for the job.
 - Reference checks.
 - Collecting all necessary paperwork to ensure that the SSP meets the qualifications for the position.



MANAGING Supports Service Professionals

Participant (and/or Surrogate):

- The Participant and/or Surrogate is responsible for providing clear and reasonable expectations, per the SSP's job description, and manages the SSP's activities.

SC:

- None.

FMS:

In the VF/EA Model of Service

- The VF/EA has no responsibility for managing workers.
- The VF/EA provides guidance documents for employers regarding how to manage their SSPs.

In the AWC Model of Service

- The AWC is the legal employer and is therefore responsible for the overall management of the SSPs.
- The Participant/Surrogate is the ME of the SSP's daily activities.

SB:

- Finding and/or developing a system for evaluating SSP job performance.
- Developing effective recruiting and hiring techniques for SSPs and helping the person develop effective management and supervisory skills.

TRAINING

Participant (and/or Surrogate):

- The Participant and/or Surrogate is responsible for training SSPs.



- This may be through providing training or locating training and sending SSPs to the training courses.

SC:

- The SC documents the training needs in the ISP.

FMS:

- The AWC is responsible for a certain level of training (incident and abuse reporting and other required ODP training).
- The VF/EA has no responsibility for training employees.

SB:

- The SB may assist a Participant/ Surrogate in locating training for SSPs or providing training to the SSP.