

# PDS Program

## Roles & Responsibilities

Participant/CLE	Support Service Professional	Fiscal Management Service (FMS)	Supports Coordinator
<ul style="list-style-type: none"> <li>- Recruit and hire qualified support worker</li> <li>- Establish a work schedule for your employees and train them on tasks for which you need assistance</li> <li>- Dismiss workers when appropriate</li> <li>- Complete and submit all required employer enrollment paperwork to the fiscal management agency</li> <li>- Await Good to Go notifications from the FMS indicating your employee is eligible to provide services</li> <li>- Monitor and approve timesheets</li> <li>- Monitor budget usage</li> </ul>	<ul style="list-style-type: none"> <li>- Complete required employee enrollment paperwork, training, and background checks</li> <li>- Assist the participant in personal care tasks, homemaker tasks, IADLs, and ADLs as instructed by the participant/CLE</li> <li>- Complete accurate timesheets according to the payroll schedule of the FMS</li> <li>- Report incidents of abuse, neglect, exploitation, and fraud. Reports changes in the participant's functional, physical, or cognitive condition</li> <li>- Discontinue work if the participant is hospitalized</li> <li>- Contact the participant/CLE in the event you are unable to work or complete job duties</li> </ul>	<ul style="list-style-type: none"> <li>- Cut paychecks</li> <li>- Manage worker's compensation benefits</li> <li>- File quarterly taxes and reports on behalf of the employer</li> <li>- Provides SSP with Federal and State tax withholding information on their pay stub</li> <li>- Issues W-2s</li> <li>- Maintains SSP application, training records, and timesheets</li> <li>- Provides up-to-the-minute budget information on the FMS site</li> </ul>	<ul style="list-style-type: none"> <li>- Assist with locating, coordinating, and monitoring services and supports for participants</li> <li>- Assess participant's service needs and assist with planning how to meet those needs</li> <li>- Be an additional resource to the participant and their family to promote safety and quality of care.</li> <li>- Provides the FMS with the participant's referral and budget information.</li> </ul>

Administrative Entity	Supports Broker	Office of Developmental Programs (ODP)
<ul style="list-style-type: none"> <li>- A County MH/ID Program entity that assists with level of care evaluations, eligibility for disability services</li> <li>- Monitoring service providers</li> <li>- Approval and authorization of Individual Service Plans</li> </ul>	<ul style="list-style-type: none"> <li>- Assist with planning, organizing, and managing community resources</li> <li>- Assists with managing employer-related functions</li> <li>- Assists the participant/CLE with waiver program compliance</li> <li>- Assists in enhancing natural, unpaid supports related to self-direction</li> </ul>	<ul style="list-style-type: none"> <li>- Provides technical support regarding policy and procedures related to self-directed supports</li> <li>- Works with the FMS to ensure the program maintains integrity and review reporting and analytics</li> </ul>