

## SELF-DIRECTED SERVICES ROLES and RESPONSIBILITIES

### **CASE MANAGER:**

- Provides information that SDS arrangements are available and refers to SDS Coordinator
- Facilitates Person Centered Planning process.
- Participates in the Self-Directed Services process by helping a person plan self-determined arrangements, organize resources, and evaluates how things are working.
- Reviews employee notes, timesheets and other records.
- Monitors IPOS for clinical appropriateness and ensures it is implemented and recorded upon correctly.
- Supports individual/family through the SDS Process including the employer/employee relationship.
- Assists in problem solving “employer” issues
- Coordinates with and requests supports from the Self-Directed Services Coordinator as needed

### **FISCAL MANAGEMENT SERVICE PROVIDER (Fiscal Intermediary):**

- Serves individuals who hire their own staff.
- Acts as a payroll agent.
- Takes care of tax withholding.
- Pays worker’s compensation, health insurance, and other benefits.
- Ensures compliance with Medicaid requirements.
- Ensures compliance with all federal and state laws.
- Provides financial reports to the individuals/families and VBCMH.

### **INDIVIDUAL / FAMILY:**

- Search, post and interview potential candidates for your position
- Hire and fire (if needed) staff / agencies
- Set pay rate for staff – within budget and within fair market range
- Manage schedule of staffing support needs
- Submit timesheets to FMS following outlined pay schedule
- Ensure staffing hours are within allocated budgeted amount of hours
- Ensure staff provide services and complete documentation as indicated in IPOS
- Work closely with CSM and SDS Coordinator to resolve issues/problems

### **SELF-DIRECTED SERVICES COORDINATOR:**

- Provide information about the SDS Process to individual families that are interested
- Complete enrollment packet with individual/family
- Facilitate the creation of the budget with individual/family
- Monitor budget to ensure individual/family are staying within allocated funding
- Problem solves issues/concerns with individual/family related to budget/staff or arrangement in general.
- Provide support and guidance to Case Managers related to SDS Arrangement
- Meet at least annually with individual/family
- Guides and direct individual/family throughout the SDS Process as needed/requested
- Coordinate with FMS as needed
- Coordinates with Case Manager as needed

### Self-Directed Services Coordinator for Van Buren CMH

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