



ROLES AND FUNCTIONS WITHIN SELF-DIRECTED SUPPORTS

Support Coordinator	Support Broker	Fiscal Management Services (FMS)	Division of DD Self-Directed Supports Coordinator (SDSC)
<p>Assists the individual, family, or designated representative in understanding the choice of self-directed supports and transitioning from provider driven services to self-directed services.</p> <p>Completes the Individual Support Plan (ISP) with the required self-directed information and paperwork and submits to the Utilization Review Committee for approval.</p> <p>Amends the ISP based on the needs of the individual.</p> <p>Conducts a 30 day follow up after services begin with the Individual and Designated Representative to ensure the services are being carried out as written in the individual service plan, reviews timesheets, progress notes, monthly summary, and answers any questions.</p> <p>Monitors services and supports face to face no less than quarterly.</p> <p>Assists the Provider Relations team with any follow up that is needed on the self-directed provider reviews.</p> <p>Participates in "Improvement Plans" in order to amend ISP if needed and provide monitoring to ensure needed changes take place.</p>	<p>A Support Broker provides information and assistance (I&A) for the purpose of directing and managing supports as specified in the ISP. SB does not do these activities for the individual/DR but provides I & A to assist in doing their employer related task independently.</p> <p>May include training in:</p> <ul style="list-style-type: none"> Establishing work schedules for the individual's employees based upon their ISP; Helping with managing the budget and employee rate setting; Seeking other supports or resources outlined by the ISP; Defining goals, needs and preferences, identifying and accessing services, supports and resources as part of the person centered planning process which is then gathered by the support coordinator for the ISP; Implementing practical skills training (recruiting, hiring, managing, terminating workers, managing and approving timesheets, problem solving, conflict resolution); Developing an emergency back-up plan; Implementing employee training; Promoting independent advocacy, to assist in filing grievances and complaints when necessary. <p>Assists the Provider Relations team with any follow up that is needed on the self-directed provider reviews.</p>	<p>The FMS is a "Fiscal Employer Agent" (F/EA). As authorized under IRS Revenue Procedure 70-6 for the purpose of payroll and payroll reporting services, the F/EA will file quarterly taxes and reports on behalf of the Employer/FEIN Holder.</p> <p>Provides the Employer/Designated Representative (DR) with an Enrollment Packet, Employee Packet(s) and Employee Training Materials.</p> <p>Completes payroll for the Employer/DR's employees and provides the employee with Federal and State tax withholding information on his or her paystub for each pay period and issues the W-2 after year end.</p> <p>Covers all employees with Workers' Compensation insurance.</p> <p>Completes employee background checks.</p> <p>Maintains all employee education and training records.</p> <p>Starting February 2016 maintains all service documentation.</p> <p>Provides Spending Reports to the Employer/DR, Support Broker, Support Coordinator and SDSC.</p>	<p>Provides technical support and training regarding the policy and procedures related to self-directed supports.</p> <p>Meets with the individual and designated representative within 90 days of services starting to complete an initial review to ensure services have started and are being implemented as written in ISP, the Individual/Designated Representative are meeting SDS program requirements and answer any questions. May review the progress notes, timesheets and monthly summaries.</p> <p>Assists the Provider Relations team with Self-directed Provider Reviews to ensure service delivery is consistent with Medicaid Waiver requirements, State Rules, Division of Developmental Disabilities Policy, and Best Practices.</p> <p>Works with the Fiscal Management Service to coordinate enrollments, budget information, and problem solve issues/concerns, complete paperwork for high school exemptions.</p> <p>Facilitate improvement plan.</p> <div data-bbox="1564 1380 2011 1453" style="text-align: right;">  <p>Improving lives through supports and services THAT FOSTER self-determination.</p> <p><small>MISSOURI DIVISION OF DEVELOPMENTAL DISABILITIES</small> <small>MISSOURI DEPARTMENT OF MENTAL HEALTH</small></p> </div>