



Tip Sheet

Participant-Directed Services through Financial Management Services (FMS)

Side-by-Side Comparison

Function	Vendor Fiscal/ Employer Agent FMS	Agency with Choice FMS	Traditional Provider
Hire Qualified Support Service Workers	Participant or surrogate recruits, interviews, and hires Support Service Workers. Participant or surrogate is the Common Law Employer of qualified Support Service Workers.	Participant or surrogate can recruit and interview Support Service Workers and refer prospective Support Service Workers to the FMS for assignment back to the participant or select Support Service Workers referred to them by the FMS. The FMS and participant or surrogate are joint-employers of Support Service Workers; the FMS is the legal employer for human resources, payroll and quality assurance purposes; the participant or surrogate is the Managing Employer.	Provider has all legal responsibilities for hiring of Support Service Workers in all aspects of service delivery in accordance with the services associated with the participant's Individual Support Plan guided by principles of Self Determination and Everyday Lives.
Ensure Support Service Workers Meet Qualification Criteria	Participant or surrogate is responsible for ensuring all qualified Support Service Workers providing Waiver services meet applicable provider qualification criteria; the FMS assists with this function as necessary and maintains documentation of qualification.	The FMS is responsible for verifying that all qualified Support Service Workers meet the applicable provider qualification criteria for providing Waiver services, which includes conducting the required background checks.	Provider is responsible for verifying that all qualified Support Service Workers meet the applicable provider qualification criteria for providing waiver services, which include conducting the required background checks.
Develop Qualified Support Service Workers' <u>Schedules</u>	Participant or surrogate develops Support Service Workers' work schedules and emergency back-up plans.	Participant or surrogate develops qualified Support Service Workers' work schedules and emergency back-up plans with assistance from the FMS, as requested.	Provider develops qualified Support Service Workers' work schedules and emergency back-up plans.

Function	Vendor Fiscal/ Employer Agent FMS	Agency with Choice FMS	Traditional Provider
Develop Qualified Support Service Worker Responsibilities	Participant or surrogate develops Support Service Workers' responsibilities.	The FMS develops FMS-related Support Service Workers' responsibilities; participant or surrogate develops participant-specific Support Service Workers' responsibilities.	Provider develops Support Service Workers' responsibilities.
Provide Training to Qualified Support Service Workers	Participant or surrogate provides training to Support Service Workers.	FMS and participant or surrogate jointly provides Support Service Worker training.	Provider is responsible for training Support Service Workers.
Approve Qualified Support Workers' Timesheets and Invoices	Participant or surrogate approves, signs, and submits qualified Support Service Worker's timesheet to the FMS. Participant or surrogate collects, approves, and submits all other invoices to FMS for processing against the authorized Individual Support Plan.	Participant or surrogate approves and signs qualified Support Service Worker's timesheet; the FMS verifies information on timesheet against the authorized Individual Support Plan. Participant or surrogate collects, reviews, and submits to the FMS all other invoices in accordance with the authorized Individual Support Plan. The FMS verifies and processes in accordance with the authorized Individual Support Plan.	Provider is responsible for approving Support Service Workers' timesheets and invoices.
Prepare and Distribute Qualified Support Service Workers' Paychecks as well as File and Deposit Required Federal, State, and Local Taxes and Insurances	FMS is responsible to prepare and distribute qualified Support Service Workers' paychecks as well as file and deposit required federal, state, and local taxes and insurances.	FMS is responsible to prepare and distribute qualified Support Service Workers' paychecks as well as file and deposit required federal, state, and local taxes and insurances.	Provider is responsible to prepare and distribute qualified Support Service Workers' paychecks as well as file and deposit required federal, state, and local taxes and insurances.
Dismiss Qualified Support Service Workers, when necessary	Participant or surrogate may dismiss the participant's qualified Support Service Workers when appropriate.	Participant or surrogate may notify the FMS of desire to dismiss qualified Support Service Workers from the home and receive assistance from the FMS in performing this task, upon request. The FMS is responsible for terminating qualified Support Service Workers from the FMS.	Provider is responsible to dismiss Support Service Workers when necessary.

Note: All related documentation on Participant Directed Services Financial Management Services (PDS-FMS) can be found at www.odpconsulting.net.