

## Hawaii Participant Direction Program Roles and Responsibilities

There are 4 major players, each with distinct roles within a self-directed program. Knowing the differences between them can be hard. Please refer to the table below when trying to decide who does what.

EOA/Coach	Employer/Participant	Acumen Fiscal Agent	Employee
<ul style="list-style-type: none"> <li>• Assist the participant to determine services</li> <li>• Explain services available to the participant</li> <li>• Assist in developing the support plan</li> <li>• Monitor and follow up on services received by the individual</li> <li>• Trigger reassessments by AAA based on needs</li> <li>• Sign off on vendor requests</li> <li>• Sign off on requests for reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with coach to determine support needs</li> <li>• Hire and fire workers</li> <li>• Set wage for employees</li> <li>• Schedule, train and supervise employees to provide approved services</li> <li>• Provide a safe work environment</li> <li>• Complete all necessary forms for enrollment</li> <li>• Ensure all timesheets are complete, accurate and signed by both the employee and the employer</li> <li>• Send timesheets, vendor requests and/or requests for reimbursement to Acumen Fiscal Agent</li> <li>• Keep important records on each employee and keep them confidential</li> <li>• Review account statements from Acumen Fiscal Agent and ensure they are accurate and complete</li> <li>• Follow all relevant laws and rules on employment</li> <li>• Manage the support plan</li> <li>• Notify coach if you need to work a single employee more than 19 hours in a work week</li> <li>• Notify Acumen of any non-work related injury or illness of your employee</li> </ul>	<ul style="list-style-type: none"> <li>• Set up participant in the payroll system</li> <li>• Process all employee paperwork</li> <li>• Set up all employees in the payroll system</li> <li>• Conduct criminal background checks</li> <li>• Process timesheets</li> <li>• Pay employees, vendors and requests for reimbursement according to the approved support plan</li> <li>• Withhold and pay all necessary taxes</li> <li>• Arrange for Workers' Compensation and other benefits</li> <li>• Provide reports to the employer</li> <li>• Provide reports to the state/coach</li> <li>• Answer questions about enrollment and payroll</li> <li>• Ensure compliance with other program requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all employee paperwork</li> <li>• Arrive to work site on time and perform duties as assigned by employer</li> <li>• Communicate to Acumen should there be an address change, or if change in method of receiving pay is desired</li> <li>• Review and abide by confidentiality policy</li> <li>• Review and follow grievance procedure if/when disputes arise</li> <li>• Notify your employer of any non-work related injury or illness</li> </ul>