

## Hawaii Veteran Directed Care (VDC) 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 spending plan</li> <li>Monitor and follow up on services received by the participant</li> <li>Trigger reassessments by EOA contracted assessors based on change in status</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 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>