

## Louisiana Self Directed Employer Option

### Role Delineation

There are 3 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. Detailed information about these roles and responsibilities are in the “*Self Directed Option Employer Handbook*” for your program.

Support Coordinator	Employer (Participant or Representative)	Acumen Fiscal Agent
<ul style="list-style-type: none"> <li>• Conducts assessments to establish needs</li> <li>• Assesses appropriateness for self directed services</li> <li>• Explains services available to eligible participant</li> <li>• Develops Plan of Care (POC)</li> <li>• Monitors and follows up on services received by the participant</li> <li>• Assists participant in services as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all necessary forms for enrollment</li> <li>• Hire and fire employees</li> <li>• Schedule and set wage for employees</li> <li>• Train employees to provide approved services</li> <li>• Provide a safe work environment</li> <li>• Ensure that all timesheets are complete, accurate and signed by both the employee and the employer</li> <li>• Send timesheets 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>• Manage the service budget</li> <li>• Follow all relevant laws and rules on employment and the program</li> </ul>	<ul style="list-style-type: none"> <li>• Set up participant and employer 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 and direct service worker abuse registry checks</li> <li>• Process timesheets</li> <li>• Pay employees according to the approved budget</li> <li>• Withhold and pay all taxes</li> <li>• Arrange for workers’ compensation and other benefits</li> <li>• Provide reports to the employer</li> <li>• Provide reports to the state</li> <li>• Answer questions about enrollment and payroll</li> <li>• Ensure compliance with other program requirements</li> </ul>