

## Minnesota Consumer Directed Community Supports 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.

<b>Case Manager/Care Coordinator</b>	<b>Employer/Participant</b>	<b>Acumen Fiscal Agent</b>	<b>Employee</b>
<ul style="list-style-type: none"> <li>• Provide state set CDCS budget</li> <li>• Authorize Services</li> <li>• Monitor and follow up on services received by the individual</li> </ul>	<ul style="list-style-type: none"> <li>• 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 time submissions are complete, accurate and approved by both the employee and the employer</li> <li>• Send 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>• Monitor balances and request reallocations if necessary</li> <li>• Follow all relevant laws and rules on employment</li> <li>• Manage the support plan</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 time submissions</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</li> <li>• Provide reports to the employer</li> <li>• Provide reports to the state/case manager</li> <li>• Answer questions about enrollment and payroll</li> </ul>	<ul style="list-style-type: none"> <li>• Complete all employee enrollment 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 follow grievance procedure if/when disputes arise</li> </ul>
<p style="text-align: center;"><b>Support Planner (optional)</b></p>			
<ul style="list-style-type: none"> <li>• Assist with plan development</li> <li>• Assist with managing workers</li> <li>• Help monitor services</li> </ul>			