



YOUR LIFE
YOUR CARE
YOUR PEOPLE

PDS Program Roles & Responsibilities



Participant/CLE

- Recruit and hire qualified support worker
- Establish a work schedule for your employees and train them on tasks for which you need assistance
- Dismiss workers when appropriate
- Complete and submit all required employer enrollment paperwork to the fiscal management agency
- Complete and submit all required employer enrollment paperwork to the fiscal management agency
- Monitor and approve timesheets
- Monitor budget usage

Support Service Professional

- Complete required employee enrollment paperwork, training, and background checks
- Assist the participant in personal care tasks, homemaker tasks, IADLs, and ADLs as instructed by the participant/CLE
- Complete accurate timesheets according to the payroll schedule of the FMS
- Report incidents of abuse, neglect, exploitation, and fraud. Reports changes in the participant's functional, physical, or cognitive condition
- Discontinue work if the participant is hospitalized
- Contact the participant/CLE in the event you are unable to work or complete job duties

Fiscal Management Service (FMS)

- Cut paychecks
- Manage worker's compensation benefits
- File quarterly taxes and reports on behalf of the employer
- Provides SSP with Federal and State tax withholding information on their pay stub
- Issues W-2s
- Maintains SSP application, training records, and timesheets
- Provides up-to-the-minute budget information on the FMS site

Supports Coordinator

- Assist with locating, coordinating, and monitoring services and supports for participants
- Assess participant's service needs and assist with planning how to meet those needs
- Be an additional resource to the participant and their family to promote safety and quality of care
- Provides the FMS with the participant's referral and budget information

Administrative Entity

- A County MH/ID Program entity that assists with level of care evaluations, eligibility for disability services
- Monitoring service providers
- Approval and authorization of Individual Service Plans



Supports Broker

- Assist with planning, organizing, and managing community resources
- Assists with managing employer-related functions
- Assists the participant/CLE with waiver program compliance
- Assists in enhancing natural, unpaid supports related to self-direction



Office of Developmental Programs (ODP)

- Provides technical support regarding policy and procedures related to self-directed supports
- Works with the FMS to ensure the program maintains integrity and review reporting and analytics





YOUR LIFE
YOUR CARE
YOUR PEOPLE

PDS Program Roles & Responsibilities



For more information on Self-Direction, please reach out to our Concierge Team or visit our website by scanning the QR code below.



- learn@pplfirst.com
- 1-866-537-8386
- PPL PA OLTL

