

An Independent Living Model for Self-Directed PAS

Mike Oxford and Ami Weidler-Hyten

Topeka Independent Living Resource Center, Inc.

501 SW Jackson St., Ste. 100; Topeka, KS 66603

v/tty:1-800-443-2207 www.tilrc.org

Essential Elements

- Accounting System
- Accountability System

Accounting System

- Timesheets
- Payroll
- Withholdings
- Receivables

Accountability System

- Policies
- Procedures
- Protocols
- Agreements
- Audits

Insurance

- Unemployment
- Workers Compensation
- FICA/Medicare
- General Liability

Unemployment

- SUTA
- FUTA
- Self-insured

Workers Compensation

- Classification of employees
- Rating
- Self-insuring
- High risk pools

Other Insurance

- FICA/Medicare
- General liability
 - Errors and omissions
 - Professional liability
 - Premises
 - Accident/injury
 - Umbrella

Signing Up Workers

- Application process
- Employment agreements
- Background checks
- Job description
- Statutory requirements

Paying Workers

- Paper checks, direct deposit, deposit cards
- Stop payments
- Lost checks
- Late checks
- Corrections and adjustments

Case Management

- Eligibility screening
- Assessment
- Service Development
- Service coordination
- Information and referral

Worker Recruitment

- Rural issues
- Family/friends
- Networking

Maximizing Control over Decision-Making

- Systems to “feed” issues back to consumers
- Communication with workers and consumer
- Process for supporting consumer decisions

FMS/AWC implications

- Who is the employer?
- Where does liability attach?
- How is consumer control maximized?
- How to address the inequity between self-directed and agency-directed services?