

Role of the Guardian/Participant

- Choose the Fiscal Management Service agency you want to use.
- Directly Manage Services and Supports in the IPOS.
 - With support from the case manager and based on the needs identified in assessment and IPOS, develops the Individual Budget.
 - Use services and supports consistent with the IPOS and Individual Budget.
 - Only Approve services and supports that are authorized and within the budget.
 - ***Medicaid, HealthWest, and/or the FMS will not pay for any services that are not in the IPOS or Individual Budget. If the Participant approves extra services, they must pay the employee(s) or provider directly.***
 - Make sure that timesheets are approved and submitted to the FMS within 30 days.
 - ***Time sheets submitted for payment after 60 days may not be paid by HealthWest or the FMS. The Participant must pay the employee(s) or provider directly in this situation.***
 - Provide HealthWest and/or the FMS will all necessary documentation supporting the spending of funds authorized in the IPOS and Individual Budget.
 - Let HealthWest know if there is a change in needs or an emergency which may require a change in the IPOS or individual budget
- If you are seeking to direct hire a Direct Service Professional, you are the Employer of Record.
 - Recruit, Interview, Check References
 - Set wages (within the individual budget)
 - Hire – Pending application and ensuring all Medicaid provider requirements are met
 - Ensure training is completed as required.
 - ***Medicaid, HealthWest, and/or the FMS will not continue to pay for services that are provided by staff who do not meet the training requirements. If the Participant allows an untrained employee to provide services, you must pay the employee(s) directly.***
 - Schedule
 - Supervise Employees
 - Discipline or dismiss employees if necessary
 - Complete annual evaluations (HealthWest can provide template)

- Give raises (within the individual budget)
 - Approve time sheets
- If you are seeking to work with a professional or agency, you will contract directly with that agency.
 - Talk with the professional or agency to see if they will agree to:
 - Accept the Medicaid Rate for services
 - Agree to allow HealthWest to credential them under Medicaid credentialing requirements.
 - Agree to meet Medicaid training requirements.
 - Agree to invoice the Fiscal Management Service for payment.
 - Hire – Pending application and ensuring all Medicaid provider requirements are met
 - Approve invoices