

MEMBER and EMPLOYER ROLES and RESPONSIBILITIES
SELF-DIRECTED SERVICES
Oklahoma Health Care Authority
QA and Community Living Services

When a member chooses to self-direct in one of the following QA and Community Living Services programs; Living Choice Demonstration or Medically Fragile Waiver, they become the employer of the personal care assistant, or the advanced supportive restorative assistant and is responsible for the following:

- Recruits and interviews PCA or ASRA applicants.
- Performs reference checks.
- Selects and hires PCA or ASRA and determines their wages.
- Maximum wage for PCA is _____.
- Maximum wage for ASRA is _____.
- Schedules, trains and supervises the PCA or ASRA on delivery of services.
- Monitors, communicates and evaluates the PCA or ASRA's work performance.
- Discharges the PCA or ASRA as necessary.
- Follows employment laws (applicable federal and state laws).
- Completes paperwork submitted to Acumen FMS.
- Meets all deadlines.
- Tracks how many PCA hours are authorized and used according to budget worksheet. (Reports will be sent to members monthly by Acumen FMS.)
- Verifies employee time worked and signs timesheet.
- Arranges all backup support and handles emergencies when PCA or ASRA is late or fails to show up for work.

Member name: _____

Member signature: _____

Date: _____