

The Managing Employer is responsible for:

1. Complying with the AWC Managing Employer agreement.
2. Completing, signing, and returning all forms and documents required by the AWC.
3. Participating in all Managing Employer orientation and skills training sessions as required by the AWC.
4. Recommending wages and benefit allowances for all SSPs within the current ODP-established wage ranges and benefit allowance.
5. Reporting abuse, suspected abuse and alleged abuse of an individual in accordance with §6100.46.
6. Ensuring that written, oral and other forms of communication with the individual and persons designated by the individual occur in a language and means of communication understood by the individual or a person designated by the individual.
7. Recruiting and referring qualified SSPs to the AWC for possible hire.
8. Training SSPs on the needs and methods of service delivery as specified in the Individual Support Plan.
9. Developing and managing work schedules.
10. Developing, implementing, and revising back-up plans for SSPs and unpaid supports.
11. Managing SSPs.
12. Verifying hours worked by SSPs.
13. Completing, approving, and submitting SSP time sheets and vendor invoices.
14. Complying with all AWC and Department requirements relating to Electronic Visit Verification.
15. Evaluating SSP performance.
16. Understanding and implementing ISPs.

17. Protecting and supporting the exercise of individual rights as specified at §§ 6100.181 6100.182 and §§ 6100.184 6100.185.
18. Participating in the ISP process in accordance with § 6100.222.
19. Implementing the ISP in accordance with § 6100.224, including requesting updates to the ISP.
20. Monitoring service utilization in accordance with the ISP.
21. Providing individuals' Supports Coordinators with full and free access to necessary documentation and allowing the Supports Coordinator to complete monitoring or related activities in accordance with the approved waivers and ODP policy.
22. Ensuring service notes are completed in accordance with § 6100.226 and ODP Bulletin 00-18-04, Interim Technical Guidance for Claim and Service Documentation, or its successor.
23. Completing progress notes in accordance with § 6100.227 and ODP Bulletin 00-18-04, Interim Technical Guidance for Claim and Service Documentation, or its successor.
24. Reporting work-related injuries incurred by SSPs to the AWC.
25. Reporting suspected Medicaid fraud by SSPs or vendors to the AWC.
26. Reporting incidents specified in § 6100.401 to the AWC.
27. Notifying the AWC of any changes to the Managing or an demographics, including but not limited to changes to addresses and telephone numbers.
28. Notifying the AWC of SSP performance issues, such as failure to report for work.
29. Notifying the AWC of the desire to discontinue receiving services from an SSP, i.e. termination of the SSP's employment.
30. Completing the annual AWC satisfaction survey.