

Managing Employer Skills Training Topics

1. Completing the Managing Employer Agreement and all other AWC-required forms.
2. Equal employment practices in hiring prospective SSPs regardless of race, creed, color, national origin, sex, disability, marital status, or sexual orientation.
3. SSP recruitment techniques.
4. Recruiting and referring prospective, qualified SSPs to the AWC for possible hire.
5. Determining wages and optional benefit allowances for qualified SSPs in accordance with ODP-established wage ranges and benefit allowances.
6. Developing and managing SSP work schedules.
7. Developing, implementing, and revising back-up plans for SSPs and unpaid supports.
8. Managing SSPs.
9. Verifying hours worked by SSPs.
10. Time sheet completion and submission.
11. AWC and Department requirements relating to Electronic Visit Verification.
12. Evaluating SSP performance.
13. Understanding and implementing Individual Support Plans, including techniques to train SSPs on the content of Individual Support Plans.
14. Protecting and supporting the exercise of individual rights as specified at §§ 6100.181–6100.182 and §§ 6100.184—6100.185.
15. Implementing the Individual Support Plan in accordance with § 6100.224, including requesting updates to the Individual Support Plan.
16. Restrictive procedure use, which includes, at a minimum:
 - a. The prohibition on the use of specific types of restrictive procedures;
 - b. The circumstances in which a restrictive procedure may be used;
 - c. Monitoring and controlling the use of restrictive procedures.

17. Monitoring service utilization in accordance with the individual's Individual Support Plan.
18. 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.
19. 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.
20. Reporting work-related injuries incurred by SSPs to the AWC.
21. Reporting suspected Medicaid fraud by SSPs or vendors to the AWC.
22. Reporting incidents specified in § 6100.401 to the AWC.
23. Notifying the AWC of SSP performance issues, such as failure to report for work.
24. Notifying the AWC of the desire to discontinue receiving services from an SSP, i.e. termination of the SSP's employment.
25. Completing the annual AWC satisfaction survey.
26. Fraud, waste, and abuse prevention including:

Falsifying Claims/Encounters

- Billing for services not rendered
- Billing separately for services in lieu of an available combination code
- Misrepresentation of the service/supplies rendered (upcoding to more expensive service than was rendered, billing for more time or units of service than provided)
- Altering claims
- Submission of any false data on claims, such as date of service, provider or prescriber of service
- Duplicate billing for the same service
- Billing for services provided by unlicensed or unqualified persons
- Billing for used items as new

Administrative/Financial

- Falsifying credentials
- Fraudulent enrollment practices
- Offering free services in exchange for a recipient's Medical Assistance identification number
- Providing unnecessary services/overutilization
- Kickbacks-accepting or making payments for referrals
- Concealing ownership of related companies

Recipient Fraud and Abuse

- Using multiple ID cards
- Loaning his/her ID card
- Reselling items received through the Medical Assistance program
- Intentionally receiving excessive services or supplies