



Supports Broker Services Offered

- Explaining and providing support in completing employer-or managing employer related paperwork.
- Participating in Financial Management Services (FMS) orientation and other necessary trainings and interactions with the FMS provider.
- Developing effective recruiting and hiring techniques for SSPs, determining pay rates for SSPs, and scheduling SSPs.
- Developing, implementing and modifying a back-up plan for services, staffing for emergencies and/or SSP absences.
- Scheduling paid and unpaid supports.
- Developing effective management and supervision techniques such as conflict resolution.
- • Developing proper procedures for termination of SSPs.
- Identifying and communicating any proposed modifications to the participant's ISP.
- Reviewing of workplace safety issues and strategies for effective management of workplace injury prevention
- Identifying and communicating any proposed modifications to the participant's service plan
- Assisting the participant or their designated surrogate in understanding and/or fulfilling the responsibilities outlined in the Common Law Employer Agreement form and the Managing Employer Agreement form.
- Facilitating a support group that helps to meet the participant's self-direction needs. These support groups are separate and apart from the service plan team meetings arranged and facilitated by the Supports Coordinator
- Identifying areas of support that will promote success with self-direction and independence and share the information with the team and Supports Coordinator for inclusion in the service plans.
- Advising and assisting with the development of procedures to monitor expenditures and utilization of services.
- Complying with the standards, regulations, policies and the waiver requirements related to self-direction.
- Advising in problem-solving, decision-making, and achieving desired personal and assessed outcomes related to the participant directed services.
- When applicable, securing a new surrogate and responding to notices for corrective action from the FMS, SC, AE or ODP.
- Providing or arranging for training for SSPs.