

SC Department of Disabilities and Special Needs

**In-Home Supports (IHS) Benefits and Responsibilities
(Employer/Responsible Party)**

What are In-Home Support Services (IHS)?

IHS services are care, supervision, teaching and/or assistance directly to or in support of the participant and can be provided in the participant's home, the home of others and/or the community. These services enhance, maintain, improve or decelerate the rate of regression of skills necessary for a person to continue to live successfully in the community.

In-Home Supports is a participant-directed service for those enrolled in the Community Supports Waiver. Participant-directed means that the participant, or their chosen representative, directs the service. The participant/representative directing the service is referred to as the **responsible party or employer**. **The responsible party/employer must be willing to understand and assume the risks, rights, and responsibilities of directing care.** The responsible party/employer, if not the participant, must demonstrate a strong personal commitment to the participant and must agree to a predetermined frequency of contact with the participant. The responsible party/employer may not be paid to be a representative and may not be paid to provide waiver services to the participant.

The responsible party/employer must be willing to complete the necessary forms, maintain records for workers and serve as the **Employer of Record**. The Responsible Party must be at least 21 years of age.

Benefits of the Employer/Responsible Party

- As the employer/responsible party, you have more control over who provides your care/services
- As the employer/responsible party, you have more control over how care is organized/carried out

What are the duties of the Employer/Responsible Party?

Recruit workers--This may be accomplished by seeking referrals from family and friends, advertising in the local newspaper, posting notices at church, etc.

Verify worker qualifications—Workers must meet all of the following qualifications before being hired:

- Demonstrate an ability to read, write and speak English.
- Be fully ambulatory.
- Be capable of aiding in the activities of daily living if needed.
- Be physically capable of performing duties which may require physical exertion such as lifting, transferring, etc.
- Be at least 18 years of age.
- Be capable of following billing procedures and completing required paperwork.
- Have no known conviction for abuse, neglect, or exploitation of adults (SCDSS Central Registry Check).
- Have no conviction for any crime against another person (SLED Background Check).

- Have no felony conviction of any kind (SLED Background Check).
- Obtain references and provide to participant.
- Have a PPD tuberculin (TB) skin test, which is not over a year old, unless a previously positive reaction can be documented. The two-step procedure is advisable for initial testing in order to establish a reliable baseline.
- Be certified in Basic First Aid during the first year of providing care. Basic First Aid re-certification must be completed every 3 years.

Note: The Employer/Responsible Party must ensure the required background checks (SLED and DSS Child Abuse and Neglect Central Registry) are completed for each worker they desire to employ prior to the worker starting services.

Note: Costs related to background checks, TB skin test and First Aid training are the responsibility of the worker however, the employer may request household employer funds for assistance with expenses listed below through their WCM. Funding assistance is based on income.

Household Employer Expenses

<i>TB Skin Test</i>	<i>Cost varies depending on the location. \$74 (CVS Minute Clinic)</i>
<i>DSS Central Registry Check</i>	<i>\$8</i>
<i>SLED Check</i>	<i>\$25</i>
<i>First Aid</i>	<i>Cost varies depending on the location.</i>

Hire workers: The employer/responsible party will assist the worker with completing all required forms. Once the employer/responsible party gathers the required forms and documentation, it should be submitted to the participant’s WCM. The WCM will review the information to assure that the worker hired has met all the requirements for their position and for accuracy and completeness.

Determine worker duties: The employer/responsible party will ensure the worker’s duties are consistent with the plan that was developed for the individual.

Develop the work schedule: The employer/responsible party must determine the days and times the employee is working. At no time should the hours scheduled per week exceed what has been authorized.

Supervise worker: The employer/responsible party must ensure the worker reports to work on time, completes assigned tasks and submits all paper work (e.g. timesheets) as required per the participant’s plan.

Verify time worked by worker and approve time sheets: The employer/responsible party must verify time reported is complete and accurate.

Evaluate performance of worker: It is recommended that the worker’s performance be evaluated at least every six months by the employer/responsible party. Criteria might include reporting to work as scheduled, promptness and accuracy with submitting reports and other documents.

Terminate worker: If a worker is terminated, the employer/responsible party should immediately inform the WCM and the fiscal agent (Charles Lea Center) . It is recommended that the worker receive notice of the termination by letter and the letter be copied to the WCM and Charles Lea Center.

Have a backup plan: There may be times when the worker is unable or unwilling to provide services on scheduled work days. The employer/responsible party must have a back-up plan to ensure the participant’s needs are met.

Financial Management Services (FMS)

Financial Management Services (FMS) are mandatory and play an integral role to responsible party/employer direction of services. A governmental entity and/or another third-party entity must perform necessary financial transactions on behalf of the Community Supports Waiver Program participant. The entity contracted to provide FMS for the Community Supports Waiver In-Home Support Service is the **Charles Lea Center**. The paperwork required for this service will be provided by the fiscal agent.

My signature below indicates I have read and understand my duties as an employer/responsible party.

Responsible Party/Employer Name: (Please print)	
Responsible Party/Employer Signature:	
Date:	