

MEMBER/EMPLOYER ROLES and RESPONSIBILITIES
SELF-DIRECTED SERVICES
Oklahoma Health Care Authority
Long Term Care Administration

When a member chooses to Self-Direct in one of the following Long Term Care Administration programs; Living Choice Demonstration or Medically Fragile Waiver, they become the **employer** of the Personal Care Assistant, (PCA), and/or the Advanced Supportive Restorative Assistant (ASRA) and is responsible for the following:

- Recruits and interviews PCA/ASRA applicants
- Performs reference checks
- Selects and hires PCA/ASRA and determines their wages
- Maximum wage for PCA is _____
- Maximum wage for ASRA is _____
- Schedules, trains, and supervises the PCA/ASRA on delivery of services
- Monitors, communicates and evaluates the PCA/ASRA's work performance
- Discharges the PCA/ASRA as necessary
- Follows employment laws (applicable federal and state laws)
- Completes paperwork submitted to Morningstar 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 Morningstar FMS)
- Verifies employee "time worked" and signs timesheet
- Arranges all backup support and handles emergencies when PCA/ASRA is late or fails to show up for work.

Member Name: _____

Member Signature: _____

Date: _____