

# Roles & Responsibilities

In an SD Agreement

## Employer of Record (EOR)

- Review and authorize timesheets
- Develop job description
- Determine employee benefits
- Determine if/when overtime will be needed
- Set schedules
- Ensure services are being rendered
- Stay in budget/must review budget report
- Use budget to meet goals of IPOS
- Stay within authorized amount of service
- Inform CMH/FMS about changes
- Supervise employees, ensure they follow Medicaid rules and remain eligible providers
- Ensure documentation is present for Medicaid covered services
- Have a backup plan and use it when needed
- Choose an FMS
- Recruit employees
- Interview prospective employees
- Hire any qualified employee they choose
- Authorize payment
- Supervise and evaluate employees
- Determine schedule
- Fire employees
- Determine pay wages, benefits, etc. (within individual budget parameters)

## FMS Role

- Payroll and HR functions
- Monthly budget statements
- Pay or reimburse invoices
- Support with employer functions
- Verify worker's eligibility status
- Complete background check for workers
- Handle all employment documents
- Workers' compensation/liability/UI through company policy
- Pay all employment taxes
- Ensure all labor laws are followed
- Collect, verify, and process timesheets from worker

## CMH

- Support – Information and Assistance
- EOR must understand provider qualifications
- Oversight – monitor Medicaid standards met
- Prevention – avoid major problems
- Provide necessary credentialing
- Require workman's comp
- Establish budget cap
- Have a system for budget oversight
- Authorize budget for same timeframe as IPOS
- Establish training rate
- Have a procedure for dealing with issues of not being able to pay Medicaid funds

