



**Self Directed Services
Coordinator of Community Services/Support Broker/Day to Day Administration Roles
7/1/2023**

Below is a tool for people who are self-directing their services and their teams to utilize when there is a Support Broker and/or a Day to Day Administrator on the team. This tool is meant to complement DDA’s Self Directed Services Handbook and Participant Agreement to help teams identify roles and responsibilities based on DDA’s Support Broker, Individual and Family Directed Goods and Services policy/guidance, and COMAR requirements of Coordinators of Community Services.

Responsibilities	Coordinator of Community Services (CCS)	Support Broker (SB)	Day to Day Administrator
Waiver Eligibility application	X		
Level of Care (LOC) form	X		
Support the person in learning more about different vendors, support brokers, or FMCS supports	X	X	
Facilitation and submission of Health Risk Screening Tool (HRST)	X		



**Self Directed Services
Coordinator of Community Services/Support Broker/Day to Day Administration Roles
7/1/2023**

<i>Note: Must be reviewed by nurse for a score of 3 or higher</i>			
Facilitation and submission of Rights and Responsibilities form <i>Note: Completion of the document should be a team effort</i>	X		
Facilitation and submission of SDS Participant Agreement form <i>Note: Completion of the document should be a team effort</i>	X		
SDS Family As Staff form <i>Note: Completion of the document should be a team effort</i>	X	X	
DDA required monitoring	X		



**Self Directed Services
Coordinator of Community Services/Support Broker/Day to Day Administration Roles
7/1/2023**

Submission of reportable incidents	X	X	
Assist the person in creating/changing their Person Centered Plan (PCP)	X	X	X
Coordinate, facilitate, and submit a person's annual or revised PCP Note: All team members should attend PCP Annual/Revision Meetings as required by the Person	X		
Coordinate or facilitate development or revision of budget	X		
Review FMCS Budget Reports to ensure you have enough funds	X	X	
Requests for Individual Family Directed Goods	X	X	*X



**Self Directed Services
Coordinator of Community Services/Support Broker/Day to Day Administration Roles
7/1/2023**

and Services (IDFGS) <i>*At the written direction of the person, Day to Day Administrator may also complete and submit IDFGS requests</i>			
Supporting the person with Recruiting, hiring, supervising, evaluating, terminating employees		X	
Supporting the person in reviewing employee timesheets/invoices <i>*At the written direction of the person SB's may also sign employee timesheets and vendor invoices</i>		*X	
Submission of timesheets/invoices		X	X
Household management			X
Scheduling employees		X	X



**Self Directed Services
Coordinator of Community Services/Support Broker/Day to Day Administration Roles
7/1/2023**

Scheduling appointments			X
Personal money management			X
Identifying and supporting the person in accessing community resources to help meet their needs	X	X	X

*Please also review [DDA's SDS Handbook](#) for a detailed outline of roles and responsibilities. Please also note, that per DDA's SDS Participant Agreement, the person may choose members of their PCP team to assist them with specific tasks. It is **important** to remember that the team avoids and protects against any and all conflicts of interest when assigning work and specific tasks to team members.