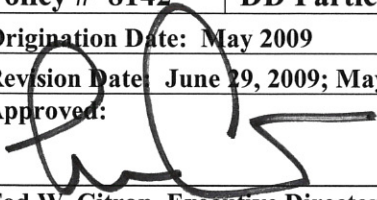




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 2

<b>Policy # 8142</b>	<b>DD Participant/Co-Employer Services</b>
<b>Origination Date: May 2009</b>	
<b>Revision Date: June 29, 2009; May 18, 2010, April 15, 2013</b>	
<b>Approved:</b> 	
_____ <b>Tod W. Citron, Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) to provide support to clients with Developmental Disabilities (or the client's authorized representative) in their endeavors to self-direct service delivery. It is also the CSB's policy to follow DBHDD and DCH guidelines applicable to the Participant/Co-Employer Model in the Policies and Procedures Manuals for the New Options Waiver (NOW) Program. The CSB makes no differentiation in its practices/ expectations between co-employer and traditional employees as it relates to service delivery except where specified in agency policy.

**DEFINITION:**

Participant/Co-Employer: - refers to the client (or the client's authorized representative) who opts to direct his or her service delivery and (*possibly*) function as the managing employer of direct support staff who provides waiver respite services.

Common Law Employer - refers to the agency responsible for performing necessary human resources supports and payroll functions associated with services provided under the respite waiver.

**PROCEDURES:**

1. The Participant/Co-Employer will identify desired individual(s) and refer to the Common Law Employer's (hereafter referred to as the CSB) HR department. If Participant/Co-Employer has difficulty, the CSB's DD staff will assist him/her in determining an appropriate candidate
2. The CSB will verify qualifications (including those already established with the more stringent requirement taking precedence) and, if candidate is qualified, conduct criminal background check, as detailed in agency Policy #4013 Criminal Records Investigation, prior to work related interactions with the participant/co-employer.
3. If candidate is deemed eligible based on agency Policy #4051 (Selection and Hiring), the Participant/Co-Employer will notify the individual of hire to include the following:
  - a. Start dates for agency orientation and direct services.
  - b. Staff wages and benefits (subject to applicable state limits)
  - c. Staff in duties (including an explanation of duties consistent with service specifications).
  - d. Develop a weekly schedule for staff member.

4. During the agency orientation period, the CSB will process the new employee through payroll, at which time he/she will be informed of pay dates, withholding, laws applicable with payment of federal, state and local employment-related taxes and insurance options
5. Employee will meet with CSB Developmental Disabilities (DD) staff for skills training
6. CSB will provide technical assistance to participants and/or representatives concerning employer-related responsibilities
7. Participant/Co-Employer will provide supervision for assigned duties, verify time worked by staff and approve time sheets
8. CSB will process and bill for services delivered according to the approved service plan
9. CSB will ensure documentation of co-employer services on the day provided
10. Participant/Co-Employer will evaluate staff using the Performance Management Form (PMF) and submit that documentation to CSB (See Policy #4042 Performance Management Process)
11. Participant/Co-Employer may recommend to the CSB discharging staff from providing services to the participant according to agency Policy #4052 (Separation From Employment) Sections D.1 and 2.

Conflicts that are unable to be resolved between the CSB and the Participant/ Co-Employer necessitate reference to the DBHDD Provider Manual for the New Option Waiver (NOW) Program. If there is no concession, DBHDD will be contacted for a written decision with which both parties agree to comply.