



PO Box 93 • 2541 Western Ave. • Chillicothe, OH 45601 • 740-702-4000

*Mission: Partnering with individuals with disabilities and challenges to help them lead the lives they envision*

## **HPC Coordinator Agreement of Responsibilities**

### **DSP Selection:**

As an HPC Coordinator you will be responsible for recruiting, selecting, and hiring direct support professional(s). You will need to make sure the Direct Support Professional is a good fit for the individual. You will also need to make sure the Direct Support Professional can show proof of a High School Diploma or GED, can pass a background check, and complete the following DODD requirements:

- CPR/First Aid training.
- 8 hour initial training.
- Medication training (if applicable).
- Have a clean driving record (if applicable).
- Have at least liability insurance (if applicable).
- Other additional training.

The hiring process will be done with the Goodwill of South Central Ohio HPCwith Choice program.

### **Training:**

- You should be able to explain and train the DSP on the needs of the individual. You will train, supervise, retrain when necessary, and review performance of your chosen direct support professional(s).
- You will make sure all training required will be completed before any license or certifications expire.
- You will be required to cover a shift at least twice a year while the DSP attends mandatory in-service training.

### **Documentation:**

- You will ensure direct support professionals complete appropriate documentation at the time the support or service is delivered in Goodwill's BID system. This includes making sure all goals are met and marked and, if applicable, medications given documented.
- You must maintain record confidentiality and security in accordance to HIPAA regulations.

### **Scheduling:**

- You will determine duties based on the ISP and set the work schedule of the direct support professional(s). It is your responsibility to ensure the direct support professional(s) does not exceed the allotted weekly hours and/or more than 40 hours a week of coverage without prior written approval by a Goodwill Services Center Manager. The allotted weekly amount will be calculated by HPC with Choice based on the ISP and span.
- You will also be in charge of monitoring the approved waiver budget to ensure it does not exceed the amounts listed in the ISP. In doing so, you will monitor time worked by the direct support professional(s).
- You also must ensure an emergency backup system is in place for coverage of services by recruiting and training an emergency backup direct support professional(s). If this is not possible, you understand as HPC Coordinator, you will have to step in to cover the service voluntarily.

*\*\*For instance, If the span allows for 40 hours of service and 100 miles of transportation in a week, you may schedule a Direct Support Professional to work M-F 8am-4pm and drive the individual 20 miles a day. Or work T-Sat 8am-8pm and drive the individual 25 miles a day. If there are 2 direct support staff, the allotted time is a shared*

*amount between both. For example, one Direct Support Professional can work 20 hours M-F and drive the individual 10 miles a day and the other could work 20 hours Sat. and Sun. and drive the individual 25 miles each of those 2 days.*

**DSP Performance Issues:**

- You will be in charge of communicating issues with the Direct Support Professional with the Goodwill Services Center Manager to determine the next steps.
- A Goodwill Services Center Manager must be contacted if you intend to terminate services provided by the direct service professional(s).

**Reporting Incidents:**

- You will ensure all direct support professional(s) injuries are reported to a Goodwill Services Center Manager within 24 hours of the injury.
- You must also follow DODD, local county board of developmental disabilities, and HPC with Choice reporting procedures (UI/MUI) for the individual. UI and MUI reports must be made within 4 hours of the incident. The UI/MUI must be completed by staff or a witness to the incident.

**An HPC Coordinator CANNOT:**

- Ask a DSP to do things that are not marked in the ISP.
- Ask a DSP to work over the allotted weekly amount.
- Ask a DSP to work over 40 hours a week.
- Ask the DSP to administer ANY medications without having a Medication Certification.

**Goodwill of South Central Ohio HPC with Choice CAN:**

- Terminate a DSP who does not abide by Goodwill's policies and procedures.
- Choose to take on the DSP for our HPC program if the HPC Coordinator has given the DSP notice of termination.

**Goodwill of South Central Ohio HPC with Choice is responsible for:**

- Ensuring the DSP has provided all required documentation before they are able to work with an individual.
- Providing the DSP with a username and login to document services completed for the individual.
- Setting the DSP up with a Paycom account for clocking hours worked and accessing their own payroll information.
- Managing all Medicaid billing for the individual.

You will communicate concerns or satisfaction with Goodwill of South Central Ohio's HPC with Choice program regarding the individual's services when appropriate. As the HPC Coordinator, you are not eligible to provide paid services through HPC with Choice and understand anything you may have to cover is done solely on a volunteer basis.

By signing below, I acknowledge I have read the above duties and agree I am willing to complete all duties as described. I will contact Goodwill of South Central Ohio's HPC with Choice program if at any time I am unable to complete the duties of HPC Coordinator.

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Sign Your Name

\_\_\_\_\_  
Date