



EMPLOYER OF RECORD IMPLEMENTATION STRATEGY FOR HOME BASED SUPPORTS AND SERVICES (HBS)

Individual Name: _____

Date of Plan: _____

This Strategy should be completed by the Home Based Supports and Services (HBS) Employer of Record for the person named above. It can also be completed by a Self-Direction Assistant (SDA) hired by the individual/guardian. This Implementation Strategy does not replace the Home Based Support Service Agreement.

It is the responsibility of the Employer of Record to ensure that:

- You keep this Implementation Strategy on hand and make it available to the Independent Service Coordination (ISC) agency and Division of Developmental Disability staff as requested. If you have hired a SDA, they may also need a copy.
- This Strategy is updated each year (but can be update more often if needed) as the Personal Plan is updated.
- All services and supports outlined below are provided and/or billed according to your HBS Service Agreements and Service Authorizations.
- Notify your ISC if it is necessary to make changes in your Personal Plan.

Outcomes these should be taken directly from the Summary page of the Personal Plan	Services & Supports these should be taken directly from the Summary page of the Personal Plan	Who will provide this service or support?	How will this service or support be provided?	How often and when will this service or support be provided? (i.e. every Tuesday from 7:30-8:30)

If form is filled out by hand, attach additional pages as necessary.

 HSB Employer of Record Representative's Printed Name

 HSB Employer of Record Representative's Signature

 Date