

## **Fiscal Intermediary (FI) Agency**

Choosing a FI agency is an option under the Aged and Disabled Waiver. This option is designed for participants who desire more independence and responsibility for the personal assistance services they receive. The participant can direct their personal assistant services themselves or they can select a personal representative to direct services on their behalf.

### **What is a Personal Assistant?**

A personal assistant (PA) is someone who is hired to assist participants with activities they would do themselves if they were able. The PA's job duties are different depending on the participant's assessed needs. The personal assistant's job is to assist the participant with daily living activities. This includes but not limited to, personal care, housekeeping, and participant health and safety.

### **Responsibilities and Roles**

As a participant choosing FI services, you or your personal representative take responsibility for and accept potential risks, and any resulting consequences for your choice to manage your personal assistance services which include:

- Recruiting
- Selecting
- Managing
- Training
- Scheduling
- Dismissing
- Arranging backup PA coverage for vacations, holidays, and absence due to illness
- Meeting with FI and identify desired personal assistant services and together develop a plan of care based on needs identified on the Negotiated Service Agreement
- Maintaining records on services received

The FI agency provides services that allow the participant receiving personal assistance services, or his designee or legal representative, to choose the level of control he will assume in recruiting, selecting, managing, training, and dismissing his personal assistant support services. Therefore, it is imperative that the participant and the FI agency collaborate to determine the level of responsibility each will assume for the service(s) authorized.