

Frequently Asked Questions about Agency with Choice:

What is Self-Directed?

Self-Directed services are services that allow individuals more choice and control over the services that they receive.

Do the people I want to work with my son/daughter need to have specific training?

Yes, potential staff need to come to the Barber National Institute to complete required trainings before they can work, and then complete a more in-depth one-on-one training with the families after they are hired. This helps ensure that staff are well prepared to provide the services that individuals and families need.

Do staff need to get clearances to get hired?

Yes, all staff are required to get certain clearances depending on the age of the individual they are being hired to assist.

Can I give my staff a raise?

Yes, as long as they are not at the maximum pay rate established by the state of Pennsylvania for that service already.

Can my husband/wife also be the managing employer in addition to me?

No, there can only be one managing employer.

When are time sheets due?

Mondays of the scheduled payroll week by noon unless the Barber Institute is closed for a holiday; then you would follow the schedule of payroll dates for that holiday.

Who can sign time sheets?

The managing employer must sign the time sheets to verify the time worked. Individuals who are not their own Managing Employer may be able to sign the time sheets if authorized by the managing employer and they have signed the Managing Employer agreement.

Can I have my neighbor who knows my child well signed up to work with him?

Yes, you are able to refer anyone you would like for hire.

Do I have to have staff use EVV (Electronic Visit Verification)?

Yes, it is a federal requirement that all personal care services use EVV. Your Family Liaison can assist in providing information to set up EVV.

Is the staff responsible for paying for the individual for recreational activities?

No, the family/individual should be covering the costs for any recreational activities that the individual requests to do.

How can staff reset their password for Sandata?

They can call the IT Help Desk at 874-5614

Can my staff travel with us on vacation?

Yes, as long as it's in the United States.