



SELF-DIRECTED SUPPORTS SUPPORT BROKER MONTHLY SUMMARY DOCUMENTATION SHEET

INDIVIDUAL RECEIVING SERVICES (include middle initial) : _____ **Designated Representative** : _____ *(If applicable)*

Month/Year: _____ / _____ **Page 1 of** _____

A Support Broker (SB) provides the individual or their designated representative (DR) with information & assistance to secure the supports and services identified in the Individual Service Plan (ISP). The SB does not do these tasks for the individual/DR, but provides information and assistance in order for the employer to fulfill their employer related responsibilities. The goal for everyone in SDS is to move towards 'no assistance needed'.

Please provide a summary of your documentation notes for the all areas of support which were provided during the month. Please note the level of support need: 1) Total Assistance: SB is providing face to face support with step by step instruction. 2) Moderate assistance needed- Individual/ DR needs prompting and guidance to complete task 3) Minimal Assistance: Individual/DR is able to call when assistance if needed, 4) No assistance needed in this area. **Monthly Summaries must be sent to the Service Coordinator and individual/DR.**

Provide Practical Skills Training to Assist the Employer in Manage Services and Supports (recruiting, hiring, managing, terminating workers, managing and approving timesheets, problem solving, conflict resolution, filing grievances and complaints):

Level of Support needed: Total Assistance Minimal Assistance Moderate Assistance No assistance needed in this area

Provide Assistance with Establishing Work Schedules:

Level of Support needed: Total Assistance Minimal Assistance Moderate Assistance No assistance needed in this area

Provide Assistance in Managing Budget Authorization:

Level of Support needed: Total Assistance Minimal Assistance Moderate Assistance No assistance needed in this area

Provide Assistance in Seeking Supports or Resources:

Level of Support needed: Total Assistance Minimal Assistance Moderate Assistance No assistance needed in this area



Improving lives THROUGH supports and services THAT FOSTER self-determination.

www.dmh.mo.gov/dd

MISSOURI DEPARTMENT OF MENTAL HEALTH

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Provide Assistance to define goals, needs and preferences:

Level of Support needed: Total Assistance Minimal Assistance Moderate Assistance No assistance needed in this area

Provide Assistance in the Development of an Emergency Back-up Plan:

Level of Support needed: Total Assistance Minimal Assistance Moderate Assistance No assistance needed in this area

Assist Individual/ Designated Representative with employee training:

Level of Support needed: Total Assistance Minimal Assistance Moderate Assistance No assistance needed in this area

Support Broker Printed Name

Signature

Date