



DATE RECEIVED: _____ SUPPORT COORDINATOR: _____

INDIVIDUAL RECEIVING SERVICES: _____ DMH ID #: _____

The ISP identifies that:

	Identifies the <i>Designated Representative</i> (when appointed)
	list any support the individual/DR needs in order to self-direct services Supports or 'Personal Outcomes' discovered during review of the Support Brokers Assessment (<i>Personal Outcomes must be identified for SB service.</i>)
	The services being self-directed are listed and what supports are being provided by these services (Personal Assistance, Community Specialist, and Support Broker Assessment is used as the tool) <i>The ISP is used as a training document for employees and must provide enough details in order for all employees to understand what is needed to provide supports. (Personal Outcomes must be identified for SB and CS.)</i>
	Justifies any training exemptions on the Personal Assistance training checklist <ul style="list-style-type: none"> - CPR training- American Red Cross or American Heart Association (<i>Cannot be exempt for Medical PA</i>) - First Aid training- American Red Cross or American Heart Association (<i>Cannot be exempt for Medical PA</i>) - Medication Administration training (<i>Cannot be exempt for Medical PA if providing medication administration</i>)
	If receiving Medical Personal Assistance does the ISP list the "licensed medical professional*" who will be providing the training, delegation and periodic supervision of care? (*Licensed Medical Professional as defined by the Nursing Practice Act Chapter 335. RSMo)
	Identifies the back-up plan which includes provisions for: support in the case of scheduled employees not being able to provide the support; Employer/Designated Representative is not capable or available to manage employees; and handling other emergencies. *May refer to separate document(s) to attach to the plan.
	If the Individual is hiring a family member (PA is only service that may be provided by family member) the plan must reflect: (Family member is defined as: a parent, step parent; sibling; child by blood, adoption, or marriage; spouse; grandparent; or grandchild) The individual is not opposed to the family member providing the service The paid family member is not the guardian. The services to be provided are solely for the individual and not household tasks expected to be shared with people who live in a family unit The support team agrees that the family member providing the personal assistant service will best meet the individual's needs
	For New Individuals to SDS or with an increased authorization the SDS Budget Allocation Tool is complete and matches \$ amount on Authorization form. For those currently in SDS only total \$ amount (same as last year's authorization) on the authorization form is needed.
	If individual is receiving Medicaid State Plan Personal Care Services through Health and Senior Services (DHSS), service authorization system has been checked to ensure that these services are not being self-directed. Does the individual currently, or at any time in the past received self-directed services through state plan and/or have an existing Employer Identification Number (EIN)? (<i>Only one Fiscal Agent can be used to report earnings and file employer and employee taxes. The Employer/DR must not supplement wages to the employee. Records maintained by the Fiscal Management Service will be the official records of the Employer's wages to workers, which will be reported to State and Federal tax authorities. The Employer/DR understands all earnings and taxes for Employees must be accurately reported to these taxing authorities. If the employer uses an 2nd agent, the Fiscal Management Service is unable to account for the total earnings by employees, accurately track Social Security credits for the employees, do an accurate year end W2 for employees, or reconcile the employer's State Unemployment with the Federal Unemployment. The Employer/DR then becomes liable for any tax judgment including penalties and interest.</i>)