



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

# SELF-DIRECTED SUPPORTS ASSESSMENT FOR SUPPORT BROKER ASSISTANCE

www.dmh.mo.gov/dd MISSOURI DEPARTMENT OF MENTAL HEALTH

**Individual Receiving Services:** \_\_\_\_\_ **Designated Representative (if applicable) :** \_\_\_\_\_

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 Support Broker does not do these tasks for the individual/ designated representative, but provides information and assistance in order for the individuals/DR to fulfill their employer related responsibilities. The goal for everyone in SDS is to move towards ‘Independence’ and for individuals and families to have the support they need in order to self-direct services. This assessment will assist in determining what supports are needed in order for the individual/designated representative to be successful in self-directing supports.

## Provide Practical Skills Training to Assist the Individual/Designated Representative in Manage Services and Supports

	No Support needed	Details regarding the type of support needed:
Recruiting workers		
Hiring workers		
Managing workers		
Terminating workers		
Managing and approving timesheets		
Organization/ maintaining documents		
Problem solving		
Conflict resolution		
Filing grievances and complaints		
Establishing work schedules		
Understanding documentation requirements		
Assisting with monthly reviews		
Managing budget		
Seeking supports or resources		
Define goals, needs and preferences		
Development of Emergency Back-up Plan		
Employee training		
Understanding the Role of Employer/DR, SC, FMS and RO		

## Goals/Outcomes and Objectives for Support Broker

**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):

No Support Needed

Time limited support \_\_\_\_\_ hours per year;       Ongoing support: \_\_\_\_\_ hour per month

**Provide Assistance with Establishing Work Schedules:**

No Support Needed

Time limited support \_\_\_\_\_ hours per year;       Ongoing support: \_\_\_\_\_ hour per month

**Provide Assistance in Managing Budget Authorization:**

No Support Needed

Time limited support \_\_\_\_\_ hours per year;       Ongoing support: \_\_\_\_\_ hour per month

**Provide Assistance in Seeking Supports or Resources:**

No Support Needed

Time limited support \_\_\_\_\_ hours per year;       Ongoing support: \_\_\_\_\_ hour per month

**Provide Assistance to define goals, needs and preferences:**

No Support Needed

Time limited support \_\_\_\_\_ hours per year;       Ongoing support: \_\_\_\_\_ hour per month.

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

No Support Needed

Time limited support \_\_\_\_\_ hours per year;       Ongoing support: \_\_\_\_\_ hour per month

**Assist Individual/ Designated Representative with employee training:**

No Support Needed

Time limited support \_\_\_\_\_ hours per year;       Ongoing support: \_\_\_\_\_ hour per month

Total Ongoing Support: \_\_\_\_\_ hour per month;      Total Time Limited Support \_\_\_\_\_ hours per year.

**Frequency of Need:** Typical work schedule, not exceeding authorized hours

**Support Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_