



DATE RECEIVED: \_\_\_\_\_ SUPPORT COORDINATOR: \_\_\_\_\_

INDIVIDUAL RECEIVING SERVICES: \_\_\_\_\_ DMH ID #: \_\_\_\_\_

The ISP identifies that:

\_\_\_\_\_ the name of the designated representative if one has been appointed

\_\_\_\_\_ list any support the individual/DR needs in order to self-direct services (Support Broker Assessment can be used as a tool)

\_\_\_\_\_ the services being self-directed are listed and what support will be provided (Job Descriptions can be used as a tool) 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

\_\_\_\_\_ justifies any training exemptions on the Personal Assistance training checklist

\_\_\_\_\_ the 'back-up plan' to be used in the event a scheduled employee is not available to provide the services is identified in the plan.

\_\_\_\_\_ if the employer 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)

- o The individual is not opposed to the family member providing the service
- o 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
- o The support team agrees that the family member providing the personal assistant service will best meet the individual's needs
- o The family member cannot be paid over 40 hours per week. Any support provided above this amount would be considered a natural support or unpaid care which a family member would typically provide

\_\_\_\_\_ the SDS budget calculator is present and correct.

\_\_\_\_\_ the Authorization Page matches the SDS budget calculator

\_\_\_\_\_ if individual is receiving Medicaid State Plan Personal Care Services through Health and Senior Services DSDS service authorization system has been checked to ensure that these services are not being self-directed. 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. (Only one Fiscal Agent can be used to report earnings and file employer and employee taxes. The MOCD contract reads: "The Employer/DR must not supplement wages to the Employee outside of this agreement. Records maintained by the F/EA 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 2<sup>nd</sup> agent, MOCD 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.)

\_\_\_\_\_ SDSC has received copy of the "Got Choice?" SDS handbook acknowledgement form.

SDS Coordinator Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_