



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

- CPR training- American Red Cross or American Heart Association (Cannot be exempt for Enhanced Medical PA)
- First Aid training- American Red Cross or American Heart Association (Cannot be exempt for Enhanced Medical PA)
- Medication Administration training (Cannot be exempt for Enhanced Medical PA if providing medication administration)
- Behavioral Intervention Training (Cannot be exempted for Enhanced Behavioral PA)

\_\_\_\_\_ 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)

\_\_\_\_\_ 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

\_\_\_\_\_ 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 years 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. (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.)