



# Self-Directed Supports Employer Document Checklist

When you are self-directing your supports it is recommended that you keep a copy of all paperwork that you sign. However some of these documents are also maintained by your support coordinator (SC), regional office (RO) and/or your Fiscal Management Service (FMS). The documents listed below must be maintained by you, and be available for your SC to review. Additionally, these records must be produced for auditing purposes through the Missouri Department of Mental Health, Department of Social Services, and the Center for Medicare and Medicaid Services. Your SC, RO or FMS does not keep a copy of these documents for you. Not having these documents on file could result in terminating the option of self-directing your supports.

### Individual/Designated Representative File

Individual Support Plan including budget information	
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### Information available for Employees

Individual Support Plan (does not need to include budget information)	
The Emergency Back-up Plan (to ensure adequate coverage in case of emergency)	

### **Service Documentation: *The following information must be maintained by the individual/DR for services provided prior to Feb 7, 2016.***

(Starting Feb 7, 2016 Service Documentation will be maintained by the FMS.)

<p><b><i>Services provided prior to Feb 7, 2016.</i> MANDATORY SELF-DIRECTED SUPPORTS DOCUMENTATION FORM</b> (archives must go back 6 years) Time recorded on this document must be consistent with what is submitted on the FMS (Missouri Consumer Direct) timesheets.</p> <p>Not having these documents on file and any discrepancies in records and claims for reimbursement from MO HealthNet are subject to recoupment from the Individual/Designated Representative and may result in terminating the option of self-directing your supports.</p> <p>Monthly summary – report documenting progress for all SDS services and budget tracking.</p>	
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