



Policy Number:

13

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September 18<sup>th</sup>, 2017

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Subject: Consent For Services

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy for obtaining written consent of the client being served or their legal representative prior to providing supports or services that have been identified in the client's Person Centered Plan, as well as obtaining consent from the person served or their legal representative in having CCDDR provide Support Coordination services on their behalf.

**POLICY:**

- I. Consent For Services Identified In Person-Centered Plan
  - A. Through the Individual Support Planning process, team members shall make a determination as to the services required, both paid and generic, in order for the client to meet the outcomes and action steps identified in the client's Individual Support Plan. The client and/or their legal representative shall be provided with a clear, concise explanation of proposed services, supports, and activities to meet the client's needs and preferences, if such services are readily available or subject to a waiting list, and the potential benefits (or risks, if any) of proposed services and supports that have been identified in the Person Centered Plan. The client's needs and preferences, and their input as to their preferred life shall be of primary importance in developing a Person Centered Plan.
  - B. The client and/or their legal representative shall authorize any and all services identified in the client's Individual Support Plan by signing the Rolla Satellite Regional Office Personal Plan Systems, Services and Funding Page. By signing this form, the client and/or their legal representative are also indicating their agreement with the content of the Person Centered Plan.
  - C. The client and their legal representative (if applicable) shall have a copy of the current Individual Support Plan and systems page authorizing services documented in the plan.

- D. Significant changes to the client's plan (adding or changing outcomes/action steps; adding, changing, or terminating services, etc.) require prior written authorization of the client or their legal guardian. Informational changes only to a plan (correcting a typo in plan, correcting a name, etc.) do not require written consent of the client or their guardian.
- E. All clients who have been enrolled in the Missouri Home & Community Based Waiver program shall be provided the opportunity to choose their provider of service(s) within this program, and shall annually state their desire to continue as a participant in this program.
- F. No limitation of a client's rights or other adverse action shall be made without signed consent of the guardian on the Rolla Satellite Regional Office Personal Plan Systems, Services, and Funding page.
- G. All proposed Behavioral Support Plans and accompanying due process must be incorporated into the current Individual Support Plan, be approved by the Rolla Satellite Regional Office PMAG Committee, and have consent by the guardian on the Rolla Satellite Regional Office Personal Plan Systems, Services, and Funding page.
- H. No services to be paid through the Department of Mental Health and/or CCDDR shall be delivered or paid unless prior-authorized in the client's Individual Support Plan.
- I. All Individual Support Plans must be signed and dated by the client or their legal representative prior to the date of plan implementation.

II. Consent To Have CCDDR Provide Support coordination Services

- A. Clients and/or their legal representative shall provide consent to have Camden Co. Developmental Disability Resources provide Support coordination services for the client by annually signing a Support coordination Acknowledgement statement attached to the Client Rights signature form. This form acknowledges that the person served or their legal representative has authorized CCDDR to provide Support coordination services on their behalf.

**REFERENCES:**

- CARF Standards Manual, Sections 1D & 2A
- RSMo 633.110 Revised MO Statutes
- MO Home & Community Based Waiver Manual