



Policy Number:

13

Effective: May 1, 2008

Revised: April 20, 2009

Subject: Consent For Services

POLICY:

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

PROCEDURES:

- I. Consent For Services Identified In Person-Centered Plan
 - A. Through the Person Centered Planning process, team members shall make a determination as to the services required, both paid and generic, in order for the consumer to meet the outcomes and action steps identified in the consumer's Person Centered Plan. The consumer and/or their legal representative shall be provided with a clear, concise explanation of proposed services, supports, and activities to meet the consumer'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 consumer'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 consumer and/or their legal representative shall authorize any and all services identified in the consumer's Person Centered Plan by signing the Rolla Regional Office Personal Plan Systems, Services and Funding Page. By signing this form, the consumer and/or their legal representative are also indicating their agreement with the content of the Person Centered Plan.
 - C. The consumer and their legal representative (if applicable) shall have a copy of the current Person Centered Plan and systems page authorizing services documented in the plan.

- D. Significant changes to the consumer's plan (adding or changing outcomes/action steps; adding, changing, or terminating services, etc.) require prior written authorization of the consumer 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 consumer or their guardian.
- E. All consumers 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 consumer's rights or other adverse action shall be made without signed consent of the guardian on the Rolla 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 Person Centered Plan, be approved by the Rolla Regional Office PMAG Committee, and have consent by the guardian on the Rolla 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 consumer's Person Centered Plan.
- I. All Person Centered Plans must be signed and dated by the consumer or their legal representative prior to the date of plan implementation.

II. Consent To Have CCDDR Provide Service Coordination Services

- A. Consumers and/or their legal representative shall provide consent to have Camden Co. Developmental Disability Resources provide Service Coordination services for the consumer by annually signing a Service 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 Service Coordination services on their behalf.

REFERENCES:

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