**Harvey-Marion County CDDO Self-Direction Checklist**

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| **Individual’s Name:** |  |

* The person or person’s representative directing and controlling the services, selects, trains, manages, and dismisses the individual providing supports.
* Service must be provided one-to-one. The paid Personal Care attendant must not supervise or support any other individuals at the same time.
* Services/supports assist the person in a variety of tasks promoting independence, productivity, integration, and inclusion as specified in the person’s Person-Centered Support Plan (PCSP) and consistent with Personal Care Service definitions.
* Capable Person: If the person lives with family, spouse, or guardian who is capable of performing household tasks, the individual relies on these informal/natural supporters for this assistance. Personal Care Services must not be used for lawn care; snow removal, shopping, household ordinary housekeeping/laundry, or household meal preparation, unless the PCSP defines the role of the Personal Care attendant as teaching the person how to perform the specified skill.
* Personal Care attendant must not perform any duties for the individual consistent with the definition of Supported Employment.
* Personal Care Services must be arranged for, and purchased through, the individual’s or responsible party’s written authority, and paid through a Financial Management Services (FMS) provider consistent with and not exceeding the individual’s integrated service plan (ISP) or funding Plan of Care.
* If the Personal Care Services are funded by HCBS IDD program, the Personal Care Attendant must clock in and out using Authenticare telephonic system for electronic visit verification.
* Individual must hire only qualified applicants who have passed background checks required by current KDADS HCBS policy in compliance with state and federal requirements. Payment for service provided by persons who do not meet these requirements may be subject to recoupment.
* Personal Care attendants must be at least 16 years of age, or at least 18 years of age if a sibling of the individual.
* Personal Care Services cannot be provided by the parent if the recipient is a minor child.
* Personal Care Services self-directed Day and/or Residential supports cannot be provided by the person’s court-appointed guardian.
* Court-appointed guardians must comply with K.S.A. 59-3068 and 59-3083 regarding conflict of interest.
* The recipient, or person directing and controlling the services on the person’s behalf, is responsible for documenting that the individual Personal Care attendant provider has received 15 hours of training, or the individual has sufficient training to meet the recipient’s needs. Documentation of training must be available to Harvey-Marion County CDDO.
* Recipients must document behavior frequency as required by KDADS for annual functional assessment and provide monthly to the case manager for review.
* Recipients must have written Emergency Back-up plans provided annually to Harvey-Marion County CDDO.
* Recipients must have case management services and must allow the case manager to do on-site monitoring to assure their needs are met, in compliance with K.A.R. 30-63-10(a)(4)(H).
* Recipients must allow onsite CDDO Quality Assurance monitoring to review and determine that the person’s needs are met, in compliance with K.A.R. 30-63-10(a)(4)(I).
* Recipients must notify case manager of critical/adverse incidents, including but not limited to, alleged abuse, neglect, exploitation; unexpected medical urgency (911, EMS, ER services) and/or hospitalization (unplanned, medical or psychiatric) or an unexplained or reasonably preventable injury; or contact with law enforcement as potential victim or potential suspect.
* Recipients must pay HCBS client obligations monthly in order to receive ongoing HCBS services. Failure to pay client obligations, after notice and opportunity to correct, may result in suspension or termination of service.
* Personal Care Attendants must report all suspicions of abuse, neglect, and exploitation to the State Protection Report Center at 1-800-922-5330.
* Recipients must report all suspicions of Medicaid fraud to Kansas Dept. of Health and Environment (KDHE) at 785-296-1076.
* Failure to promptly correct situations of harm or risk of imminent harm to recipient’s health, safety, or welfare, may result in termination of funding per KAR 30-63-10 (j).
* Transportation subsidy may be requested from Harvey-Marion County CDDO for documented provision of transporting the individual for and during delivery of services according to the individual’s PCSP.

***The signatures below acknowledge that all parties have been informed of, and will comply with, all requirements listed above.***

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| **Person Served Signature:** |  | **Date:** |  |
| **Directing Party Signature:** |  | **Date:** |  |