

RIGHTS AND RESPONSIBILITIES

Consumer Directed Services

YOU ARE EXPECTED TO

- Explain how the tasks authorized on the person centered care plan (PCCP) are to be completed.
- Provide supplies needed to complete tasks on the PCCP.
- Utilize Electronic Visit Verification (EVV) as required by State and Federal law.
- Let your caregiver know when you will not be home to receive care.
- Let your caregiver know if you have problems with how services are delivered.
- Agree to participate in a comprehensive face to face (re)assessment with the Division of Senior and Disability Services (DSDS) or its designee.
- Select a caregiver without regard to race, color, national origin, sex, age, religion, political beliefs, or disability.
- Follow up with your CDS provider regarding assignment of **Employer Identification Number (EIN)** and **Missouri Tax ID** and maintain for your records.

EIN _____

Tax ID _____

YOU ARE RESPONSIBLE FOR

- Selecting and hiring your attendant.
- Training your attendant to perform the tasks authorized on the PCCP.
- Supervising the work performed by your attendant and ensuring the attendant is able to meet your personal needs.
- Terminating attendants.
- Ensuring that completed work is approved and the number of units delivered does not exceed what is authorized on your PCCP.
- Keeping and maintaining your **EIN** and **MO Tax ID** as they are required for filing taxes.

- Ensure that you receive care only from those that are registered and screened by the Family Care Safety Registry ([FCSR](#)).

YOU MAY NOT

- Physically, verbally, or sexually abuse or threaten harm towards provider or DSDS staff. You cannot allow this conduct from other persons at your household. This may result in your services being terminated.
- Expect services to be provided not authorized on your care plan.
- Expect services to be provided for your pets, friends, or visitors.
- Allow services to be provided in your home when you are not home.
- Engage in activities that would be considered fraud of the program; for example the misuse of the EVV system.
- Hire a legally responsible relative (i.e. spouse or guardian).

FOR YOUR SAFETY, DO NOT

- Ask your aide for advice.
- Leave valuables, cash, or checkbook in plain sight.

YOU HAVE THE RIGHT TO

- Appeal decisions regarding your PCCP, including the denial, reduction, or termination of services.
 - You must appeal within ninety (90) business days of the date of the decision.
 - You must request a hearing within ten (10) business days of the date of the notice if you wish to continue receiving services pending the hearing decision.
 - If DSDS' decision is affirmed, you may be held responsible for the cost of any services received while the appeal is pending.
- Receive services without regard to race, color, national origin, sex, age, religion, political beliefs, or disability.