### CDS PARTICIPANT RIGHTS AND RESPONSIBILITIES

#### YOU ARE EXPECTED TO:
- Explain the tasks authorized on the care plan.
- Provide supplies needed for tasks in the care plan.
- Sign a completed timesheet each time you receive services if you are not using Electronic Visit Verification (EVV).
- Ensure the timesheet is accurate.
- Let your attendant know when you will not be home to receive care.
- Let your provider know if you have problems with your care delivery.
- Accept or select an aide without regard to race, color, national origin, sex, age, religion, political beliefs, or disability.

#### YOU ARE RESPONSIBLE FOR:
- Selecting and hiring your aide.
- Training your aide to perform the tasks authorized on the person centered care plan.
- Supervising the work performed by your aide and ensuring the aide is able to meet your personal needs.
- Firing aides.
- Preparing and submitting timesheets biweekly to the provider that oversees reimbursement for care.
- Ensuring that timesheets are submitted for approved work and that the number of units delivered does not exceed what is authorized on your person centered care plan.
- Receiving care only from aides registered and screened by the Missouri Family Care Safety Registry.

#### YOU HAVE THE RIGHT TO:
- Appeal decisions regarding your person centered care plan, 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 the Division’s decision is upheld, you may be held responsible for the cost of any services received while the appeal is pending.
- Appeal any disagreement with decisions about your person centered care plan.
- Receive services without regard to race, color, national origin, sex, age, religion, political beliefs, or disability.

#### YOU MAY NOT:
- Threaten or abuse or allow other members of your household (or guests) to threaten or abuse provider staff (physically, verbally, or sexually). This will result in your services being terminated.
- Expect care to be provided to your pets, friends, or visitors.
- Allow services to be provided in your home when you are not at home.
- Engage in activities that would be considered fraud of the program; for example signing timesheets for care that has not actually been provided. This could result in your HCBS being terminated.

#### FOR YOUR SAFETY, DO NOT:
- Ask your aide for advice.
- Leave valuables, cash, or checkbook in plain sight.