

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.
- 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 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.
- Keeping and maintaining your **EIN** and **MO Tax ID** as they are required for filing taxes.

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.
- 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.