

Veteran-Directed Home and Community Based Services Participant Responsibility Agreement

1. Provide the Service Coordinator enough information to assess your needs.
2. Direct and participate in the creating of your Service and Support Plan.
3. Make sure your Service and Support Plan addresses the needs identified in your assessment.
4. Hire only qualified Individual Providers.
5. Supervise your Individual Providers and let them know what you expect from them.
 - Arrange work schedules
 - Verify the hours worked
 - Locate back-up care providers in case your scheduled Individual Provider can't work
 - Replace an Individual Provider who you terminate or who resigns
6. Communicate clearly and seek the advice of your Service Coordinator as needed.
7. Purchase only what is listed in your Service and Support Plan.
 - No additional hours are to be authorized over the approved budget.
 - If in an emergency, additional service hours are needed to meet Participant's health and well being; contact your Service Coordinator within 72 hours.
 - If emergency funds are available, the Service Coordinator can approve the additional service hours and pay the Individual Provider using those funds.
 - If approval from the VAMC is denied, the Participant is responsible to reimburse the Western Montana Area VI Agency on Aging the amount paid that covered the cost of the Personal Care Attendant.
8. Adhere to your backup plan for essential services in case emergencies or unforeseen circumstances as defined in your Service and Support Plan.
9. Notify your Service Coordinator of all admissions into a hospital, nursing facility or other residential facility.
10. Report changes in your contact information (address, phone, email).

Participant

Date

Service Coordinator

Date