



Policy Number: 13  
Effective: May 1, 2008  
Revised: March 11, 2025; May 12, 2026

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Subject: Consent for Services

**PURPOSE:**

Camden County Developmental Disability Resources (CCDDR) shall have a policy for obtaining written consent from the client and/or the client's guardian/legal representative prior to authorizing and/or providing supports or services that have been identified through the Person-Centered Planning process, as well as obtaining consent from the client served and/or the client's guardian/legal representative for CCDDR Support Coordination services.

**POLICY:**

Consent for Services Identified in the Person-Centered Support Plan (PCSP)

Through the Person-Centered Planning process, Interdisciplinary Team members shall make a determination as to the services required, both paid and generic, in order for the client to meet the outcomes and action steps identified in the client's PCSP. The client and/or the client's guardian/legal representative shall be provided with a clear, concise explanation of proposed services, supports, and activities to meet the client's needs and preferences, if such services are readily available or subject to a waiting list, and the potential benefits (or risks, if any) of proposed services and supports have been identified in the PCSP. The PCSP shall reflect the client's desires in life, preferences, and needs, with the client's input being the primary importance in developing the PCSP.

Annually and as needed, the Support Coordinator will review the needs of the client, determining if paid supports are necessary and feasibly able to be acquired. They will obtain accurate information on rates and units from chosen providers, creating a budget and accurate Budget Authorization sheet.

The client and/or the client's guardian/legal representative shall then authorize any and all services identified in the client's PCSP by signing all components of the PCSP, including the completed Budget Authorization sheet. By signing, the client and/or the client's guardian/legal representative are also indicating their agreement with the content of the PCSP. If the plan requires approval at the state level, the client and/or the client's guardian/legal representative will be kept up to date on the status of the approval. The budget will be adjusted accordingly if the Division of Developmental Disabilities (DDD) Utilization Review Committee requests any portion(s) of the PCSP be modified, with a new Budget Authorization sheet and PCSP modification being created and signed.

The client and/or the client's guardian/legal representative shall have a copy of the current PCSP and budget authorizing services identified.

Significant changes to the client's PCSP (adding or changing outcomes/action steps; adding, changing, or terminating services; etc.) require prior written authorization from the client and/or the client's guardian/legal representative. Informational changes only to an PCSP (correcting a typo in the PCSP, correcting a name in the PCSP, etc.) do not require written consent of the client and/or the client's guardian/legal representative.

All clients who have been enrolled in the Missouri Home & Community Based Waiver program shall be provided the opportunity to choose their provider(s) of service(s) within this program and shall annually state their desire to continue as participants in this program.

No limitation of a client's rights or other adverse action shall be made without the client's and/or client's guardian's/legal representative's signed consent.

All proposed Behavioral Support Plans and accompanying due process must be incorporated into the current PCSP, be approved by the DDD Due Process Review Committee, and have consent by the client and/or client's guardian/legal representative.

No services identified in the PCSP that will be paid by the DDD and/or CCDDR shall be delivered or paid unless authorized prior to implementation.

All PCSPs must be signed and dated by the client or the client's guardian/legal representative prior to the PCSP implementation date.

#### Consent to have CCDDR Provide Support Coordination Services

Clients and/or their guardians/legal representatives shall provide consent to have CCDDR provide Support Coordination services for the client by signing a Support Coordination Acknowledgement attached to the Client Rights Acknowledgement form on an annual basis. This form acknowledges that the client and/or the client's guardian/legal representative have authorized CCDDR to provide Support Coordination services on the client's behalf.

#### **REFERENCES:**

- CARF Standards Manual
- RSMo 633.110
- Developmental Disabilities Waiver Manual
- DDD Support Coordination Manual
- Targeted Case Management for Individuals with Developmental Disabilities Manual