

Instructions for Implementing Revised Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form, Abuse, Neglect and Exploitation (ANE) Letter and Consultant Script for ANE Information Sharing

March 1, 2018

1. Consultants and Mi Via participants will begin using the revised Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form (dated 3/1/18) at all annual Service and Support Plan (SSP) meetings from March 1, 2018 forward.
2. Consultants will review the Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form with the waiver recipient, his/her guardian, if applicable, and other family members as identified in the SSP.
3. Consultants will, at a minimum, read the script, provided by the Developmental Disabilities Supports Division (DDSD,) for ANE information sharing with the waiver recipient, his/her guardian, if applicable, and other family members as identified in the SSP, and will facilitate a discussion for better understanding as needed.
4. The waiver recipient and his/her guardian, if applicable, will check off the two boxes on the Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form affirming that the Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form was reviewed and that there was a discussion of ANE at the meeting, and will also sign and date the document.
5. Consultants will provide a hard copy of the letter from DHI on ANE that includes information on reporting and detecting incidents of ANE to the waiver recipient, his/her guardian, if applicable, and other family members as identified in the SSP.
6. Consultants will call (and document the call) Guardians, if applicable, and family members listed in the SSP who did not attend the SSP meeting to review the SSP, including the Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form and ANE information. Consultants are responsible for obtaining the completed Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form (two check boxes filled in, and the signature and date of the Guardian, if applicable,) and retaining the completed Mi Via Service and Support Plan Back-Up Plan Acknowledgement Form with the SSP in the "Client File."

