



Mississippi Department of Mental Health
Provider Bulletin
Number PR009

Subject: Signatory Authority

Issue Date: May 31, 2012

Effective Date: May 31, 2012

Scope

All DMH Certified Providers

Purpose

Provide clarification on required signatures for individuals receiving services who have a legal guardian or conservator.

Background

For individuals who have a legal guardian or conservator, the DMH Record Guide requires that the legal guardian or conservator sign all annual paperwork such as the Consent for Services and Individual Service Plan. For individuals who have a legal guardian or conservator, signatures of the legal representative are also required on daily paperwork such as the ID/DD Waiver Supported Employment Activity Note.

Subject

The legal guardian or conservator of an individual receiving service(s) must review and sign the paperwork required in order for an individual to receive services. That paperwork includes the following: the Face Sheet, the Rights of Individuals Receiving Services, the Consent to Receive Services, any applicable Service Agreements, the Acknowledgement of Grievance Procedures, the Consent to Release/Obtain Information, the Individual Service Plan (ISP), the Periodic Staffing/Review of the ISP, any applicable Activity Plans specific to the service the individual receives, the Telephone/Visitation Agreement, and the Substance Abuse Aftercare Plan.

Should the individual's legal guardian or conservator choose to delegate his/her responsibility and signatory authority to another individual for the completion of **daily** paperwork (including delegating signature authority to the individual being served), DMH will accept the signature of that individual. The legal guardian or conservator must provide written documentation of such delegation and to whom the signatory authority is being delegated. This must be maintained in the individual's record. Daily signature authority cannot be delegated to the service provider. Daily paperwork includes the following: the Home and Community Supports Activity Note, the Supported Employment Activity Note, the In-Home Nursing Respite Activity Note, and the Community Respite Activity Note. However, the legal guardian or conservator must continue to sign **annual** paperwork, such as the Consent for Services and Individual Service Plan.

End of Provider Bulletin