



Mississippi Department of Mental Health
Provider Bulletin
Number PR0033

Subject: Requests for Family Members to Provide Home & Community Support Services

Issue Date: May 21, 2014

Effective Date: June 1, 2014

Scope

All DMH/H Certified Providers

Purpose

- 1) To clarify required documentation for DMH to consider approval of a family member to provide Home and Community Support Services
- 2) To provide notification of additional safeguards that providers must put in place when employing family members to provide Home and Community Support Services

Subject

In order for the DMH Review Committee to consider approval for a family member to provide Home and Community Support Services to a family member enrolled in the ID/DD Waiver, the following documentation must be submitted:

- Proof of address for the family member seeking to provide services. DMH considers proof of address to be a copy of a lease, rental agreement, or utility bill that includes that person's name. If required documentation cannot be obtained, the family member seeking to provide services must provide a signed and notarized affidavit that includes his/her current address and residence.
- Results of two reference checks. One of the two must be a professional reference.
- A copy of the person's current MS driver's license.
- An official copy of the person's transcript or diploma (if verifying completion of high school).
- A copy of the results of the person's current background check.
- Evidence that the ID/DD Waiver participant's Support Coordination Department has been notified that the agency is seeking approval of a family member to provide services.

If approval is granted by the DMH Review Committee for a family member to provide Home and Community Support Services the following policies and procedures must be put in place by the agency:

- Policies and procedures specific to service provision by a family member must be developed. P/P must include what types of activities are acceptable and unacceptable.
- Agencies must conduct drop-in, unannounced quality assurance visits during the time in which the approved family member is providing services. These visits must occur at least twice per year. Documentation of these quality assurance visits must be maintained in the individual's personnel record. Additionally, the documentation of these visits must be reviewed by the agency's Quality Management Committee.

Approvals for family members to provide Home and Community Supports must be submitted annually, at least one month prior to the previous approval date.

End of Provider Bulletin