



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number PR0045**

**Subject:** Provider Participation In the Development of the Plan of Services and Supports

**Issue Date:** July 20, 2015

**Effective Date:** July 1, 2015

**Scope**

All DMH Certified Providers of services available through the ID/DD Waiver Program

**Purpose:**

To outline DMH expectations for provider participation in the development and implementation of the Plan of Services and Supports (PSS) in order to maintain compliance with CMS's Final Rule on Home and Community Based Service Settings

**Subject:**

Effective July 1, 2015, ID/DD Waiver Support Coordinators began scheduling meetings to develop Plans of Services and Supports (PSS) for people enrolled in the ID/DD Waiver program. If a DMH certified provider is chosen by a person to provide services and the certified provider agrees to do so, they must participate in the development of the PSS by attending the team meeting. Provider staff is a vital resource of information regarding the person; those who know the person best are the ones who should attend the meetings. Additionally, staff can learn information about the people they support from other attending the meeting (for example, other staff and natural supports). While at the meeting, provider staff is required to take notes about what is said so that they will have sufficient documentation to develop each person's Activity Support Plan.

Each provider is required to send at least one staff person per service provided that works directly with the person and knows him/her and his/her likes, dislikes, routines, etc. best. People and/or their families have been notified that they will also be required to attend the PSS meetings as a requirement for participation in the ID/DD Waiver program. They have been notified that they may invite who they would like to participate in the meeting. Certified provider staff is required to participate in the PSS meeting. Program directors and/or supervisors can attend at the request of the person and/or family. However, staff (as outlined above) must attend the PSS meetings, whenever they are scheduled. Meetings are scheduled at the convenience of the person/family, not provider staff.

The CMS Final Rule on Home and Community Based Service settings also has specific requirements regarding the development of the person's PSS. A PSS must be developed using a team format; staff who provide services to a person are considered part of the team and must attend and contribute to the PSS meetings. If not, a certified provider will be considered to be out of compliance with the CMS Final Rule. The Executive Director of a certified provider agency is the only person who can excuse staff from a PSS meeting. The staff person must be excused in writing, with signed documentation being submitted to the person's ID/DD Waiver Support Coordinator prior to the PSS meeting. Repeated failures of provider staff to attend meetings will be reported by the ID/DD Support Coordinator to DMH via the Office of Consumer Support via the grievance process.

***End of Provider Bulletin***