

## Instructions – SD Monthly Summary Note (SD-01)

Each month, the participant, with the assistance of the circle of support (family, staff, or broker) **must complete** a SD Monthly Summary Note (SD-01) **describing the supports and services he/she received for the service month and addressing any issues or concerns**. Monthly Summary Notes are reviewed by the Fiscal Intermediary to ensure satisfaction with the services being provided, and to justify continuing payment of self-hired staff services.

This report must be **sent to the Fiscal Intermediary's agency (FI) prior to the 10<sup>th</sup> day of the month following the service month** as agreed upon in the FI/Participant Memo of Understanding so that the FI can bill for the services and supports the participant receives. Late submission may result in disruption of your continuing SD services.

### Participant Instructions:

As an SD participant, it is your responsibility to complete the SD Monthly Summary Note as explained below and then send the completed form to your FI agency in a timely manner. You may ask your staff, a family member, your support broker or another member of your circle to help you complete this form. Please ask your FI if you need monthly reminders to complete the SD Monthly Summary Note.

*Complete the top of the form:*

- enter the month/year that you are reporting on,
- enter the participant's name if it is not already there,
- If you held a Circle of Support meeting this month, **check** " Yes," otherwise check " No."
- In the box labeled "A) This month I used the following items that are included in my SD Plan/Budget," **check** off any of the activities and expenses from the participant's SD budget that were used during the month. For example, if all or part of the rent is paid from the participant's SD budget, check off "Household supports." Another example would be checking off "Gym/health club membership" if you are submitting a reimbursement for a membership that month.

*Complete the Valued Outcomes section of the form:*

- Valued Outcomes: The valued outcomes are preprinted by the FI and should match the valued outcomes identified in the ISP, timesheet, and habilitation plan. Please contact your Self-Direction Coordinator if the monthly summary note does not match the current habilitation plan, time sheets, etc.
- Four statements must be completed for each valued outcome:
  - "This month I participated in the following activities;" – **write down what activities** the participant did this month.
  - "I received the following supports and services to help me take part in the activities;" – **write the supports and services** he/she received to help him/her participate in these activities. Please note that we do not need every support and service the participant received each month, however throughout the course of the year, there should be a variety of supports and services identified on the Monthly Summary Note.
  - "These activities helped me reach my valued outcomes by;" – **write down how the activities helped** the participant reach the valued outcomes.
  - "I would like to make the following changes to my services and supports;" – **write down any changes the participant wants to make** to supports and services. If no changes are being made, please write "N/A."
  - If a valued outcome was not completed this month (for example, a respite valued outcome when no respite was utilized), please write "N/A" for each statement underneath the valued outcome.

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- Please fill out each section in full sentences. This is to ensure justification for continuing payments of your self-hired staff services. If the person completing the Monthly Summary Note is unable to fill it out with full sentences, then please ensure that enough information is documented on the Monthly Summary Note to ensure justification.

*Complete the bottom of the form:*

The participant/designees will **sign and date this form** to affirm that the information contained on this form is correct. The name of any person helping you complete this form must be entered in the lower right hand corner of the SD Monthly Summary Note. The date must be entered in the format of month/day/year. Please note that the Monthly Summary Note is to be completed at the end of the month, and therefore should be dated on the last day of the month or later. For example, March 2017's Monthly Summary Note should be sent to the FI by April 10, 2017. Then **send the completed, signed and dated form to the FI prior to the 10<sup>th</sup> day of the month following the service month.**

If you have questions regarding your Monthly Summary Note, or you wish to ensure that you have the most up to date version, please contact your SD Coordinator.

**Instructions – SD Monthly Summary Note (SD-01)****FI Instructions:**

The ***FI must supply*** each participant with customized SD Monthly Summary Note forms that contain:

- the name of the FI agency (on front & back of form)
- ***preprinted valued outcomes and the supports/services to be provided*** as identified in the participant's ISP.

Once the FI receives the completed SD Monthly Summary Note, the FI must check it to ensure that it is properly completed, signed, and dated by the SD participant, his/her designee, or staff.