

Helpful Hints for Accurate Completion of the
Consumer Directed Personal Assistance Program Application, M-13D

1. A consumer or designated responsible representative who wishes to participate in the Consumer Directed Personal Assistance Program must answer all questions on the application, Form M-13D and sign the Consumer's Declaration agreeing to assume all the required obligations of the program. (Please note #6 on page 3.)
2. In the event of an emergency, if the responsible adult is unable to meet his/her responsibilities there must be a designated back up for the responsible adult whether he/she resides with the consumer or maintains a daily presence. (*Please note page 5)
3. Explain how the consumer or designated responsible representative will screen prospective personal assistants for the basic job qualifications suited to meet the consumer's needs, maintain time sheets and other personnel data to be submitted to the Home Care Services Program.
4. Describe the consumer's or designated responsible representative's plan for finding additional personal assistants to serve as replacement workers and the formal or informal referral sources that will be used.
5. Explain how the consumer or designated responsible representative will arrange for and contact back-up service in the absence of the regularly assigned personal assistant.
6. Describe the consumer or designated responsible representative's plan to familiarize personal assistants with their general duties.
7. Consumers who require skills typically provided by a Home Health Aide, Licensed Practical Nurse must have a Registered Nurse complete the required certification. (*Please note page 4)
8. The Registered Nurse must certify that either the consumer or designated responsible representative is self-directing and capable of providing such instruction and sign, date and provide his/her license number on the certification form.