

## TBIW Person-Centered Service Planning Meeting Mandatory Attendance Guidance Chart

Type	Mandatory Attendees	Optional Attendees (Chosen by Member)	Guardian Requirements
<b>Initial Service Plan</b>	<ul style="list-style-type: none"> <li>• Member</li> <li>• Case Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Family members</li> <li>• Other service providers</li> <li>• Informal supports</li> <li>• Resource Consultant (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Must attend <b>in person</b></li> <li>• Must <b>sign</b> the plan</li> </ul>
<b>Six-Month Service Plan</b>	<ul style="list-style-type: none"> <li>• Member</li> <li>• Case Manager</li> <li>• Personal Attendant Provider Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Attendant Professional</li> <li>• Family members</li> <li>• Other service providers</li> <li>• Informal supports</li> <li>• Resource Consultant (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• May attend <b>in person or by phone</b></li> <li>• Must <b>sign</b> the plan</li> <li>• Signature must be submitted within: <ul style="list-style-type: none"> <li>• 3 business days (BSS Guardian)</li> <li>• 10 business days (non-BSS Guardian)</li> </ul> </li> </ul>
<b>Annual Service Plan</b>	<ul style="list-style-type: none"> <li>• Member</li> <li>• Case Manager</li> <li>• Personal Attendant Provider Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Attendant Professional</li> <li>• Family members</li> <li>• Other service providers</li> <li>• Informal supports</li> <li>• Resource Consultant (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Must attend <b>in person</b></li> <li>• Must <b>sign</b> the plan</li> </ul>
<b>Service Plan Addendum</b>	<ul style="list-style-type: none"> <li>• Member</li> <li>• Case Manager (responsible for documentation and upload)</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Attendant Professional</li> <li>• Family members</li> <li>• Other service providers</li> <li>• Informal supports</li> <li>• Resource Consultant (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• May attend <b>in person or by phone</b></li> <li>• Must <b>sign</b> the plan</li> <li>• Signature must be submitted within: <ul style="list-style-type: none"> <li>• 3 business days (BSS Guardian)</li> <li>• 10 business days (non-BSS Guardian)</li> </ul> </li> </ul>