

TRAUMATIC BRAIN INJURY WAIVER PERSON-CENTERED PLANNING MEETING MANDATORY ATTENDANCE CHART

Type	Mandatory Attendees	Optional Attendees (chosen by member)	Guardian Requirements
Initial Service Plan	<ul style="list-style-type: none"> Member Case manager 	<ul style="list-style-type: none"> Family members Other service providers Informal supports Resource consultant (If Applicable) 	<ul style="list-style-type: none"> Must attend in person Must sign the plan
Six-Month Service Plan	<ul style="list-style-type: none"> Member Case manager Personal attendant provider agency 	<ul style="list-style-type: none"> Personal attendant professional Family members Other service providers Informal supports Resource consultant (if applicable) 	<ul style="list-style-type: none"> May attend in person or by phone Must sign the Plan Signature must be submitted within: <ul style="list-style-type: none"> 3 business days (Bureau for Social Services (BSS) guardian) 10 business days (non-BSS guardian)
Annual Service Plan	<ul style="list-style-type: none"> Member Case manager Personal attendant provider agency 	<ul style="list-style-type: none"> Personal attendant professional Family members Other service providers Informal supports Resource consultant (if applicable) 	<ul style="list-style-type: none"> Must attend in person Must sign the plan
Service Plan Addendum	<ul style="list-style-type: none"> Member Case manager (responsible for documentation and upload) 	<ul style="list-style-type: none"> Personal attendant professional Family members Other service providers Informal supports Resource consultant (if applicable) 	<ul style="list-style-type: none"> May attend in person or by phone Must sign the Plan Signature must be submitted within: <ul style="list-style-type: none"> 3 business days (Bureau for Social Services (BSS) guardian) 10 business days (non-BSS guardian)