

## **Instructions: 24-Hour Emergency Backup Plan-TBI Waiver**

The purpose of the 24-Hour Emergency Backup Plan is to ensure that critical services and supports are provided to safeguard the TBI Waiver member's health and safety whenever there is a breakdown in the delivery of planned services. There are four categories of critical services and supports that must be addressed in the Emergency Backup Plan:

- Personal Attendant Staff
- Critical Health-Supportive Services (For example, IV therapy and wound care)
- Equipment-Maintenance (For example, oxygen supply)
- Transportation (For example, dialysis appointments)

For each category, information must be provided on the four required levels of backup support:

- Level 1 - Formal Support (Include provider name and telephone number)
- Level 2 – Informal Support (Include names and telephone numbers)
- Level 3 – Personal Emergency Response System, if applicable (Include access information/instructions and, if not applicable, enter a statement to instruct the participant to proceed directly to level 4)
- Level 4 – Extreme Emergency (911)

The member must agree to the 24-Hour Emergency Backup Plan during his/her Person-Centered Service Planning Meeting.

The TBI Waiver Case Manager is responsible to send copies of the completed 24-Hour Emergency Backup Plan Plan to all members on the SP Team.

The completed 24-Hour Emergency Backup Plan becomes part of the Member's Service Plan and will reviewed at scheduled Service Plan meetings.

Completed 24-Hour Emergency Backup Plan must be maintained in the Member's Record with all TBI Waiver Service Providers and/or PPL if member is self-directing.