

TRAUMATIC BRAIN INJURY WAIVER PERSON-CENTERED PLANNING MEETING MANDATORY ATTENDANCE CHART **Guardian Requirements Optional Attendees Type Mandatory Attendees** (chosen by member) Family members Must attend in person Member Other service providers Must sign the plan • Case manager **Initial Service Plan** Informal supports Resource consultant (If Applicable) Personal attendant May attend in person or by phone **Six-Month Service** Member professional Must sign the Plan Plan Case manager Family members Signature must be submitted Personal attendant Other service providers within: provider agency Informal supports 3 business days (Bureau for Resource consultant (if Social Services (BSS) applicable) quardian) 10 business days (non-BSS quardian) Personal attendant Must attend in person Member professional Must sign the plan Case manager Family members Personal attendant **Annual Service Plan** Other service providers provider agency Informal supports Resource consultant (if applicable) Personal attendant May attend in person or by phone Service Plan Member professional Must sign the Plan Addendum Case manager Family members Signature must be submitted (responsible for Other service providers within: documentation and 3 business days (Bureau Informal supports upload) for Social Services (BSS) Resource consultant (if applicable) guardian) 10 business days (non-BSS guardian)