



**SELF-DIRECTED SUPPORTS Back-up Plan & Emergency Contact**

**Name:**

**Person served ID:**

An emergency backup plan is required to handle situations when an employee, who is providing essential supports, is unavailable; Employer/Designated Representative is not capable or available to manage employees; and handling other emergencies. A back up plan may include friends, family or other natural supports, and trained and qualified employees whom you can call for assistance. If back-up services are to be purchased from an agency provider, the individual/designated representative must consider such costs in the budget. The Individual Plan of Service (IPOS/PCP) must also address the backup plan. All members of your support team need to be educated about your back-up plan and have information accessible. This form may be used to ensure that essential information is available for your employees.

**1. Please provide detailed steps to handle situations when an employee, who is essential for support, is not available:**

**2. In the case the Employer/Employer Designated Representative is not capable or available to manage employees, I would like to:**

- 1) Appoint the following temporary staff/employee: Name: \_\_\_\_\_ ;  
Relationship \_\_\_\_\_ ; Phone: \_\_\_\_\_ (This temporary representative has received training on the role of Designated Representative and has received information on use of FMS)
  
- 2) Receive unpaid care from natural support from: Name: \_\_\_\_\_ ;  
Relationship \_\_\_\_\_ ; Phone: \_\_\_\_\_

\*Primary Clinician must be contacted to evaluate if a new representative must be appointed.

**Emergency Contacts** (All emergency numbers must be accessible to your employees)

	Name	Phone Number
Designated Representative		
Other Contact Relationship		
Other Contact Relationship		