### Legally Responsible Individual (LRI) Process Flow

Search for an aide/attendant. If no one is found, the LRI can be considered.



#### **Consumer-Directed**

Employer of Record (EOR) is identified

 Cannot be another LRI or step-parent and must live within a 50-mile radius of member.



Extraordinary Care (EC) form is completed by member/LRI/EOR and submitted to SF



#### Services Facilitator (SF)

- Reviews EC Form and verifies accuracy.
- Ensures EOR meets criteria and completes the Consumer Direction Services
  Management Questionnaire (DMAS 95B)
- Works with the family to complete an LRI plan of care\*
- Submits EC form and LRI plan of care to case management entity.

**Agency-Directed** 



Extraordinary Care (EC) form is completed by the personal care agency



#### Personal Care Agency

- Works with the family to complete an LRI plan of care\*
- submits EC form and LRI plan of care to case management entity

## Case Management Entities:

- 1. **DD** Waivers- CSB Support Coordinator
- 2. CCC Plus MCO- Care manager
- 3. CCC Plus **FFS** DMAS via email CDLRI@dmas.virginia.gov



# Case management entity

- Reviews EC form and LRI plan of care and attests using LRI is in the best interest of the member.
- Send EC form back to SF or agency to complete the SA process.
- Sends a copy to DMAS CDLRI@DMAS.virginia.gov



SF or agency must include EC form, along with other required SA documents to authorizing agent when new authorization is due.

\*An LRI plan of care is developed to identify the tasks that will be completed. A member may have two plans of care when there is a paid LRI and another attendant/aide.