Legally Responsible Individual Process

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- 1. Consultant meets with the Mi Via participant/ family for the Annual Service Support Plan development. If the need for a Legally Responsible Individual (LRI) is needed the LRI Information form is submitted for notification to the Developmental Disabilities Supports Division (DDSD).
- 2. Consultant uploads the LRI Information form to Smartsheet on behalf of the Mi Via participant and LRI.
- 3. DDSD is notified by Smartsheet that the LRI Information form has been submitted. DDSD will review the form and make requests for corrections from consultant, if needed.
- 4. Mi Via faxes an LRI Notification to Conduent to allow the LRI to be linked to the Mi Via participant.
- 5. Conduent receives the LRI Notification form and links the Mi Via participant to the LRI and the Mi Via services that will be provided.
- 6.LRI is linked and services are accessed and billing can begin.

1. The need for a Legally Responsible Individual is recognized during the participant's annual Service Support Plan meeting.

2. The consultant uploads the LRI Information form to Smartsheet (https://app.smartsheet.com /b/form/9717a42f03684d609 86f49b4b08f582f) to notify the Developmental Disabilities Supports Division.

3. The Mi Via Unit reviews the LRI Information form and makes request for corrections from consultant, if needed.

4. The Mi Via Unit faxes an LRI Notification to Conduent.

5. Conduent links the LRI to the Mi Via participant and provides notification.

6. Services and billing can begin.