

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.

