

Signature Guide for Part V Plan for Supports

The **Part V Plan for Supports** must show that the person receiving services and their substitute-decision maker, if they have one, agree with the plan. Their **signature** is required and shows that they agree. However, sometimes it's hard to obtain signatures quickly.

If the substitute-decision maker isn't available right away, the provider must **write down all the ways they tried to get the signature**.

What to Do Before the Plan Starts

- Talk with the person and their substitute-decision maker (as applicable) about Part V well before the plan starts and make sure they agree with what is in the plan. Don't wait until the last day before the plan is due!
- If they don't agree, work together (with the Support Coordinator if needed) to make changes.
- Once everyone agrees, ask the person to sign or make a mark on the signature line and write down that it is their mark and add the date signed.

How to Get the Substitute-Decision Maker's Signature

You can use any of the following ways to get the substitute-decision maker's signature **before** the Plan for Supports starts:

1. **Send the plan** using Docusign*, secure email, mail, fax, or meet in person to sign.
2. **If you can't get the signature in time**, document the following information:
 - Sent to (substitute decision-maker's name) for signature as noted on (date).
 - Example: "Sent to John Smith as noted on 10/15/25."
 - Ensure you write a note in the person's file with the date and all attempts.
3. **Attach any messages or emails** that you sent to the substitute-decision maker to Part V. Document continued attempts to get signatures until one is obtained.

⚠ Important: Just writing a note in the file about trying to get the signature may not be enough if auditors do not review the notes. Recommend attaching the documentation of the attempts in the Part V or documenting all attempts below the signature line in the Part V. This helps reviewers see your efforts.

⚠ Note: Please see Ch. 2 of the DD Waiver Manual for more information about electronic signature requirements.

*If using Docusign, please include the date/time stamp.