

**New York State
Office for People with Developmental Disabilities
Consolidated Supports and Services (CSS)
Launch Meeting Checklist**

Checklist:

Requirement	Responsible Party/Product	Reviewed
Review designated individual responsible for CSS review & oversight	FMS/Support Broker - completing CSS plan reviews, updates, amendments	<input type="radio"/> Yes
Review all services and supports a person is approved to receive through the CSS Plan/Budget	FMS	<input type="radio"/> Yes
Inform participant that spending for his/her services and supports is limited to the amount of and items included in CSS Budget	FMS – CSS Plan/Budget	<input type="radio"/> Yes
Review CSS documentation; monthly summary note, staff and vendor timesheets, mileage logs, etc.	FMS - (All documentation forms)	<input type="radio"/> Yes
Review policies on hospitalization & staff overtime	FMS	<input type="radio"/> Yes
Review designated person receiving financial statement from FMS & his/her responsibility	FMS (monthly fiscal statement)	<input type="radio"/> Yes
Identify circle member acting as liaison with FMS	FMS	<input type="radio"/> Yes
Support Broker Agreement completed	Support Broker/Participant - Support Broker Agreement	<input type="radio"/> Yes
Memo of Understanding (MOU) between FMS and CSS participant	FMS and Participant - MOU	<input type="radio"/> Yes

Signature of FMS: _____

Signature of Broker: _____

Signature of Participant or COS Designee: _____

Date of Signature: _____ Designee Relationship: _____