



CABINET FOR HEALTH AND FAMILY SERVICES	Subject: Participant Directed Services SOP Title: Participant/Representative Training PDS-SOP-6.15
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PURPOSE

The Participant Directed Services (PDS) standard operating procedures (SOP participant and representative training section describes the mandatory training that a case manager must provide to the participant and PDS representative, when applicable. The goal of this section is to ensure that the case management agency (CMA) complies with the training requirements as outlined in this section and participants and PDS representatives receive training and education about the PDS responsibilities and requirements.

POLICY

1. The CMA must have policy and procedures in place to ensure the adequate delivery of Participant Directed Services (PDS) education and information to the participant or their designated PDS representative.
2. The education and information is intended to inform participants or their designated PDS representatives about their role and requirements in PDS.
3. The case manager is required to provide information about PDS:
 - a. At the time of the initial Person-Centered Service Plan meeting;
 - b. Within 30 days of the appointment of a PDS representative;
 - c. On an annual basis; and
 - d. At any point of participant, PDS representative or guardian inquiry.
4. Education for the participant, Participant's Guardian and PDS representative, if applicable, must include the following topics:
 - a. Principles of self-determination;
 - b. Principles of person-centered planning;
 - c. Participant-Directed Service (PDS) responsibilities, including:
 - i. Employer responsibilities;
 - ii. Employee responsibilities;
 - iii. Employee contracts;
 - iv. Employee background checks; and
 - v. Electronic Visit Verification.
 - d. Person-Centered Service Plan;
 - e. Developing and documenting an emergency backup plan on the Person-Centered Service Plan and identifying someone as the 'backup' for the primary PDS employee;
 - f. Written education and information on the following:
 - i. Incident reporting;
 - ii. Abuse, neglect, and exploitation; and
 - iii. Medicaid fraud, waste and abuse.
 - g. PDS Corrective Action Plans;
 - h. Potential PDS terminations; and



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- i. Any additional topics required by the case management agency, the Department for Medicaid Services or operating agency designee within the Cabinet for Health and Family Services.
5. The CMA must provide verification in the participant's file that the participant and/or the designated PDS representative received PDS training.