

A Year In The Life

Consumer Directed Community Supports (CDCS)

Team Members for CDCS Services

Participant - Person receiving Waivered Services choosing CDCS option

Representative/Managing Party(MP) - A parent, legal guardian, or person who is the main contact regarding the participant's waiver services.

Case Manager(CM)/Lead Agency - A representative of the County/Tribal Nation/Managed Care Organization who coordinates the waived services, approves the CDCS Plan and authorizes funds.

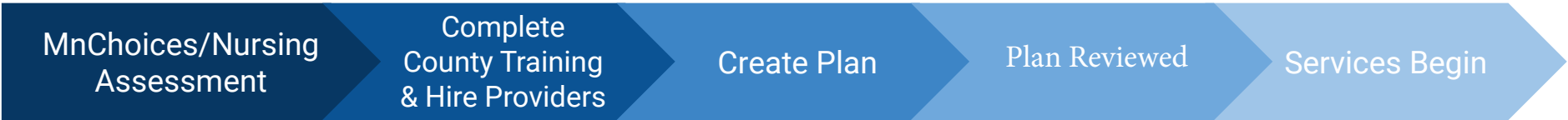
Department of Human Services (DHS)- State agency responsible for overseeing Waivered Services.

Financial Management Service (FMS) - Manages budget and pays out according to approved CDCS Community Support Plan (CSP)

Support Planner(SP) - Optional service that the Participant and/or Managing Party can hire to write the plan and support them throughout the year with writing revisions. This service is paid with CDCS funds.

A Year in The Life for a CDCS Participant

Steps for Getting Started with Services



Making a Revision



Planning for End of Service Plan Year



Steps for getting started with Services

MNChoices/Nursing Assessment

- Complete an assessment, MnCHOICES or Nursing, to determine your support needs.
- A CDCS budget allocation is an outcome of the assessment.
- Establish the start date of CDCS, waiver span, and prorated budget with the CM.
- While waiting on results, continue with the following steps.

Complete Lead Agency Training & Hire Agencies

- Complete any program required trainings determined by the CM.
- Select and enroll with an FMS provider and hire staff (this should be priority, as it takes time to complete hiring process and background checks, etc).
- Support Planner (Optional. Before hiring a SP, you must be sure of your decision to use CDCS.)

Create Plan

- Develop a CDCS Community Support Plan (CSP) to identify goals and outcomes that meet assessed needs and the Health and Safety Plan, based on the MnCHOICES assessment.
 - You may use a SP to write the CDCS CSP.
- Submit completed CDCS CSP along with signatures to CM.

Plan Reviewed

- The CM will review the CDCS CSP according to Waiver and CDCS requirements.
- The CM may request additional information and/or revisions.
- Lead Agency may approve allowable items in plan and continue to discuss pending and/or denied items with team.

Services Begin

- Once approved, the CDCS CSP is sent to FMS to create a budget spreadsheet. FMS then sends the budget spreadsheet for CM approval.
- Case Manager, will assure a Service Agreement for the FMS has been approved.
- Services can begin once FMS have all required documentation.

During Service Plan Year

First 30 Days of Plan year

- Continue working with SP and/or CM regarding pended items and any budget allocation adjustments (e.g. temporary budget to actual budget).
- Begin to implement plan as written (examples: hire staff, contact potential providers, purchase approved goods, etc.).
- Contact CM, FMS, and/or SP if you have questions regarding implementing the plan.

Throughout Plan Year

- At least once a month, review your spending summary provided by your FMS to ensure spending is as expected.
- Submit time entry details and/or expenses to your FMS as required and approved on plan.
- Review CDCS CSP to ensure it still meets the participant's assessed needs and goals.
- Make revisions as appropriate when the plan is not meeting the participant needs.
- Complete staff training as required to meet participant's needs.

Live your Life!

- Live your life with the support of CDCS services.
- If at anytime the participant's needs change or are not being met, contact your CDCS team to discuss available options.

Making a Revision to the CDCS CSP

Revision Request

- Participant/MP can request revisions throughout the service plan year.
 - No changes or revisions can be made to the CDCS CSP and/or CDCS budget during the last 30 days of the plan year unless approved by the assigned case manager or care coordinator for reasons of critical health and safety.
- To request a revision:
 - Contact CM to discuss revision request and process.
 - Submitted request should include: exactly what needs to be revised, associated costs or expense, and justification based on need.

Revision Request Reviewed

- Once Revision request is received, CM/Lead Agency will review to approve, pend or deny the request.
- If approved, CM will send the approved revision to FMS to process.
- If services/goods are pended, discuss with case manager, and gather necessary information to resolve.
- If denied CM will provide a Notice of Action, indicating the reason and appeal options.

FMS Applies Revision

- FMS will revise the budget worksheet according to the approved revision and distribute to the CDCS Team.
- Some revisions such as wage changes, PTO Opt out, etc may not apply until appropriate forms have been received and processed by FMS.
- Approvals are required before services, goods, or expenses can be started or purchased.

Planning for End of Service Plan Year

Last 90 days

- Review current spending report from FMS.
- If revision(s) are needed, request the revision(s), see Making Revision to CDCS CSP page.
- Learn of any program changes for next year - DHS, Union, etc.
- Determine staffing, services and goods needed for the renewal CDCS CSP, including rates from all providers or vendors.
- Optional-Hire/reconnect with SP to provide support in writing the renewal CDCS CSP.

Last 60 days

- Ensure final revisions for the current CDCS CSP are submitted to the CM before the last 30 days. Expect a call from MNchoices assessor to schedule Reassessment within last 60 days of service plan year.
- Contact CM for due dates when CDCS CSP and other supporting documentation is due by
- Schedule Renewal Meeting with SP or begin writing CDCS CSP if writing yourself.
 - Use last year's budget as temporary budget until actual budget is received.
- Gather required documentation - Alternative Treatment Forms, signatures, information on services and goods, etc.

Last 30 Days

- When actual budget is received, update CDCS CSP as needed.
 - Contact CM if actual budget is not received by the 15th of the month.
- Submit CDCS CSP including Health and Safety Plan to CM/Lead Agency.
 - If actual budget has not been received submit with temporary budget.
 - Submission may include required documentation: Alternative Treatment Forms, signatures, letters of recommendation, Lead Agency specific forms, etc.
- Complete required FMS renewal paperwork.
- If services/goods are pended, discuss with case manager, and gather necessary information to resolve.
- **NOTE: CDCS CSPs that are turned in after the last day of the month may result in a gap in services.**