

RAMSEY COUNTY CONSUMER SUPPORT GRANT (CSG) POLICIES AND PROCEDURES

I. PURPOSE

The Ramsey County Consumer Support Grant (CSG) provides monthly cash grants to children and adults with disabilities living at home. CSG is an alternative for individuals and families who are eligible for the state plan MA Home Care programs of: Personal Care Attendant (PCA) Services, Home Health Aide (HHA) Services, and/or Private Duty Nursing (PDN). The program is designed to:

- Provide people with more control, flexibility, and responsibility over their supports;
- Promote local program management and decision making;
- Encourage use of informal and typical community supports;
- Foster independence and access to culturally appropriate care

II. AUTHORITY

MN Statutes, Section 256.476 provides the legislative authority for the Consumer Support Grant.

III. ELIGIBILITY

A person is eligible to apply for a consumer support grant if the person meets all of the following criteria:

- A. The person is eligible for and has been approved to receive PCA, HHA and/or PDN services under Medical Assistance (MA), as determined by MN Statute 256B.0625, .0651, .0655. Note: Plans for people that qualify under Private Duty Nursing require the Budget/Service Agreement plan be approved by the Department of Human Services (DHS), Disability Services Division (DSD).
- B. The person is able to direct and purchase his/her own care and supports, or if the person is unable to direct his/her own care, a family member, legal representative or other authorized representative is available and willing to purchase arrange, and direct care on the person's behalf.
- C. The person has functional limitations, which require ongoing supports to live in the community, and is at risk of or would continue out-of-home placement without such supports.
- D. The person will live in a home. For the purposes of this program, "home" is defined as the person's own home or the home of the person's family member. These homes are natural home settings and are not licensed by the Department of Health or Human Services.
- E. Between the ages of 0 and 65.

Participants may not concurrently receive a Consumer Support Grant if they are:

- A. Receiving Home and Community-Based services under any waiver. (CAC, CADI, DD, TBI, EW, AC) United States Code 7, title 42, section 1396 (c)
- B. Receiving personal care attendant service, private duty nursing, or home health aide service under MN.Stat.256B.0625;
- C. Alternative care services under MN.Stat.256B.0913;
- D. Residing in an institutional or congregate care setting; or
- E. Persons who receive medical coverage through any of the State's managed care programs,

- i.e., Minnesota Senior Health Options (MSHO), or Minnesota Disability Option (MNDO) may not receive a consumer support grant because of a possible overlap in coverage.
- F. Persons who are presently receiving the Family Support grant (FSG) may also be eligible for the CSG. A person may not apply for the FSG if using the CSG.

IV. PROGRAM DESCRIPTION

The Consumer Support Grant (CSG) replaces services the person is currently receiving through the Personal Care Attendant (PCA), HHA and/or PDN programs. Grants are provided to the person through a monthly payment administered by a Fiscal Management Support (FMS) contracted with Ramsey County. Support grants may be used for the direct care of the person, or to pay for additional expenses related to the support of the person with functional limitations. Each service and item purchased with CSG must meet all the criteria outlined in the Ramsey County CSG Support and Expenditure Plan. Examples of reimbursable expenses include Paid Parent (PPOM), modifications of home and vehicle to increase accessibility or safety, adaptive aids, disability related equipment, caregiver training, educational and chore services. Refer to the CSG Expense Categories and Expense Definitions for further clarification.

The program is funded entirely by the State of Minnesota with no Federal Medical Assistance dollars involved. DHS establishes monthly grant amounts by using the home-care rating from a current home care assessment. (Persons transferring from a waiver must obtain a MA Health Status (home care/PCA and/or PDN) assessment rating, terminate their waived services, and use their home care rating as the basis for their monthly CSG grant.)

Ramsey County retains a 5% fee from the Consumer Support Grant for administrative costs. This fee does not affect the grant amount and is not an obligation of the grant holder.

V. PARTICIPANT RESPONSIBILITIES

Initial Application Process

- A. Obtain and maintain Medical Assistance eligibility
- B. Complete MA Health Status (home care/PCA and/or PDN) assessment with Ramsey County PHN
- C. Choose a Fiscal Management Support (FMS) and contact them to begin enrollment.
- D. Complete CSG Support and Expenditure Plan with assistance from Case Aide or Case Manager if necessary.
- E. Review and sign all required signature pages.
- F. If you are currently receiving PCA, notify current home care agency to terminate service agreement the month prior to the CSG start date.

Ongoing

- A. Maintain Medical Assistance (MA) eligibility.
- B. Work with FMS on submitting hours or maintaining a record/keeping receipts for grant expenditures (if applicable).
- C. Inform case aide or case manager of any issues which affect eligibility for CSG (change in MA status, moving out of the county, contact information changes)
- D. Complete MA Health Status (home care/PCA) assessment before the end of the CSG service agreement (coordinator or case manager will arrange this on behalf of participant)
- E. Complete renewal paperwork (including a new CSG support Plan and required signature documents) as required to maintain services

Use of an Authorized Representative

If the county determines that a participant is unable to direct his/her own care or manage his/her own supports, an authorized representative must be designated before the CSG grant can be issued. The authorized representative must be chosen by the participant or the participant's legal representative. If an authorized representative is necessary, and the participant does not cooperate in the authorization of a representative, the support grant will not be approved.

For the purposes of this program, an authorized representative may be a parent of a minor child, a legal representative, representative payee, or any person who is authorized in writing by the CSG participant to manage the program.

The responsibilities of the authorized representative must be documented and signed by the consumer, the legal guardian and the authorized representative. A copy will be maintained in the case file. Responsibilities include:

- A. Purchase of supports
- B. Completion of forms
- C. Provide verifications
- D. Appeal county decisions
- E. Manage participant benefits
- F. Exercise same rights and responsibilities as participant

Authorized representatives must meet all of the following criteria:

- A. Be at least 18 years of age
- B. Be authorized in writing to act on behalf of participant
- C. Have sufficient knowledge of participant's circumstances to provide information necessary to the administration of the grant in a manner that guarantees the health and safety of the participant.

The following individuals may not act as the authorized representative for a consumer:

- A. Members of the County Board
- B. County Workers
- C. Special investigative staff

Expenditure Guidelines

- A. All expenditures of CSG funds must be in accordance with conditions outlined in the Ramsey County CSG Expense Categories, and outlined in the-CSG Support and Expenditure Plan.
- B. MN Statute 256.476 requires each service and item purchased with the support grant must:
 - 1. Be over and above the usual cost of caring for the person if the person did not have functional limitations;
 - 2. Be directly attributable to the person's functional limitations;
 - 3. Enable the person or the person's family to delay or prevent out-of-home placement of the person;
 - 4. Be consistent with the needs identified in the CSG Support & Expenditure Plan, when applicable.

5. Have a reasonable expectation of addressing identified outcomes and health and safety concerns and the health, welfare and/or safety of the consumer is dependent on the expenditures.
 6. Not be duplicative of other services, including County funded services such as Respite.
 7. Fall within a customary range for similar supports, goods, or services and represent a cost-effective strategy for meeting needs, and
 8. Be defensible to the taxpayer and to the funding source.
 9. Be those for which there are no other public or private funds available to the person or person's family. Fees assessed to the person or the person's families for Health and Human Services are not reimbursable through the grant.
- C. Participants must have an agreement with a Fiscal Support Entity to assure adherence to federal and state laws governing employment practices.
- D. Payment through the CSG of a parent of a minor child or spouse to provide Personal Care service will be considered an allowable expenditure if **one** of the following criteria is met:
1. Parent or spouse resigned from full-time/part-time employment to provide care to the child.
Parent or spouse changed from full-time to part-time employment to care for child and compensation was reduced as a result.
 2. Parent or spouse took leave of absence without pay to care for child.
Parent or spouse is needed to provide care because of labor conditions, special language considerations, or intermittent hours of care.
- E. Payment through CSG of the legal guardian or spouse of a participant for the provision of human assistance is allowed. Providers of human assistance, including a parent of a minor, spouse or legal guardian, may be paid no more than the maximum statutory hourly rate for MN PCA services and for **no more than 40 hours a week**. If both parents are paid care givers, their weekly hours combined cannot exceed 40 hours.
- F. The initial and annual CSG Support and Expenditure Plan must be approved by the Ramsey County Case Manager prior to use. After approval, changes to the plan that comply with the CSG approved expenditures and are within the consumer's budget may be authorized at the discretion of the County Case Manager.
- G. A denial by the County regarding payment of Consumer Support Grant funds may be appealed through the Minnesota Department of Human Services in accordance with state law.

Misuse of Grant Funds

Investigation

If it is suspected that there is misuse of CSG funds, additional documentation of expenditures from the participant or authorized representative may be required. A review of the documentation will be facilitated to ensure that all expenditures comply with the support and expenditure plan. If there is suspicion of MA fraud, the matter would be turned over to the fraud unit at Ramsey County or the state.

Consequences

Based on administrative review, consequences of any misuse of funds will include a range of actions that fit the results of the investigation. Actions may range from increased training and

support to help the participant or authorized representative to manage the grant more competently to termination of the grant.

Grant Award Period

Community Support Grants are provided on a monthly basis with a 12 month annual year. The annual year begins on the date of the initial approved PCA/PDN assessment; the appropriate assessment is then conducted annually for re-determination of grant eligibility. Before a grant begins, an approved participant must meet County determination of eligibility. Initial CSG recipients will need to have an approved assessment for the appropriate home care service, an approved CSG Support and Expenditure Plan , completed consent forms, and have secured a Fiscal Management Support. CSG funds cannot be carried over from one plan year to another. Unused funds will be returned to the County by the Fiscal Management Support. The county will notify DHS of unexpended grant funds and return such funds to DHS by the end of the state fiscal year.

Reporting of Grant Expenditures

If they are being reimbursed for goods and services, each participant or his/her authorized representative must keep receipts and a record of all grant expenditures. Ramsey County requires that grant recipients use a Fiscal Management Support. At the time of the annual re-determination of eligibility and before the grant can be renewed, the participant must have completed an approved CSG Support and Expenditure Plan, and completed applicable consent forms.

VI. RAMSEY COUNTY CASE MANAGEMENT RESPONSIBILITIES

- A. The Ramsey County Case Manager will monitor the grant at the very least on an annual basis and be available for consultation or problem solving as requested.
- B. The Ramsey County Case Manager/Coordinator will review initial and annual CSG Support and Expenditure Plan ensuring the plan is in accordance with Ramsey County's CSG policy and procedures and reflects the health and safety considerations of the consumer. Further requests to use funds or transfer funds within the allowed expenditure categories may be approved at the discretion of the Ramsey County Case Manager and CSG County Coordinator.
- C. The County Case Manager will review the CSG Statement of Informed Consent with the participant, authorized, representative and legal guardian. Participants will be informed that CSG funds paid as wages to all who provide human assistance are considered earned income and are therefore subject to income taxes. Additional income may affect financial programs such as Medical Assistance (MA), Social Security (SS), Supplemental Security Income (SSI), Minnesota Family Investment Program (MFIP) and the MA program: Tax Equity and Fiscal Responsibility Act (TEFRA).
- D. The Fiscal Management Support will discuss and inform the participant/legal representative of rights and responsibilities in the employer/employee relationship.

VII. EXITING THE PROGRAM

Temporary Out-of-Home Placement

For participants who enter temporary out-of-home placement for 60 consecutive days or less, the grant will be prorated. For those who enter temporary out-of-home placement over 60 days, the support grant must be terminated. Upon return to the home, the participant may reapply for the grant with dollar amounts based on the DHS allocation grid (please see attached).

Move to Another County

The Consumer Support Grant is not an excluded time service. When a CSG recipient moves to another county in Minnesota which is participating in the CSG, and at the point where that county assumes financial responsibility, the designated county representative will transfer the case to the new county and notify the Minnesota Department of Human Services. The county representative in the new county will be responsible for setting up payments to the person. If the new county does not provide CSG, the consumer's CSG grant will be terminated.

Termination of Grant

The Consumer Support Grant will be terminated when:

- A. The participant moves out of state or to a Minnesota county not participating in CSG;
- B. The participant enters a nursing home, licensed foster care facility, or other institutional setting for more than 60 consecutive days;
- C. The participant's ability to direct his/her own care diminishes to a point where they can no longer do so and there is no responsible person available;
- D. The participant needs an authorized representative to manage their services and there is no one available to perform that function;
- E. The participant refuses services;
- F. The participant no longer meets all the eligibility criteria for the CSG program;
- G. The participant or his/her representative misuses or refuses to use the Consumer Support Grant to pay for the services identified in the Budget/Service Agreement.
- H. The participant or his/her representative refuse to provide specific documentation of how the CSG funds were spent after requested to do so by the County representative;
- I. The participant has two times within a thirty day period been unable to schedule an appointment for reassessment or has failed to keep three scheduled appointments for assessment or reassessment within a thirty consecutive day period.
- J. The participant chooses to return to his/her former service program;
- K. The participant's health and safety needs are being jeopardized.
- L. The participant is deceased.

Appeals

Participants have the right to appeal a denial, suspension, or termination of services under this program pursuant to Minnesota Stat 256.045, subdivision 3.

CSG

RAMSEY COUNTY CONSUMER SUPPORT GRANT EXPENSE CATEGORIES

FORMAL/INFORMAL SUPPORTS:

Adult Daycare - Adult daycare is available to persons who are 18 years of age or older, and encompasses both health and social services which are needed to ensure their optimal functioning. These supports are to be provided in a natural home setting, and cannot be used in a licensed facility.

Chore Services - Chore services maintain the home as a clean, sanitary and safe environment. This includes heavy household chores such as washing floors, windows, and walls, tacking down loose rugs and tiles, moving heavy items of furniture in order to provide safe access inside the home, and shoveling snow to provide access and egress.

Companion Services - Companion services consist of non-medical care, supervision and socialization provided to an adult with functional limitations. A companion may assist with such tasks as meal preparation, laundry and shopping, but does not perform these activities as discrete services. A companion may also perform light housekeeping tasks which are incidental to the care and supervision of the consumer and may accompany the individual into the community. Companion services are provided in accordance with a therapeutic goal in the individual service plan; they are not merely diversionary in nature.

Homemaker Services - Homemaker services include meal preparation, routine household care, shopping and errands, assisting with daily activities, arranging transportation, providing emotional support and social stimulation, and monitoring safety and well being.

Independent Living Skills (ILS) - ILS services are directed at the development and maintenance of community living skills and community integration. Services may include supervision, training, or assistance to the consumer with self-care, communication skills and socialization, sensory/motor development, reduction/elimination of maladaptive behavior, community living and mobility.

Personal Care (PPOM or Staffing) - Personal care services include assistance with eating, bathing, dressing, personal hygiene, and activities of daily living. This service may also include meal preparation and such housekeeping chores as bed making, dusting and vacuuming, which are essential to the health and welfare of the consumer.

Respite Services - Support provided to give temporary relief or rest to the CSG participant's legally responsible, unpaid supporters. Respite services are to be provided in a natural home setting, and cannot be used in a licensed setting.

SERVICES: Please consult the Ramsey County CSG Coordinator for Cap Amounts, if applicable

Care Giver Training and Education – Human assistance training and education is an allowable expense in support of high levels of quality in the home setting. Training may include transfer and lifting skills, nutrition, personal/physical cares, home security, prevention of abuse and neglect, behavioral management, long-term care decision making, care coordination and family dynamics. Training and education for human assistants is available from several sources including: health care professionals, such as public health nurses, registered nurses and licensed practical nurses; vocational and technical school courses such as home health aide and certified nursing assistant training; and, on line courses sponsored by the MN Department of Human Services.

Consumer Support Grant Expenses - Costs incurred administering CSG dollars, such as liability insurance, unemployment compensation, fees to attend training about managing human assistance and/or your CSG, and fees paid to a fiscal agent to perform payroll services.

Daycare - After school or weekend daycare expenses for participants who, because of their disabilities, are not able to remain at home unsupervised, as would a similar aged person without disabilities.

Educational - This category includes the cost of educational programs and services that are not available through the recipient's local education agency, or are necessary in addition to those provided by other sources. Items which parents would either be expected to provide, or have the option of providing if their child did not have a functional limitation are not allowed.

Family Counseling and Training - Family counseling and training include services for the consumer as well as the family with whom he/she lives or who routinely provide support. Training is for the purpose of increasing the family member's ability to support the participant in the community. It includes use of equipment, services as specified in the CSG plan, and necessary periodic training updates. Counseling may include helping the participant and/or family members in crisis with coping strategies, stress reduction, etc.

Delivered Meals - A home delivered meal is an appropriate, nutritionally balanced meal served in the home of a CSG participant. Home delivered meals will be provided to those who are unable to prepare their own meals and for whom there are no other persons available to do so, or where the provision of a home delivered meal is the most cost effective method of delivering a nutritionally adequate meal. Modified diets, where appropriate, will be provided to meet the participants individual requirements. The CSG will not supplant other funding sources.

Medical - Allowable medical expenses are those which are not reimbursable through private insurance, Medical Assistance, or other private social services funds. Bills that were incurred prior to MA eligibility and/or expenses, which are in excess of that covered by the consumer's private insurance when they have been determined to be ineligible for MA, are allowed.

Medication - Medication expenses include the cost for prescription and non-prescription substances which are needed due to the recipient's functional limitation, and are not reimbursable through other funding sources, such as MA or private insurance.

Nutrition Services - Nutrition counseling is advice or guidance provided by a registered dietitian, or registered nurse regarding a participant's diet related health. Examples include, but are not limited to, planning diabetic meals, therapeutic diet suggestions for people who are chronically underweight, have had severe weight loss, have difficulty chewing or swallowing, and weight reduction diets.

Nutrition education is an individual or group event conducted by a registered dietitian or nurse, which provides formal or informal opportunities for individuals to acquire knowledge, experience and skills about foods and nutrition. Examples of class topics are: wise food choices at grocery shopping, food selection and preparation, methods for therapeutic diets, menu planning foods safety storage tips, cooking for one or two, tips for eating well on a limited budget.

Special Diet - Unusually high food and supplement costs due to special diets prescribed by a physician in an amount beyond the USDA recommendations for a person without a disability of similar age. The need for dietary supplements must be directly related to the recipient's disability and must not be reimbursable through other funding sources such as MA, WIC, food stamps, etc.

Transportation - Expenses for transportation incurred as a result of the recipient's functional limitations should be reasonable and based on the county practice. Expenses must not be reimbursable through other funding sources (e.g., transporting recipients to medical appointments and hospitals are reimbursable through MA and therefore would not be allowed). Transportation costs to community environments and school-related activities which a parent would be expected to provide if the recipient did not have a functional limitation are not allowed (e.g. transportation to and from shopping centers, recreation centers, daycare provider, after school activities).

GOODS: Please consult the Ramsey County CSG coordinator for Cap Amounts for Goods, if applicable

Modification and Adaptations of Home - Home modifications include minor physical adaptations to the home which are necessary to insure the health, welfare and safety of the individual, or which enable the participant to function with greater independence in the home.

Such adaptations may include the installation of ramps and grab-bars, widening of doorways, installation of visual and/or tactile signaling devices (such as fire alarms, baby cry signalers and doorbells), modification of bathroom facilities, etc. Adaptations or improvements to the home (carpeting, roof repair, central air conditioning, etc.), which

are not of direct medical or remedial benefit to the consumer are excluded.

Modifications and adaptations also include minor modifications to vehicles, which will allow the individual to function with greater independence in the community. Such modifications may include wheelchair lifts, adapted seating, door widening, door handle replacements, wheelchair securing devices, hand controls, etc. Examples of adaptive equipment include adaptive furniture and utensils.

Supplies and Equipment - Supplies and equipment includes durable and non-durable medical supplies and equipment, which are necessary due to the consumer's functional limitation, but not covered by MA. Supplies and equipment may also include technology devices, controls, or appliances, which enable the participant to increase his/her ability to perform activities of daily living, or to perceive, control, or communicate with the environment in which he or she lives, and includes ancillary supplies necessary for proper functioning of items.

Computers, mobile phones – It is possible to use the Consumer Support Grant to purchase a computer or mobile phone if the need for such an item is directly related to a grant recipient's disability. An example is a non-verbal child who uses a computer to aid in their ability to communicate with others, or a mobile phone is needed for safety and supervision purposes. Please consult with coordinator to determine the cap cost of these items or if the device will be approved as a needed item.

Clothing - This category includes the cost for extra clothing and bed linens required for a person with incontinence, or for a person whose garments wear out quickly due to movement patterns resulting from a disability. It also includes specially designed clothing for recipients with physical disabilities, and articles for which other funding is not available (e.g., orthopedic shoes, helmets for head protection during seizures).

Equipment - Equipment required by a recipient with functional limitations for which no other funding is available. Examples of these types of expenses include bath chairs, adapted toilet seats, or specially adapted car seats.

Occasionally, there are items that may be needed because of one's functional limitations, that allow them to live independently in their own home, but that do not fall into any of the preceding categories. To be an allowable expenditure, services and supports needed must be:

- Over and above the normal cost of caring for a person if they did not have functional limitations;
- Directly attributable to the person's functional limitation;
- Enable a person to delay or prevent out-of-home placement