

### CDCS PLAN CHECKLIST-GUIDE TO COMPLETING A CDCS PLAN

When writing your CDCS plan, reference your MnCHOICES assessment and the [RC Policy Guidelines](#). The forms to write the plan, can be found on the [Ramsey County CDCS Website](#) . Make sure your plan includes:

- CDCS Community Support Plan; DHS-6532 is complete, and includes:**
  - GOALS. (For DD, plan includes habilitation/goals and services in the treatment and training section.)
  - Assessed needs from the MnCHOICES assessment, and how services/items requested will meet those needs.
  - Make sure services/items requested are [allowable](#)
  - **Paid Parent of Minor/Spouse/CDCS staffing-**
    - Go to the [RC Policy Guidelines](#) to establish wages, make sure you are following guidelines, and to see what documentation is needed.
  - If you will be receiving the 30% exception, 30% of the budget needs to be allocated to the area of eligibility (employment, own home, behavioral)
  - If you receive PCA services or Nursing, those go in the CDCS plan under “MA Homecare Services.” Contact your case manager for the rates for those services.
  - FMS Fees- Can be found [HERE](#). You can also contact your FMS for help with what to put on the plan.
  - CDCS Plan signed by – You or your managing party
  
- Schedule and & Job Description for Paid Parent of Minor/Spouse**
  
- Job Description for CDCS staff**
  
- Family Schedule** needed if more than one person in the HH is on CDCS or CSG, showing no overlap.
  
- Check that the appropriate supporting documentation is included** (found in the [RC Policy Guidelines](#))  
Some examples include:
  - Therapies/treatments- Alternative Treatment Form (ATF)
  - Special Diets- Special diet form and ATF for more than one special diet. Only ATF needed for one special diet.
  - Assistive Technology- Letter from a therapist or assistive technology assessment needed, depending on the situation.
  - Gym membership (over 18 only)- Alternative Tx Form needed.
  
- Health and Safety Plan** (various versions)

**Submit to your case manager for review!**