

 RAMSEY COUNTY




 **CDCS**


Consumer Directed

Community Supports

A Self Directed Service
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Ramsey County

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What is a waiver?

- Waiver and Alternative Care (AC) programs provide home and community-based services (HCBS) to meet the needs of people with disabilities and older adults.
- They allow services to be provided in the home, instead of an institution or group home setting 
- Waivers include DD (Developmental Disabilities), CADI (Community Access for Disability Inclusion), CAC (Community Alternative care), BI (Brain Injury), and EW (Elderly Waiver). The AC (Alternative Care) program is similar, but is for individuals not on MA.
- The MnChoices Assessor assesses eligibility for these waiver programs.

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What is CDCS?

- CDCS is a service option under all HCBS waivers, that offers participants more flexibility and gives them the responsibility of directing their own services and supports.
- CDCS may include “unlicensed support”, such as direct care staff chosen by the participant and services/items not available when using Licensed waived services. Licensed services and MA Homecare services can be used with CDCS as well.
- CDCS allows individuals purchase the services that will best meet their needs from people they trust.

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What is CDCS, cont...?

- Participants must write a plan, including what services are needed, and the goals that will be achieved.
- The CDCS plan must outline how CDCS will enable the participant to lead an inclusive community life; build a viable network of support, and must include outcomes specified by the participant and/or their legal representative.
- The budgets for CCB and DD waivers are set by the state and are generated by the assessment. Budgets for AC/EW are based on the case mix, and can be found here:
<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-3945-ENG>



Who is Eligible for CDCS?

You are eligible for CDCS if you:

1. Have Medical Assistance based on disability
2. Have waived services
3. Have not been convicted of fraud in the past.
4. No child/adult protection case open.
5. Not residing in a licensed facility or using foster care.

Who uses CDCS?

All Waivers

All Ages

Licensed services can be used with CDCS

All abilities

Examples of Goods and Services

Ad in paper to hire staff	Assistive technology - tablets, computers, apps devices, adaptations to computers, buttons	Conferences for parents/adult
Adapted rec equipment	Autism Society classes and camps	Courage Center classes and camps
Adapted sports	Behavioral Dimensions RDI	Craniosacral therapy
Adapted swim lessons	Boost Up - A Chance to Grow	Extra laundry costs
Adapted/replacement clothing	Camps	fidgets
Air conditioner	Caregiver relief (respite)	Fitness programs
Alarm system installation but not monthly amount	Carpet cleaning	Gym Membership/personal trainer over 18
Apps, educational books	chewies	Hand cycle/modified cane
Art therapy	Conferences for parents/adult	Highland Friendship Club classes

Examples of Goods and Services

Home mods - ramp, railing, bathroom, ceiling tracking lift.	Office equipment	Stroller/adapted bike
Homemaker/yard, snow removal	Paid parent/paid spouse	Swim therapy
Horse therapy	Replacement bedding	Swings
Licensed services: In home family support, ILS, DTH, supported employment PCA, Nursing	Sensory therapy	Training for parents
Listening therapy	Social skills classes	Waterproof mattress cover
Massage therapy	Special diet	Wipes
Mileage/bus card	Special Olympics	
Monitor	St. David's -Adventure Program	
Music therapy	Staffing	

The CDCS Team

- **Assessor**- Mn Choices Assessor assesses eligibility for the waiver, and the assessment sets the CDCS budget.
- **Participant**- Person receiving the services.
- **Managing Party**- Person who manages the services. Could be the participant, could be guardian, parent, etc.
- **Case Manager**- Person who provides RC case management, helps set up CDCS, etc.
- **Fiscal Agency(FMS)**- Agency that manages the budget, pays the payroll, reimburses for items on the plan, etc. They bill MA for services rendered.
- **Support Planner**- Person who is certified by DHS to assist participants/managing parties with writing CDCS plans.

Participant/Managing Party Role: What do I agree to do?

- ✓ Develop a **PERSON CENTERED** plan to assist with acquiring, improving, or developing skills.
- ✓ Only purchase approved items/supports
- ✓ Ensure health and safety
- ✓ Meet with case manager semi annually
- ✓ Send yearly Plan in on time
- ✓ Send in addendums for changes
- ✓ Not overspend in a category
- ✓ Work with fiscal agency
- ✓ Review spending monthly
- ✓ Sign time cards



Participation Agreement continued....

- ✓ Not submit addendums within the last 30 days
- ✓ Assume responsibility for unlicensed staffing
- ✓ Notify my case manager when Hospitalized, and stop services.



Parent of Minor/Spouse Pay Responsibilities:

- ✓ Do not exceed hours approved in the plan
- ✓ Understand PPOM income must be reported
- ✓ Understand salary earned may affect MA copay, and eligibility of other income based programs.

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Required Case Management Role

- Provides you with training guidance to open and maintain CDCS.
- Help identify needed plan elements, based on the assessment.
- Provide participant with their CDCS budget.
- Review plan and obtain plan approval.
- Provide resource information & assistance,
- Review plan and obtain plan approval
- Monitor health & safety & whether plan is appropriate
- Monitor budget utilization quarterly
- Carry out case management per waiver program

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Support Planner Role

A Support Planner DOES:

- Have a certification from DHS
- Facilitates development of CDCS Plan, as directed by the participant
- Monitors & assists with revisions/addendums

A Support planner DOES NOT:

- Monitor Spending- That is the participant's job
- Take responsibility for how the plan is implemented.
- Supervise staff time.



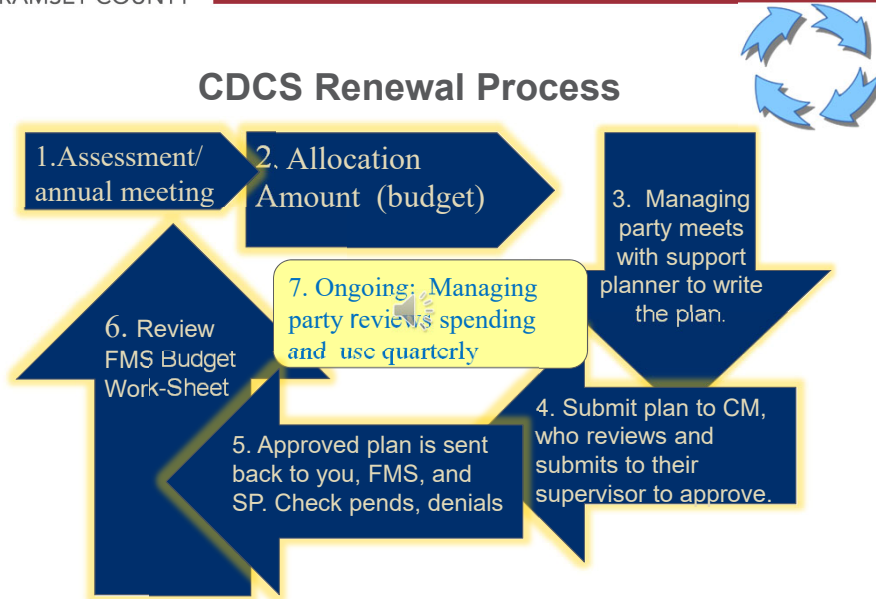
Fiscal Management Services Role


- Background checks/Hires staff
- Handles payroll
- Bills MA for CDCS services and supports.
- Budgets/reports/pay for items on plan
- Monitors spending and sends monthly expense summaries to participant and case manager.

What is the process for getting CDCS started?

- Case manager will review the ORIENTATION PACKET with participant.
- Check eligibility for CDCS
- Get a budget estimate from the CDCS coordinator
- Participant/managing party attends a CDCS training and/or watches the orientation video.
- Participant/managing party chooses a Fiscal Management Service Provider (FMS) and Support Planner.
- Participant/support planner writes a plan and submits to the CM. CM reviews using the checklist, and submits to the CDCS coordinator for approval.
- CDCS coordinator approves, and CM submits the SA.


CDCS Renewal Process



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Writing Your CDCS Plan

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The plan should tell the story!

The more detail the better! Who is the person? What are the struggles in all areas of life?

- Physical – walking, falling, sitting up, adaptations needed
- Cooking cleaning eating
- Sleeping, bathing, bathroom, dressing
- Hearing, seeing,
- Medical – allergies, hospitalizations, cares
- Mental development, mental health, vulnerabilities –
- Behavioral
- Communication
- Vocational
- Community skills – streets, places he goes, friends, groups

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GOAL WRITING: How do we plan for success?

WHAT WILL HELP THE PERSON LIVE THEIR BEST LIFE?

- Start with what gets in the way of this persons life the most. What is difficult?
- Set goals based on real life needs.
- What that is the best way to help toward that goal.
- What services/therapies, experiences do they need to work toward that goal.

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What can I put in my plan?

To determine what is allowable under CDCS, we must first discuss what is unallowable. This is because DHS has provided lead agencies with a short list of unallowable services/items, then it is up to US to apply waiver policy to determine what IS allowable!

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Unallowable CDCS expenditures include:

- Services and goods covered by the state plan, Medicare, or other liable third parties (including education and vocational services)
- Travel, lodging, or meal expenses related to training for the person, his or her representative, or paid or unpaid caregivers
- Services and goods provided to or directly benefiting individuals other than the person who uses CDCS
- Services and goods that are diversionary or recreational
- Services and goods for comfort or convenience
- Items or support normally provided by the person, or his or her parents, family or spouse (e.g. a parent helping his or her two-year old child with toileting).


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Examples of unallowable expenditures:

- All prescription and over-the-counter medications, compounds (as defined in [Minn. R. 6800.3100](#)), solutions and related costs (including premiums and co-payments)
- Animals, including service animals, and related costs
- Attorney costs or costs related to advocate agencies
- Experimental treatments
- Fees incurred by the person (e.g., MHCP fees and co-pays)
- General vehicle maintenance
- Gym membership dues or costs (exception: those related to fitness or physical exercise for adults as specified in the person's CSP)

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Unallowables continued...

- Home modification of a residence other than the primary residence of the person (this includes the parent(s) of a minor's primary residence when the minor does not live there)
- Home modification that adds square footage (exception: the lead agency can request DHS approval to increase a home's square footage when the increase is necessary to build or modify a wheelchair accessible bathroom. For more information, see [CBSM – Additional square footage.](#)) 
- Insurance (exception: employee insurance coverage for direct support workers)
- Room and board
- Personal items
- Tickets to attend a sporting event and related costs
- Vacation expenses beyond direct service costs

Determining what is Allowable Under CDCS



Ramsey County Policies and Procedures

CDCS plan Service Categories:

- Personal Assistance
- Treatment and Training
- Environmental Modification and Provisions
- Self Direction Support Activities
- MA Home Care Services (PCA, Nursing)



Service Category- Personal Assistance:

Defined as supervision or personal care.

EXAMPLES INCLUDE:

- **Staffing (Parental/Spouse)**
- **Respite services** – Camps, formal respite, auntie’s house
- **Housekeeping/Homemaker/Chore Services**



Things to consider when choosing PPOM/Paid Spouse.....

As a paid parent/paid spouse, you wear MANY hats!

- Parent/spouse
- Paid staff
- Managing Party
- Guardian
- Person who decides the best services for the participant.



Be careful! Becoming dependent on the income is easy to do, and if the need changes, the funding will too

Service Category-Treatment and Training:

Must meet certification/licensing requirements related to the service requested. EXAMPLES INCLUDE:

- **Staffing/Habilitative services** (Staff teaching skills, not just assisting or doing for the client.)
- **Alternative Therapies**- Therapies not covered by MA, such as Music, Massage, Hippotherapy, etc. .
- **Licensed services** (IHFS, ILS, SES, DT&H)
- **Caregiver/Participant Training**- Training and education to caregivers and/or recipients



Service Category-Environmental Modifications and Provisions

SUPPORTS provided to the person to *maintain physical environment* and *participate in community* or are required to *maintain health and well being*.

EXAMPLES INCLUDE:

- **Home and vehicle modifications**
 - ▶ **CAC, CADI, DD, TBI:** First \$5,000 w/in budget mods/equipment. Yearly maximum of \$40,000, or \$80,000 over 2 years. Includes assistive tech (DD only)
 - ▶ **EW/AC:** Yearly maximum of \$ 10,000

Examples:

- Adapted bathroom, Door widening, Shatterproof glass
- Ramp.

- **Adaptive clothing**
- **Special diets**
- **Assistive technology**
- **Mileage reimbursement.**

Service Category- Self Direction and Support Activities:

- Support Planner
- Fiscal Management Service-Fees
- Costs of finding staff
- **Paid time off cost required.**
- Employment costs (worker's compensation)



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Important Information you need to know!

Self Directed

Flexible

MA pays first

Not experimental

Used only by the participant (not a family item)

Supporting documentation

Reasonable cost

Prior Authorized

Items requested must relate to an assessed need, and need to have a corresponding goal.

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Things to remember....

- **Paid parent:** There is a max salary and can't exceed 40 hours per week. (No matter how many parents and how many kids.)
- **Fitness programs:** With Alt Tx form, adult memberships can be covered. (Not under 18)
- **Hospital Stay:** CDCS on "hold". Cannot bill, no staffing allowed.
- **Overtime:** Not allowed with the exception of special circumstances, and must be planned in advance/prior authorized. Not cost effective.
- **2014-7-** IRS law, that says if you were paid to care for someone receiving waived services in your home, your salary is tax exempt.
- **Licensed Services:** Licensed services CAN be included in a plan.
- **PTO:** PTO is good for vacations, hospital stays, and is not factored into the weekly max of 40 hours.
- **Property destruction-** Is really case by case. Not all requests are approved.

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Submitting the Plan:



Review the checklist in your orientation packet before submitting for approval. In general.....

- Each item needs: Description/Cost/Goal
- Make sure appropriate supporting documentation- Ex. Staff schedules, PPOM job description/schedule, Alt Tx Form, property destruction form, special diet form, etc.
- Make sure the plan is signed (e-signatures OK)
- Make sure the Health and Safety Plan is completed.
- Give to case manager to review and sign

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Other Friendly Reminders....


- **MULTIPLE PARTICIPANTS ON CDCS or CSG IN THE SAME HOUSEHOLD-** You must use the same FMS, cannot exceed 40 hours/week/worker and/or household, and may require a family staffing schedule. Notify your case manager and your FMS in this situation for details.
- **PLAN APPROVAL:** Once you submit your plan, Ramsey County has 30 days to process/approve it.

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ANDYOUR PLAN IS APPROVED for the year!!!!!!

MAKE SURE TO CHECK THE APPROVAL SHEET
FOR ANY PENDED OR DENIED ITEMS.



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Date(s) to Case Manager: _____
 Date(s) to CDCS Coordinator: _____
 Date of last Screening /Assessment: _____

CDCS PLAN NOTICE OF DECISION

Participant Name: CDCS Participant Fiscal Entity: PICS
 Case Manager: Great Case Manager Support Planner: Helpful Planner
 Waiver Span: 9/1/16 – 8/31/17
 Maximum CDCS Allowed during this waiver span: 56428.15

Service Agreement:

We have reviewed and approved your plan as noted. This approval is contingent upon waiver funds being available to support plan.

We have received your plan but **need the following information** to complete the approval process:

Date	Item	Information needed	Date resolved
8/8/16	Horse Therapy	Alternative treatment form needed	
8/1/16	Camp	Information about the camp, what will happen there and cost.	

We have **not** approved the following portions of your plan:

Date	Item	Reason
8/8/16	Cell phone minutes	Cell phone minutes are considered a household utility and there is not a disability need listed. Lead Agency Manual 5.1, 5.2.
8/8/16	Home security	Monthly security payment is homeowner responsibility. There are less costly alternatives to meet the need for this participant. Lead Agency Manual 5.1, 5.2

Approval Signature: _____ Date Approved: _____

If you want to appeal the decision(s):

- ✓ You may write a letter requesting an appeal hearing to the following address. Include all the issues you want to appeal: Department of Human Services, Appeals and Regulations Division, PO Box 64941, St. Paul, MN 55164-0941 (651) 431-3600 Phone (651) 431-7523 Fax OR Call the Ramsey County Appeals Specialist at (651) 266-3660.
- ✓ If you send an appeal letter or form, an appeal meeting will be set up.
- ✓ You will receive written notice when and where your appeal hearing will be held.
- ✓ You must come to the hearing.
- ✓ At this hearing you can speak for yourself or ask a friend, relative or lawyer to help you.

Time Limit: You have 30 days from the day you get this notice to send your appeal request.

Right to Keep Services the Same Until the Appeal Decision: You have a right to request that your services be kept the way they were before you received this notice. To do this, you must send a written request to the Appeals Unit at the above

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If an item on the CSP is Not Approved...



- Work with your case manager to find a solution that is within policy
- OR
- Appeal (651-266-3660)



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OR

Call the Ramsey County Appeals Specialist at (651) 266-3660.

Addendums/Changes to the Plan



Addendums

Changes to the CSP Addendums:

- When writing your plan, try your best to anticipate what will be needed for the whole year, so that multiple changes to the plan can be avoided.
- Addendums are not accepted during last 30 days of your plan, except for critical health and safety needs.
- Signature of participant or case manager is needed. (can be mailed, faxed, emailed).
- Ramsey County has 30 days to review and return.
- **WAIT!** Until approved before spending.
- Case manager needs to notify participant of results of addendum.
- **Review New budget!!**

Addendums

Fiscal Agency Portals



Exception to the Budget Methodology (30% bump)

For CCB and DD waivers only. If eligible, and meet certain criteria, people may be eligible for a 30% increase to allow for supports in the following areas:

1. Vocational/employment
2. Behavioral
3. Own Home
4. Transition from institutional/crisis setting.



Case manager needs to determine eligibility and complete and send application form to DHS. Then, the following month, they will request the budget from coordinator.

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Stipend and Budget Enhancement

- **ENHANCED RATE: 7.5% increase** avail for participants who are:
 - Eligible for 12 or more hours of state plan PCA/day or
 - Has the home care rating EN.
 - Extra funds go toward compensation for staff that take a training to become a “qualified worker”.
- **\$500 STIPEND AVAILABLE TO ALL PAID STAFF (Incl. paid parents/spouse)**– In an effort to encourage better trained staff, the first 1500 staff that go through qualifying training will receive a \$500 stipend (expires June 30, 2021).

View E-Module for more information:

http://pathlore.dhs.mn.gov/courseware/DisabilityServices/3-DirectAccess/Stipend_EnhancedRate_Requirements.pdf

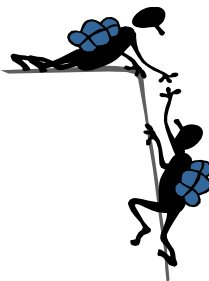
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Employment Services and CDCS

- First and foremost, we must always ASSUME that the participant CAN work! Work will look different for everyone!
- There are 3 new licensed employment services that have replaced Supported Employment Services. They can be accessed through CDCS, but can be cost prohibitive.
- ALWAYS access Vocational Rehabilitation Services first, before using CDCS.
- When setting up employment supports, think creatively! Can it be done with unlicensed staff? Can they purchase a couple hours/week and they can train staff?

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Technical Assistance when you are having trouble.



» Written notice of technical assistance is sent when: overspend by 15%, under spend by 50%; Unapproved overtime; pre-sign timesheets; purchase something not approved.

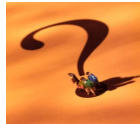
» Upon the 4th technical assistance letter, an involuntary exit will occur.



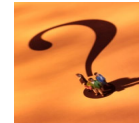
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Other helpful CDCS links....

- **Additional CDCS training**-DHS has a video explaining the basics of CDCS . This is a great refresher.
<http://pathlore.dhs.mn.gov/courseware/DisabilityServices/3-DirectAccess/CDCS/multiscreen.html>
- **To find out more about CDCS in general, go to:**
<https://mn.gov/dhs/people-we-serve/people-with-disabilities/services/home-community/programs-and-services/cdcs.jsp>



Questions?



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