

MR FAMILY-SUBSIDY

1980

BY

Shirley A. Bengtson
MR Division DPW

MR FAMILY SUBSIDY: REPORT - JULY 1, 1980

By Shirley A. Bengtson
MR Division

INTRODUCTION:

This is an in-house (DPW) report on the MR Family Subsidy Program - July 1, 1980. A separate financial statement will be made on this program by Mr. Al Oertwig, Management Support Services.

This report is written:

1. To give a general account of the program effective 7-1-80.
2. To indicate the geographic areas of the state where the program is being used.
3. To indicate what the needs of the children and families are - what specific needs can be met through this funding to accomplish retaining MR children in their own homes.

In 1975, the Minnesota Legislature created the MR Family Subsidy Program as a three year experimental program. The purpose was to give an alternative to placement of MR children outside of their own homes. The original number of grants was 50. This was increased to 70. Effective July 1, 1980, 35 more families, (\$100,000) were added by the Legislature. This makes a total of 105 families who may receive MR Family Subsidy grants. The 105 grants have been made. This includes 106 children as one family receives one grant for 2 children.

It is assumed that a mentally retarded child will profit most from being reared in his own home. A side effect of a retarded child remaining in his own home is a decrease in family tension and feelings of guilt about having a child living in a setting away from the family home. However, the other side of this is the possibility of exhaustion of family members, tensions, funneling family money into meeting the needs of the retarded child to the detriment of other family members, lack of response to programs, or actual regression, by the retarded child who reacts to the family tensions and exhaustion. If, with the input of funds to meet specific needs, the family problems can be decreased and the child's needs met, both the child and his family should benefit, hopefully to the point where the child can remain in his own home Indefinitely.

The MR Family Subsidy Program is being used for the above purpose. It appears to be a successful program so far. Of the 1979 on-going grantees and the 1979 waiting list plus the 1980 new applications approved for grants, only 4 families have been withdrawn from the program - 2 of the 4 due to need for the children to be placed outside the family home.

PROCEDURE FOR PROCESSING APPLICATIONS:

On 4-25-80, INFORMATIONAL BULLETIN #80-56 was sent to all county social service agencies. This Included information on the addition of 35 families to the program, information that all applications which had been approved and placed on the waiting list in 1979 would be reviewed for possible inclusion in the program, and procedure for making new applications; and the Bulletin Issued a date deadline of 6-2-80 for new applications.

MR Division staff meetings were held to determine procedure within the Division for rating (weighting) the applications and following through with establishing the new grants, and making up and follow through handling of the waiting list. An unsuccessful attempt was made to secure a panel of child development experts using personnel from the Social Services Division. This panel would have made the final decisions on which families would receive the grants. The decided upon work plan without this panel was development of a rating (weighting) sheet for impartial scoring of all the applications. This rating sheet was approved by the MR Division staff involved.

All 73 applications (1979 waiting list and 1980 new applications) were rated by Shirley A. Bengtson. The highest scoring 35 families received the new grants. Thirty-three of the applications were placed on the new waiting list. Five applications were denied - 2 on the basis of incomplete applications so these may be placed on the waiting list when further material is submitted, and 3 on the basis of lack of indication that the child was mentally retarded.

The rating sheet follows this section of this report.

Mr. Al Oertwig was assigned the financial part of the MR Family Subsidy Program. The service plan and the need items and cost of Items were reviewed and approved by S. Bengtson. Mr. Oertwig received these approvals and finished the work of final processing, notifications, etc.

At the same time that these new 35 grants and waiting list were being processed, the semi-annual reports - financial and service plan - were received. These plans and items were reviewed and approved by S. Bengtson and the financial work again was completed by Mr. Oertwig. This included quite a few changes in the items and amounts of grants.

There is one major change in general procedure from previous years: Applications for waiting list status will be received and rated throughout the year rather than in June of next year only. This will:

1. Pace the applications so that no large block of time will be needed to process the applications just before the next fiscal year.
2. Place families on the waiting list with ratings that need the most will receive a grant whenever another family drops out of the program.

CRITERIA	WEIGHT	SCORE
1. Probability of placement into a state or other licensed residential facility: a. Child is on a waiting list or placement is being actively pursued b. Reasons for placement if child is or has been placed (i.e. parent vacation, behavior of child, special treatment)	0-5	
2. Out-of-home placements: a. Child has had out-of-home placements b. Placements have been made within the past year c. Child will return home if subsidy is granted	0-3	
3. Type and severity of handicapping conditions/behaviors: a. Degree of retardation: Borderline	1	
Mild	1	
Moderate	2	
Severe	2	
Profound	2	
b. Physical handicaps: Severe hearing impairment	1	
Severe sight impairment	1	
Cerebral palsy	1	
Uncontrolled seizures	1	
Semi-ambulant	1	
Non-ambulant	1	
Other	1	
c. Other handicaps/behaviors: Autistic	1	
Hyperactive	1	
Severe sleep	1	
Other severe behaviors	1-3	
4. Age of child: a. 0- 6	3	
b. 7-12	2	
c. 13 +	1	
5. Single parent family	1	
6. Individual service plan: a. Coal* address habilitation of identified handicaps or problems of child and/or family b. Service plan of subsidized expenses is directly related to goals which address handicaps, problems of child and/or family	0-2	
7. Response/potential response to use of subsidized items indicates need for grant for progress of child and family, for prevention of regression of child and/or family	0-2	
8. Special considerations:	0-5	
TOTAL	SCORE	

VARIANCE BETWEEN THIS REPORT AND THE FINANCIAL REPORT:

It must be noted that the exact amount of money used for this program, the exact amount of the Individual grants, may differ in S. Bengtson's report and Mr. Oertwig's financial report. This is due to:

1. One family withdrew from the program and the next family on the waiting list was given the grant. The final determination of the items on that grant and the amount of the grant was Incomplete at the time of S. Bengtson's report.
2. Some expense items need re-verifying. Responses from the county agencies are being received. This re-verification may change the financial report after this report has been written.
3. A few requests for revision of the expenses of the families have been received and are in process of review. This may change the final figures.
4. When a family withdraws from the program for any reason, the next highest scoring family on the waiting list receives a grant as soon as the new grant can be processed. This will be an ongoing process throughout the year, so any figures at any time may be changed.

As the variance in the amounts of the grants is small, these variances should have very little effect on the contents of this report.

HOUSEKEEPING:

Several staff persons have worked on this program during the past 5 years. Loose records had been made up on the 1979 active grants. However, there was current and old loose material, previous files, waiting list applications, administrative material, etc. unsorted. The following house-keeping was completed:

1. All material on current and new (7-1-80) grants was made up into individual records in accord with DPW records system and in accord with the Privacy Act - public, private, and confidential material separated in the record. A kardex was completed on this entire file of active grant records.
2. All material on applications which were given waiting list status was collected and individual but loose files were completed on each. A kardex was completed on all these waiting list records.
3. All material on denied applications or previous grants was collected and individual but loose files were made up on each. A kardex was completed on these records.
4. All administrative material was collected and sorted into an "MR Family Subsidy Manual".
5. A file cabinet is now used exclusively for this program so that this entire program is separated from other MR Division material.

GEOGRAPHIC DISTRIBUTION OF GRANTS AND WAITING LIST;

Distribution of grants and waiting list was determined by county and by Minnesota Developmental Regions. Note maps and report by regions following this section. Regions 1, 2, 7E have no grants. The Metro area has 45 grants. The waiting list geographic distribution is similar to the grant distribution.

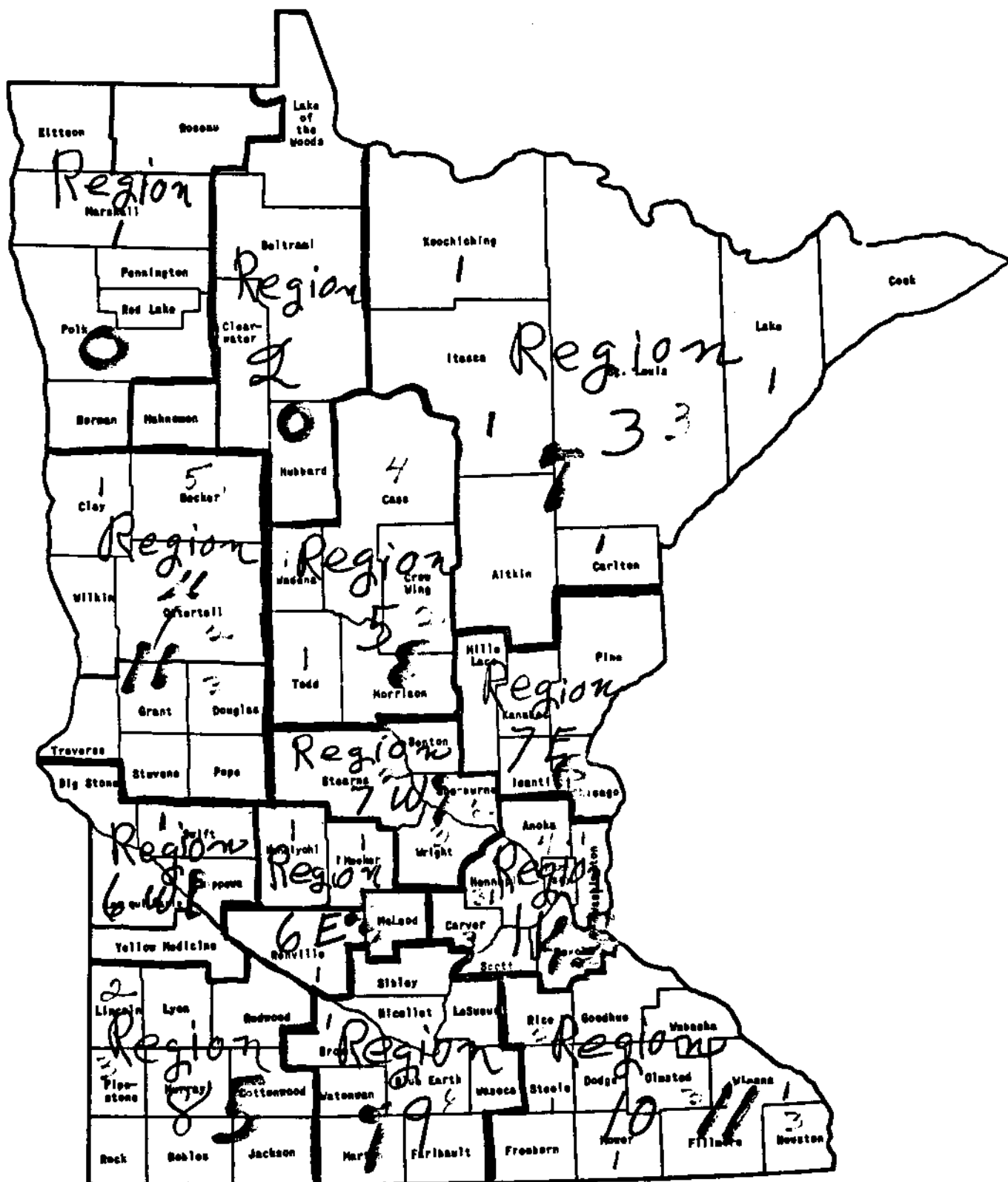
An informal survey was done with the Hennepin County Bureau of Social Services. That agency has 31 grants and 9 on the waiting list. The informal survey indicated that 10 more families could be added to this program in Hennepin County this year if funds were unlimited. This would result in a total of 50 grants for Hennepin County. Using 1/4 of the MR child population of the state as residing in Hennepin County, this would indicate a need for 200 families to have MR Family Subsidy grants in Minnesota this year. Actually, 1/4 is a low fraction to use for this estimation. If there was an effort to more fully inform the county agency workers and the private agencies as well as other state departments, and if there was wider general publicity on this program, it is expected that the number of applications could triple. This estimate of 200 families needing this program at this time is based on the estimated number of families known to the county social service agencies. A great many mentally retarded children receive services through the Department of Education but are not active with or known to the county social service agencies.

MR FAMILY SUBSIDY PROGRAM

GRANTS- 1980

Minnesota Development Regions

DSW-Off-81



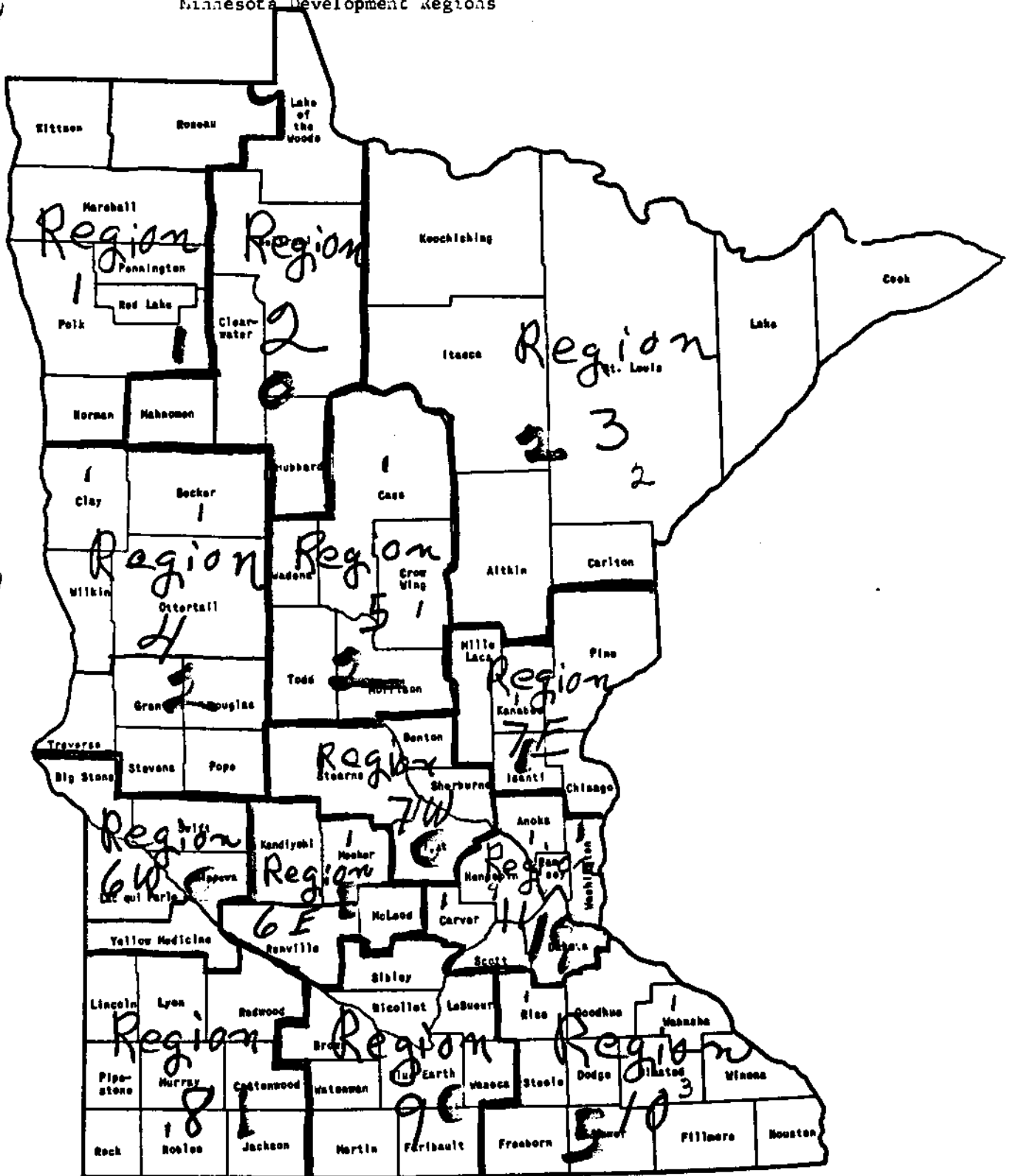
TOTAL 105

MR FAMILY SUBSIDY PROGRAM

WAITING LIST as of 8-15-80

DSW-Ofc-81

Minnesota Development Regions



Total 34

GEOGRAPHIC DISTRIBUTION OF FAMILY SUBSIDY GRANTS AND WAITING LIST
Minnesota Development Regions

Region 1 - Grants

Kittson	0
Roseau	0
Marshall	0
Pennington	0
Red Lake	0
Folk	0
Norman	0
Total	0

Region 2 - Grants

Lake of the Woods	0
Beltrami	0
Clearwater	0
Hubbard	0
Total	0

Region 3 - Grants

Koochiching	1
Itasca	1
St. Louis	3
Lake	1
Cook	0
Aitkin	0
Carlton	1
Total	7

Region 4 - Grants

Clay	1
Becker	5
Wilkin	0
Otter Tail	2
Grant	0
Douglas	3
Traverse	0
Stevens	0
Pope	0
Total	11

Region 1 - Waiting List

Kittson	0
Roseau	0
Marshall	0
Pennington	0
Red Lake	0
Polk	1
Norman	0
Total	1

Region 2 - Waiting List

Lake of the Woods	0
Beltrami	0
Clearwater	0
Hubbard	0
Total	0

Region 3 - Waiting List

Koochiching	0
Itasca	0
St. Louis	2
Lake	0
Cook	0
Aitkin	0
Carlton	0
Total	2

Region 4 - Waiting List

Clay	1
Becker	1
Wilken	0
Otter Tail	0
Grant	0
Douglas	0
Traverse	0
Stevens	0
Pope	0
Total	2

Region 5 - Grants

Cass	4
Wadena	1
Crow Wing	2
Todd	1
Morrison	0
Total	8

Region 6W - Grants

Big Stone	0
Swift	1
Chippewa	0
Lac qui Parle	0
Yellow Medicine	0
Total	1

Region 6E - Grants

Kandiyohi	1
Meeker	1
Renville	1
McLeod	0
Total	3

Region 7W - Grants

Stearns	2 (3 children)
Benton	0
Sherburne	2
Wright	3
Total	

Region 7E - Grants

Mille Lacs	0
Kanabec	0
Fine	0
Isanti	0
Chisago	0
Total	0

Region 5 - Waiting List

Cass	1
Wadena	0
Crow Wing	1
Todd	0
Morrison	0
Total	2

Region 6W - Waiting List

Big Stone	0
Swift	0
Chippewa	0
Lac qui Parle	0
Yellow Medicine	0
Total	0

Region 6E - Waiting List

Kandiyohi	0
Meeker	1
Renville	0
McLeod	0
Total	1

Region 7W - Waiting List

Stearns	0
Benton	0
Sherburne	0
Wright	0
Total	0

Region 7E - Waiting List

Mille Lacs	0
Kanabec	1
Pine	0
Isanti	0
Chisago	0
Total	1

Region 8 - Grants

Lincoln	2
Lyon	0
Redwood	0
Pipestone	3
Murray	0
Cottonwood	0
Rock	0
Nobles	0
Jackson	0
Total	3

Region 8 - Waiting List

Lincoln	0
Lyon	0
Redwood	0
Pipestone	0
Murray	0
Cottonwood	0
Rock	0
Nobles	1
Jackson	0
Total	1

Region 9 - Grants

Sibley	0
Nicollet	0
Le Sueur	0
Brown	1
Watsonwan	0
Blue Earth	6
Waseca	0
Martin	0
Faribault	0
Total	7

Region 9 - Waiting List

Sibley	0
Nicollet	0
Le Sueur	0
Brown	0
Watsonwan	0
Blue Earth	0
Waseca	0
Martin	0
Faribault	0
Total	0

Region 10 - Grants

Rice	2
Goodhue	0
Wabasha	0
Steele	1
Dodge	0
Olmsted	3
Winona	1
Freeborn	0
Mower	1
Fillmore	0
Houston	3
Total	11

Region 10 - Waiting List

Rice	1
Goodhue	0
Wabasha	1
Steele	0
Dodge	0
Olmsted	3
Winona	0
Freeborn	0
Mower	0
Fillmore	0
Houston	0
Total	5

<u>Region 11 - Grants</u>		<u>Region 11 - Waiting List</u>	
Anoka	4	Anoka	1
Washington	1	Washington	1
Hennepin	31	Hennepin	9
Ramsey	6	Ramsey	7
Carver	3	Carver	1
Scott	0	Scott	0
Dakota	0	Dakota	0
Total	45	Total	19

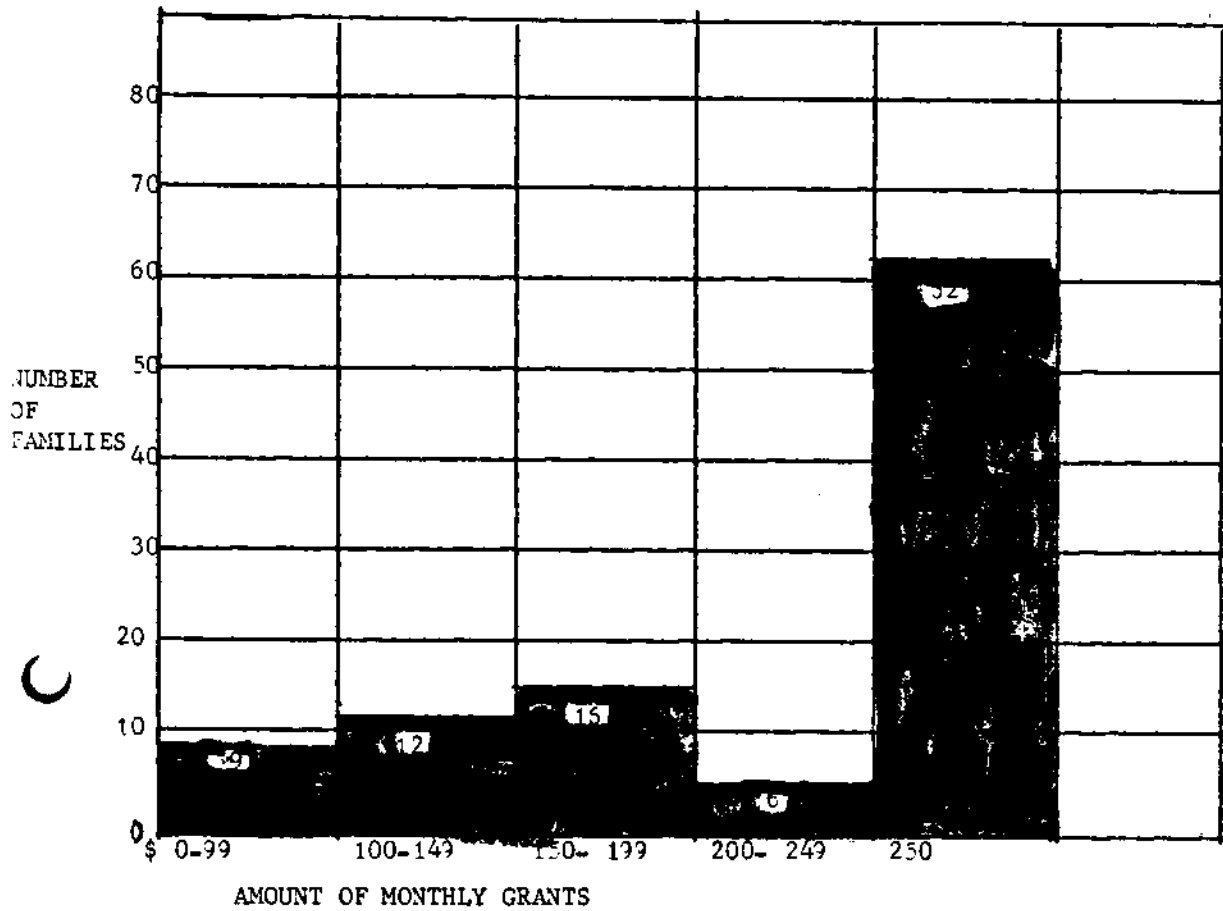
Total Grants - 105 (106 children)

Total Waiting List - 33 (as of August 15, 1980)

AVERAGE GRANTS:

The current grants range from \$50.50 to \$250.00. It does not follow that the families with the highest amount of financial need also score the highest on need for a grant, although this was most frequently true. Forty-three families needed grants which were less than the maximum, but the items were such, and the need for the items were such that the children in these families were in imminent danger of being placed outside their homes if the grants were not made. Please note the graph titled MR FAMILY GRANTS - 1980 which follows this section.

MR FAMILY SUBSIDY GRANTS - 1980



SPECIFIC ITEMS OF NEED INCLUDED IN GRANTS:

Note graphs following this section which indicate specific needs according to the amount of money granted for the specific needs, as well as the numbers of families requiring the specific need items.

Medical costs maintain a very high priority of need. This is due to but not limited to:

1. The extreme amount of medical care and treatment these children require, and
2. The high incidence of families who are above the income level allowed for Medical Assistance for Children. Middle income families who are ineligible for medical assistance often are the most unable to pay all the child's medical expenses. The reasons are:
 - a. The income is not high enough to meet the medical needs of the retarded child in the family in addition to meeting the medical needs of the other children in the family.
 - b. The family is usually knowledgeable of the medical needs of the retarded child and makes a sometimes unreasonable effort to meet these expenses which financially handicaps the whole family.
 - c. Insurance premiums are high and/or the insurance is used up for the retarded child.

Babysitting shows extremely high incidence. There is a clear relationship between babysitting services and ability to keep the child in his own home. If the parents can have competent babysitting so that the parents can leave home for normal activities such as shopping, and if the parents can have an occasional night out, and if the siblings are not always expected to act as babysitters for the retarded children, the result can be lessened tensions in the family and decreased fatigue. Such lessening of tension and fatigue also reflects in the behavior of the child as these children can mirror family problems. Severe behavior is the most frequent reason for placement of the child outside his own home.

Unquestionably, babysitting by adults capable of caring for a retarded child is a very necessary need item in MR Family Subsidy.

Special clothing is a realistic need item as such clothing for older youngsters and children with special physical handicaps or children who are destructive of their clothing cannot be purchased in the general clothing stores and the prices for such special clothing are very high. Pampers account for a fairly large part of the special clothing. Again, washing diapers for a large child can be physically and emotionally exhausting. Pampers in the larger sizes have been a godsend to the families of mentally retarded children.

Educational programs are special and not programs provided for by the Department of Education. Response of MR children and their parents to the various educational programs has been justified previously. A breakdown in this report of the various special educational programs is not realistic as they are so many and so varied. It is of interest that 3 families have grants for educational programs directed to the parents on caring for and treating their retarded children. These are in relation to children who are autistic and who have Prader-Willi Syndrome.

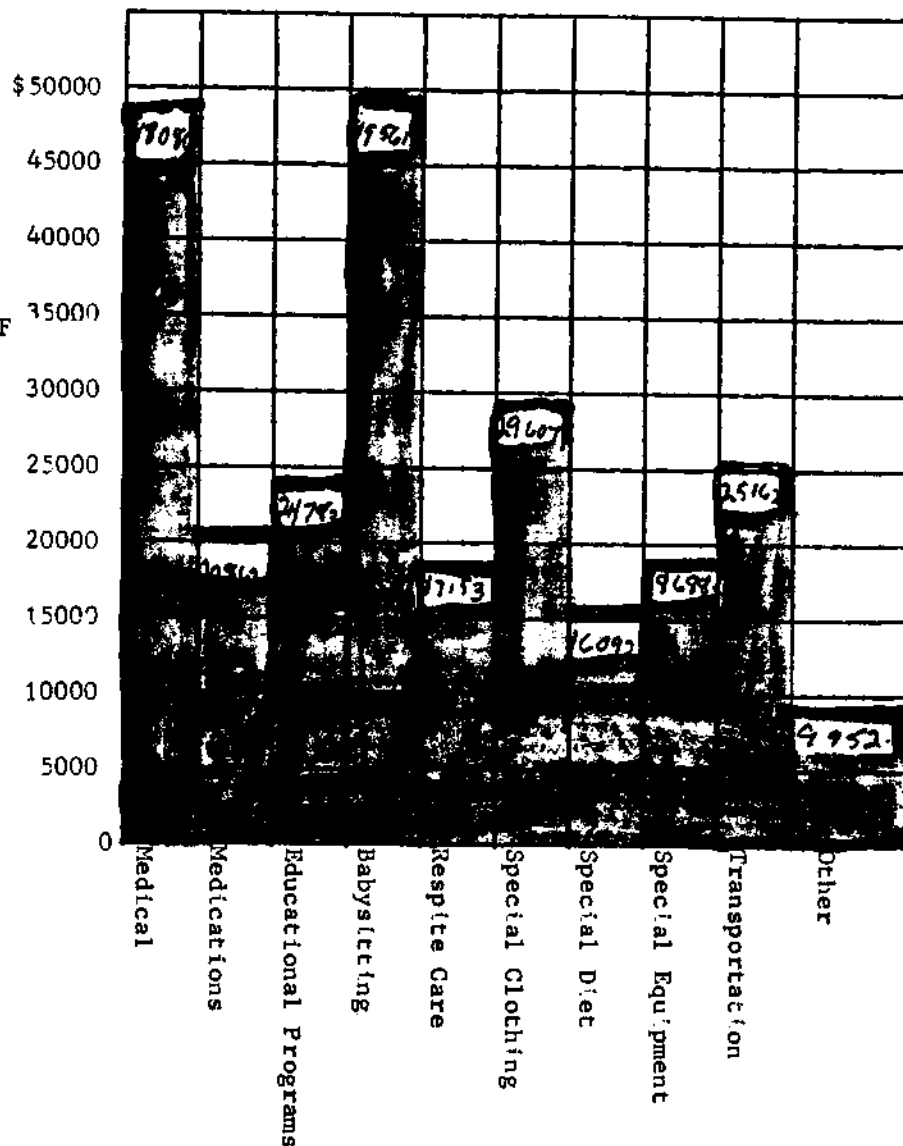
Transportation is a high priority cost item for these subsidized families. It is expected that this item will continue to be high in the foreseeable future.

Special diets can be a very expensive item. With some MR children, due to their diagnoses and/or their physical handicaps, the special diets must continue indefinitely. The average family finds it difficult to meet this extra food expense. It appears that only the families on AFDC (a very small number who receive these grants) have public funds available to them for this expense item. Some efforts have been made to decrease the cost of this item for families with retarded children. An effort has been made to assist the parents in seeing that the purchase of a blender is less expensive than purchase of prepared pureed foods. (A blender is also useful for the rest of the family.) Some families now attend classes on preparation of special diets including use of blenders. This cost item should remain comparatively low and may decrease.

Respite care is not used as frequently as expected. Also, the cost is not unreasonably high. It is expected that this need item will increase in the coming years as more facilities agree to accept children for respite care and as more families try this out and find it of value.

A handicap on use of respite care is that the child must be cared for a short time by persons who are unfamiliar with him and unfamiliar with his daily program. Continuity of "handling" and carrying through on home programs is necessary to maintain the child. Regression of the child when cared for by persons unfamiliar with him is possible.

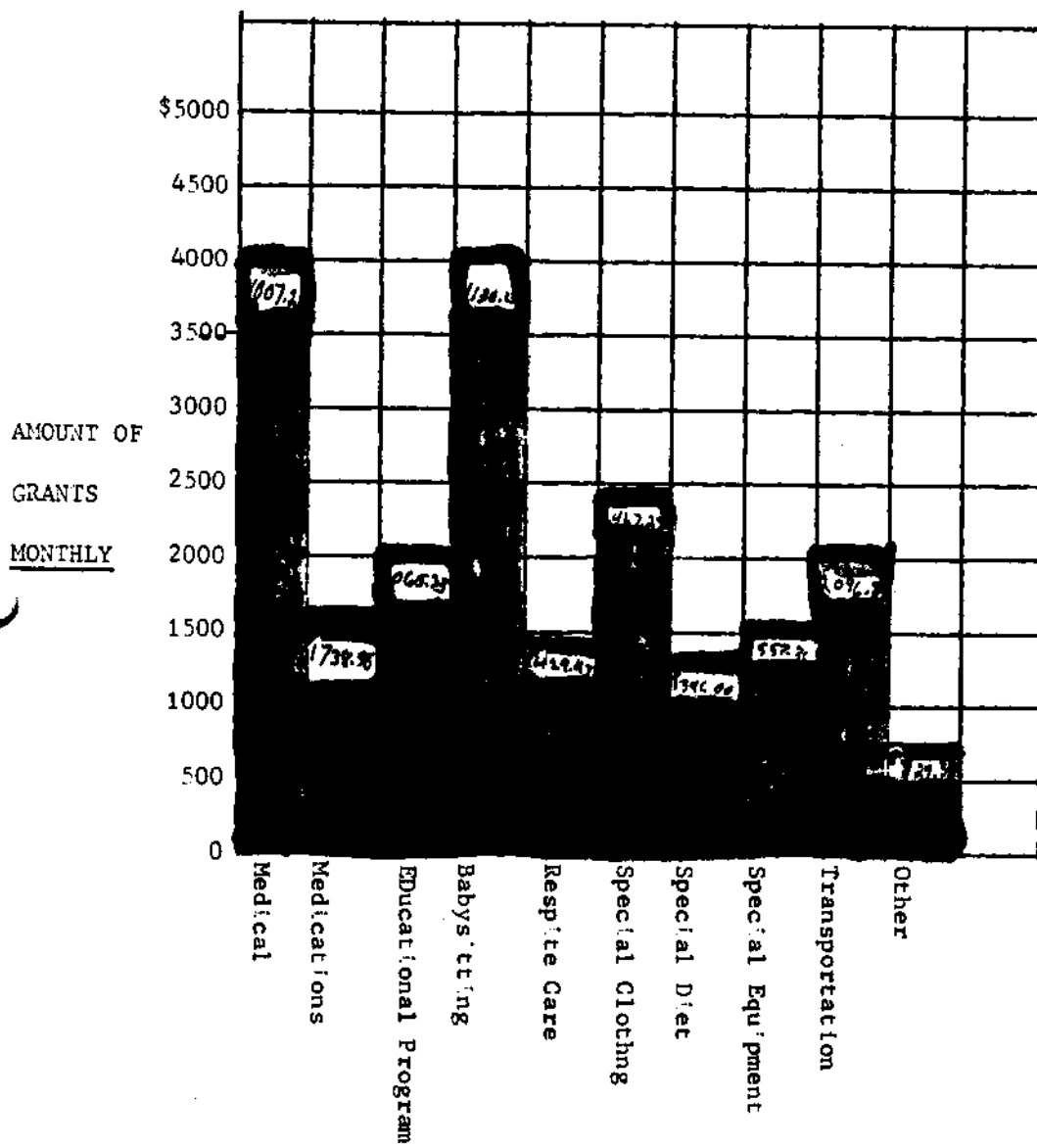
MR FAMILY SUBSIDY- 1980- YEARLY GRANTS: SPECIFIC NEEDS



NEEDS

TOTAL GRANTS (as of 9-2-80): \$259,951.20

MR FAMILY SUBSIDY- 1980- MONTHLY GRANTS; SPECIFIC NEEDS



TOTAL GRANTS: MONTHLY (as of 9-2-80) \$ 21,662.60

SPECIFIC KEEP ITEMS IN RELATION TO THE NUMBER OF FAMILIES NEEDING THE ITEM:

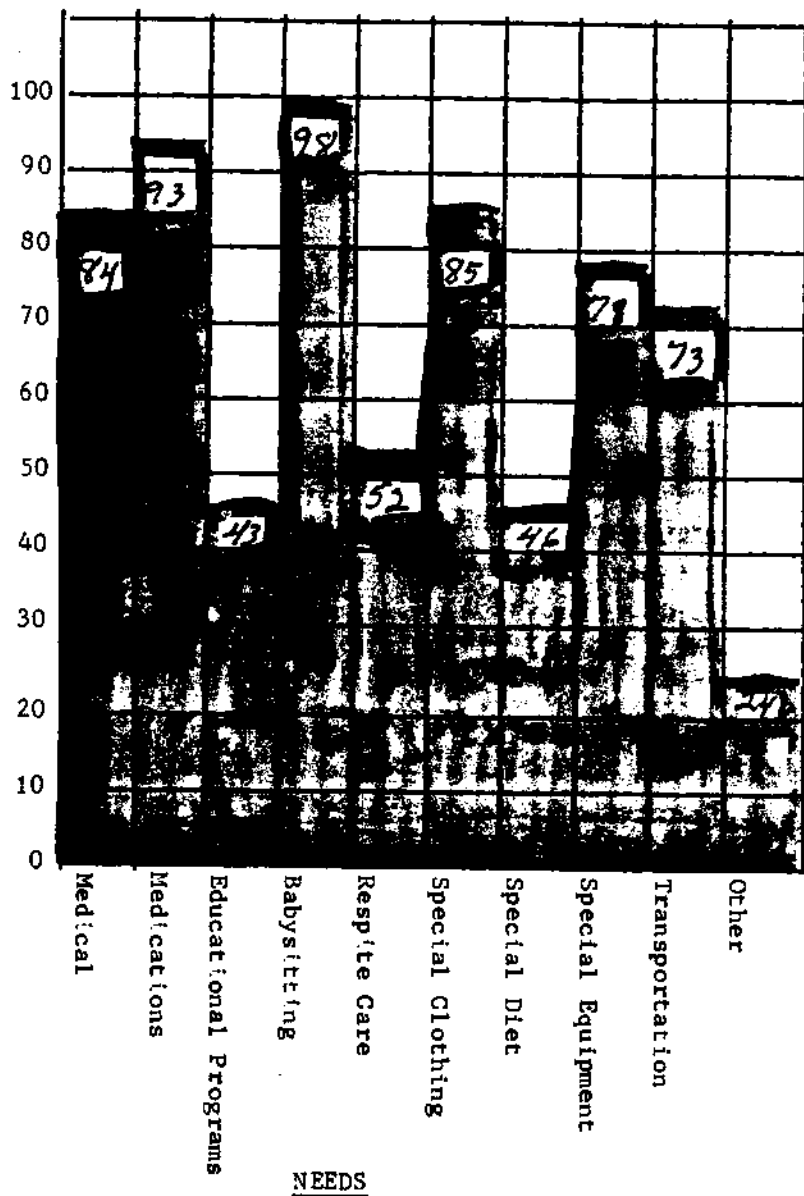
Note graph which follows this section.

There is only a general relationship between the number of families needing specific items and the amount of money granted for the specific items.

Medications, which could be included in medical, and special equipment rank very high on the number of families needing grants for these items. Medications and medical care are self-explanatory. Special equipment ranges from back yard fences (extremely necessary for hyperactive retarded children) through strollers, wheelchairs, aspirators, items for stimulation, items needed for at-home child development programs. Special care was given to screening need for special equipment to be sure that the child really needed the item and would profit from it, as well as screening to be sure that some other financial program for which the family was eligible could not supply the item. Babysitting peaks on the number of families needing the item as it does on amount of money granted for this item.

MR FAMILY SUBSIDY- 1980- NUMBER OF FAMILIES: SPECIFIC NEEDS

NUMBER OF
FAMILIES
RECEIVING
GRANTS FOR
SPECIFIC
NEEDS



DEGREE OF RETARDATION, HANDICAPS, BEHAVIOR, AND AGES OF CHILDREN IN GRANTS;

Note Items on rating sheet found earlier in this report. Note graph on ages of children which follows this section.

Degree of mental retardation, number of handicaps, mal-adaptive behaviors and severity of mal-adaptive behaviors are the areas on the rating sheet which give the most weight to the final score. Without exception, the grants were given to those children who scored highest in these areas, plus priority given to the younger children.

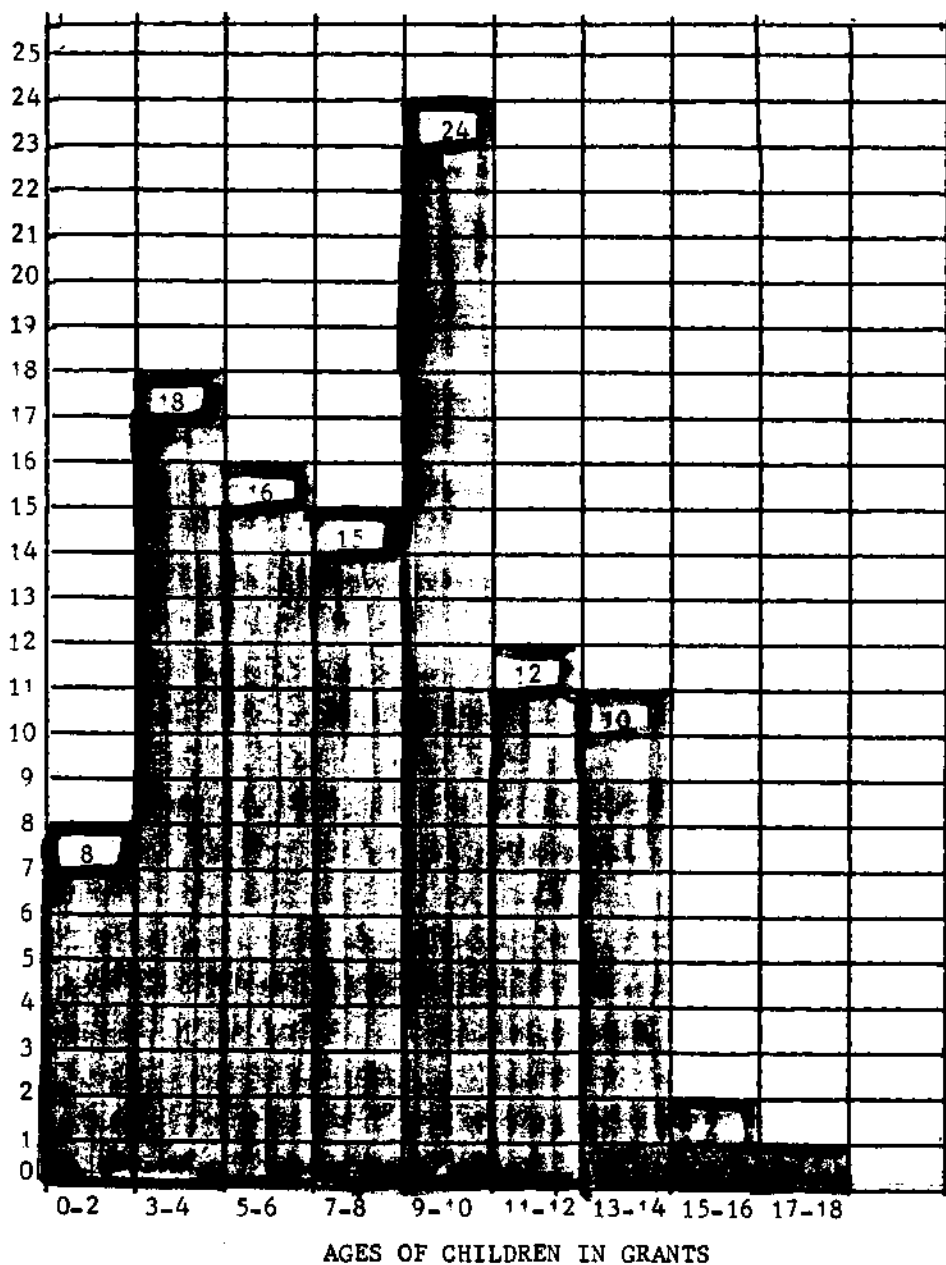
Both frequency of diagnosis of retardation only after infancy, and the child becoming heavier and/or ambulatory appear to be key issues in the ages of the children receiving grants. The 9-10 year old group is by far the highest, probably for the following reasons:

1. The child is more active and more independent or he is larger and heavier if non - or semi-ambulatory.
2. The family has about "had it" by this time especially if there are siblings near the same age in the family with their increasing demands.

The decrease after age 10 seems to be due to the rating priority given to the younger children more than due to a decrease in needs of these children. Also, there were fewer applications for older children.

(Note: The 3 older children receiving grants have been in this program for several years. They are not new grantees.)

MR FAMILY SUBSIDY- AGES OF CHILDREN - 1980



25

AGES OF CHILDREN IN GRANTS

(106 children in 105 grants)

8
So. 4-1-8

SPECIAL CONSIDERATIONS IN RATING APPLICATIONS:

Please note on the weighting sheet that 0-5 points have been allowed for special considerations. This area of weighting was used for only a very small number of applications. Special considerations must be subjective and judgmental. This area is needed as there are some families who have problems, not included under the approved need items, which absolutely require consideration. The applications which included scoring under special considerations were those where the county agency indicated:

1. The mother or other family member was receiving psychiatric treatment and out-of-home treatment for that family member was imminent if the family did not receive some relief in relation to the retarded child.
2. One or more other members of the family were handicapped but were not included in the grant application. Family finances were being drained to meet the needs of the other handicapped family member also.
3. The family had overextended itself, not asking for help until the family situation was extreme.

SUMMARY:

It appears that the MR Family Subsidy Program is near stabilization. Determination on which families should receive the grants has been refined. The individual service plan, the level of functioning and needs of the MR child and the needs of the family, coordinated with the grant items which may be used to meet these needs, appears to have progressed to a higher level of sophistication, and the plans and grant items are more coordinated. More work is need in this area.

It appears that, this coming year, it will be possible to more clearly assess the responses of children and families to this program and thereby clarify the worth of the program.

The writer sees this program as a major step in:

1. Utilizing the family for the retarded child to the advantage of both the family and the child.
2. Allowing for more depth in determination of need for placement of MR children outside their own homes as this MR Family Subsidy Program is an alternative which must now be considered as a resource for possibly retaining the child at home.
3. Frankly, less money spent to meet the needs of retarded children as it appears to be less expensive to subsidize a family than to pay for out-of-home care and treatment.
4. Lessening of emotional and some physical injury of parents and siblings by easing the family situation with this subsidy, (Measurement of this accomplishment cannot be made with any accuracy as this is prevention of potentially serious problems.)

I do project that the MR Family Subsidy Program will prove to be of sufficient value that it will become a major Minnesota program for mentally retarded children and their families.

DF-aof

APPENDIX



**STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE**

**OFFICE OF THE COMMISSIONER 55155
CENTENNIAL OFFICE BUILDING ST. PAUL, MINNESOTA**

**GENERAL
INFORMATION
612/296-2168**

April 25, 1980

INFORMATIONAL BULLETIN #80-56

TO: Chairperson, Board of County Commissioners
Attention: Director

Chairperson, Human Service Board
Attention: Director

SUBJECT: EXPANSION OF THE MENTAL RETARDATION-FAMILY SUBSIDY PROGRAM
UNDER DPW RULE 19 {MCAR 2.019}.

Please refer to Instructional Bulletin #79-45 (July 24, 1979; Subject: Continuation of the Mental Retardation Family-Subsidy Program under DPW Rule 19 {MCAR 2.019}).

This informational Bulletin announces the expansion of the MR-Family Subsidy Program under Minn. Stat. 252.27, Sub. 4 and is to be considered a supplemental part of Instructional Bulletin #79-45. During the 1980 legislative session the program was expanded from the current limit of 70 families to 105 families. The expanded program, for an additional 35 families, will become effective July 1, 1980 and extend to June 30, 1981. Families will continue to be selected by DPW according to eligibility determination criteria and application procedures stated in Instructional Bulletin #79-45.

Families currently participating in the program are not affected by program expansion. They will continue participation with no change in status.

Families currently on the waiting list at DPW will be considered for the 35 new program slots (you need not re-apply). New applications for the expanded program may be submitted upon receipt of this bulletin (follow same procedure as in Instructional Bulletin #79-45) for consideration along with those on DPW's waiting list.

Record requirements are the same as in Instructional Bulletin #79-45.

The closing date for new applications will be June 2, 1980, (DPW must receive applications by this date) in order to assure notification of grant approvals prior to July 1, 1980. Qualified applicants who may not receive a grant will be placed on a new waiting list.

AN EQUAL OPPORTUNITY EMPLOYER

RULES:

Department of Public Welfare

Program for Home Care and Training of Mentally Retarded Children

DWP 19 Experimental program for the home care and training of children who are mentally retarded.

A. Introduction.

1. This rule governs the administration of reimbursement to local boards for the cost of home care and training of children who are mentally retarded pursuant to this program of family subsidy((,)) as provided in Minn. Stat. §252.27, subd. 4.

2. Definitions.

a. Child. Any person under the chronological age of 18 years,

b. Home. The home of the natural, adoptive or step parents, or legal guardian, in which the child is or would be living for purposes of this experimental program.

c. Licensed community residential facility for mentally retarded persons. A facility which is licensed under DPW 34 (Minn. Stat. §252.28), and the Minnesota Department of Health Rule for supervised living facilities [(,)] (Minn. Stat. 144.65).

3d. Local board. A county welfare/human service board established under the authority of Minn. Stat., chs. 393 or 402, as amended.

c. Mentally retarded person. A mentally retarded person refers to any person who has been diagnosed as having significantly sub-average intellectual functioning existing concurrently with demonstrated deficits in adaptive behavior [such as to require supervision and protection for his welfare or the public welfare.]and manifested during the developmental period.

(1) intellectual functioning shall be assessed by one or more of the professionally recognized standardized tests developed for that purpose: significantly sub-average refers to performance which is approximately two or more standard deviations from the mean or average of the tests. [Mental retardation under this rule includes manifestation during the developmental period to 18 years of age and brain injuries occurring in adult life.]

(2) Adaptive behavior shall be determined through the use of published scales, or by a combination of pertinent test data, professional observations, and the utilization of all available sources information regarding the person's behavior which indicates the degree with which the individual meets the standards of personal independence and social responsibilities expected of his age and peer group.

f. Minnesota developmental programming system (MDPS) behavioral scales. A tool used in assessing mentally retarded persons to assess their behavioral skills, provide a basis for planning programs to increase their skills and consequently their independence, and determine what new behavioral skills have been acquired over a period of time.

g. Parent. A natural, adoptive or step father or mother or a legal guardian.

h. State agency. The Minnesota Department of Public Welfare.

B. Eligibility for participation in the program.

1. This program shall be for those children who at the time of application, are residing in Minnesota and

(a) who are living at home, or (b) who are residing in a state hospital or in a licensed community residential facility for the mentally retarded who under this program would return to their own home. Those children living at home must also be determined by the local board eligible for placement in a state hospital or a licensed community residential facility for the mentally retarded.

2. Each child considered for participation shall have been diagnosed as mentally retarded.

3. Parent(s) of children participating in this program shall be informed by the local board that this program is experimental in nature, and that due to its experimental nature, those parents must consent, in writing, to the following conditions;

a. Participation in the behavioral assessment of the child by means of the Minnesota Developmental

3315 MENTALLY RETARDED AND EPILEPTIC: STATE HOSPITALS 25231

to determine the progress of the child

[1969 c 382 & 1. 1971 c 646 & 12 1973 c 696 & 1:1974 c 406 & 45 1975 c 293 & 3:1976 c 163 & 53]

25228 COMMISSIONER OF PUBLIC WELFARE DUTIES subdivision I. The commissioner of public welfare may determine the need, location and program of public and private residential and day care facilities and services for mentally retarded children and adults

Subd 2. The commissioner of public welfare shall:

(1) Establish uniform rules regulations and program standards for each type of resident and day facility or service for more than four retarded persons including state institutions under control of the commissioner and serving mentally retarded persons.

(2) Grant licenses according to the provisions of Laws 1976, Chapter 243, Sections 2 to 13.

Subd 3 (1) No new license shall be granted pursuant to this section when the insurance of the license would substantially contribute to an excessive concentration of community residential facilities within any town, municipality or county of the state.

(2) In determining whether a license shall be issued pursuant to this subdivision, the commissioner of public welfare shall specifically consider the population size, land use plan, availability of community services and the number and size of existing public and private community residential facilities in the town, municipality or county in which a licensee seeks to operate a residence under no circumstances may the commissioner deny, license any facility pursuant to this section if the facility will be within 300 feet of any existing community residential facility, unless the appropriate town, municipality or county zoning authority grants the facility a conditional use or special use permit. The commissioner of public welfare shall establish uniform rules and regulations to implement the provisions of this subdivision.

(3) Licenses for community facilities and services shall be issued pursuant to SECTION: 245 82:.

[1971 c 229 s 1: 1975 c 60 s J: 1976 c 149 s 60 1976 c 243 s 14]25229 [Repealed. 1976 c 149 s 63]

252.30 AUTHORIZATION TO MAKE GRANTS FOR COMMUNITY RESIDENTIAL FACILITIES. The commissioner of public welfare may make grants to nonprofit organizations municipalities or local units of government to provide up to 25 percent of the cost of constructing purchasing or remodeling small community residential facilities for mentally retarded and cerebral palsied persons allowing such persons to live in a homelike atmosphere near their families. Up to one fifth of the grant may be used for equipment; and usual staff costs. No one under this section shall be granted to a facility providing for more than 16 residents in a living unit and with more than two living units. The advisory board established by section 252.29 shall recommend to the commissioner appropriate disbursement of the funds appropriated by Laws 1973, Chapter 673. Section 3 Prior to any disbursement of funds the commissioner shall re-view the plans and location of any proposed facility to determine whether such a facility is needed. The commissioner shall promulgate such rules and resolutions for the making of grants and for the administration of sections 252.29 and 253.30 as he deems proper. The remaining portion of the cost of constructing, purchasing or remodeling facilities shall be borne by non-state sources including federal grants, local government funds, and funds from charitable sources, gifts and mortgages.

(s 1973 c §73 s 2)

25231 ADVISORY COUNCIL. The commissioner of public welfare shall appoint an advisory council of 11 members to be known as the advisory council for the mentally retarded and physically handicapped. The council shall advise the commissioner relative to those laws for which the commissioner is responsible to administer and enforce relating to mental retardation and physical disabilities The council Shall consist of persons who are providers or consumers of service for the mentally retarded or physically handicapped or who are interested citizens. The commissioner of education and the commissioner of health or their designees shall be non-voting ex-officio members and shall advise the council as to rules, regulations, and services which relate to the department of education and health. The council shall expire and

July, 1979

MR-SUBSIDY PROGRAM
GUIDELINES FOR REIMBURSABLE EXPENSES

MEDICAL

- Medical and dental cases not covered by medical insurance or other social service funds.
- Payments on previously incurred medical bills for the child up to a limit of \$83 per month.
- Costs of medical personnel, such as visiting nurses providing special services to the child and consultation to the parents.
- The child's portion of health insurance when his/her disability has caused the insurance premium to increase.

MEDICATION

- Prescription drugs.
- Over-the-counter drugs (e.g., distilled water used for respiratory devices, etc.) with doctor's prescription.

EDUCATIONAL PROGRAM

- Programming costs not covered by the county for children under the age of four years and for whom special education is not mandated.
- Diagnostic assessments, only if not covered by the public school.
- Consultation and direct service fees for behavioral therapists and programs for severe behavior problems, hyperactivity and autism.
- Not included are special therapies (e.g., speech therapy) which supplement those already provided by the school, unless therapy is not provided and is considered essential to child's development.
- Water therapy/swim lessons are covered, unless special classes or individual lessons provided through Red Cross, etc.
- Summer tutoring and/or therapy costs and summer camp expenses when not provided for by other funds.
- Religious classes not subsidized.

BABYSITTING

- Babysitting charges paid to a provider for day care.
- Evening babysitting to allow parents to shop together, etc.
- Evening babysitting for parents' or families' recreation allowed for only under unusual circumstances (e.g., single parent on AFDC who does not have pocket money for one-two evenings out).
- Homemaker services allowed for in unusual circumstances (e.g., when both parents working full-time or in the case of a single parent working. The child's severity of handicap and subsequent required care are determining factors, along with parent(s)' ability to provide adequate care without homemaker assistance.).

RESPITE CARE

- Overnight care charges paid to a provider coming into the home for an occasional weekend and for family vacation time, equal to the county rate for foster care up to a total of two weeks in a given year.
- Does not include the charge to the family under the "Cost of Care" program.

APPLICATION - MR FAMILY SUBSIDY PROGRAM

Date Received _____

Child's Name: _____ D.O.B. _____ Age _____

Parent's Name: _____ Mother: _____ Father: _____

Address: _____
(Street) (City) (Zip)

Telephone: _____
{area code—local number}

County: _____ Case No.: _____

Social Worker: _____ Telephone: _____

1. Number of family members living in household, including the parent(s): _____

2. Number of parents living in household (x): _____ one parent
----- two parents

3. Gross annual income: \$-----

4. Current balance of outstanding medical or other bills related to child's health and care:

\$ _____ type of bill _____

\$ _____ type of bill _____

5. History of child's educational programs (e.g., visiting nurse, DAC, public school special class) and/or residential placements (e.g., state hospital, community residential facility, foster home):

List in chronological order, with the present situation listed last.

<u>Type of Program</u>	<u>Name of Facility/Program</u>	<u>Dates of Attendance</u>
EX: (Homebound Therapy)	{County Visiting Nurse}	(from 12/74 thru 8/75)
_____	_____	from _____ thru _____
_____	_____	from _____ thru _____
_____	_____	from _____ thru _____
_____	_____	from _____ thru _____

6. If child is/has been placed out of the natural home, please specify the reasons:

7. Intellectual functioning of mentally retarded child:

Name of ten: _____ Test date: _____

Test Score: _____
(I.Q. or mental age functioning)

Un-testable due to (x): _____ age
_____ severity of handicap

8. Diagnosis of additional handicaps: (x)

_____ Severe hearing impairment or deafness

_____ Severe vision impairment or blindness

_____ Cerebral palsy

_____ Seizures not controlled with medication

_____ Walks only with assistance of another person, braces, etc.

_____ Cannot walk; must be carried

Hyperactive

Other extreme behavior problems; specify _____

_____ Autistic type behavior

_____ Severe sleep problems; specify _____

9. If you are seriously considering placement of your mentally retarded child out of the home, answer the following:

CHECK A OR B AND ANSWER C

- A. _____ Our child is not on a waiting list, but we are actively pursuing placement with the county social worker or other professional person.
- B. _____ Our child is on an actual "waiting list" for placement out of the home.
- C. _____ Please specify the reasons for this decision: _____

10. Service Plan:

<u>Category</u>	<u>Amount Per Month</u>	<u>List of Specific Needs</u>
Medical:	\$ _____	
Medication:	\$ _____	
Educational Program	\$ _____	
Babysitting:	\$ -----	
Respite Care:	\$ -----	
Special Clothing:	\$ -----	
Special Diet:	\$ _____	
Special Equipment:	\$ -----	
Transportation:	\$ -----	
Other	\$ _____	

Total (Maximum allowed it \$250) _____ Per Month

Amount required beyond \$250 per month maximum is \$ -----

1. Other financial resources utilized: (x)

Medical insurance for child	----- yes	_____ no
Medical Assistance for child	----- yes	_____ no
Social Security Income for child	----- yes	_____ no
Title XIX for child	----- yes	----- no
Title XX for child	_____ yes	_____ no

Other (specify):-----

The information requested during the next two years will be collected for the sole purpose of evaluating the MR—Family Subsidy Program's efficacy. Only those individuals connected with the program will have access to it. The collection of this information is authorized by Minnesota Statute 252.27, Subdivision 4. Participation in the program is contingent upon furnishing all required information.

You have the right to complain if you feel you have been discriminated against because of race, religion, national origin, or sex. Complaints may be registered with:

Department of Human Rights
240 Bremer Building
7th and Robert Streets
St. Paul, MN 55101

Department of Public Welfare
Centennial Office Building
St. Paul, MN 55155

Social & Rehabilitation Service
Department of Health, Education,
and Welfare
Washington, D. C. 20201

The above information is accurate to the best of my knowledge.

Parent Signature _____ Date _____

•Refer to Guidelines for Reimbursable Expenses.

DEPARTMENT Public Welfare*Office Memorandum*

TO Social Worker
County Welfare or Human Services Department

DATE: June 16, 1980

FROM: Albert Oertwig, Consultant
Mental Health Bureau
Family Subsidy Staff

PHONE: 612/296-2697

SUBJECT: MR-Family Subsidy Program - Procedures for New Participants

The information provided here outlines the administrative and data collection procedures involving the new participating family, the county social service agency, and the State Department of Public Welfare - Division of Mental Retardation. The procedures apply throughout the duration of the MR Family Subsidy Programs which terminates July 1, 1981.

Upon receiving formal notification of the applicant's acceptance into the program and upon receipt of the attached forms and instructions, you should schedule a two-three hour planning session, preferably at the child's home. The participants must include the parents, the primary teacher and/or therapist, and yourself.

The information to be collected at the time of the home visit and there-f
after is described below, followed by a time line of dates when the materials are
due at DPW.

Information to be Collected

1. The Minnesota Developmental Programming System (MDPS) will be administered during the initial home visit and annually thereafter. Scoring instructions are detailed in the User Manual enclosed in the test booklet.
2. The Service Plan of Subsidized Expenses projects expenses for the upcoming six months, not to exceed \$250 per month. This form must be completed at the time of the initial home visit. The service plan will be reviewed and revised bi-annually thereafter.

Expensive items should be prorated so as to determine monthly "averages" needed to cover these expenses. The Guideline for Reimbursable, Expenses is enclosed to assist you in determining the appropriateness of specific items. List the specific items within each applicable category in the space provided. In the event you feel that a particular expense should be covered, but is not included in the guideline, you must contact the DPW Family Subsidy staff for approval. Prior approval must be obtained from the Family Subsidy staff for any revisions in this agreement.

All parties must sign this agreement before payments by the county accounting department can be made to the family. A copy of the agreement with the DPW Family Subsidy staff signature will be returned to your file. Information is attached for the accounting officer which outlines reimbursement procedures. The county is reimbursed 100 percent for their monthly payments to the family. Questions regarding accounting procedures may be directed to Joan Manske at 296-4898.

Page Two

3. An Individual Service Plan (ISP) with specific goals and objectives stated in measurable terms must be developed for the child by the county social worker, with input from the parent and teacher or therapist (if any). The ISP must be developed in accordance with DPW Rule 185 and should tie into the specific areas and services in which subsidy funds are provided to the child and family. For example, if the subsidy provides funds' for specialized therapies, the ISP should include specific goals and objectives to be achieved through the therapy. The ISP must be review and revised, as needed, semi-annually.
- 4, The Monthly Expenses Documentation (MED) provides a record of the actual expenses incurred. The MED must be completed by the family and submitted to the county social worker semi-annually.

Again, any deviations from the Service Plan of Subsidized Expenses must be approved in advance by DPW Family Subsidy staff.

It is strongly recommended that the family maintain a separate checking account for the subsidy funds. At the biannual review the parents must either return any unused funds or request authorization from the DPW Family Subsidy staff to use the funds for purchase of a specific item or service.

Time Line

All the forms that you and the parents will need for the remainder of the program are enclosed. Biannual reviews will be held in December and June of each year, through June, 1981. The materials and dates due to be sent to our office are as follows:

I. HOME VISIT

Forms Due:

1. Service Plan of Subsidized Expenses which projects expenses from the first month of participation through December of the next pre-scheduled review. A copy, with the DPW Family Subsidy staff signature, will be returned to you for your file.
2. Individual Service Plan for child
3. MDPS assessment.

PRE-SCHEDULED REVIEWS

II. January, 1981

Forms Due:

1. Monthly Expense Documentation which accounts for money spent from June through December, 1980.
2. January - June, 1981 Service Plan of Subsidized Expenses.
3. Individual Service Plan

Page Three III.

July, 1981 Forms

Due:

1. Monthly Expense Documentation which accounts for money spent from January through June, 1981.
2. Final MDPS assessment.

All materials should be sent to:

Family Subsidy Program Mental
Retardation Division
Department of Public Welfare
4th Floor Centennial Bldg. St.
Paul, Minnesota 55155

If you have questions regarding DPW's determination of this family's eligibility or questions regarding approval of the Service Plan of Subsidized Expenses, call Shirley Bengtson at 296-2168. Other questions regarding administration of the program or data collection may be directed to Al Oertwig at 296-2697.

Enclosures: Formal Notification of Acceptance
MDPS and User Manual Service Plan of
Subsidized Expenses Guidelines for
Reimbursable Expenses Memo to County
Accounting Officers Monthly Expense
Documentation



STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE
CENTENNIAL OFFICE BUILDING
ST. PAUL, MINNESOTA 55155

OFFICE OF THE
COMMISSIONER
612/296-2701

GENERAL
INFORMATION
612/296-6117

The child and family listed below have been approved as participants in the MR - Family Subsidy Program, effective immediately:

Child:

Parent(s):

Address

Monthly Subsidy Amount:

The monthly subsidy amount is based upon your original application. The actual subsidy amount may be changed to reflect the current need of participants as shown on the form entitled Service Plan of Subsidized Expenses, which you will be returning to us in the near future.

Please file this notification in the child's social service record. Additional necessary information for participating in the program is enclosed with this letter. If you have questions regarding DPW's determination of this family's eligibility or questions regarding approval of the Service Plan of Subsidized Expenses, call Shirley Bengtson at 296-2168. Other questions regarding administration of the program or data collection may be directed to Al Oertwig at 296-2697.

Your efforts in ensuring quality programming for the child and services for the family are appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Ardo Wrobel".

Ardo Wrobel, Director
Mental Retardation Division

AN EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT. of Public Welfare

Office Memorandum

TO :

DATE:

FROM : Shirley A. Bengtson, Assistant Director
Mental Retardation Division, MR Protection

PHONE: 296-2168

SUBJECT: Mental Retardation Family Subsidy
Application Child:
Parent(s):

The application of the above named child/family was reviewed and weighed with the other applications according to the various criteria for this program. This child/family was not given a grant, but the name was placed on the waiting list.

If or when a child/family who is receiving a grant is dropped from the program, the child/family who is highest on the waiting list will receive the grant. You will be notified so that any needed adjustment of the amount of the grant can be made.

Please notify this family of their waiting list status.

JV/cme

Shirley A. Bengtson

DEPARTMENT of Public Welfare

Office Memorandum

TO:

DATE:

FROM: Shirley A. Bengtson, Assistant Director
Mental Retardation Division, MR Protection

PHONE: 296-2168

SUBJECT: Mental Retardation Family Subsidy Application
Child: Parent(s):

The application for a grant from the Mental Retardation Family Subsidy Program for the above named child/family has been reviewed. This application is denied for the following reason(s):

If you disagree with this decision, please contact me for discussion*

If the application was denied because the application material was incomplete, please submit the balance of the material. The application will be reviewed again and weighed according to the various criteria for this program. If the child/family qualifies, the name will be placed on the waiting list. If or when a child/family is dropped from the program, the child/family who is highest on the waiting list will receive the grant. You would be notified of such action so that the amount of the grant could be adjusted as needed.

Please notify the family of the status of their application.

Shirley A. Bengtson



STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE
CENTENNIAL OFFICE BUILDING
ST. PAUL, MINNESOTA 55155

OFFICE OF THE
COMMISSIONER
612/296-2701

GENERAL
INFORMATION
612/296-6117

June 16, 1980

TO: County Accounting Officers

FROM: Albert Oertwig, Consultant
Mental Health Bureau Family
Subsidy Program

SUBJECT: Family Subsidy Program - Reimbursement Procedures

For counties claiming state reimbursement under the MR Family Subsidy Program, the following procedure is prescribed.

- A. A separate report (DPW-1775 & 2319) for the MR Family Subsidy Program. Do not combine these costs with the "regular" MRE claims.
- B. The maximum monthly grant per family is \$250.00. The reimbursement rate to the local county welfare department is 100%. The county welfare departments claim for reimbursement (per family) should indicate the monthly amount broken down to reflect "medical costs" and "service cost". State reimbursement under this program will not be available if the cost could be covered by other funding sources.
- C. Counties may use account 8134 to record the total amount of claim to DPW.
- D. DPW will notify counties of any adjustments made to the claims submitted.
- E. Use DPW-2319 to record any recoveries received.
- F. MR Family Subsidy expenditures should go on line 18 of form DPW-1775 and on line 1 of DPW-2319.

For any additional information, please contact: Joan Manske (612) 296-4898.

AN EQUAL OPPORTUNITY EMPLOYER

DEPARTMENT- Public Welfare

Office Memorandum

TO

DATE; August 7, 1980

FROM: Albert Oertwig
MR - Family Subsidy Program

PHONE:

SUBJECT: Service Plan for the _____ Family.

Enclosed are two copies of the authorized Service Plan. Please forward one copy to the family and retain the other copy for your files. Please remember that prior approval must be obtained from the DPW Family Subsidy staff for any revisions in this agreement. Please also remember that actual expenditures must be documented on the Monthly Expenses Documentation form which was previously sent to you. At the next biennial review, the parents must either return any unused funds or request authorization from the DPW Family Subsidy staff to use funds for purchase of a specific item or service.

Please inform you accounting department that the total monthly subsidy granted is \$ _____. This amount must be sent to the family on a monthly basis beginning for the month of July, 1980 and continuing through the month of December, 1980. The County is reimbursed 100% for their monthly payments to the family. Information is attached for the accounting officer which outlines reimbursement procedures. Questions regarding accounting procedures may be directed to Joan Manske at 612/296-4898.

Questions regarding approval of the Service Plan or revision of the Service Plan may be directed to Shirley Bengtson at 612/296-2168. Other questions regarding administration of the program or data collection may be directed to Al Oertwig at 612/296-2697.

cc: Joan Manske
Barb Alt