



Minnesota Department of **Human Services**

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**March 26, 2004**

**TO: County Directors / Administrators  
Social Service Directors  
Social Service Managers and Supervisors  
Public Health Administrators  
Other Interested Parties**

**FR: Laura Doyle, Disability Services Division  
Lisa Rotegard, Aging and Adult Services Division**

**RE: Consumer Directed Community Supports**

This letter comes to you to provide additional information regarding the implementation of Minnesota's newly approved Consumer Directed Community Support (CDCS) service that will be available to recipient's on the Long Term Care Waivers (CAC, CADL, EW and TBI), the MR/RC Waiver and through Minnesota Senior Health Option (MSHO) and Minnesota Disability Health Option (MnDHO).

The Disability Services Division, the Aging and Adult Services Division, and Health Care Purchasing and Delivery Systems Division are working collaboratively on the implementation of this service. Internal work teams are currently reviewing and revising existing manuals and other support materials to reflect requirement and provision of the CMS approved service.

An RFI was published to solicit interest in Fiscal Support Entities (FSE). These entities will be the MA enrolled provider that will be providing billing and other supports to recipients using CDCS. Counties may also elect to enroll as FSEs. To gain additional information regarding the function of such an entity, please contact Pam Erkel. We are currently reviewing the responses we received from the RFI.

DHS is also arranging for an independent evaluation of CDCS policies and practices. This is in response to recommendations received in the Legislative Auditors Report of February 2004 and consistent with our goals to evaluate this service, establish an environment of process evaluation and improvement, and to assess policy changes that have occurred within the approved service. We will be using this evaluation throughout the implementation of the new amendment, which involves all waivers.

As part of the transition plan for implementation, the 37 counties currently authorized to offer CDCS will make this service available on October 1, 2004. Expanding the implementation of the amendment statewide will be connected to the independent evaluation, however it is expected to be fully implemented by April 2005.

Tools are currently being developed to reflect change in requirements of the Community Support Plan. These tools will be designed to assist recipients' and their teams in planning, meeting plan requirements and documenting the plan components. Tools will also be developed to assist in county evaluation of the plans for determination of meeting recipients' assessed needs, and consistency with service and waiver requirements

For current CDCS users, the approved amendment will take affect October 1, 2004. What that means for current users will is that their current Community Support Plans will need to be reevaluated so that the purchases and other requirements in the plan are consistent with the new amendment. It is important to note, however, that although purchases and service requirements must be met, individuals with current budgets that exceed the state set budget will have one year past the date of their next annual evaluation to come in line with the state set budget, not to surpass April 1, 2006 however.

We are currently developing a number of tools that will be useful for counties and recipients to use to better understand this new service and the requirements and opportunities available through it. A multi-media approach will be used, including face-to-face meetings and trainings, video conferencing, and web-based learning.

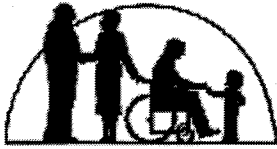
Some timelines for implementation of this service will be:

April – October	Provide transition support / technical assistance to current CDCS counties and recipients,
April – May	Provide individual budget information to current CDCS recipients,
May-September	Provide training to counties, consumers and interested stakeholders,
August	Contract for Independent Evaluation,
October 1, 2004	The 37 counties authorized to offer CDCS will expand this service across the programs noted above.
April 2005	Fully implement CDCS across the state

We are looking for county feedback and recommendations regarding implementation activities and supports needed to make this option available to recipients. Please contact the following person(s) related to your area of interest to provide recommendations and suggestions:

Lisa Rotegard, Elderly Waiver; telephone: 651.297.3829 or email [lisa.rotegard@state.mn.us](mailto:lisa.rotegard@state.mn.us)  
Deb Maruska, MSHO and MnDHO; telephone: 651.296.0825 or email [deb.maruska@state.mn.us](mailto:deb.maruska@state.mn.us)  
Maggie Friend, MR/RC Waiver; telephone: 651.582.1683 or email [maggie.friend@state.mn.us](mailto:maggie.friend@state.mn.us)  
Sharyl Helgeson-Ball, CAC, CADI, or TBI waivers; telephone: 651.582.1919 or email [sharyl.helgeson@state.mn.us](mailto:sharyl.helgeson@state.mn.us)

We will continue to provide you information, as it becomes available. Thank you.



**Minnesota Department of Human  
Services**

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**April 9, 2004**

**TO: County Directors / Administrators  
Social Service Directors  
Social Service Managers and Supervisors  
Public Health Administrators  
Other Interested Parties**

**FR: Laura Doyle, Disability Services Division  
Lisa Rotegard, Aging and Adult Services Division**

**RE: Consumer Directed Community Supports(CDCS)  
Updates and Information Request**

This memo provides updated information regarding the activities in preparation of the implementation of CDCS

We are continuing with our work to implement CDCS and are asking counties to identify a person or group of persons to assist us in this effort. People you identify will be considered point people for the purpose of sharing up to date information and to solicit county feedback. Sharing information and requesting feedback will typically be through email. Please provide us with the contact person(s), identify what program(s) the person(s) represents, and provide a telephone number. For counties currently approved to offer CDCS through the MR/RC Waiver, we will continue to contact staff you previously identified as we work through transition and implementation issues for the MR/RC waiver. This contact information can be sent directly to [DHS.CDCS@state.mn.us](mailto:DHS.CDCS@state.mn.us) after Monday, April 12<sup>th</sup> and before April 26, 2004. These designations will help us insure good communication between the state and county agencies as we work together towards successful implementation of this service across program areas.

To update you on other activity:

DHS is creating a web page for Consumer Directed Community Support. Information is currently being provided through the Disabilities Service Division page and contains documents resulting from CMS's approval. We will use the new web page as one source that counties and other

interested parties can go to get up to date information regarding the service and it's implementation. We will inform you when that site becomes available.

DHS will also use the above DHS.CDCS email address to gather information and feedback from consumers and other interested parties. The purpose of this email address is to gather ideas, information and questions regarding CDCS. This will be used in the development of informational and training tools. It will not be a place to ask questions in which the sender needs a response specific to their unique situation. However, the email will be reviewed to assure the idea or question is considered when developing CDCS materials.

Regional Resource Specialists are working to set up opportunities to talk about CDCS at regional meetings. We invite counties to request DHS staff to meet with county personnel regarding the implementation of this service. We are also available to participate in meetings counties might be arranging with consumers, families, and other interested parties. We do ask that you have a specific agenda and purpose identified. For instance, the agenda and purpose should identify if the meeting is intended as a training overview/introduction of CDCS, or related to things such as planning under the new service definitions, flexible case management, or other.

For current CDCS recipients, proposed individual state set budgets are being calculated. Counties will receive that information electronically and current CDCS recipients will also be notified in a letter. Expected target date of completion is May 15<sup>th</sup>.

We continue to look for county feedback and recommendations regarding implementation activities and supports needed to make this option available to recipients. Please contact the following person(s) related to your area of interest to provide recommendations and suggestions:

Lisa Rotegard, Elderly Waiver; telephone: 651.297.3829 or email [lisa.rotegard@state.mn.us](mailto:lisa.rotegard@state.mn.us)

Deb Maruska, MSHO and MnDHO; telephone: 651.296.3829 or email  
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Maggie Friend, MR/RC Waiver; telephone: 651.582.1683 or email [maggie.friend@state.mn.us](mailto:maggie.friend@state.mn.us)

Melanie Fry, CAC, CADI, or TBI waivers; telephone: 651.582.1908 or email  
[melanie.fry@state.state.us](mailto:melanie.fry@state.state.us)

We will continue to provide you information, as it becomes available. Thank you.