

Annual CDCS Renewal Checklist

Preparing for CDCS Plan:

- CM made referral for new MnCHOICES assessment and participant attended renewal visit with LTSS assessor.
- (If applicable) Budget Exception form Edoc 6633 submitted at same time as MnCHOICES referral by CM.
- Updated assessment information was shared with Support Planner (if requested).
- Participated in phone or in person visit to update CSP. Use last year's budget if current unavailable and revise later.
- (If applicable) Verified still eligible for Enhanced Budget and CM and participant completed Edoc 6633B (qualify only if assessed for 12+ PCA hours and have qualified worker(s)).
- CDCS CSP submitted for review at least 15-30 days **prior** to the end of the plan year to assure there are no lapses in services. The Lead Agency has 30 days to complete review of plan.

Reviewing CDCS Plan:

- All** Essential components fully completed in CSP and supporting documents attached:
 - Completed Evaluation of Last Year's plan section including updates on all goals.
 - Submitted all required forms needed for initial/new approvals or annually renewed services (E.g. Alternative Therapy/Treatment forms, Specialized Diet Form, Computer/Tablet Request Form, Shared Services Form, etc.).
 - Listed provider and staff training, and qualifications and they reasonably match needs of participant (i.e.: music therapy, therapeutic horseback riding, licensed programs (e.g. 245d).
 - Job Descriptions included for CDCS Support Staff (either in the CSP or in supporting document/form)
 - Expenses listed in correct expense category sections and tied to assessed need/disability and goal(s).
 - Included detailed description of requested items & individual breakdown of costs. Do not list general categories such as sensory items without more specifics. If detail is unknown, submit via Addendum later.
 - All goals are measurable and tied to an assessed need.
 - (DD waiver only) Included required skill building activities (habilitation) in the CSP
 - Wages are within limits of guidelines and/or have appropriate documentation supporting higher amounts.
 - Included correct Rate Management System rate for applicable licensed services.
 - (DD waiver only) Included required skill building activities (habilitation) in the CSP. Parents of Minors/Spouses may only do skill building in an "unpaid" capacity.
 - (If applicable) Included required information when being paid as a parent of minor (PPOM) or spouse:
 - Job Description reflected only allowable activities.
 - Schedule matched number of budgeted hours. In schedule, identified days of the week and am or pm hours (such as 2 am hours on Monday). Exact hours on time sheets may vary due to nature of role or unforeseen situations. However, the total hours per pay week cannot exceed the approved hours, nor 40 hours in a 7-day period. **A CDCS Notice of Technical Assistance will be issued if this occurs.**
 - Submitted family staffing schedule if there is more than one person in the same home receiving CDCS.
 - Updated Health & Safety plan section (incl. date) and either attached a separate Health and Safety Plan document or directly updated the information in the CDCS CSP (must be detailed).
 - Updated Emergency Plan date and contacts (preferred at least one contact does not reside in home)
 - Reviewed Participation Agreement and inserted "30" for no changes less than 30 days from end of span.
 - Signed CDCS CSP on or **prior** to plan start date.

Plan Approval:

- Requested changes/corrections from lead agency were made as detailed on Waiver Advisory Review Form.
- Pended or Denied items in CDCS CSP were communicated to FMS and participant by case manager (CM).
- Service agreement generated and approved CSP and Health & Safety Plan sent to FMS and participant (by CM).