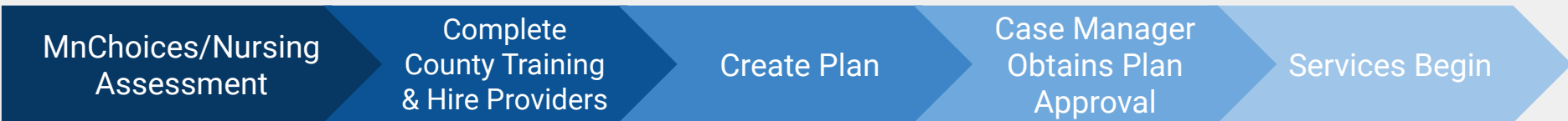


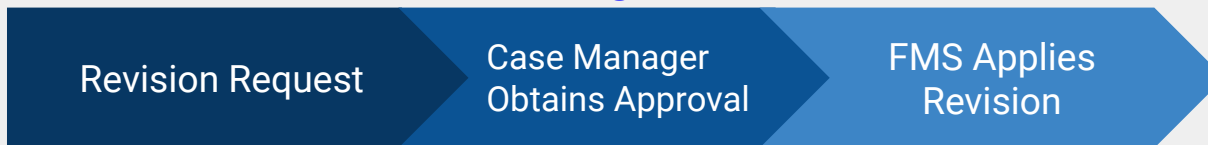
*A Year
In The Life
CDCS Waiver Program*

A Year in The Life for a CDGS Participant

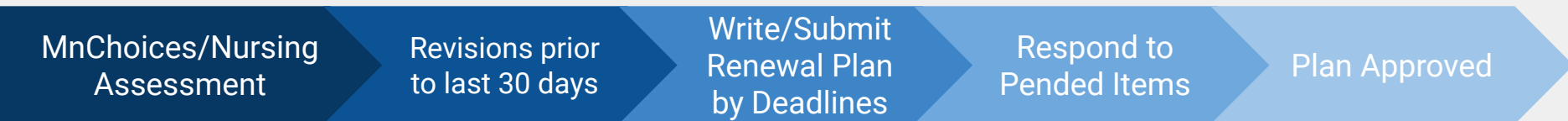
Steps for Getting Started with Services



Making a Revision



Planning for End of Waiver Span



Team Members for CDCS Services

Participant - Person receiving CDCS waived services

Representative - A parent, legal guardian, or designated managing party who is the main contact regarding the participant's waiver services

Case Manager - A representative of the county for waiver services and who approves the CDCS plan

Financial Management Service (FMS) - Manages budget and pays out according approved plan

Support Planner - Optional person family can hire to help to write the plan and support throughout the year with writing revisions

Steps for getting started with Services

MNChoices/Nursing Assessment

- Complete an assessment, MnCHOICES or Nursing, to determine your support needs
- A CDCS budget allocation is an outcome of the assessment
- While waiting on results, begin next steps

Complete County Training & Hire Agencies

- Complete any program required trainings determined by the county case manager
- Hire Providers:
 - Select and enroll with an FMS provider
 - Support Planner (Optional)

Create Plan

- Develop a CDCS Community Support Plan to identify goals and outcomes that meet assessed needs
- Work with a Support Planner (optional) or your Case Manager to write the support plan. Refer to DHS or county guidelines when writing plan
- Submit completed plan to Case Manager

Case Manager Obtains Plan Approval

- The county waiver case manager will approve the plan according to DHS and County guidelines
- The County Waiver Case Manager may request a plan revision to align with assessed needs and with policy guidelines

Services Begin

- Once approved, the plan is sent to FMS to create a budget which then gets approved by Case Manager
- Case Manager, will submit a service agreement to the FMS
- Services can begin once FMS has received the Service Agreement and approved plan.

Making a Revision to the CDCS Plan

Revision Request

- At any time prior to the last 30 days of the plan year, a participant can request changes to their plan
- To request a revision:
 - Contact Support Planner and/or Case Manager to request revision
 - Indicate exactly what needs to be revised, associated costs or expense, and justification based on need
- NOTE: Revisions are not allowed in the last 30 days of the plan year

Case Manager Obtains Approval

- Once Revision request is received, Case Manager will review to approve or deny the request
- If approved, Case Manager will send the approved revision to FMS to process
- If denied/pended, Case manager will provide a notice indicating reason for denial/pended item
- NOTE: Some revisions such as to staffing wages, PTO, etc may require an FMS form to be completed

FMS Applies Revision

- FMS will revise the budget according to the approved revision, submitting updated budget to the team
- NOTE: Some revisions such as wage changes, PTO Opt out, etc may not apply until appropriate forms have been received and processed by FMS
- NOTE: Approvals are required before services, goods, or expenses can be started or purchased.

Planning for End of Plan Span

Last 90 days

- Review current waiver budget and spending summary. Begin writing revisions if necessary
- Start determining staffing and services/goods are needed for the renewal plan
- Hire/Connect with Support Planner (Optional) to provide support in writing Support Plan.
- Learn of any program changes for next year - DHS, Union, etc

Last 60 days

- Submit Revisions before last 30 days of plan to Case Manager
- Expect a call from MNchoices assessor, scheduled meeting is within last 60 days of plan year
- Contact Case Manager for due dates when CDCS plan and other supporting documentation is due by
- Schedule Renewal Meeting with Support Planner or begin writing plan if writing yourself
- Gather required documentation - Alternative Treatment Forms, Signatures, information on Specialized Goods/Services, etc.
- NOTE: Plans turned in past deadline may result in gap in services.

Last 30 Days

- Submit Support Plan as well as Health and Safety Plan to Case Manager per County Guidelines.
- Submission may include required documentation: Alternative Treatment Forms, Signatures, letters of recommendation.
- Complete any County Specific Forms
- Complete required paperwork with FMS if renewal plan includes a change in wage rates, PTO Opt in/out, etc. Contact your FMS directly for guidance
- Respond to any follow-up requested from Case Management plan review
- NOTE: Timelines may change depending on when results from MNchoice assessment are received.

During Waiver Span

First 30 Days of Plan year

- Make revisions according to actual budget allocation if necessary
- Review that plan is being implemented as expected
- If plan is not being implemented as expected, contact Case Manager, FMS, and/or Support Planner to complete revision or discuss next steps

Throughout Plan Year

- Frequently review your spending summary provided by your FMS to ensure spending is as expected
- Submit timecards/expenses as approved on plan to your FMS
- Review Plan to ensure it still meets the participant's assessed needs and goals
- Make revisions as appropriate when the plan is not meeting the participant needs
- Complete staff training as required to meet participant's needs

Live your Life!

- Live your life with the support of CDCS services.
- If at anytime the participant's needs change or are not being met, contact your CDCS team to discuss available options