

## CDCS: Is it right for you? Transcript

### Upcoming changes to CDCS policy

DHS is preparing to roll out changes to Consumer Directed Community Supports or CDCS policy. The screen lists key changes. This training describes policy affected February 1st, 2025. How does this affect you? You need to make sure you use the correct training for your circumstances. If you're new to CDCS and start using it on or after February 1st, 2025, use this as the training. If you currently using CDCS and your next assessment is on or after February 1st, 2025. This won't affect you until your next assessment, but you can use this training to learn more about the changes. If you're new to CDCS and are going to start using it before February 1st, 2025, you need to follow the link on the screen to the old training. If you're unsure, your Case Manager can help.

### Eligibility

Welcome to the training for people eligible for a waiver or the Alternative Care program who are considering using Consumer Directed Community Supports. CDCS is a way for people eligible for a waiver or the Alternative Care program to use those funds to self-direct their services. People usually refer to Alternative Care as A/C and the five waivers by their acronyms, CAC, Caddy, DD and EW.

Before continuing, be sure you are eligible. Your county, tribal nation or managed care organization also called an MCO, must conduct an assessment that determines you are eligible for one of them. If you are sure you're eligible, select next to continue and learn more. If you're not, contact your county, tribal nation or MCO.

### Person first language

The way we talk about people with disabilities has changed overtime in Minnesota. We are committed to person first language instead of referring to someone as disabled, we refer to them as a person with a disability who they are. Their goals, hopes, preferences, dreams and needs vary as much as any group of people might. Many of those involved in CDCS use terms like recipient, participant or client to refer to the person using services. In this training, when we say person or people, we are referring to the person using services.

### How does CDCS work?

So how does CDCS work? The Lead Agency conducts an assessment and determines if you are eligible for a waiver or the Alternative Care program. The Lead Agency uses the results of your assessment and a formula developed by the state to calculate your individual CDC S budget. Next, you develop your CDCS Community Support Plan. The third step in the process is that you select a Financial Management Services provider or FMS. Next, your Lead Agency Case Manager reviews and approves your plan. Then you will be ready to put your plan into action by hiring, training and managing your workers and or purchasing items from your plan. Then services begin and you sign timesheets and review spending reports.

## **CDCS benefits and responsibilities**

CDCS gives you more choices about how to access services. With more choice comes more responsibility. Click next to look at the benefits and responsibilities of CDCS and see if CDCS is right for you.

### **CDCS benefits**

There are many benefits to choosing CDCS. The flexibility built into CDCS allows you to design a person-centered plan that will give you more control to decide where, when, and how your services are provided and include services and supports to meet your unique needs. You can decide who you'd like to hire to help you along with the tasks they will be doing. One benefit of CDCS is the ability to hire parents of minors and spouses to be paid personal support workers. Finally, you will be able to manage your budget. You will prioritize what services and goods you want to purchase with your waiver or Alternative Care dollars and will monitor how the money is being spent.

### **CDCS responsibilities**

If you choose CDCS, you are committing to these responsibilities. Develop your support plan and follow timelines for submitting your plan to the Lead Agency to ensure you will not have gaps in your services. Your Case Manager will be available as a resource and will be in charge of reviewing your plan, but they will not write your plan for you. Hire a Financial Management Service provider, often called an FMS. Good working relationship with your FMS is vital, as the FMS is there to assist you decide the qualifications and training requirements for your workers and put that information in your plan. Find, hire, train and manage all of your workers, including scheduling them, reviewing their time sheets and submitting timesheets to the FMS. Help with this is available if you desire. Develop a plan to monitor services. You will decide who will make sure your plan is being followed and is effective. Finally, you will develop emergency backup plans. You will decide what you will do if things aren't going as you planned. For example, what will you do if your workers don't show up one day?

### **Financial Management Services**

As you carry out your responsibilities, you won't be all on your own. You will select A Financial Management Services provider or FMS to help you with financial tasks, billing and other employer related responsibilities. The FMS will support you by teaching you how to employ workers, helping your workers submit their background studies, filing your employer taxes, issuing payments to workers and vendors for approved goods and services, making sure you are following the rules of the program and your approved plan, and giving you monthly spending summaries to help you monitor your budget. You have a choice of the FMS providers enrolled with the state. The DHS website lists the agencies that have been approved as FMSs. There's a link to the list in the Resources tab of this training. If you want more help than the FMS provides, you also have the option to use some of your budget to hire a CDCS Support Planner. A CDCS support planner can provide information about CDCS and your options and help you develop a CDCS Community Support Plan, monitor your plan and purchase goods and services. They can also help you recruit screen, hire, train, schedule, and monitor Personal Assistance workers and provide a range for staff training that is specific to your needs.

### **Is CDCS right for you?**

So what do you think so far? Is CDCS right for you? If you don't think CDCS is right for you at this time, you can still have some input and choices in how your services are delivered. Select No to learn more about what to expect and if you think CDCS is right for you, select Yes to open the next training about writing your CDCS plan.

---

## Yes I think so! - Yes

This training is a tool for people using Consumer Directed Community Supports or CDCS. It is the second training in a series. If you haven't viewed the first training yet, follow the link on the screen.

There's a lot of information in this training you may want to bookmark this page so you can take any breaks you need and to use it as a reference later. Click next to continue.

## Navigation

How to use this training if you're using a tablet or a phone, turn your device horizontally for the best experience. Throughout this training you can move through using the next and back buttons. Select the three bars in the top left of the screen to access the menu, a transcript of the audio, a glossary and links to useful websites you can use, the play bar to pause the audio, replay the slide, change the volume, turn closed captioning on or off, change the audio speed, full screen mode. If you have a keyboard, you can also use the M key on your keyboard mutes the sound, the P key pauses it, or resumes it, the in key brings you to the next slide and the B key goes back to the previous slide screen. Reader users can use control + alt + M to mute the sound, control + alt + P to pause, control + alt + period to bring you to the next slide and control + alt + comma to return to the previous slide. Select next now to begin the training.

## Person first language

The way we talk about people with disabilities has changed over time. In Minnesota, we are committed to person first language instead of referring to someone as disabled, we refer to them as a person with a disability who they are. Their goals, hopes, preferences, dreams and needs vary as much as any group of people might. Many of those involved in CDCS use terms like recipient, participant or client to refer to the person using services. In this training, when we say person or people, we are referring to the person using services.

## Starting with assessed needs and preference rather than solutions

The CDCS Community Support Plan must reflect the services and supports that are important to you, meet your assessed needs and are identified in your assessment results. It's often tempting to start with solutions and then ask if they meet your assessed needs. Flip that around. Start with your needs so you make sure you're addressing all of them. Starting with needs also keeps a wide variety of solutions open. Starting with solutions might immediately eliminate a great option you didn't even consider.

## Allowable services

Covered CDCS goods and services are paid for with waiver funds so they must meet general waiver criteria for allowable expenses. A good or service is an allowable waiver expense if it is included in your CDCS Community Support Plan, necessary to meet your assessed needs, for your direct benefit and related to your disability and or condition. These criteria apply to all goods and services in your CDCS Community Support Plan.

## Traditional vs self-directed services

CDCS is a flexible service that includes many options. Allowable CDCS expenses may include traditional services available through Alternative Care waiver programs, home care or PCA goods and services designed by you that provide alternatives to these programs, or a combination of traditional and self-designed services.

## Service plan categories

CDCS has eight categories of services. All items your CDCS support plan must follow general waiver principles and fall into one of these categories. There is a lot of information here. Remember you can return to this training at any time to look at specific categories you want to review. Click on each category to learn more.

## Personal assistance

Personal Assistance is hands on support or queuing that is provided in your home or when you go out in the community. This includes support you need to complete activities of daily living, ADLs or instrumental activities of daily living, IADLs and caregiver relief. Click on each tab to learn more.

## Personal Assistance services

- Activities of daily living ADLs are activities a person needs to do on a daily basis. ADLs can include dressing, grooming, bathing, positioning, eating transfers, mobility and toileting.
- Instrumental activities of daily living, IADLs are activities people must do on a regular basis.

Examples of IADLs include meal planning and preparation, basic assistance with paying bills, shopping for food, clothing and other things you need and performing household tasks related to your Personal Assistance services.

- Caregiver relief is when a paid caregiver provides relief for your primary caregiver.

## Family members as workers

Family members can be paid to provide Personal Assistance under CDCS. Many people like to do this because then they are very familiar with their workers but don't forget your CDCS plan is about you and your needs. Your focus should not be on making sure your family members have jobs. It is important to remember that like all Personal Assistance workers, family members must have a job description, meet all the same criteria as other workers, pass a background check a background study, be able to provide the services you need and only provide covered services. Remember that CDCS funds are for supporting you with needs related to your disability and or condition. You cannot use CDCS funds to pay apparent for typical parental responsibilities such as typical parenting tasks for a child that age.

## Parents of minors and spouses

There are restrictions that apply only to a person, spouse, or their parent if they are minor. These family members can only serve as Personal Assistance workers. On the next slide, you will learn about legal limits on the number of hours these specific family members can work. However, it's important to remember when making your plan that you should start by determining what supports you need, including the number of hours of Personal Assistance you need. Regardless of who you will use as your worker, if you are interested in having your spouse

or parent in the case of a minor serve as your worker, you can then compare your needs with the legal limits specific to those types of family members.

## **Limits on the number of hours for paid spouses and parents of minors**

If the worker is your spouse or parent of a minor, there are some restrictions that do not apply to other workers. The restrictions depend on your circumstances. If a minor child has one parent providing CDCS services, that parent is limited to 60 hours of services per week. A worker providing services to their spouse is also limited to 60 hours per week. If multiple parents are providing services to a minor child or children, the total number of hours provided by all the parents cannot exceed 80 hours a week, regardless of the number of children served or the number of households they live in. Each parent can provide no more than 40 hours of services per week. These limits include biological parents, adoptive parents, stepparents, and legal guardians. All of these limits are maximums. The parent or spouse might work less if you are not eligible for that many hours or you might have other workers.

## **Job descriptions**

If you are including workers in your CDCS Community Support Plan, you must include details about the waiver services they will provide. The CDCS Community Support Plan must include a description of the tasks you are hiring the worker to perform and how they're related to your assessed needs, the number of hours you will pay the worker for and the workers required qualifications, including training requirements. The workers you hire must be able to perform the duties for which you have been identified as needing assistance with. For example. If you need someone to help you transfer out of your wheelchair, you will need to hire someone that is physically capable of performing that task. Note that all workers must have job descriptions, including family members.

## **Worker wages**

You can set your workers wage within program guidelines, paying a higher wage can help you attract and retain workers, but also uses more of your budget. When deciding on workers' wages, you must follow all legal limitations, use your budget to pay for employer related costs such as payroll taxes and pay your Personal Assistance workers a wage that is within a reasonable range for similar services in your community. Your FMS will help you with these requirements.

## **Goods and services**

### **Individual-directed goods and services**

Individual goods and services are covered if they meet your particular needs and are allowed by program rules as you learn. Remember that what is coverable for one person is not necessarily covered for someone else. Your plan is individual to your needs and preferences.

### **Examples of common goods and services**

Here are just a few examples of possible covered goods and services, house cleaning, transportation and adaptive clothing.

## Vehicle modifications

### Environmental modifications: Vehicle

There are two categories of environmental modifications. This slide discusses vehicle modifications.

Vehicle modifications are physical alterations to your primary vehicle that are necessary to either ensure your health and safety or enable you to function with greater independence. Examples of vehicle modifications include door widening, grab bars, lifting devices and wheelchair securing devices.

### Funding home and vehicle modifications

This slide applies to both home and vehicle modifications. The slide in each section is identical to the slide in the other section for all purchases in these two categories. If you are on BI, CAC, CADI or DD, you must pay the first \$5000 from your CDCS budget during your service agreement year. This policy applies regardless of the number of modifications and technology items you need during the service plan year. Your Lead Agency can approve costs exceeding \$5000, which comes out of the Lead Agency's overall waiver money. For all people on A/C and EW, including people using CDCS, there is a different policy if you're on A/C or EW. All of the money to pay for modifications comes out of your CDCS budget, and there is a limit on how much you can spend in these categories.

### Environmental modifications: Home

There are two categories of environmental modifications. This slide discusses home modifications.

Examples include monitoring technology such as door or window alarms and home modifications for your primary residence. Your CDCS Community Support Plan cannot pay for general home maintenance or improvements but can pay to adapt your home to be more accessible for you.

### Home modifications that add square footage

You cannot use waiver dollars to pay for a home modification that adds square footage unless DHS grants an exception to build or modify a wheelchair accessible bathroom.

### Funding home and vehicle modifications

This slide applies to both home and vehicle modifications. The slide in each section is identical to the slide in the other section for all purchases in these two categories. If you are on BI, CAC, CADI or DD, you must pay the first \$5000 from your CDCS budget during your service agreement year. This policy applies regardless of the number of modifications and technology items you need during the service plan year. Your Lead Agency can approve costs exceeding \$5000, which comes out of the Lead Agency's overall waiver money. For all people on A/C and EW, including people using CDCS, there is a different policy if you're on A/C or EW. All of the money to pay for modifications comes out of your CDCS budget, and there is a limit on how much you can spend in these categories.

## Treatment and training

Treatment and training covers three types of services: specialized therapies and behavioral supports, training for your paid and unpaid caregivers and training for you. Click next to learn more about each one.

## Specialized therapies and/or behavioral supports

Treatment and training covers specialized therapies and behavioral supports not available through other funding sources. They must meet all general waiver guidelines, be prescribed by a Minnesota Healthcare Program medical provider and relieve your disability and or condition. They cannot be available through medical assistance, state plan services, or waiver plans. They also cannot be experimental treatments. Your medical provider must complete and sign the CDCS Specialized Therapy Request form or the CDCS Behavioral Support Request form.

## Training

CDCS covers the cost of training and education for paid caregivers, unpaid caregivers and you. The training must improve you or your caregiver's ability to care for you. Examples of covered trainings include classes, conferences, and courses. You can use this category for the registration fee and for caregivers' wages for the time spent attending the training. You cannot use this category to cover related costs such as travel, hotels or meals.

## FMS

You learned about FMS is in the first training. All people must select an FMS. Follow the link on the screen for a list of FMSs and their fees.

## Support Planner

You can choose to hire a support planner to help you write your CDCS support plan. Their fee comes out of your budget.

## Community integration

### Community integration support

Community integration and support services promote positive growth and develop skills and social supports. You can use this category to acquire, improve or maintain the skills necessary to be a community member, such as improving social skills, relationship building, improving positive behavior skills or improving mental health. If you choose not to pursue employment, this category can pay for meaningful day supports and community engagement.

### Examples of community integration support

Examples of community integration supports include a worker helping you to strengthen personal relationships with community members, self-designing independent living skills, training and self-designing day support services that provide you with opportunities for regular connections to members of the broader community.

### Examples of community integration support, continued

Other examples of community integration supports include a worker helping you to participate in community events, volunteer experiences, and community groups such as clubs, community organizations, or support groups.

## Not allowed

### Non-covered waiver services

We've just learned about the general waiver principles for what is coverable in CDC's. There are also general rules for non-covered goods and services. Click next to learn about those rules.

### Unauthorized goods and services

CDCS does not cover unauthorized goods and services. You cannot submit a receipt for a good or service not described in your approved CDCS Community Support Plan. This includes purchasing something before it is approved. You also cannot submit a receipt for a good or service you already purchased before the Lead Agency issues a service authorization. For example, if the Lead Agency issues a service authorization in February, you cannot submit a receipt for a good or service purchase in January even if that good or service would otherwise be coverable.

### Not the most cost effective

Waiver goods and services must be the most cost-effective way to meet the assessed need you are trying to address. It's important to remember that most cost-effective does not necessarily mean cheapest. For example, suppose you want to purchase a ramp. A ramp that can handle up to 200 lbs. might be cheaper than a ramp that can handle 400 lbs. However, if the combined weight of you and your wheelchair is more than 200lbs., the 200 lb. capacity ramp will not work and is thus not the most cost-effective way to meet your needs.

### Goods/services available through other funding services

Waiver dollars do not cover goods and services available through other funding sources, such as medical assistance or MA, including your prescription medications, doctors' appointments, durable medical equipment and medical supplies. It also does not cover your private insurance or goods and services that a child's school is legally required to provide. Note that available means the good or service is funded by the other source regardless of your eligibility or provider preference.

### Recreation and vacation expenses

CDCS does not cover vacation expenses or tickets to recreational events. That doesn't mean that you can't take vacations or attend recreational events like other activities in the community. CDCS funds can pay for a worker to come with you in order to perform covered services that support your ability to participate.

### Other non-covered goods and services

CDCS funds cannot pay for experimental treatments, housing costs, legal, medical and other fees, animals including service animals and internet. Note that CDC has previously covered Internet access. The federal government no longer allows this in our waiver plans.

You've completed all the categories. You've finished this training. Be sure to bookmark this training so you can use it whenever you need to.