



# Expenditure Guide

## Consumer Directed Community Support

A service funded by a waiver

**Please Note:** Dakota County is committed to supporting opportunities that afford all individuals the ability to live in an inclusive community and pursue a life of their own choosing.

Consumer Directed Community Support (CDCS) is a service option available to children, adults, and seniors. CDCS gives a person flexibility in service planning and responsibility for self-directing his or her services, including hiring and managing support workers. CDCS may include traditional services and goods, and self-designed services.

All budgeted good and services **must** be person focused, include outcomes, be fiscally responsible, and address the health, safety, and developmental needs of the individual. Approval of a plan is dependent upon these principals being addressed and thoroughly explained in the CDCS Annual Community Support Plan.

This Expenditure Guide provides our typical guidelines. Possible exceptions may be considered when circumstances warrant. This guide includes links to forms and resources, when stated.

**FORMS & INFORMATION WEBSITE:**  
<http://www.dakotacounty.us> search for **CDCS**

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# Definitions/Acronyms

A full list of definitions is available on the [CBSM glossary of terms and acronyms](#)

**AC: Alternative Care** is a state-funded program that funds home and community-based services for people age 65 and older who require the level of care provided in a nursing home, choose to live in the community and are not yet financially eligible for Medical Assistance.

**ADL: Activities of Daily Living** are tasks essential to perform routine self-care functions (e.g., dressing, grooming, bathing, eating, transfers, mobility, positioning, toileting).

**Adult:** Person who is age 18 or older.

**BI: Brain Injury Waiver** is a program that provides home and community-based services to children and adults with a diagnosis of brain injury who require the level of care provided in a specialized nursing facility or neurobehavioral hospital. These services are an alternative to institutionalization. They help a person live as independently as possible in community settings and promote optimal health, independence, safety and community integration.

**Certified Assessors:** Individuals who complete assessments and planning services, for people who need long-term services and supports, using the MnCHOICES Web-based application.

**CAC: Community Alternative Care Waiver** is a program that provides home and community-based services to children and adults who are chronically ill or medically fragile and require the level of care provided in a hospital. These services are an alternative to institutionalization. They help a person live as independently as possible in community settings and promote optimal health, independence, safety and community integration.

**CADI: Community Access for Disability Inclusion Waiver** is a program that provides home and community-based services to children and adults with disabilities who require the level of care provided in a nursing facility. These services are an alternative to institutionalization. They help a person live as independently as possible in community settings and promote optimal health, independence, safety and community integration.

**CBSM: Community-Based Services Manual** is a resource for lead agencies who administer home and community-based services that support older adults and people with disabilities.

**CDCS: Consumer Directed Community Supports** is a service option available to people on the home and community-based services (HCBS) waivers and Alternative Care (AC) program. CDCS gives a person flexibility in service planning and responsibility for self-directing his or her services, including hiring and managing support workers. CDCS may include traditional services and goods, and self-designed services.

**CDCS Plan:** The CDCS Plan refers to the written plan that includes detailed descriptions of the individual and the plan items requested. The CDCS Plan includes the [CDCS Annual Community Support plan \(DAK7170.13\)](#), [CDCS Waiver Expenditure Plan \(DAK7171\)](#), [CDCS Participation Agreement \(DAK 7155\)](#), and any additional forms required based on the goods and services requested in the plan.

**CDS: Consumer Directed Services** refers to the self-directed programs (CDCS, CEED, CSG and FSG) and gives participants more choice and responsibility for their services and supports by allowing participants to choose the services and supports that fit their needs. Participants are able to decide when they should receive services and supports and hire the people they want to deliver those services and supports.

**Case Manager:** Professional who assists a person with access to and navigation of social, health, education, vocational and other community and natural supports and services, based on the person's values, strengths, goals and needs. The professional is responsible to provide the person with information necessary for them to

make informed choices. The Case Manager, formerly called Social Worker, is assigned by Dakota County to an internal staff or contracted agency. Assigned Case Managers should be the first point of contact for individuals on CDCS.

**CSP: Community Support Plan** is a written summary of a person's assessment. The certified assessor completes the CSP and provides it to the person, regardless of whether the person is eligible for Minnesota Health Care Programs (MHCP) or chooses to receive publicly funded home and community-based services (e.g., waivers) or state plan services. This document provides a summary of what the certified assessor discovered through the assessment process and identifies next steps based on the person's needs.

**DD: Developmental Disabilities Waiver** is a program that provides home and community-based services to children and adults with a diagnosis of a developmental disability or a related condition who require the level of care provided in an intermediate care facility for persons with developmental disabilities (ICF/DD). These services are an alternative to institutionalization. They help a person live as independently as possible in community settings and promote optimal health, independence, safety and community integration.

**DHS: Minnesota Department of Human Services** is the state agency that provides Minnesotans with a variety of services intended to help people live as independently as possible. Working with many others, including counties, tribal nations and managed care organizations, DHS administers health care coverage, economic assistance and a variety of services for children, people with disabilities and older adults.

**EAA: Environmental accessibility adaptations** are physical adaptations to a person's primary home or primary vehicle to ensure the person's health and safety or enable them to function with greater independence.

**Environmental Modifications and Provisions:** Services and supports through the consumer directed community supports (CDCS) option that help people maintain their environment so they can live and participate in the community.

**EW: Elderly Waiver** is a program that funds home and community-based services for people age 65 years and older who require the level of medical care provided in a nursing home and choose to reside in the community.

**FICA: Federal Insurance Contribution Act** is a US federal payroll tax.

**FUTA: Federal Unemployment Tax Act** is a federal employer tax.

**FMS: Financial Management Services** that provide help with financial tasks, billing and employer-related responsibilities for people who self-direct their services through consumer directed community supports (CDCS), the Consumer Support Grant (CSG) and Community First Services and Supports (CFSS). These services are provided by financial management services (FMS) providers.

**Guardian:** Individual appointed by the court to make personal decisions for a person, as identified in a court order.

**Habilitation:** Designed to help people with developmental disabilities develop, maintain and improve the self-help, socialization and adaptive skills necessary to live successfully in their home and the community. Habilitation is directed toward increasing and maintaining physical, intellectual, emotional and social functioning. Habilitation is different from rehabilitation, which involves the restoration of function a person lost.

**HCBS: Home and Community Based Services** are services not normally covered by Medical Assistance that are covered under a 1915(c) federally funded waiver program or through state funds. HCBS waivers allow states flexibility to cover virtually all long-term care services that people with disabilities need to live independently in home and community settings. States may operate several 1915 (c) HCBS waiver programs at once, each offering a distinct package of services and supports to different groups of people.

**Home care:** Medical and health-related services and assistance with day-to-day activities for people in their homes. Home care can provide short-term care for people moving from a hospital or nursing home back to their home, or it can provide continuing care for people with ongoing needs.

**IADL: Instrumental Activities of Daily Living** include meal planning and preparation, managing finances, shopping for food, communication by telephone and other media, getting around and participating in the community

**ICF/DD: Intermediate Care Facility for persons with Developmental Disabilities** is a residential facility licensed as a health care institution and certified by the Minnesota Department of Health to provide health or rehabilitative services for people with developmental disabilities or a related conditions who require active treatment.

**MA: Medical Assistance** is Minnesota's name for the federal Medicaid program that provides medical care for people with low incomes.

**MAC: Modification Approval Committee** reviews modification requests and determines approval for modification to home and vehicle that are disability related

**Medicare:** Federal health insurance program administered by the U.S. Department of Health and Human Services under the Centers for Medicare & Medicaid Services (CMS) for people who: Are age 65 years or older, Are younger than age 65 and disabled after receiving SSDI for 24 months, and/or Have permanent kidney failure (end-stage renal disease treated with dialysis or a transplant).

**MHCP: Minnesota Health Care Programs** are DHS-administered programs that include Medical Assistance (MA), Minnesota Care, Minnesota Family Planning Program, Home and community based-waiver programs, and Medicare Savings Programs.

**Minor:** A person who is younger than 18 years old.

**MTM: Medical Transport Management** coordinates non-emergency medical transportation (NEMT) for fee for service Medical Assistance recipients in the Metro Twin City area. MTM arranges transportation for recipients to help them get to their medical appointments at clinics and urgent care facilities. MTM will also reimburse parents for medical mileage to transport MA participants to medical appoints. For questions about the reimbursement process, please call 1-888-513-0703.

**Parent:** includes the following: adoptive parent, biological parent, stepparent, legal guardian of a minor, and legally responsible person of a minor.

**PCA: Personal Care Assistance** services provide assistance and support for persons with disabilities, living independently in the community. This includes the elderly and others with special health care needs.

**Personal Assistance:** Consumer directed community supports service category that includes services to help a person with his/her activities of daily living (ADLs) and instrumental activities of daily living (IADLs) through hands-on assistance, cues, prompts and instruction.

**Primary caregiver(s):** Person or people principally responsible for the care and supervision of the person who receives services.

**PTO: Paid Time Off** administered through the Fiscal Management Service provider as negotiated between SEIU Healthcare MN and the State of MN.

**Self-direction Support Activities:** Services, supports and costs related to helping a person or his/her representative manage consumer directed community supports (CDCS).

**SLS: Supported Living Services** is a residential habilitation service that provides services to a person who requires daily staff support for challenging behaviors, medical needs, physical needs and/or life skills

**Support Planner:** is an individual selected by the person and reimbursed through the person's CDCS budget to help develop and implement the person's person-centered CDCS Community Support Plan. The support planner may work independently or be employed by an agency.

**SUTA: State Unemployment Tax Act** is state employer tax.

**Treatment and training:** Range of services that increase a person's ability to live and take part in the community.

**USDA: United States Department of Agriculture** is the federal executive department responsible for developing and executing federal laws related to farming, forestry, rural economic development, and food.

## MN Department of Human Services (DHS) - Consumer Directed Community Supports (CDCS) Policy Manual

[https://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CDCS\\_HOME](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=CDCS_HOME)

### Eligibility:

Consumer directed community supports (CDCS) is a service option available to people who already receive services through or are eligible for one of the following home and community-based services (HCBS) programs:

- [Alternative Care \(AC\) program](#)
- [Brain Injury \(BI\) Waiver](#)
- [Community Alternative Care \(CAC\) Waiver](#)
- [Community Access for Disability Inclusion \(CADI\) Waiver](#)
- [Developmental Disabilities \(DD\) Waiver](#)
- [Elderly Waiver \(EW\)](#)

### Limitations:

A person is not eligible for CDCS in any of the following scenarios:

- Receives services in a licensed or registered setting
  - o Licensed residential services (e.g., foster care) while living in a residential setting licensed by DHS
  - o Home care services while residing in a housing-with-services establishment registered by the Minnesota Department of Health (MDH).
- Is on the Minnesota Restricted Recipient Program
- Exits the waiver or AC program more than once during the service plan year
  - o If a person currently participates in CDCS and exits the waiver or AC program more than once during the service plan year, they cannot access CDCS for the remainder of that service plan year. The person can still use other waiver or AC services for the remainder of the service plan year.

**Allowable expenditure:** A good or service that is covered under CDCS and can be purchased using waiver funds.

Since covered CDCS goods and services are paid for with waiver funds, they must meet waiver criteria for allowable expenditures. A good or service is an allowable waiver expenditure if it is:

- For the direct benefit of the person
- Included in the person's CDCS Plan
- Necessary to meet one of the person's assessed needs
- Related to the person's disability and/or condition (**BI, CAC, CADI and DD only**).

Waiver funds cover only those goods and services in the person's CDCS Plan that collectively represent a feasible alternative to institutional care.

**Unallowable expenditure:** A good or service that is not covered under CDCS and cannot be purchased using waiver funds.

A good or service is an unallowable waiver expenditure if it:

- Duplicates other goods or services in the CDCS Plan
- Is available through other funding sources.
- Is not the least costly and most effective way to meet the person's needs
- Is provided prior to the CDCS Plan's development
- Supplants natural supports that appropriately meet the person's needs

<b><u>Allowable Expenditures</u></b>	<b><u>Unallowable Expenditures</u></b>
<p>Allowable CDCS expenditures may include traditional goods and services available through the state plan, AC and waiver programs, as well as alternatives designed by the person.</p> <p>Allowable CDCS expenditures fall into one of the four Service Categories:</p> <ul style="list-style-type: none"> <li>- <a href="#">Personal assistance</a></li> <li>- <a href="#">Treatment and training</a></li> <li>- <a href="#">Environmental modifications and provisions</a></li> <li>- <a href="#">Self-direction support activities</a></li> </ul> <p>For more information, see <a href="#">CDCS – Service categories</a>.</p> <p>For more information about home care and traditional waiver/AC goods and services under the CDCS service option, see:</p> <ul style="list-style-type: none"> <li>- <a href="#">Purchasing traditional waiver/AC goods and services</a></li> <li>- <a href="#">Purchasing home care services</a></li> </ul> <p>In addition to traditional state plan and waiver/AC services and goods, the following are also allowable CDCS expenditures as long as they meet the allowable waiver expenditure criteria and fit into one of the service categories:</p> <ul style="list-style-type: none"> <li>- Goods and services that augment state plan services, or provide alternatives to waiver or state plan services</li> <li>- Therapies, special diets, thickening agents, and behavioral supports that mitigate the person’s disability and are not available through the state plan (note: a physician enrolled as an MHCP provider must prescribe these)</li> <li>- Expenses related to the CDCS Plan’s development and implementation</li> <li>- Financial management services (FMS) provider’s costs related to managing the person’s budget</li> <li>- Maintenance of vehicle modifications (e.g., fixing the person’s wheelchair lift)</li> <li>- <a href="#">Internet access</a></li> </ul>	<p>Unallowable CDCS expenditures include:</p> <ul style="list-style-type: none"> <li>- Services and goods covered by the state plan, Medicare, or other liable third parties (including education and vocational services)</li> <li>- Travel, lodging, or meal expenses related to training for the person, his or her representative, or paid or unpaid caregivers</li> <li>- Services and goods provided to or directly benefiting individuals other than the person who uses CDCS</li> <li>- Services and goods that are diversionary or recreational</li> <li>- Services and goods for comfort or convenience</li> <li>- Items or support normally provided by the person, or his or her parents, family or spouse (e.g. a parent helping his or her two-year old child with toileting).</li> </ul> <p>Examples of unallowable CDCS expenditures include:</p> <ul style="list-style-type: none"> <li>- All prescription and over-the-counter medications, compounds (as defined in <a href="#">Minn. R. 6800.3100</a>), solutions and related costs (including premiums and co-payments)</li> <li>- Animals, including service animals, and related costs</li> <li>- Attorney costs or costs related to advocate agencies</li> <li>- Experimental treatments</li> <li>- Fees incurred by the person (e.g., MHCP fees and co-pays)</li> <li>- General vehicle maintenance</li> <li>- Gym membership dues or costs (exception: those related to fitness or physical exercise for adults as specified in the person’s CDCS Plan)</li> <li>- Home modification of a residence other than the primary residence of the person (this includes the parent(s) of a minor’s primary residence when the minor does not live there)</li> <li>- Home modification that adds square footage (exception: the lead agency can request DHS approval to increase a home’s square footage when the increase is necessary to build or modify a wheelchair accessible bathroom. For more information, see <a href="#">CBSM – Additional square footage</a>.)</li> <li>- Insurance (exception: employee insurance coverage for direct support workers)</li> <li>- Room and board</li> <li>- Personal items</li> <li>- Tickets to attend a sporting event and related costs</li> <li>- Vacation expenses beyond direct service costs</li> </ul>



## CDCS EXPENDITURES ALPHABETIZED

**Adaptations/Modifications to Homes** – Environmental Modifications and Provisions  
**Adaptive Clothing** – Environmental Modifications and Provisions  
**Adaptive Equipment** – Environmental Modifications and Provisions  
**Advocacy Services/Memberships** – Unallowed  
**Alternative Therapy** – Treatment and Training  
**Alternative Therapy Equipment** – Environmental Modifications and Provisions  
**Babysitting** – Unallowed  
**Bed Linens** – Environmental Modifications and Provisions  
**Beds** – Environmental Modifications and Provisions  
**Behavioral Rewards/Reinforcers** – Environmental Modifications and Provisions  
**Bikes** – Environmental Modifications and Provisions  
**Books, Subscriptions and Software** – Environmental Modifications and Provisions  
**Cable Television** – Unallowed  
**Cameras for Monitoring** – Environmental Modifications and Provisions  
**Camp as Caregiver Relief** – Personal Assistance  
**Car Wash Services** – Environmental Modifications and Provisions  
**Caregiver Relief – Unlicensed/Informal** – Personal Assistance  
**Cell Phone** – Environmental Modifications and Provisions  
**Child Care of Non-disabled Siblings** – Unallowed  
**Child Care/Day Care** – Personal Assistance  
**Chore/Housekeeping Services** – Environmental Modifications and Provisions  
**Cleaning Supplies** – Environmental Modifications and Provisions  
**Clothing** – Environmental Modifications and Provisions  
**Community Activities** – Treatment and Training, Unallowed  
**Community Education Classes** – Treatment and Training  
**Compounds** – Unallowed  
**Computers/Tablets** – Environmental Modifications and Provisions  
**Criminal Background Study Information** – Personal Assistance  
**Day Programs** – Treatment and Training  
**Dietary Supplements** – Unallowed  
**Educational Costs** – Treatment and Training  
**Employee Health Insurance** – Self Direction Support Activities  
**Employer Costs** – Self Direction Support Activities  
**Enteral/Nutritional Products** – Environmental Modifications and Provisions  
**Environmental Accessibility Adaptations (EAA)** – Environmental Modifications and Provisions  
**Essential Oils** – Environmental Modifications and Provisions  
**Experimental Treatments and Therapy** – Unallowed  
**Experimental Treatment and Therapy Supplies** – Unallowed  
**Fences** – Environmental Modifications and Provisions  
**Fiscal Management Service (FMS)** – Self Direction Support Activities  
**Fitness and Exercise Programs, Adults** – Treatment and Training  
**Fitness and Exercise Activities for Minors** – Unallowed  
**Food** – Unallowed  
**Formal Licensed Waiver Services** – Treatment and Training  
**Furniture** – Unallowed  
**Gift Cards as Reinforcers** – Unallowed  
**Guardianship/Conservatorship Costs** – Unallowed (Dakota County courts allow court costs to be covered)  
-ask a lawyer who does guardianship.  
**Habilitation Activities (Skill Building)** – Treatment and Training  
**Habilitation (Skill Building) Materials** – Environmental Modifications and Provisions  
**Health and Fitness Activities for Minors** – Unallowed  
**Home Modifications** – Environmental Modifications and Provisions  
**Home Schooling Costs** – Unallowed

**Incontinence Products** – Environmental Modifications and Provisions  
**Insurance (Not Related to Employees)** – Unallowed  
**Internet** – Environmental Modifications and Provisions  
**Laundry Costs** – Environmental Modifications and Provisions  
**Legal Fees** – Unallowed  
**Maintenance/Repair** – Environmental Modifications and Provisions  
**Medical Co-pays** – Unallowed  
**Medical Mileage** – Unallowed  
**Memberships: Zoo, Science Museum, etc.** – Unallowed  
**Mileage Out of State for Recreational and Leisure Purposes** – Unallowed  
**Mileage Reimbursement to Parents of Adults and Support Staff** – Environmental Modifications and Provisions  
**Mileage Reimbursement to Parents of Minors/Paid Spouse** – Unallowed  
**Music Lessons** – Treatment and Training  
**Music Therapy** – Treatment and Training  
**Nursing** – Personal Assistance  
**Over the Counter Medications** – Unallowed  
**Paid Parent of Minor (PPOM)/Paid Spouse** – Personal Supports  
**Parking Reimbursement to Parents of Adults and Support Staff** – Environmental Modifications and Provisions  
**Parking Reimbursement to Parents of Minors/Paid Spouse** – Unallowed  
**Payroll Model Fees** – Self Direction Support Activities  
**PCA Staff (Personal Care Attendant) Using a PCA Agency** – Personal Assistance  
**Peer Companionship** – Personal Assistance  
**Personal Care Supplies - Disability Related** – Environmental Modifications and Provisions  
**Personal Care Supplies Not Disability Related** – Unallowed  
**Pets/Animals and Related Costs** – Unallowed  
**Prescriptions** – Unallowed  
**Property Damage** – Environmental Modifications and Provisions  
**Ramps** – Environmental Modifications and Provisions  
**Record Keeping Costs** – Self Direction Support Activities  
**Recreational/Leisure Activities** – Unallowed  
**Respite – Licensed/Formal** – Personal Assistance  
**Room and Board** – Unallowed  
**Safety Equipment** – Environmental Modifications and Provisions  
**Sensory Supplies and Equipment** – Environmental Modifications and Provisions  
**Sibling Care** – Unallowed  
**Skill Building Activities** – Treatment and Training, see Habilitation Activities  
**Skill Building Materials** – Environmental Modifications and Provisions, see Habilitation Materials  
**Socialization** – Unallowed  
**Solutions** – Unallowed  
**Specialist Service (for DD waiver)** – Self Direction Support Activities  
**Special Diets** – Environmental Modifications and Provisions  
**Storage/Locked Cases** – Environmental Modifications and Provisions  
**Strollers** – Environmental Modifications and Provisions  
**Summer Activities** – Unallowed  
**Support Planner (Service Coordination/Flexible Case Management)** – Self Direction Support Activities  
**Support Planner (Service Coordination/Flexible Case Management) by Parents of Adults** – Self Direction Support Activities  
**Support Planner (Service Coordination/Flexible Case Management) by Parents of Minors/Paid Spouses** – Self Direction Support Activities  
**Support Staff** – Personal Assistance  
**Support Staff for Habilitation/Skill Building** – Treatment and Training  
**Support Staff – Parent/Guardian/Spouse** – Personal Assistance  
**Support Staff Bonus** – Personal Assistance

**Support Staff When Participant is out of United States** – Unallowed  
**Supported Employment** – Treatment and Training  
**Supported Travel** – Personal Assistance  
**Swing Sets/Play Sets** – Environmental Modifications and Provisions  
**Toys/Games/Videos** – Unallowed  
**Training for Caregivers** – Treatment and Training  
**Training for Caregiver/Related Expenses** – Unallowed  
**Transportation** – Environmental Modifications and Provisions  
**Tuition** – Unallowed  
**Tutoring** – Treatment and Training  
**Utilities** – Environmental Modifications and Provisions  
**Vacation Expenses** – Unallowed  
**Vehicle Adaptations** – Environmental Modifications and Provisions  
**Vehicles** – Unallowed  
**Video Games and Consoles** – Unallowed  
**Video Monitoring System/Cameras** – Environmental Modifications and Provisions  
**Vitals Aware Services** – Environmental Modifications and Provisions  
**Vitamins/Supplements** – Unallowed  
**Wheelchairs** – Environmental Modifications and Provisions  
**Wills and Trusts** – Unallowed

# CDCS EXPENDITURES BY SERVICE CATEGORY

The goods and services approved in the person's CDCS Community Support Plan must be categorized into one of four service categories:

- Personal Assistance
- Treatment and Training
- Environmental Modifications and Provisions
- Self-Direction Support Activities

**Personal Assistance** - includes services to help a person with his/her activities of daily living (ADLs) and instrumental activities of daily living (IADLs) through hands-on assistance, cues, prompts and instruction.

**Treatment and training:** range of services that increase a person's ability to live and take part in the community.

**Environmental modifications and provisions:** Services and supports through the consumer directed community supports (CDCS) option that help people maintain their environment so they can live and participate in the community.

**Self-direction support activities:** Services, supports and costs related to helping a person or his/her representative manage consumer directed community supports (CDCS).

Categorizing the goods and services a person uses allows the financial management services (FMS) provider to separate and appropriately bill for the approved goods and services.

Dakota County only uses service categories in the person's CDCS Plan; it does not authorize service categories on service agreements.

## PERSONAL ASSISTANCE

Consumer directed community supports service category that includes services to help a person with his/her activities of daily living (ADLs) and instrumental activities of daily living (IADLs) through hands-on assistance, cues, prompts and instruction

**Camp as Caregiver Relief** – camp is considered typical household responsibility. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, camp as caregiver relief may be allowed. When camp is used for reasons other than caregiver relief, see Habilitations Activities (Skill Building).

**Caregiver Relief – Unlicensed/Informal** – may be allowed for in-home and out-of-home settings. Caregiver Relief is used when the primary caregiver is absent. Caregiver Relief staff must be paid an hourly rate for ALL hours worked, including sleep time. A daily rate is not allowed. For Licensed/Formal respite – See Respite.

**Child Care/Day Care** – is considered typical parental responsibility for children age 10 years and younger. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, child care for children 10 years and younger may be allowed.

Examples when child care for children 10 years and younger may be allowed:

- Intermittent child care may be used as Caregiver Relief (formerly Respite)
- The difference between the cost of regular day care and specialized day care due to disability

Child care for children over the age of 10 is allowed to meet supervision needs.

### **Criminal Background Study Information**

All direct care, paid and unpaid, persons on the CDCS Plan must have a background study. Licensed service providers are responsible for coordinating background studies on prospective employees. Individuals who fail to pass the background study may not be hired to provide CDCS services. Your plan must indicate all person who are direct care.

**Nursing** – nursing services are allowed. For additional information, see [CDCS and home care nursing frequently asked questions](#).

**Paid Parent of Minor (PPOM)/Paid Spouse** – see Support Staff – Parent/Guardian/Spouse

**PCA Staff - Personal Care Attendant Using a PCA Agency** – The staff person must meet the requirements in state law and meet the qualifications described in the CDCS Plan. The formal PCA agency must be identified in the CDCS Plan.

NOTE: These services come out of the CDCS budget total. Worker must include RN supervision and PCA line in SMARTS. See “Using a Formal Service” within a CDCS Plan Reference Guide.

- Assessed annually
- RN Supervision

**Respite – Licensed/Formal** – may be allowed. Respite in an ICF/DD or hospital setting **cannot** be utilized while the participant is on CDCS. Respite in a Supported Living Services (SLS) can be funded through CDCS Plan. For more information, see [Respite on the MN DHS Community-Based Services Manual \(CBSM\)](#). For Unlicensed/Informal respite– See Caregiver Relief.

**Support Staff** – Is allowed. Support Staff must be employed through the Fiscal Management Service (FMS) provider PRIOR to working with the participant.

- The participant's staffing need must be documented in the CDCS Plan.
- Typical Support Staff wages are \$13.25-\$16 per hour. Minimum hourly wage is \$13.25/hour. Hourly wages over \$16 must include justification written in the plan.
- Support Staff hourly wage must correspond with the participant's needs identified in the CDCS Plan.
- All staff time must be real time spent with the participant. **All staff time must be 1:1, unless otherwise noted.**
- Support Staff hours may not exceed 40 hours per week without prior approval.

**Support Staff – Parent/Guardian/Spouse** - Is allowable for Paid Parent of Minor, Legal Guardian of minor, and Paid Spouse. Parent/Guardian/Spouse as staff must be employed through the Fiscal Management Service (FMS) provider PRIOR to working with the participant.

Paid Parent of Minor, Paid Legal Guardian of minor, and Paid Spouse may be approved if all of the following applies:

- The participant's staffing need is documented in the CDCS Plan. Staffing must be related to the participant's disability or functional limitation.
- Staffing must be directly related to at least one of the person's identified ADL dependencies from the MnCHOICES assessment.
- Staffing must be an activity a spouse or parent of a minor would not ordinarily perform or be responsible to perform. These activities may include, but are not limited to, age-appropriate supervision or transportation of children, or average household maintenance (e.g., house cleaning, meal preparation, laundry). If the spouse or parent must assist the person with tasks beyond what is considered ordinary responsibility (e.g., doing additional laundry for a 12-year-old child who is incontinent), the spouse or parent may be paid.
- The CDCS Plan must include pay rate, work schedule, and job duties that are above and beyond what is considered parental/spouse responsibility.
- Maximum pay rate must not exceed the current PCA rate. Minimum hourly wage is \$13.25/hour.
- All staff time must be real time spent with the participant. **All staff time must be 1:1, unless otherwise noted.**
- Staff hours may not exceed 40 hours per week regardless of the number of parents and/or participants in a household.
- [Parent Pay Addendum – DAK7231](#) must be included when a parent/guardian of a minor is paid on more than one self-directed plan per household.

**Support Staff Bonus** – A bonus must relate to an overall compensation package and/or outcomes achieved by staff. Staff bonuses are intended to support staff retention. Paid Parents of Minors, Legal Guardians of adults, and Paid Spouses cannot be paid a bonus. A bonus cannot be paid to use up remaining funds in the budget or attached as a holiday bonus.

The CDCS Plan must include:

- The timeframe the bonus is to be given
- Bonus amount given
- Staff outcomes achieved (e.g. hiring bonus, punctuality, longevity, specialized training, etc.)

A bonus must be pre-approved on the plan 2 months prior to usage and must be a reasonable amount

- Staff bonuses should be calculated based on the Participant's service needs and the performance of the staff person.
- Staff bonuses have typically been approved for \$100-\$500, but individual amounts may vary
- Bonuses for licensed or certified staff, such as nurses, may be higher than bonuses issued to Support Staff

**Supported Travel** – is allowed to provide supervision and supports for the participant to travel. Supported Travel through a formal agency such as Search Beyond Adventures, Ventures Travel, Wilderness Inquiry etc. may be approved to cover supervision and supports up to \$200 per day. Additional travel costs such as meals and lodging are the participant's responsibility.

Supported travel using Support Staff may be approved up to \$200 per day. Additional travel costs such as meals and lodging for both the participant and Support Staff are the participant's responsibility. Overtime wages for Support Staff should be considered in travel planning.

# TREATMENT AND TRAINING

A range of services that increase a person's ability to live and take part in the community.

**Alternative Therapy** – such as therapeutic horseback riding (hippo therapy), art therapy, music therapy, massage therapy, aromatherapy, auditory training, vision training and brain training that are not covered by Medical Assistance (MA) or insurance may be allowed with a disability related need. [Consumer Directed Community Supports \(CDCS\) Alternative Treatment Form for MHCP-Enrolled Physicians DHS-5788-ENG](#) form must be completed and signed by a Minnesota Health Care Provider (MHCP) for consideration. Experimental therapy is NOT allowed – See Experimental Treatments and Therapy.

[Independent living skills \(ILS\) therapies, including art, music and recreational therapies](#), have additional provider qualifications that must be met when included on CDCS Plans. See additional requirements below:

Art therapists - must meet both of the following requirements:

- Be a graduate from a master's program in art therapy
- Hold one of the following credentials under the [Art Therapy Credentials Board \(ATCB\)](#):
  - o Art therapist registered (ATR)
  - o Art therapist registered – board certified (ATR-BC)
  - o Art therapist registered – provisional (ATR-P) and under the supervision of an ATR or ATR-BC.

Music therapists - must meet all of the following requirements:

- Be a graduate from an institution accredited by the American Music Therapy Association
- Be credentialed under the [Certification Board for Music Therapists](#)
- Be board-certified as a music therapist.

Recreational specialists - must meet all of the following requirements:

- Be a graduate from an accredited baccalaureate program
- Complete an internship of 360 hours under the supervision of a certified therapeutic recreation specialist
- Pass the [National Council for Therapeutic Recreation Certification \(NCTRC\)](#) exam
- Be certified as a therapeutic recreation specialist.

**Community Activities** – community activities, particularly activities for leisure and recreation, are considered typical household responsibility. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, community activities may be allowed. All community activities must be directly related to the participant's disability and the CDCS Plan must outline specific goals, action plan, frequency of activities, and measure of success.

Examples when community activities may be allowed:

- The activity replaces a formal service or support
- Related to specific goals of skill development and increased sensory tolerance
- Adapted activities, such as Special Olympics, Project Explore, Miracle League, etc.
- Enrichment classes such as karate, music lessons, art classes, etc. may be allowed with a written recommendation from a therapist/teacher/provider

Activities are limited to a couple of opportunities that focus on specific goals. Equipment costs are not allowed, unless adapted or specialized for the individual. Related staff time and mileage is allowed. All activities must be cost effective.

**Community Education Classes** – see Community Activities.

**Day Programs** – Day Training and Habilitation (DT&H), Supported Employment, Extended Employment, Sheltered Workshops, Enclaves, Adult Day Care are allowed.



**Educational Costs** – are not allowed, including public, private, homeschool, and post-secondary education. The school district or the participant are financially responsible for education related costs. Educational toys/supplies that are disability related and supplement learning may be allowed with a documented need in the MnCHOICES CSP and detailed justification included in the CDCS Plan. Educational training costs for caregivers may be allowed, see – Training for Caregivers.

Community Education courses may be allowed with a documented need in the MnCHOICES CSP and detailed justification included in the CDCS Plan. See – Habilitation Activities (Skill Building).

Some post-secondary institutions provide disability related, independent living curricula. Examples of these programs include: Bethel's BUILD Program, Minnesota Independence College and Community (MICC), Beyond Limits, Central Lakes College Occupational Skills Program, and Ridgewater College Occupational Skills Program. In general, tuition, room and board and meals are not allowed on CDCS. While the full cost of tuition is not allowed, some components of these programs may be allowed, if disability related. Itemized statement of supports and curriculum should be included in the CDCS Plan.

**Fitness and Exercise Programs for Adults** – Are allowed when necessary and appropriate to treat a physical condition or improve or maintain the participant's physical conditions as identified in the MnCHOICES CSP and monitored by a MHCP-enrolled physician. A prescription is required to document care by a physician. The payment structure must be the most cost-effective payment option depending on the participant's actual and projected use. The CDCS Plan must delineate how the participant will use the program and how the usage will be documented. If used last year, how often?

**Formal Licensed Waiver Services** – Are allowed. Costs are billed through the Fiscal Management Service and the costs come out of the participant budget. Staff must meet the requirements in state law and the qualifications described in the CDCS Plan.

**Habilitation Activities (Skill Building)** – Are waiver allowed. (Are mandatory for DD waiver and need to be described clearly in the plan.)

- Activities must be directed toward increasing and maintaining physical, intellectual, emotional, and/or social functioning.
- May include therapeutic activities assistance, training, supervision, and monitoring in the areas of self-care, sensory and motor development, interpersonal skills, communication, socialization, reduction or elimination of maladaptive behavior, community living and mobility, healthcare, leisure and recreation, money management, and household chores.
- Whenever the CDCS Plan includes activities that look like they should be paid for by the school, by parents of a minor, a spouse or when there are items that look very similar to recreation/leisure or socialization activities, a skill-building program needs to be clearly detailed in the CDCS Plan describing the needed skill and if renewal, based on outcomes of previous plans. See also "Community Purchasing Quick Reference Examples".
- Things that are "unallowed", such as tickets, food, going to restaurants may not be purchased even if they are used for habilitation purposes.

**Music Lessons** – are considered typical household responsibility. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, music lessons may be allowed when inclusion in typical band/music setting is the goal. Instrument costs are not allowed. See - Habilitation Activities (Skill Building).

**Music Therapy** – See Alternative Therapy.

**Skill Building Activities** – See Habilitation Activities (Skill Building).

**Support Staff for Habilitation/Skill Building** – See Support Staff in Personal Assistance. Parents and guardians of minors who are being paid under Personal Assistance may only provide habilitation service during unpaid time.

**Supported Employment** – Is allowed.

**Training for Caregivers** – the cost of training and training materials within the State of MN may be allowed if the training relates to the participant's disability. Books, subscriptions, and software related to the participant's disability may be allowed. Training outside the State of MN is typically not allowed but may be considered for a rare diagnosis/treatment and no in-state training is available. Travel, lodging, or meal expenses related to training are not allowed. Support Staff wages to attend training are not allowed.

**Tutoring** – may be allowed with a documented need in the MnCHOICES CSP and detailed justification included in the CDCS Plan. Tutoring is allowed to supplement what the school is required to provide through the participant's Individual Education Plan (IEP). If home schooling is provided, IEP services should first be requested through the local school district to provide additional educational supports. Tutoring may be provided by an individual or through a tutoring agency. Assessment and goals should be based on needs identified and documented in the MnCHOICES CSP. Progress should be reviewed and documented annually.

# ENVIRONMENTAL MODIFICATIONS AND PROVISIONS

Services and supports through the consumer directed community supports (CDCS) option that help people maintain their environment so they can live and participate in the community.

**Adaptations/Modifications to Homes** – See Environmental Accessibility Adaptations (EAA).

**Adaptive Clothing** – See Clothing.

**Adaptive Equipment** – allowed with a disability related need documented in the MnCHOICES CSP, if not covered by Medical Assistance (MA) or other insurance.

**Alternative Therapy Equipment** – When there is a prescribed approved alternative therapy in the CDCS Plan, related equipment and supplies are allowed and do not require a separate physician's prescription.

**Bed Linens** – are considered typical household responsibility. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, bed linens may be allowed. Typical wear and tear is not allowed. See "Property Damage".

**Beds** – are considered typical household responsibility. Larger beds due to a child's growth are considered parental responsibility. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, adapted beds or adaptations to a bed may be allowed if not covered by Medical Assistance (MA) or insurance.

**Enclosed beds** may be covered through Medical Assistance (MA) when considered medically necessary and the least costly alternative. Generally, such confinement is not medically necessary nor the least costly way of managing seizures or behaviors such as head banging, rocking, etc. MHCP believes there is no clear-cut medical justification for enclosed beds. The real need is to proactively address with intervention the underlying medical or behavioral issues that give rise to the risk of harm. MA coverage will be considered for members who have documented evidence of unsafe mobility (climbing out of bed and moving round the home, not just standing at the side of the bed). Visit the MHCP Provider Manual for more information on [Hospital Beds](#).

If an enclosed bed is not approved by Medical Assistance (MA), it cannot be allowed on the CDCS Plan.

**Behavioral Rewards/Reinforcers** – Rewards that are household responsibility or recreational activities are not allowed unless part of a structured behavioral plan. The Behavior Support Plan must be written in consultation with a professional (therapist, skills worker, behavioral analyst, school psychologist) and described in detail in the CDCS Plan. The Behavior Support Plan must include target behaviors to be addressed, a structured reinforcement schedule, and list of effective rewards. Only items approved on the CDCS Plan will be reimbursed by an FMS. Gift cards and monetary awards are not allowed. An alternative to monetary rewards could be a token economy strategy which allows the participant to work toward an approved reward identified in the behavioral plan. Progress on behavioral goals must be updated annually in the CDCS Plan.

**Bikes** – are considered typical household responsibilities. Larger bikes due to a child's growth are considered parental responsibility. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, adapted bikes or adaptations to a bike may be allowed. Expenditures over \$3,500 must include detailed justification in the CDCS Plan.

**Books, Subscriptions and Software** – are considered typical household responsibilities. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, books, subscriptions, and software may be allowed. Books, subscriptions, and software may be allowed under the category Treatment and Training. See also Training for Caregiver.

**Cameras for Monitoring** – See Video Monitoring Systems/Cameras.

**Car Wash Services** – are considered typical household responsibilities. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, interior car washes may be allowed. See Property Damage.

**Cell Phone** – cell phones and cell phone service are considered typical household responsibilities. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, a cell phone may be allowed. Cell phone purchase up to \$150 and cell phone service up to \$40 per month are allowable. This includes prepaid and monthly contract options.

Examples when a cell phone may be allowed:

- 24-hour emergency assistance, including on-call counseling and problem solving and/or immediate response for assistance at a person's home due to a health or personal emergency.
- Global Positioning System (GPS) requiring cell phone service.
- Rideshare Transportation services requiring smart phone (such as Lyft and Uber).
- Substitution for Support Staff Supervision to promote independence

**Chore/Housekeeping Services** – such as lawn mowing, snow removal, and/or housekeeping are considered typical household responsibilities. These services may be allowed when the participant has support needs that do not allow household members to safely complete these tasks. When chore services are allowed, consider the following:

- Rational for expenses should include why other household members are unable to complete this household responsibility.
- Lawn mowing is allowable. Additional lawn care services are considered typical household responsibility and are not allowed.
- Following Environmental Accessibility Adaptations guidelines for fencing up to 300 lineal feet, lawn mowing may be approved up to 10,000 square feet or approximately ¼ acre.
- Housekeeping services are allowed. If housekeeping is provided by Support Staff, the hourly wage is allowed by cleaning supplies are unallowed. See Cleaning Supplies for additional information.

**Cleaning Supplies** – cleaning supplies are considered typical household responsibility. Cleaning supplies may be allowed if the participant has a need identified in the MnCHOICES CSP. Only the difference between the typical cost and organic cost may be allowed, if disability related. Cost must be comparable to similar supplies offered at retails like Target or Walmart.

**Clothing** – Clothing is a typically household responsibility. Clothing purchased through a specialty store with adaptations or specific alterations may be allowed when disability need is documented in the plan. Replacement clothing and shoes due to excessive wear and tear related to a disability may be allowed as “Property Damage.” See Property Damage.

Sensory friendly clothing is not allowed, unless the cost of the item is significantly more than a similar non-sensory friendly item. Only the difference between typical and sensory friendly clothing cost may be allowed.

**Computers/Tablets** – computers and tablets are considered typical household responsibility. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, computers and tablets may be allowed. Computers and tablets may be purchased on CDCS once every three years, up to \$1200 for computers and \$700 for tablets. Expenditures over these amounts must include detailed justification in the CDCS Plan.

When computers and tablets are requested, consider the following:

- Either a computer or an electronic tablet can be purchased once every three years. The CDCS Plan should include a description of which device works best for the participant. Seek recommendation from providers, therapists, and teachers to make an informed decision.
- To prevent damage to the device, the CDCS Plan should include a description of safe-guards and prevention plan. A carrying case and/or protective case should be included on requests for all tablet and portable devices. For replacement due to damage, See – Property Damage.
- When used solely as an [Augmentative Communication Device](#), tablets may be covered by MA therefore are not allowed on CDCS.
- In the event of theft, the recipient must file a police report for a replacement to be considered.
- For apps and software, See – Books, Subscriptions and Software.
- Warranties/Insurance are not allowed. Service plans that include a guaranteed service, such as storage or tech support may be allowed.

**Enteral/Nutritional Products** – Allowed when prescribed by a MN MA physician and denied by MA or when exceeding what is covered by MA. Examples include items such as Boost, Ensure, etc. Items purchased must be on the current SADMERC (Statistical Analysis Durable Medical Equipment Regional Carrier) list available on the DHS website.

**Environmental Accessibility Adaptations (EAA)** – home and vehicle modifications that are disability related may be allowed. All modification requests anticipated to cost over \$5000 must follow the [EAA Home Modification Workflow](#). For AC/EW, modifications are approved by the Case Manager and do not follow the EAA Home Modification Workflow.

- Determine Modification Need with Case Manager
- Review [EAA Process and Approval Guide](#) and [EAA Home Modifications Participant Guide-What to Expect \(DAK 7510\)](#) with Case Manager
- Case Manager submits [EAA Project Request and Approval Form \(DAK 7020\)](#) to Modification Approval Committee (MAC) for approval
- Modification Approval Committee (MAC) will review request and make a determination of approval.
- If Modification request is approved, Case Manager will make a Referral to EAA Home Modification Assessor.

For adaptations/modifications under \$5000, providers do not need to be enrolled, but must provide proof of license, submit providers' liability insurance certificate to participant, and contractor may have to sign DHS Assurance Statement for Non-Enrolled Provider. All adaptations/modifications under \$5000 must be reviewed and approved by Case Manager/Supervisor.

Shared adaptations/modifications: Shared modifications amongst multiple participants require an assessment, work scope, and cost breakdown specific to each individual participant. On CDCS, the first \$5000 of the adaptation/modification can be shared across multiple plans.

The statutory maximum amount for a participant's Environmental Accessibility Adaptations is \$40,000 per 365 day period (Maximum for EW/AC is \$20,000).

- For CDCS, the first \$5,000 of the adaptation/modification cost must be included on the CDCS Waiver Expenditure Plan (budget).
- For AC/EW CDCS, the full cost of the adaptation/modification must be included on the CDCS Waiver Expenditure Plan (budget).

Home modifications that add any square footage are not allowed, with the exception of an accessible bathroom. For more information, see [CBSM – Additional square footage](#).

**Essential oils** – essential oils are considered a typically household responsibility or choice. With a documented need in the MnCHOICES CSP, and detailed justification included in the CDCS Plan, essential oils may be allowed. Using essential oils as an insect repellent or household cleaner are not allowed.

Essential oils may be allowed when:

- Cost is \$15 or less per bottle of oil, based on typical cost effectiveness.
- Purchasing one essential oil per need to determine which oil is benefitting the participant.
- Name of oil purchasing and how it addresses the participants' needs related to their disability is included in the CDCS Plan.
- [Consumer Directed Community Supports \(CDCS\) Alternative Treatment Form for MHCP-Enrolled Physicians DHS-5788-ENG](#) form must be completed and signed by a Minnesota Health Care Provider (MHCP) for consideration.

**Fences** – See Environmental Accessibility Adaptations (EAA). Approval needed by Modification Approval Committee (MAC).

Typically used to enclose an outdoor area that will provide adequate freedom of movement while ensuring the safety of the participant from elopement.

- The fence should not replace supervision needs of the participant.
- The homeowner remains responsible for any decorative posts and/or fence tops and for upgrading to comply with neighborhood covenants.
- The maximum expenditure limit is \$45.00 per lineal foot for up to 300 lineal feet (Maximum of \$13,000). It is recommended that a 6-foot fence be installed to allow for growth of the individual over time.
- Fences at rental property are not allowed except in extenuating circumstances and with property owner approval.

**Habilitation (Skill Building) Materials** – Are allowed. Materials that look very similar to household responsibility (such as toys, etc.) or recreational activities (videos, books) must be related to a skill building program that is described in detail, (i.e. targeted skills, plan for teaching skills and description of method of teaching targeted skill in the CDCS Plan (Things that are “unallowed”, such as tickets, food, going to restaurants may not be purchased.) CDCS funds are not approved for violent or M rated videos or games.

**Home Modifications** – See Environmental Accessibility Adaptations (EAA).

**Incontinence Products** – Medical Assistance (MA) benefit for diapers, briefs, and incontinence products must be utilized first, if eligible. Additional products exceeding MA limit or typical use may be allowed with documented need in the MnCHOICES CSP and justification in the CDCS Plan. Swim diapers for children over the age of 4 may be allowed.

**Internet**- Is allowed when a disability related need is documented in the plan. We encourage families writing their own plans to communicate electronically. Allowed up to \$40.00/mo.

**Laundry Costs** – **Extra** supplies/utilities resulting from the person's disability are allowed. The all-inclusive cost of doing laundry is \$6 per load and should be documented with date and number of loads. The number of allowed loads must **exclude** the number of weekly loads every person typically completes regardless of disability. Laundry detergent and other supplies are NOT allowed. Laundry done at Laundry matts may be reimbursed at a higher rate with documentation and only if disability related and over typical laundry needs costs.

**Maintenance/Repair** – Of participant's disability related equipment is allowed. Warranties are considered insurance by DHS and are a DHS “unallowable” expenditure. There may be an exception for adaptive equipment in excess of \$1200. See Team C for discussion.

**Mileage Reimbursement to Parents of Adults and Support Staff** – Is allowed. The amount for a car cannot exceed the county mileage reimbursement rate. Mileage must be documented.

**Parking Reimbursement to Parents of Adults and Support Staff (Includes Other Family Members)** – Is allowed when related to the disability and needs identified in the MnCHOICES CSP.

**Personal Care Supplies - Disability Related** – And are above and beyond typical personal care supplies are allowed as described in the CDCS Plan.

**Property Damage** – Parents/Caregivers are expected to take protective/preventive measures to protect their property when participant is prone to property damage behaviors. Lifestyle choices such as expensive large TV's, china, etc. will not be replaced. Property damage to common household items may be replaced when directly related to the participant's disability and there must be a **documented behavior prevention plan prior to replacing the item in order to prevent repeated replacements**. Prevention plans may include behavior program for prevention, behavioral intervention techniques, training, and environmental adaptations. **Increased parental supervision or staff supervision alone is not an acceptable behavior intervention plan**. When considering whether property damage can be used, remember it must be a responsible use of taxpayer dollars and be fiscally responsible. Normal wear and tear as related to the participant's disability may be considered. When requesting replacement of an item used by the whole family, only a portion may be covered. An individual cost over \$200.00 requires Case Manager approval. Normal wear and tear and the age of the item are considered in how much funding is allowed. Sometimes a contribution towards replacement is most appropriate.

- Excessive wear and tear related to the disability may be considered when considering replacing items.
- Individual costs/items over \$200 must have individual Case Manager approval.
- For each maladaptive behavior that results in property damage, there must be a documented prevention plan in the CDCS Plan. Prevention plans need to include both behavior intervention techniques and training, and environmental adaptations. Increased parental or staff supervision alone is NOT an acceptable behavior prevention plan.
- Only bed linens with an explanation of medical or behavioral need are acceptable allowed expenditures.

**Ramps** – Are allowed when cost effective based on need.

**Safety Equipment** – Such as alarms, monitors, and shatterproof windows are allowable expenditures. Ongoing monthly monitoring is rarely allowed, as they are not cost effective. Alerting others that a person is gone can be purchased without having an ongoing monthly cost. Consider cost effectiveness and individual circumstances. Is it cost effective in terms of replacing staff? No monthly monitoring.

**Sensory Supplies and Equipment** – Are allowed when directed toward increasing and maintaining physical, intellectual, emotional and/or social functioning. See Community Activities and Educational Costs. Any skill building material costing more than 200.00 requires Case Manager's approval before the purchase.

**Skill Building Materials** – See Habilitation Materials in this section.

**Special Diets** – Are allowed when prescribed by a physician who is enrolled as an MHCP (MN Health Care Program) provider.

The MN Department of Human Services allows only the following diets:

- Anti-dumping diet – 15% of Liberal Food Plan (LFP)
- Controlled protein diet (40-60 grams and requires special products) – 100% LFP
- Controlled protein diet (less than 40 grams and requires special products) – 125% LFP
- Gluten free diet – 25% LFP
- High protein diet – 25% LFP
- High residue diet – 20% LFP
- Hypoglycemic diet – 15% LFP
- Ketogenic diet – 25% LFP
- Lactose free diet – 25% LFP
- Low cholesterol diet – 25% LFP
- Pregnancy and lactation diet – 35% LFP

Special diet monthly allowable amounts are based on the Official USDA Food Plans: Cost of Food at Home Liberal Plan.



**Official USDA Food Plans: Cost of Food at Home at Four Levels,  
U.S. Average, January 2021 <sup>1</sup>**

Age-gender groups	Weekly cost <sup>2</sup>				Monthly cost <sup>2</sup>			
	Thrifty plan	Low-cost plan	Moderate-cost plan	Liberal plan	Thrifty plan	Low-cost plan	Moderate-cost plan	Liberal plan
<b>Individuals <sup>3</sup></b>								
<b>Child:</b>								
1 year				\$42.40				\$183.80
2-3 years				\$47.00				\$203.70
4-5 years				\$49.90				\$216.20
6-8 years				\$66.30				\$287.20
9-11 years				\$76.00				\$329.50
<b>Male:</b>								
12-13 years				\$84.70				\$367.20
14-18 years				\$85.70				\$371.30
19-50 years				\$89.00				\$385.40
51-70 years				\$82.80				\$358.60
71+ years				\$82.70				\$358.40
<b>Female:</b>								
12-13 years				\$73.40				\$318.20
14-18 years				\$73.30				\$317.40
19-50 years				\$79.00				\$342.50
51-70 years				\$73.90				\$320.20
71+ years				\$72.80				\$315.50

**Storage/Locked Cases** – For specific equipment related to the disability and safety are allowed

**Strollers** – Adapted strollers are allowed. Typical strollers for babies and toddlers are parental responsibilities.

**Swing Sets/Play Sets** – Are a typical family expense. Sometimes, due to disabilities one may need more than a typical family swing set. (Sensory needs for a specific type of swing, or person’s size is larger than the typical play set etc.) In these cases the disability related need should be documented in the support plan (Think in terms of what is the reason why a typical swing set that the family would purchase can’t meet the needs.) Sensory and social skill building purposes are allowed if described in the CDCS Plan allowed up to \$2,000. If costs to meet the disability related need are over this amount consult with participants Case Manager is required.

**Transportation** – is allowed.

**Utilities** – The waiver does not pay for room and board costs that are not related to the participant’s disability. If the participant receives a social security benefit, extra utilities costs due to the disability must be paid out of the participant’s monthly social security.

- To be considered for any reimbursement, overall costs for utilities must exceed the typical cost of utilities for a home that size with that number of occupants and documented in the CDCS Plan.



- The costs for extra water/sewer, electric, heating, cooling, etc, must be documented and the method of determining the cost must be clearly identified in the CDCS Plan.
- At a minimum they must exceed \$330 a month for a house or \$85 a month for an apartment and the excess cost must be directly attributable to the participant's disability and documented in the CDCS Plan.

**Vehicle Adaptations** – Such as lifts, ramps, and tie downs may be allowed. See Environmental Accessibility Adaptations (EAA).

**Video Monitoring System/Cameras** – allowed with a disability related need documented in the MnCHOICES CSP. [Participant Consent for the Use of Monitoring Technology DHS-6789B](#) form must be completed by the adult participant/Legal Guardian. For minors, the information on the DHS-6789B form must be described in the CDCS Plan, such as:

- What type of monitoring technology equipment will be used where?
- What is the goal/outcome of the monitoring technology?
- When will the monitoring technology be used?
- What personally identifiable data or information will the monitoring technology equipment capture?
- Who will have access to the data collected through monitoring technology?

Monitoring technology cannot be for the convenience of the provider. Additionally, the following are prohibited:

- Auto-door and window locks
- Cameras located in bathrooms
- Concealed cameras

**Vitals Aware Services**– this App and associated beacons help to protect participants by voluntarily communicating critical information in real time to nearby law enforcement and first responders. Vital App and Beacons are allowed. [Link here.](#)

**Wheelchairs** – Are allowed if not covered by MA or other insurance and when needed as described in the MnCHOICES CSP.

## SELF DIRECTION SUPPORT ACTIVITIES

Services, supports and costs related to helping a person or his/her representative manage consumer directed community supports (CDCS).

**Employee Health Insurance** – Is allowed when cost effective and meets community standards.

**Employer Costs** – Employer costs including payroll costs for FICA, FUTA, and SUTA, Worker's Compensation, wages, employer shares of benefits, paid time off (PTO) and liability insurance are allowed. FMS fees are allowed.

**Fiscal Management Service** – are required.

**Recording Keeping Costs** – Such as postage, copying, print cartridges, supplies are allowed as identified in the CDCS Plan.

**Specialist Service (for DD Waiver)** – Must be approved by the County as a service under the DD waiver. The specialist must be a Qualified Development Disability Professional (QDDP) and have duties needed and described within the CDCS Plan and are duties that are above and beyond what a support planner can do. Hiring, recruiting and training staff are not within the scope of a specialist service. Consults, which may include taking person to an appointment for coordination program development.

**Support Planner (Service Coordination/Flexible Case Management)** – Is allowed and may be purchased from the County, another individual or agency. Flexible Case Managers/Support Planners must be certified by the state. A support planner may hire, recruit and model staff expectations. Direct care is NOT in the scope of a support planner. \*Note make sure you have a written agreement with the support planner as to what is expected and the cost estimate. DHS Support Planner Certificate must be attached to CDCS Plan for consumer protection.

**Support Planner (Service Coordination/Flexible Case Management) by Parents of Adults** – Is allowed if parent of an adult is certified by the State as a flexible Case Manager. If being paid as the support planner, the parent cannot also be paid as staff. Parents of minors are not allowed to be paid as a support planner. A support planner may hire, recruit and model staff expectations. Direct care is NOT in the scope of a support planner. \*Certificate must be attached. Parent of minors are not allowed to be paid as a support plan for their own child.

# UNALLOWED

**Advocacy Services/Memberships** – are not allowed. This refers to legal advocacy services. Disability related services may be allowed.

**Babysitting** – Is a parental responsibility and as such is not allowed. See Personal Assistance/Support Staff.

**Cable Television** – Is not allowed.

**Child Care of Non-Disabled Siblings** – Is not allowed. Per the MN DHS Consumer Directed Community Supports (CDCS) Policy Manual, an allowable expense must be for the direct benefit of the person.

**Community Activities** – Memberships to the Zoo, Science Museum, YMCA or fitness centers for minors, are not allowed. Restaurant food is never allowable. Tickets to sporting events, plays, movies, etc. are not allowable. Activities NOT related to the disability that are typically paid by parents of non-disabled children are not allowed. (See “Community Purchasing Quick Reference Examples”, and “Community Activities” as reference under Treatment and Training.)

**Compounds** – Are not allowed. Compounds are defined as prescriptions prepared in accordance with Minnesota Rules 6800.3100. Compounded prescriptions are not commercially available.

**Dietary Supplements** – Are not allowed, even with a prescription. Dietary supplements, like vitamins, are considered over the counter medications. Some dietary supplements may be covered by Medical Assistance. See Enteral/Nutritional Products.

**Experimental Treatments and Therapy** – Are not waiver allowed. Experimental Treatment is defined as “drugs, therapies, or treatments that are unproven, have been confined largely to laboratory use, or have progressed to limited human application and trials, and lack wide recognition from the scientific community as a proven and effective measure of treatment.” Using the Alternative Therapy form lets the MD answer whether or not it is experimental or alternative. See “Alternative Therapy” under “Treatment and Training”.

**Experimental Treatment and Therapy Supplies** – Are not waiver allowed.

**Fitness and Exercise Activities for Minors** – Are not allowed. This includes fitness club annual memberships, day passes, swimming lessons and the like. When swimming or fitness classes for minors are used as an alternative therapy, a signed Alternative Treatment Form can help provide justification for the activity. It is a best practice to request an Alternative Treatment Form when swimming or gym memberships are requested for a minor.

**Food** – Is not waiver allowed. The waiver does not pay for room and board. See “Special Diets”.

**Furniture** – The waiver does not pay for basic furniture. Also see “Property Damage”.

**Gift Cards as Reinforcers** – Are not allowed per DHS.

**Guardianship/Conservatorship Costs** – Are not waiver allowed.

**Home Schooling Costs** – Are not allowed under the waiver. Education is considered the school’s financial responsibility. If the participant is home schooled, any educational items on the CDCS Plan requires a home school plan to determine whether any cost if allowed.

**Insurance**– Is not allowed except for insurance costs related to employee coverage. Warranties have been declared by DHS as insurance. May be allowed when cost effective in specific situations.

**Legal Fees** – Are not allowed. See “Wills/Trusts”.

**Medical Co-Pays** – Including MA, PMAP (Prepaid Medical Assistance) and private insurance are not allowed.

**Medical Mileage** – Is not allowed. May be allowed through straight MA. MTM- Non-Emergency Medical Transportation 1-888-513-0703.

**Memberships: Zoo, Science Museum, Arc, Autism Society, etc.** – Is not allowed. YMCA may be funded for adults. See Fitness Programs for Adults.

**Memberships: YMCA, Zoo, Science Museum, Arc, Autism Society, Weight Watchers, Etc.** – Are not allowed for minors.

**Mileage Out of State for Recreational and Leisure Purposes** – Is not allowed.

**Mileage Reimbursement to Parents of Minors/Paid Spouse** – Is not allowed, per DHS.

**Over the Counter Medications** – Are not allowed, even with a prescription from a MHCP enrolled physician.

**Parking Reimbursement to Parents of Minors/Paid Spouse** – Is not allowed.

**Personal Care Supplies Not Disability Related** – Are not allowed.

**Pets/Animals and Related Costs** – Including service animals are not allowed.

**Prescriptions** – Are not allowed.

**Recreational/Leisure Activities** – Are not allowed. See “Community Activities”.

**Room and Board** – Is not allowed.

**Sibling Care** – Is not allowed.

**Socialization** – Is not allowed. See “Community Activities” or “Habilitation Activities/Materials”.

**Solutions** – Are not allowed. Solutions are dose forms of prescriptions or over the counter medications available either commercially or compounded individually by a pharmacist. Examples are: irrigating solutions, wound care solutions, solutions made from tablets or capsules for those who can't swallow a tablet or capsule.

**Summer Activities** – Are not allowed. See “Community Activities”.

**Support Planner (Service Coordination/Flexible Case Management) by Parents of Minors/Paid Spouses** – Is not allowed.

**Support Staff When Participant is Out of United States** – Is not allowed. Waivered services must be provided in the United States.

**Toys/Games/Videos** – Are not allowed. See “Habilitation Activities/Materials”, “Behavior Reinforcers/Rewards” or “Property Damage”.

**Training for Caregiver/Related Expenses** – Lodging, meals and travel related to conferences, classes, and workshops are not allowed.

**Tuition** – To any private school or institution of higher learning is not waiver allowed. Some post secondary institutions do provide disability related independent living curricula and support that may be allowed.

**Vacations Expenses** – Are not allowed. See Supported Travel.

**Vehicles** – Are not allowed.

**Video Games & Consoles** – Video games and consoles have become a common activity and expense for families and are considered typical household responsibility. Video games and consoles may be funded with defined, **recommended** therapeutic needs and goals. Video games and consoles must be related to a skill building program that is described in detail in the Support Plan. If you are requesting an upgraded console and the current console is meeting the described need, a new console would not be allowed. Violent video games are not allowed; this includes any M rated games.

**Vitamins/Supplements** – Are not allowed, even if prescribed by a physician who is enrolled as an MHCP provider (can bill MN MA).

**Wills and Trusts** – Are not allowed by any government funding source.

## **CDCS Plan Approval**

### **Will the items in my plan be approved?**

#### **Dakota County can approve plan expenditure items if all of the following are checked:**

- The expenditure is for the direct benefit of the person, as opposed to the caregiver or other household members. For example, massage therapy may be approved for the person, but cannot be approved for the caregiver who has back problems due to transferring of the person.
- The expenditure is included in the person's CDCS Plan CSP. All expenditures must include a description of the item and the related need for the item in the CDCS Plan.
- The expenditure is necessary to meet one of the person's assessed needs identified in the MnCHOICES CSP. If the person has a need that is not mentioned in the MnCHOICES CSP, the CDCS Plan must include a description of the need as well as a description of the item.
- All of the assessed needs in the MnCHOICES CSP must be addressed in the CDCS Plan. If an assessed need is met through informal or unpaid services that are not included as an expenditure in the CDCS budget, the CDCS Plan must still state how the assessed need will be met.
- The expenditure is related to the person's disability and/or condition is required for individuals on the BI, CAC, CADI, and DD waivers only.
- The expenditure is the least costly alternative to meet the assessed need.

#### **Dakota County can deny plan expenditure items if any of the following are checked:**

- The expenditure is listed on the DHS Unallowable Expenditures list. See page 8.
- The expenditure is covered by the state plan (MA), Medicare, or other liable third parties (including education and vocational services). CDCS is a payer of last resort so other funding sources must be utilized before an expenditure can be considered on CDCS.
- The expenditure includes travel, lodging, or meal expenses related to training for the person, his or her representative, or paid or unpaid caregivers.
- The expenditure is provided to or directly benefiting individuals other than the person who uses CDCS. For example, massage therapy may be approved for the person, but cannot be approved for the caregiver who has back problems due to transferring of the person "Is available through other funding sources".
- The expenditure is diversionary or recreational. These items are considered typical household responsibility.
- The expenditure is used for comfort or convenience. These items are considered personal choice.
- The expenditure would normally be provided by the person, parents, family, or spouse. For example, a parent helping a two-year old child with toileting is considered a typical parental responsibility. A parent helping an adult with toileting is considered above and beyond typical household responsibility.
- The expenditure is not the least costly alternative to meet the assessed need.
- The expenditure is provided to the date span of the plan or before the expenditure was approved by the Case Manager. The only exception is Support Planner services may be billed for services to write the plan, prior to the plan's start date.