

# Steps to Getting Consumer Directed Community Supports (CDCS)

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Consumer Directed Community Supports (CDCS) allows you to self-direct your services. This service option is available to individuals eligible for Medical Assistance Waivers who can choose or design the services and supports that fit their assessed needs. In addition to services provided through the waiver, CDCS allows you to buy non-traditional supports, such as special therapies, assistive technology, and home and vehicle modifications. This person-centered planning approach allows you to develop your own support team, manage your own cares, and have greater flexibility. Many find this option very appealing, despite the added responsibilities. Here are the steps to get Consumer Directed Community Supports:

## 1) MnChoices Assessment

This is an assessment by the county to determine eligibility for:

- Health care programs
- In-home services
- Disability services

An intake person comes to your home and meets with you and your child for 1-2 hours and gathers all the information needed to submit to the State Medical Review Team. Information may include medical documentation, school records, therapy records, and any other documents that speak to the nature and severity of the diagnosis, and potential disability.

## 2) State Medical Review Team (SMRT)

- The MnChoices Assessor collects all the required paperwork and submits it to the state medical review team
- This state committee determines whether or not an applicant is disabled
- The state provides “disability certification” needed to access disability services
- The state uses the same criteria that Social Security uses to make a disability determination. These criteria are spelled out in precise detail in the Social Security Blue Book:  
<https://www.ssa.gov/disability/professionals/bluebook/ChildhoodListings.htm>

## 3) Waivered services

In order to be eligible for a CDCS, the applicant must be eligible for a waiver. There are 4 types of waivers:

- Developmental Disability (DD)
- Community Access Disability Inclusion (CADI)
- Community Alternative Care (CAC)
- Brain Injury (BI)

For more information about waivers, view PACER’s handout, *HIAC-h31: Waivers Made Simple*, available at [PACER.org/health/pdfs/HIAC-h31.pdf](https://PACER.org/health/pdfs/HIAC-h31.pdf).

#### 4) Traditional waiver or CDCS

Once a waiver is approved, you will have the choice of receiving traditional waiver services or writing a CDCS. If you are interested in writing a CDCS, contact your case manager or tribal leader to learn more about CDCS, to make a decision, and to begin developing your plan. If you are already on a waiver, you can choose to switch to a CDCS.

#### 5) Developing a person-centered plan

Consider developing a person-centered plan. This is a plan that focuses on your specific interests and strengths, and helps you choose the resources and pathway to set goals and achieve them.

- This is not a required step, but can be helpful for identifying how you will decide what to include in your Community Service Plan
- Identify goals and long-term plans
- Design a pathway of how to accomplish each of the goals
- Consider hiring a professional planner to assist with the process:  
[https://mn.gov/dhs/assets/03102017-PCP-facilitator-questions\\_tcm1053-283509.pdf](https://mn.gov/dhs/assets/03102017-PCP-facilitator-questions_tcm1053-283509.pdf)

#### 6) Finding out how much your budget will be from your case manager

#### 7) Hiring a Financial Management Service (FMS)

- For parents currently on CDCS, this replaces the Fiscal Support Entity (FSE). This changeover is anticipated in the spring of 2019. There will only be a payroll model available once this change takes place.
- For parents writing their first CDCS you will need to hire a state approved service agency. They will receive funds from the state and perform payroll tasks related to the staff you hire to implement your CDCS.
- Here is a list of agencies approved by the state:  
<https://mn.gov/dhs/people-we-serve/people-with-disabilities/services/home-community/programs-and-services/fms.jsp>

#### 8) Developing your Community Support Plan (CSP)

a) Consider hiring a support planner or flexible case manager

- This person should be familiar with the procedures and services available for you to purchase
- Here is more information about certified planners:  
<https://mn.gov/dhs/people-we-serve/people-with-disabilities/services/home-community/programs-and-services/cdcs.jsp>
- Ask your case manager about a current list of providers in your county
- The fee for a planner's services can be paid from the CDCS budget

b) The Community Support Plan (CSP) must describe the:

- Services you plan to purchase and the cost for those services
- Qualifications of the staff that you plan to hire
- The training staff will receive
- How the funds will be monitored

c) Services must fall into one of four areas:

- 1) Personal assistance, including assistance with:
  - Activities of daily living
  - Shopping
  - Cleaning
  - Finances
  - Transportation

- 2) Treatment and trainings, including:
  - Private nurse or licensed practical nurse
  - Therapies\*
  - Behavioral support\*
  - Special diet\**(\*requires a prescription)*
- 3) Environment modifications, including:
  - Assistive technology
  - Special clothing
  - Home modifications
  - Help with chores
- 4) Self-direction support activities
  - Advertising to find workers
  - Liability insurance
  - Hiring a case manager

### **9) Submitting proposal to your county case manager, tribal entity, or health care plan**

- Review your plan with your case manager to make sure all items address your basic health needs and are within state and federal guidelines
- Submit your plan for approval
- You will receive notification whether your plan has been approved or denied

### **10) Purchasing services**

- Hire, train, and supervise staff
- Purchase equipment and other services as outlined in your CSP

### **Contact PACER**

Questions? Contact Pat Lang or Linda Goldman Cherwitz with PACER's Health and Information Center at (952) 838-9000 or email [pat.lang@PACER.org](mailto:pat.lang@PACER.org) or [linda.cherwitz@PACER.org](mailto:linda.cherwitz@PACER.org).