

Navigating the Maze of Housing and Services: *Terminology You Need to Know*

As you and your young adult enter the adult services system, you will encounter an array of new terms, acronyms, and processes. Using and understanding key terminology like the following will help you advocate for what your son or daughter needs and clarify what you are asking for.



- **Advocate:** An individual designated by a person or their legal representative to speak on the person's behalf and help them understand and make informed choices in matters related to identification of needs and choices of supports and services.
- **Informed choice:** A voluntary decision made by a person with a disability (and/or their legal representative) after they are informed of all available options for case management, services, and providers. Information is delivered using the person's primary method of communication, at a level they can understand.
- **Olmstead:** The U.S. Supreme Court decision that interpreted the Title II of the American with Disabilities Act (ADA) to include supporting people with disabilities in the most integrated setting possible. The decision applies to people of any age who have a disability. In Minnesota, professionals and/or other individuals in the disability field may refer to "Olmstead" when referring to "Minnesota's Olmstead Plan." The vision of this plan is, "Minnesota will be a place where people with disabilities are living, learning, working, and enjoying life in the most integrated setting."
- **Most integrated setting:** Defined by Olmstead as "a setting that enables individuals with disabilities to interact with non-disabled persons to the fullest extent possible."
- **245D Licensing:** Housing support services that are directly licensed under the Minnesota Department of Human Services (DHS) must follow enforced state standards that protect the health, safety, rights, and well-being of children and vulnerable adults. Services licensed under Minnesota Statutes Chapter 245D are the standard for Home and Community-Based Services (HCBS) waivers.

- **MnCHOICES:** A web-based application tool for conducting and creating person-centered assessments and support plans to determine eligibility for long-term services and supports. MNCHOICES includes two electronic tools, assessment, and support plans. An assessor should perform the assessment and complete it within 20 calendar days of a requested assessment.
- **MnCHOICES certified assessors:** Individuals who complete assessments and planning services for people who need long-term services and supports. Assessors must meet training and qualifications set out by the State of Minnesota.
- **Community Support Plan (CSP):** A written summary of information by the certified assessor that was completed through the MnCHOICES assessment. The summary identifies next steps based on the person's needs and is provided no later than 40 calendar days after the MnCHOICES Assessment.
- **Coordinated Services and Support Plan (CSSP):** A summary that identifies the person's needs and preferences for services, including long and short-range goals that ensures their health and welfare. The CSSP is developed and signed by the recipient within 10 working days after the case manager receives the assessment information and the Community Support Plan (CSP) by the certified assessor. A CSSP is only completed if the person is eligible for and chooses to receive publicly-funded home and community-based services and/or state plan services.
- **Person-centered practices:** A way of ensuring people who receive supports and services have the same rights and responsibilities as other people. This includes having control over their lives, making their own choices, and contributing to the community. Person-centered practices include:
 - Tools everyone can use to learn more about a person
 - Person-centered planning
 - Person-centered changes made in schools and human services settings
- **Support planning:** A person-centered process that helps people identify and access social, health, educational, vocational, and other community and natural supports and services based on the person's values, strengths, goals, and needs. The process encourages the use of formal and informal supports. The support planning process might involve:
 - Person who receives services and/or their legal representative
 - Case manager
 - Managed care organization (MCO) care coordinator (when applicable)
 - Certified assessor
 - Providers
 - Other people as designated by the person (e.g., relatives and friends)
- **Case management/care coordinator:** MN Department of Human Services uses the terms "case management," "service coordination," and "care coordination" interchangeably. These terms include activities that help people access, coordinate, and monitor needed services as they relate to the person's assessed needs and preferences. Needed services include: educational, medical, social, and vocational. Case management activities may be provided to or arranged for a person. Activities may include, but are not limited to:
 - Coordinating services
 - Developing a service plan based on a person's assessed needs and preferences

- Evaluating and monitoring services identified in the service plan
- Helping people access needed services
- Identifying potential service providers
- Informing people or their legal representative of service options
- **“A Person’s Own Home”**: Housing is evolving to provide individuals with disabilities an informed choice and appropriate funding and to allow them to choose where, with whom, and in what type of housing situation they live.

When a setting is “A Person’s Own Home,” the lease is in their name. If a person has a legal guardian, it may be the responsibility of the legal guardian to sign a lease on behalf of the person, depending on what the court identifies as the guardian’s responsibilities. The person or their legal guardian:

- Decides who lives in the home with the person (under the restrictions of the lease agreement)
- Decides who provides services to people who live in the home
- Decides who is responsible for the maintenance of the home

For more information on these terms and processes, see PACER’s Housing Project page at PACER.org/housing.

Additional resources can be found at:

- The Minnesota Department of Human Services website at mn.gov/dhs/people-we-serve/people-with-disabilities
- Minnesota Department of Human Services, Community-Based Services Manual at <https://tinyurl.com/yx7grmu7>

Content in this tip sheet sourced from the Minnesota Department of Human Services “Community-Based Standards Manual.”

This tip sheet is part of a housing fact sheet series. See companion sheet “Navigating the Maze of Housing and Services: Advocacy Tips.”



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