

**CASE MANAGEMENT FUNCTIONS**

The term case management is being used for purposes of common understanding in this document. Case management or other direct support functions provided as a CDCS service are flexible and may be provided by traditional or nontraditional providers.

Direct support functions are **flexible** in terms of who provides them and whether they are covered as a paid service. CDCS consumers must have a care plan that is developed through a person-centered process. Consumers must also manage and monitor their CDCS services. If consumers need assistance with these tasks, support may be purchased through traditional county case management, or provided by private providers, or someone else the consumer may make arrangements with and not pay. If the service is paid for, the cost related to flexible case management tasks are included in the consumer’s budget. A nonexclusive list of flexible direct support functions is included in the following table.

There are some case management functions performed by the county that are *not* included in the consumer’s CDCS budget. These functions are **required** if a person chooses to use CDCS. A list of many of the required county functions is included in the following table.

<b>REQUIRED</b>	<b>FLEXIBLE</b>
<b>COUNTY FUNCTIONS</b> <i>not included in the consumer’s CDCS budget</i>	<b>DIRECT SUPPORT FUNCTIONS</b> <i>included in the consumer’s CDCS budget</i>
Screen and determine if individuals are MA eligible	If the consumer elects waiver services, provide information about CDCS and provider options
Screen and assess to determine if the individual is eligible for waiver services including level of care requirements	Facilitate development of a person centered community support plan
Provide the consumer with information regarding HCBS alternatives to make an informed choice	Monitor and assist with revisions to the community support plan
If the consumer elects CDCS, provide them with their maximum budget amount	Assist in recruiting, screening, hiring, training, scheduling, monitoring, and paying workers
Provide CDCS consumers with resources and informational tool kits to assist them in managing the service	Facilitate community access and inclusion (i.e., locating or developing opportunities, providing information and resources, etc.)
Evaluate that the consumer’s health and safety needs are expected to be met given the care plan including provider training and standards	Monitor the provision of services including such things as interviews or monitoring visits with the consumer or service providers
Evaluate if the plan is appropriate including that the goods and services meet the service description and provider qualifications, rates appear to be appropriate, etc.	Provide staff training that is specific to the consumer’s plan of care
Review the service plan and MMIS service agreement,	

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review rates, and set limits by service category	
Authorize waiver services (prior authorized the MMIS service agreement)	
Review and authorized additional funding for environmental modifications or assistive technology exceeding \$5,000 and additional quality assurance if it is manageable within the county's overall waiver allocation	
Manage waiver spending within the county's allowable waiver allocation	
Monitor and evaluate the implementation of the community support plan, including health and safety, satisfaction, and the adequacy of the current plan and the possible need for revisions (this includes taking action, when required to address suspected or alleged abuse, neglect, or exploitation of a consumer as a mandated reporter according to the maltreatment of minors or vulnerable adult acts)*	
At a minimum, review the consumer's budget and spending before the third, sixth, and twelfth month of the first year of CDCS services and at least annually thereafter*	
Monitor the maintenance of financial records, and the management of the budget and services	
Provide technical assistance regarding budget and fiscal records management and take corrective action if needed	
Investigate reports related to vulnerability or misuse of public funds per jurisdiction	
Contract with providers and monitor provider's performance	
Assist the state agency in completing- satisfaction measurements as requested	
Provide satisfaction, utilization, budget, and discharge summary information to the state agency as requested	
Have a system for consumers to contact the local agency on a 24-hour basis in the case of a service emergency or crisis.	

*\* monitoring requirements are increased when the provider is the parent of a minor or spouse of a consumer.*