



Bulletin

NUMBER

#15-25-06

DATE

March 25, 2015

OF INTEREST TO

- County Directors
- Social Services Supervisors and Staff
- Providers of the following services:
- Adult and child foster care
- Adult day Services
- Customized living
- Day training and habilitation
- Residential care
- Structured day, prevocational

ACTION/DUE DATE

Information only for lead agencies; HCBS providers complete assessment by May 15 2015

EXPIRATION DATE

March 25, 2017

Information about the Home and Community Based Services (HCBS) Waiver Provider Self-Assessment

TOPIC

HCBS waiver providers required to complete self-assessment

PURPOSE

Notify lead agencies of required HCBS provider self-assessment.

CONTACT

Minnesota Health Care Programs Provider Call Center 651-431-2700 or 1-800-366-5411

SIGNED

LOREN COLMAN
Assistant Commissioner
Continuing Care Administration

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Home and Community-Based Services (HCBS) Rule and Provider Self-Assessment Background

The Centers for Medicare and Medicaid Services (CMS) issued the final rule (the rule) in January 2014 governing HCBS funded through Medical Assistance. The rule is intended to assure that recipients receiving HCBS are given increased choices about their own care and their integration into the community. It outlines the requirements for person-centered planning and home and community-based settings. A component of Minnesota's transition plan to comply with these rules requires certain HCBS providers to complete a self-assessment for each setting in which they deliver services. This includes adult day services, day training & habilitation (DT&H), structured day, prevocational, residential care, customized living, adult and foster care, and supported living services (in licensed setting).

The information gathered from the self-assessment is the first step in determining each setting's current compliance with the rules. The self-assessment is also designed to assist the state with determining measurable criteria by which HCBS settings will be evaluated.

Note: Lead agencies are not required to complete the provider self-assessment unless they are providing one of the listed services.

This bulletin, describes the self-assessment, lists the Minnesota Health Care Programs (MHCP) Providers that need to complete the self-assessment, describes when to complete the assessment, training opportunities, and general background about the rule.

II. Provider Self-Assessment

Time-frames and assessment distribution

The self-assessment will be sent to providers on or after Wednesday, April 1 with an expected completion of Friday, May 15, 2015. Providers will receive a link to the self-assessment in their MN-ITS PRVLTR mailbox. The name of the link will be (NPI/UMPI_PRVLTR_20150401_SelfAssess_ActionRequiredDueMay15.PDF)

The self-assessment will direct the provider to forward to management to ensure the self-assessment is completed by staff with personal knowledge of the setting.

Providers required to complete the self-assessment

All MHCP enrolled providers of the following home and community-based waiver services must complete a self-assessment for **each** setting in which they deliver services:

- Adult day services
- Day training & habilitation (DT&H)
- Structured day, prevocational
- Residential care

- Customized living
- Adult and child foster care, and
- Supported living services (in licensed setting).

Lead agencies will not complete an assessment unless they are providing one or more of the services listed above.

Additional Information

- The provider should ensure the information used to complete the self-assessment is provided by staff with personal knowledge of the setting.
- After completing a self-assessment, the provider will receive a summary of their responses in their MN-ITS mailbox for their records.
- If the provider needs to resubmit a self-assessment, the provider should contact the MHCP Provider Call Center.
- Written instructions will be available at www.mn.gov/dhs/hcbs-transition on or after April 1, 2015.

Training opportunities

DHS is offering training to help providers understand how to complete the self-assessment. Providers may participate in videoconference training or a webinar facilitated by Member and Provider Services. The videoconferences were designed to help providers complete the self-assessment. During the previously announced videoconferences DHS staff reviewed self-assessment process and questions in detail.

An archived version of the two videoconferences on March 19, 2015 may be viewed online (see links below).

Initial Training video conference and web link:

1. Thursday, March 19, 2015: Morning session – 9:30 AM to 11:30 AM
 - This session prepared providers of **customized living, residential care, foster care and supportive living services** to complete the self-assessment.
 - The videoconference may be down-loaded [here](#) or at <mms://stream2.video.state.mn.us/oet/dhsassistprovhcbsfinalruleam031915.wmv>.
2. Thursday, March 19, 2015: Afternoon session – 1:30 PM to 3:30 PM
 - This session prepared providers of **adult day, DT&H, structured day and pre-vocational services** to complete the self-assessment.
 - The videoconference may be down-loaded [here](#) or at <mms://stream2.video.state.mn.us/oet/dhsassistprovhcbsfinalrule031915.wmv>

Additional webinars to address questions:

DHS will also offer two webinars to outline the self-assessment and address frequently asked questions. The webinars are **not** specific to providers of certain types of services.

The webinars will be offered:

1. Monday, April 13, 2015: 10:00 AM to 11:30 AM
2. Tuesday, April 21, 2015: 10:00 AM to 11:30 AM.

Register for a webinar session through [iLinc](#):

- Select the tab for Public Sessions
- Check the box to select HCBS Self-Assessment Training
- Click on Register
- Enter your information and click Submit
- An email will be sent with the log in link

Provider Questions

Provider Questions should be addressed to the MHCP Provider Call Center at 651-431-2700 or 800-366-5411.

III. More information about the HCBS Rule

More information about the HCBS rule and Minnesota's transition plan can be found at the following website, www.mn.gov/dhs/hcbs-transition.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-2600 or toll free at (800) 882-6262 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.