

 DD SD CODEBOOK Briefcase Resource Document	Description and Purpose: Reference tool containing service definitions for case managers when completing DD Screening Documents
	Where Found: SD Field Completion Fields 41 and 42

Current and Planned Services Funding Definitions

Funding - Waiver Services

01	Case management	Service that assists people on the Developmental Disabilities Waiver to gain access to needed waiver and State plan services, as well as needed medical, social, educational and other services, regardless of the funding source.
02	Homemaker	General household activities provided by a trained homemaker, when a person is unable to manage the home or when the person regularly responsible for these activities is temporarily absent or unable to manage the home.
03	In-home family Support	Residential-based habilitation service provided to the person in their family home and community.
04	Respite (not ICF/DD)	Services provided to persons unable to care for themselves, furnished on a short-term basis because of the absence or need for relief of those persons normally providing the care.
05	Environmental Accessibility and Adaptations	Physical adaptations to the person's home and/or vehicle.
06	Supported living Services	Residential based habilitation services.
07	Crisis Respite	Crisis services, including respite services provided to the person in their home and/or community.
08	Supported employment	Services for persons for whom competitive employment at or above the minimum wage is unlikely, and who, because of their disabilities, needs intensive ongoing support to perform in a work setting. The person receiving services must be in a paid employment situation.
09	Day Training and Habilitation (DT&H)	Licensed supports to provide persons with help to develop and maintain life skills, participate in community life and engage in proactive and satisfying activities of their own choosing.
12	Adult day care / adult day care Bath	Services designed to meet the health and social needs of persons age 18 years and older. Adult day care bath is a bath provided by an adult day care provider when it is not appropriate to provide baths in the person's living setting.
13	Housing access coordination	Assistance for a person when acquiring housing in the community.
14	24 - hour Emergency Assistance	Provision of ready access to assistance, as identified in the Individual Service Plan, for a person requiring extensive supports to secure help in the event of an emergency.
15	Assistive technology	A device, equipment or combination of methods that improve the ability of a person in their home or community to perform activities of daily living, to control/access and communicate in the community.
16	Caregiver training and education	Service that provides training and education to a parent or primary caregiver when the primary caregiver is not employed by a corporation to provide supervision and care for the person.
17	Personal support	Supervision and assistance provided in the home of the person or in the community to achieve increased independence, productivity and inclusion in the community in accordance with outcomes identified in the service plan, but when training is determined not to be necessary to attain these outcomes.
18	Specialist services	Provision of services that exceed the scope and duration of available services. This

		includes Medicaid State plan option services because of a need of a person in the area of behavior management, augmentative communication, personal health, functional motor skills, social skill, leisure and recreational skills or independent living skills and requires specialized services.
47	Consumer training and education	Training and education provided to a person with disabilities to help that person develop self-advocacy skills, exercise civil rights and acquire skills to exercise control and responsibility over the supports received.
48	Consumer-directed community supports	Service that provides persons with a service option that increases personal direction in the delivery of supports. Families and persons participate in person centered planning, manage their direct support workers and choose their service providers.
49	Caregiver living expenses	Expenses that include the portion of the rent and food that may be reasonably attributed to the live-in personal caregiver, when the live-in personal caregiver also provides one of the following approved support services: residential habilitative services, personal support services, extended personal care attendant services and consumer-directed community supports.
50	Transportation, Chore, Extended PCA	<p>a. Transportation – Waiver transportation necessary to gain access to services as specified in the individualized service plan and is provided by common carrier or special transportation vehicles</p> <p>b. Chore – Services to maintain a person’s home as a clean, sanitary and safe environment.</p> <p>c. Extended PCA – Assistance and support to eligible persons with disabilities and special health care needs including the elderly, who live independently in the community. Services are provided by a qualified personal care assistant (PCA) and may be provided in the person’s own home or in the community. Extended PCA services exceed the amount, duration and scope specified for the MA State Plan service description.</p>
54	Home delivered meals	Nutritionally balanced meals delivered to the place of residence.
55	Transitional services	Items, expenses and related supports necessary and reasonable for a person to transition from a licensed setting to their own home. For purposes of this service, home means a setting that a person receiving transitional services owns, rents or leases.

Funding – Other (Non-Waiver Services)

19	Case management	Service that will assist persons to gain access to needed Waiver and State plan services, as well as needed medical, social, educational and other services, regardless of the funding source. Can include all other Case Management services except DD Waiver Case Management.
20	Respite – non-ICF/DD or NF	Services provided to persons unable to care for themselves, furnished on a short-term basis because of the absence or need for relief of those persons normally providing the care.
21	Homemaker	General household activities provided by a trained homemaker, when a person is unable to manage the home or when the person regularly responsible for these activities is temporarily absent or unable to manage the home.
22	Modifications/ Equipment	Physical adaptations to the person’s home and/or vehicle.
23	MN family support grants	Statewide state-funded program to prevent the out of home placement of children with disabilities and to promote family health and social wellbeing by assisting families with access to disability services and supports.
24	Semi-independent living services (SILS)	Services that include training and assistance in managing money, preparing meals, shopping, personal appearance and hygiene and other activities needed to maintain and improve an adult with developmental disabilities’ capacity to live in the community. SILS are state and county funded.
25	Temporary care – ICF/DD (RTC)	Provision of services in a RTC for a period not exceeding 90 days in any calendar year for adults requiring ICF/DD level of care.

26	Temporary care – ICF/DD (Cmty)	Provision of services in a community ICF/DD for a time-limited period for adults or children requiring ICF/DD level of care.
27	Temporary care - other	For example, respite care in a RTC, hospital care, Nursing Facility, short-term stays (convalescent, temporary, emergency provisional and delirium care) and other services for the person's short-term needs.
28	ICF/DD – Community	Residential facility licensed as a health care institution and certified by the Minnesota Department of Health to provide health or rehabilitative services for persons with developmental disability or a related condition that require active treatment.
29	METO/ICF/DD – RTC	METO that is certified as an ICF/DD.
30	Nursing facility	Facility or part of a facility licensed to provide nursing care for persons who are unable to care for themselves properly.
31	Board and Lodging	Community based residence licensed by the Department of Health to provide room and board and perhaps minimal care and supervision.
32	Home care services (specify in notes)	Services that offer a range of medical care and support provided in the person's home and community. Services range from simple assistance in activities of daily living.
33	Other Services	Specify in NOTES area. Examples: County-funded services and programs; METO.
51	Relocation Service Coordination	Activities coordinated and designed to help a person who resides in an eligible institution to gain access to needed medical, social, educational, financial, housing and other services and supports that are necessary to move from an eligible institution to the community.
52	METO RTC (Non-ICF/DD)	METO that is not certified as an ICF/DD.
53	RTC (Not METO)	State operated regional treatment center (RTC) other than METO.

Residence

34	Home of immediate family	Person lives with parents, siblings or spouse.
35	Home of extended family	Person lives with a relative who is not a parent, sibling or spouse.
36	Foster care - family	Person lives with a person or family unit licensed under the Department of Human Services' child or adult foster care rules who functions as a "primary caregiver," that is someone who is principally responsible for the care and supervision of the person and maintains their primary residence at the same address as the person and is named as the owner or lessor of the primary residence.
37	Foster care - live-in caregiver	Person lives in a licensed foster home where the primary caregiver responsible for the care and supervision of the person is employed to provide the service, maintains their primary residence at the same address as the person, but does not own or lease the residence.
38	Foster care - shift staff	Person lives in a licensed foster home where the care and supervision of the person is provided by two or more employed persons who do not maintain their primary residence at the same address as the person and who have no investment in the ownership of the residence.
39	Own home (unlicensed less than 24 - hour supervision)	Person lives in a home that is not licensed under any Department of Human Services or Department of Health rules and receives supervision and perhaps support services for less than 24 hours per day. May have a 24 - hour plan of care.
40	Own home (unlicensed with 24-hour supervision)	Person lives in a home that is not licensed under any Department of Human Services or Department of Health rules and receives 24-hour supervision and perhaps support services.
41	Other (specify in notes)	Must specify in NOTES area.

Non-Residential Training and Habilitation

Only enter a number code, for example, "43." Do not enter the number and letter, for example, "43a." The alphabetical listings are provided as examples only to assist the team in defining the appropriate training and habilitation service.

42	Education	Preschool through grade 12
43	Adult education	a. Community education b. College or university setting c. Community vocational college
44	Day training and habilitation (DT&H)	a. Community based natural supports – Regular jobs paying a wage and community activities in real work and community settings with non-disabled coworkers b. Supported employment (job coach) – Competitive employment offering individualized job placement, job-site training and follow-up services c. Community-based inclusion activities (non-work) d. Center-based work activity – Self-contained setting where staff members assist people in work activities e. Center-based non-work activity – Self-contained setting where staff members assist people in non-work activities, such as personal care and development of community living f. Other (specify in notes)
45	Jobs and Training	a. Work activity b. Long term employment c. Supported employment d. Competitive employment
46	Other	a. Federal vocational program b. Non-vocational alternative c. Other - Specify in NOTES area