



New Services to Support Housing

DHS
Disability Services Division
Housing and Supports Division



Housing
Stabilization
Services

HCBS
Services to
help you
stay in your
home

Disability
waivers

Medicaid Housing Stabilization Services

DHS is applying to CMS to add **Housing Stabilization Services** to Minnesota's Medicaid plan.

The services are designed to help people with disabilities and seniors **find** and **keep** housing in the community.



Background: Why Housing Stabilization Services?

People with disabilities often lack the support they need to live successfully in the community.

- Affordable housing is not always enough for a person with a disability to be able to find and maintain housing.
- Issues such as mental illness symptoms and cognitive challenges can make it difficult for someone to search for and secure housing, interact with landlords and neighbors, and adhere to the requirements of a lease.

→*The **right supports**, provided by a professional with **knowledge and experience in housing**, can significantly mitigate these factors.*

Goals of the services



Support an individual's **transition** to housing in the community



Increase **long-term stability** in housing in the community



Avoid future periods of homelessness or institutionalization

Housing Stabilization Services

Transition

- Helps people **plan** for, **find** and **move** to homes of their own in the community

Sustaining

- Supports a person to **maintain** living in their **own home in the community**

Consultation

- Housing-focused **planning** services with a person-centered approach

Service package: Housing Stabilization Services- Transition

- Developing, updating and modifying the **housing support and crisis plans** on a regular basis
- Identifying and assisting in **resolving barriers** to accessing housing
- Supporting the person in **applying for benefits** to afford their housing
- **Identifying services** and benefits that will support the person with housing instability
- Assisting the person with **contacting potential options for housing** to determine availability and other relevant information
- Assisting the person with the **housing search and application process**
- Assisting the person with **tenant screening** and housing assessments
- Helping a person understand and **develop a budget**
- Helping recipients understand and **negotiate a lease**
- Helping the recipient meet and **build a relationship with a prospective landlord**
- **Identifying resources** to cover **moving** expenses
- Helping the person **arrange deposits**
- Ensuring the **new living arrangement is safe** and ready for move-in
- **Remote support** when required to ensure their housing transition
- Helping a person **organize their move**

Service package: Housing Stabilization Services- Sustaining

- Developing, updating and modifying the **housing support and crisis plan** on a regular basis
- Prevention and **early identification of behaviors** that may jeopardize continued housing
- Education and **training on roles, rights, and responsibilities** of the tenant and property manager
- Coaching to **develop and maintain key relationships** with property managers and neighbors
- Advocacy with community resources to **prevent eviction** when housing is at risk
- Assistance with the **housing recertification** processes
- Continuing **training on being a good tenant**, lease compliance, and household management
- Supporting the person to **apply for benefits** to retain housing
- Supporting the person to **understand and maintain income and benefits** to retain housing
- Supporting the building of **natural housing supports and resources** in the community
- **Remote support** when required to help the person retain their housing

**Disability or
disabling
condition**



Housing instability

- Homeless or at-risk of homelessness
- Transitioning from an institution or segregated setting
- At-risk of institutionalization



**Assessed need for
services due to
limitations caused
by the individual's
disability**



Eligibility for Housing Stabilization Services

Accessing services

Eligible applicants will need to have ALL of the following:

1. **Enrolled in Medical Assistance (MA) and 18 years or older**
2. **Disability** or disabling condition, for example:
 - **Professional statement of need**
 - **Medical opinion form**
 - **Proof of receipt of SSI or SSDI**
3. **Housing instability and need for services determined by:**
 - **Professional statement of need** OR
 - **MnCHOICES assessment** (for persons with a need for Long Term Services and Supports only) OR
 - **Coordinated Entry** (for persons experiencing homelessness only)
4. **Housing-focused, person-centered plan completed by**
 - **Case Manager** (TCM or waiver) or **MCO Care Coordinator** (seniors only)
 - **Housing Consultation** provider (for persons without a case manager)

Provider qualifications

- Agency providers of **Housing Stabilization Services** must assure all staff providing the service have:
 - Knowledge of local housing resources
 - Completed housing stabilization service training approved by the Commissioner
 - Completed mandated reporter training which includes training on Vulnerable Adult law
- Agency providers of **Housing Consultation Services** must assure staff providing the service have:
 - Knowledge of local housing resources and must not have a direct or indirect financial interest in the property or housing the participant selects
 - Completed training approved by the Commissioner
 - Planning must be focused on supporting a person to move into a setting which is HCBS compliant

Additionally, all providers must apply the standards in Minnesota Statutes, chapter 245C concerning criminal background studies.

Conflict of interest protections

The same provider (agency) cannot perform BOTH the evaluation, assessment and plan of care AND provide the direct services for the same person.

Assessment

- Health professional (physician, NP, social worker, etc.) OR
- LTCC certified assessor OR
- Trained CES assessor

Housing-focused plan

- Case manager/Care coordinator OR
- Enrolled Housing Consultation provider

Housing Transition and Sustaining Services

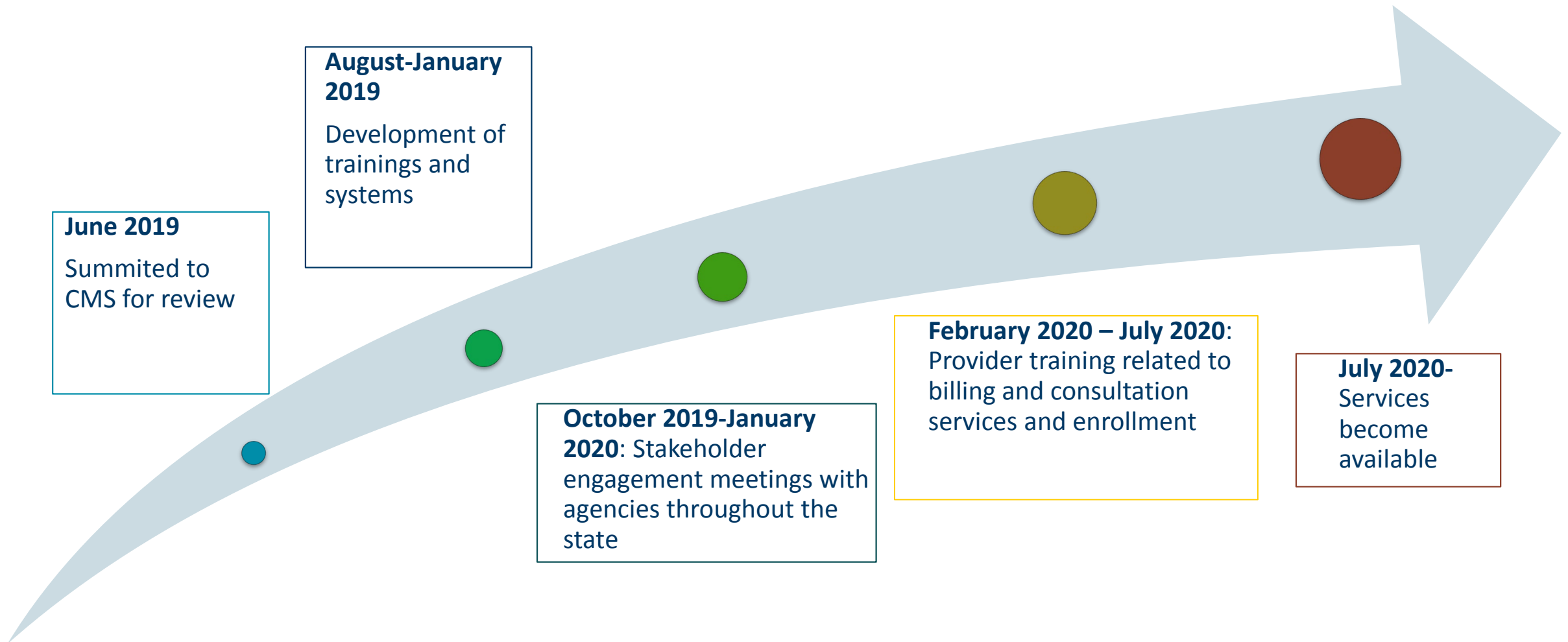
- Enrolled Housing Stabilization Services provider

May be same provider

Next steps for the State Plan Amendment (SPA)

- Application was initially sent to CMS for review in October 2018.
- After receiving feedback from CMS, DHS resubmitted the application in June 2019, and we are waiting to hear back from CMS regarding a final decision.
- If the services are approved, the Department will work very closely with stakeholders to implement the new housing stabilization service.
- Services will be available to people who are eligible no earlier than July 2020.

Estimated timeline for implementation of services



HCBS waiver services supporting community living

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DHS - Disability Services Division

Overview of the Waivers

- BI, CAC, CADI and DD Waivers
- Services support a person's assessed disability related need to ensure the health, welfare and safety of the person
- Person Centered Planning → Informed choice
- Services are documented in the person's plan
- Common Service Menu
- Pay for services; not housing

Array of waiver services

- Over 30 different services between each disability waivers
- Array of services include:
 - Residential services (e.g. foster care / SLS, customized living)
 - Day services (e.g. adult day, DTH)
 - Services in a person's home
- Community-Based Service Manual (CBSM) [Waiver Programs Overview](#)
- CBSM outlines service guidelines

Home and community-based services (HCBS) waiver services – supporting community living

- Supported Living Services (SLS) for adults in their home
 - Independent Living Skills (ILS)
 - Individualized Home Support
 - Employment Support Services
 - 24 Hour Emergency Assistance
 - Personal Support
 - Transportation
 - Homemaker
 - Chore
 - Monitoring Technology
 - Assistive Technology
 - Environmental Accessibility Adaptations
 - State Plan Services
 - [PCA](#)
 - [Home Care](#)
- **Not an exhaustive list of service options***

Home and community-based services (HCBS) waiver services – supporting community living

- HCBS waiver services that assist in finding, moving and sustaining housing
 - Transitional Services
 - Housing Access Coordination
 - Caregiver Living Expense
- [Employment First](#): MN's plan for competitive, integrated employment
- [HCBS waiver Employment services](#) and
 - Employment development services
 - Employment exploration services
 - Employment support services

Transitional Services

- Transitional services are items and expenses necessary and reasonable for a person to transition from an eligible setting to their own home
- For transitional services, own home is defined as:
 - A person's own home is a setting that he or she owns, rents or leases that is not operated, owned or leased by a provider of services or supports.
- To receive transitional services a person must be:
 - Age 18 or older
 - Moving from an eligible setting to his/her own home
 - Moving to a setting where these items and expenses are not normally furnished
 - Not able to access transitional services from other funding sources (e.g., community nonprofit organizations).

Transitional Services

- Eligible settings to transition from to a person's own home include:
 - Adult foster care homes (corporate and family)
 - Hospitals
 - Institution for mental diseases (IMD)
 - Intensive rehabilitation treatment and Rule 36 settings
 - Intermediate care facilities for persons with developmental disabilities (ICDs/DD)
 - Nursing facilities
 - Registered housing with services establishments (e.g., customized living)
 - Unlicensed settings (e.g., a person's own home or family home).

- Transitional Services include:
 - Essential furniture
 - Lease/rental deposits
 - One-time household supplies
 - One-time pest and allergen treatment of the home
 - Supports for transitional assistance
 - Utility set-up fees and deposits
 - Window coverings

Housing Access Coordination

- Housing Access Coordination assists a person to **plan** for, **find**, and **move** into their own home.
- May also provide **follow up** support to assist with navigating housing-related needs.
- For housing access coordination, own home is defined as:
 - A person's own home is a setting that he or she owns, rents or leases that is not operated, owned or leased by a provider of services or supports. The person has full control of his/her housing and choice of service provider.
- Housing Access Service (Grant)

Housing Access Coordination

- A person can use housing access coordination to move to their own home from any of the following settings:
 - Adult foster care homes (corporate and family)
 - Hospitals
 - Institution for mental diseases (IMD)
 - Intensive rehabilitation treatment and Rule 36 settings
 - Intermediate care facilities for persons with developmental disabilities (ICDs/DD)
 - Nursing facilities
 - Registered housing with services establishments (e.g., customized living)
 - Unlicensed settings (e.g., a person's own home or family home).

Caregiver living expense - Service definition and covered services

- **Caregiver living expenses:** Certain expenses incurred by a caregiver who lives in the same household as the person who receives waiver services when the caregiver also provides an approved service.
- **Covered Services:** Reimbursement for the portion of rent and food reasonably attributed to the live-in caregiver

Caregiver living expense - Services parameters

- Person receiving services must have an approved HCBS service option
- Caregiver must live in the same household of the person receiving waiver services.
- Reimbursement for caregiver living expenses is limited to a person who:
 - Has the live-in personal caregiver residing in the same home
 - Is an adult
 - Lives in his or her own home.

Caregiver living expense - Benefits

- Broad service that's accessible to many people
- Independence, autonomy and flexibility for the person
- Roommate can make housing more affordable for the person
- Provides a dedicated staff for the person
- Relieves cost of living considerations for roommates in a tight housing market

Caregiver living expense - Approved HCBS service options

	BI	CAC	CADI	DD
Adult companion	X		X	
Consumer directed community supports	X	X	X	X
Extended personal care assistance	X	X	X	X
Extended private duty/home care nursing		X		
Independent living skills training	X	X	X	
Individualized home supports	X	X	X	
Personal support				X
Supported living services under residential habilitation				X

Unallowable use of caregiver living expenses

- For parents, spouses or other legally responsible adults
- In a residence owned or leased by a MA-enrolled provider
- When the caregiver owns the home
- When the service duplicates other services that are provided to the person

Caregiver living expense - Provider standards and qualifications

- Live-in caregiver must meet provider qualifications for the approved HCBS service option they are providing
- Must provide cost-effective means of meeting the needs defined in the participant's community support plan
- Standards in Minnesota Statutes Chapter 245C regarding criminal background studies must be applied to the live-in caregiver
- [MinnesotaHelp.info](https://www.mn.gov/help) to find providers

Caregiver living expense - Authorization and billing

- Case manager completes the [Caregiver Living Expenses Worksheet, DHS-4929](#) to determine the authorized daily rate (market rate service);
 - HCPC code S5126 – [LTSS Service Rate Limits](#)
 - No administrative costs provided in rate calculated by Caregiver Living Expenses Worksheet DHS-4929
- Lead agency responsibilities include:
 - Assuring the MHCP-enrollment status of caregiver
 - Document, assuring reasonableness, of caregiver expenses

Caregiver living expense - Department of labor considerations

- Consult with IRS or Department of Labor for tax or other work-related expense questions
- Fair Labor Standards Act [Fact Sheet #79G](#)
- Reasonable agreement in paid room situations
- Reasonable agreements can help define (not an exhaustive list):
 - Work and non-work hours
 - Required tasks to perform
 - “Gray areas” (e.g., shared community time, share household tasks, etc.)

Caregiver living expense - Caregiver role, responsibility and expectations

- Each situation will be unique and present different considerations to address
- [Housing Benefits 101](#)
- Planning meeting to document roles, responsibilities and expectations
- Examples of documentation
 - CSSP or CSSPA,
 - Rental agreement,
 - Reasonable agreement or
 - Other formal or informal contract

Factors to consider when developing a person's plan using caregiver living expenses

- Relational factors between the person and caregiver
 - Dual roles
 - Power dynamics
 - Conflict management
- Working with property management

Caregiver living expense - Additional considerations

- Home size based on needs and preferences of the person, caregiver, other roommates, team, etc.
- Caregiver can be on the lease with the person
- Development of an emergency back-up plan during person-centered planning
- Determination of where/to whom the caregiver living expenses reimbursements are sent

Resources from today

- Community-Based Service Manual (CBSM) [Waiver Programs Overview](#)
- CBSM—Caregiver Living Expenses: http://www.dhs.state.mn.us/id_002430#
- CBSM – Transitional Services https://www.dhs.state.mn.us/id_053178#
- CBSM – Housing Access Coordination https://www.dhs.state.mn.us/id_051586#
- CBSM – Requirements for a person’s own home: <http://www.dhs.state.mn.us/dhs-286286#>
- Housing Benefits 101: <http://mn.hb101.org/>
- Disability Benefits 101: <https://mn.db101.org/>
- DEED Cost of Living Tool: <https://mn.gov/deed/data/data-tools/col/>
- Fair Labor Standards Act Fact Sheet #79G: <https://www.dol.gov/whd/regs/compliance/whdfs79g.htm>

Case studies