

HCBS Final Rule Evidentiary Package

Country Manor Senior Apartments



Setting information

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| Setting name: Country Manor Senior Apartments | ID #: 30448 |
| Street address: 520 First St. NE, Sartell, MN 56377 | Phone: 320-253-1920 |
| Setting website, if applicable: http://www.countrymanorcampus.org/ | Date of site visit: 6/7/2018 |

Waiver service type

| Waiver service | Service type: |
|---|-------------------|
| <input type="checkbox"/> Alternative Care (AC) <input checked="" type="checkbox"/> Elderly Waiver (EW) <input type="checkbox"/> Brain Injury (BI) <input type="checkbox"/> Community Access for Disability Inclusion (CADI) <input type="checkbox"/> Community Alternative Care (CAC) <input type="checkbox"/> Developmental Disabilities (DD) | Customized Living |

Reason for heightened scrutiny

| Prong type | Category | Type of setting |
|---|---------------------|---|
| Prong 1: Located in a Public or Private Institution | Name of Institution | Name of Institution Country Manor Health Care and Rehab Center |

Note: The term people/person (resident for residential settings) refers to people who receive Medicaid HCBS waiver service

General summary

Country Manor Senior Apartments is located in the town of Sartell, in Benton County. Sartell is 75 miles northwest of Minneapolis, just outside of St. Cloud. Sartell had a population of 17,147 in 2016.

At the time of the provider attestation, Country Manor Senior Apartments provided housing and services to 241 people. At that time, 15 people were receiving customized living services funded by Elderly Waiver.

The customized living setting is located on a continuum-of-care campus called the Country Manor Campus, which includes three other customized living sites, a skilled nursing facility and an outpatient clinic. The other three customized living sites do not provide customized living services to people funded by home and community-based waiver programs.

All housing and long-term care services on the campus are operated by The Foundation for Health Care Continuums, a nonprofit corporation.

Customized living provider standards/qualifications

Licensure requirements and other state regulations for customized living services clearly distinguish these services/settings from institutional licensure or regulations. Customized living services are provided in housing-with-services establishments with the service provider directly licensed as a comprehensive home care provider by the Minnesota Department of Health. Customized living services provide an individualized package of regularly scheduled health-related and supportive services to a person who lives in a qualified, registered housing-with-services establishment.

Customized living service definitions that support the setting requirements

Customized living (CL) and 24-hour CL services include component services designed to meet the person's assessed needs and goals. Individualized CL services may include supervision, home-care aide tasks (e.g., assistance with activities of daily living), home-health aide task (e.g., delegated nursing tasks), home-management tasks, meal preparation and service, socialization, helping people to schedule meetings and appointments, helping with money management, helping people to schedule medical and social services and arranging for or providing transportation. If socialization is provided, it must be part of the service plan, related to established goals and outcomes and not diversional or recreational in nature.

For more details about the component services, including what is covered and distinctions between each, see [Customized Living Component Service Definitions, DHS-6790H \(PDF\)](#).

(<https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6790H-ENG>)

Minnesota's Community-Based Services Manual (CBSM) provides the following requirements for customized living services:

[CBSM page on Customized Living](#)

(http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_001787#)

Prong 1 and Prong 2 settings

Meaningful distinction between the facility and HCBS setting

| States must submit strong evidence that the setting presumed institutional has the characteristics of an HCBS setting and not an institutional setting. | |
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| Determination | Summary |
| <input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable | <p>Interconnectedness between the facility and the setting in question, including administrative or financial interconnectedness, does not exist or is minimal.</p> <p>Country Manor Senior Apartments, the customized living setting, has separate leaders from the nursing facility and the other medical services located on the continuum-of-care campus. These leaders include a separate housing director and a separate director of nursing for customized living services. However, the customized living setting leaders report to an overall administrator at Country Manor Campus. The setting is financially connected to Country Manor Campus, but it manages decisions about financial matters at the setting level as well.</p> |
| <input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable | <p>To the extent any facility staff are assigned occasionally or on a limited basis to support or back up the HCBS staff, the facility staff are cross-trained to meet the same qualifications as the HCBS staff; (staff training materials that speak of the need to support individuals’ chosen activities), (person-centered planning) (the staff is trained specifically for home and community-based support in a manner consistent with the HCBS settings regulations.)</p> <p>All staff that work in the customized living setting receive HCBS settings rule training and other relevant training and orientation for the setting. Staff from the nursing facility and the other medical services located on the continuum-of-care campus do not work in the customized living setting.</p> |
| <input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable | <p>Participants in the setting in question do not have to rely primarily on transportation or other services provided by the facility setting, to the exclusion of other options; (Describe the proximity to avenues of available public transportation or an explanation of how transportation is provided where public transportation is limited.)</p> <p>People who live in this customized living setting have several options for transportation to support community engagement and inclusion, including: the setting’s accessible van, nearby fixed-route city transit, a</p> |

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| | door-to-door dial-a-ride service, local taxis and care cabs, rides from family and friends, and use of their own cars. |
| <input checked="" type="checkbox"/> Met <input type="checkbox"/> Unmet <input type="checkbox"/> Not applicable | <p>The setting provides HCBS services in a space that is distinct from the space in which institutional services are provided.</p> <p>The customized living setting is separate from the nursing facility on the campus. The setting is joined to the nursing facility by one hallway. The customized living setting also has separate entrances and parking areas from the nursing facility.</p> |

Community engagement opportunities and experiences

Community engagement is supported by the setting staff but also by volunteers, family and friends from the wider community. People served in the setting provide input through interest assessment forms, tenant meetings and direct communication with staff.

The setting supports regular outings in the community. Here are some examples:

- Weekly trips to the grocery store
- Regular trips to restaurants
- Public parks and gardens
- Boating and fishing outings
- Community events and festivals

People who live in the setting also get out on their own, with their own cars, with family and friends and with the support of community transportation options. These trips include:

- Coffee dates and restaurant meals
- Family events
- Sports events
- Faith community activities
- General errands

The setting also supports a daily activity calendar that people can participate in as they like. On-site, programmed activities include: chapel services, bible studies and prayer groups, neighborhood gatherings, gardening, musical groups and games of various kinds. One unique feature of the campus is that several businesses are located on the campus property that are open to the public, including: a full-service restaurant, a general store, a pharmacy, a bank and a child-care center. These businesses are used by people living in the setting, but also by the wider public.

HCBS characteristics

| <p>This section is a summary of the individual HCBS characteristics required in the HCBS rule. The findings for each characteristic are identified through the setting attestation documentation, on-site observation or both.</p> | |
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| <p>HCBS Rule requirement</p> | <p>Compliance status (Please select)</p> |
| <p>Each person at the setting has a written lease or residency agreement in place providing protections to address eviction processes and appeals.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>The setting provided an HCBS-compliant lease agreement as documentation through the provider-attestation process. The administrator also provided a move-in packet during the site visit, which included a lease agreement. The person who lives in the setting who was interviewed also confirmed that she was provided a lease agreement when she moved in.</p> | <p>Compliant</p> |
| <p>Each person at the setting has privacy in his/her sleeping or living unit including a lockable door.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>Locks were observed on all unit doors in the setting. The person who lives in the setting who was interviewed had a lock on her door and confirmed that her privacy is respected in the setting.</p> | <p>Compliant</p> |
| <p>The setting facilitates that a person, who shares a bedroom, is with a roommate of his or her choice.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>People living in this setting do not share rooms unless they share a room with a spouse, partner or other person of their choice. The person who lives in the setting who was interviewed did not share her unit.</p> | <p>Compliant</p> |

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| <p>The setting provides people with the freedom to furnish and decorate their bedrooms and living units within the lease or residency agreement.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>The setting’s lease allows people in the setting to decorate and personalize their living units. The person who lives in the setting who was interviewed had her room arranged as she desired.</p> | <p>Compliant</p> |
| <p>The setting provides people the freedom and support to control their daily schedules including access to food at any time.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>The person who lives in the setting who was interviewed confirmed that her daily schedule was going well for her. The services she received worked well with her schedule. She was able to get food and beverages outside of dining hall meal times. She used her kitchen in her unit for food storage, but no longer cooks for herself. She finds the general store located on the campus, which is open to the wider public, very helpful to get basic food items for her kitchen. Staff in the setting help her to get to the general store.</p> | <p>Compliant</p> |
| <p>The setting allows people to have visitors at any time.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>The person who lives in the setting who was interviewed confirmed that visitors may come and go as they like, and that there are not any restrictions on visiting the setting.</p> | <p>Compliant</p> |
| <p>The setting provides opportunities for people to seek employment and work in competitive, integrated settings.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input checked="" type="checkbox"/> Observation made during on-site visit</p> <p>The person who lives in the setting who was interviewed no longer works and did not have a regular volunteer commitment. She confirmed that staff are willing to adjust service schedules to</p> | <p>Compliant</p> |

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| <p>accommodate her preferences. She has received support from her health plan in arranging transportation to medical appointments in the wider community.</p> | |
| <p>The setting is physically accessible to the individual.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit <p>The common spaces and living units were observed to be accessible. Living units and bathrooms were observed to have many accessibility features. The administrator confirmed that they work with people living in the setting if they need a modification to their living units, as needed. The person who lives in the setting who was interviewed described that using a wheelchair was a difficult adjustment for her, but that staff help her move about the building, as needed. The person interviewed is aware that she may ask administrators about modifying her space, if needed.</p> | <p>Compliant</p> |
| <p>The setting provides people opportunities to access and engage in community life.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit <p>The setting supports trips into the wider community for practical purposes such as errands and medical appointments, but also for socialization and community engagement. The staff makes people who live in the setting aware of transportation providers in their area in their move-in packets, with refrigerator magnets and as needs arise.</p> <p>Again, a unique feature of the campus is that several businesses open to the public are located on the campus property including: a full-service restaurant, a general store, a pharmacy, a bank and a child-care center. These businesses are used by people who live in the setting, but also by the wider public.</p> <p>The person who lives in the setting who was interviewed had used physical therapy services on-site, but she also chose other medical providers from the wider community.</p> | <p>Compliant</p> |
| <p>The setting supports the person’s control of personal resources.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation | <p>Compliant</p> |

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| <input type="checkbox"/> Observation made during on-site visit Not applicable. This setting does not provide money-management services. | |
| <p>The setting ensures people’s right to privacy.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit The person who lives in the setting who was interviewed said that her privacy was always respected by staff. The setting has HCBS-compliant training practices for staff, to inform staff of the privacy rights of the people they serve. | Compliant |
| <p>The setting ensures people’s dignity and respect.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit During the site visit, staff were observed treating people who live in the setting with respect. The person who lives in the setting who was interviewed confirmed that she was treated with dignity and respect. | Compliant |
| <p>The setting ensures people’s freedom from coercion and restraint.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input type="checkbox"/> Observation made during on-site visit Staff are trained on the Minnesota Home Care Bill of Rights and the Minnesota Vulnerable Adults Act. | Compliant |
| <p>The setting optimizes individual initiative, autonomy and independence in making life choices, including daily schedule and with whom to interact.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit The person who lives in the setting who was interviewed felt good in the setting, and felt her choices and independence were respected. | Compliant |

Pictures of the HCBS setting



Deli area of pharmacy and general store on campus, open to public



Public businesses located on the campus property



Public, full-service restaurant located on campus, open to public



Mail boxes and community bulletin board for setting

Public comment summary

The Minnesota Department of Human Services (DHS) did not receive public comments for this setting.

DHS sought public comment for 30 days (Feb. 6-March 7, 2019) before submitting settings to the Centers Medicare & Medicaid Services (CMS) for heightened scrutiny.

We sought public comments using the following methods:

- Evidentiary packages posted online on the [Home and Community Based Services Rule transition plan page](#)
- Evidentiary packages specific to each setting posted in a common area of the setting
- Notice of public comment period via [Feb. 6, 2019, eList announcement](#)
- Notification to lead agencies via regional resource specialists
- Notification to providers via email
- Notification to managed care organizations and Area Agencies on Aging (AA) via email
- Notification to long-term care ombudsman office via email
- Disability Hub MN virtual insight panel.

Minnesota's recommendation

Date of recommendation: 4/1/2019

Minnesota supports that this setting overcomes the institutional presumption and meets the requirements of a home and community-based setting. Provider is required to maintain on-going compliance with all HCBS requirements.