

HCBS Final Rule Evidentiary Package

Melrose Park View Center



Setting information

Setting name: Melrose Park View Center	ID #: 30388
Street address: 125 Fifth Ave. NW, Melrose, MN 56352	Phone: 320-256-1769
Setting website, if applicable: Melrose Park View Center (https://www.centracare.com/locations/profile/centracare-health-melrose-park-view-center)	Date of site visit: 6/4/2018

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 CentraCare Health Melrose

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

General summary

Melrose Park View Center is located in the town of Melrose in a residential neighborhood not far from the town center, just off of West Main Street. The town of Melrose is located in Stearns County, 30 miles northwest of Saint Cloud, and 100 miles northwest of Minneapolis, on Interstate 94. Melrose had a population of 3,611 in 2016.

Melrose Park View Center is a 60-unit senior housing building that served five people on Elderly Waiver at the time of their attestation. The customized living setting is located on a health care campus that includes Melrose Hospital and Clinic and Pine Villa Care Center. All aspects of the campus are owned and operated by CentraCare Health, a nonprofit health-care system that serves many communities in central Minnesota.

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 provided 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, assisting enrollees with arranging meetings and appointments, assisting with money management, assisting participants with scheduling 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 a HCBS setting and not an institutional setting.

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>Melrose Park View Center, the customized living setting, has separate administrative leaders, and the program manages its own finances. However, the customized living setting leaders report to higher-level administrators in the CentraCare Health system, and the program is also financially connected to CentraCare.</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 HCB settings regulations.)</p> <p>All staff who work in the customized living setting receive HCBS settings rule training and other relevant training and orientation for the setting. Staff from Pine Villa Care Center fill in shifts in the customized living program occasionally. These fill-in staff receive HCBS training.</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>The customized living setting is just off of Main Street, not far from the center of the town. Some people served in the setting walk to community amenities from the setting. People served in the setting also have access to the following modes of transportation: their own vehicles, family and friends, county transit, the setting’s van and taxi cab services.</p>
<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 other facilities on the campus. It has its own signage, its own main entrance, its own parking lot and sidewalk proximate to parking, and its entrance is on a different side of the city block from the other facilities. The customized living building is also different in look and style from the other facilities, easily distinguishing itself as a separate housing facility.</p>

Community engagement opportunities and experiences

Community engagement at this site is supported by staff focused on activities coordination. People served in the setting provide input through interest assessment forms, tenant meetings, a suggestion box and direct communication with staff. People in the setting learn about on-site activities and offerings in the wider community through a bulletin board display, a daily listing of events and through staff announcements. The site also has a subscription to local papers that are available to everyone in the setting.

The setting supports regular outings in the community. Below are examples of these types of outings:

- Grocery shopping and shopping for other household goods
- Greenhouses and garden centers, in part to support gardening beds at the setting
- Restaurants and movies
- Community events, festivals and a nearby casino
- Scenic drives, to take in the seasons and holiday decorations

People who live in the setting also frequently go out on their own, with their own cars, with family and friends and with the support of county transit. These trips include coffee dates and restaurant meals, family events, faith community activities, visits to family cabins and general errands.

The setting also supports a daily activity calendar that people may participate in as they like. On-site, programmed activities include: exercise and wellness sessions, games of various kinds and a special focus on learning opportunities, including guest speakers.

People who live in the setting are also active planning and participating in self-led activities including book clubs, card playing, bible study and social get-togethers with other residents or guests from the wider community.

HCBS characteristics

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.

HCBS Rule requirement	Compliance status (Please select)
Each person at the setting has a written lease or residency agreement in place providing protections to address eviction processes and appeals.	Compliant

<input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit <p>The setting provided a rental agreement as documentation through the provider-attestation process. This was confirmed with a person living in the setting during the site visit.</p>	
<p>Each person at the setting has privacy in his/her sleeping or living unit including a lockable door.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit <p>Locks were observed on all unit doors. The administrator and tenant interviewed stated that the building operates like a standard apartment building in terms of exterior entrances and unit doors.</p>	Compliant
<p>The setting facilitates that a person, who shares a bedroom, is with a roommate of his or her choice.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input type="checkbox"/> Observation made during on-site visit <p>This item is not applicable. People living in this setting do not share rooms unless they share a room with a spouse, partner or other person of their choice.</p>	Compliant
<p>The setting provides people with the freedom to furnish and decorate their bedrooms and living units within the lease or residency agreement.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit <p>The rental agreement allows people in the setting to decorate and personalize their living units. Living units were observed during the site visit and were very home-like and personal, and decorated as the person desired.</p>	Compliant
<p>The setting provides people the freedom and support to control their daily schedules including access to food at any time.</p> <input checked="" type="checkbox"/> Compliant documentation submitted with attestation <input checked="" type="checkbox"/> Observation made during on-site visit	Compliant

<p>The resident interview confirmed that people in the setting may control their daily schedules, in terms of waking, going to bed and coming and going and eating as they would like. A snack area is available in the dining area between meals. People who live in the setting have kitchens in their units.</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 resident interview confirmed that people who live in the setting can have visitors at any time. Visitors were observed coming into the setting during the site visit. The main entrance is much like a standard apartment. It is a locked entrance with a directory of tenants. Visitors may call the person’s room or a 24-hour staff to enter the building. All people who live in the setting have a unit key and an exterior door key, and may come and go as they please.</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 resident interviewed during the site visit no longer works and does not desire to work, but confirmed that his services could be rearranged to support any commitments he may have. He also confirmed that he knows of other residents who have used transportation services to get to their regular commitments.</p>	<p>Compliant</p>
<p>The setting is physically accessible to the individual.</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 common spaces and living units were observed to be accessible, with many universal design and handicap-accessible features. The administrator also confirmed that they work with tenants if they need a modification to their living units based on a physical limitation (e.g. modifying cabinets under sinks if people in the setting are using a wheelchair, and need better access to the faucet).</p>	<p>Compliant</p>

<p>The setting provides people opportunities to access and engage in community life.</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 customized living setting is close to the center of town and adjacent to a paved, public trail and a city park. The property has a gazebo that is used by people who live in the setting as well as the wider public. The setting has a very good daily activity schedule with both on-site and off-site activities. They also encourage people served in the setting to get out into the wider community, with their own cars, with the assistance of family and friends or with the support of community transportation options.</p> <p>This site offers a number of on-site medical services, including physical, occupational and speech therapy at the care center, and other medical care at the Melrose Clinic and Hospital. The person served in the setting and the setting staff confirmed that people may choose any provider they like, and that support is provided for people to receive care beyond the campus.</p>	<p>Compliant</p>
<p>The setting supports the person’s control of personal resources.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input type="checkbox"/> Observation made during on-site visit</p> <p>Not applicable. This setting does not assist people with their personal finances.</p>	<p>Compliant</p>
<p>The setting ensures people’s right to privacy.</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>This setting operates primarily as a housing site, like a standard apartment building. As such, people come and go as they like and have private, locked living units. Staff who work in the setting are trained to respect the privacy of people who live in the setting.</p>	<p>Compliant</p>
<p>The setting ensures people’s dignity and respect.</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>Compliant</p>

<p>During the site visit, several respectful exchanges were observed between staff and people who live in the setting. The resident interviewed during the visit described the staff as being very respectful.</p>	
<p>The setting ensures people’s freedom from coercion and restraint.</p> <p><input checked="" type="checkbox"/> Compliant documentation submitted with attestation</p> <p><input type="checkbox"/> Observation made during on-site visit</p> <p>Staff are trained on the Minnesota Home Care Bill of Rights and the Minnesota Vulnerable Adults Act.</p>	<p>Compliant</p>
<p>The setting optimizes individual initiative, autonomy, and independence in making life choices, including daily schedule and with whom to interact.</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>As stated above, people in the setting lead their own lives and their own daily schedules, coming and going as they please, arranging their days as they would like. Customized living services accommodate the schedules of the people served in this setting.</p>	<p>Compliant</p>

Pictures of the HCBS setting



Snack area in public dining room



Courtyard at the setting, open to the public



Kitchen and lounge used by people and guests



Bulletin board with on-site and public events

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.