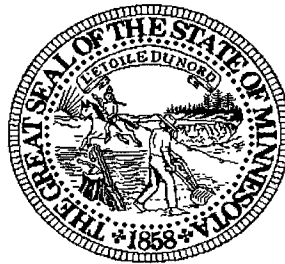


MINNESOTA
DEPARTMENT OF HUMAN SERVICES
DISABILITY SERVICES DIVISION

REQUEST FOR PROPOSALS



FOR
A QUALIFIED CONTRACTOR(S) TO
CONDUCT A STUDY AND ANALYSIS OF THE TYPES OF LIVING
ARRANGEMENTS USED BY AND CHOICES AVAILABLE TO CONSUMERS OF THE
PERSONAL CARE ASSISTANCE PROGRAM

To obtain a copy of this document in an accessible format (electronic ASCII Text, Braille, large print, or audio) please contact the State's RFP contact representative listed in the RFP. Consumers with hearing or speech disabilities may call us through Minnesota Relay by dialing 7-1-1 or 1-800-627-3529.

March 20, 2006

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RFP SUMMARY

Important Dates:

RFP Published	March 20, 2006
Questions Due	March 27, 2006
Proposals Due	April 17, 2006
Anticipated Selection of Successful Responder(s)	April 28, 2006
Anticipated Start of Contract	May 12, 2006
Anticipated End of Contract	May 11, 2007
Anticipated Extensions	3 months

State Contact: Karen Langenfeld: Karen.langenfeld@state.mn.us

Note: all questions must be submitted via email. Questions will be addressed in writing and posted on the Disability Services Division Web site on or before April 10, 2006 at www.dhs.state.mn.us/dsd under "Grants and RFPs". **It is the Responder's responsibility to check the website for any and all questions and answers. Questions and answers will only be posted on the website and will not be sent out individually.**

Required Proposal Contents: (Number of Copies: 6)

1. Table of Contents
2. Technical Requirements
 - a. Statement of Understanding
 - b. Proposed Work Plan
 - c. Relevant Responder Experience/Resumes of Lead Responder Staff
 - d. Financial Stability and Professional Responsibility of Responder
3. Innovative Concepts (*If Applicable*)
4. Required Statements
 - a. Responder Information and Declarations
 - b. Exceptions to Terms and Conditions
 - c. Affidavit of Noncollusion
 - d. Trade Secret/Confidential Data Notification
 - e. Location of Service Disclosure and Certification
 - f. Proof of Targeted Group Small Business/Economically Disadvantaged Small Business Certification
 - g. Affirmative Action Data Page
 - h. Certification and Restriction on Lobbying
5. Appendix (*If Applicable*)
6. Cost Proposal

Proposal Submission Location:

(if using U.S. mail)

Request for Proposals Response

Karen Langenfeld,

Disability Services Division

Department of Human Services

PO Box 64967

St. Paul, MN 55164-0967

(if using delivery service or hand delivering)

Request for Proposals Response

Karen Langenfeld,

Disability Services Division

Department of Human Services

444 Lafayette Road

St. Paul, MN 55155-0967

Phone (651) 431-2399

I. INTRODUCTION

A. PURPOSE OF REQUEST

The Minnesota Department of Human Services, through its Disability Services Division (State), is seeking Proposals from qualified Responders to conduct a study and make recommendations on program improvement and ongoing quality assurance and monitoring for Minnesota's Medical Assistance Personal Care Assistance (PCA) Program. The goal of this study or studies is to gather information on types of settings where PCA services are delivered, and the extent to which consumers have control and choice over their services and living arrangements. This study is part of a larger effort to increase program integrity and establish a broad quality assurance system across all waiver and state plan services for persons under the age of 65. This effort includes expanding consumer choice and control over services, and opportunities for consumer owned and controlled housing.

B. OBJECTIVE OF THIS RFP

The objective of this RFP is to contract with a qualified Responder(s) to perform the tasks and services set forth in this RFP. The term of any resulting contract is anticipated to be for 12 months with the option for 1 three month extension if there is no additional cost to the state. The term of the contract is anticipated to be from May 12, 2006 to May 11, 2007, or for 12 months from the final signing of the contract, whichever is later.

The department has estimated that the cost of this contract should not exceed a total of \$95,000. The State fiscal year ends June 31, 2006. It is expected that this contractor or contractors will pursue as much of the background information and work prior to the end of the fiscal year as possible. Price will be a factor in the evaluation of the Proposals. **Proposals must be physically received (not postmarked) by 4:00 p.m. Central Time on April 17, 2006.** This RFP does not obligate the State to award a contract or complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. All costs incurred in responding to this RFP will be borne by the Responder.

This RFP provides background information and describes the services desired by the State. It delineates the requirements for this procurement and specifies the contractual conditions required by the State. Although this RFP establishes the basis for Responder Proposals, the detailed obligations and additional measures of performance will be defined in the final negotiated contract.

C. BACKGROUND

The **Personal Care Assistance (PCA)** program provides services to approximately 10,000 people. As part of the state Medical Assistance system, the PCA program is designed to meet the medical needs of persons with disabilities and long-term illnesses in their homes, communities, and work places.

PCA was added to the state Medical Assistance (MA) program in 1977. PCA services in Minnesota originally served non-elderly adults with physical disabilities who could direct their own care. Over the years, the PCA service has expanded to include persons who cannot direct their own care, and persons with behavioral and mental health diagnoses. The service is provided in a variety of settings and living arrangements.

For more information and background on the PCA program in Minnesota, please refer to:

- Disability Services Program Manual (DSPM): at: www.dhs.state.mn.us/dspm. On the left column, click on "PCA"
- Publications and Reports: www.dhs.state.mn.us/dsd On the left column, click on "Publications and Reports," scroll down to "Surveys" and click on "Minnesota's 2003 PCA Consumer Survey"

II. SCOPE OF WORK

A. OVERVIEW

The purpose of this study (or studies) is to gather information on;

- Settings where PCA services are delivered
- The appropriateness of PCA to various living arrangements, based on cost, effectiveness, and consistency with state policy and regulation
- The extent to which consumers have control and choice over their services and living arrangements

This contract or contracts will involve three areas of study. Dollar amounts are to be used as guidelines only.

- **Background research:** (Approximately \$35,000). Background research to sufficiently understand the programs and services currently combined with PCA.
- **Mandatory survey:** (Approximately \$30,000). A mandatory survey of all PCPO (N = 681) and PCA Choice (N = 315) providers to gather information on types of living arrangements and combined services in use by PCA consumers.
- **Follow up qualitative interviews:** (Approximately \$30,000) Follow up interviews with consumers and family members. Follow up interviews with Public Health Nurses and other stakeholders are also desirable if it fits within the proposed budget.

All services under this contract shall be performed within the borders of the United States, except as may be otherwise required by the World Trade Organization Government Procurement Agreement of 1996¹. This includes all storage and processing or information and work performed by subcontractors at all tiers.

¹ The World Trade Organization Government Procurement Agreement of 1996 (WTO-GPA), signed by the United States and 27 other countries, is designed to open up as much

B. TASKS/DELIVERABLES

Tasks:

At a minimum, this study or studies will describe and compare various models of PCA combined with other services and living arrangements. Comparisons will be made based on combined cost of services and living arrangements, consumer choice, and consistency with state policy and regulation. Living arrangement models will include consumer owned housing, foster care, shared housing (for example two PCA consumers sharing an apartment), and other living arrangements identified through this research activity.

Background Research:

Tasks may include but are not limited to:

- Conduct background interviews with county, state and other stakeholders in order to:
 - Identify existing data sources and available information
 - Identify gaps in existing data in order to design a provider survey and make recommendations for ongoing data collection and quality assurance
- Analyze available data on service utilization and total costs of services and living arrangements combined with PCA
- Gather national information and best practices on PCA (known nationally as Personal Assistance Services, or PAS) and other state plan entitlement services across the United States, including the settings where these services are typically provided, and reimbursement models used (for example, per diem models)

Mandatory Survey

In consultation with State Policy staff, design, conduct and analyze a population study of PCPO (N = 681) and PCA Choice (N = 315) providers. The provider survey will include consumer-specific data that can be cross-referenced with existing data systems, such as MMIS. These data may include but are not limited to:

- Types of services offered by each provider and provider's affiliated corporations
- Licenses held by each provider and the provider's affiliated corporations

business as possible to international competition. To that end, the member nations have agreed that they and their sub-central governments (states, provinces, prefectures, departments) will not discriminate against foreign products or suppliers of services when those products or services exceed an agreed upon threshold amount, which is currently \$477,000. In the case of this RFP, a contract would have to exceed the threshold amount (\$477,000) in order to be subject to the WTO-GPA requirement.

- Types of living arrangements by consumer, including families with minor children, adults in their own homes and apartments, adults and children living in foster care, and other group residential settings
- For consumers with a Responsible Party, the relationship of the Responsible Party to the consumer, such as parents, legal guardians, or foster care providers
- Policies regarding consumer choice and control (for example, choice of roommates, hiring and training staff and whether services can be delivered in the home, community or work place)

The list of PCPO and PCA Choice providers will be provided by the State. Cooperation by the providers with the survey is mandatory under *Minnesota Statutes, Section 256B.0655, Subdivision 10*.

Follow up Qualitative Interviews

In consultation with State Policy staff, design, conduct and analyze in-person interviews with PCA consumers and their families across the state. Rather than focusing on a random sample, the intent of this portion of the contract is to provide real-life examples of PCA consumers in various living arrangements, and how these arrangements affect consumer satisfaction, choice and quality of life. Proposal should include the number of persons to be surveyed, estimated length of survey, and must include all travel costs and interpreter services.

Products and Deliverables

Respondents are encouraged to use creativity in developing a work plan and deliverables, however, the proposal must include the following minimum products:

- Develop a provider survey and consumer interviews in consultation with program staff and stakeholders
- Conduct the surveys and analyze results using survey, existing data and other background information
- Provide preliminary and final data on survey results in an agreed upon format
- Report on results and make recommendations for PCA program improvement. Recommendations may include but are not limited to:
 - Methods to encourage and support consumer controlled and owned housing among PCA consumers.
 - Development of alternatives to using PCA services in group residential housing. Examples include per diem models or specialized services for foster care.
 - Data collection and quality improvement strategies for monitoring provider performance.

III. PROPOSAL FORMAT

Proposals must conform to all instructions, conditions, and requirements included in the RFP. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal are at the Responder's risk and may, at the discretion of the State, result in disqualification of the Proposal for nonresponsiveness. Acceptable Proposals must offer all services identified in Section II - *Scope of Work*.

A. REQUIRED PROPOSAL CONTENTS

Responses to this RFP must consist of all of the following components (See following sections for more detail on each component).

1. Table of Contents
2. Technical Requirements (detailed requirements in section III B)
 - a. Statement of Understanding
 - b. Proposed Work Plan
 - c. Relevant Responder Experience/Resumes of Lead Responder Staff
3. Innovative Concepts (*If Applicable*) (Detailed requirements in section III C)
4. Required Statements (detailed requirements in section III D)
 - a. Responder Information and Declarations
 - b. Exceptions to Terms and Conditions
 - c. Affidavit of Noncollusion
 - d. Trade Secret/Confidential Data Notification
 - e. Location of Service Disclosure and Certification
 - f. Proof of Targeted Group Small Business/Economically Disadvantaged Small Business Certification
5. Appendix: Any additional information thought to be relevant, but not applicable to the prescribed format, may be included in the Appendix of your Proposal.
6. Cost Proposal (Detailed requirements in section III E)

B. TECHNICAL REQUIREMENTS PROPOSAL

The following will be considered minimum requirements of the Technical part of the Proposal. Emphasis should be on completeness and clarity of content. Proposals should be no more than 20 pages, including appendices. Required statements (4 a-f, above) are not included in this page limitation.

1. *Statement of Understanding*

This component of the Proposal should demonstrate the Responder's understanding of the services requested in this RFP, the nature of the contract, and any problems anticipated in accomplishing the work. Specifically, the Proposal should demonstrate the Responder's familiarity with the project elements, a summary of its solution(s) to the problems presented and knowledge of the requested services and/or deliverables.

2. *Proposed Work Plan*

The Responder should provide a description of deliverables to be provided along with a detailed work plan that identifies how the major tasks are to be accomplished. The work plan should provide sufficient information to be used as a scheduling and managing tool. The work plan should show the Responder's overall design of the project in response to achieving the deliverables as defined in this RFP. Responder should include proposed staffing for the project. In addition, the proposal should include the role expected of the state in providing support, data and other tasks.

The work plan should include those deliverables that can be produced in the time frame prior to June 31, 2006.

3. *Relevant Responder Experience, Resumes of Lead Responder Staff*

The Responder should demonstrate the length, depth and applicability of prior experience in providing the requested services. This component of the Proposal must include previous experiences that will demonstrate the Responder's ability to deliver the services requested in this RFP. Responder may identify entities for which it has supplied similar services to those requested in the RFP, if any. If such organizations are identified, Responder should include each identified organization's name and address, and the name, title and telephone number of a contact of each organization. Responder should also provide a narrative description of the actual services provided to the organization(s). Describe what role, if any, staff proposed for this project had in the referenced service. Letters of reference may be included.

The Responder should also demonstrate the skill and experience of proposed lead staff. At a minimum, resumes must be provided for employees who would be assigned lead responsibilities on this Project. Resumes should describe the education, professional affiliations, and other relevant background of the lead staff to be assigned to this project. No change in the Successful Responder's personnel assigned to this project will be permitted without the prior approval of the State Program Manager.

C. INNOVATIVE CONCEPTS

The detailed needs and requirements for Responders in this RFP are not intended to limit the Responder's creativity in preparing a Proposal. Responders may submit innovative ideas, new concepts, partnership arrangements and optional features in response to this RFP. However, Responder must still address the needs and requirements stated in this RFP. Submitting only a different idea instead of addressing the needs and requirements stated in the RFP will result in the Responder's Proposal being found nonresponsive and receiving no further consideration.

Any additional innovative concept submitted by a Responder will only be reviewed after the required needs stated in the RFP have been addressed. The State will review such additional features to determine whether or not, in the State's sole discretion, the features enhance the rest of the Responder's Proposal. If, at the State's sole discretion, it is determined that the additional innovative concepts would enhance the rest of the Responder's Proposal, the State *may* award bonus points to the Responder's Proposal in accordance with the evaluation process of this RFP.

D. REQUIRED STATEMENTS

The following are required statements that must be included with your Proposal. Complete the correlating forms found in the RFP Appendix and submit them as the "Required Statements" section of your Proposal.

1. *Responder Information and Declarations*
Complete and submit the attached "*Responder Information and Declarations*" form. If you are required to submit additional information as a result of the declarations, include the additional information as part of this form.
2. *Exceptions to RFP Terms*
The contents of this RFP and the Proposal(s) of the Successful Responder(s) may become part of the final contract if a contract is awarded. Each Responder's Proposal must include a statement of acceptance of all terms and conditions stated within this RFP or provide a detailed statement of exception for each item excepted by the Responder. Responders who object to any condition of this RFP must note the objection on the attached "*Exceptions to RFP Terms*" form. If a Responder has no objections to any terms or conditions, the Responder should write "None" on the form.

Responder should be aware of the State's standard contract terms and conditions in preparing its response. A sample State of Minnesota, Department of Human Services, Contract is attached for your reference. Much of the language reflected in the contract is required by statute. If you take exception to any of the terms, conditions or language in the contract, you must indicate those exceptions in your response to the RFP. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Responders are cautioned that any exceptions to the terms of the standard State contract which give the Responder a material advantage over other Responders may result in the Responder's Proposal being declared nonresponsive. Proposals being declared nonresponsive will receive no further consideration for award of the Contract. Also, Proposals that take blanket exception to all or substantially all boilerplate contract provisions will be considered nonresponsive Proposals and rejected from further consideration for contract award.

3. *Affidavit of Noncollusion*

Each Responder must complete and submit the attached "Affidavit of Noncollusion" form.

4. *Trade Secret/Confidential Data Notification*

All materials submitted in response to this RFP will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the State has completed negotiating the contract with the Successful Responder. If a contract is awarded to the Responder, the State must have the right to use or disclose the trade secret data to the extent otherwise provided in the Contract or by law.

If the Responder submits information in response to this RFP that it believes to be trade secret/confidential materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. §13.37, and the Responder does not want such data used or disclosed for any purpose other than the evaluation of this Proposal, the Responder must:

- a. Clearly mark every page of trade secret materials in its Proposal at the time the Proposal is submitted with the words "**TRADE SECRET**" or "**CONFIDENTIAL**" in capitalized, underlined and bolded type that is at least 20 pt.; the State does not assume liability for the use or disclosure of unmarked or unclearly marked trade secret/confidential data;
- b. Fill out and submit the attached "Trade Secret/Confidential Information Notification Form", specifying the pages of the Proposal which are to be restricted and justifying the trade secret designation for each item. If no material is being designated as protected, a statement of "None" should be listed on the form;
- c. Satisfy the burden to justify any claim of trade secret/confidential information. Use of generic trade secret/confidential language encompassing substantial portions of the Proposal or simple assertions of trade secret interest without substantive explanation of the basis therefore will be regarded as nonresponsive requests for trade secret/confidential exception and will not be considered by the State in the event of a data request is received for Proposal information; and

Defend any action seeking release of the materials it believes to be trade secret and/or confidential, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in the possession of the State. The State is required to keep all the basic documents related to its contracts, including selected responses to RFPs, for a minimum of six years after the end of the contract. Non-selected RFP Proposals will be kept by the State for a minimum of one year after the award of a contract, and could potentially be kept for much longer.

The State reserves the right to reject a claim if it determines Responder has not met the burden of establishing that the information constitutes a trade secret or is confidential. **The State will not consider prices or costs submitted by the Responder to be trade secret materials.** Any decision by the State to disclose information designated by the Responder as trade secret/confidential will be made consistent with the Minnesota Government Data Practices Act and other relevant laws and regulations. If certain information is found to constitute a trade secret/confidential, the remainder of the Proposal will become public; only the trade secret/confidential information will be removed and remain nonpublic.

The State also retains the right to use any or all system ideas presented in any Proposal received in response to this RFP unless the Responder presents a positive statement of objection in the Proposal. Exceptions to such Responder objections include: (1) public data, (2) ideas which were known to the State before submission of such Proposal, or (3) ideas which properly became known to the State thereafter through other sources or through acceptance of the Responder's Proposal.

5. *Location of Service Disclosure and Certification*
In accordance with Minnesota Executive Order 04-02 and Minn. Stat. §16C.03, subd. 8, all Responders must complete and submit the attached "*Location of Service Disclosure and Certification*" form.
6. *Proof of TGSB/EDSB Certification*
In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. **Responders must self-identify themselves as an eligible business or individual to receive this preference.** For information regarding certification, contact the Materials Management Helpline at

651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

E. COST PROPOSAL

Responders must use the attached "*Cost Proposal Sheet*" form to submit their Cost Proposal. The Cost Proposal must be submitted as a **separate and sealed** part of the Proposal and clearly identified as the Cost Proposal. **Do not include any cost information in the Technical Requirements part of the Proposal.** The Technical and Cost Proposals must be open for acceptance until a contract is approved, the RFP is cancelled, or 180 days after the submission deadline for the RFP, whichever comes first.

The rate(s) identified in the Cost Proposal must reflect all costs, including but not limited to: mass mailings, fees, commissions, compensation, equipment and other charges by the Responder for the service and/or deliverable. For purposes of completing the Cost Proposal, Responder should know that the State does not make regular payments based solely upon the passage of time; it only pays for services performed or work delivered after it is accomplished. The contract will contain no cost-of-living adjustment provision.

IV. RFP PROCESS

A. RESPONDERS' QUESTIONS

Responders' questions regarding this RFP must be submitted in writing via email prior to **4:00 p.m. Central Time on March 27, 2006**. All questions must be addressed to:

Karen Langenfeld: Karen.langenfeld@state.mn.us
Disability Services Division
Department of Human Services

Other personnel are **NOT authorized** to discuss this RFP with Responders before the proposal submission deadline. **Contact regarding this RFP with any State personnel not listed above could result in disqualification.** The State will not be held responsible for oral responses to Responders.

Questions will be addressed in writing and posted on the Disability Services Division Web site on or before April 10, 2006 at www.dhs.state.mn.us/dsd under "Grants and RFPs". **It is Responder's responsibility to check the website for any and all questions and answers. Questions and answers will only be posted on the website and will not be sent out individually.**

Frequently Asked Questions about Flexible Use Option for PCA Services

- Q. *What is the Flexible Use Option for PCA Services?*
- A. With "Flexible Use" you have the option of using your PCA hours when you need them, with some limitations (see other Frequently Asked Questions). You are not limited to using the same amount of hours every day. For example, if you are assessed to have four hours of PCA per day, you could use six hours on one day, and two hours the next day.
- Q. *What is changing about the "Flexible Use Option"?*
- A. Previously, you had one year to use your PCA hours. Beginning April 15, 2006 new service agreements will be divided into two six-month periods. You cannot carry over unused hours from one six-month period to the next six-month period. These changes start after April 15, beginning at the time of your next assessment or reassessment.
- Q. *I use more PCA hours during the summer. Can I still do that with this option?*
- A. Yes. People can ask their public health nurse to have more service hours in one of the six-month periods. They do not have to be divided evenly. For example, if you receive 800 total service units in a year, you could receive 500 units of service in the first six months of the year and 300 units the second six months of the service agreement. **Please note: if you use all of the hours up before the end of a six-month period you will not be given additional hours. You will have to wait until the next six-month period or when the next service agreement starts to begin using PCA hours again.**
- Q. *Is the Flexible Use option right for me?*
- A. The public health nurse or case manager (if you have one) can help you decide whether flexible use is right for you. You need to decide to use the Flexible Use option before services start. This is usually done at the assessment or shortly after. The decision is based on your needs, preferences, abilities, and past use of PCA hours.
- Q. *How do I get the Flexible Use option for my PCA services?*
- A. The public health nurse will request the Flexible Use option at your next assessment. You will need to decide at that time (or before services can start) how you would like your hours divided for the six-month periods. **This cannot be changed later.**
- Q. *What if I use all of my PCA hours?*
- A. Monitoring your hours under the Flexible Use option are your responsibility. Your provider can help you track how many service hours you are using and have left. DHS will send you, your provider, and your county case manager (if you have one) a letter if you are using hours too quickly. **Once you use all of your hours in a six-month period, you cannot begin to use more hours until the next period starts (or the next service agreement starts).**

03/30/2006

Q. *What if my needs for PCA change before my next reassessment?*

A. If your needs have changed, your Public Health Nurse can submit an authorization for a 45 temporary increase in PCA hours. If this need will extend beyond 45 days, a new assessment would need to be conducted. In addition your provider must get a new Statement of Need signed by your physician documenting the need for an increase in PCA hours. The county must decide within 30 days of your request.

Q. *Can everyone get the Flexible Use Option?*

A. No. If someone has had a history of using their PCA hours too quickly, they may be restricted by DHS from using this Option.

Q. *What if I don't use all of my Flexible Use Option PCA hours?*

A. Beginning April 15 2006, you will not be able to carry over unused PCA hours from the first to the second half of your service agreement year.

Q. *If I don't use all of my PCA hours, will my hours go down in the future?*

A. No. PCA hours are based on your assessment.

Q. *Do I have to do anything right now?*

A. No. The PHN or your case manager will discuss the Flexible Use option with you at your next PCA assessment after April 15, 2006. If you want to participate in this option, you will also need to decide at that time how many PCA hours you want in each six-month period.



Minnesota Department of Human Services

Attention. If you want free help translating this information, call (651) 431-2400 or (800) 747-5484.

ملاحظة: إذا أردت مساعدة مجانية في ترجمة هذه المعلومات، فاتصل على الرقم (651) 431-2400 أو (800) 747-5484.

កំណត់សំគាល់ បើអ្នកចង់បានជំនួយបកប្រែឥតគិតថ្លៃ សូមទូរស័ព្ទទៅ (651) 431-2400 ឬ (800) 747-5484 ។

Pažnja. Ako vam je potrebna besplatna pomoć za prevod ove informacije, nazovite (651) 431-2400 ili (800) 747-5484.

Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu (651) 431-2400 lossis (800) 747-5484.

ໂປດຂາບ. ຖ້າຫາກທ່ານຕ້ອງການ ການຊ່ວຍເຫຼືອໃນການແປຂໍ້ຄວາມດັ່ງກ່າວນີ້ພໍ, ຈົ່ງ ໂທຫາ (651) 431-2400 ຫຼື (800) 747-5484.

Hubaddhu. Yoo akka odeeffannoon kun sii hiikamu gargaarsa tolaa feeta ta'e, lakkoofsi bilbiltu (651) 431-2400 ykn (800) 747-5484.

Внимание: если вам нужна бесплатная помощь в переводе этой информации, позвоните (651) 431-2400 или (800) 747-5484.

Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la'aan ah, wac (651) 431-2400 ama (800) 747-5484.

Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al (651) 431-2400 o (800) 747-5484.

Chú Ý. Nếu quý vị cần dịch thông-tin này miễn phí, xin gọi hoặc (651) 431-2400 hoặc (800) 747-5484.

Notice to DHS enrollees:

Changes to Minnesota's Medical Assistance Personal Care Assistance (PCA) Program

The 2005 Legislature made changes to the Personal Care Assistance (PCA) program.

These changes will start April 15, 2006. **You do not need to do anything at this time as this notice is to inform you of upcoming changes.**

These are the areas impacted in the PCA program:

- I. Flexible Use Option changed
- II. Changes for delegating Responsible Party duties
- III. Physician's Statement of Need
- IV. PCAs must document services

I. Flexible Use Option:

- **Changed from one year to six months**
- **Requires approval by the state**
- **State may suspend this option**

Flexible Use Option allows people to use PCA hours when they need them. For example, a person who has five hours of PCA a day could use six hours one day and four hours the next. In the past, people in the PCA program could use their hours flexibly through the service plan year. The new legislation has divided the service plan year into two six-month periods. At your next assessment, the public health nurse or your case manager will talk with you about:

1. Using the Flexible Use Option
2. Planning on how many hours will go into the first and second halves of your service plan year

Any number of hours can go into each six-month period IF:

- ALL the person's assessed needs are met AND:
- The total number of hours for the year remains the same

For example, at your assessment you are authorized to receive 600 total hours of PCA services for the next year. You can decide to use 400 hours of service in the first six months and 200 hours of service in the next six months.

With the changes, it is important to keep in mind:

- Unused hours do *not* carry over from one six month period to the next
- You must decide how to divide your hours. This cannot be changed later.
- If you do not decide at the time of your assessment on how to divide the hours, you can call the county later. Your services will not be able to start until the county knows how to divide the hours.
- Recipients who use all of their hours from one six month period must wait until the next period to use more hours.

Your PCA provider will help you keep track of the hours you are using. They will help you to develop a month-to-month plan of how to use your PCA hours.

DHS will send a letter to people who are using PCA hours too quickly. DHS will also send a copy of this letter to providers and your county case manager (if there is one). If someone continues to use too many hours, the flexible use option will be suspended.

You may decide at any time to not participate in the flexible use option. You would just have to let your provider and county know you no longer want to do flexible use.

II. Delegating Responsible Party duties

People who use PCA services but cannot direct their own care must have a Responsible Party. The Responsible Party must monitor the recipient's PCA services at least weekly. The Responsible Party can be a relative but they cannot also be the PCA. "Delegating" is letting another person take over as the Responsible Party when they are absent.

New legislation describes the following changes for a delegated responsible party:

- Duties must be delegated for at least 24 hours, and not more than six months
- The delegate must meet all of the requirements for a Responsible Party
- The delegate must be able to perform all of the duties of a Responsible Party
- The delegate must live with the recipient during the delegation period unless their plan of care specifies how health and safety needs will be met during this time.

III. Physicians must sign a statement of need

People who use PCA services must have a Statement of Need for Personal Care Assistance form signed by a doctor. DHS will provide a Statement of Need form. This form includes your diagnoses and condition and a statement about why you need to have PCA services.

A doctor completes the form at least once every year. If your medical condition changes causing a need for more PCA hours, the doctor must complete another form. Your PCA provider must keep the signed statement of need in your individual file.

This statement does not determine the amount of PCA hours you can receive. This is done by the public health nurse or social worker completing your assessment.

IV. PCAs must document services

PCAs must document the services they provide on an approved time sheet that contains the following:

- Dates worked
- Time worked (including start and stop time)
- Services provided
- Notice that it is a federal crime to falsely bill for MA services

You or your responsible party must sign time cards to verify both the time PCAs worked and what services they provided. If your PCA asks you to sign time cards for time they didn't work, you can call DHS's Surveillance Integrity Review Section at 651-431-2650.

You do not need to do anything at this time as this notice is to inform you of upcoming changes. At your next PCA assessment, your nurse or social worker will talk with you about the changes in the Flexible Use option. You will want to be prepared by planning how you prefer to use your assessed PCA hours.

If you have questions about this notice, please contact the Disability Linkage Line at 1-866-333-2466 or Minnesota Health Care Programs Member Help Desk at (651) 431-2670 in the Metro area or 1-800-657-3739 outside of the metro area.

This information is available in other forms to people with disabilities by contacting us at (651) 431-2400 (voice) or toll free at (800) 747-5484. TTY/TDD users can call the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.