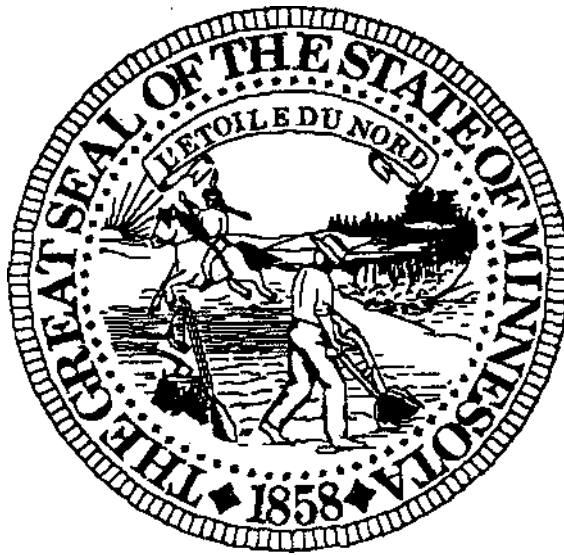


Consumer Support Grant Program

CSG HANDBOOK

Guidelines for County Implementation of the
Consumer Support Grant Program



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L PROGRAM OVERVIEW

A. Consumer Support Grant Program

A person's home is considered to be the least restrictive and most normalized environment for adults and children with functional limitations who, without support services, would be placed at risk of out-of-home placement. However, individuals, or families with a member with functional limitations living at home incur higher-than-average expenses that are directly related to the functional limitation. The purpose of the Consumer Support Grant Program (CSG) is to prevent or delay the out-of-home placement of persons with functional limitations through the provision of grant funds to offset some of these expenses. CSG is an alternative for individuals and families to existing programs and services, such as the Developmental Disability Family Support Program, the Alternative Care Program, Personal Care Attendant services, Home Health Aide services, and other MA Home Care services.

The program is designed to:

- provide consumers more control, flexibility, and responsibility over needed supports;
- promote local program management and decision making;
- encourage the use of informal and community supports; and
- offer a more cost effective long term care alternative to consumers.

B. Benefits of the Consumer Support Grant Program

Persons of any age or disability who have a functional limitation can benefit from the Consumer Support Grant Program. The grant is intended to replace services the consumer is currently receiving such as homemaker, personal care attendant, and home health aid services. Typically the consumer, using grant funds, can purchase these types of services for a lower cost from people they know and trust. Consumers participating in CSG will have the flexibility to choose the provider they want and control over how the services are provided. Service providers can be family members, neighbors, friends, or anyone the consumer chooses. Participation in the program is voluntary on the part of both the consumer and the county. (However, the county must be a participant in the program before consumers residing in that county can apply for a support grant.) The county may establish its own procedures and criteria to determine the amount and use of the support grants.

C How Consumer Support Grants can be Used

The grant is to pay for goods and services that are over and above the normal cost of caring for a person. The grant will pay for those additional costs related to caring for persons with functional limitations. Examples of supports that can be purchased with the grant include respite care, assistance with daily living, transportation, and adaptive aids.

D. Purchase of Supports Using the Consumer Support Grant

Supports can be purchased from friends, neighbors, relatives or anyone who can provide the additional care needed by the consumer. The supports purchased by the consumer using support grant funds are not considered home care services under 144A.43 and are therefore exempt from state licensure requirements. The grant allows consumers to live independently in a home setting by giving them the means to purchase the services they need.

E. Consumer Support Grant Impact on Eligibility for Other Programs and Services

This grant money is not considered income for the purposes of determining SSI and Medicaid eligibility because the funds prevent or reduce institutional care by providing some other type of care that is less intensive (Procedural Operational Manual System SI 00810.030 B 3 c 5). However, consumers cannot accept a consumer support grant and receive certain publicly funded home care services at the same time (see III Eligibility, A).

CSG funds should be treated in the same manner as the Mental Retardation Family Subsidy Income for the purposes of determining eligibility for Medical Assistance (MA), Aid to Families with Dependent Children (AFDC), Food Stamps (FS), Minnesota Supplemental Aid (MSA), General Assistance (GA) and General Assistance Medical Care — (GAMC).

Because the support grant is excluded income, funds used for allowable MA spendown items and/or services can be used to meet a consumer's spend own requirements for MA.

F. Consumer Support Grant Program Funding

Federal funds are not available for consumer grants at this time. The program is funded entirely by the State of Minnesota with no federal Medical Assistance money involved. It is expected that consumers will be able to receive the level of support they need to live in a home setting

using support grants even without the additional funding from Medical Assistance. This is due to the consumer's ability to purchase only the supports they need informally at a lower cost than is currently being paid through the existing system. The improved efficiency of CSG provides an opportunity for the state, counties, and consumers to lessen dependence on the federal government during this time of funding reductions.

The amount of individual grants cannot exceed the state share of the cost of supports the person received from his/her original program (see section V.D. for guidelines).

II. ADMINISTRATION

A. Department of Human Services

The Commissioner of the Department of Human Services is responsible to establish a consumer support grant program to assist individuals with functional limitations and their families in purchasing and securing supports which the individuals need to live as independently and productively as possible in a community setting. The Commissioner, together with the county boards, has developed an implementation plan which includes a method of resolving the issues related to county liability.

As part of program implementation, the Commissioner will:

1. transfer and allocate funds pursuant to the needs of the CSG program;
2. determine allocations based on projected and actual county use;
3. monitor and oversee overall program spending;
4. evaluate effectiveness of the program;
5. provide training and technical assistance for counties and consumers to help identify potential applicants to the program; and
6. develop guidelines for county program administration and consumer information.

B. County Boards

Participation in the Consumer Support Grant Program is completely voluntary on the part of both the county and the consumer. However, a county must be a participant in the program before a resident of the county can receive support grants. If a county chooses to participate in the program, it will:

1. establish written procedures and criteria to determine the amount and use of the support grant. These procedures must include, at least:
 - a. the availability of respite care;
 - b. the availability of assistance with daily living;
 - c. availability of adaptive aids;
2. determine the needs of persons and families for services and supports;
3. determine eligibility for persons proposed for program participation;
4. determine grant amounts based on the needs of the consumers;
5. approve items and services to be reimbursed and inform families of their determination;

6. make grants to the person or person's family or authorized representative in an amount for the direct costs of the services or supports outlined in the service agreement;
7. submit quarterly financial and program reports to DHS;
8. coordinate services and supports with other programs offered or made available to persons or their families;
9. provide assistance to persons or their families in securing or maintaining supports, as needed; and
10. when misuse is suspected, insure the appropriate utilization of funds by requiring the consumer to provide detailed documentation of CSG expenditures.

C Reimbursement of County Expenditures

When a grant is awarded, the county representative must notify the county's accounting office and insure grants are made to the consumer. The county must submit quarterly reports to DHS Financial Management Division to receive reimbursement (see Instructional Bulletin No. 89-32 C). The county may use up to five percent of its allocation, as adjusted, for administrative expenses. Support grants may be issued to consumers by the counties in the form of cash, voucher, or direct county payment to the vendor.

For the purposes of transferring persons to the CSG Program from specific programs or services, such as the Developmental Disability Family Support Grant Program, Alternative Care Program, or MA Home Care services, the amount of funds transferred by the commissioner between accounts will be based on each county's participation in transferring persons to the CSG Program from those programs and services.

At the beginning of each fiscal year, county allocations for the support grants will be based on:

1. the number of persons to whom the county board expects to provide consumer support grants;
2. their eligibility for current programs and services;
3. the amount of non-federal dollars expended on those individuals for those programs and services; and
4. projected dates when persons will start receiving grants.

County allocations will be adjusted periodically by the Commissioner based on the actual transfer of persons or service openings, and the non-federal dollars associated with those persons or service openings, to the CSG program.

The Commissioner will use up to five percent of each county's allocation, as adjusted, for payments to that county for administrative expenses, to be paid as a proportionate addition to reported direct service expenditures.

The Commissioner may recover, suspend or withhold payments if the county board, local agency, or grantee does not comply with the requirements set forth in this section.

D. Data Practices

Government entities must comply with Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Compliance includes providing a privacy notice, known as a Tennesen Notice (Minn. Stat. § 13.04, subd. 2), to individuals whenever private or confidential data about the individual is collected from the individual. In addition, the individual's written informed consent must be obtained before the data can be used for a purpose other than those stated in the Tennesen notice.

A proper Tennesen Notice consists of four elements:

- the purpose and intended use of the data;
- whether the individual may refuse or is legally required to provide the data;
- any known consequences arising from supplying or refusing to supply the data; and
- the identity of other persons or entities authorized by Minnesota or federal law to receive the data.

Release of Information

Consent to share information with others shall be obtained from applicants before or during the CSG Program application process.

County Form

The very nature of the CSG Program implies the necessity for coordinative efforts on behalf of the applicant/participant. Thus, the county's release of information form should include agencies and individuals that may be used in the assessment/care plan development.

A release of information form must be completed for each CSG Program participant and maintained in the person's file (Minn. Stat. § 13.05). The county may use an existing release of information form or the form included in this handbook (Appendix F - 6). Any release of information form used for the CSG Program should contain the following items:

1. name of the program releasing information;

2. name or title of the person or organization to which the disclosure is to be made;
3. purpose or need for disclosure;
4. extent or nature of information to be disclosed;
5. name of applicant /participant;
6. time period during which the consent is effective;
7. date on which the consent is signed;
8. signature of the applicant/participant or parent/guardian; and
9. a statement which indicates that the applicant/participant may revoke consent.

E Fiscal Intermediary

The county must inform the consumer of his/her responsibilities as an employer in situations where the consumer is likely to have tax withholding obligations. The federal tax code authorizes the IRS to designate an *agent* for an employer to perform acts required of employers under the Federal employment tax statutes without being considered the employer of the person providing the service. The consumer makes regular payments to the fiscal intermediary based upon the wages that are to be paid to the employee and the fiscal agent then withholds the Social Security and income tax obligations of both the *consumer* and the provider in addition to the federal and state unemployment compensation. The services of a fiscal intermediary will be attractive to many CSG consumers who do not want the bother of reporting and payment requirements for federal and state taxes.

Counties may require that CSG recipients retain the services of a "fiscal agent" or "fiscal intermediary" if, in the opinion of the county, it would be in the best interest of the consumer and/or the county for a fiscal agent to handle the tax withholding and other employer related fiscal responsibilities for the consumer. It will also provide assurance to the county that the consumers are meeting their obligation as employers.

Required Procedures for Fiscal Intermediary

The fiscal intermediary must receive authorization to act as agent from the Internal Revenue Service under section 3504 of the Internal Revenue Code by submitting a request and completed federal Form 2678, Employer Appointment of Agent. This request for authorization shall

be to perform either all that is required of the employer (CSG consumer) for wages paid by the fiscal intermediary on the consumer's behalf, or all that is required of the payer for requirements of backup withholding. Upon approval of the application by the Internal Revenue Service, the fiscal intermediary will perform the following duties on behalf of the participant:

- a. Withhold and deposit all required state and federal unemployment taxes (SUTA and FUTA); Social Security and Medicare taxes (FICA); and state and federal income taxes (if required), which are incurred by the participant as a result of services funded in whole or in part thorough CSG funds paid to the participant; and
- b. Receive, review, complete and submit all forms, reports, and other documents required under the Minnesota Economic Security Law (for SUTA taxes), the federal unemployment tax act (for FUTA taxes), the Federal Insurance Contribution Act for Social Security and Medicare taxes (FICA), and the Internal Revenue Service (IRS) and the Minnesota Department of Revenue for purposes of federal and state income taxes.
- c. Issue employees' paychecks with required statement of wages;
- d. Serve as the representative of the consumer in any investigation, meeting, hearing or appeal involving federal or state unemployment taxes; Social Security and Medicare taxes; and federal or state income taxes, in which the participant is a party.

Waiver of Fiscal Intermediary

If a county decides to require the use of a fiscal intermediary, it may also want to implement a procedure whereby the requirement could be waived providing the consumer makes an informed, knowing and voluntary decision not to utilize a fiscal intermediary. The waiver may pertain to all or part of the fiscal intermediary responsibilities. The waiver should be in writing and signed by the consumer or the consumer's representative. The consumer assumes responsibility, for all fiscal intermediary responsibilities for the period during which the waiver is in effect. Waivers may be rescinded by the county in whole or in part at any time.

F. Consumer Reimbursement

If applicable, the cost of employer's share of all taxes, workers compensation, unemployment compensation and fiscal intermediary activities should be considered part of the cost of the service(s), incorporated into the support grant and be paid by the consumer.

III. ELIGIBILITY

A. Eligibility Criteria

A person is eligible for a consumer support grant if the person meets all the following criteria:

1. the person is eligible for Medical Assistance as determined under Minn. Stat. § 256B.055 and 256B.056 or the person is eligible for Alternative Care services as determined under Minn. Stat § 256B.0913;
2. the person is able to direct and purchase his/her own care and supports, or if the person is unable to direct his/her own care, a family member, legal representative or other authorized representative is available and willing to purchase and arrange supports on the person's behalf;
3. the person has a functional limitation which requires **ongoing supports** to live in the community and the person is at risk of, or would continue out-of-home placement without such supports; and
4. the person will live in a home. For the purposes of this program "home" is defined as the person's own home or the home of the person's family member. These homes are natural home settings and are not licensed by the Department of Health or Human Services.
5. the person must be currently receiving home care services from a state program such *as* Alternative Care, MA Home Care, or the Personal Care Attendant Program.

A person or person's family is **not** eligible for a Consumer Support Grant if they are required to pay a parental fee under Minn. Stat. § 252.27, 256B.055, subd. 12, and 256B.14 and rules adopted under those sections for Medical Assistance services to a disabled child living with at least one parent.

Persons may not concurrently receive a Consumer Support Grant if they are:

1. receiving Home and Community-Based services under United States Code, title 42, section 1396h (c); Personal Care Attendant and Home Health Aid services under Minn. Stat. § 256B.0625; a developmental disability Family Support Grant; or Alternative Care services under Minn. Stat. § 256B.0913;

2. residing in an institutional or congregate care setting.

Persons who receive medical coverage through any of the State's managed care programs, i.e. Prepaid Medical Assistance (PMAP) or Minnesota Senior Health Options (MSHO), may not receive a consumer support grant because of a possible overlap in coverage.

B. Competency

The county should assume an adult CSG recipient is capable of managing or directing the management of his/her own supports unless there are indicators to the contrary.

Exception: If a consumer is legally incompetent or, in the case of an individual who received services from his/her program of origination based on a functional limitation in which alcoholism or drug addiction is a material factor, support grants should not be made directly to the consumer.

A person's competency to manage and direct his/her own services, is determined by the person's ability to:

- a. communicate orientation to person, place, and time;
- b. convey an understanding of their budget/service plan, including their responsibilities and service schedules;
- c. make known their service needs; and
- d. communicate an understanding of safety issues, including how to access emergency assistance.

In addition to the above criteria, the consumer should be able to impart a general understanding of his/her responsibilities as a support grant recipient; and have demonstrated an ability to manage his/her own affairs as indicated by past history of meeting other obligations and essentials such as rent, food, MA spenddown (if applicable) and the requirements of other DHS or county assistance.

If a consumer is on Social Security representative payment, Consumer Support Grants should also be made to an authorized representative. The representative used for Social Security payments may also be used for support grants.

The county has a great deal of latitude when determining the consumer's ability to direct and purchase his/her own supports (Minn. Stat. § 256.476 Subd. 3.(a)(2)) and in determining the potential effectiveness of the grant to maintain and support the person in the family environment or the consumer's own home (Minn. Stat. § 256.476

Subd. 4.(d)(3)). A county should employ great care and reasoned judgment when approving or denying a consumer for a support grant.

C Authorized Representative

If the county determines that a consumer is unable to manage his/her own supports, an authorized representative must be designated before the first support grant can be issued. If the consumer refuses to cooperate in the authorization of a representative, the support grant should not be approved. (See Appendix 7-7).

Authorized representatives may have the authority to:

- attend interviews;
- complete forms;
- provide verification;
- appeal county agency decisions;
- pick up clients benefits; and
- have the same rights and responsibilities *as* the consumer.

Authorized representatives should be:

- a person who has sufficient knowledge of the consumer's circumstances to provide the necessary information, AND
- someone who is at least 18 years old, AND
- someone who has been authorized, in writing, to act on the consumer's behalf.

The following individuals cannot be an authorized representative:

- members of the county board of commissioners or welfare board;
- county workers who determine the client's eligibility for and the amount of the Consumer Support Grant; and
- special investigative staff.

The county should note in the case record the function(s) the authorized representative will serve. The county may appoint a person to act as the authorized representative for consumers who are incapacitated or incompetent.

D. Residency

The determination of residency and the county of financial responsibility for the CSG Program will follow the requirements of the consumer's program of origination.

E. Assessments

A copy of the most recent assessment completed for the program from which the person is transferring must be obtained for the applicant's file. The assessment must indicate that the person is currently at risk for out-of-home placement due to a functional limitation. Alternative Care clients must have had an assessment completed within 6 months of the approval of the support grant. If an assessment is needed, it must be completed prior to the start of the support grant and while the consumer is still receiving services from the program of origination.

Reassessments

Recipients who transfer from the DD Family Support Grant and the MA Home Care program to the CSG Program should have their reassessments provided in the same manner as their program of origination, e.g. DD reassessments will be funded by the county under Rule 185 and reassessments for former MA home care recipients will be funded by MA. Recipients who moved from the Alternative Care Program will continue to have their reassessments completed by the county. However, for former AC clients, the county may choose to forego the traditional assessment process and instead use a physician's statement which indicates the status of the consumer's functional limitation and if he/she is still at risk of out-of-home placement. Based on the physician's statement and general knowledge of the consumer's situation, the county will make a determination regarding the continuation and the amount of the support grant.

F. Program Participants Who Can Opt for CSG

Persons must be receiving supports from at least one of the following programs to qualify a consumer support grant:

1. Developmental Disabilities Family Support Grant;
2. Alternative Care Program;
3. MA Home Care Services; or the
4. Personal Care Attendant Program

G. Other Considerations

In approving or denying applications, the county must consider the following factors:

1. the extent and areas of the person's functional limitations;
2. the degree of need in the home environment for additional support; and

3. the potential effectiveness of the grant to maintain and support the person in an in-home environment.

IV. APPLICATION PROCESS

A. Case Management/Service Coordination

The county is responsible for insuring that the work required to successfully implement and administer the CSG program is assigned to staff with the appropriate level of education and professional expertise. The county will also:

1. Inform consumers of the availability of the Consumer Support Grant Program.
2. Prepare a CSG Budget/Service Agreement if the consumer elects to accept the grant and assist in obtaining any additional information that may be necessary to determine eligibility.
3. Obtain a completed assessment from the program of origination. (Assessments for AC recipients cannot be more than 6 months old.)
4. Work closely with the consumer to decide how the support grant funds will be used to meet the needs identified in his/her Individual Service Plan (ISP).
5. Review the CSG Consumer Handbook with the consumer and explain the consumer's responsibilities under the CSG Program.
6. Explain consumer's responsibility to maximize use of other resources before using CSG grant dollars, e.g. maximize use of Medicare and Medical Assistance dollars for medical equipment and supplies.
7. Notify the consumer of his or her rights and responsibilities under the Consumer Support Grant Program, Minn. Stat. § 256.476.
8. At the county's option, obtain the consumer's signature on the "Release from Liability" Form (see Appendix F - 8).
9. Complete the CSG Screening Document (Appendix F - 3).
10. Notify the Consumer Support Grant Program Manager within 10 working days when a change in grant status occurs. Changes in grant status include the consumer moving to another county, grant reduction, or grant termination.
11. Assist consumers and/or their families in securing or maintaining supports.

12. Submit a Notice of Action Form (Appendix F - 5) indicating the reason for termination to the consumer within ten days of a consumer's program termination. Forward termination forms to DHS as quickly as possible so other eligible consumers can utilize grant dollars.

B. Notification of Service Options

The need for a Consumer Support Grant is determined on an individual basis by the county staff. The county staff must notify the individual or his/her representative of all appropriate service and funding options, including Medical Assistance, the various waiver programs and Alternative Care services and assist the individual/family to make a choice of the programs and services that best meet the needs of the consumer.

C Verification of Eligibility

When an eligible individual chooses the Consumer Support Grant Program, the county staff must complete the CSG Screening Document (Appendix F - 3) and submit a copy of a completed and signed CSG Budget/Service Agreement Form (Appendix F - 1) to DHS. The CSG Budget/Service Agreement must include:

1. a brief written summary of the consumer's situation that includes:
 - the county staff's assessment of the potential for out-of-home placement and the need for ongoing supports to live in the community;
 - the impact of a support grant on the individual's capability to remain in a home setting;
2. the county staff person's determination that based on the competency criteria (see section III.B), the consumer is able to manage and direct their own services, or the consumer has a family member, legal representative, or other authorized representative who is willing to purchase and arrange supports on the person's behalf (see section III.A.2). '

D. Notice of Eligibility Determination

Notification is the process of letting applicants and program participants know about any changes in their status or in the services they receive in a format that is understandable and accessible to them. The county will provide notification of CSG eligibility determination and information on appeal and grievance rights at the following decision points:

1. deciding whether to proceed with an assessment (see section III.E);

2. deciding whether to approve a support grant; and
3. deciding whether to continue the support grant after an annual redetermination.

E. Eligibility Redetermination

1. Program Eligibility

Once initial program eligibility has been established, a redetermination of eligibility will be completed on an annual basis or whenever changes occur in the consumers situation that may impact continued eligibility for CSG. If adequate funds are not available through CSG to meet a consumer's increasing service needs, the consumer may choose to return to his/her program of origination to obtain the needed additional services.

2. Financial Eligibility

CSG recipients will continue to have their financial eligibility determined according to the criteria of their program of origination, e.g. persons who transfer from the Alternative Care (AC) program will continue to have their financial eligibility redetermined according to AC guidelines.

F. Appeal Process

Notice, appeal and hearing procedures will be conducted in accordance with Minn. Stat § 256.045. The denial, suspension, or termination of services under this program may be appealed by a recipient or applicant under Minn. Stat. § 256.045, subdivision 3. It is an absolute defense to an appeal under this section, if the county proves that it followed the established written procedures and criteria and determined that the grant could not be provided within the county board's allocation of money for consumer support grants.

Consumers who appeal a decision to suspend or terminate a support grant should be placed back into their program of origination while the appeal is pending. The support grant should be discontinued effective immediately upon the initiation of services from the program of origination. If possible, the suspension or termination of a support grant and the initiation of services from the program of origination should coincide with the beginning of the month so the consumer does not receive a grant for the same month he/she will receive services.

V. GRANT AWARD PROCESS

A. Notification and Acceptance

- Participating counties will make CSG promotional materials available to recipients of the DD Family Support Grant, the Alternative Care Program and MA Home Care Services.
- When a consumer expresses interest in receiving a support grant, the county staff will explain the program and provide a general overview of the consumer's responsibilities under the CSG Program. Eligibility will be determined if the consumer decides to proceed.
- The county determines the state share of the cost of the services the consumer received from his/her previous program (see Appendix B, "Guidelines for Developing the CSG Budget/Service Agreement").
- The county staff, along with the consumer, develops the CSG Budget/Service Agreement identifying the supports needed to maintain the consumer in his/her home, potential providers of the supports and the cost of each. Both the county and the consumer sign the agreement. Assessment completed if necessary.
- The county provides or arranges for the provision of the initial consumer training (CSG Consumer Handbook reviewed).
- The county sends a copy of the completed CSG Budget/Service Agreement to DHS.
- The county completes the CSG Screening Document and enters the information into MMIS ,(see Appendix E "Procedures for Entering CSG into MMIS).

If necessary, the county assists the consumer in arranging the services of a fiscal agent. (The cost of the fiscal agent should be included in the support grant and recorded on the CSG Budget/Service Agreement,)

The county stops the provision of services from the consumer's previous program, makes sure the previous service provider(s) are notified that services will now be provided in a different manner and their services may no longer be necessary, and begins issuing support grants to the CSG recipient.

B. Authorized Use of Grant Funds

The county staff must work closely with the consumer to decide how the consumer support grant funds will be used to meet the needs identified through consultation with the consumer and in the Budget/Service Agreement (Appendix F - 1).

Each service and item purchased with a support grant must meet all of the following criteria:

- it must be over and above the normal cost of caring for the person if the person did not have a functional limitation;
- it must be directly attributable to the person's functional limitation;
- it must enable a person or the person's family to delay or prevent out-of-home placement of the person; and
- it must be consistent with the needs identified in the service plan, when applicable.

Items and services purchased with support grants must be those for which there are no other public or private funds available to the person or the person's family. Non-reimbursable costs include resources already available to the consumer such as special education classes, day training and habilitation, case management, other services to which the person is entitled, medical costs covered by insurance or other health programs, or other resources usually available at no cost to the person or the person's family. Fees assessed to the person or the person's family for health and human services are not reimbursable through the grant.

Example:

- If a consumer is on medical assistance, he/she cannot use the CSG funds to purchase items such as prescriptions and/or medical equipment/supplies which are covered by MA.

Medicare Maximization

Minnesota law requires that state programs maximize Medicare payments for home care services, - supplies and equipment for dual eligible (Medicare and Medicaid) recipients. The Medicare Maximization Program requires any home care provider or county public health nursing agency responsible for personal care assessments or any county staff person responsible for Alternative Care (AC) or Home and Community Based waiver programs, to use the method developed and supplied by DHS for determining Medicare coverage for home care services, supplies and equipment provided to dual entitlements.

Home care services may be covered by Medicare if the consumer meets Medicare's qualifying conditions. A support grant may not be used for

any home care services that can be provided through Medicare. Services that can be covered by Medicare include:

- Part-time or intermittent skilled nursing care and home health aid services.
- Physical therapy.
- Speech therapy.
- Occupational therapy
- Medical social services
- Medical supplies.
- Durable medical equipment (80 percent of approved amount)

It should be clearly explained to consumers that it is in their best interest to utilize other resources prior to spending; their support grant. This will allow grant funds to go further and the consumer to purchase more services.

Managed Care Programs

Persons enrolled in the Prepaid Medical Assistance Program (PMAP) or the Minnesota Senior Health Options Program (MSHO) cannot receive a support grant because of possible overlapping coverages.

C Preparation of the CSG Budget/Service Agreement

If the consumer is found eligible for and accepts the award, the county staff person, along with the consumer, will complete the CSG Budget/Service Agreement Form using the guidelines found in Appendix B. The consumer or the authorized representative should be given a copy of these guidelines. The county staff person then submits a copy of the completed form to DHS.

1. The consumer may select any person(s) to provide services to be paid for by the Consumer Support Grant Program. For skilled nursing service and professional therapies purchased through the CSG Program, while not -considered home care services under the provisions of Minn. Stat.-§ 144A.43 and therefore not subject to home care licensing requirements, it is strongly recommended that the county require that consumers utilize only those persons holding a current Minnesota license to provide those services. .
2. *The county will negotiate with the consumer the types of services/supports that are needed and the monthly cost. The county will determine the state share of the cost of services provided to the consumer by his/her previous program following the guidelines in Appendix B. The consumer or the consumer's authorized representative and the county, must sign the CSG Budget/Service*

Agreement. Each party will receive a copy of the agreement and one copy will be sent to DHS.

3. Consumer Support Grant payments will be made directly to the consumer or the consumer's authorized representative unless the county chooses the voucher or direct payment option.
4. The county staff person will explain to the consumer that he/she is responsible to pay each care provider for services provided.
5. The county staff person shall notify the county accounting office authorizing payment of a Consumer Support Grant.
6. Payment of the Consumer Support Grant will begin on the first day of the month following the month in which CSG was authorized.
7. There will be no retroactive CSG payments.

D. Grant Amount

Each county may establish monthly or annual maximums for grants and procedures where exceptional resources may be required to meet the health and safety needs of the person on a time-limited basis. However, the total annual amount of the award cannot exceed the state's share of the cost of services the consumer was receiving through the program from which he/she has transferred.

In situations where consumers were unable to receive the services they needed and were authorized to receive from their program of origination due to unavailability of service providers at the time or location where the services were needed, the county can establish the maximum grant amount based on what the consumer would have received from his/her original program had the services been available. Grants that exceed the state's share of the cost of services the consumer was receiving through the program of origination must have prior approval from DHS.

Because of the efficiencies expected to be gained through CSG, grant awards to recipients of Alternative Care services should not exceed 80% of the cost of services received through that program (AC is 100% state funded) except where unusual circumstances exist. In cases where the county exceeds the 80% level for an AC consumer, a written justification must be submitted to DHS along with the CSG Budget/Service Agreement Form.

E. Grant Award Period

Support grants are awarded on an annual basis. When an ongoing grant is awarded, it will begin the month following the county determination of eligibility and the signing of the CSG Budget/Service Agreement.

F. Reporting of Grant Expenditures

Each consumer or his/her authorized representative must keep a general accounting of the expenditure of the grant funds. At the time of redetermination of eligibility and before the grant can be renewed for another year, the consumer must sign a statement verifying that the funds were spent appropriately. A copy of the signed statement will be kept in the consumer's CSG file.

G. Consumer/Authorized Representative Responsibilities

The CSG Program is optional for consumers who qualify. If a consumer chooses to participate he/she will be responsible to:

1. notify the county of his/her desire to participate in CSG, work with the county representative to obtain information necessary to determine eligibility, and assist the county in the completion of the CSG Budget/Service Agreement;
2. spend the grant award on the supports identified in the CSG Budget/Service Agreement;
3. notify the county staff person within 10 days of changes in circumstances which may affect his/her continued eligibility or service needs;
4. maintain a record of his/her expenditures of grant funds;
5. upon request of the county staff person, the consumer their representative will verify and document all expenditures made with CSG funds for any specified period of time on a going forward basis while receiving a support grant; and

, at the time of redetermination of eligibility, the consumer must sign a statement verifying that the funds were spent-appropriately.

H. Annual Renewal of Grant Awards

The county must redetermine a CSG recipient's eligibility annually. Renewal of the support grant is dependent on the county agency's judgment that the potential for out-of-home placement still exists.

Typically, grant awards continue as long as the consumer remains eligible and funds remain available.

Renewals of grant awards must include:

1. a narrative describing the consumer's current situation regarding his or her capacity to live in a home setting, and any changes in his or her need for a grant;
2. a budget/service agreement for the next 12 months with any supporting documentation necessary (see Appendix B "Guidelines for Developing the CSG Budget/Service Agreement");
3. the CSG Program Screening Document which must be completed annually; and
4. a Consumer Statement of Informed Consent (Appendix F - 2.) signed by the consumer, or his/her authorized representative, and the county representative.

The county must submit the CSG Budget/ Service Agreement Form to DHS within ten (10) working days prior to the consumer's renewal due date.

L Temporary Out-of-Home Placement

For consumers who enter temporary out-of-home placement of more than 30 days, the support grant must be suspended or terminated during the period the consumer is not living in his or her home. The grant award should be reinstated upon the consumer's return to the home provided the funds are available and the consumer remains eligible. The amount of the grant should be adjusted to account for the time the consumer was out of the home and not purchasing services with support grant funds (periods of less than 7 calendar days out of the home in a month do not require an adjustment in the support grant).

J. Transferring Grants Between Counties

When a CSG recipient moves to another county in Minnesota the designated county representative may transfer the case to the new county and notify DHS. The county representative in the new county is responsible for setting up payments to the consumer.

If a CSG recipient's county of financial responsibility changes to a county that is not participating in the CSG Program, the support grant will be terminated and the consumer will have the option of returning to his/her former program. Consumers returning to their program of

origination shall not begin receiving services until the month following the month in which their last support grant was received.

K. Inappropriate Receipt or Unauthorized Use of CSG Funds

Consumers may not concurrently receive Consumer Support Grants and;

1. receive home and community-based services under United States Code, title 42, section 1396h(c); personal care attendant and home health aide services under Minn. Stat. § 256B.0625, a developmental disability family support grant; or alternative care services under Minn. Stat. § 256B.0913; or,
2. reside in an institutional or congregate care setting.

If the county becomes aware of a consumer receiving a support grant while receiving any of the above mentioned services, the grant shall be immediately terminated and DHS shall be notified. The grant will be terminated effective the month in which the consumer was no longer eligible for CSG. Any consumer who inappropriately receives a support grant will be required to pay back the grant for each month he/she was not eligible for a support grant. Any consumer who received a support grant while not eligible under the CSG statute (Minn. Stat. § 256.476) cannot participate in the CSG program again until all the inappropriately received funds have been repaid to the state.

If the county suspects CSG funds are being misused, the county representative should require the consumer or his/her representative to verify and document all expenditures of CSG funds. If the consumer or representative does not comply with the request for documentation, the support grant will be terminated.

L. Termination of Grant

The Consumer Support Grant will be terminated when:

1. the consumer moves out of state or into a Minnesota county that is not participating in CSG;
2. the consumer enters a nursing home, licensed foster care facility, or other institutional setting for more than 30 days;
3. the consumer's ability to direct his/her own care diminishes to a point where they can no longer do so and there is no responsible person available to do it for them;

4. the consumer needs an authorized representative to manage their services and there is no one available to perform that function;
5. the consumer refuses services;
6. the consumer no longer meets all the eligibility criteria for the CSG Program;
7. the consumer or his/her representative misuses or refuses to use the Consumer Support Grant to pay for the services identified in the service agreement;
8. the consumer or his/her representative refuse to provide specific documentation of how the CSG funds were spent after requested to do so by the county representative;
9. the consumer has, two (2) times in a thirty (30) day period, refused to schedule an appointment for a reassessment; or the consumer has failed to keep three (3) scheduled reassessment or assessment appointments within a thirty (30) consecutive day period;
10. the consumer chooses to return to his/her former service program; or
11. the consumer dies.

The county will send a notice or termination letter to the consumer or the consumer's representative prior to the termination. The termination procedure shall occur ten (10) days after the date on the notice of termination letter.

A consumer support grant can be terminated at any time if the consumer demonstrates an inability to direct and purchase their own care by not using the CSG funds for their intended purpose (as outlined in the budget/service agreement) or if the consumer is unable to direct and purchase their own care, and no family member, legal representative or other individual is available capable of arranging services on the consumer's behalf.

When the county terminates a support grant for any reason, the county staff person must submit a Notice of Action Form (Appendix F - 5) to DHS within 10 calendar days. It is important that this form is submitted as soon as possible, so that excess payments are not made.

VI. RECORDS AND REPORTS

Reassessments - Counties will complete and submit an updated CSG Budget/Service Agreement ten (10) working days prior to the annual review date or the date on which a change in the eligibility or grant amount will change.

Terminations - The Notice of Action must be submitted within 10 days of the final warrant issued to the consumer by the county.

Quarterly Reports - Counties must submit a quarterly report to DHS within thirty days after the end of each quarter of the state fiscal year (i.e. first quarter report due October 30th, second quarter report due January 31st etc.. The report must contain the following:

- the number of persons applying for CSG and the program each person would be transferring from;
- a list of the people who began receiving a support grant during the quarter, the program each recipient transferred from, and the amount of the person's grant;
- the number of people who made initial application for CSG but were denied or decided not to follow through with the application and the reason given; and
- a brief summary of the most common reasons people decided not to pursue the support grant after the initial inquiry had been made.

VII TECHNICAL ASSISTANCE

Questions regarding the Consumer Support Grant Program should be directed to:

CSG Program Manager
Aging and Adult Services Division
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, MN 55155-3843
Phone: (612)215-0574
FAX: (612) 297-7855