

## Information Provided to Client/Guardian:

- CDCS brochure
- Community Support Plan
- Handout about categories of support
- Information on Flexible Case Management/Support Planner
- Information on payment of Parent of minor child
- Habilitative Outcomes Worksheet
- List of Fiscal Support Entities in Ramsey County
- Consumer Handbook and DHS website
- Ramsey CDCS Guide or CDCS Policy
- CDCS budget amount from Management Analyst

## Check for Exemption for CDCS:

- Exempt housing site
- On PCUR list
- Past history of exiting the waiver in the same year

Case Manager received and **reviewed** the CDCS plan

- CDCS Plan Approval/Cover sheet
- Copy/Verification of Budget -printout from WMS
- Community Support Plan -check to ensure supports, services, and items requested are related to a need
- Budget –does the budget match what is requested in the CSP?
- Proper supporting documentation provided for services and items
  - Alternative Treatment form, along with the Physician’s RX, when Alternative Treatment or Therapies are recommended. (i.e. music therapy, horse therapies, swim as therapy). The plan needs to indicate that person is certified and/or licensed as appropriate for that service.
  - For special diets, need the Verification of Prescribed Diet and Alternative Treatment forms
  - Physician’s RX for items such as orthopedic shoes, adaptive clothing, etc.
- Participation Agreement
- Copy of Flexible Case Manager/Support Planner certification from DHS
- Job description for support staff, including parent of minor
- Work schedule detailing day and time
- Risk Management Plan or Health and Safety Plan and Emergency Back-up Plan
- For IDD Waiver only:
  - When Paying parent of minor, ADL dependency form DHS 3428C
  - List parents under “Personal Assistance” category only
  - Habilitation provided and listed under Treatment and Training
- ISP updated to include CDCS service
- If family is their own “Employer of Record” plan for meeting state & federal tax and labor law responsibilities
- Forward all **reviewed** information to Supervisor or CDCS Coordinator for approval

## CDCS Plan is reviewed

- Approved, denied, or more info needed
- Plan returned to case manager

## DD Case Managers process after final approval

- Fax approval and plan to FSE-Obtain FSE budget
- Complete Waiver Notice of Change Form
- Submit to account clerk Approval/cover sheet, Waiver Services Notice of Change Form, Community Support Plan, FSE budget

## CADI Case Managers process after final approval

- Fax approval sheet & plan with reviewers initials to FSE
- Complete Service Agreement
- Submit to account clerk Approval/Cover sheet, budget pages with reviewers initials & service agreement