

Attestation toolkit:

Customized living and adult day HCBS providers

April 1, 2017

Dear Business Owner or Designee:

You are receiving this toolkit because you are an enrolled Minnesota home and community-based services (HCBS) waiver provider. If you provide services to people whose services are funded by a waiver – Alternative Care (AC,) Brain Injury (BI,) Community Alternative Care (CAC,) Community Access For Disability Inclusion (CADI), Developmental Disabilities (DD) or Elderly Waiver (EW) – you must complete an attestation. This toolkit will help to guide you through the attestation process.

Since the creation of our current HCBS waiver system, Minnesota’s Department of Human Services (DHS) and providers have been working together to ensure that older adults and people with disabilities have access to the highest-quality services. Providers like you play an important role in making sure that people have choices and pursue opportunities, contribute to their community and are treated with dignity and respect.

In response to a new federal HCBS rule, DHS is partnering with providers to expand choice and autonomy further for people who receive HCBS. The HCBS rule raises expectations around what is possible for older adults and people with disabilities—and it will change the way some services are provided. It aims to ensure that HCBS waiver services do not isolate a person from the community.

What is included in this toolkit?

- This cover letter
- Guidebook – a guidebook to completing the attestation process that has been customized to your setting (either customized living or adult day)
- Frequently asked questions (FAQs)

What do I need to do next?

Your first step will be to complete a process called attestation to demonstrate that you meet the new requirements under the HCBS rule or to indicate that you need more assistance. Through the attestation process you will provide documentation that shows how you are meeting—or how you plan to meet—the new setting requirements.

To start the process, follow these steps:

- Read through this toolkit and gather your information, such as documentation, license number, etc.
- Log in to the online attestation form <https://edocs.dhs.state.mn.us/lfservlet/Secure/DHS-7176-ENG>:

- Upload your documentation and submit your initial attestation by **April 30, 2017**. For each requirement, you will indicate whether you:
 - Currently meet the requirement, or
 - Do not yet meet the requirement but are working to come into compliance by Sept. 1, 2017.
- Update your attestation, if needed, by **Sept. 1, 2017**.

How long do I have to meet the new requirements?

Once you have submitted your initial attestation form, **you will have until Sept. 1, 2017, to comply with all new setting requirements, unless you received an extension**. Throughout this time, you will be able to update the online attestation form and upload new documentation to demonstrate how you are adapting services to meet these new requirements.

How can I get more information or help with this process?

DHS is committed to your success. We will provide comprehensive support through each step of the attestation process. We will also provide direct support and technical assistance to those providers who need it. Here are the three main resources to support you in this process:

1. **Visit our web page at mn.gov/dhs/hcbs.** We will update our Transition plan for home and community-based settings web page with new information, resources and tools on an ongoing basis. For example, we plan to update the FAQs section to respond to your common questions and provide additional information where needed.
2. **Contact us at hcbs.settings@state.mn.us.** You will get the quickest response by sending us an email. Note: Please do not use the Minnesota Health Care Programs (MHCP) provider enrollment call center for questions about the attestation process.
3. **Attend our webinar.** We will be hosting two webinars. The first one will take place on Tuesday, April 11, from 9:30 to 11:30 am. The second will be April 19 from 1:30 to 3:30 p.m. Watch for information soon about how to register for these webinars.

Please forward this toolkit to the appropriate person in your agency. Together, we can continue to improve services for all Minnesotans.

Sincerely,

Aging and Adult Services and Disability Services divisions

Create Opportunities. Support Choice. Connect Communities