

# The Attestation Process

Day training and habilitation, prevocational services and structured day providers

## Step 1



**Toolkit arrives in mailboxes by April 15, 2017**

## Step 2



**Submit attestation online by May 31, 2017**

## Step 3



**Update attestation, if needed, online by Sept. 1, 2017**



### Step 1: Watch your mailbox

DHS will mail a customized toolkit to each HCBS setting location by **April 15, 2017**. This information also will be available in your MN-ITS mailbox.

### Step 2: Submit your initial online attestation form

You will need to go online and submit an attestation form for each setting/site location by **May 31, 2017**. For each new regulation, you will indicate whether you:

- Currently meet the requirement
- Do not yet meet the requirement but are working to come into compliance by Sept. 1, 2017

Your submission and the documentation you provide will help DHS understand what new requirements you already meet and where you may need help.

### Step 3: Update and complete your online attestation form

If you do not meet all the requirements in your initial submission, you will need to update and complete your online attestation by **Sept. 1, 2017**. We encourage you to update your attestation with your ongoing progress.

For more information, visit [mn.gov/dhs/hcbs](http://mn.gov/dhs/hcbs)

For questions, email [hcbs.settings@state.mn.us](mailto:hcbs.settings@state.mn.us)