



# Bulletin

**NUMBER**

#16-56-02

**DATE**

March 4, 2016

**OF INTEREST TO**

Lead agencies

Tribal health directors

Social services supervisors  
and staff

Public health supervisors  
and staff

Mental health supervisors  
and staff

Case managers

Other interested parties

**ACTION/DUE DATE**

Please read information  
and prepare for  
implementation

**EXPIRATION DATE**

March 4, 2016

## Lead Agency Requirements for Person-Centered Principles and Practices – Part 2

**TOPIC**

Lead agency person-centered principles and practice requirements for the people of Minnesota who receive publicly funded services.

**PURPOSE**

To provide information to lead agencies about the Person-Centered, Informed Choice and Transition Protocol.

**CONTACT**

Send questions to [DSD.ResponseCenter@state.mn.us](mailto:DSD.ResponseCenter@state.mn.us).

**SIGNED**

CHARLES E. JOHNSON  
Deputy Commissioner  
Minnesota Department of Human Services

**TERMINOLOGY NOTICE**

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## I. Bulletin and Communication Series

Recent federal, state and court-ordered requirements put person-centered principles at the forefront of service delivery in Minnesota. To help facilitate that change, Minnesota Department of Human Services (DHS) is developing a series of bulletins on the topic. This is the second in that series. This bulletin provides information on the [Person-Centered, Informed Choice and Transition Protocol \(PDF\)](#) (“the protocol”) DHS recently developed. The protocol will guide practice going forward. We will issue a third bulletin on monitoring for outcomes and compliance with the protocols.

## II. The Person-Centered, Informed Choice and Transition Protocol

The Executive Committee of the Olmstead Subcabinet approved the [Person-Centered, Informed Choice and Transition Protocol \(PDF\)](#) document on February 10, 2016. DHS created the protocol to communicate expectations about person-centered practices with its lead agency partners (counties, tribes, health plans and contracted providers). The protocol provides guidance for support planners around what is good practice, and what should happen when staff develop plans that are person-centered.

The protocol addresses the federal and state statutes, rules and court requirements related to person-centered principles and practices. For additional information on these requirements, review the first bulletin in this series, [Bulletin #16-56-01 \(PDF\)](#).

The protocol applies to:

- Minnesotans with disabilities, regardless of program or age
- Minnesotans who receive mental health services, regardless of program or age
- Older Minnesotans who use long-term supports and services
- Minnesotans who are making a transition from one residence to another.

The protocol provides information on:

- What a support plan that is person-centered is
- When to use the protocol
- What skills and knowledge a person should have to do planning that is person-centered
- Essential protocol elements.

The following professionals at lead agencies must follow this protocol:

- Developmental Disabilities-Vulnerable Adult case managers
- MnCHOICES certified assessors
- Moving Home Minnesota case managers
- Relocation services coordinators

- Rule 185 case managers
- Targeted case managers
- Waiver case managers

The protocol identifies other professionals that must follow this protocol. This bulletin includes a shorter list of the professionals that are affiliated with lead agencies.

### **III. Expectations for Lead Agencies**

DHS expects lead agencies to begin to implement the protocol immediately. However, we know there will be a period of learning and technical assistance before everyone is skillful enough to fully apply the protocol. Lead agencies should begin to implement the protocol with each person during the time of his or her next opportunity for plan development.

We recognize that support planners will develop and continuously improve their person-centered practices over time. Lead agencies should review their current policies and practices. During the process, they should determine the degree to which their current policies and practices either already incorporate or need to change in order to meet protocol requirements.

### **IV. Training and Technical Assistance Resources for Lead Agencies**

DHS is working to provide and coordinate training for person-centered planning and thinking.

On February 17, 2106, DHS's Disability Services Division (DSD) alerted lead agencies and other stakeholders about the [availability of statewide person-centered training](#). Enrollment for these trainings is reserved for lead agency staff for a period of time, then will be made available to the general public. The announcement also included information on how lead agencies may suggest additional locations for trainings that are convenient for them.

As more trainings are available, DHS will send out information on its lead agency and/or stakeholder eLists. To subscribe, go to the DHS [manage subscriptions page](#) and select Disability Services Division when prompted.

The Support Planners Learning Community continues to be a resource for support planning professionals to learn about person-centered practices and how to put them to use in their everyday work. For more information about upcoming sessions and other trainings, including a schedule of future trainings, go to the [Disability Services Division trainings news and information page](#). The [training archive page](#) has archived presentations, recordings and handouts from previous sessions.

Lead agencies can make requests for technical assistance on particular situations by contacting the DSD Response Center at [DSD.ResponseCenter@state.mn.us](mailto:DSD.ResponseCenter@state.mn.us).

## **V. Legal Authority**

Minn. Stat. §256.01 authorizes the commissioner of DHS to require lead agencies to comply with state statutes and rules, federal laws, regulations, and policies governing services, including requiring the participation in training and technical assistance, and complying with reporting requirements. Federal law requires implementation of person-centered planning.

### **Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling 651-431-4300 or toll free at 866-267-7655 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.