DHS Announces Workshop on Principles of Person-Centered Planning and Consumer-Directed Services

TOPIC
Training on the Person-Centered Planning and Consumer-Directed Services to support counties and consumers in the process of individualizing services to enhance community-based living and employment.

PURPOSE
Notify local agencies, consumers and their family and friends, of upcoming workshops.

CONTACT
Sandra Blanchard (651) 634-2199
For TTY, contact Minnesota Relay Service at 1 (800) 627-3529

Minnesota Department of Human Services
Community Supports for Minnesotans with Disabilities (CSMD)
444 Lafayette Road
St. Paul, Minnesota 55155-3857

SIGNED

MARIA R. GÓMEZ
Assistant Commissioner
Continuing Care
BACKGROUND

Self-determination is a process which opens new opportunities to support persons with disabilities and the elderly in a highly individualized and creative manner. To assist counties and to increase the awareness for consumers, the Department of Human Services (DHS) is sponsoring regionally-based training opportunities on Person-Centered Planning and Consumer-Directed Services.

The workshops will be presented by Dennis Harkin, a national leader on self-determination principles. Mr. Harkin has been active in the national movement of consumers and their families to determine how the needs of the consumer can best be met, while emphasizing the importance of community living and employment. Mr. Harkin has extensive experience in the application of the consumer-directed services as they relate to personal responsibility for each consumer and their circle of support.

Currently, the home and community-based services (HCBS) waiver for persons with mental retardation or related conditions (MR/RC Waiver) has a consumer-directed option for recipients. (In June, Mr. Harkin conducted workshops which focused on this group.) In addition, the Alternative Care (AC) program for the elderly has a cash grant option. DHS is now working on a consumer-directed option for the other HCBS programs: Community Alternatives for Disabled Individuals (CADI), Community Alternative Care (CAC), Traumatic Brain Injury Waiver (TBIW), and the Elderly Waiver (EW). Staff who work with these programs are encouraged to attend one of the workshops.

COURSE DESCRIPTION

This workshop will include:

- Understanding the building blocks of successful consumer-driven services: freedom, support, responsibility, authority.
- Understanding how individual budgets are used by counties, consumers and their support network, to facilitate a new way of looking at service options.
- How the case management role will transition as this process of consumer-driven services becomes more prevalent.
- How case managers can support the consumer, their friends and family within their circle of support as the transition to participatory decision-making expands.

Participants will:

- Hear national perspectives on consumer-directed service options that have been implemented around the country.
- Be introduced to the specific tools used with person-centered planning and how to begin this process in your region and/or your family.
• Work in small group sessions to explore the tools and concepts on this process.

COURSE INFORMATION

Target Group:
Case managers, supervisors, division directors, families, consumers and others with an interest in person-centered planning for persons with disabilities and the elderly.

Class Size:
50 person maximum. Minimum class size is 10. If the course has less than 10 registrants, it will be canceled approximately 10 days prior to the scheduled date.

Length:
One day

Start and End Times:
9 a.m. to 4:00 p.m.
Check-in will begin at 8:30 a.m.

Lunch:
One hour - on your own

Location and Dates:

Session 1: Registration for Session 1 will close on October 13, 2000.

October 23, 2000
Best Western Inn
1060 Highway 32 South
Thief River Falls

Session 2: Registration for Session 2 will close on October 16, 2000.

October 25, 2000
Holiday Inn
200 West First Street
Duluth

Session 3: Registration for Session 3 will close on December 1, 2000.

December 12, 2000
Best Western Inn
1500 East College Drive
Marshall

Session 4: Registration for Session 4 will close on December 4, 2000.

December 13, 2000
Holiday Inn Express
4322 Clearwater Road
St. Cloud
REGISTRATION PROCEDURES

You may register for training by completing the attached registration form. Registrations sent on any form other than the one attached to this bulletin cannot be processed. Please complete one form for each person registering for class.

Fax the completed form to (651) 282-3787 or mail to:

CSMD Training Coordinator
Department of Human Services
444 Lafayette Road North
St. Paul, MN 55155-3857

County staff may also register by sending MAXIS e-mail to mail code “CSMD” or by Internet to kathy.surridge@state.mn.us. Please provide the following information:

• Registrants with access to MAXIS must provide their PW or X1 number
• Registrant’s name
• County name or agency name
• Registrants with access to MAXIS must provide their MAXIS E-mail code
• Phone number
• Contact person (if someone other than the registrant)
• Fax number
• Work Address
• Job title
• Class name
• Class date
• Class location and session number
• Any special communication, accessibility or accommodations needed
All registration requests must be received by the dates specified. Registrations will be processed in the order received. A confirmation and map will be faxed or mailed to each person successfully registered for a course. Do not plan to attend the training without a confirmation.

- **Incomplete or illegible registrations** will be returned, unprocessed. The information requested is required by “Registrar,” the registration software the division uses. Resubmitted registrations will be processed according to the date the resubmitted form is received.

- **Complete registrations** will normally be confirmed within one week by fax or mail. If no response is received regarding the status of the registration request and it has been more than two weeks since the request was submitted, please contact Kathy Surridge at MAXIS E-Mail code “CSMD,” by Internet at kathy.surridge@state.mn.us or call her at (651) 582-1786.

- **Changes to registrations** will be handled as new registration requests and processed in the order received. If a staff member originally registered and confirmed becomes unable to attend, a county may substitute another qualified staff person if notification is received in advance. Family members may send a substitute.

- If the session an individual wants to register for is full, the person will be put on the **waiting list for that session**. The individual will be notified if a space becomes available. If a session is full and space does not become available, the individual will not be automatically registered for a subsequent session. Registration for a subsequent session must be requested separately.

- Cancellations must be received prior to the registration close date of the session for which a person is registered.

- For questions about registration, contact Kathy Surridge at MAXIS E-Mail code “CSMD,” by Internet at kathy.surridge@state.mn.us or call her at (651) 582-1786.

---

**ATTACHMENTS**

*Attachment A* is the registration form to be used to register for the CSMD courses. Complete one form for each person registering.

---

**SPECIAL NEEDS**

Upon request, this information will be made available in an alternative format, such as Braille, large print, or audiotape.
**CSMD Registration Form**
CSMD Resource Center
FAX: (651) 282-3787

<table>
<thead>
<tr>
<th>Registrant’s PW or X1 number for persons with access to MMIS or MAXIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrant’s name</td>
</tr>
<tr>
<td>County/Agency</td>
</tr>
<tr>
<td>MAXIS E-mail code</td>
</tr>
<tr>
<td>Registrant’s phone number</td>
</tr>
<tr>
<td>Contact person (if someone other than registrant)</td>
</tr>
<tr>
<td>Fax number of contact person or registrant</td>
</tr>
<tr>
<td>Billing address</td>
</tr>
<tr>
<td>Job title</td>
</tr>
<tr>
<td>Class name</td>
</tr>
<tr>
<td>Class date</td>
</tr>
<tr>
<td>Class location or session number</td>
</tr>
<tr>
<td>Please describe any communication, accessibility or other accommodation needed:</td>
</tr>
</tbody>
</table>

ē Cancellation

A confirmation letter will be faxed or mailed to each participant successfully registered for a training session. Cancellations should be sent to MAXIS E-mail code “CSMD” or by Internet to [kathy.surridge@state.mn.us](mailto:kathy.surridge@state.mn.us) or faxed to (651) 282-3787 using this form by the registration close date. Thank you.

CSMD Training Coordinator
Department of Human Services
444 Lafayette Road North
St. Paul, MN 55155-3857