

Host county notification

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Legal authority	Minn. Stat. §256B.092, subd. 8a , Minn. R. 9525.004 to 9525.0036	
Background	Host county notification replaced host county concurrence in August 2012.	
Overview and purpose	<p>If a person on the BI, CAC, CADI or DD waiver chooses to live and receive residential or ICF/DD services in a county other than their county of financial responsibility (CFR), the case manager from the CFR must notify that county (i.e., the host county). This process is referred to as "host county notification." It allows the host county to know when people move to its jurisdiction to access licensed residential and ICF/DD services.</p> <p>The host county notification process also supports people's meaningful and informed choice of residential and ICF/DD service providers across the state. Minnesota's services and supports system must use person-centered principles and practices to ensure that people with disabilities have the opportunity for self-determination and informed, meaningful choice.</p>	
Process	<p>CFR case manager</p> <p>If the person receives services funded by the BI, CAC, CADI or DD waiver, the case manager must complete Notification of Residential Placement, DHS-7418 (PDF) and send the form to the host county. The case manager must send this form to the host county as soon as they confirm arrangements for the person's move to the host county. On DHS-7418, the case manager documents:</p> <ul style="list-style-type: none"> • General contact information for the person who is moving, his/her guardian, conservator and/or legal representative (if applicable), and the provider. • Plan to support the person's choices for his/her housing and services. • Person's diagnosis and needs. <p>While the host county responds, the case manager continues to work with the person to develop their My Move Plan Summary, DHS 3936 (PDF), as required by Person-Centered, Informed Choice and Transition Protocol (PDF).</p> <p>Host county</p> <p>After receiving DHS-7418, the host county also may use this form to inform the case manager of any concerns about the chosen provider's capacity to meet the person's needs. The host county has 20 days to document any concerns and comments on DHS-7418 and return it to the case manager. This ensures timely exchange of information between the host county and case manager.</p>	
Additional requirements and guidance	<p>The host county does not have the authority to approve or deny proposed moves it is notified of via DHS-7148. If a person chooses to live in another county, both the CFR and host county should support and facilitate that decision.</p> <p>The case manager must complete DHS-7418 even if the person keeps the same residential provider following a move to another county.</p> <p>The case manager does not need to complete DHS-7418 if the person is moving to a previous residence after an institutional</p>	

	placement of less than 90 days.
Mental health targeted case management	<p>Host county concurrence is required for adults and children who receive mental health targeted case management services if those services are provided in a county that is not the CFR. However, because the waivers do not fund mental health targeted case management, case managers do not use Notification of Residential Placement, DHS-7418.</p> <p>Refer to the following sections for information about the host county concurrence process for people who receive targeted case management services.</p> <p>Adults</p> <p>Minn. Stat. §245.4711, subd. 3 defines host county concurrence for adult mental health services. Host county concurrence cannot violate Minn. Stat. §256B.01 or 42 CFR §431.51, which both allow for the person's free choice of providers.</p> <p>The case manager consults with the host county and obtains a letter that demonstrates the host county's concurrence regarding service provision.</p> <p>Children</p> <p>Minn. Stat. §245.4881, subd. 3 and 4 define host county concurrence for children mental health services.</p> <p>The case manager consults with the host county and obtains a letter that demonstrates the host county's concurrence regarding service provision, as defined in the Individual Family Community Support Plan.</p> <p>As defined in Minn. Stat. §245.4885, when the screening and level of care process determines that a treatment foster care setting will meet a child's needs and placement is arranged through a private agency, host county concurrence applies.</p>
Additional resources	DHS – Person-Centered, Informed Choice and Transition Protocol