

Individual community living supports (ICLS)

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Legal authority	Federally approved EW plan , Minn. Stat. §256B.0913 (AC program) , Minn. Stat. §256S.13	
Definitions	<p>Individual community living supports (ICLS): Bundled service that includes six service components. ICLS services offer assistance and support for older adults who need reminders, cues, intermittent/moderate supervision or physical assistance to remain in their own homes.</p> <p>ICLS planning form: Required communication and planning tool for the person, lead agency and ICLS provider. Access the form here: ICLS Planning Form, DHS-3751.</p>	
Covered services	<p>ICLS covers assistance and support for eligible people age 65 and older enrolled in the Alternative Care (AC) program or the Elderly Waiver (EW). It includes the following service components:</p> <ul style="list-style-type: none">• Active cognitive support.• Adaptive support service.• Activities of daily living (ADLs) support.• Household management assistance.• Health, safety and wellness.• Community living engagement. <p>The case manager/care coordinator must complete ICLS Planning Form, DHS-3751 to provide guidance and instruction to the ICLS provider about the needs of the person for each applicable service component. People receiving ICLS services must receive assistance and/or support in a minimum of two of the six ICLS service components.</p> <p>Active cognitive support</p> <p>This component of ICLS includes supports to help the person with cognitive challenges and issues that are important to them. For more information, refer to the service amount section on this page.</p> <p>Examples</p> <p>Under this component, an ICLS provider can:</p> <ul style="list-style-type: none">• Help problem-solve the person's concerns related to daily living.• Provide assurance to the person.• Observe and redirect to address the person's cognitive, orientation or other behavioral concerns.• Provide check-ins to identify problems and resolve concerns. <p>Adaptive support service</p> <p>This component of ICLS includes supports to help the person adopt ways to meet their needs. The supports encourage self-sufficiency and reduce reliance on human assistance.</p> <p>Examples</p> <p>Under this component, an ICLS provider can:</p> <ul style="list-style-type: none">• Provide verbal, visual and/or touch guidance to help the person complete a task.• Develop and demonstrate cues or reminder tools (e.g., calendars, lists).• Help the person understand assistive technology directions or instructions to maintain independence.• Practice strategies and similar support methods that promote continued self-sufficiency.	

ADLs

This component of ICLS includes supports to help the person with ADLs.

Examples

Under this component, an ICLS provider can:

- Provide reminders or cuing systems to complete ADLs.
- Cue and/or provide intermittent physical assistance with dressing, grooming, eating, toileting, mobility, transferring and positioning.
- Cue and/or provide continual supervision and physical assistance with bathing, as needed.

Note: ICLS is not an appropriate service to meet a person's need for constant supervision or physical assistance with ADLs throughout the task, except for bathing. Personal care assistance (PCA) is the service designed to meet this level of need for ADL assistance. For additional information, refer to [CBSM – PCA](#).

Household management

This component of ICLS includes supports to help the person manage their home.

Examples

Under this component, an ICLS provider can:

- Help with cleaning, meal planning/preparation and shopping for household and personal needs.
- Help with budgeting and money management.
- Help with communications (e.g., sorting mail, accessing email, making phone calls, scheduling appointments).
- Provide transportation when it is integral to ICLS household management goals and when community resources and/or informal supports are not available; refer to the transportation section on this page for more information.

Health, safety and wellness

This component of ICLS includes supports to help the person maintain their overall well-being.

Examples

Under this component, an ICLS provider can:

- Identify changes in the person's health needs and notify the case manager and/or informal caregivers as needed.
- Coordinate or implement changes to mitigate environmental risks in the home.
- Provide reminders about and assistance with exercises and other health maintenance or improvement activities.
- Provide medication assistance (e.g., medication refills, reminders, administration, preparation).
- Monitor the person's health according to written instructions from a licensed health professional and report any significant changes as instructed.
- Use medical equipment devices or adaptive technology according to written instructions from a licensed health professional.

Community engagement

This component of ICLS includes supports to help the person have meaningful integration and participation in their community.

Examples

Under this component, an ICLS provider can:

	<ul style="list-style-type: none"> • Help the person access activities, services and resources that facilitate meaningful community integration and participation. • Help the person develop and/or maintain their informal support system. • Provide transportation when it is integral to ICLS community engagement goals and community resources and/or when informal supports are not available; refer to the transportation section on this page for more information.
<p>Non-covered services</p>	<p>Not covered within the service ICLS does not cover:</p> <ul style="list-style-type: none"> • ICLS services that do not include a minimum of two ICLS components. • Duplication of authorized state plan home care or other EW services the person already receives. • Specialized or adapted equipment for remote support. • Transportation mileage (for other options, refer to the transportation section on this page). <p>Services that cannot be authorized with ICLS A person cannot receive ICLS if they receive any of the following services:</p> <ul style="list-style-type: none"> • Adult foster care. • Customized living (including 24-hour customized living). • Comprehensive community support through Moving Home Minnesota.
<p>Process</p>	<p>The case manager/care coordinator works with the person to complete ICLS Planning Form, DHS-3751 to communicate to the ICLS provider the specific service components the person will receive.</p> <p>On the form, the case manager/care coordinator must:</p> <ul style="list-style-type: none"> • Identify the person’s individual goals the ICLS service is intended to support. • Describe and provide detail about the type of supports the person will receive within a minimum of two ICLS service components. • Calculate the total amount of units and cost of ICLS services the person will receive each week. <p>The person, case manager/care coordinator and provider must sign the completed form. Then, the case manager/care coordinator must provide a copy to the person and provider. The case manager/care coordinator is responsible to review and update the form at least annually.</p> <p>If the person is currently receiving ICLS services, the case manager/care coordinator must review the need for ICLS services at the next scheduled review to ensure the person’s need meets the requirement of at least two ICLS components. If the person does not meet the minimum requirement, the case manager/care coordinator cannot reauthorize ICLS. Instead, they must authorize the service that meets the person’s identified need.</p> <p>Both the lead agency and provider must keep a copy of the completed and signed form. The ICLS planning form can be used to meet the provider signature requirements for the support plan. For more information, refer to CBSM – Provider signature requirements for HCBS support plans.</p>
<p>Service amount</p>	<p>To meet assessed needs, a person who receives ICLS:</p> <ul style="list-style-type: none"> • May receive up to 12 hours of ICLS services per day (i.e., 48 15-minute units per day). • Must have face-to-face in-person support scheduled at least weekly.

	<ul style="list-style-type: none"> • Must receive a minimum of two ICLS service components.
Remote support	ICLS can be delivered through remote support. Services delivered through remote support must meet all the requirements listed on CBSM – Remote support .
Settings	<p>ICLS must be delivered in either of the following:</p> <ul style="list-style-type: none"> • Single-family home or apartment owned or rented by the person receiving services, as demonstrated by a lease agreement. • Single-family home or apartment owned or rented by a friend or family member who has no financial interest in the ICLS service. Refer to examples in the next section about when a home/apartment owner can provide ICLS. <p>In a rental scenario, the person or their family must maintain control over the individual unit.</p> <p>Examples A friend or family member that owns the home/apartment where the person resides and receives ICLS services:</p> <ul style="list-style-type: none"> • Can be an employee of the provider agency. • Cannot be an owner of the provider agency or have any financial interest in the agency. • Cannot enroll with DHS as an individual provider (i.e., non-agency provider) of ICLS under the exclusions from 245D licensure (refer to CBSM – Exclusions from Chapter 245D licensure).
Transportation	<p>An ICLS provider may enroll with Minnesota Health Care Programs (MHCP) as a waiver/AC transportation provider.</p> <p>An ICLS provider who is also an MHCP-enrolled waiver/AC transportation provider can bill for both ICLS and transportation when they provide them on the same day. However, the provider may not bill for ICLS and transportation at the same time.</p> <p>For the current waiver transportation rates, refer to Long-Term Services and Supports (LTSS) Service Rate Limits, DHS-3945 (PDF).</p>
Secondary information	Services under all waiver/AC programs must meet the requirements listed in the services section of CBSM – Waiver/AC programs overview .
Provider standards and qualifications	<p>ICLS is a DHS enrollment-required service. For more information, refer to CBSM – Waiver/AC service provider overview.</p> <p>ICLS providers must have the capability to deliver all components of the service necessary to meet the needs of the people they serve. The direct support worker providing the ICLS service must be trained and competent to provide all components of the ICLS service included in the person’s ICLS plan.</p> <p>License requirements An ICLS provider must meet one of the following requirements:</p> <ul style="list-style-type: none"> • Have an agency provider license under Minn. Stat. Ch. 245D as a basic support service provider. • Have a comprehensive home care license under Minn. Stat. Ch. 144A with a home and community-based services designation. • Meet one of the three requirements for non-agency providers (refer to the section below). <p>Requirements for non-agency providers Individuals who do not meet the definition of an agency have three options to provide ICLS services:</p>

	<ul style="list-style-type: none"> • Enroll with DHS as an individual provider licensed under Minn. Stat. Ch. 245D as a basic support service provider. • Enroll with DHS as an unlicensed individual provider through the process on CBSM – Exclusions from Chapter 245D licensure. • Become an employee of a 245D-licensed ICLS provider that meets license requirements indicated above. <p>An individual provider can be a relative (not a spouse) or a non-professional legal guardian/conservator of the person receiving ICLS services if the individual meets certain criteria. For more information, refer to CBSM – Paying relatives and legally responsible individuals.</p> <p>Background study To provide ICLS, providers must have a background study. For more information, refer to CBSM – Waiver/AC service provider overview – Required DHS background studies for direct-contact services.</p> <p>Limitations An ICLS provider cannot:</p> <ul style="list-style-type: none"> • Be the person’s spouse. • Be a licensed assisted living provider where the person resides. • Be a home care provider in an affordable housing setting, as defined under Minn. Stat. §256S.20, subd. 1, where the person resides. • Be the person’s professional legal guardian or conservator. • Be the person’s landlord. • Have any financial interest in the person’s housing.
Authorization, rates and billing	<p>The lead agency authorizes ICLS at the state-established rates, using separate codes to authorize in-person services and remote services. For more information, including current rates and codes, refer to LTSS Service Rate Limits, DHS-3945 (PDF).</p>
Additional resources	<p>CBSM – AC CBSM – EW CBSM – Paying relatives and legally responsible individuals CBSM – Provider signature requirements for HCBS support plans CBSM – Rate methodologies for AC, ECS and EW service authorization CBSM – Remote support ICLS Planning Form, DHS-3751 LTSS Service Rate Limits, DHS-3945 (PDF)</p>