

CFSS forms and documents

Page updated: 12/24/24

DHS is working to post new forms and documents for CFSS. We will update existing PCA forms that require minor changes on a rolling basis throughout the year.

To find a form or document, use [DHS – Searchable document library \(eDocs\)](#) and search by the number.

Published forms and documents

New/updated document	Notes
CFSS Assessment, DHS-6893A	DHS-6893A replaced: <ul style="list-style-type: none"> • PCA Assessment and Service Plan, DHS-3244. • Supplemental Waiver PCA Assessment and Service Plan, DHS-3428D. Make sure to use the 10-24 version.
Instructions for CFSS Assessment, DHS-6893A	This resource page replaced PCA Assessment and Service Plan Instructions and Guidelines, DHS-3244A
Referral for Reassessment for PCA/CFSS Services, DHS-6893B	DHS-6893B replaced Referral for Reassessment for PCA Services, DHS-3244P.
Recommendation for Removal from the CFSS Budget Model, DHS-6893D (PDF)	This form is new for CFSS.
Home Care Shared Services Agreement (HCN, PCA or CFSS), DHS-6893E (PDF)	DHS-6893E replaced Home Care Shared Services Agreement (HCN or PCA), DHS-5899.
PCA Program Responsible Party Form/CFSS Participant Representative Agreement, DHS-6893F	DHS-6893F replaced PCA Program Responsible Party Form, DHS-5856.
CFSS Program Information and Signature Sheet, DHS-6893G (PDF)	DHS-6893G replaced LTSS Assessment and Program Information and Signature Sheet, DHS-2727, which was a form previously used for MnCHOICES.
CFSS Home Care Rating/Units Reference Tool, DHS-6893H (PDF)	DHS-6893H replaced Personal Care Assistance (PCA) Decision Tree, DHS-4201.
Consultation Services Provider CFSS Service Delivery Plan Cover Sheet, DHS-6893N	This form is new for CFSS.
CFSS Individual Service Delivery Plan, DHS-6893P	This form is new for CFSS. <p>Notes:</p> <ul style="list-style-type: none"> • The 10-24 version and later versions use the correct CFSS rate. Counties and tribal nations must check the version when entering information into MMIS. For more information, refer to DSD MMIS Reference Guide – ASA3 screen overview. • The 11-24 version corrected additional issues. Consultation services providers must give people the most up-to-date version.
Lead agency addendum to CFSS Individual Service Delivery Plan, DHS-6893W	This form is new for CFSS. Lead agencies use this form to inform the person of the start and end date of their CFSS service delivery plan and the final unit/dollar amounts. Lead agencies may need to adjust the unit/dollar amounts of a person's service authorization to match the final

	<p>dates of their service authorization.</p> <p>Note: DHS is working to update policy manual and DSD MMIS Reference Guide instructions to include this form.</p>
<p>CFSS Rights and Responsibilities, DHS-6893R-ENG (PDF) or translations:</p> <ul style="list-style-type: none"> • DHS-6893R-SOM, Somali (PDF) • DHS-6893R-SPA, Spanish (PDF) • DHS-6893R-RUS, Russian (PDF) • DHS-6893R-VI, Vietnamese (PDF) 	<p>Providers and lead agencies use this form instead of the Home Care Bill of Rights (PDF).</p> <p>Note: DHS is working to post Hmong and Karen translations.</p>
<p>CFSS Consultation Services Session Documentation, DHS-6893S (PDF)</p>	<p>This form is new for CFSS.</p>
<p>Worker Information for CFSS Budget Model, DHS-6893T (PDF)</p>	<p>This form is new for CFSS.</p>
<p>Information for people who use CFSS, DHS-6893U (PDF)</p>	<p>This document is a new fact sheet that lead agencies give to people who are eligible for and select CFSS.</p>
<p>CFSS Information Sheet – English, DHS-8477A-ENG (PDF) or translations:</p> <ul style="list-style-type: none"> • DHS-8477A-HMN, Hmong (PDF) • DHS-8477A-KAR, Karen (PDF) • DHS-8477A-SOM, Somali (PDF) • DHS-8477A-SPA, Spanish (PDF) 	<p>This document is a new one-page fact sheet with general information about CFSS.</p>

Unpublished forms

DHS is completing work on the following CFSS forms. We will add links when they are available.

New/updated form not published yet	Notes
<p>CFSS Worker Time and Activity Documentation, DHS-6893C</p>	<p>Use PCA Worker Time and Activity Documentation, DHS-4691 (PDF) until the CFSS version is ready. DHS-4691 will remain available during the transition to CFSS.</p>
<p>CFSS Lead Agency Request Form, DHS-6893I</p>	<p>Use PCA Request Form, DHS-4292 for both CFS and PCA requests until DHS publishes the new form. DHS will update Instructions to complete the PCA Request Form, DHS-4292A (PDF) with instructions to submit CFSS-related requests with DHS-4292.</p>
<p>CFSS Technical Change Request, DHS-6893K</p>	<p>Use PCA Technical Change Request, DHS-4074A for both CFSS and PCA until DHS publishes the new form. DHS will update Instructions to complete PCA Technical Change Request Form, DHS-4074C (PDF) with instructions to submit CFSS-related requests with DHS-4074A.</p>
<p>CFSS 45-Day Temporary Increase Assessment, DHS-6893M</p>	<p>This will be a new form. Lead agencies must use CFSS Assessment, DHS-6893A until DHS posts DHS-6893M.</p>
<p>CFSS 45-Day Temporary Start Service Delivery Plan, DHS-6893Q</p>	<p>This will be a new form. Provider agencies must use CFSS Individual Service Delivery Plan, DHS-6893P until DHS posts DHS-6893Q.</p>

Retired forms

PCA Communication to Physician of PCA Services, DHS-4690 is no longer required in CFSS.