

Updates to the CFSS Policy Manual

DHS announces changes and additions to the CFSS Policy Manual on this page.

Date	Section	Page	Reason for change	Action
1/29/26	Resources	CFSS consultation services provider county/tribal nation liaisons contact list	General updates	We updated contact information for the following counties: <ul style="list-style-type: none"> Lincoln/SWHHS. Lyon/SWHHS. Murray/SWHHS. Pipestone/SWHHS. Redwood/SWHHS.
1/27/26	Resources	CFSS forms and documents	Clarification	We added the following information for each form: <ul style="list-style-type: none"> Who uses it. When to use it. Related resources.
1/21/26	Service options	Goods and services through CFSS	Clarifications	We made the following changes: <ul style="list-style-type: none"> Clarified the goods definition. Added an example about swimming lessons to the covered items section.
1/16/26	Home page	Overview of the PCA and CFSS process for people not receiving services through an MCO	Clarification	We made the following changes: <ul style="list-style-type: none"> Updated the title to clarify that this page is for people not receiving services through an MCO. Added a link to the new MCO process page. Added more details to clarify the process.
1/16/26	Home page	Overview of the PCA and CFSS process for people receiving services through an MCO	New page	We posted a new page provide detailed information about the process for people accessing PCA/CFSS through their MCO.
1/16/26	Consultation services	CFSS consultation services overview	Clarification	We updated the covered and non-covered services sections to clarify covered billable tasks and expand the list of examples.
12/15/25	Service delivery plan	CFSS service delivery plan development and approval process	Clarification	We updated the temporary approval process section to explain the lead agency can use the temporary approval process with the reassessment date as the start date if the person has a late reassessment.
12/11/25	Service options	PCA service options and	Clarification	We clarified that the consultation services provider is responsible

		CFSS service models		to support the person to successfully fulfill their employer responsibilities in the budget model.
12/10/25	Resources	CFSS consultation services provider county/tribal nation liaisons contact list	General updates	We updated contact information for the following counties: <ul style="list-style-type: none"> • Pennington. • Rock/SWHHS.
12/4/25	Personal care workers	PCA, CFSS and CSG enhanced rate/budget	Increase to enhanced rate/budget	Throughout the page, we updated the enhanced rate/budget to 12.5%, effective Jan. 1, 2026.
11/24/25	Service delivery plan	CFSS service delivery plan development and approval process	Clarification	We clarified information about the temporary approval process.
11/4/25	Resources	CFSS forms and documents	New form	We added information about the new form, CFSS Assessment for 45-Day Temporary Increase, DHS-6893M
10/24/25	Resources	CFSS consultation services provider county/tribal nation liaisons contact list	General updates	We updated contact information for the following counties: <ul style="list-style-type: none"> • Douglas. • Grant/Western Prairie Human Services. • Pope. • Stevens. • Traverse.
10/23/25	Resources	CFSS consultation services provider county/tribal nation liaisons contact list	General updates	We updated contact information for Clay County.
10/22/25	Resources	Instructions for CFSS Assessment, DHS-6893A	New form	We updated the overview section to explain that lead agencies use the new form, CFSS Assessment for 45-Day Increase, DHS-6893M , to complete 45-day increase assessments.
10/22/25	Service changes	45-day temporary increase of PCA/CFSS services	New form	We updated the lead agency's responsibilities section to add a link to the new form, CFSS Assessment for 45-Day Increase, DHS-6893M , to complete 45-day increase assessments.
10/16/25	PCA/CFSS	PCA/CFSS	Clarification	We clarified information in the CFSS section.

	services on a waiver/AC	services on a waiver/AC		
10/9/25	Resources	CFSS consultation services provider county/tribal nation liaisons contact list	General updates	We updated contact information for Polk County.
9/23/25	Resources	CFSS forms and documents	New form	We added information about the new form, Temporary CFSS Individual Service Delivery Plan Approval, DHS-6893L (PDF) .
9/23/25	Service delivery plan	CFSS service delivery plan development and approval process	New process	We added a new section about temporary plan approval to avoid a gap in services.
9/19/25	Resources	CFSS consultation services provider county/tribal nation liaisons contact list	General updates	We updated contact information for the following counties: <ul style="list-style-type: none"> • Freeborn. • Wright.
9/12/25	Resources	CFSS forms and documents	Updates to forms	We updated information throughout the page to identify recent form updates.
9/12/25	Resources	CFSS mid-year changes for people age 65 or older who are enrolled in an MCO	New resource	We created a new resource page for MCOs and CFSS providers about changes in the middle of the service year.
9/11/25	Resources	CFSS consultation services provider county/tribal nation liaisons contact list	New resource	We created a new resource for consultation services providers to use to contact a county/tribal nation.
9/11/25	Resources	CFSS mid-year changes for counties and tribal nations	Clarification	We clarified: <ul style="list-style-type: none"> • The county/tribal nation can make changes to a type B CFSS service agreement (SA) with a T1023 line on the ASA3 screen. • If a person is using CFSS on a waiver/AC, the case manager must confirm any

				<ul style="list-style-type: none"> changes to their services are within their CDCS and/or AC/EW budget, if applicable.
9/11/25	Financial management services (FMS)	Financial management services (FMS) provider requirements for CFSS	Clarification	<p>We update the limitations section to clarify:</p> <ul style="list-style-type: none"> Lead agencies cannot provide FMS services. FMS providers may offer contracted case management services, but they cannot provide these services to people using FMS from them.
9/11/25	Consultation services	CFSS consultation services provider requirements	Clarification	<p>We update the limitations section to clarify:</p> <ul style="list-style-type: none"> Lead agencies cannot provide consultation services. Consultation services providers may offer contracted case management services, but they cannot provide these services to people using them as their consultation services provider.
9/11/25	Provider agencies	PCA/CFSS provider agency requirements overview	Clarification	<p>We updated the other requirements section to clarify:</p> <ul style="list-style-type: none"> Lead agencies cannot provide PCA/CFSS provider agency services. PCA/CFSS provider agencies may offer contracted case management services, but they cannot provide these services to people using them as a PCA/CFSS provider agency.
8/25/25	Service changes	Changing PCA/CFSS providers	Clarification	We aligned content with the new resource, CFSS mid-year changes for counties and tribal nations .
8/25/25	Service delivery plan	PCA/CFSS service delivery plan changes	Clarification	We aligned content with the new resource, CFSS mid-year changes for counties and tribal nations .
8/25/25	Service changes	PCA/CFSS service agreement technical changes and	Clarification	<p>We made the following changes:</p> <ul style="list-style-type: none"> Aligned content with the new resource, CFSS mid-year changes for counties and tribal nations.

		corrections		<ul style="list-style-type: none"> Added information about failed background studies.
8/25/25	Resources	CFSS mid-year changes for counties and tribal nations	New resource	We created a new resource page for counties, tribal nations and CFSS providers about changes in the middle of the service year.
8/25/25	Service options	CFSS personal emergency response systems (PERS)	Clarification	We added a link to Long-Term Services and Supports Service Rate Limits, DHS-3945 (PDF) for information about the current state-set maximum rates.
8/25/25	Resources	Instructions for CFSS Assessment, DHS-6893A	Clarification	We updated the instructions to align with DHS-6893A updates.
8/25/25	Service delivery plan	CFSS service delivery plan development and approval process	Clarification	We updated the instructions to align with DHS-6893P updates.
8/25/25	Eligibility	Assessment for PCA/CFSS services	Clarification	We updated information about the transition timeline for people on the Alternative Care (AC) program.
8/11/25	Home page	Transition from PCA and CSG to CFSS	General updates	We updated the Phase II section with tasks DHS has completed.
8/11/25	Eligibility	PCA/CFSS unit determination	Procedure change	We clarified information about instructions for the transition to CFSS
8/11/25	Eligibility	Assessment for PCA/CFSS services	Procedure change	We added instructions to authorize additional PCA services for people who have not completed the transition to CFSS by their next assessment.
7/15/25	Service changes	Changing PCA/CFSS providers	Procedure change	We updated the process for adding a provider section to reflect that the county/tribal nation can now edit a type B CFSS service agreement for up to 183 days after the service agreement start date.
7/15/25	Eligibility	Assessment for PCA/CFSS services	Procedure change and clarification	<p>We made the following changes:</p> <ul style="list-style-type: none"> Updated information about remote assessments. Clarified instructions for when a person transitions to CFSS before the end of their PCA service agreement.
7/9/25	Consultation	Consultation	Procedure change	We updated information about requesting additional sessions

	services	services overview		
6/17/25	Eligibility	Reassessment for PCA/CFSS services	Policy change	In the overview section, we added information about remote annual assessments for CFSS. For more information, refer to the June 17, 2025, eList announcement
6/12/25	Financial management services (FMS)	Financial management services (FMS) provider requirements for CFSS	General updates and clarification	We made the following changes: <ul style="list-style-type: none"> • Added information to the overview section. • Added FMS provider responsibilities to help the person meet legal requirements for their CFSS workers. • Added information about billing for required employer expenses. • Added a link to SEIU contract compliance training.
5/28/25	Provider agencies	PCA/CFSS provider agency requirements overview	Clarification	We updated the other requirements section to add a link to DHS – CFSS cost reporting .
5/23/25	Service delivery plan	PCA/CFSS service delivery plan (care plan)	Clarification	We made the following changes: <ul style="list-style-type: none"> • Clarified requirements about what services to include in the plan. • Added a responsibility for consultation services providers to submit Consultation Services Provider CFSS Service Delivery Plan Cover Sheet, DHS-6893N to the lead agency, if needed. • Added a responsibility for PCA/CFSS provider agencies to complete the worker training and development and individual abuse prevention plan sections of the service delivery plan.
5/23/25	Covered personal care services	PCA/CFSS covered personal care services	Clarification	We made the following changes: <ul style="list-style-type: none"> • Clarified information about instrumental activities of daily living (IADLs). • Clarified requirements for driving.
5/20/25	PCA/CFSS	PCA/CFSS	New page	We posted a new page that

	services on a waiver/AC	services on a waiver/AC		explains the policy and procedure for people using PCA/CFSS while on a waiver/AC
4/21/25	Eligibility	Eligibility for PCA/CFSS services	Clarification	In the criteria section, we added a note about consultation services set-in in an institution.
4/21/25	Consultation services	CFSS consultation services overview	Clarification	In the covered services and non-covered services sections, we clarified when consultation services set-up is covered in an institution.
4/18/25	Provider agencies	PCA/CFSS provider agency worker wage and benefit requirements	Addition of resource	We added DHS – PCA and CFSS tiered rates and wage floors .
4/16/25	Personal care workers	PCA/CFSS personal care time and activity documentation	New page	We posted a new page that explains required documentation, responsibilities and timelines
4/16/25	Resources	CFSS forms and documents	Addition of resource	We added CFSS Worker Time and Activity Documentation, DHS-6893C (PDF) .
3/25/25	Home page	Transition from PCA and CSG to CFSS	Clarification and addition of resources	We made the following changes: <ul style="list-style-type: none"> • Clarified the instructions for what lead agencies need to do in phase II. • Clarified information throughout the page.
3/25/25	Eligibility	Assessment for PCA/CFSS services	Clarification and addition of resources	We made the following changes: <ul style="list-style-type: none"> • Clarified information throughout the page. • Updated the lead agency's responsibilities section. • Added lead agency instructions for people who need additional time to complete the transition from PCA to CFSS. • Added lead agency instructions for people who want to start CFSS before their PCA transition service agreement ends.
3/18/25	Home page	Transition from PCA and CSG to CFSS	Clarification and addition of resources	In the Phase II section, we clarified instructions for what current PCA provider agencies need to do. We added translated versions of Information for People Who Use CFSS, DHS-6893U-ENG (PDF) :

				<ul style="list-style-type: none"> • DHS-6893U-HMN, Hmong (PDF) • DHS-6893U-KAR, Karen (PDF) • DHS-6893U-RUS, Russian (PDF) • DHS-6893U-SOM, Somali (PDF) • DHS-6893U-SPA, Spanish (PDF) • DHS-6893U-VIE, Vietnamese (PDF)
3/17/25	Service changes	PCA/CFSS service agreement technical changes and corrections	Clarification	We added instructions for using the new forms launched on Jan. 21, 2025.
3/17/25	Service changes	Changing PCA/CFSS providers	Clarification	We added instructions for using the new forms launched on Jan. 21, 2025.
3/17/25	Service changes	PCA/CFSS process to change service options/models	Clarification	We updated this page to explain that lead agencies must always review the person's new CFSS service delivery plan
3/7/25	Resources	CFSS forms and documents	Addition of resources	<p>We added translated versions of CFSS Program Information and Signature Sheet, DHS-6893G (PDF):</p> <ul style="list-style-type: none"> • DHS-6893G-HMN, Hmong (PDF) • DHS-6893G-KAR, Karen (PDF) • DHS-6893G-RUS, Russian (PDF) • DHS-6893G-SOM, Somali (PDF) • DHS-6893G-SPA, Spanish (PDF) • DHS-6893G-VIE, Vietnamese (PDF) <p>We added translated versions of Worker Information for CFSS Budget Model, DHS-6893T (PDF):</p> <ul style="list-style-type: none"> • DHS-6893T-HMN, Hmong • DHS-6893T-KAR, Karen • DHS-6893T-RUS, Russian • DHS-6893T-SOM, Somali • DHS-6893T-SPA, Spanish • DHS-6893T-VIE, Vietnamese

				<p>We added translated versions of Information for people who use CFSS, DHS-6893U (PDF):</p> <ul style="list-style-type: none"> • DHS-6893U-HMN, Hmong (PDF) • DHS-6893U-KAR, Karen (PDF) • DHS-6893U-RUS, Russian (PDF) • DHS-6893U-SOM, Somali (PDF) • DHS-6893U-SPA, Spanish (PDF) • DHS-6893U-VIE, Vietnamese (PDF)
2/25/25	Service options	CFSS personal emergency response systems (PERS)	Clarification	We clarified that clarify that people using the Alternative Care (AC) program cannot using CFSS funds to purchase PERS.
2/25/25	Service options	Goods and services through CFSS	Clarification	<p>We made the following changes:</p> <ul style="list-style-type: none"> • Clarified that people using the Alternative Care (AC) program cannot using CFSS funds to purchase goods and services. • Added more examples of covered and non-covered services.
2/12/25	Home page	Transition from PCA and CSG to CFSS	General updates	<p>In the Phase II section, we made the following updates:</p> <ul style="list-style-type: none"> • Updated the list of items we completed and still need to complete. • Updated and clarified instructions for what lead agencies need to do. • Updated instructions for what current PCA provider agencies need to do.
2/12/25	Eligibility	PCA/CFSS age appropriate dependencies	Correction	We corrected an error in the transfers section for children older than 60 months.
2/11/25	Resources	CFSS resources	Addition of resources	<p>We made the following updates:</p> <ul style="list-style-type: none"> • Added frequently asked questions and implementation updates sections. • Added CFSS: Being an employer to the training for people using CFSS section.

				<ul style="list-style-type: none"> • Added information about office hours and weekly CFSS provider Q&A sessions to the provider agency training section. • Added information about office hours to the consultation services provider and lead agency training sections. • Added lists of available providers to the other tools section.
2/4/25	Service delivery plan	CFSS service delivery plan development and approval process	Clarification	In the overview section, we clarified that lead agencies adjust a person's service agreement if needed, not their CFSS service delivery plan.
1/23/25	Resources	Instructions for CFSS Assessment, DHS-6893A	Clarification	We updated the instructions to align with DHS-6893A updates.
1/22/25	Resources	CFSS forms and documents	Addition of resources	We updated the notes for CFSS Assessment, DHS-6893A to explain the changes in the 1-25 version.
1/21/25	Resources	CFSS forms and documents	Addition of resources	In the published forms and documents section, we added links to: <ul style="list-style-type: none"> • CFSS Request Form, DHS-6893I. • CFSS Technical Change Request, DHS-6893K.
1/9/25	Consultation services	CFSS consultation services provider requirements	Clarification	In the consultation services provider's responsibilities and limitations sections, we clarified that consultation services providers cannot recommend or offer incentives for selecting specific providers.
1/8/25	Personal care workers	PCA/CFSS worker criteria, requirements and responsibilities	Clarification	In the criteria section, we clarified information about family foster care providers serving as PCA/CFSS workers.
1/8/25	Resources	CFSS forms and documents	Addition of resources	We updated the note for CFSS Individual Service Delivery Plan, DHS-6893P to explain that the 1-25 version uses the correct CFSS rate. We added additional translations for CFSS Rights and

				Responsibilities, DHS-6893R-ENG (PDF) : <ul style="list-style-type: none"> • DHS-6893R-HMN, Hmong (PDF) • DHS-6893R-KAR, Karen (PDF)
1/6/25	Service delivery plan	CFSS service delivery plan development and approval process	Addition of resource	In the overview section, we added instructions for using Lead Agency Addendum to CFSS Individual Service Delivery Plan, 6893W .
12/24/24	Resources	CFSS forms and documents	Addition of resources	In the published forms and documents section, we added two new resources: <ul style="list-style-type: none"> • Lead agency addendum to CFSS Individual Service Delivery Plan, DHS-6893W • Information for people who use CFSS, DHS-6893U (PDF)
12/23/24	Personal care workers	PCA, CFSS and CSG enhanced rate/budget	Clarification	In the lead agency's responsibilities section, we clarified that the lead agency authorizes the enhanced rate/budget for all people eligible for 10 or more hours of state plan PCA/CFSS, regardless of whether they have a qualifying worker.
12/17/24	Service options	Goods and services through CFSS	Clarification	In the non-covered items section, we added items that are not covered to address recent questions. However, the list is not comprehensive and depends on the person's needs.
12/6/24	Resources	CFSS resources	Addition of resource	In the training information section, we added Choosing a CFSS mode A tool for a person using CFSS and their consultation services provider .
11/26/24	Home page	Transition from PCA and CSG to CFSS	Process change	We updated this page to reflect the changes announces in the Nov. 26, 2024, eList announcement
11/26/24	Home page	Overview of the PCA and CFSS processes	Process change	We updated this page to reflect the changes announces in the Nov. 26, 2024, eList announcement
11/26/24	Eligibility	Assessment for PCA/CFSS services	Process change	We updated this page to reflect the changes announces in the Nov. 26, 2024, eList announcement
11/25/24	Person's rights and responsibilities	Person's rights and responsibilities	Clarification	In the consultation services provider, provider agency and FMS provider responsibilities

		in CFSS		sections, we clarified that consultation services providers, CFSS provider agencies and financial management services (FMS) providers must give people a copy of CFSS Rights and Responsibilities, DHS-6893R or an alternative when needed.
11/14/24	Home page	Transition from PCA and CSG to CFSS	General updates	In the Phase II section, we updated the list of items we completed and still need to complete.
11/13/24	Covered personal care services	PCA/CFSS covered personal care services	Clarification	In the covered services section, we clarified information about instrumental activities of daily living (IADLs) for people younger than age 18.
11/13/24	Resources	CFSS forms and documents	Clarification	In the published forms and documents section, we updated the CFSS Individual Service Delivery Plan, DHS-6893P entry to add notes about versions.
11/12/24	Resources	Instructions for CFSS Assessment, DHS-6893A	Clarification	In the overview and section 9: signatures, we clarified that when a lead agency conducts an assessment using CFSS Assessment, DHS-6893A , they must also complete CFSS Program Information and Signature Sheet, DHS-6893G (PDF) .
11/6/24	Resources	CFSS forms and documents	New resource	In the published forms and documents section, we added Consultation Services Provider CFSS Service Delivery Plan Cover Sheet, DHS-6893N .
10/25/24	Resources	CFSS forms and documents	Clarification	In the published forms and documents section, we updated the CFSS Individual Service Delivery Plan, DHS-6893P entry to remove the note about the worker training and development budget. The budget on the form is now correct. Make sure to use the 11-24 version.
10/24/24	Service options	CFSS personal emergency response systems (PERS)	Clarification	In the overview and eligibility sections, we clarified that minors cannot use CFSS funds to purchase PERS.
10/21/24	Service options	Goods and services through CFSS	Clarification	In the definition section, we clarified information. In the covered services section,

				we clarified that that CFSS does not cover the cost of groceries or meal delivery services.
10/21/24	Personal care workers	Paying a spouse or parent of a minor for PCA/CFSS services	System update	In the comparison of PCA and CFSS section, we added content to explain that in PCA, provider agencies must bill for services provided by a spouse or parent of a minor with the billing modifier U2.
10/16/24	Eligibility	Responsible party (PCA) and participant's representative (CFSS)	Clarification	In the definitions section, we added a definition for "directing your own care."
10/15/24	Home page	Overview of the PCA and CFSS processes	Clarification	We moved the process for PCA lower on the page. In the processes for CFSS agency model and CFSS budget model, we clarified that after the person chooses a consultation services provider, they notify the lead agency of their choice.
10/15/24	Service delivery plan	CFSS service delivery plan development and approval process	Clarification	In the consultation services provider's responsibilities section, we added a link to CFSS Individual Service Delivery Plan, DHS-6893P
10/14/24	Resources	CFSS forms and documents	New resource	In the published forms and documents section, we added a link to Instructions for CFSS Assessment, DHS-6893A .
10/14/24	Resources	Instructions for CFSS Assessment, DHS-6893A	New resource	We posted this new resource page to provide instructions for CFSS Assessment, DHS-6893A . This page replaces PCA Assessment and Service Plan Instructions and Guidelines, DHS-3244A.
10/14/24	Eligibility	45-day temporary start of CFSS services (i.e., emergency start)	Clarification	Throughout the page, we removed references to PCA because 45-day temporary starts are no longer available for PCA. In the title and definition section, we clarified that a 45-day temporary start is also known as an emergency start. In the lead agency's responsibilities section, we clarified the responsibilities.
10/14/24	Eligibility	Reassessment	Clarification	Throughout the page, we updated

		for PCA/CFSS services		content to clarify that all assessments are now for CFSS. In the lead agency's responsibilities section, we clarified the responsibilities.
10/14/24	Eligibility	Assessment for PCA/CFSS services	Clarification	Throughout the page, we updated content to clarify that all assessments are now for CFSS. In the comparison of PCA and CFSS section, we updated language to align with MnCHOICES policy. In the lead agency's responsibilities section, we clarified the responsibilities.
10/11/24	Consultation services	CFSS consultation services overview	Clarification	In the non-covered services section, we added that consultation services are not covered if they are provided by a consultation services provider that is also the person's contracted case management provider. In the requesting additional sessions section, we added that the consultation services provider may request additional sessions if the person has one session remaining. In the lead agency's responsibilities section, we clarified that the lead agency updates the service agreement with additional sessions when the consultation services provider submits a request.
10/10/24	Service options	CFSS personal emergency response systems (PERS)	Clarification	We added an applicability section to clarify that people using a waiver or Alternative Care (AC) can use either their CFSS funds or their waiver/AC funds to pay for PERS
10/7/24	Resources	CFSS forms and documents	Clarification	In the published forms and documents section, we updated the CFSS Individual Service Delivery Plan, DHS-6893P entry to note that the worker training and development budget is wrong.
10/4/24	Resources	CFSS forms and documents	Clarification	In the published forms and documents section, we updated the CFSS Assessment, DHS-6893 ,

				entry to note there is a new, updated version available. The previous bug is resolved.
10/4/24	Resources	CFSS forms and documents	Clarification	In the published forms and documents section, we added a note to say that there is a new version of CFSS Individual Service Delivery Plan, DHS-6893P . The previous bug is resolved.
10/1/24	Home page	Overview of the PCA and CFSS processes	Addition of resource	In the resources section, we added a link to DSD MMIS Reference Guide – MMIS transition from PCA and CSG to CFSS .
10/1/24	Resources	CFSS resources	Addition of resource	In the MMIS updates section, we added a link to DSD MMIS Reference Guide – MMIS transition from PCA and CSG to CFSS .
10/1/24	Resources	CFSS forms and documents	Clarification	In the published forms and documents section, we added a note that there is an issue with CFSS Assessment, DHS-6893A when entering two or more diagnosis and/or two or more medications. DHS is working to fix the issue. Until then, the county/tribal nation can use the health description box to record additional diagnoses and/or medications.
10/1/24	Home page	Transition from PCA and CSG to CFSS	General updates	We made the following changes: <ul style="list-style-type: none"> • Marked Phase I as complete and identified all completed items. • Marked Phase II as the current phase.
10/1/24	Eligibility	Extended PCA/CFSS services	Clarification	In the authorization section, we added links to: <ul style="list-style-type: none"> • DSD MMIS Reference Guide – ASA3 screen for personal care services (T1019). • DHS – CFSS codes and rates
10/1/24	Eligibility	PCA/CFSS unit determination	Clarification	In the comparison of PCA and CFSS and home care rating sections, we updated information about home care rating LT. As of Oct. 1, 2024, the home care rating LT is no longer available. In the comparison of PCA and CFSS section, we added instructions for the transition year.
9/30/24	Resources	CFSS resources	Addition of	In the training information section,

			resources	we added a link to Self-paced online course: CFSS MMIS Updates Training .
9/30/24	Person's rights and responsibilities	Person's rights and responsibilities in CFSS	Addition of resources	In the consultation services provider's responsibilities, provider agency's responsibilities and additional resources sections, we added Somali, Spanish, Russian and Vietnamese translations for CFSS Rights and Responsibilities, DHS-6893R-ENG (PDF) .
9/30/24	Home page	CFSS forms and documents	Clarification and addition of resources	In the published forms and documents section, we: <ul style="list-style-type: none"> • Added a note that CFSS Individual Service Delivery Plan, DHS-6893P currently is using old CFSS rates, and DHS is working to fix the issue. • Added Somali, Spanish, Russian and Vietnamese translations for CFSS Rights and Responsibilities, DHS-6893R-ENG (PDF) and a note that DHS is working to post Hmong and Karen translations.
9/26/24	Home page	Transition from PCA and CSG to CFSS	General updates	In the Phase I section, we updated the list of what DHS has done and still needs to do. In the Phase II section, we updated the list of what DHS needs to do and added more specific instructions for lead agencies.
9/26/24	Home page	Overview of the PCA and CFSS processes	Clarification	In the process for PCA section, we added a note that all assessments happening on or after Oct. 1, 2024, will follow the CFSS agency model or CFSS budget model process. In the process for CFSS agency model and process for CFSS budget model sections, we added information about authorizing three months of PCA services after assessments during the transition year to avoid a gap in services.
9/24/24	Resources	CFSS forms and	Addition of resources	In the published forms and

		documents		documents section, we added forms and documents DHS published. In the unpublished forms section, we added instructions to use PCA forms until DHS publishes new/updated forms.
9/17/24	Service delivery plan (care plan)	CFSS service delivery plan development and approval process	Addition of resource and clarification	In the definition, overview, person's responsibilities and additional resources sections, we added a link to CFSS Individual Service Delivery Plan, DHS-6893P In the lead agency's responsibilities section, we clarified that case management aides cannot approve the service delivery plan.
9/17/24	Service delivery plan (care plan)	PCA/CFSS service delivery plan (care plan)	Addition of resource	In the definitions, person's responsibilities and additional resources sections, we added a link to CFSS Individual Service Delivery Plan, DHS-6893P .
9/16/24	Resources	CFSS forms and documents	Addition of resources	In the published forms and documents section, we added links to: <ul style="list-style-type: none"> • CFSS Home Care Rating/Units Reference Tool, DHS-6893H (PDF) • CFSS Individual Service Delivery Plan, DHS-6893P Note: DHS is aware of a bug in the agency/goods and services table on DHS-6893P and is working to correct it. • CFSS Rights and Responsibilities, DHS-6893R (PDF) In the forms that need updates based on public comments section, we added links to: <ul style="list-style-type: none"> • CFSS Consultation Services Session Documentation, DHS-6893S • Worker Information for CFSS Budget Model, DHS-6893T In the unpublished forms section, we added names of new CFSS forms and new CFSS versions of PCA forms. We will add links

				when they are available.
8/26/24	Home page	Transition from PCA and CSG to CFSS	General updates	<p>In the sections about what will change for people using PCA and what will not change for people using CSG, we clarified that when CFSS launches, the worker training and development budget will be \$1,272.96 per year. The rate may change in the future in response to legislation.</p> <p>In the transition plan: phase I section, we made the following changes:</p> <ul style="list-style-type: none"> • Added items DHS completed. • Added that lead agency staff involved in MMIS entry must review the CFSS MMIS Manual and complete the CFSS MMIS online training when DHS posts the content. • Added that current PCA provider agency owners must ensure DHS has a PCA/CFSS support workers training certificate for all PCA workers on file before they begin providing CFSS services. PCA workers who completed the test after April 15, 2020, have already met the requirement. • Added information about the new FMS CFSS training available in TrainLink under course code CFSS_FMS. <p>In the transition plan: phase II section, we made the following changes:</p> <ul style="list-style-type: none"> • Added Oct. 1, 2024, as the start date. • Added that lead agencies can add a line to a person's service agreement for three months of PCA/CSG if necessary to avoid a gap

				<ul style="list-style-type: none"> • in services. • Added that current PCA provider agencies must ensure all of a person's workers have a PCA/CFSS training certificate on file with DHS before that person begins using CFSS. PCA workers who complete the test after April 5, 2020, have already met the requirement. • Added that current PCA provider agencies must participate in a coordinated transfer of services for any person who chooses the CFSS budget model. • Added that current PCA provider agencies must comply with requirements for paying out paid time off (PTO), if applicable. • Clarified that PCA workers will have to take the PCA and CFSS Training and Test before providing CFSS services. Workers who completed the training and test after April 15, 2020, have already completed this requirement.
8/26/24	Home page	Overview of the PCA and CFSS processes	Public comments	<p>In the process for PCA and process for CFSS agency model sections, we added:</p> <ul style="list-style-type: none"> • Step 3: The person selects PCA/CFSS services, if eligible. • Note: A person eligible for a waiver or AC may choose to use the waiver or AC instead of or in addition to PCA/CFSS services.
8/26/24	Covered personal care services	PCA/CFSS services outside of Minnesota	Public comments	<p>In the additional resources section, we added a link to MHCP Provider Manual – Out-of-state providers.</p>
8/26/24	Eligibility	45-day temporary start of PCA/CFSS	Public comments	<p>In the lead agency's responsibilities section, we clarified that in addition to</p>

		services		authorizing 45 days of personal care services, the lead agency also authorizes the standard amount of consultation services.
8/26/24	Eligibility	Assessment for PCA/CFSS services	Public comments	In the definitions section, we clarified the forms for legacy assessments. In the lead agency's responsibilities section, we clarified that the lead agency is responsible to review CFSS service delivery plans from consultation services providers and take action based on whether they approve or deny it.
8/26/24	Eligibility	Extended PCA/CFSS services	Public comments	In the eligibility section, we clarified that the person must be using one of Minnesota's waivers. In the covered services section, we clarified that the person can only use extended CFSS units for personal care services from the personal care worker.
8/26/24	Eligibility	Reassessment for PCA/CFSS services	Public comments	In the lead agency's responsibilities section, we specified that any appropriate lead agency staff can fulfill the responsibilities.
8/26/24	Person's rights and responsibilities	Person's rights and responsibilities in CFSS	Public comments	In the person's rights section, we added information about: <ul style="list-style-type: none"> • Person-centered planning. • Specific information the person has a right to receive. • Right to enter into an agreement with their providers than describes the services they will receive. • Rights in the CFSS agency model related to the person's workers. • Right to refuse or terminate services. • Right to change their services and/or providers, including a coordinated transfer of care. • Right to continue accessing CFSS services until they receive the

				<ul style="list-style-type: none"> • outcome of their appeal. <p>In the person’s responsibilities section, we added that the person is responsible to enter into an agreement with their provider(s) that describes the services they will receive.</p> <p>In the lead agency’s responsibilities section, we made the following changes:</p> <ul style="list-style-type: none"> • Added a responsibility to participate in the appeals process. • Added a subsection with additional responsibilities for managed care organizations. <p>In the consultation services provider, FMS provider and provider agency’s responsibilities sections, we clarified all providers are responsible to perform all the duties and responsibilities described on their respective pages.</p> <p>In the provider agency’s responsibilities section, we added responsibilities to:</p> <ul style="list-style-type: none"> • Provide the person with information about their staffing, including proposed frequency and schedule. • Ensure the provider agency’s supervising professional(s) assigned to the person’s workers have the background necessary to supervise that person’s workers. <p>We added a new section that describes DHS’ responsibilities. Note: We also are making changes to the related form, CFSS Rights and Responsibilities, DHS-6893R (PDF).</p>
8/26/24	Consultation services	Consultation services overview	Public comments	<p>In the definitions section, we clarified that sessions can be in person or remote.</p> <p>In the covered services section, we added submission of the</p>

				<p>service delivery plan to the lead agency for approval.</p> <p>In the non-covered services section, we clarified that managed care organizations can also preapprove additional consultation services sessions.</p> <p>In the additional resources section, we added links to:</p> <ul style="list-style-type: none"> • CFSS Manual – PCA/CFSS service delivery plan. • DHS – CFSS consultation services providers.
8/26/24	Service delivery plan	CFSS service delivery plan development and approval process	Public comments	<p>In the comparison of PCA and CFSS section, we clarified that the PCA document is called the “care plan” and the CFSS document is called the “service delivery plan.”</p> <p>In the consultation services provider’s responsibilities section, we specified that the consultation services provider must send the service delivery plan to the lead agency within 10 business days.</p> <p>In the lead agency’s responsibilities section, we made the following changes:</p> <ul style="list-style-type: none"> • Added a note that DHS does not determine which lead agency staff member approves the plan, but the staff member must have training and/or experience with assessments and/or case management. • Specified that the lead agency is responsible to approve or deny the service delivery plan within 30 calendar days.
8/26/24	Service delivery plan	PCA/CFSS service delivery plan (care plan)	Public comments	<p>We added a lead agency’s responsibilities section that explains the lead agency is responsible to review and approve the plan.</p> <p>In the PCA/CFSS provider agency’s responsibilities section, we added examples of the types of information the CFSS provider agency might add to the person’s</p>

				plan.
8/26/24	Personal care workers	PCA, CSG and CFSS enhanced rate/budget	Legislative change and addition of new resources	<p>Legislative change Throughout the page, we removed “benefits” as an option for provider agencies to pass on the enhanced rate/budget due to a legislative change.</p> <p>Addition of new resources In the calculating CFSS-specific costs section, we added links to:</p> <ul style="list-style-type: none"> • CFSS agency model calculator. • CFSS budget model calculator.
8/26/24	Personal care workers	Paying a spouse or parent of a minor for PCA/CFSS services	Legislative change and public comments	<p>Legislative change Throughout the page, we added PCA policy to the page effective Oct. 1, 2024. For more information, refer to the July 30, 2024, eList announcement.</p> <p>Public comments In the definitions section, we added a definition for “seven-day period” to clarify that DHS does not determine start and end dates for pay periods.</p> <p>In the criteria – role section, we clarified that the policy information listed applies to all workers.</p> <p>In the criteria – role section, we removed the incorrect 40-hour limitation for hours worked and work schedule.</p> <p>In the semiannual review section (CFSS only), we clarified that the CFSS semiannual review can happen in person or remotely.</p>
8/26/24	Personal care workers	PCA/CFSS worker criteria, requirements and responsibilities	Public comments	<p>In the comparison of PCA and CFSS section, we clarified that:</p> <ul style="list-style-type: none"> • PCA/CFSS providers must comply with all applicable labor laws. • PCA workers cannot be younger than age 16.
8/26/24	Personal care workers	CFSS worker training and supervision	Legislative change and public comments	<p>Legislative change In the employer’s responsibilities – supervisor section, we added a link to new policy information that allows exceptions to supervision frequency.</p>

				<p>Public comments</p> <p>In the employer’s responsibilities – billing section, we clarified that CFSS provider agencies can bill for time spent fulfilling service evaluation and supervision responsibilities.</p> <p>In the requesting additional funds section, we clarified that all people receive the same initial worker training and development budget.</p> <p>In the provider agency’s responsibilities section, we clarified that CFSS provider agencies must pay for the worker’s time out of their operational costs to comply with labor law. They cannot bill DHS or the MCO for this time.</p>
8/26/24	Service options	Flexible use of PCA/CFSS services	Public comments	In the DHS’ responsibilities section, we clarified that MMIS generates a written note when the person is at risk of exceeding their authorized PCA/CFSS units/dollars.
8/26/24	Service options	Goods and services through CFSS	Public comments and addition of resources	<p>Public comments</p> <p>In the non-covered services section, we added camps and classes.</p> <p>Resources</p> <p>In the calculating costs section, we added links to:</p> <ul style="list-style-type: none"> • CFSS agency model calculator. • CFSS budget model calculator.
8/26/24	Provider agencies	CFSS provider agency evaluation of services	Legislative change and public comments	<p>Legislative change</p> <p>In the frequency and location section, we added a subsection about an exception to standard requirements.</p> <p>Public comments</p> <p>In the worker training and development budget section, we clarified that the CFSS provider agency can bill for agency staff time used to:</p> <ul style="list-style-type: none"> • Work with the person to finalize items within the agency’s scope in the

				<ul style="list-style-type: none"> • service delivery plan. • Make updates to items within the agency's scope in the person's service delivery plan, as needed.
8/26/24	Resources	CFSS resources	General updates	We added information about training for FMS providers, consultation services providers and lead agencies