

Home and Community Based Services Waiver & Alternative Care - Provider Training 101

Training Overview

The Home and Community Based Services (HCBS) waiver and Alternative Care (AC) Programs Provider Training 101 is available to help providers learn basic information about Minnesota Health Care Programs (MHCP) and the (HCBS) waiver and (AC) programs operations, policies and requirements.

Target Audience

The training is for people or employees of organizations/agencies who want to enroll with MHCP to provide services for MHCP recipients who receive services through a HCBS waiver or AC program. Effective January 1, 2014, MHCP requires this training before enrolling a new provider to provide services through the HCBS waiver or AC programs.

DHS also welcomes any of the following to benefit from the training content:

- Providers with current MHCP enrollment to provide HCBS waiver and AC services
- Lead agency representatives
- Other interested parties, who assist waiver and AC providers

Training Modules

Each module is interactive and includes navigation and instruction to assist the provider with both locating other resources and to learn more about the policy and regulations for each specific topic area.

The training modules are as follows:

- Introduction: About the Waiver Provider Training
- Module 1: The Road to Home and Community Based Services in Minnesota
- Module 2: Supporting People with Home and Community Based Services
- Module 3: Roles and Responsibilities
- Module 4: Becoming an HCBS Waiver Provider
- Module 5: Participant Safeguards

Learning Objectives

Introduction: About the Waiver Provider Training

The learner will:

- Be informed of training requirements
- Understand the learning purpose and expectations of the Waiver Provider 101 training
- Be shown how to use the learning environment
- Be informed of the purpose of links to resources throughout the training
- Understand how to navigate the Minnesota Health Care Program Enrolled Providers main page

Module 1: The Road to Home and Community Based Services in Minnesota

The learner will:

- Be able to describe differences between institutional vs community-based living
- Have increased understanding of the Disability Rights Movement
- Be able to describe the differences between fee-for-service and managed care
- Be able to describe the differences between Medicare and Medicaid

Module 2: Supporting People with Home and Community Based Services

The learner will:

- Understand the vision of the Minnesota Department of Human Services, Disability Services Division and Aging and Adult Services Division
- Understand the importance of a person-centered foundation in supporting people in the home and community
- Understand the various HCBS waiver programs, definitions, and options
- Become familiar with services furnished under Minnesota's HCBS waiver menu
- Understand the federal requirements regarding service standards
- Understand the standards to support for Minnesota's waiver services
- Learn how to navigate through the Minnesota Health Care Program (MHCP) website to learn more about waiver programs, definitions and standards
- Learn how to navigate through the DHS licensing website to learn more about licensing requirements

Module 3: Roles and Responsibilities

The learner will understand the roles and responsibilities of:

- The federal government
- The state
- Counties and tribes
- Managed Care Organizations
- Case managers/care coordinators
- Providers
- The service participant and legal representatives
- Decision making as it relates to guardianship

Module 4: Becoming an HCBS Waiver Provider

The learner will understand:

- The process required to become a waiver/AC service provider
- Required documents that must be submitted as part of the enrollment process
- General processes related to service authorizations
- General processes related to rates and billing

Module 5: Participant Safeguards

The learner will understand:

- The types of protections that state and federal regulations support
- How participant safeguards are addressed in the design of waiver programs
- Their role in mandatory reporting of abuse and neglect
- Roles of federal, state, and local entities that protect service participants
- Their role in crisis intervention and behavior management
- Rights of people with disabilities
- State and federal data privacy laws
- Role of the Ombudsman's Offices that protect service participants
- Role of the service provider in the protection of service participants

Registration

Register and view the training modules using TrainLink

TrainLink Access

You must have a Unique Key to log into TrainLink.

Follow [TrainLink Unique Key Instructions](#) to learn about and request a unique key.

Registration Information

Once you have a Unique Key, follow the steps in the [Waiver Provider 101 Online e-Learning Opportunity flyer](#) to register and view the training modules.

Legal References

[Minnesota Statute 256B.4912, subdivision 7](#) (Required Training)