

HOW IT WORKS:

Community First Services and Supports (CFSS)

We know that the process for self-directing your support can be confusing – that’s why we put this overview together. Should you have any questions, please do not hesitate to contact us. We are here for you.

- 1. Complete a MnCHOICES assessment:** The process begins with an in-person visit from an assessor who learns about your needs, goals, and preferences; this information determines your eligibility and authorized amount of support. To request a MnCHOICES assessment, contact your county or tribal nation. If you need help finding the contact information, you can call Lifeworks Services at 866-454-2732.
- 2. Choose a Consultation Services Provider:** Consultation Services Providers are state-approved entities that provide education on the person’s options and support in writing their CFSS service delivery plan. The MnCHOICES assessor will provide you with a list of Consultation Services Providers. The Consultation Services Provider cannot also be the provider for any other services including CFSS, 245D Basic, or Day Support.
- 3. Select CFSS model:** You will select the CFSS model that works best for you: agency or budget. Your Consultation Services Provider will educate you on the two models so you can make an informed choice when choosing a CFSS Provider.
- 4. Choose a CFSS Provider:** Now that you have selected the CFSS model that meets your needs, you can work with your Consultation Services Provider to choose a CFSS Provider. Not all providers provide the same model. Lifeworks only provides CFSS through the budget model.
- 5. Develop a CFSS Service Delivery Plan:** After choosing a CFSS Provider, you are now ready to write your service delivery plan. This is a person-centered, written document that establishes the CFSS services you will receive based on your assessed needs and the model you’ve selected. You can write this plan on your own or request assistance from your Consultation Services Provider.
- 6. Have the plan reviewed:** Your Consultation Services Provider will review your service delivery plan. They will ensure the plan is complete, meets your assessed needs, and only includes covered services. The plan will be submitted to the Lead Agency by the Consultation Services Provider.
- 7. Get the plan approved by lead agency:** The plan must be reviewed and approved by your county or tribal nation and a case manager or a care coordinator before you want the plan to start. Allow ample time for the plan to be reviewed and approved to avoid a delay or lapse in services. Once approved, the plan will be sent to your chosen CFSS Provider.
- 8. Initiate service:** Once your plan is approved, the lead agency will send in the service authorization to initiate services for the plan year.
- 9. You’re set:** Lifeworks will continue to be a resource for you after the plan is implemented. Your Consultation Services Provider will provide ongoing support as needed, including answering questions and making changes to your plan as requested.

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This information can be provided in an alternate format upon request.