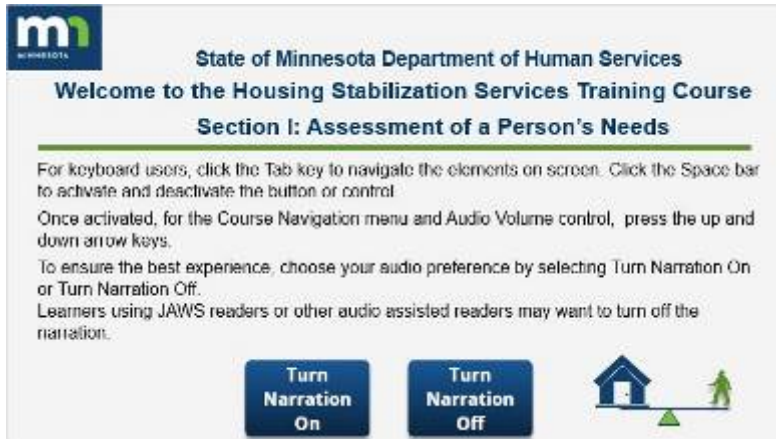


Completing and Submitting Forms

1. Housing Stabilization Services Section 1 Overview

1.1 Welcome



Notes:

Welcome to the Housing Stabilization Services Training Course.

Section 1: Assessment of a Person's Needs.

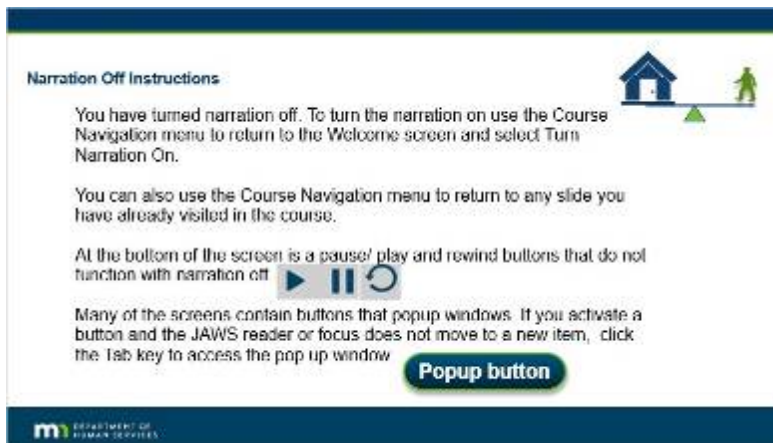
For keyboard users, click the Tab key to navigate the elements on screen. Click the Space bar to activate and deactivate the button or control.

Once activated, for the Course Navigation menu and Audio Volume control, press the up and down arrow keys.

To ensure the best experience, choose your audio preference by selecting Turn Narration On or Turn Narration Off.

Learners using JAWS readers or other audio assisted readers may want to turn off the narration.

1.2 Narration Off




The screenshot shows a slide titled "Narration Off Instructions" with a blue header and footer. The header contains a small graphic of a house and a person. The slide text provides instructions on how to turn narration on and how to use navigation buttons. At the bottom, there is a "Popup button" callout. The footer includes the logo for the Department of Human Services.

Narration Off Instructions

You have turned narration off. To turn the narration on use the Course Navigation menu to return to the Welcome screen and select Turn Narration On.

You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/ play and rewind buttons that do not function with narration off 

Many of the screens contain buttons that popup windows. If you activate a button and the JAWS reader or focus does not move to a new item, click the Tab key to access the pop up window

Popup button

m DEPARTMENT OF HUMAN SERVICES

Notes:

You have turned narration off. To turn the narration on use the Course Navigation menu to return to the Welcome screen and select Turn Narration On.

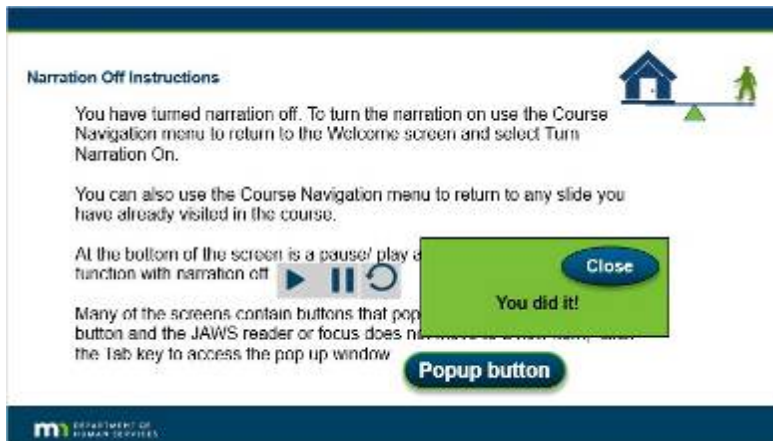
You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/ play and rewind buttons that do not function with narration off.

Many of the screens contain buttons that popup windows.

If you activate a button and the JAWS reader or focus does not move to a new item, click the Tab key to access the pop up window.

Popup (Slide Layer)



Narration Off Instructions

You have turned narration off. To turn the narration on use the Course Navigation menu to return to the Welcome screen and select Turn Narration On.

You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/ play function with narration off.

Many of the screens contain buttons that pop up a window when clicked. The JAWS reader or focus does not see the button, so you must use the Tab key to access the pop up window.

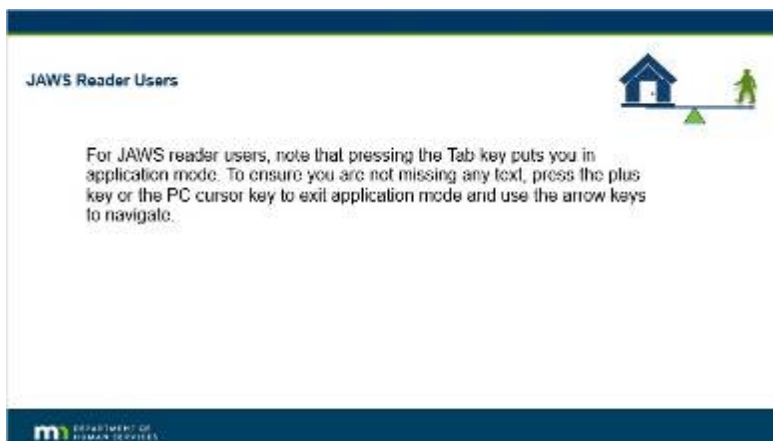
You did it!

Close

Popup button

m DEPARTMENT OF HUMAN SERVICES

1.3 JAWS Reader Users



JAWS Reader Users

For JAWS reader users, note that pressing the Tab key puts you in application mode. To ensure you are not missing any text, press the plus key or the PC cursor key to exit application mode and use the arrow keys to navigate.

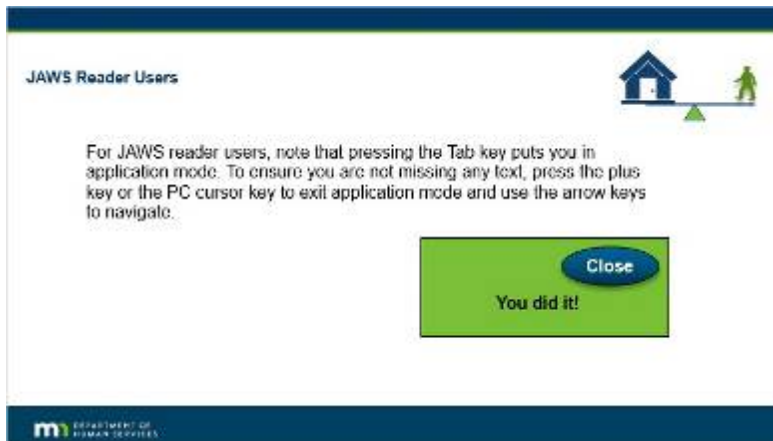
m DEPARTMENT OF HUMAN SERVICES

Notes:

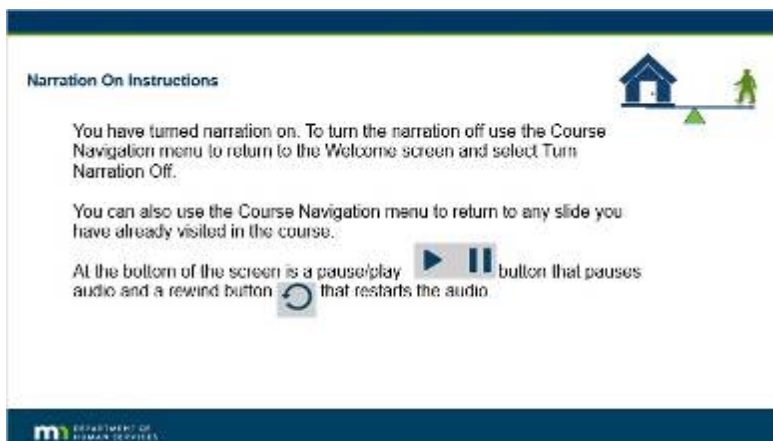
For JAWS reader users, note that pressing the Tab key puts you in application mode.

To ensure you are not missing any text, press the plus key or the PC cursor key to exit application mode and use the arrow keys to navigate.

Popup (Slide Layer)



1.4 Narration On



Notes:

You have turned narration on.

To turn the narration off use the Course Navigation menu to return to the Welcome screen and select Turn Narration Off.

You can also use the Course Navigation menu to return to any slide you have already visited in the course.

At the bottom of the screen is a pause/play button that pauses audio and a rewind button that restarts the audio.

2. Introduction to Submitting Forms

2.1 Introduction

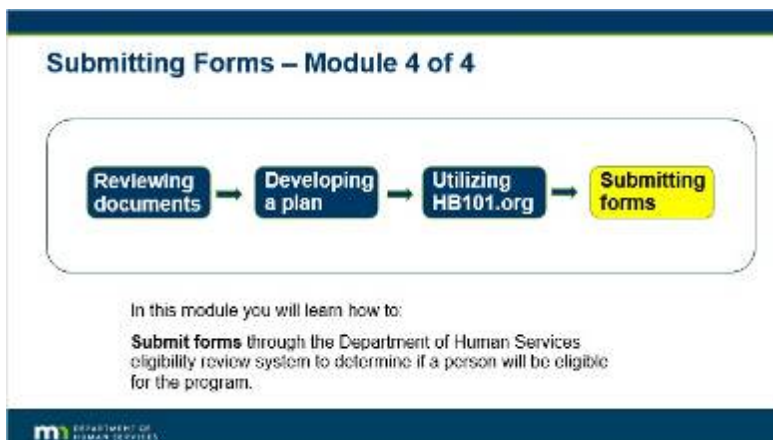


Notes:

Welcome to Housing Stabilization Services Section 1: Assessment of a Person's Needs: Module Four: Submitting Forms.

Estimated Completion Time: 25 minutes

2.2 Submitting Forms – Module 4 of 4



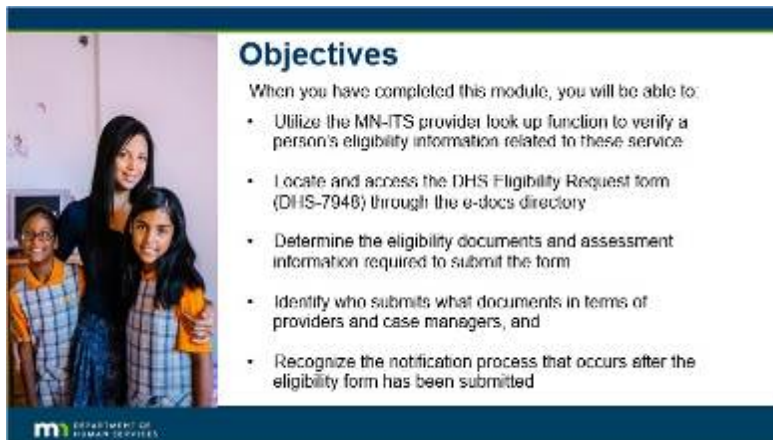
Notes:

Submitting Forms - Module 4 of 4

In this module you will learn how to:

Submit forms through the Department of Human Services eligibility review system to determine if a person will be eligible for the program.

2.3 Objectives



Objectives

When you have completed this module, you will be able to:

- Utilize the MN-ITS provider look up function to verify a person's eligibility information related to these service
- Locate and access the DHS Eligibility Request form (DHS-7948) through the e-docs directory
- Determine the eligibility documents and assessment information required to submit the form
- Identify who submits what documents in terms of providers and case managers, and
- Recognize the notification process that occurs after the eligibility form has been submitted

m MINNESOTA DEPARTMENT OF HUMAN SERVICES

Notes:

Objectives

When you have completed this module you will be able to:

Utilize the MN-ITS provider look up function to verify a person's eligibility information related to these services

Locate and access the DHS Eligibility Request form (DHS-7948) through the e-docs directory

Determine the eligibility documents and assessment information required to submit the form


Identify who submits what documents in terms of providers and case managers, and

Recognize the notification process that occurs after the eligibility form has been submitted


2.4 Housing Consultant Responsibilities

Provider Responsibilities

In this section you will learn about how to submit eligibility and assessment documentation into the DHS system, and who should submit this documentation.



Housing Focused
Person-Centered
Plan




Notes:

Provider Responsibilities

In this section you will learn about how to submit eligibility and assessment documentation into the DHS system, and who should submit this documentation.

2.5 Overview

Overview




Consulting Services - Transition Services - Sustaining Services

This module will demonstrate how to submit forms for the person to become eligible to receive Consulting and/or Transition and Sustaining services from you.

If a potential recipient is not eligible, or you do not properly submit the eligibility review forms even if they would be eligible, then you will not be able to bill for your services until you fix any outstanding issues.

Review this module and return to it as necessary to accurately submit forms that determine eligibility.



Notes:

Overview

This module will demonstrate how to submit forms for the person to become eligible to receive Consulting and/or Transition and Sustaining services from you.

If a potential recipient is not eligible, or you do not properly submit the eligibility review forms even if they would be eligible, then you will not be able to bill for your services until you fix any outstanding issues.

Review this module and return to it as necessary to accurately submit forms that determine eligibility.


2.6 Steps for Submission


Steps for Submission

In this module you will learn how to:

- Perform a look up on MN-ITS
- Locate and access the housing stabilization services Eligibility Request form
- Determine the eligibility documents and assessment information required to submit the form
- Identify who submits what documents in terms of providers and case managers, and
- Recognize the notification process that occurs after the Eligibility Request form has been submitted

Let's learn the overall process for the housing stabilization services Eligibility Request form.





Notes:

Steps for Submission

In this module you will learn how to:

- Perform a look up on MN-ITS
- Locate and access the housing stabilization services Eligibility Request form
- Determine the eligibility documents and assessment information required to submit the form
- Identify who submits what documents in terms of providers and case managers, and
- Recognize the notification process that occurs after the Eligibility Request form has been submitted

Let's learn the overall process for the housing stabilization services eligibility request form.

2.7 Eligibility System Process



Notes:

Review

DHS staff will review documents and then notify the provider if the person's application has been approved or denied.

If denied, a notification form will be sent to the provider and person. For providers it will show corrective action that can be taken that can be taken in order to resolve eligibility. For the person there will be information on how to appeal the denial.

Eligibility System Process


Click on each button below to reveal the elements of the eligibility system flow. Once you have clicked all three buttons, reviewed their content and closed the windows, you can click Next to continue.


Bill (Slide Layer)

BillClose

Once the provider receives approval they will bill through Medicaid Management Information System (MMIS) for all Fee For Service (FFS) recipients.

All other billing submissions will be based on the recipient's Managed Care Organization (MCO) - for example, BluePlus.




 DEPARTMENT OF
HUMAN SERVICES


Review (Slide Layer)

ReviewClose

DHS staff will review documents and then notify the provider if the person's application has been approved or denied.

If denied, a notification form will be sent to the provider and person. For providers it will show corrective action that can be taken in order to resolve eligibility. For the person there will be information on how to appeal the denial.



 DEPARTMENT OF
HUMAN SERVICES

Submit (Slide Layer)

SubmitClose

Providers submit eligibility documents and assessment outcomes into the state-run eligibility system.



 DEPARTMENT OF
HUMAN SERVICES

2.8 Knowledge Check

Knowledge Check

True or False. Select the correct answer.



If you do not properly submit the eligibility review forms, but a person would otherwise be eligible, you can still bill for services.



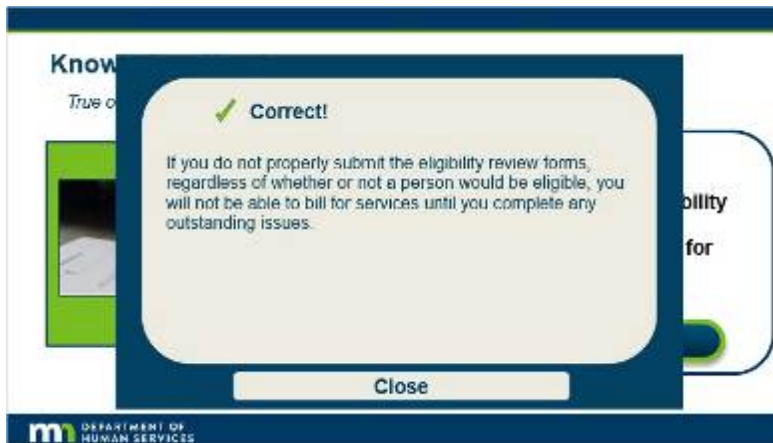
Notes:

Knowledge Check

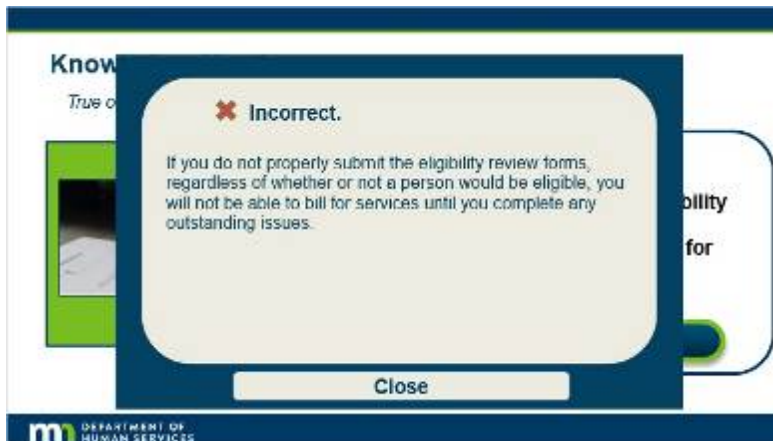
True or False. Select the correct answer.

If you do not properly submit the eligibility review forms, but a person would otherwise be eligible, you can still bill for services.

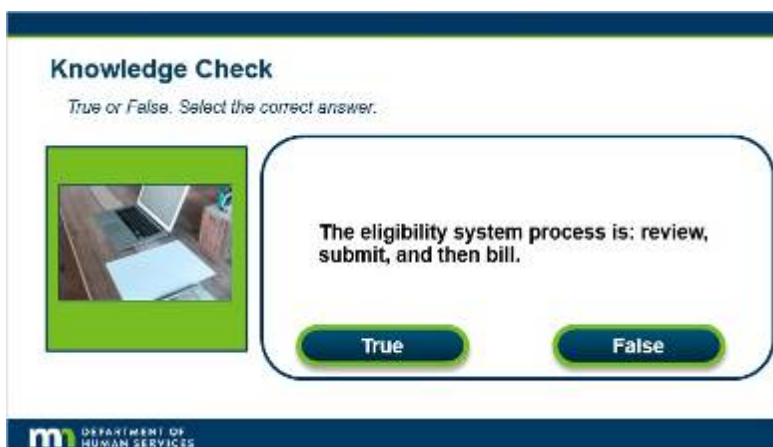
Correct (Slide Layer)



Incorrect (Slide Layer)



2.9 Knowledge Check



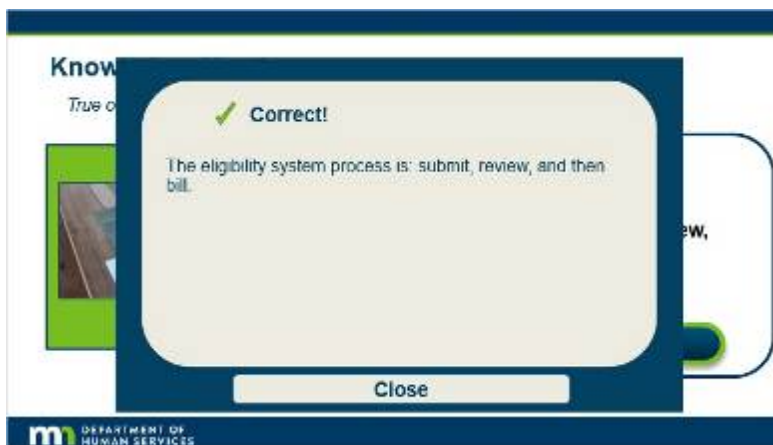
Notes:

Knowledge Check

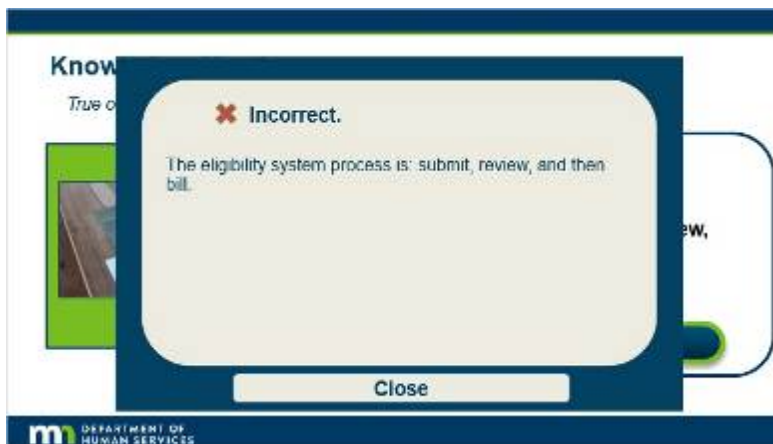
True or False. *Select the correct answer.*

The eligibility system process is: review, submit, and then bill.

Correct (Slide Layer)



Incorrect (Slide Layer)




3. MN-ITS Eligibility Lookup


3.1 MN-ITS Eligibility Lookup

MN-ITS Eligibility Lookup

You will use the MN-ITS look up system to access information about people you are working with to help assess if they are eligible for the program, as well as understand other services they may be receiving that impact their housing.

Taking these steps initially will make sure that you know who you can continue to work with in the eligibility submission process.





Notes:

MN-ITS Eligibility Lookup

You will use the MN-ITS look up system to access information about people you are working with to help assess if they are eligible for the program, as well as understand other services they may be receiving that impact their housing.

Taking these steps initially will make sure that you know who you can continue to work with in the eligibility submission process.


3.2 MN-ITS Login


MN-ITS Login

Go to the MN-ITS home and log in with your provider identification. You will receive this in your enrollment letter when you first enroll in the Minnesota Health Care Program.

You will need to change your provider identification from the temporary one that was assigned. Best practice is to use your first initial and last name, so if your name was Susan Anderson it would be "sanderson".

[MN-ITS Home page](#)





Notes:

MN-ITS Login

Go to the MN-ITS home and login with your provider identification. You will receive this in your enrollment letter when you first enroll in the Minnesota Health Care Program.

You will need to change your provider identification from the temporary one that was assigned. Best practice is to use your first initial and last name, so if your name was Susan Anderson it would be “sanderson”.

3.3 MN-ITS Eligibility Request

MN-ITS Eligibility Request

Once you've logged in, click on the **Eligibility Request (270)** on the left side of the page.

The screenshot shows the MN-ITS Eligibility Request web application. On the left sidebar, under the 'My Account' section, the 'Eligibility Request (270)' link is highlighted with a red circle. The main content area displays the 'MN-ITS' header and a list of links related to the eligibility request process, including 'Eligibility Request (270)', 'Eligibility Request (270) - New', 'Eligibility Request (270) - Renew', 'Eligibility Request (270) - Cancel', 'Eligibility Request (270) - Archive', 'Eligibility Request (270) - Search', 'Eligibility Request (270) - Filter', and 'Eligibility Request (270) - Sort'. The bottom of the sidebar features the Minnesota Department of Human Services logo and name.

Notes:

MN-ITS Eligibility Request

Once you've logged in, click on the *Eligibility Request (270)* on the left side of the page.

3.4 MN-ITS Eligibility Request Search

MN-ITS Eligibility Request Search

You will now see the eligibility request screen.

In order to look up a person, you will need some information. Ideally, you should have this information about a person after going through the assessment process.

- First and Last Name
- Birth Date
- PMI (Subscriber ID)
- SSN

The screenshot shows a web form titled 'Eligibility Request (LTR)'. It contains several input fields: 'Name (Last, First, Middle)', 'Date of Birth', 'Sex', and 'Social Security Number'. The 'Eligibility Request (LTR)' link is circled in red. Below the form is a 'Print Eligibility Request' button. At the bottom, there are navigation links: 'Home', 'New Search', 'Help', and 'Log Out'.

Notes:

MN-ITS Eligibility Request Search

- You will now see the eligibility request screen. In order to look up a person, you will need some information. Ideally, you should have this information about a person after going through the assessment process:
First and Last Name
Birth Date
PMI (Subscriber ID)
SSN

3.5 MN-ITS Eligibility Help

MN-ITS Eligibility Help

Click on *Eligibility Help* to know more about the combinations needed to look someone up.

FYI: Subscribed ID is the same as a person's PMI (Patient Master Index).

The screenshot shows the same web form as in 3.4, but with the 'Eligibility Request (LTR)' link circled in red. The form includes fields for 'Name (Last, First, Middle)', 'Date of Birth', 'Sex', and 'Social Security Number'. Below the form is a 'Print Eligibility Request' button. At the bottom, there are navigation links: 'Home', 'New Search', 'Help', and 'Log Out'.

Notes:

MN-ITS Eligibility Help

Click on [Eligibility Help](#) to know more about the combinations needed to look someone up.
FYI: **Subscribed ID** is the same as a person's **PMI (Patient Master Index)**.

3.6 MN-ITS Submit Request

MN-ITS Submit Request

Once you have the required information, you will submit the search request.

Last Name: [Text Field]
First Name: [Text Field]
DOB: [Text Field]
Address: [Text Field]
City/State/Zip: [Text Field]

Submit [Button] [Cancel] [Back] [Next]

Here is an example of someone's information from the request:

Subscriber ID	Subscriber Name	Service	Age	Gender
123456789	John Doe	Medical Assistance	35	M

Subscriber Information

Subscriber ID: [Text Field]
Subscriber Name: [Text Field]
Service: [Text Field]
Age: [Text Field]
Gender: [Text Field]

Subscriber Information

Subscriber ID	Subscriber Name	Service	Age	Gender
123456789	John Doe	Medical Assistance	35	M

Major Programs

- Medical Assistance (MA)
- Medical Assistance (MA) - Supplemental Services
- Medical Assistance (MA) - Supplemental Services - Supplemental Services
- Medical Assistance (MA) - Supplemental Services - Supplemental Services - Supplemental Services

Notes:

MN-ITS Submit Request

Once you have the required information, you will submit the search request.

Here is an example of someone's information from the request:

3.7 MN-ITS Eligibility Lookup – Major Programs

MN-ITS Eligibility Lookup – Major Programs

Review major programs to confirm they are on Medical Assistance (MA), and that it has not expired. Note that no end date indicates continued eligibility.

Program	Eligibility	End Date
Medical Assistance (MA)	Eligible for MA	
Medical Assistance (MA) - Supplemental Services	Eligible for MA	
Medical Assistance (MA) - Supplemental Services - Supplemental Services	Eligible for MA	
Medical Assistance (MA) - Supplemental Services - Supplemental Services - Supplemental Services	Eligible for MA	

Major Programs

- Medical Assistance (MA)
- Medical Assistance (MA) - Supplemental Services
- Medical Assistance (MA) - Supplemental Services - Supplemental Services
- Medical Assistance (MA) - Supplemental Services - Supplemental Services - Supplemental Services

Notes:

MN-ITS Eligibility Lookup - Major Programs

Review major programs to confirm they are on Medical Assistance (MA), and that it has not expired. Note that no end date indicates continued eligibility.

3.8 MN-ITS Eligibility Lookup – Prepaid Health Plan

The screenshot shows a form titled "MN-ITS Eligibility Lookup – Prepaid Health Plan". It contains instructions on how to determine if a person has a Prepaid Health Plan and how to fill out the form. The form has two main sections: "Prepaid Health Plan" and "Other Eligibility Information".

Prepaid Health Plan
None

Other Eligibility Information

- No Special Transportation.
- This subscriber's eligibility is not determined for Long term Care and waiver services.
- No Hospice.
- Living arrangement: 96 12
- County of residence is 065.
- Refer to [Health Care Programs and Services Overview](#) of the MACP Provider Manual for a list of covered services.

Waivers
None

m DEPARTMENT OF HUMAN SERVICES

Notes:

MN-ITS Eligibility Lookup - Prepaid Health Plan

Be sure to determine whether or not the person has a Prepaid Health Plan, as this will effect who you bill for services. The Prepaid Health Plan section will indicate if the person has a Managed Care Organization/Prepaid Medical Assistance Program, and if so, the name of the provider.

3.9 MN-ITS Eligibility Lookup – Other Eligibility Information

MN-ITS Eligibility Lookup – Other Eligibility Information

Be sure to review the "Other Eligibility Information" section, as this will tell you if they need special transportation, their county of residence, and if they are on any waivers, which could assist with financial supports related to the housing search.

Prepaid Health Plan
None

Other Eligibility Information

- No Special Transportation.
- This subscriber's eligibility is not determined for Long term Care and waiver services.
- No Hospice.
- Living arrangement: 96
- County of residence is 065.
- Refer to [Health Care Programs and Services Overview](#) of the MACP Provider Manual for a list of covered services.

Waivers
None

m DEPARTMENT OF HUMAN SERVICES

Notes:

MN-ITS Eligibility Lookup - Other Eligibility Information

Be sure to review the "Other Eligibility Information" section, as this will tell you if they need special transportation, their county of residence, and if they are on any waivers, which could assist with financial supports related to the housing search.

3.10 MN-ITS Eligibility Lookup – Review Form

MN-ITS Eligibility Lookup – Review Form

There are four main areas to review on the eligibility lookup form.

Click on the buttons to learn more about each area to review. Once you click each of the four buttons, read their content, and close the windows you can click Next to continue.

Birth Date **Major Programs**

Prepaid Health Plan **Other Eligibility Information**

m DEPARTMENT OF HUMAN SERVICES

Notes:

MN-ITS Eligibility Lookup - Review Form

There are four main areas to review on the eligibility lookup form.

Click on the buttons to learn more about each area to review. Once you click each of the four buttons, read

their content, and close the windows you can click Next to continue.

Other Eligibility Information (Slide Layer)


Other Eligibility Information


Close

Transportation: Tells you if they need special transportation. This should help inform your housing search.

County of residence: This will help you determine which county offices services are coming from and who you should steer them to with questions about service continuation.

Waivers: This area shows you what waivers a person is on, which might relate to their ability to budget their housing and service needs.



 DEPARTMENT OF HUMAN SERVICES

Major Programs (Slide Layer)


Major Programs


Close

Look to see if they have MA: Medical Assistance. They will also have an eligibility type that may relate to their MA status, such as DX for Disabled. Just make sure they have the MA status.

Eligibility End Date: Typically there won't be an end date for MA, but it is always good to make sure that it isn't expired.

Eligibility for other programs: Check to see what other services this person is receiving related to their housing and how it might impact their ability to use housing stabilization services. In the previous example the person had UN: Group Residential Housing Supplemental Services, which is directly impacted by housing stabilization services.




 DEPARTMENT OF HUMAN SERVICES

Prepaid Health Plan (Slide Layer)

Prepaid Health Plan

This is important to understand for billing purposes. If it shows "None" this means you bill directly through MN-ITS since they are a Fee for Service recipient. It may also show a health plan such as "Medica" or "UCare Minnesota."

If they have a specific health plan, it will provide contact information for you to use in order to bill.




Close

m DEPARTMENT OF HUMAN SERVICES

Birthdate (Slide Layer)

Birth Date

This confirms the person is 18 or older. Additionally, it could meet the proof of disability criteria for the program if they are 65 or older.



Close

m DEPARTMENT OF HUMAN SERVICES

3.11 Knowledge Check

Knowledge Check

True or False. Select the correct answer.



Typically, Medical Assistance does not expire, but it is good to check for an expiration date just in case.

True False

m DEPARTMENT OF HUMAN SERVICES

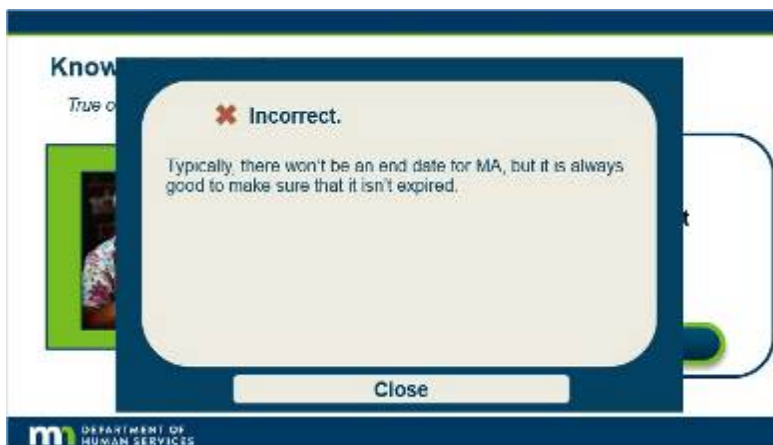
Notes:

Knowledge Check

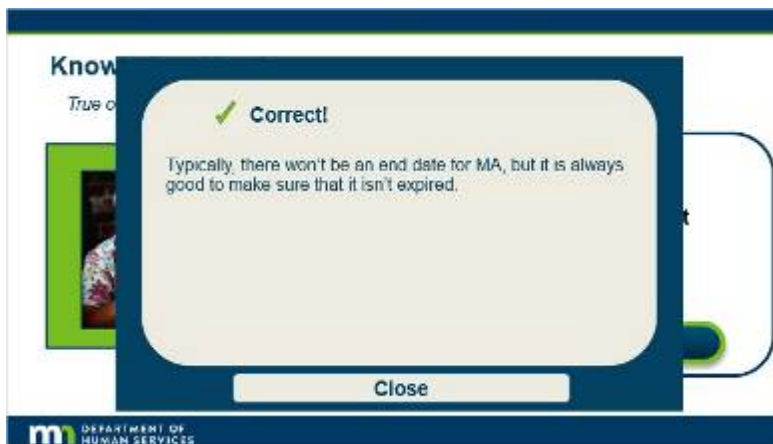
True or False. Select the correct answer.

Typically, Medical Assistance does not expire, but it is good to check for an expiration date just in case.

Incorrect (Slide Layer)

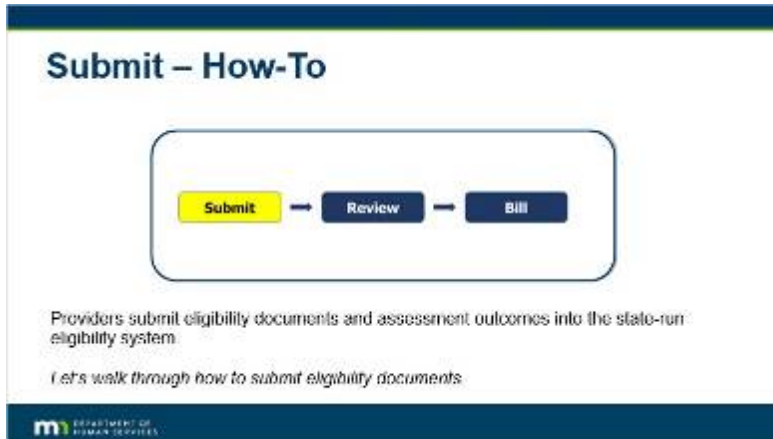


Correct (Slide Layer)



4. Submission Process - How to

4.1 Submit – How-To



Notes:

Submit - How-To

Providers submit eligibility documents and assessment outcomes into the state-run eligibility system.

Let's walk through how to submit eligibility documents.

4.2 Locate and Access Eligibility Request Form

Locate and Access Eligibility Request Form

To submit an Eligibility Request form you must locate and access it.

The Eligibility Request form can be accessed at any time by visiting the e-docs website.

Walk through the following screenshots to learn how to locate and access Eligibility Request form DHS-7946.

m DEPARTMENT OF HUMAN SERVICES

Notes:

Locate and Access Eligibility Request Form

To submit an Eligibility Request form you must locate and access it.

The Eligibility Request form can be accessed at any time by visiting the e-docs website.

Walk through the following screenshots to learn how to locate and access Eligibility Request form DHS-7948.

4.3 Submit – Visit eDocs website



Notes:

Submit - How to

Step 1.

Visit e-docs website.

4.4 Submit – Type in "7948"

Submit – How To

Step 2.

Type in form number, "7948" in the search box.



Notes:

Step 2.

Type in form number, "7948" in the search box.

4.5 Submit – Click Search

Submit – How To

Step 3.

Click Search at the bottom of the page.



Notes:

Step 3.

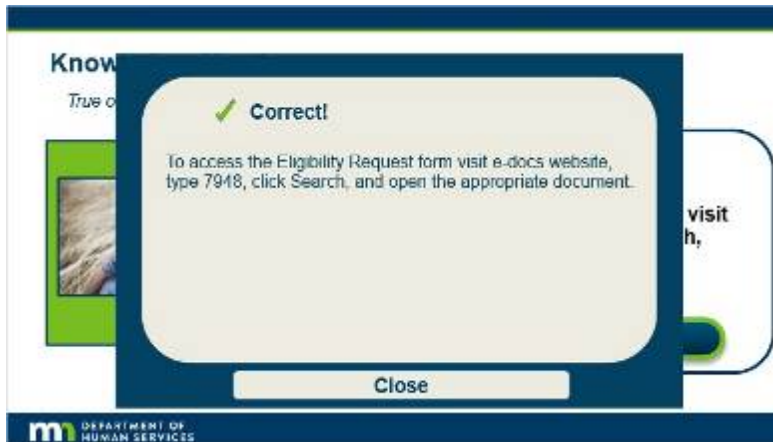
Notes:

Knowledge Check

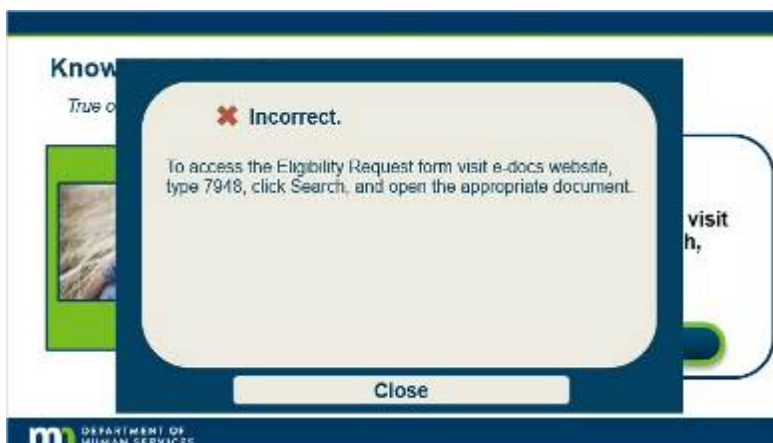
True or False. Select the correct answer.

To access the Eligibility Request form visit e-docs website, type 7948, click Search, and open the appropriate document.

Correct (Slide Layer)



Incorrect (Slide Layer)



5. Eligibility Documents Review


5.1 Eligibility Review


Eligibility Review

The required eligibility documents and assessment information you need to submit has been covered in earlier modules. Let's review the eligibility requirements.

A recipient must be 18 or older, on Medical Assistance, and have proof of a disability, housing instability and an assessed need for services.

You can determine if a recipient is on MA by looking it up in MN-ITS. A recipient's age can be determined with a valid state, federal or military identification.





Notes:

Eligibility Review

The required eligibility documents and assessment information you need to submit has been covered in earlier modules. Let's review the eligibility requirements.

A recipient must be 18 or older, on Medical Assistance, and have proof of a disability, housing instability and an assessed need for services.

You can determine if a recipient is on MA by looking it up in MN-ITS. A recipient's age can be determined with a valid state, federal or military identification.


5.2 Eligibility Review


Eligibility Review

The last three components: proof of disability, housing instability and an assessed need for services can be proven with a single Professional Statement of Need (PSN).

If a recipient does not have a PSN, there are other ways to prove their disability such as being on SSI/SSDI or they are 65 or older. If housing instability and an assessed need for services can be shown either with a MinCHOICES Assessment or a Coordinated Entry assessment.

If a recipient does not have these documents to prove the above requirements, they must obtain them to apply for housing stabilization services.





Notes:

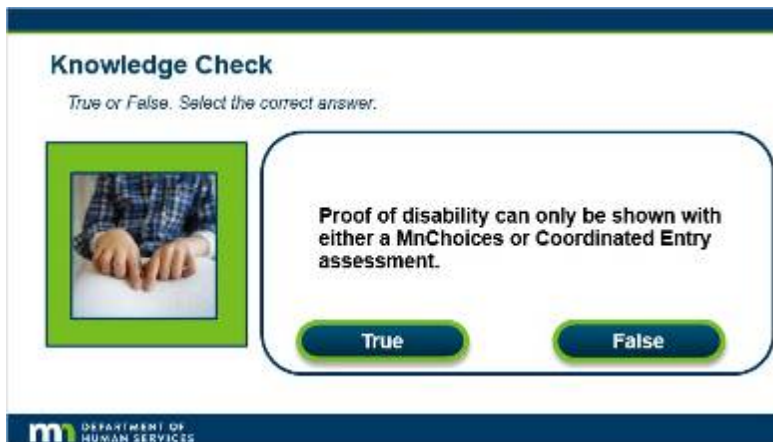
Eligibility Review

The last three components: proof of disability, housing instability and an assessed need for services can be proven with a single Professional Statement of Need (PSN).

If a recipient does not have a PSN, there are other ways to prove their disability such as being on SSI/SSDI or they are 65 or older. Housing instability and an assessed need for services can be shown either with a MnCHOICES Assessment or a Coordinated Entry assessment.

If a recipient does not have these documents to prove the above requirements, they must obtain them to apply for housing stabilization services.

5.3 TrueFalse_2



The image shows a screenshot of a 'Knowledge Check' interface. At the top, it says 'Knowledge Check' and 'True or False. Select the correct answer.' Below this is a question: 'Proof of disability can only be shown with either a MnChoices or Coordinated Entry assessment.' To the left of the question is a small image of a person's hands. At the bottom of the question area are two buttons: 'True' and 'False'. The interface has a blue header and footer with the 'mn' logo and 'DEPARTMENT OF HUMAN SERVICES' text.

Notes:

Knowledge Check

True or False. Select the correct answer.

Proof of disability can only be shown with either a MnChoices or Coordinated Entry assessment.

Correct (Slide Layer)

The screenshot shows a feedback slide titled "Correct!" with a green checkmark icon. The slide contains two paragraphs of text. The first paragraph states that either a MnChoices or Coordinated Entry assessment can show proof of housing instability and proof of an assessed need for services, but not proof of disability. The second paragraph states that proof of disability can only be shown with a Professional Statement of Need (PSN), Medical Opinion Form (MOF), with SSI or SSDI, or if a person is 65 or older. A "Close" button is at the bottom. The slide is part of a larger interface with a blue header and footer. The footer includes the logo for the Minnesota Department of Human Services.

Correct!

Either a MnChoices or Coordinated Entry assessment can show proof of housing instability and proof of an assessed need for services *but not* proof of disability.

Proof of disability can only be shown with a Professional Statement of Need (PSN), Medical Opinion Form (MOF), with SSI or SSDI, or if a person is 65 or older.

Close

mn DEPARTMENT OF HUMAN SERVICES

Incorrect (Slide Layer)

The screenshot shows a feedback slide titled "Incorrect." with a red X icon. The slide contains two paragraphs of text. The first paragraph states that either a MnChoices or Coordinated Entry assessment can show proof of housing instability and proof of an assessed need for services, but not proof of disability. The second paragraph states that proof of disability can only be shown with a Professional Statement of Need (PSN), Medical Opinion Form (MOF), with SSI or SSDI, or if a person is 65 or older. A "Close" button is at the bottom. The slide is part of a larger interface with a blue header and footer. The footer includes the logo for the Minnesota Department of Human Services.

Incorrect.

Either a MnChoices or Coordinated Entry assessment can show proof of housing instability and proof of an assessed need for services *but not* proof of disability.

Proof of disability can only be shown with a Professional Statement of Need (PSN), Medical Opinion Form (MOF), with SSI or SSDI, or if a person is 65 or older.

Close

mn DEPARTMENT OF HUMAN SERVICES

6. Eligibility Form Submission

6.1 Eligibility Request Form

The screenshot shows the 'Eligibility Request Form' interface. At the top, it says 'Eligibility Request Form'. Below that, it states: 'Once you have prepared the eligibility documents, you will need to complete the Eligibility Request form (DHS-7948). To begin this process, select "Initial Eligibility Request" as your reason for submittal.' The form itself is titled 'Housing Stabilization Services Eligibility Request'. It has a 'Reason for Request' dropdown menu with 'Initial Eligibility Request' selected. There is a 'Submit' button at the bottom right.

Notes:

Eligibility Request Form

Once you have prepared the eligibility documents, you will need to complete the Eligibility Request form (DHS-7948) To begin this process, select "Initial Eligibility Request" as your reason for submittal.

6.2 Eligibility Request Form

The diagram shows the 'Eligibility Request Form' interface. It states: 'An Initial Eligibility Request has five sections:'. Below this, it lists the sections: 'Recipient Information', 'Consultant', 'Housing Provider', 'Attachments, and', and 'Submitter'. To the right of the text is a vertical flowchart with five boxes connected by arrows: 'Recipient Information' -> 'Consultant Information' -> 'Housing Provider' -> 'Attachments' -> 'Submitter'.

Notes:

An Eligibility Request has five sections:

- Recipient Information
- Consultant
- Housing Provider
- Attachments, and
- Submitter

Let's walk through the necessary information for each section.

6.3 Recipient Information

Recipient Information

The recipient is the person whom you are assisting in applying for services. The recipient information section requires:

- Housing Status
- Housing Instability
- Disability Type
- Recipient PMI
- Date of Birth
- Living Situation
- Address - City, State, ZIP, and County or Tribal Location

Click the button to see the recipient information form.

Flowchart:

```

graph TD
    RI[Recipient Information] --> CI[Consultant Information]
    CI --> HP[Housing Provider]
    HP --> A[Attachments]
    A --> S[Submitter]
  
```

m DEPARTMENT OF HUMAN SERVICES

Notes:

Recipient Information

The recipient is the person whom you are assisting in applying for services.
The recipient information section requires:

- Housing Status
- Housing Instability
- Disability Type
- Recipient PMI
- Date of Birth
- Living Situation
- Address - City, State, ZIP, and
- County or Tribal Location

Click the button to see the recipient information form.

Recipient Information 2 (Slide Layer)

The screenshot shows the 'Recipient Information' form with the following fields highlighted by red circles:

- Account Number** (under the 'Account' tab)
- First Name** (under the 'Personal' tab)
- Address Line 1** (under the 'Address' tab)
- City** (under the 'Address' tab)
- State** (under the 'Address' tab)
- Zip** (under the 'Address' tab)
- Country** (under the 'Address' tab)
- Phone Number** (under the 'Contact' tab)
- Mobile Number** (under the 'Contact' tab)
- Business Email** (under the 'Contact' tab)
- Home Email** (under the 'Contact' tab)
- Work Email** (under the 'Contact' tab)
- Business Phone** (under the 'Contact' tab)
- Home Phone** (under the 'Contact' tab)
- Work Phone** (under the 'Contact' tab)
- Business Fax** (under the 'Contact' tab)
- Home Fax** (under the 'Contact' tab)
- Work Fax** (under the 'Contact' tab)
- Business Address** (under the 'Address' tab)
- Home Address** (under the 'Address' tab)
- Work Address** (under the 'Address' tab)
- Business City** (under the 'Address' tab)
- Home City** (under the 'Address' tab)
- Work City** (under the 'Address' tab)
- Business State** (under the 'Address' tab)
- Home State** (under the 'Address' tab)
- Work State** (under the 'Address' tab)
- Business Zip** (under the 'Address' tab)
- Home Zip** (under the 'Address' tab)
- Work Zip** (under the 'Address' tab)
- Business Country** (under the 'Address' tab)
- Home Country** (under the 'Address' tab)
- Work Country** (under the 'Address' tab)
- Business Phone** (under the 'Contact' tab)
- Home Phone** (under the 'Contact' tab)
- Work Phone** (under the 'Contact' tab)
- Business Fax** (under the 'Contact' tab)
- Home Fax** (under the 'Contact' tab)
- Work Fax** (under the 'Contact' tab)
- Business Email** (under the 'Contact' tab)
- Home Email** (under the 'Contact' tab)
- Work Email** (under the 'Contact' tab)

6.4 Consultant Information

Consultant Information

The Housing Consultant assists the recipient in developing a housing focused person-centered plan and submitting eligibility review documentation for housing stabilization services benefits.

The consultant information section starts by asking, "Did a consultant perform a housing focused person-centered plan?" If you are the Housing Consultant, you will click Yes. If a plan was developed by a waiver or targeted case manager or a care coordinator, you will click No.

If you click yes, you will need to provide this additional information: Agency Name, National Provider Information (NPI), Contact First Name, Contact Last Name, Zip Code, County or Tribal Location, Phone Number, and Email Address.

Click the button to see the Consultant Information form.

```
graph TD; A[Recipient Information] --> B[Consultant Information]; B --> C[Housing Provider]; C --> D[Attachments]; D --> E[Submitter];
```

Notes:

Consultant Information

The Housing Consultant assists the recipient in developing a housing focused person-centered plan and submitting eligibility review documentation for housing stabilization services benefits.

The consultant information section starts by asking, “Did a consultant perform a housing focused person-centered plan?” If you are the Housing Consultant, you will click Yes. If a plan was developed by a waiver or targeted case manager or a care coordinator, you will click No.

If you click yes, you will need to provide this additional information: Agency Name, National Provider Information (NPI), Contact First Name, Contact Last Name, Zip Code, County or Tribal Location, Phone Number, and Email Address.

Click the button to see the Consultant Information form.

Consultant 2 (Slide Layer)

The screenshot shows a web form titled "Consultant Information Form" with a "Close" button in the top right. On the left is a sidebar with a "Recipients Information" menu and sub-items: "Consultant", "Housing Provider", "Attachments", and "Submitter". The "Consultant" sub-item is selected. The main form area contains several input fields, some of which are circled in red: "Name", "NPI", "City", "Zip Code", "County or Tribal Location", "Contact Phone Number", and "Email Address". There are also "Previous" and "Next" buttons at the bottom of the form. The footer of the slide features the Minnesota Department of Human Services logo.

6.5 Housing Provider Information

Housing Provider Information

The Housing Transition/Sustaining provider is the person or organization that will assist the recipient in finding and/or keeping stable housing.

The Housing Transition/Sustaining provider information section requires Name, NPI, City, Zip Code, County or Tribal Location, and Contact Phone Number.

If you are a Housing Consultant, you will need to put the information of the Transition/Sustaining provider that is listed in the housing focused person-centered plan.

Click the button to see the housing provider form.

On the right side of the slide is a vertical flowchart with five steps: "Recipient Information", "Consultant Information", "Housing Provider" (highlighted with a green border), "Attachments", and "Submitter". The footer of the slide features the Minnesota Department of Human Services logo.

Notes:

Housing Provider Information

The Housing Transition/Sustaining provider is the person or organization that will assist the recipient in finding and/or keeping stable housing.

The Housing Transition/Sustaining provider Information Section requires Name, NPI, City, Zip Code, County or Tribal Location, and Contact Phone Number.

If you are a Housing Consultant, you will need to put the information of the Transition/Sustaining provider that is listed in the housing focused person-centered plan.

Click the button to see the housing provider form.

HP Layer (Slide Layer)

The screenshot shows a web form titled "Housing Provider Form" with a "Close" button in the top right. On the left is a sidebar with tabs: "Recipient Information", "Consultant", "Housing Provider" (which is selected), "Attachments", and "Summary". The main form area is for the "Housing Transition/Sustaining Provider". It contains several input fields: "PROVIDER NAME", "DOB", "SEX", "ADDRESS", "CITY", "STATE", "ZIP", "PHONE NUMBER", "EMAIL ADDRESS", "PROVIDER TYPE", and "PROVIDER ROLE". There are also checkboxes for "IS A HOUSING PROVIDER" and "IS A SUSTAINING PROVIDER". At the bottom are "Previous" and "Next" buttons. The footer of the slide shows the "m" logo and "DEPARTMENT OF HUMAN SERVICES".

6.6 Attachments

Attachments

The attachments information section requires that you submit the documentation you have collected from the person. The three areas you will need to attach documents are:

- Proof of Disability Type
- Assessment Type
- Person-Centered Plan Type

Only PDF, Word, Excel, JPG, GIF, PNG, BMP and text files may be uploaded as attachments. Make sure you have looked over all of the documents you want to attach to verify they are accurate and up to date.

Click the button to see the attachments form.

On the right side of the slide is a vertical flowchart with five boxes: "Recipient Information", "Consultant Information", "Housing Provider", "Attachments" (which is highlighted with a green border), and "Submitter". The footer of the slide shows the "m" logo and "DEPARTMENT OF HUMAN SERVICES".

Notes:

Attachments

The attachments information section requires that you submit the documentation you have collected from the person. The three areas you will need to attach documents are:

Proof of Disability Type

Assessment Type

Person Centered Plan Type

Only PDF, Word, Excel, JPG, GIF, PNG, BMP and text files may be uploaded as attachments. Make sure you have looked over all of the documents you want to attach to verify they are accurate and up to date.

Click the button to see the attachments form.

Attachments 2 (Slide Layer)

Attachments Form Close

Recipients Information

Attachments

*Upload supporting documents: Only PDF, Word, Doc, JPG, GIF, PNG, SWF or text files may be uploaded.

Document Type	Upload Status	Action
PROOF OF DISABILITY TYPE	Close	Close
PROOF OF RESIDENCE TYPE	Close	Close
PERSON CENTERED PLAN TYPE	Close	Close

m DEPARTMENT OF HUMAN SERVICES

6.7 Attachments - Proof of Disability Type

Attachments - Proof of Disability Type

Here is a list of all documents you could attach to show someone's proof of disability:

- Professional Statement of Need (DHS-7122)
- State Medical Review Team
- MA-DX/MA-BX - You do not need to attach anything if you select this option because the DHS eligibility review staff will check this in the review process
- Proof of SSI/SSDI such as a SSI/SSDI Award Letter, SSI/SSDI Check Stub/Deposit, or HB101 or DB101 Benefits Lookup Worksheet
- Medical Opinion Form
- Age 65 or over - Submit ID card that shows birth date to verify age

Click the button to see the attachments - proof of disability form.

m DEPARTMENT OF HUMAN SERVICES

Notes:

Attachments - Proof of Disability Type

- Here is a list of all documents you could attach to show someone's proof of disability:
 - Professional Statement of Need (DHS-7122)
 - State Medical Review Team
 - MA-DX/MA-BX - You do not need to attach anything if you select this option because the DHS eligibility review staff will check this in the review process
 - Proof of SSI/SSDI such as a SSI/SSDI Award Letter, SSI/SSDI Check Stub/Deposit, or HB101 or DB101 Benefits Lookup Worksheet
 - Medical Opinion Form
 - Age 65 or over - Submit ID card that shows birth date to verify age

Click the button to see the attachments - proof of disability form.

Attachments 2 (Slide Layer)

Attachments - Proof of Disability Form Close

Attachments

* Upload only pdf or jpeg documents. Chg PDF, Word, Excel, PNG, GIF, PSD, BMP or text files may be uploaded.

* **PROOF OF DISABILITY FORM**

- Professional Statement of Need Attach
- State Medical Review Team Attach
- MnCHOICES Attach
- Social Security or Minnesota Social Security Insurance Attach
- Medical Opinions Attach
- Age 18 or over Attach

Upload person's current plan Attach

PSN **MOF** **SSI/SSDI** **MN License**

m DEPARTMENT OF HUMAN SERVICES

6.8 Attachments – Assessment Type

Attachments – Assessment Type

Here is a list of the assessment types you could attach to show someone's proof of housing instability and assessed need.

1. Professional Statement of Need - Also meets Proof of Disability
2. Coordinated Entry
3. MnCHOICES Assessment
 - If you are a Housing Consultant and you select this option you will submit the Community Support Plan Worksheet (DHS-6791A)
 - If a person has a waiver case manager and you select this option, you won't need to submit an attachment

Click the button to see the attachments – assessment type form.

Recipient Information
Consultant Information
Housing Provider
Attachments
Submitter

m DEPARTMENT OF HUMAN SERVICES

Notes:

Attachments - Assessment Type Form

- Here is a list of the assessment types you could attach to show someone's proof of housing instability and assessed need:
 Professional Statement of Need - Also meets Proof of Disability
 Coordinated Entry
 MnCHOICES Assessment.
If you are a Housing Consultant and you select this option you will submit the Community Support Plan Worksheet (DHS-6791A)
 If a person has a waiver case manager and you select this option, you won't need to submit an attachment

Click the button to see the attachments - assessment type form.

Attachments 2 (Slide Layer)

Attachments – Assessment Type Form Close

Recipient Information
Consultant
Housing Provider
Attachments
Submitter

Attachments

* Upload supporting documentation. Only PDF, Word, Excel, JPG, GIF, PNG, or text files may be uploaded.

* PROOF OF DISABILITY TYPE upload proof of disability
 Attach

* ASSESSMENT TYPE upload assessment
 Attach

Professional Statement of Need
Coordinated Entry
MnCHOICES Assessment upload person centered plan
 Attach

PSN **Coordinated Entry** **MnCHOICES - Community Support Plan Worksheet (DIIS-6/97A)**

m MINNESOTA DEPARTMENT OF HUMAN SERVICES

6.9 Attachments – Person-Centered Plan Type

Attachments – Person-Centered Plan Type

There are two options to choose from for the person centered plan type.

- **Housing Focused** - This will be selected if you are a Housing Consultant or if someone has a targeted case manager.
- **Coordinated Services and Supports Plan** - You will select this if someone has a waiver case manager.

Note: If you are a Housing Consultant your housing focused person-centered plan must be signed by a Transition/Sustaining provider.

Click the button to see the attachments – person-centered plan type form.

Recipients Information
Consultant Information
Housing Provider
Attachments
Submitter

m MINNESOTA DEPARTMENT OF HUMAN SERVICES

Notes:

Attachments - Person-Centered Plan Type

There are two options to choose from for the person-centered plan type:

Housing Focused - This will be selected if you are a Housing Consultant or if someone has a targeted case manager.

Coordinated Services and Supports Plan - You will select this if someone has a waiver case manager.

Note: If you are a Housing Consultant your housing focused person-centered plan must be signed by a Transition/Sustaining provider.

Click the button to see the attachments - person-centered plan type form.

Attachments 2 (Slide Layer)

Attachments – Person-Centered Plan Type Form Close

Respite Information

Respite Provider: Attach

Housing Provider

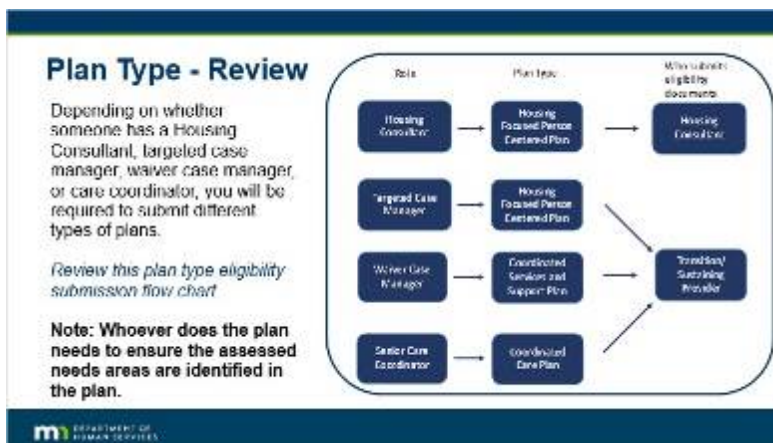
Housing Provider: Attach

Substance

Substance: Attach

HFPCP **CSSP**

6.10 Plan Type - Review



Notes:

Plant Type - Review

Depending on whether someone has a Housing Consultant, targeted case manager, waiver case manager, or care coordinator, you will be required to submit different types of plans.

Review this plan type eligibility submission flow chart.

Note: Whoever does the plan needs to ensure the assessed needs areas are identified in the plan.

6.11 Submitter Information

Submitter Information

The Submitter Information Section requires:

- Submitter First Name, and
- Submitter Last Name

Note: You can be the submitter if you are a Transition/Sustaining provider or a Housing Consultant.

Click the button to see the submitter form.

Recipient Information

Consultant Information

Housing Provider

Attachments

Submitter

Notes:

Submitter Information

The Submitter Information Section requires:

-
- Submitter First Name, and
- Submitter Last Name
-

Note: You can be the submitter if you are a Transition/Sustaining provider or a Housing Consultant.

Click the button to see the submitter form.

Attachments 2 (Slide Layer)

Submitter Form Close

Submitter

I understand that I am electronically signing this form by typing my name below. In addition, I attest and certify that I have verified the profile's ratings against an acceptable form of identification and that the information provided above is true and accurate. I understand that my electronic signature has the same legal effect and can be enforced as the same as any handwritten signature.

MMT Date: 03/25/2019

Previous Submit

6.12 Submit Eligibility Form

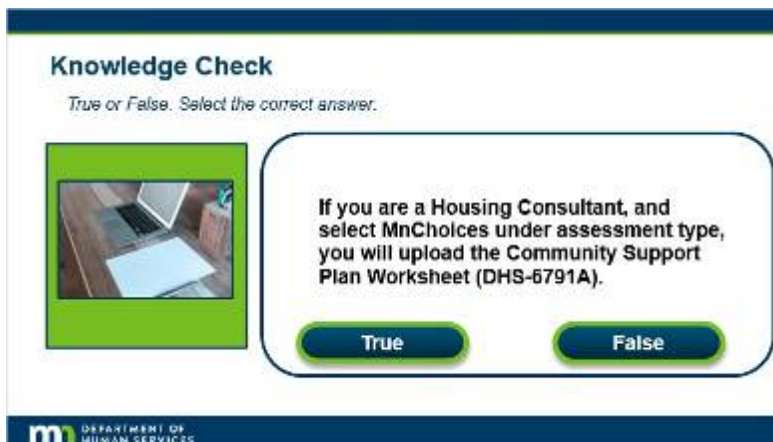


Notes:

Submit Eligibility Form

Click Submit after you have completed all required fields.

6.13 Knowledge Check



Notes:

Knowledge Check

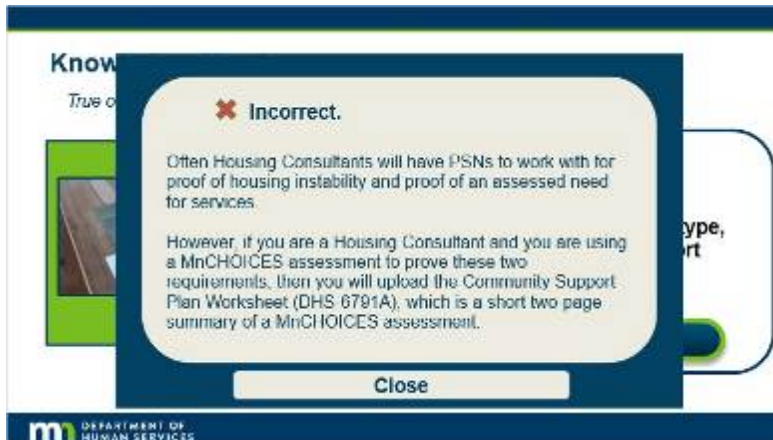
True or False. Select the correct answer.

If you are a Housing Consultant, and select MnChoices under assessment type, you will upload the Community Support Plan Worksheet (DHS-6791A).

Correct (Slide Layer)




Incorrect (Slide Layer)



6.14 Knowledge Check

Knowledge Check
True or False. Select the correct answer.



If you are a Housing Consultant and have not obtained a Transition or Sustaining provider's signature for a housing focused person-centered plan, you can still submit the Eligibility Request form (DHS-7948).

True **False**

m DEPARTMENT OF HUMAN SERVICES

Notes:

Incorrect.

If you are a Housing Consultant you must obtain a Transition/Sustaining provider's signature for a Housing focused person-centered plan prior to submitting it on the Eligibility Request form (DHS-7948).


Knowledge Check

True or False. Select the correct answer.

If you are a Housing Consultant and have not obtained a Transition or Sustaining provider's signature for a housing focused person-centered plan, you can still submit the Eligibility Request form (DHS-7948).

Correct (Slide Layer)

Know
True or False. Select the correct answer.



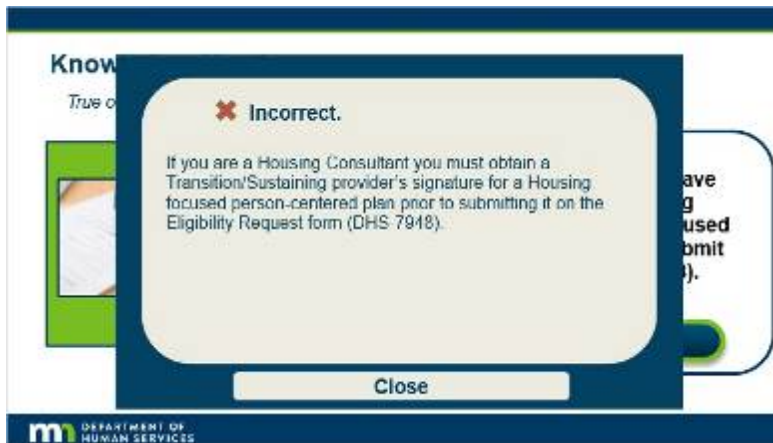
Correct!

If you are a Housing Consultant you must obtain a Transition/Sustaining provider's signature for a Housing focused person-centered plan prior to submitting it on the Eligibility Request form (DHS-7948).

Close

m DEPARTMENT OF HUMAN SERVICES

Incorrect (Slide Layer)



6.15 Knowledge Check



Notes:

Knowledge Check

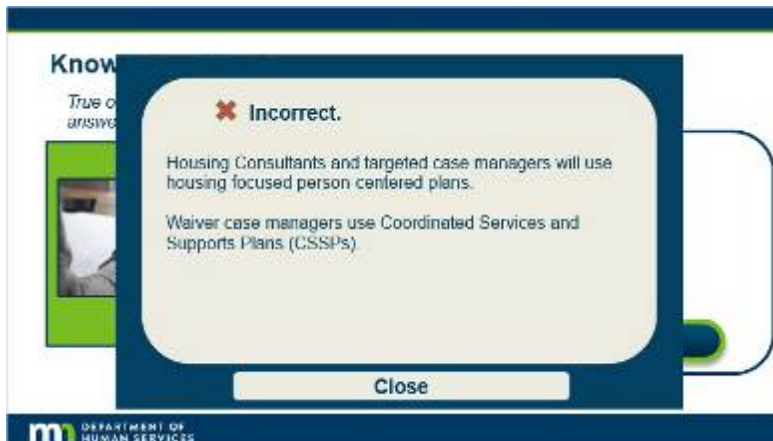
True or False. Select the correct answer.

Both Housing Consultants and waiver case managers use housing focused person-centered plans.

Correct (Slide Layer)



Incorrect (Slide Layer)



7. Other Types of Eligibility Requests

7.1 Other Types of Eligibility Requests

Other Types of Eligibility Requests

In addition to the Initial Eligibility Request, which you have just reviewed, there are five other types of Eligibility Requests, accessible within the drop-down menu at the top of the form, shown here:

Housing Stabilization Services Eligibility Request

* Required field

This form must be completed and submitted in one browser session. Form data will not be saved if you leave this page or close your browser.

Click on a request button to start completing this form:

- Initial Eligibility Request
- Renewal Eligibility Request
- Provider Change Request
- Person-Centered Plan Request
- Additional Transition/ Sustaining Unit Request

m DEPARTMENT OF HUMAN SERVICES

Notes:

Other Types of Eligibility Requests

In addition to the Initial Eligibility Request, which you have just reviewed, there are five other types of Eligibility Requests, accessible within the drop-down menu at the top of the form, shown here:

7.2 Other Types of Eligibility Requests

Other Types of Eligibility Requests

Click on the four buttons to review all other types of eligibility requests. Once you have clicked on the buttons, read the content, and closed their windows you can click Next to continue.

Renewal Eligibility Request

Person-Centered Plan Request

Provider Change Request

Additional Transition/ Sustaining Unit Request

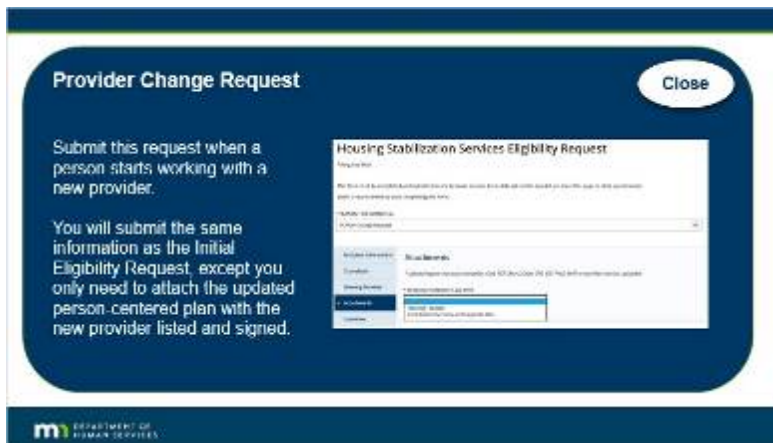
m DEPARTMENT OF HUMAN SERVICES

Notes:

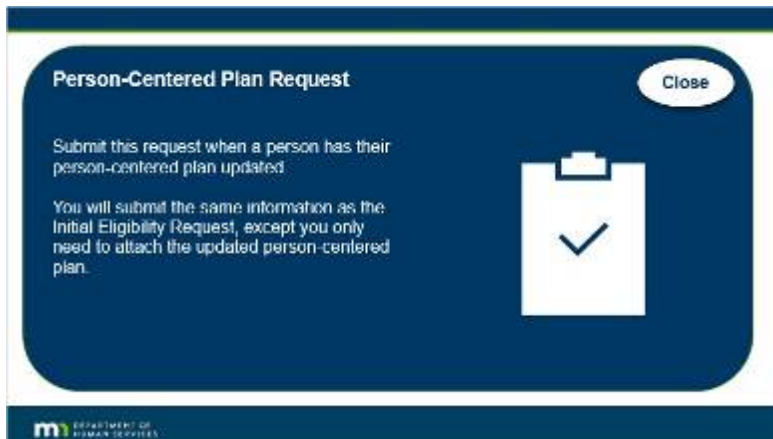
Other Types of Eligibility Requests

Click on the four buttons to review all other types of eligibility requests. Once you have clicked on the buttons, read the content, and closed their windows you can click Next to continue.

Provider Change Request (Slide Layer)



PCPlan Request (Slide Layer)



Renewal Eligibility Request (Slide Layer)


Renewal Eligibility Request

Submit this type of request when a person needs to have their services renewed, which will occur on an annual basis.

You will submit the updated version of the same information and attachments as the Initial Eligibility Request.




[Close](#)




Addition Transition Unit Request (Slide Layer)

Additional Transition/Sustaining Unit Request

Submit this request when you think a person will need an additional 150 hours of Transition or Sustaining services. You will submit the same information as the Initial Eligibility Request, except you only need to attach the supporting documentation for the exception request. Examples include but are not limited to: eviction notices, criminal records, past due bill statements or written complaints from landlords.




[Close](#)



7.3 Knowledge Check


Knowledge Check

True or False. Select the correct answer.



To submit a Renewal Eligibility Request you will submit the same information you submitted the previous year for an Initial Eligibility Request but with an updated person-centered plan after a reassessment.

[True](#)[False](#)



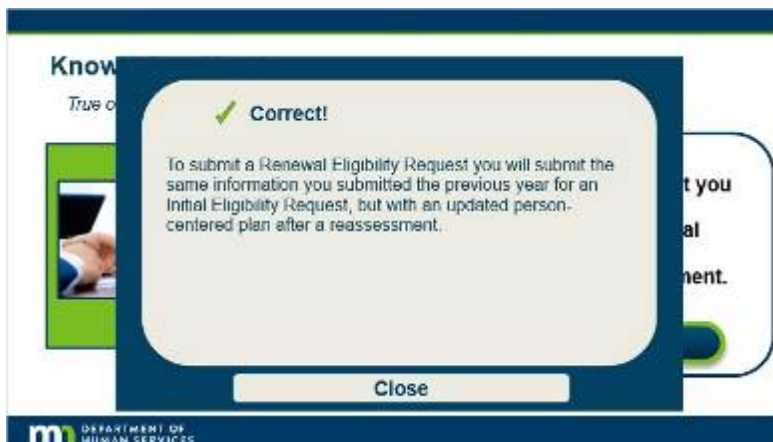
Notes:

Knowledge Check

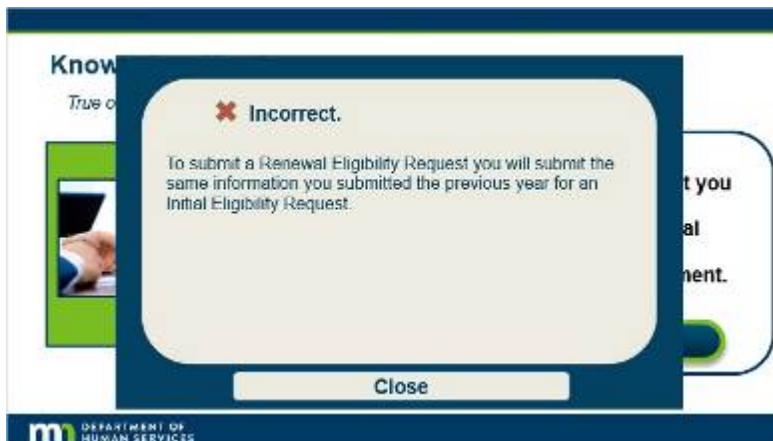
True or False. Select the correct answer.

To submit a Renewal Eligibility Request you will submit the same information you submitted the previous year for an Initial Eligibility Request, but with an updated person-centered plan after a reassessment.

Correct (Slide Layer)



Incorrect (Slide Layer)



8. Review and Bill

8.1 Review

Review

Submit → Review → Bill

Staff will review documents and then notify the provider if the recipient's application has been approved or denied. If denied, a notification will be sent to providers via their MN-ITS mailbox with details about how to make corrective actions. Approval notifications will also be sent through the MN-ITS mailbox for providers, and as a letter through general mail to recipients.

m MINNESOTA DEPARTMENT OF HUMAN SERVICES

Notes:

Review

Staff will review documents and then notify the provider if the recipient's application has been approved or denied. If denied, a notification will be sent to providers via their MN-ITS mailbox with details about how to make corrective actions. Approval notifications will also be sent through the MN-ITS mailbox for providers, and as a letter through general mail to recipients.

8.2 Notifications After Submission - Approval

Notifications After Submission - Approval

After you submit your eligibility request form, you will receive a notification in your MN-ITS email box informing you that the recipient's eligibility has been approved or denied.

m MINNESOTA DEPARTMENT OF HUMAN SERVICES

MN-ITS Home

Login Here

Username:

Password:

Important Notices:

- [Click here to view the latest MN-ITS security patch release](#)
- [Click here to view the latest MN-ITS security patch release](#)
- [Click here to view the latest MN-ITS security patch release](#)

MN-ITS Troubleshooting

- [Click here to view the latest MN-ITS troubleshooting guide](#)
- [Click here to view the latest MN-ITS troubleshooting guide](#)
- [Click here to view the latest MN-ITS troubleshooting guide](#)

Notes:


Notifications After Submission - Approval

After you submit your eligibility request form, you will receive a notification in your MN-ITS email box informing you that the recipient's eligibility has been approved or denied.

8.3 Notifications After Submission - Denial

Notifications After Submission - Denial

If a recipient has been denied eligibility, the Housing Consultant and Transition/Sustaining provider will receive a notification that shows the reasons they were denied and corrective action they can take when submitting the eligibility form.



Notes:

Notifications After Submission - Denial

If a recipient has been denied eligibility, the Housing Consultant and Transition/Sustaining provider will receive a notification that shows the reasons they were denied and corrective action they can take when submitting the eligibility form.

8.4 Post-Approval Billing

Post-Approval Billing

If a recipient has been approved, you may begin working with them and start billing for service.

Housing Consultants can submit billing for their one-time consultation fee once the recipient has been approved.

Additionally, Housing Transition/Sustaining providers may start billing 150 hours annually once the recipient has been approved.



Notes:

Post-Approval Billing

If a recipient has been approved, you may begin working with them and start billing for service. Housing Consultants can submit billing for their one-time consultation fee once the recipient has been approved. Additionally, Housing Transition/Sustaining providers may start billing 150 hours annually once the recipient has been approved.

8.5 Other Notifications



Notes:

Other Notifications

Once you have active recipients who have been determined eligible by DHS, you will receive other notifications in relation to their housing stabilization services.

Click on each button to learn more about other notifications. Once you click each of the six buttons, read their content and close the windows, you can click Next to continue.

45 Recipient Exp (Slide Layer)

45 Day Reminder of Recipient Eligibility Expiration

In order to remain eligible for housing stabilization services, recipients must have their assessment documents and person-centered plan updated annually. You will receive a notification 45 days prior to their eligibility expiring




Close




45 PCP Exp (Slide Layer)

45 Day Reminder of Person-Centered Plan Expiration

In order to remain eligible for housing stabilization services, recipients must have their person-centered plan updated annually. You will receive a notification 45 days prior to the plan expiring.



Close



PCP Exp (Slide Layer)

Person-Centered Plan Expiration

In order to remain eligible for housing stabilization services, recipients must have their person-centered plan updated annually. You will receive a notification the recipient's person centered plan has expired



Close



Provider Change (Slide Layer)

Provider Change

A recipient may request a new Housing Consultant or Housing Transition/Sustaining provider at any point because of changes in their circumstance, dissatisfaction with the provider, or personal interest.




Close




New Person Centered Plan (Slide Layer)

New Person-Centered Plan

A recipient may request a new person centered plan at any point because of changes in their circumstance or personal interest.



Close



RecEligibilityExp (Slide Layer)

Recipient Eligibility Expiration

In order to remain eligible for housing stabilization services, recipients must have a reassessment and their person centered plan updated annually. You will receive a notification that the recipient's eligibility for housing stabilization services has expired.

If a recipient's eligibility has expired, the Housing Consultant or Housing Transition/Sustaining provider will have to submit updated eligibility documentation and a person-centered plan to DHS for approval of services.




Close



8.6 Billing Systems

Billing Systems



```
graph LR; A[Submit] --> B[Review]; B --> C[Bill];
```

Once Housing Consultants and Transition or Sustaining providers receive approval, they will bill through the Medicaid Management Information System (MMIS) for all Fee For Service (FFS) recipients. All other billing submissions will be based on the recipient's Managed Care Organization (MCO). The scope of this module was to learn how to complete and submit the necessary Eligibility Request form (DHS-7948).

m DEPARTMENT OF HUMAN SERVICES

Notes:

Billing Systems

Once Housing Consultants and Transition or Sustaining providers receive approval, they will bill through the Medicaid Management Information System (MMIS) for all Fee For Service (FFS) recipients. All other billing submissions will be based on the recipient's Managed Care Organization (MCO). The scope of this module was to learn how to complete and submit the necessary Eligibility Request form (DHS-7948).

8.7 Knowledge Check

Knowledge Check

True or False. Select the correct answer.



Only Housing Consultants can bill for completing a person-centered plan with a recipient.

True **False**

m DEPARTMENT OF HUMAN SERVICES

Notes:

Knowledge Check

True or False. Select the correct answer.

Only Housing Consultants can bill for completing a person-centered plan with a recipient.

Correct (Slide Layer)




Incorrect (Slide Layer)



8.8 Knowledge Check

Knowledge Check
True or False. Select the correct answer.



Both Housing Consultants and targeted case managers complete a housing focused person centered-plan for a recipient.

True **False**

m DEPARTMENT OF HUMAN SERVICES

Notes:

Knowledge Check

True or False. Select the correct answer.

Both Housing Consultants and targeted case managers complete a housing focused person centered-plan for a recipient.

Correct (Slide Layer)

Know
True or



Correct!

Both Housing Consultants and targeted case managers complete a housing focused person centered plan for a recipient.

Waiver case managers complete a coordinated services and supports plan (CSSP). Senior care coordinators complete a coordinated care plan.

Close

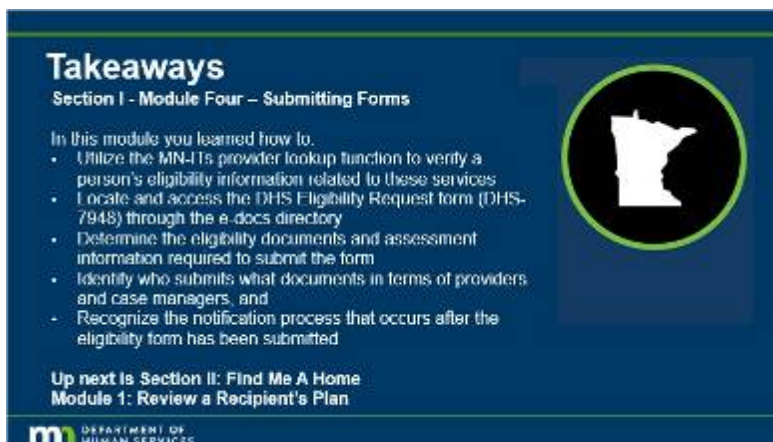
m DEPARTMENT OF HUMAN SERVICES

Incorrect (Slide Layer)



9. Takeaways

9.1 Takeaways



Notes:

Takeaways

Section I - Module Four - Submitting Forms

In this module you learned how to:

- Utilize the MN-ITs provider lookup function to verify a person's eligibility information related to these services
- Locate and access the DHS Eligibility Request form (DHS-7948) through the e-docs directory

- Determine the eligibility documents and assessment information required to submit the form
- Identify who submits what documents in terms of providers and case managers, and
- Recognize the notification process that occurs after the eligibility form has been submitted

Up next is Section II: Find Me A Home

Module 1: Review a Recipient's Plan

9.2 End Screen



Notes:

Congratulations!

You have completed:

Section 1 - Module Four: Submitting Forms

Click the Exit course button to exit the course.