



Elderberry Institute™

Consumer **Directed** Services

Memorandum of Understanding

This Memorandum of Understanding will serve as an agreement between Elderberry Institute, 475 Cleveland Ave. N. Suite #322, St. Paul, MN 55104 and _____, (address), for transfer of information and payment for services provided under Consumer Directed Community Support (CDCS) services in Minnesota.

Elderberry Institute is managing the delivery of CDCS services as a Fiscal Support Entity certified by the State of Minnesota. As a service provider in Minnesota _____ (provider name) provides _____ (services) in Minnesota.

_____ (provider name) will conduct the following CDCS related activities:

- Identify qualified elders and/or caregivers who might benefit by using Consumer Directed Community Support Services
- Inform the elder and/or caregiver about the CDCS process and encourage the elder and/or caregiver to choose to use CDCS.
- Refer the elder and/or caregiver choosing to use CDCS to either Elderberry Institute as the Fiscal Support Entity, or to another FSE.
- Refer the elder and/or caregiver to a Counselor/Support Planner or Flexible Case Manager or assist them through a similarly qualified person in your organization to:
 - a. complete an Individual Purchasing Plan (IPP) or Consumer Support Plan (CSP).
 - b. submit their IPP to Elderberry Institute for review and approval if the elder and/or caregiver is eligible for Title III funds, Alzheimer’s Demonstration Project funds, or private pay.
 - c. submit their CSP to the appropriate county for review and approval if the elder/or caregiver is eligible for Elderly Waiver, Alternative Care or other Waiver Program funds.
 - d. make appropriate adjustments in the IPP or CSP throughout the period of the IPP or CSP.
- Provide reports on activities as required by Elderberry Institute to meet reporting responsibilities.

Elderberry Institute will perform the following CDCS related activities:

- Conduct activities as needed to effectively manage and coordinate the delivery of Consumer Directed Community Supports as a Fiscal Support Entity in Minnesota.
- Provide compensation and reimbursements as appropriate based on rates established annually for Counselor/Support Services or Flexible Case Management and for development of IPPs or CSPs for each elder or caregiver.
- Make payments on behalf of the elder and/or caregiver for CDCS activities provided as appropriate.
- Provide education/training sessions as mutually agreed upon by both parties.

Elderberry Institute _____ (Organization)

Malcolm P. Mitchell, Executive Director

Print Name & Title of representative

Signature

Signature

Date _____

Date _____