



Saint Louis County

Department of Information Technology • 320 West Second Street, Rm 402
Duluth, Minnesota 55802-1495 • (218) 726-2047 • (218) 725-5078

December 14, 2023

Region 3 Human Services Directors

Via email

Re: Clarification regarding St. Louis County OnBase support and Region 3 Charter Amendment

Dear Regional Partners,

Let me start by saying thank you on behalf of our St. Louis County Information Technology Department, we enjoyed working closely with each county over the last decade to build out an OnBase platform which helped build collaboration, and efficiencies. Each county was instrumental in making OnBase into a product that helped us collectively meet the unique challenges in the administration of Income Maintenance. As you know, St. Louis County has spent the last year assessing our internal Human Services technology needs and determined that the time was right to make a change to a new Human Services Solution. More specifically, we chose to move to NCT Caseworks.

As part of this decision, we created an amendment to the original Region 3 Human Services redesign project charter. The intent of this amendment is to provide the ability of each county, including St. Louis County as the host, to terminate the original agreement with 60 days' notice. As each of the Regional Counties works with their county boards to ratify and sign the amendment, concern was raised regarding St. Louis Counties intent to support other Regional Counties within the OnBase environment during this transition.

This letter is intended to clarify that St. Louis County will continue to provide IT support to all regional counties until December 31, 2024 or until St. Louis County is migrated to the new Caseworks solution; whichever comes later. I hope this will help ease any concerns. Our goal will be to provide transparency throughout the migration process. As of today, we are estimating that we will begin the Caseworks project in June of 2024. Feel free to reach out to me at any time if you have additional questions or concerns.

Sincerely,

Jeremy Craker
Information Technology Director
St. Louis County IT Department
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Board of County Commissioners Agenda Request

Agenda Item #

Requested Meeting Date: December 19, 2023

Title of Item: 1/1/2024 Non-union Wage Adjustment

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson, HR Director		Department: HR
Presenter (Name and Title): Jessica Seibert, County Administrator or Bobbie Danielson, HR Director		Estimated Time Needed: 2
Summary of Issue: Please find a copy of the 2024 wage scale attached. Seeking Board approval to grant 5% within range movement, not to exceed the MAX on 1/1/2024 for non-union employees. This is our pattern settlement, consistent with other 1/1/2024 negotiated increases.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to authorize 5% within range movement, not to exceed the MAX on 1/1/2024 for non-union employees.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> Varies by department. Outlined in 2024 budget. <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> This is a budgeted expense.		

Legally binding agreements must have County Attorney approval prior to submission.

OPEN RANGE SCALE FOR JANUARY 1, 2024

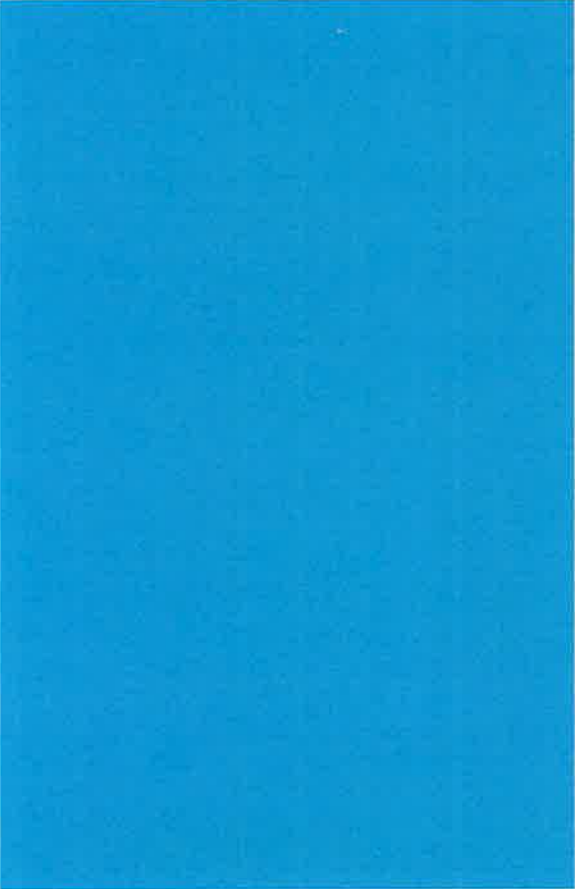
Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
21	\$ 54.90	\$ 75.87	\$ 114,184.04	\$ 157,803.32
20	\$ 52.94	\$ 73.15	\$ 110,117.23	\$ 152,157.37
19	\$ 50.98	\$ 70.44	\$ 106,046.60	\$ 146,512.62
18	\$ 49.03	\$ 67.72	\$ 101,975.98	\$ 140,867.87
17	\$ 47.07	\$ 65.01	\$ 97,905.35	\$ 135,223.12
16	\$ 45.11	\$ 62.30	\$ 93,834.73	\$ 129,578.37
15	\$ 43.16	\$ 59.58	\$ 89,764.10	\$ 123,933.62
14	\$ 41.20	\$ 56.87	\$ 85,693.48	\$ 118,288.87
13	\$ 39.24	\$ 54.16	\$ 81,622.85	\$ 112,644.12
12	\$ 37.28	\$ 51.44	\$ 77,552.23	\$ 106,999.37
11	\$ 35.33	\$ 48.73	\$ 73,481.61	\$ 101,354.62
10	\$ 33.37	\$ 46.01	\$ 69,410.98	\$ 95,709.87
9	\$ 31.41	\$ 43.30	\$ 65,332.10	\$ 90,065.12
8	\$ 29.45	\$ 40.59	\$ 61,260.09	\$ 84,420.37
7	\$ 27.49	\$ 37.87	\$ 57,188.09	\$ 78,775.62
6	\$ 25.55	\$ 35.16	\$ 53,138.58	\$ 73,130.87
5	\$ 23.59	\$ 32.45	\$ 49,066.57	\$ 67,486.12
4	\$ 21.63	\$ 29.73	\$ 44,994.56	\$ 61,841.37
3	\$ 19.67	\$ 27.02	\$ 40,922.55	\$ 56,196.62
2	\$ 17.72	\$ 24.30	\$ 36,850.54	\$ 50,551.87
1	\$ 15.76	\$ 21.59	\$ 32,778.54	\$ 44,907.12

Home and Community Based Services (HCBS)

Home and Community Based Services

Kimberly Larson

December 2023



What are Home and Community Based Services?

- Services licensed by DHS and provided to individuals with disabilities and those ages 65 years and older.
- Most services are funded under Minnesota's Medicaid waiver programs.
- Some services are funded through the State of Minnesota straight Medicaid Programs or grant based.
- Services are intended to meet the needs of individuals in their preferred setting or least restrictive setting possible.
- Services based on assessed needs that are eligibility based.
- Services are provided through a person centered scope.

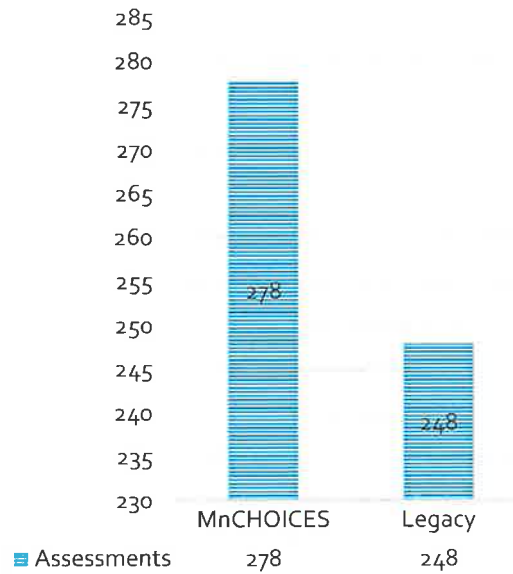
How do people qualify for HCBS Services?

- A MnCHOICES Assessment or a Legacy Long Term Care Assessment.
- MnCHOICES Assessment is a comprehensive, standardized assessment and support planning tool used across the State.
- MnCHOICES Assessments are available to anyone who wishes to have one.
- MnCHOICES 1.0 was launched in 2014 and 2.0 in 2023.
- Legacy Long Term Care Assessment is a paper document that is sunsetting in 2023, which is primarily being used for individuals over 65 years.
- Both assessment types ask detailed questions about an individual's abilities and needs.

MnCHOICES Assessment Data

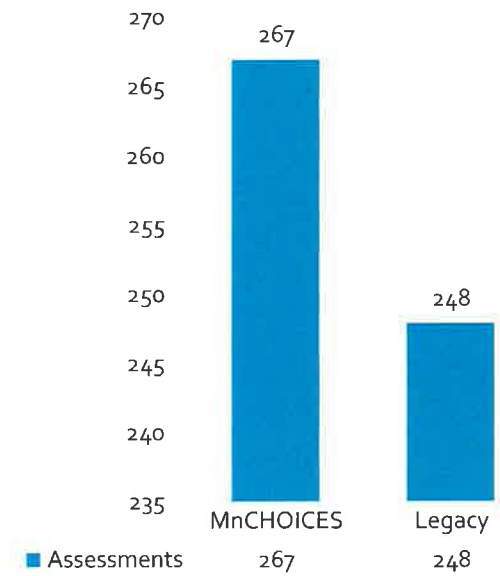
2022

ASSESSMENTS



2023

ASSESSMENTS



What is the difference between Assessment and Case Management?

- Assessors have specialized training that is mandated by DHS and must be updated at least every three years. Only certified assessors can complete MnCHOICES Assessments.
- Assessors meet with individuals initially and at least annually to assess identified needs and determine eligibility for various supports and services.
- Case Managers and Care Coordinators also have annual required trainings related to the program areas they work.
- Case Managers and Care Coordinators meet with their clients at least annually to coordinate and monitor services to ensure they are meeting the assessed needs.

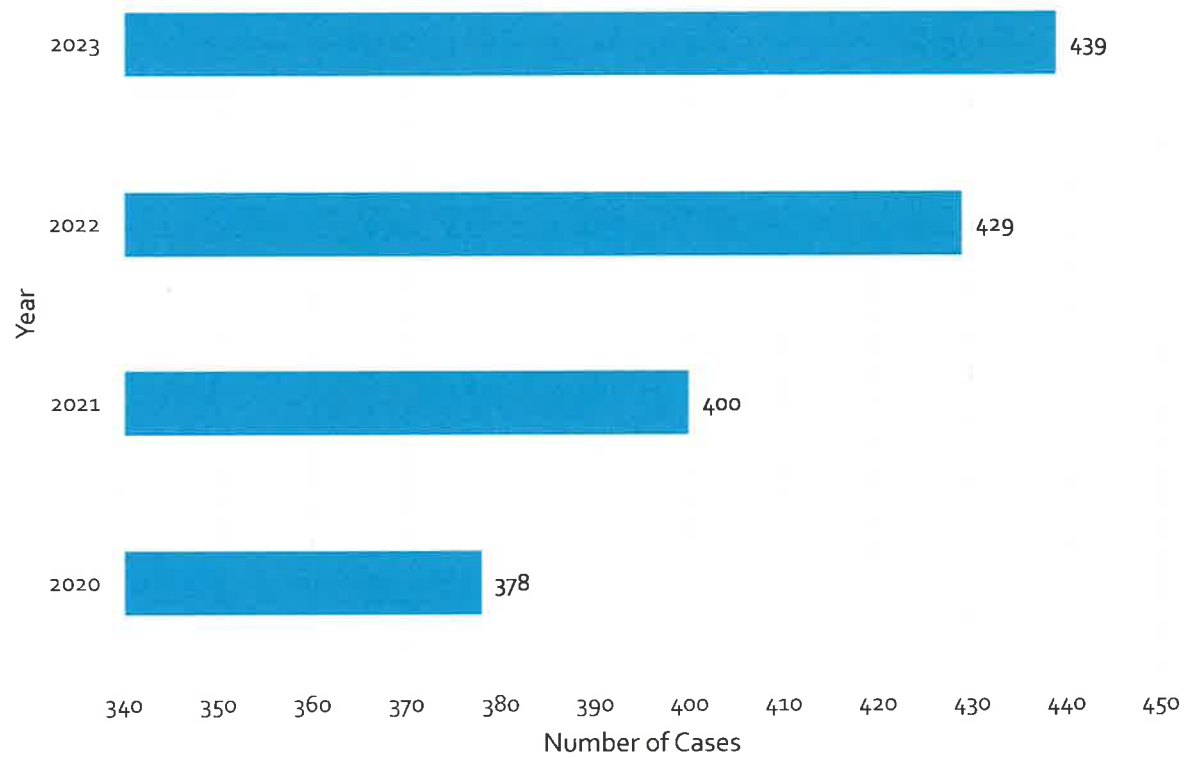
Case Management & Care Coordination

- HCBS Team has 3.5 Disability Waiver Case Managers with an average case load size of 51 clients.
- HCBS Team has 3.5 Care Coordinators with an average case load size of 62 clients.

Waiver Types & Frequent Services Used

- **Disability Waivers-** Brain Injury, Community Alternative Care, Community Access for Disability Inclusion, Developmental Disability Waivers.
- **Disability Waiver Services-** Consumer Directed Community Supports, Respite, Chore Services, Case Management, Home Making, Employment Supports, Community Residential Settings, Customized Living, Assistive Technology, Modifications & Equipment, Individualized Home Supports, Family Training, Day supports, Meals, Positive Supports, Specialist Services and Transportation.
- **Over 65 Waivers-** Alternative Care, Elderly Waiver and Minnesota Senior Health Options
- **Aging Waiver Services-** Consumer Directed Community Supports, Respite, Chore Services, Case Management/Care Coordination, Home Making, Customized Living, Modifications & Equipment, Adult Day Services, Meals, PERS, Individual Community Living Supports, Companion Services, and Transportation.

Case Count Increases



What are Person Centered Practices?

- A means of service delivery to support individuals in having more control over their lives, make their own choices, contribute to their community in a meaningful way, and encouraging choice in selection of service providers.
- All areas of an individual's life is assessed through this lens including relationships, home environment, employment, and community life.

Praises & Challenges

Praises

- Solid Staff Retention
- Dedication to the Work
- Strong Advocates for Clients
- Supportive Team
- Knowledgeable in Disciplines
- Versatile in Programs
- Growth Mindset
- Creative in Problem Solving
- Stellar relationships with Community Providers
- Consumer Focused
- Revenue Generating

Challenges

- New DHS Programs/Mandates
- Limited Resources
- Limited Providers
- Staffing Shortages/Turnover
- Increased Costs of Services
- Medicaid Renewals
- More Complicated Cases
- Multiple Systems
- Limited Transportation
- Limited Residential Settings
- Technology Barriers
- Systems problems

2023 Revenue Generated

Case Management & Care Coordination

- Disability Waiver Case Management-\$399,464.71
- Disability Waiver Para-Professional-\$35,484.81
- Targeted Case Management-\$9,335.60
- Care Coordination-\$379,426.59
- Care Coordination Para-Professional-\$36,470.76

Random Moments for Assessments

- SSTS Random Moments (Regional Pool)- \$354,109.00

ACHHS 2023 LTSS Review

- March 2023 HCBS participated in a Business Process Review to look at strengths and areas of improvement when determining eligibility for programming.
- Review was completed by Public Consulting Group and involved both the Financial Services and HCBS teams.
- Strengths-Team collaboration, employee retention, agency size which impacts communication, and standard operating procedures.
- Recommendations-Implement technology to upgrade standard operating procedures, support staff in having the right technology and equipment to do their work, consider using a comprehensive document management system.

HCBS Team

- Amanda Flier, Social Worker
- Ann Chouinard, Social Worker
- Ashley Gustafson, Social Worker
- Bonnie Carlson, Public Health Nurse
- Jennifer Henke, Social Worker
- Jennifer Moen, Social Worker
- Jon Moen, Social Worker
- Kelsey Mahowald, Case Aide
- Kim Hinsz, Social Worker
- Lois Peysar, Case Aide
- Sara Math, Accounting Tech
- Stacy Nissen, Social Worker
- Toni Lane, Public Health Nurse

Questions

Kimberly Larson, HCBS Supervisor

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