

Conversion Rate Request Process (for transitions from NF or hospital)

or

Enhanced rate or budget for Personal Care Assistance (PCA)/Community Firsts Services and Supports (CFSS)

1/1/2026

Definitions

EW hospital high-needs budget exception: Exception to the monthly case mix budget for a person on EW who is discharging from a hospital. The hospital high-needs exception is a budget amount requested by the lead agency that reflects the person's individual needs to be supported in the community.

EW nursing facility (NF) conversion budget: Exception to the monthly case mix budget for a person on EW who is leaving an NF. The NF conversion budget calculation process determines a new maximum set amount to be used for the person's EW services.

Enhanced rate or budget for PCA, CFSS: Services provided to an eligible person with a qualifying worker are eligible for an enhanced rate.

Eligibility Criteria

EW hospital high-needs budget exception

A person may be eligible for the EW high-needs budget exception if they meet all the following criteria:

1. Meets all eligibility criteria for EW, as described on [CBSM – EW](#).
2. Currently in a hospital, and hospitalization is no longer medically necessary. The person must be:
 - Formally admitted as an inpatient in the hospital. Emergency room care or observation-only treatment does not meet the requirement for an exception request.
 - In a hospital that is licensed by the [Minnesota Department of Health](#) or [Forensic Mental Health Program \(FMHP\)](#) with Direct Care and Treatment (DCT).
3. Has complex medical, cognitive and/or behavioral health needs.
4. Has service costs (as documented in the support plan) that exceed their assigned monthly case mix cap/budget.

EW NF conversion budget

A person may be eligible for the EW NF conversion budget if they meet **all** the following criteria:

- Meets all eligibility criteria for EW, as described on CBSM – EW.
- Is a resident of a certified NF for 30 or more consecutive days.
- Has service costs (as documented in the support plan) that exceed their assigned monthly case mix cap/budget.

Enhanced rate or budget for PCA, CFSS

A person on Elderly Waiver may be eligible for the enhanced PCA/CFSS rate if they meet **all** the following criteria:

- Provided by a worker who has completed qualifying trainings.
- Provided to a person who is eligible for 10 or more hours per day of state plan PCA/CFSS and/or has the home care rating EN.

If the increased rate **results** in the person exceeding their monthly waiver budget, the CC can submit a request to exceed the budget.

Steps for CC

1. **Identify member** who meets criteria and needs higher budget cap for community transition.
2. **Review request internally** with supervisor/lead before submission.
3. **Prepare documentation:**
 - Support plan developed with all services members will receive and service costs –Elderly Waiver Residential Services (EWRS) tool completed if applicable.
 - A. **EW NF conversion budget** requests use specific calculations to determine new maximum amount available for EW services.
 - EW hospital high needs or nursing facility **conversion budget request form** is completed in MnCHOICES (used for all requests).
 - B. **EW hospital high needs exceptions** are individualized budget amounts determined by service costs in support plan for the person and documentation to reflect complex medical and/or behavioral / cognitive needs.

- CCs must use the **EW budget exception request form** in MnCHOICES to request the exception before the person discharges from the applicable facility. *A practice guide with instructions for the form is available in the MnCHOICES Help Center.
 - C. **Enhanced rate or budget for PCA, CFSS** requests to exceed the EW budget due to the enhanced rate.
 - CCs must complete and submit the Conversion Rate Request Form (include in the comments the rationale for the request) and EW Budget Worksheet. Submit both of these documents to carecoordinationreviews@ucare.org for review. *Skip #4.
 - 4. Once a need for a **Conversion Rate Request** is determined and documentation is prepared, **CC is to email the UCare Conversion Rate Request form** to carecoordinationreviews@ucare.org, noting all supporting documentation is ready for review in MnCHOICES.
 - 5. **Clinical Liaison (CL) review:**
 - CL to review documentation in MnCHOICES.
 - CL to approve or deny the EW Budget Exception Request form in MnCHOICES.
 - CL may contact CC for discussion.
 - Finalize **UCare Conversion Rate Request form** noting approval or denial of the Conversion Rate/EW Hospital High Needs Request and send to CC via secure email.
 - 6. **CC to obtain UCare approval** before finalizing support plan. Once approval is received, CC then submits the UCare Waiver Service Approval Form (WSAF) for authorization. CC to include approval with submission.
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Annual Approval

- Requests must be **renewed annually**.
 - CC to notify Clinical Liaisons via email that updated assessment, support plan, and cost details can be found in MnCHOICES for review.
 - Conversion budgets can be **adjusted by legislatively adopted rate increases**.
 - If initial conversion budget < max limit, lead agency may request increase within first 12 months (up to max limit).
 - After first year, **no increases allowed** except state-authorized case mix adjustments.
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Additional Information:

Overlap with other supports for people discharging from an institution:

- Community resources
- Informal supports
- Moving Home Minnesota ([MHM](#))
- [Complex transitions team](#)
- Relocation service coordination targeted case management ([RSC-TCM](#))
- [EW transitional services](#)

These programs and services support the person's transition to community from an institution.

EW high needs exception addresses ongoing/long-term needs for a member that cannot be met by available EW case mix cap/budget. The member must receive an assessment to continue or modify the exception.

The exception is to exceed the case mix budget cap amount; it does not allow for rate changes.

***Note: A member no longer qualifies for an exception when the member's needs can be met within standard Elderly Waiver budgets and rates.**

References

- CBSM - Elderly Waiver Conversion Rates
- CFSS Policy Manual
- MN Statutes § **256S.191 and 256B.85 subd. 7b**
- MnCHOICES Application