

HOME AND COMMUNITY-BASED SERVICES (HCBS)

# Provider Attestation Hardship Extension Request

Providers use this form to request an extension when they believe they will not be in compliance by Sept. 1, 2017, with HCBS requirements (as outlined in the [provider attestation form, DHS-7176](#)).

DHS only will approve extensions due to provider hardship, including (but not limited to) time needed to operationalize or board/legal approval needed. You will hear from DHS about the status of your extension request after Sept. 1, 2017.

If you have questions about this form, contact [hcbs.settings@state.mn.us](mailto:hcbs.settings@state.mn.us).

## Instructions

### To make an initial request

If you need to request an extension for items on the attestation form, complete the following (attach extra pages if you need more room for answers):

1. Click applicable checkbox(s) on this form for each standard you request an extension for
2. Enter the action steps/timeline each setting will take to fully comply
3. Save a copy of this form (you can delete the pages of categories you don't use, if you like)
4. Open the [attestation form \(DHS-7176\)](#)
5. Navigate to the last page
6. Select "attach required documents"
7. Select "add file"
8. Click "browse"
9. Navigate to where you saved this document
10. Select the file
11. Select "finish"
12. Assign this document as "extension form" in the drop-down list in the documents table
13. Submit the attestation (after you upload attachments).

### To complete process after making changes

After you make changes to the setting and it complies:

1. Open the [attestation form \(DHS-7176\)](#)
2. Select "update a submitted attestation"
3. Enter your license or HFID number
4. Enter your email number
5. Change applicable areas marked as "additional time needed/ hardship extension requested"
6. Attach supporting documentation for area(s) changed to comply
7. Select "submit attestation."

## Settings not eligible

Please note that the following categories of settings are not eligible for an extension:

- **15 and 16.** Settings identified as in or adjacent to an institution
- **17.** Settings identified as a farmstead/disability farm community, residential school or a gated community for people with disabilities.

## Your information (must match information on attestation form exactly)

PROVIDER AGENCY		LICENSING NUMBER OR HFID NUMBER	
CONTACT NAME		CONTACT PHONE NUMBER	
CONTACT EMAIL ADDRESS			

## Categories

### Residential

**1. Each person at the setting has a written lease or residency agreement in place providing protections to address eviction processes and appeals.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than 12/31/17)

**2. Each person at the setting has privacy in his/her sleeping or living unit including a lockable bedroom or front door.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**3. The setting facilitates that a person, who shares a bedroom, is with a roommate of his/her choice.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**4. The setting provides people with the freedom to furnish and decorate their bedroom and living unit within the terms of the lease or residency agreement.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**5. The setting provides people with the freedom and support to control their daily schedules including access to food at any time.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**6. The setting allows people to have visitors at any time.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.):

What action steps do you need to take to comply with this requirement?

What has the provider already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**7. The setting is physically accessible to the person.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**Day and residential**

**8. The setting provides opportunities for people to seek employment and work in competitive integrated settings, if desired.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**9. The setting provides people opportunities to access and engage in community life.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**10. The setting supports the person's control of personal resources (i.e., their money).**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**11. The setting ensures people’s rights to privacy.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**12. The setting ensures people’s dignity and respect.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**13. The setting ensures people’s freedom from coercion and restraint.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.).

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**14. The setting optimizes individual initiative, autonomy and independence in making life choices, including daily schedule and with whom to interact.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**Settings that may need to be further assessed**

**18. The setting is a residential home on the same street or adjoining to other homes that the provider owns and/or operates.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**19. The setting is designed to provide multiple types of services and activities onsite, including any two of the following: 1) Residential, 2) Day services, 3) Medical.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)

**20. The setting serves six or more people on the BI, CADI, CAC or DD waivers and 25 percent or more of the total setting capacity are people with disabilities younger than 55 years old.**

Why do you need an extension? Please explain your reason (e.g., need time to operationalize, need management board, legal approval, etc.)

What action steps do you need to take to comply with this requirement?

What have you already done to reach compliance before the Sept. 1, 2017 deadline?

**Date you will be in full compliance with this requirement** (must be no later than Dec. 31, 2017)