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The Resource -- November 2020

## Interim PCA Wage Increase

As you may have heard, an emergency 8.4% rate increase for PCA, Consumer Directed Community Supports (CDCS) and Consumer Support Grant (CSG) was signed by Governor Walz. This legislation also allows parents of minors and spouses to temporarily serve as PCA's. Even though the legislation has been signed, the changes still need to be approved by the Centers for Medicare & Medicaid Services (CMS).

Pending approval, the interim increase and allowance of paid parent and spouse PCAs would last for 9 weeks. The effective dates of this change are projected to be December 1<sup>st</sup>, 2020 – February 7<sup>th</sup>, 2021. If not approved by the first, the program would last 9 weeks from the actual start date. For example, a December 7<sup>th</sup> start would have a February 14<sup>th</sup> end. The implementation process and details are still being discussed among advocacy agencies at this time.

## DHS Background Study Fingerprinting Update

The Department of Human Services (DHS) has returned to conducting fingerprint-based background studies that meet all state and federal requirements effective October 21st 2020.

All workers who have had a background study from April 1st, 2020 to current will need another background study completed with fingerprints.

DHS has allowed up to 30 days for fingerprints to be completed and several of the fingerprint stations/locations are by appointment only. Please encourage your staff to complete their fingerprints as promptly as possible once they have been notified by MRCI.

MN DHS has compiled answers to frequently asked questions about the return to compliance. Click the button to the right to be taken to this resource.



[Return to Compliance  
FAQ](#)



## Happy Thanksgiving!

It's the perfect time of year to send our sincerest thanks for being a part of MRCI CDS.

May your Thanksgiving and all the days ahead be filled with happiness, joy and prosperity.

*See the block below for important calendar updates regarding the holiday season.*

## Holiday Calendar - Important Dates to Remember

As the holidays approach, MRCI would like to remind you of several deadlines.

### **Timesheets:**

Monday, November 23<sup>rd</sup> is the deadline for payroll instead of Tuesday, November 24<sup>th</sup>. ALL timesheets must be submitted by the end of the

day on November 23<sup>rd</sup> in order to be paid on



day on November 23<sup>rd</sup> in order to be paid on December 4<sup>th</sup>.

Monday, December 21<sup>st</sup> is the deadline for payroll instead of Tuesday, December 22<sup>nd</sup> due to the Holidays. ALL timesheets must be submitted by the end of the day on the December 21<sup>st</sup> in order to be paid on December 31<sup>st</sup>.

**Accounts Payable and Invoices:**

November: All claim reimbursement and vendor invoices must be submitted to MRCI by the end of Monday, November 23<sup>rd</sup> in order to be paid on the 27<sup>th</sup>. This is due to the Holidays.

December: All claim reimbursements and vendor invoices must be submitted to MRCI by the end of Monday, December 21<sup>st</sup> in order to be paid on December 24<sup>th</sup> due to the holidays. All claims submitted after December 21<sup>st</sup> will not be paid until Friday, January 8<sup>th</sup>, 2021.

Nov-20						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26**	27	28
29	30					

\*Deadline 11/23 has been adjusted due to Holiday

Dec-20						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

\*Deadline 12/21 has been adjusted due to Holiday

- Due Dates for Payroll Information
- Pay Day
- C - MRCI Closed
- \*\* - CDCS, CSG and PCA Choice workers will be paid holiday pay per union contract.

MRCI will mail you the 2021 payroll calendar in November. You can also download the digital version by clicking the button on the right.

2021 Payroll Calendar

## Satisfaction Survey



### It's time to tell us how we did in 2020!

Each year, MRCI CDS conducts a satisfaction survey to allow our families to provide feedback on the service we have provided over the past year.

To take the survey, click the button below. It only takes a few minutes to complete and is extremely helpful in determining how to best support you.

The survey will be sent to all client representatives for whom we have email addresses. It is the same survey as below, and you only need to take it once.

## Burnsville Location Open

MRCI CDS has opened an additional location at 3000 Country Rd 42 West Suite 101 Burnsville, MN.

We look forward to serving our current and future families from this convenient location right off Eagan Dr and County Road 42.



## Thank You Veterans

November 11th, 2020 is Veterans Day, and we want to take a moment to show our appreciation and gratitude to the men and women that have served our country for generations, and those still serving.

**Thank You Veterans.**

You can learn more about our programs for veterans [on our website](#).

## Reminders

### Future Communications

All of our mass communications will be going paperless in 2021. [Contact us](#) to make sure we have your correct email address

### Electronic Visit Verification (EVV)

Call our office at 800-829-7110 to sign up. More info can be found at the [Minnesota DHS Website](#), or in Applied Self-Direction's [EVV FAQ](#).

### Sign up for online paystubs on ADP

[View the instructions](#) for signing up for online paystubs, and make the change on [ADP Self-Service](#).



## 2020 Training Schedule

Each year MRCI is required to assign training to all workers under the 245D programs of **Personal**



**Support, Respite, and now Homemaker.** Below is the calendar of when the training will be assigned.

Training is assigned in the beginning of the month and is due by the last day of the month. If your worker **does not** complete the training they will be temporarily suspended and not able to clock in or out through the app, or be paid for the time worked until complete.

If you have questions regarding the completion of the training you can connect with our program staff at 800-829-7110.

**Month:**

November

**Subjects:**

Corporate Compliance (Anti-Fraud)

**Homemaker Staff Under the 245D Programs:** MRCI now is including the Positive Support Rule training annually. The training has been assigned, please log in and complete by the end of November.



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MRCI is one of Minnesota's largest human service non-profit organizations providing meaningful opportunities for individuals with disabilities or special needs to remain in their homes.

Visit our website at [www.MRCICDS.org](http://www.MRCICDS.org)

Reach us by phone at 800.829.7110

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