

# Hyperlinks Guide: How to apply for a home and community-based services (HCBS) license under Minn. Stat. 245D

## What services are included under 245D?

- [Licensing for Home and Community-Based Services – 245D Providers](#)
  - 245D services are listed on this webpage under the headers “Basic support services” and “Intensive support services.”
  - You can also find samples of self-monitoring checklists on this webpage.

## Deciding which services to provide

- [Home and Community-Based Services \(HCBS\) Waiver Services](#)
  - Scroll to the chart on that webpage where you will find links to each service description page.
- [HCBS basic services sample policies](#)
- [HCBS intensive services sample policies](#)

## Pre-qualifications you need before you can apply for a 245D license

- [Minn. Stat. 245D.081](#)
- [Designated Coordinator and Designated Manager Verification Form](#)
- [Minn. Stat. 245D.09 Staffing Standards](#)
- [Minn. Stat. 245D.06 Protection Standards](#)
- [Minn. Stat. 245A.65 Maltreatment of Vulnerable Adults](#)
- [Minn. Stat. 260E Reporting of Maltreatment of Minors](#)
- [Minn. Rule 9544.0090 Positive Support Rule Staff Qualifications and Training](#)
- [Self-Monitoring Checklist: Staff Qualifications, Orientation, and Training, DHS-7652K \(PDF\)](#)
- [DirectCourse: College of Direct Support](#)
- [Using the College of Direct Support to Meet the MN DHS 245D Training Requirements](#)

## Steps to take before applying for a 245D license

- [How to Register Your Business](#) or [Register a Minnesota Nonprofit Corporation](#)
- [Applicant and License Holder Notarized Signature Form](#)
  - For this form, if you are applying as a business/nonprofit, make sure the “license holder name” matches your registered business/nonprofit name and MN tax ID number. If you are applying as an individual, use your full legal name and your social security number for your tax ID number.
- [Minn. Stat. 245A.02, subdivision 5a](#)
- [Minn. Stat. 256B.04, subdivision 21, paragraph \(g\)](#)
- [Grievance policy and procedures](#)
- [Temporary service suspension policy and procedures](#)
- [Service termination policy and procedures](#)

- Emergency use of manual restraint policy
  - Choose one of the two policy options:
    - [Emergency manual restraint allowed](#)
    - [Emergency manual restraint not allowed](#)
  - When considering the emergency manual restraint policy, it might be helpful to know that emergency manual restraint is permitted in limited circumstances under Minn. Stat. 245D. For example, it might be needed when a person unexpectedly attempts self-injury or runs into traffic. Calling 911 is a common substitute for emergency manual restraint, but sometimes the person might need intervention more quickly to maintain safety or may be fearful of law enforcement. Use of emergency manual restraint that follows 245D and Minn. Rule 9544 guidelines will not negatively impact your licensure. If you use emergency manual restraint, a DHS representative will be available for technical assistance if needed to help prevent future incidents.
- [Drug and alcohol policy](#)
- [Maltreatment of vulnerable adults mandated reporting policy](#)
- [Maltreatment of minors mandated reporting](#)
- [Certificate of compliance Minnesota worker's compensation law](#)
  - Include your policy information, or indicate why you are exempt from the requirement.
- Minnesota Secretary of State business filing documentation
  - This document is required for non-individual license holders only.

## Register for the HCBS and Alternative Care Provider Training 101

- You must have or [request a unique key](#) to access the learning courses offered through Trainlink.
- Once you have a unique key:
  - Go to the [Trainlink](#) homepage.
  - Under **Learning Centers**, select **Disability Services**
  - Sign on with your unique key.
  - Select **Find a Course** and search for “Waiver Provider 101” in the search field.
  - For questions about Trainlink, email the [DSD Learning Team](#).

## How to apply for a 245D license

[DHS Licensing Division Electronic Licensing Management System \(ELMS\)](#)

## General overview of some expectations of 245D license holders

- [DHS person-centered practices webpage](#)
- [DHS positive supports webpage](#)

## Contact information

- [Minnesota DHS Licensing Division Contacts Webpage](#)
- HCBS Help Desk: 651-431-6624