



**Ramsey County Community Human Services  
Relocation Service Coordination (RSC)  
160 East Kellogg Blvd.  
St. Paul, MN 55101**

**Intake: 651-266-3613**

### **What is Relocation Service Coordination?**

Relocation Service Coordination is a type of targeted case management for people currently residing in eligible institutions who want to move into the community. Relocation Service Coordination helps people plan and arrange for the services and supports they need to live in the community.

### **Who is eligible for Relocation Service Coordination?**

Persons, who reside in an eligible institution, choose to relocate to a community setting and are eligible for Medical Assistance, are eligible for Relocation Service Coordination. Persons must be opened to Medical Assistance at the time Relocation Service Coordination is delivered.

Eligible institutions are defined as nursing facilities, certified boarding care facilities, Intermediate Care Facilities for Persons with Mental Retardation or Related Conditions, hospitals and regional treatment centers providing inpatient services to persons currently receiving Medical Assistance.

### **What services are covered under Relocation Service Coordination?**

- Development and review of an individual relocation plan
- Communication with all parties necessary for the implementation of the plan
- Coordination of referrals to ensure access to medical, social and other related services and supports
- Coordination and monitoring of the implementation of the plan and service delivery
- Coordination with the institution discharge planner
- Travel and documentation necessary to develop and implement the plan

### **How do people get Relocation Service Coordination?**

If a person chooses to move out of an institution, they or someone acting on their behalf must first make the request in writing to their county of financial responsibility. The county of financial responsibility is typically the county where the person lives. The option to request Relocation Service Coordination is also part of the Long-Term Care Consultation (LTCC) that must be provided to everyone under the age of 65 years who lives in a nursing facility.

### **Who can provide Relocation Service Coordination?**

The county of financial responsibility must assign a case manager to visit the person within 20 working days. If it is not practical for the county of financial responsibility to provide Relocation Service Coordination, the county may coordinate with a different county or sub-contract with another vendor to provide the service.

**For more information call 651-266-3613.**