

## Round 4 through August 2022 Case File Compliance Dashboard

REQUIRED ITEMS	TOTAL	AC	EW	CAC	DD	BI	CADI
<b>Total Cases Reviewed</b>	<b>5322</b>	<b>587</b>	<b>1148</b>	<b>332</b>	<b>1332</b>	<b>424</b>	<b>1499</b>
Documentation that face to face visits with the person has occurred within the required timelines for each HCBS program.	99%	100%	100%	98%	97%	98%	99%
Current Assessment - LTCC (DHS-3428), DD (DHS-3067) or MnCHOICES Assessment.	99%	100%	100%	100%	99%	100%	99%
DD screening document is signed/dated by all required parties or a MnCHOICES Assessment is completed annually.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ICF/DD Related Conditions Checklist (DHS-3848) is completed annually for a person with a related condition.	78%	N/A	N/A	N/A	78%	N/A	N/A
A current AC Program Client Disclosure Form (DHS-3548) is completed annually.	N/A	99%	N/A	N/A	N/A	N/A	N/A
A current AC Program Eligibility Worksheet (DHS 2360/A) is completed annually.	N/A	99%	N/A	N/A	N/A	N/A	N/A
Documents are signed correctly when a person has a public guardian.	96%	N/A	100%	75%	98%	94%	96%
Documentation that a person received Right to Appeal information in the last year.	99%	99%	99%	99%	99%	99%	99%
LTSS Assessment and Program Information and Signature Page is completed and signed annually by the person.	95%	97%	94%	95%	97%	95%	95%
Timelines between assessment and support plan have been met.	70%	76%	78%	71%	65%	62%	69%
The support plan (ISP, CSSP, etc.) was completed in the last year.	96%	97%	98%	95%	96%	95%	96%
The current support plan was signed by all required parties.	96%	97%	98%	95%	96%	95%	96%
The person's outcomes and goals are documented in the person's support plan.	96%	96%	97%	95%	96%	95%	96%
The needs that were identified in the assessment/screening process are documented in the support plan.	81%	81%	70%	82%	83%	85%	84%
A person's health and safety concerns are documented in their support plan.	96%	96%	97%	95%	95%	94%	96%
**Natural supports and/or services are included in the support plan.	96%	96%	98%	95%	96%	95%	96%
Risks are identified in the support plan, and it includes a plan to reduce any risks.	96%	96%	97%	95%	95%	94%	95%
The services a person is receiving are documented in the support plan.	96%	96%	97%	95%	95%	95%	96%

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Service details are included in the support plan (frequency, type, cost, and name).	92%	94%	93%	92%	88%	91%	93%
An emergency back-up plan has been completed within the last year.	99%	99%	99%	98%	98%	98%	99%
The person acknowledges choices in the support planning process, including choices in community settings, services, and providers.	96%	96%	97%	94%	95%	94%	95%
Provider Signatures were requested or evidenced as part of the support planning process.	90%	87%	89%	80%	93%	87%	90%
**For those who chose a different living arrangement than their current living arrangement, a plan is in place on how to help the person move to their preferred setting.	98%	94%	98%	100%	99%	93%	98%
**Information on competitive employment opportunities is provided to people annually.	100%	N/A	N/A	100%	100%	100%	100%
**The person was provided information to make an informed decision about employment.	98%	N/A	N/A	98%	99%	98%	98%
**The person was offered experiences to help them make an informed decision about employment.	98%	N/A	N/A	98%	98%	98%	99%
**A decision about employment has been documented.	99%	N/A	N/A	98%	99%	99%	99%
Support Plan Developed using Person Centered Planning elements (9 of the 12 following measures are present).	94%	94%	95%	92%	95%	93%	95%
The support plan includes details about what is important to the person.	96%	97%	97%	95%	96%	95%	96%
The person's strengths are included in the support plan.	86%	86%	78%	89%	89%	88%	87%
The support plan describes goals or skills that are related to the person's preferences.	94%	95%	93%	93%	93%	94%	94%
The support plan incorporates other health concerns eg; mental, chemical, chronic medical.	96%	96%	97%	95%	95%	93%	96%
The support plan includes a global statement about the person's dreams and aspirations.	75%	80%	59%	77%	74%	82%	85%
The support plan identifies who is responsible for monitoring implementation of the plan.	84%	82%	88%	79%	83%	81%	84%
Action steps describing what needs to be done to achieve goals or skills are documented.	98%	99%	98%	96%	99%	98%	99%
The person's current rituals and routines (quality, predictability, and preferences) are described.	79%	75%	79%	72%	84%	83%	76%
Social, leisure, or religious activities the person wants to participate in are described.	99%	99%	99%	100%	99%	100%	99%
The person's preferred work activities are identified.	99%	N/A	N/A	98%	99%	99%	99%

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The person's preferred living setting is identified.	100%	100%	100%	100%	99%	100%	100%
Opportunities for choice in the current environment are described.	99%	100%	99%	99%	99%	100%	100%
Support Plan was developed using person centered record keeping and documentation (All 7 of the following measures are present).	87%	90%	90%	83%	86%	84%	87%
The support plan is written in plain language.	96%	95%	96%	94%	96%	95%	95%
The support plan records the alternative home and community-based services that were considered by the person.	97%	98%	98%	95%	98%	96%	97%
The support plan includes strategies for solving conflict or disagreement within the process.	96%	96%	97%	95%	96%	95%	96%
The support plan includes a method for the individual to request updates to the plan.	96%	96%	98%	95%	96%	95%	96%
The person's level of involvement in the planning process is described.	100%	100%	100%	100%	100%	100%	100%
Documentation that the plan was distributed to the individual.	89%	91%	92%	85%	87%	84%	90%
Documentation that the plan was distributed to other people involved.	96%	97%	96%	92%	97%	96%	95%
**My Move Plan present for individuals that moved in the past year.	80%	83%	73%	77%	77%	90%	82%

**Key:**

**\*Not requiring Corrective Action Planning at this time**

**\*\*Measure is part of the overall category of: Support Plan Developed Using Person Centered Planning**

**\*\*\*Measure is part of the overall category of: Support Plan Developed Using Person Centered Record Keeping**

**N/A - No case files reviewed that reflected particular measure**

**A green shaded box indicates full compliance**

**An orange shaded box indicates a corrective action has been issued**

**A yellow shaded box indicates measure is below the level for compliance but no individual corrective action has been issued.**