

## Waseca County Human Services/Public Health

Corrective Action Response for Waiver Review Initiative: June 9, 2014

***Corrective Action Requirement: Beginning immediately, ensure that LTC screenings for CCB programs occur within 20 days of referral.***

RESPONSE: Training was completed on the requirement of completing the LTCC within 20 days of referral. Screening requests for CAC, CADI, and BI services will be entered into SSIS by Human Services Agency intake worker to facilitate date tracking and case assignment. This training was completed with the Human Services staff on 4/16/14.

***Corrective Action Requirement: Beginning immediately, ensure that each participant case file includes signed documentation that participants have given informed consent to release private information.***

RESPONSE: Training was completed on the requirement of having signed documentation of informed consent to release private information completed annually. Forms will be included in the screening packets used to complete both initial assessments and annual reassessments. This training was completed with Public Health staff on 3/31/14 and with Human Services staff on 4/16/14.

***Corrective Action Requirement: Beginning immediately, include a back-up plan in the care plan of all DD program participants.***

RESPONSE: Training was completed on the requirement to include a back-up plan in the care plan of all DD program participants. The back-up plan from Briefcase documents will be completed and attached to all ISPs. This training was completed with the Human Services staff on 4/16/14.