

Minnesota Department of Human Services Waiver Review Initiative

Clearwater County Corrective Action Plan

Date Completed: November 13, 2013

Completed By: Sandy Comer-Moen, Social Services Supervisor

Correction Required: Beginning immediately, ensure that LTC screenings for CCB program occur within required time frames.

Corrective Action Plan:

***Supervisor and waiver staff will review required timelines as stated in MN Statute 256B.0911**

***Supervisor, with the assistance of support staff, will monitor newly assigned assessments to ensure compliance**

***Assessment staff will report back to Supervisor when new assessments are scheduled and completed**

***Corrective Action Plan will be reviewed at Waiver Team Meetings until compliance issues have been addressed**

Correction Required: Beginning immediately, ensure that all future case plan development is completed within fifty (50) days of the assessment or reassessment date for all waiver programs.

Correction Action Plan:

***Support staff will notify case management staff and Supervisor of upcoming reassessments at least one month prior to annual due date**

***Waiver staff will schedule reassessments at least 20 days prior to required annual date to accommodate scheduling and allow time to complete case plans**

***Supervisor and waiver team will review required timelines and Corrective Action Plan**

***Supervisor will monitor compliance by completing case file reviews**

Correction Required: Beginning immediately, ensure that all care plans included information documenting participant's specific need for 24-hour supervision for all EW participants using customized living services

Correction Action Plan:

***Supervisor and CL waiver team staff met to discuss placement of 24-hour supervision documentation in Fee for Service and Managed Care case plans.**

***Case Managers will review DHS Bulletins on 24 hour CL supervision requirements**

***Case Managers will document need for 24 hour supervision in case plans**

***Supervisor will monitor compliance by completing case file reviews**

Correction Required: Beginning immediately, ensure that all DD cases have a full-team screening document fully completed within the required time frames that includes the two required signatures and dates

Correction Action Plan:

- *Case Management staff will review CBS Manual and DD Screening Codebook to refresh understanding of timelines and DD screening document**
- *Support staff will notify case management staff and Supervisor of upcoming reassessments at least one month prior to annual due date to accommodate scheduling needs**
- *Case Managers will complete full-team screening document thoroughly to include required signatures**
- *Supervisor will monitor compliance by completing case file reviews**

Correction Required: Beginning immediately, ensure that all participants have an individual care plan that is signed and dated by the appropriate parties within the past year included in their case file.

Correction Action Plan:

- *Support staff will assist case management staff monitor case plan due dates**
- *Case management staff will complete and finalize care plans within required timelines**
- *Case management staff will schedule visits 20 days prior to the annual due date to accommodate scheduling and allow time for signatures**
- *Supervisor will monitor compliance by completing case file reviews**

Correction Required: Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit.

Correction Action Plan:

- *Clearwater County Department of Human Services submitted the Case File Compliance Worksheet on October 9th, 2013**