

**Crow Wing County
Corrective Action for Waiver Review Initiative**

1. **Beginning immediately, ensure that LTC screenings for EW and AC programs occur within 20 days of referral.**

Action Plan: Crow Wing County had discovered that when personnel was entering the LTCC screening they were not changing the auto fill referral date therefore if there had been a prior referral date it was being auto filled with that date. Of the samples we received, we discovered they were done within 10 working days had it not been for the auto fill of a previous screening date the samples would be in compliance. Crow Wing County Accounting Department has met with LTCC staff to review the MMIS field to ensure that referral dates are accurately documented. The staff that enter their own screening documents into MMIS have been trained to manually fill the referral date field. LTCC Screenings will be completed within 20 day timeline.

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

Action Plan: Crow Wing County Community Services has established a standardized policy and procedure that ensures all customers are informed of the Federal Medical Disclosure laws, State Privacy laws and Right to Appeal on an annual basis and signed acknowledgement of same are maintained annually and updated by the Department. This policy has been written and approved and will be implemented on February 19th. The HIPPA, State Privacy Practice and Right to Appeal Notification has been condensed to one form and acknowledgement of customer receipt has been incorporated on the Release of Information which is reviewed and signed annually and kept in the participants file.

3. **Beginning immediately, ensure that each participant case file includes signed documentation that participants have been informed of the county's privacy practices in accordance with HIPAA on an annual basis.**

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4. **Beginning immediately, ensure that each participant case file includes signed documentation that participants have been informed of their right to appeal on an annual basis.**

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5. **Beginning immediately, ensure that care plans for HCBS participants in all programs include the required documentation of participant outcomes and goals.**

Action Plan: Crow Wing County no longer uses the Care Plan for Alternative Care Waiver. Crow Wing County now utilizes the DHS Care Plan template for all AC recipients that include participant outcomes and goals.

Although this was not a Corrective Action, Crow Wing County through its restructuring of Community Services has an Employment and Economic Division with emphasis on gainful employment for all citizens in Crow Wing County. As part of this, we look forward to improving community employment opportunities for individuals with disabilities.