

Waiver Review – Corrective Action Plan
Brown County
2/27/2015

Corrective Action:

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. It is required that all HCBS participants have completed documentation of their informed right to appeal in the case file. Nine out of the 10 CADI cases and six out of ten BI cases did not have documentation in the case file showing that participants had been informed of their right to appeal.

Resolution:

Our South Country Health Alliance Care Plans, the DHS CAC plan and our Individual Service Plans (ISP's) for DD clients have the notification of appeal rights within the care plan signed by consumers each year. Case Managers for CADI and BI consumers use the LTCC Community Support Plan (DHS 2925) which does not have this information included. We have now developed a separate "Appeal Information" form with required signature that is put in all of our packets for CADI and BI consumers. The case manager uses the packet to ensure they are completing all required paperwork at the time of assessment and reassessment.

Corrective Action:

Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit. Although it does not require Brown County to submit a Correction Action plan on this item, a prompt response to this item is required. The Case File Compliance Worksheet, which was given to the County, provides detailed information on areas found to be non-compliant for each participant case file reviewed. This report required follow up on 18 cases

Resolution:

The case file compliance worksheet was submitted to DHS on 12/1/2014 and on 12/30/2014 we received an email indicating that all cases reviewed during the site visit are now fully compliant.

Corrective Action:

Submit the Non-Enrolled Vendors Compliance Worksheet(s) within 60 days of the Waiver Review Team's site visit. Although it does not require Brown County to submit a Correction Action plan on this item, a prompt response to this item is required. The Non-Enrolled Vendors Compliance Worksheet(s), which was given to the lead agency, provides detailed information on areas found to be non-compliant for each participant claim reviewed. This report required follow up on 15 cases.

Resolution:

Our non-enrolled vendors compliance worksheet was also submitted on December 1, 2014 to DHS.

Respectfully Submitted,

Barb Dietz, LSW
Adult Social Service Supervisor
Brown County