

# **Sibley County**

**Minnesota Department of Human Services**

**Waiver Review Initiative**

**Waiver Review Site Visit: October 2014**

**Report Issued: January 2015**

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## **Corrective Action Plan Responses**

**Submitted February 4, 2015**

**1. Beginning immediately, ensure that LTC screenings for the EW/AC programs occur within 20 days of referral.** As of August 1, 2012, MN Statute 256B.0911 requires that LTCC assessments be conducted within 20 days of the request. Sixty-four percent (or seven out of 11 assessments) for new EW/AC participants occurred within this timeframe. When at least 80% of screenings are occurring within this timeframe, it is considered evidence of a compliant practice.

**County Response:** Sibley County was without any case managers in the AC/EW program for a period of time. We are now fully staffed and will ensure that screenings will occur within the 20 days of referral. We have also seen instances where we have to rescreen individuals before financial eligibility can be established. When subsequent screenings are entered into MMIS, the system auto-fills the referral date back to the original referral date. If the date is not manually changed to the new referral date it appears that the screening is past the 20 day timeframe. If the assessment is delayed due to individual choice, this will be clearly documented in case notes the reason for the delay.

**2. Beginning immediately, case managers must conduct face-to-face visits with participants as required in the federally approved DHS waiver plans.** CAC and CADI waiver participants must have a documented face-to-face visit by the case manager two times a year. However, one out of 2 CAC cases and one out of 10 CADI cases had case manager visits less frequently than on a biannual basis. In addition DD waiver participants must have a documented face-to-face visit by the case manager every six months. However, two out of 10 DD cases did not meet this requirement.

**County Response:** Beginning immediately Sibley County will ensure that waiver participants will receive the required number of face-to-face visits as outlined in the federally approved MNDHS waiver plans. Sibley County has had an almost 90% turnover rate in our waiver case management staff. We are now fully staffed and case managers have been or are in the process of being trained in these requirements. We have also hired a case aide to assist case management staff in meeting the requirements of the waiver programs.

**3. Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's visit.** Although it does not require Sibley County to submit a Corrective action plan on this item, a prompt response is required.

**County Response:** Sibley County has submitted our completed compliance report to Improve Group and to DHS.

**4. Submit the Non-Enrolled Vendors Compliance Worksheet within 60 days of the Waiver Review Team's visit.** Although it does not require Sibley County to submit a Corrective action plan on this item, a prompt response is required.

**County Response:** Sibley County has submitted information regarding our non-enrolled vendor compliance and we are continuing work to address the issues for this claim.

Respectfully submitted by:

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Sibley County Social Services Supervisor

February 4<sup>th</sup>, 2015