Home and Community-Based Services
Lead Agency Review Corrective Action Plan

Report for: Meeker County
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Meeker County response to HCBS Lead Agency Review

In October 2018 the Minnesota Department of Human Services (DHS) conducted a site visit to Meeker County to evaluate its Home and Community Based Service (HCBS) programs for the Lead Agency Review. This review examines how HCBS waivers are being used to meet the needs of community members, monitors compliance with federal and state requirements, and promotes collaboration between lead agencies and DHS.

The review process identified areas of non-compliance, which has required this lead agency to implement changes for remediation. The lead agency’s response must address all corrective actions identified in the report, and may address the recommendations outlined in the report. Reports can be found on the DHS HCBS Lead Agency Review website.

Corrective Actions

Corrective actions are issued when it is determined that a pattern of noncompliance exists regarding one or more HCBS program requirements. A corrective action plan must be developed and submitted to DHS, outlining how the lead agency will bring all items into full compliance. The following are areas in which Meeker County will be required to take corrective action.

Table 1: Lead Agency response to corrective action(s)

<table>
<thead>
<tr>
<th>Corrective Action</th>
<th>Lead Agency Response</th>
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</thead>
<tbody>
<tr>
<td>The needs that were identified in the assessment/screening process are documented in the support plan.</td>
<td>Results of the Lead Agency Review have been discussed with HCBS staff. Support Plans found to be noncompliant during the review process were remediated and remediation dates were submitted to the DHS Review Team. Statutory requirements for support plans were reviewed with Assessors and Case Managers to assure compliance with MN Statute requirements. Case Managers will work with the person and the IDT to incorporate identified needs in the support plan, providing a description of individual’s needs in the support plan annually. Case managers working with managed care will address identified needs in the care plan under supports and services, ADL, IADL sections, or detailed on service agreements. Internal auditing/review will ensure that all documented needs from the assessment are incorporated into the support plan. Staff will continue to attend training opportunities provided by DHS and other sources, as applicable.</td>
</tr>
</tbody>
</table>
Corrective Action | Lead Agency Response
--- | ---
Service details are included in the support plan. Service details include: provider name, type, frequency, and cost. | Results of the Lead Agency Review have been discussed with HCBS staff. Support Plans found to be noncompliant during the review process were remediated and remediation dates were submitted to the DHS Review Team. Statutory requirements for support plans were reviewed with Assessors and Case Managers to assure compliance with MN Statute requirements. Staff will provide service details for all the HCBS services an individual is receiving in the support plan annually. Case managers will monitor and update if services are modified. Case managers working with managed care will list service details on the service agreement or incorporate into the managed care plan. Internal auditing/review will ensure that all service details are incorporated into the support plan. Staff will continue to attend training opportunities provided by DHS and other sources, as applicable.

**Recommendations**

Recommendations are developed by the Lead Agency Review Team, and are intended to prompt improvements in the lead agency’s administration of HCBS programs. The following recommendations could benefit Meeker County and people who receive services.

**Table 2: Lead Agency response to recommendation(s)**

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Lead Agency Response (Optional)</th>
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<tbody>
<tr>
<td>Expand opportunities for people to use of Consumer Directed Community Supports (CDCS) in Meeker County.</td>
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<td>Continue to work with providers and neighboring counties to develop services that support people to seek meaningful roles and relationships in their communities.</td>
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<td>Continue efforts to establish person centered practices throughout Meeker County, including supporting case managers in person centered systems changes.</td>
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<tr>
<td>Recommendation</td>
<td>Lead Agency Response (Optional)</td>
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<tr>
<td>--------------------------------------------------------------------------------</td>
<td>---------------------------------</td>
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<tr>
<td>Enhance practices to support case managers and manage ongoing compliance with program requirements.</td>
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</table>

**Additional comments**

Meeker County appreciates the recommendations and feedback provided by the waiver review team. We will continue to work with individuals in Meeker County to both expand opportunities for service development and provide education on all services available to consumers. We continue to explore ways to expand our person centered practices, offering staff education and training and enhancing and developing internal process and procedures.