In October 2015, the Minnesota Department of Human Services (DHS) conducted a site visit to Mille Lacs 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.

For accessible formats of this publication or assistance with additional equal access to human services, write to dhs.leadagencyreviewteam@state.mn.us, call 800-327-3529, or use your preferred relay service.
Complete LTCC MN Choices assessments within 20 days of referral.

Management will review MN Statute 2568.0911 with all waiver staff regarding the requirement that assessments be conducted within 20 days of the request. Staff will notify the Unit Supervisor of situations in which the 20 day timeline is not able to be met. If the reason for such delay is due to the requesting participant's schedule and/or demands; staff will close the assessment workgroup (noting reason for such) and request the individual contact the agency closer to their date of availability. If the reason for such delay is due to staff unavailability, the supervisor may re-assign if available worker is an option. If staff are still unable to assess the participant within the 20 day timeframe, the reason for the late assessment will be documented. Staff will also be trained to note that the referral date auto fills in MMIS if a previous screening document has been entered and to ensure that the correct referral date is entered for all screening dates. LTCC assessments will be randomly audited, monthly, to ensure they are conducted within 20 days of the request.

Conduct face to face visits in accordance with program requirements.

Management will review and provide training to all waiver staff regarding the requirement to have at least two face-to-face contacts with each waiver recipient within the year, and MN Rule 9525.0024 further requires the case manager conduct a monitoring visit on at least a semiannual basis. This agency will monitor this requirement by conducting periodic case reviews and documenting compliance via a current case review form.

Include details about the person's services in the support plan.

Management will review and provide training to all waiver staff regarding the requirements for MN Statute 2568.0915 and 2568.092, to include service provider name, service type, service frequency and service cost (unit amount, monthly cost, and annual cost). This information will be included in and provided to the clients via one of the following applicable formats; the CADI care plan, ISP, CDCS plan, Blue Plus care plan, CSP, or CSSP. This agency will monitor this requirement by conducting periodic case reviews and documenting compliance via a current case review form.
Include information about health and safety in the support plan.

Management will review and provide training to all waiver staff regarding the requirements of MN Statute 256B.092 which requires recipients to have a coordinated service and support plan which reasonably ensures the health and welfare of the person. This agency will monitor this requirement by conducting periodic case reviews and documenting compliance via a current case review form.

**Required Remediation:**

On 11/30/15, Mille Lacs County emailed the completed Case File Compliance Worksheets as requested.

Respectfully Submitted,

Char Kohlgraf, MSW, LISW
Disability Services Supervisor

Date: 1/4/16