

In June 2016, the Minnesota Department of Human Services (DHS) conducted a site visit to Otter Tail 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.

Home and Community Based Services Lead Agency Review Corrective Action Plan

Lead Agency: **Otter Tail County**

Table 1. Lead agency response(s) to corrective action(s)

Corrective Action	Lead Agency response
Include details about the person's services in the support plan.	All disability waiver case managers will consistently use DHS 6791B as their services and support plan. This form includes all details including cost of services.
Complete DD assessments within 20 days of referral.	The Otter Tail County MnChoices assessment team process for Developmental Disabilities (DD) or Related Conditions (RC) (RULE 185) process guidelines with MnCHOICES has been updated. Persons requesting access to DD services are simultaneously assessed via MnChoices by a certified assessor and a determination by a Qualified Developmental Disabilities Professional (QDDP) that the person meets diagnostic criteria of having a developmental disability or related condition is done.
Ensure that current DD screening documents are signed and dated by all required parties.	All DD case management staff have been educated that they need to sign as both the case manager and QDDP on the DD screening documents.

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