

Home and Community Based Services Lead Agency Review

Corrective Action Plan

Lead Agency: **Washington County**

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

Corrective Action	Lead Agency response
1. The support plan (ISP, CSSP, etc.) was completed in the last year.	CSSP/ISP plans will be completed and signed by the person/guardian within the required time lines. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
2. The current support plan was signed by all required parties	The CSSP/ISP will be completed and signed by all required parties within the required time lines. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
3. The person acknowledges choices in the support planning process, including choices in community settings, services, and providers.	All questions on the CSSP regarding choice of community long-term services, supports and providers will be answered. Case managers for developmental disabilities will talk about choice with the person and document in the ISP and/or Quality Assurance Visit (QAV). The QAV completed by the case manager will assure the questions on the consumer identified choices and preferences form are answered by the person. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
4. The person's outcomes and goals are documented in the person's support plan.	Outcomes and goals will be documented in the person's support plan. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
5. The needs that were identified in the assessment/screening process are documented in the support plan.	Needs identified in the assessment/screening process will be documented in the support plan. Implementation as a First Launch agency of the MnCHOICES support plan will improve this process. As developmental disabilities is transitioning into MnCHOICES, case managers using legacy screening documents will document needs identified in the assessment/screening process in the ISP. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
6. A person's health and safety concerns are documented in their support plan.	Health and Safety concerns will be documented in the CSP or ISP. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
7. The services a person is receiving are documented in the support plan	All services/need areas identified in the CSP will be addressed in the CSSP. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
8. Service details are included in the support plan (frequency, type, cost, and name).	Frequency, type, cost and name of services will be included in the CSSP. For those in developmental disabilities who continue to have an ISP, copies of the RMS or service agreement will be given to the person/guardian.

Corrective Action	Lead Agency response
	Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
9. Information on competitive employment opportunities is provided to people (aged 16 to 64) annually	The Consumer Identified Choices & Preferences form regarding vocational interests and community inclusion will be completed for all persons under age 65 including the CAC waiver. At QAV, competitive employment information and opportunities will be given for those over the age of 16. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
10. An emergency back-up plan has been completed within the last year	An emergency back-up plan will be completed in the CSSP or the Customized Living tool/plan within the last year. For those in developmental disabilities who continue to have an ISP or CDCS plan, the DHS emergency backup plan form will be completed. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
11. Written community support plan is completed within required timelines following an assessment or reassessment	The CSP/CSSP plans will be completed and signed by the person/guardian within the required timelines. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks.
12. Documentation that a person received Right to Appeal information in the last year.	Documentation that a person received Right to Appeal Information in the last year will be ensured by the completion of DHS 2727 Long-Term Services and Supports Assessment and Program Information and Signature Form. For those in developmental disabilities who continue to have an ISP or CDCS plan, case managers will give a copy of DHS 1941 Your Appeal Rights to the person/guardian when the ISP is completed. A signed copy will be placed in the person's file. This will continue until the person has been transitioned to MnCHOICES and a CSSP. Supervisor, lead worker and peer reviews will monitor compliance in CaseWorks
13. Complete LTSS MnCHOICES assessments within 20 days of referral	Washington County Intake supervisor will track internal spreadsheet to assure assessments are completed within 20 days of the person's request being accepted. Continued training on assessment dates and outcomes in MMIS will be provided to initial assessors.

Table 2. Lead agency response(s) to recommendations (optional)

Recommendation	Lead Agency response
<p>Seek out person-centered training for all staff and work towards becoming a person-centered agency.</p>	<p>Washington County is currently in the process of applying for the <u>Alternatives to Corporate Foster Care and Community Residential Settings for People With Disabilities</u> grant. With this grant we hope to focus on a person centered philosophy in moving individuals into more independent settings. This would include developing a curriculum and training for case managers across Community Services. If we are unable to access the grant we will continue to pursue this response and attempt to access funds through additional resources.</p> <p>Washington County will continue to access DHS/Institute on Community Integration sponsored person-centered training as it becomes available for new and existing staff.</p>
<p>Work with local vocational providers, schools, and families to increase community-based competitive employment opportunities for people on the DD and CCB waivers.</p>	<p>Washington County will continue to participate in the Metro County/State collaborative efforts to reduce the use of center based programs and increase competitive employment in the community. Dialog with providers will expand to include discussion of best practices and progress in competitive employment; this will involve implementing ongoing provider meetings. Contracts with employment providers will now have goals for competitive employment. Funding for school aged children will increase to assist in gaining experience in community employment.</p>
<p>Enhance internal systems and practices as a means to increase support for case management staff.</p>	<p>Washington County will review their internal system for efficiencies and realign resources if needed. Additional support will be pursued as appropriate.</p>
<p>Use reserves in the DD budget to add people currently on the waiting list to the DD waiver program.</p>	<p>Washington County was recently approved for an additional seventy DD waiver slots and is in the process of reducing/eliminating the waiting list by assisting those who have a current need/desire to access waived services.</p>

Additional comments (optional)

Type additional comments here

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