

Home and Community Based Services Lead Agency Review Corrective Action Plan

Lead Agency: **Beltrami County Health and Human Services**

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

Corrective Action	Lead Agency response
The needs that were in the assessment/screening process are documented in the support plan	This information will be reviewed and documented by the assessor/case manager annually. Case managers will work with the person and the IDT to incorporate identified needs in the person centered support plan. Individual case managers will monitor for accuracy. Managed care case managers will address identified needs in the care plan under supports and services or detailed on service agreements.
Service details are included in the support plan (frequency, type, cost and name)	Service details will be incorporated into the support plan annually. Case managers will monitor and update if services are modified. Managed care case managers will list service details on the service agreement or incorporate into the managed care plan under supports and services.
Complete LTSS MnCHOICES assessments within 20 days of referral	MnCHOICES assessors will complete assessments within 20 days of an individual’s request in order to assure prompt access to Home and Community Based Services.
Written community support plan is completed within required timelines following an assessment or reassessment.	Case managers will begin work on a new support plan 30 days prior to end of current plan to accommodate any rescheduling needs. Supervisor, lead worker and case aide will monitor completion dates via Excel spread sheet and send reminders as needed. Case managers will document attempts to obtain signatures.

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