

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

What are the Corrective Action Plan requirements?

- Once you have received the final Lead Agency Review report for your county, you have 10 days to submit a Corrective Action Plan (CAP) to DHS.
- Your CAP must address each of the corrective actions identified in the report, including your plan to address that particular issue (Lead agency response).
 - Optional: you may choose to respond to the recommendations outlined in the report.
- Once you've finalized your CAP, please submit it to the [Lead Agency Review team via email](#).
- The Lead Agency Review team will review your CAP for completeness. The final version will be posted to the [DHS website](#).
- Questions or concerns can be sent to the [Lead Agency Review team](#). You can also visit our [project website](#) to find shared resources, best practices, and recent findings.

How to use the Corrective Action Plan template

1. Enter your lead agency's name in the "Subject" field.
2. Copy and paste your lead agency's corrective actions from the final report into Table 1.
3. Enter your responses into Table 1.
4. OPTIONAL: repeat steps 2 and 3 for the recommendations.
5. OPTIONAL: enter in additional comments in the space provided.
6. Enter your name in the "Author" field.
7. Enter the date submitted in the "Publish Date" field.

Home and Community-Based Services Lead Agency Review

Corrective Action Plan

Lead Agency: **Clay County**

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

Corrective Action	Lead Agency response
1. Complete LTSS MnCHOICES assessments within 20 days of referral.	Clay County did not meet the 20 day requirement for completing LTSS MnCHOICES assessments for the DD program. The Clay County MnCHOICES assessment team process for Developmental Disabilities or Related Condition guidelines with MnCHOICES has been updated and now includes one designated Qualified Developmental Disabilities Professional (QDDP) that works alongside the MnCHOICES certified assessor. The MnCHOICES certified assessor completes the assessment while the QDDP makes the determination of meeting diagnostic criteria of having a developmental disability or related condition.
2. Document all of a person's needs that were identified in the assessment in the support plan.	All waiver case managers will ensure proper documentation in the person's support plan addressing the person's assessed needs. The waiver case managers will use the MnCHOICES Planning Summary and MnCHOICES Long Term Care Screening Document as tools to identify the person's needs and transferring this information to the support plan.
3. Include details about the services a person is to receive in the support plan such as frequency, type, cost, and provider name.	All disability waiver case managers will use the DHS 6791B as the services and support plan. This plan will ensure all service details are included in the person's plan.

Additional comments (optional)

Type additional comments here

Author: Clay County

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