In October 2015, the Minnesota Department of Human Services (DHS) conducted a site visit to Faribault/Martin Counties 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.
Human Services of Faribault &
Martin Counties
Corrective Action Requirements

Include details about the person’s services in the support plan.
For each service in an individual’s support plan, the following information must be included per MN Statute 256B.0915, Subd.6 and MN Statute 256B.092, Subd. 1b: service provider name, service type, service frequency and service cost (unit amount, monthly cost, and annual cost). Sixty four percent of the DD cases reviewed were missing the required information. Fourteen of twenty-two DD cases had support plans that did not contain all of the information. This information is the minimum required to ensure people are informed about the services they will be receiving.

The Developmental Disabilities Case Managers in Faribault and Martin Counties began using the MN Choices CSP/CSSP in September of 2015.

Actions to be taken:

- CSP’s will be updated with the required items at the consumer’s annual meeting or at the time of the MN Choices assessment/re-assessment
- Unit meetings in January through December of 2016 will include discussions on case plan requirements and updated information
- Case plans will be reviewed at least twice a year
- Additional training will be identified and implemented as needed
- After September 2016, 100% of consumers will be required to have a MN Choices assessment and a CSP/CSSP completed. The MN Choices CSP/CSSP includes all of the requirements above.
- Guidance will be sought from the Disability Services Division if information is not clear or more direction is needed.

Submitted by: Vickie Savick and Pam Spencer
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