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: Fillmore County

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

<table>
<thead>
<tr>
<th>Corrective Action</th>
<th>Lead Agency response</th>
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<tbody>
<tr>
<td>All of a person's needs are required to be documented in the support plan.</td>
<td>Fillmore County Public Health will either complete the eDocs form DHS-6791B, the CSP and CSSP, or the addendum to the health plan care plan. The eDoc form DHS-6791B and addendum to the care plan both address the needs that were identified in the assessment/screening process are documented in the support plan. The needs will be reviewed and documented annually and as needed. The case manager will work with the person’s team to incorporate it into a person-centered support plan. The case manager will monitor.</td>
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</tbody>
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| Documentation that face to face visits with the person has occurred within the required timelines. | Case managers will schedule visits 30 days prior to required date to accommodate any rescheduling needs. Case managers will inquire into obtaining a contracted case manager for those clients more than 50 miles out of the country to insure face to face visits annually. Supervisor will monitor bi-annual visits via case aide spreadsheet.                                                                 |`
| Service details are included in the support plan (frequency, type, cost and name). | This information will be in the case file and updated annually. Case manager will update and modify if needed.                                                                                                                                                                                                                                       |
| An emergency backup plan has been completed within the last year.                | Staff will complete this documentation annually at the time of reassessment.                                                                                                                                                                                                                                                                            |

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

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Lead Agency response</th>
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**Additional comments (optional)**

Type additional comments here

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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.