

Anoka County Response to Corrective Action Requirements HCBS Waiver Review - 2014

Corrective Action Requirements

1. Beginning immediately, ensure that each participant case file includes signed documentation that participants acknowledge a choice in care planning and services.

Problem: Not all clients demonstrated evidence of a choice in services and plan. CDCS participants were the primary group noted with this deficiency during the review, therefore the Corrective Action Plan (CAP) focuses on the documentation used for this program.

Plan: The new CDCS Plan, which includes an updated participation agreement and has the choice in plan questions added, was sent for signature for all clients noted with the deficiency through the DHS waiver review

- i. Effective 6/1/2014, all Initial and Reassessments for CDCS will utilize the updated Participation Agreement that includes the choice in plan questions
- ii. All current clients will have choice in plan documented by 12/31/2014 during 6 month visit or annual reassessment via the CDCS plan documents

2. Beginning immediately, ensure that case files include the current Related Condition Checklist for all DD participants with a related condition.

Problem: Not all clients qualifying for Developmental Disabilities services under related conditions had a current Related Conditions Checklist in their file.

Plan: At the next annual or semi-annual visit, a Related Conditions Checklist will be completed. Related Conditions Checklists will be updated annually thereafter. The Related Conditions Checklist has been incorporated into our DD Waiver Case Review document to provide quality assurance.

3. Beginning immediately, ensure that each participant case file includes signed documentation that participants have been informed of their right to appeal on an annual basis.

Problem: Appeal rights were not being provided annually, and a signature was not procured at time of appeal rights discussions

Plan: Effective 3/1/2014:

1. All clients receive a copy of their appeal rights (DHS-1941) during their 6 month visit, annual reassessment or Initial Assessment
 - a. All current clients will have a signed appeal rights document in client file by 12/31/2014

2. Anoka County implemented the requirement for a copy of the appeal rights that is signed annually, to be in each client file.
4. Beginning immediately, ensure that each working-age participant's case file includes documentation that vocational skills and abilities have been assessed.

Problem: Not all clients between the age of 16 and 64 had vocational and employment opportunities assessed and documented at least annually.

Plan:

1. At the client's next visit, employment will be assessed
 - a. If the visit is for an annual reassessment – this assessment will be documented on the updated LTCC tool (DHS-3428A 5/14)
 - b. If the visit is for any other reason – this will be documented on the MNCHOICES supplement form
2. All current clients will have employment assessed by 12/31/2014
3. All new clients will have employment assessed at initial assessment and at least annually thereafter
 - a. This will be documented on the updated LTCC tool until Anoka County transitions to MNCHOICES
5. Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit.
 - a. Anoka County faxed to DHS on 04/28/2014, confirmation of receipt received 05/02/2014
 - b. Sent outstanding items to DHS on 5/12/2014
 - c. Final outstanding home visit completed on 06/02/2014