

**Beltrami County Health and Human Services
Response to DHS Waiver Review
June 2015**



Beltrami County Health and Human Services

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To: DHS Waiver Review
Continuing Care Administration
Robert F. Meyer
Julia W. Holmoe
Jean M. Martin

From: Dan Brouse, Adult Services Program Manager

Date: June 10, 2015

Re: 2015 Beltrami County Waiver Review

Beltrami County Health and Human Services would like to thank the Department of Human Services for the opportunity to respond to the recommendations and corrective action outlined in the Waiver Review Report. Below is our updated implementation plan for improving services highlighted under corrective action.

Corrective Action:

Beginning immediately, ensure that all DD cases have a full-team screening document completed within the required time frames that includes the three required signatures and dates.

Plan:

- All participants of DD waiver services will have a full team screening document fully completed with the required time frames that includes the three required signatures;
- A DD waiver case file checklist will be employed;
- A tickler management system will provide notification to assigned case manager when screenings are due;
- Internal audit will be conducted by Adult Services lead worker and Adult Services program manager.