



Cass County Health, Human & Veterans Services

The mission of Cass County is to deliver quality public services to the citizens in an effective, professional and efficient manner.

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6/26/2013

Corrective Action Plan for the Home and Community Based Services Waiver Review

1. **Beginning immediately, ensure that all care plans are signed and dated by the participant.**
 - a) Training was provided to ensure that staff knew this was a requirement on every care plan.
 - b) Care plans are to be audited to ensure that the care plans are signed by the participant.
2. **Beginning immediately, ensure that case files include the BI Waiver Assessment and Eligibility Determination Form for all BI participants.**
 - a) Training was provided including when BI waiver assessment and eligibility determination form are to be completed.
 - b) DHS form 3471 will be used for every BI participant on a yearly basis starting immediately
3. **Beginning immediately, ensure that each participant case file includes signed documentation that participants have been informed of the county's privacy practices in accordance with HIPAA on an annual basis.**
 - a) Training was provided to ensure staff knew that participants were to be annually provided with their privacy practices in accordance with HIPAA
 - b) Our release of information has been corrected to accurately reflect that the participant was informed of their privacy rights.
4. **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.**
 - a) Training was provided to ensure staff knew that participants were to be annually provided with their appeal rights.
 - b) Our release of information has been updated to accurately reflect that the participant was informed of their appeal rights.