



**Cook County**

# **Public Health and Human Services**

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DATE: August 7, 2013

TO: Kim Anderson  
MN Department of Human Services

FROM : Sue Futterer  
Director

Grace Bushard  
Social Service Supervisor

RE: Waiver Review Initiative: Cook County Response

Please consider this a response to Cook County's Home and Community Based Services (HCBS) programs as reported in July, 2013. The actual site review was conducted by the Department of Human Services in June, 2013 in Grand Marais, the county seat of Cook County. This review was a positive experience for the lead agency staff and provided an opportunity for learning and interaction with DHS reviewers.

Overall, the summary report presents an accurate review of the county's HCBS programs. In particular we were pleased with the illustrations related to strong case management practices and the capacity to serve waiver participants in the local community. References to the improvements in the work of the agency when compared to the 2008 review results were appreciated. Cook County has limited resources and service providers however, the use of Consumer-Directed Community Supports to help program participants remain in their own homes has been successful.

The report will be shared with the Cook County Human Services Board on August 20<sup>th</sup>. We have plans to incorporate some of the report recommendations and have requested additional resources in the 2014 budget to assist with these efforts.

The items identified in the report for corrective action have been completed. Practices have been put in place to comply with the corrective action requirements as evidenced in the attached plan.

Thank you for the opportunity to respond to this report. We look forward to the approval of the corrective action plan.

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**Cook County Waiver Review Initiative**  
**Site Visit June, 2013**  
**Report Issued July, 2013**

**Corrective Action Requirements**

**Beginning immediately, ensures that LTC screenings for CCB and EW/AC programs occur within 20 days of referral.**

- Cook County Public Health and Human Services (CC PHHS) will add a weekly review item to the existing social work/public health case review meeting to identify any new requests for screenings. At the case review, the social services supervisor and lead adult worker will determine a screening date that meets the federal guideline of a screening conducted within 20 days following a request.

**Beginning immediately, ensures that case files include the annual BI Assessment and Eligibility Determination form for all BI participants.**

- CC PHHS staff will conduct annual internal audits to assure that BI assessments and Eligibility Determination forms are in compliance. The staff will also use this internal audit to spot check files for other necessary forms. The social services supervisor and lead adult worker have established that the internal audit will take place in January of each year, with the initial internal audit scheduled for January, 2014. The internal audit will include all social workers and the public health nurse that participates in the LTC assessment process.

**Beginning immediately, ensures that each participant case file includes signed documentation that participants have given informed consent to release private information.**

- The CC PHHS lead adult worker has created a form that is signed by the client indicating that they have received the consent to release private information. CC PHHS has commenced with using this form and the completed form is attached to the screening document.

**Beginning immediately, ensures 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.**

- The CC PHHS lead adult worker has created a form that is signed by the client indicating that they have received the county's privacy practices in accordance with HIPAA on an annual basis. CC PHHS has commenced with using this form and the completed form is attached to the screening document.

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

- The CC PHHS lead adult worker has created a form that is signed by the client indicating that they have received their right to appeal on an annual basis. CC PHHS has commenced with using this form and the completed form is attached to the screening document.