



POLK COUNTY SOCIAL SERVICES

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October 21, 2013

Minnesota Department of Human Services

Attn: Jean M. Martin (0967)

540 Cedar Street

St. Paul, MN 55155

Re: Polk County 2013 HCBS Corrective Action Plan

To Whom It May Concern:

1. Beginning immediately a tracking system will be initiated to assure that all participants will have a current care plan in the case file. This will be accomplished by completing a survey of all active files and the date of the current plan. A Case Aide will monitor the completed listing and send reminders to staff members which plans need to be completed. This has been successful within the DD Unit.
2. By the same means as noted above Polk County will ensure that the Annual BI Assessment and Eligibility Determination form is completed for all individuals' receiving services through the BI Waiver. This also will be monitored through use of a CADI/CAC/BI self-auditing check-list (Copy attached)
3. Beginning immediately, each individual file will have signed documentation that participants have been informed of their right to appeal. This will be monitored through two methods. First through use of a CADI/CAC/BI self-auditing checklist, referred to above and secondly through utilization of SSIS report on files missing Privacy Notices.
4. Case Managers will be informed of the need to conduct face to face visits twice a year. This too will be monitored through use of the self-auditing checklist.
5. Finally, all recipients will have an Emergency Backup plan which will include the three required elements of: 1) person's preferred admitting hospital, 2) emergency contact in the event the primary caregiver cannot be reached and 3) back up staffing in event that the primary staff are unable to provide needed services. In addition, while many in rural areas have only one choice of a hospital, the threat of needing to evacuate is very real. Therefore, emergency backup plans will be modified to include where a person can go to in the event of flooding, fire, prolonged power outages, tornado or other similar events. The plan will also include as to if they have an emergency supply of needed medication.

Please call me if you have any questions with regards to the above.

Sincerely,

James L, Arneson, MSW
Social Service Supervisor