

February 27, 2013

Jean Martin  
Continuing Care Unit  
MN Department of Human Services  
PO Box 64976  
St. Paul, MN 55164-0974

RE: HCBS Waiver Review

Dear Ms Martin

During Renville County's recent HCBS Waiver review three areas requiring corrective action were identified by the Waiver Review Team. Please consider this our response and our corrective action plan.

**Beginning immediately, ensure that LTC screenings for CADI programs occur within 20 days of referral.**

As of August 1, 2012, MN Statute 256B.0911 requires that LTCC assessments be conducted within 20 days of the request. In Fiscal Year 2012, none (0%) or 0 out of 5 assessments for new CADI participants occurred within this timeframe. When at least 80% of screenings are occurring within this timeframe, it is considered evidence of a compliant practice.

Renville County completed the 5 initial CADI assessments within the 20 days of referral (completed within an average of 7 days). To show compliance with this requirement the referral date that populates on the LTC screening document when the LTC is entered in MMIS will be updated when subsequent assessments are completed so the timeframe is accurately reflected in the MMIS system. Non-compliance in this area was due to not changing the referral date when a subsequent LTC document was completed and entered into MMIS. Staff has been informed of the need to change the referral date when a subsequent assessment is completed.

**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.** It is required that all HCBS participants have a completed documentation of their informed right to appeal included in the case file. Three out of eight CADI cases, three out of five BI cases, and one out of eight AC cases did not have documentation in the case file showing that participants had been informed of their right to appeal. In addition, three out of eight CADI cases, two out of five BI cases, and seven out of eight AC cases did not have documentation that the participant had been informed of their right to appeal within the past year.

Renville County has added the Right to Appeal language to the Care Plan for the CADI, BI and AC waiver programs.

**Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit.**  
This worksheet and requested follow up documentation has been submitted and no further action is required.

Renville County is also moving forward with a review of the Recommendations and, will take them into consideration as we continue to evaluate the services we provide and, future service development.

Thank you and the review team for your efforts in providing a learning environment as part of the review. It was helpful in evaluating the services we provide and suggestions and recommendations as to how we may continue to move forward with the States objectives. Providing the statistical data and, references of work others have already done is also beneficial and appreciated.

If you need further information please contact me.

Sincerely

Cindy Grosklags  
Social Service Supervisor