

**Rice County Program Improvement Plan
County Response September 25th 2015**

Beginning immediately, ensure that LTC screenings for CCB programs occur within required time frames.

Rice County Social Services will complete 80% of all LTC screenings within 20 calendar days from the date of the referral. If the assessment is delayed due to a participant's choice, the assessor will document this in case dictation. Review of past practices identified coding errors on screenings which will be avoided in the future. While significant improvement was achieved in this area, continued monitoring is necessary.

The following required Corrective Action requirements will be addressed in a Checklist for the Brain Injury waiver files.

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

Rice County Social Services will be requiring the following information be verified annually in a checklist for each Brain Injury file.

1. Documentation of BI Assessment and Eligibility Determination form.
2. Assurance from BI contracted agency of file requirement compliance.

The following required Corrective Action requirements will be addressed in a Checklist for the DD waiver files.

1. Beginning immediately, include a back-up plan in the care plan of all DD program participants.

1. DD case manager's file compliance checklist of required documents will be modified to include the inclusion of a backup plan. This verbiage has been imbedded into our DD CSSP template and the checklist will assure compliance.