



## Family Service Center

930 4<sup>th</sup> Street, Suite 4

Granite Falls, MN 56241

Phone 320-564-2211 Fax 320-564-4165

An Equal Opportunity Employer

October 3, 2013

Julia Wallis Holmoe  
Continuing Care Administration  
MN Department of Human Services  
PO Box 64974  
St. Paul, MN 55164-0974

RE: Home and Community Based Services Review

Dear Ms. Holmoe:

Please consider this letter as Yellow Medicine County's response to the recent Home and Community Based Services review audit.

**Beginning immediately, ensure that participant case file includes signed documentation that participants have been informed of their right to appeal on an annual basis.** Yellow Medicine County Family Services has modified our privacy rights form to include language specific to the client's right to appeal. Yellow Medicine County Family Services began using the updated form prior to the waiver review; however, it had not been given to each consumer prior to the review. From this point forward, the privacy right notice will include the appeal right information and will be provided to the consumer on an annual basis, with a signed copy maintained in the consumer's file.

**Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit.** This worksheet was submitted on September 16, 2013; however, Yellow Medicine County Family Services is assisting DHS with additional follow-up data. Yellow Medicine County Family Services will work diligently to obtain this information and will forward it to DHS as soon as possible.

Thank you. Please contact me if you have questions or need further information.

Sincerely,

Melissa Helgeson  
Adult Services Supervisor