

Lead Agency Review - Round 4

Case File Compliance Dashboard

April - October 2019

REQUIRED ITEMS	TOTAL	AC	EW	CAC	DD	BI	CADI
Total Cases Reviewed	810	65	216	44	233	40	212
Assessment and Support Planning							
Documentation that face to face visits with the person has occurred within the required timelines for each HCBS program.	98%	100%	100%	98%	98%	95%	96%
Current Assessment - LTCC (DHS-3428), DD (DHS-3067) or MnCHOICES Assessment.	99%	100%	100%	100%	99%	100%	98%
DD screening document is signed/dated by all required parties or a MnCHOICES Assessment is completed annually.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ICF/DD Related Conditions Checklist (DHS-3848) is completed annually for a person with a related condition.	83%	N/A	N/A	N/A	83%	N/A	N/A
A current AC Program Client Disclosure Form (DHS-3548) is completed annually.	N/A	95%	N/A	N/A	N/A	N/A	N/A
A current AC Program Eligibility Worksheet (DHS 2360/A) is completed annually.	N/A	100%	N/A	N/A	N/A	N/A	N/A
Documents are signed correctly when a person has a public guardian.	94%	N/A	100%	100%	100%	100%	87%
Documentation that a person received Right to Appeal information in the last year.	100%	100%	100%	100%	99%	100%	100%
LTSS Assessment and Program Information and Signature Page is completed and signed annually by the person.	97%	98%	95%	100%	97%	93%	98%
**Timelines between assessment and support plan have been met.	78%	83%	87%	66%	73%	70%	76%
The support plan (ISP, CSSP, etc.) was completed in the last year.	98%	97%	98%	98%	99%	93%	99%
The current support plan was signed by all required parties.	98%	97%	98%	98%	99%	93%	99%
The person's outcomes and goals are documented in the person's support plan.	98%	97%	98%	98%	99%	93%	99%
The needs that were identified in the assessment/screening process are documented in the support plan.	68%	71%	61%	75%	71%	73%	67%
A person's health and safety concerns are documented in their support plan.	97%	94%	98%	98%	98%	90%	98%
**Natural supports and/or services are included in the support plan.	99%	97%	99%	98%	99%	100%	99%
Risks are identified in the support plan, and it includes a plan to reduce any risks.	97%	95%	98%	98%	98%	93%	98%

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The services a person is receiving are documented in the support plan.	98%	97%	98%	98%	98%	93%	99%
Service details are included in the support plan (frequency, type, cost, and name).	89%	86%	90%	93%	87%	85%	92%
An emergency back-up plan has been completed within the last year.	99%	95%	99%	98%	99%	98%	99%
The person acknowledges choices in the support planning process, including choices in community settings, services, and providers.	98%	97%	99%	98%	98%	90%	99%
Provider Signatures were requested or evidenced as part of the support planning process.	95%	97%	92%	83%	98%	94%	94%
**For those who chose a different living arrangement than their current living arrangement, a plan is in place on how to help the person move to their preferred setting.	100%	100%	100%	100%	100%	100%	100%
**Information on competitive employment opportunities is provided to people annually.	100%	N/A	N/A	100%	100%	100%	100%
**The person was provided information to make an informed decision about employment.	97%	N/A	N/A	100%	97%	94%	98%
**The person was offered experiences to help them make an informed decision about employment.	94%	N/A	N/A	100%	93%	91%	96%
**A decision about employment has been documented.	99%	N/A	N/A	100%	99%	97%	98%

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Development of a Person Centered Plan (9 of the 12 measures are present)							
Support Plan Developed using Person Centered Planning elements.	94%	89%	93%	93%	97%	90%	95%
The support plan includes details about what is important to the person.	98%	97%	96%	98%	99%	93%	99%
The person's strengths are included in the support plan.	82%	74%	75%	89%	88%	73%	84%
The support plan describes goals or skills that are related to the person's preferences.	91%	94%	88%	93%	91%	88%	93%
The support plan incorporates other health concerns eg; mental, chemical, chronic medical.	97%	94%	98%	98%	98%	90%	98%
The support plan includes a global statement about the person's dreams and aspirations.	63%	58%	42%	64%	70%	68%	78%
The support plan identifies who is responsible for monitoring implementation of the plan.	80%	63%	88%	89%	83%	70%	76%
Action steps describing what needs to be done to achieve goals or skills are documented.	98%	97%	98%	95%	99%	95%	99%
The person's current rituals and routines (quality, predictability, and preferences) are described.	74%	63%	69%	61%	84%	73%	74%
Social, leisure, or religious activities the person wants to participate in are described.	99%	98%	100%	100%	99%	100%	99%
The person's preferred work activities are identified.	99%	N/A	N/A	100%	99%	97%	99%
The person's preferred living setting is identified.	99%	100%	99%	100%	100%	98%	100%
Opportunities for choice in the current environment are described.	99%	100%	99%	95%	100%	98%	99%

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Support Plan Record Keeping Process (All 7 of the measures are present)							
Support Plan was developed using person centered record keeping and documentation.	88%	86%	89%	86%	93%	75%	86%
The support plan is written in plain language.	96%	92%	95%	95%	99%	90%	95%
The support plan records the alternative home and community-based services that were considered by the person.	98%	97%	98%	98%	98%	90%	99%
The support plan includes strategies for solving conflict or disagreement within the process.	98%	97%	99%	98%	99%	90%	99%
The support plan includes a method for the individual to request updates to the plan.	98%	97%	99%	98%	98%	90%	99%
The person's level of involvement in the planning process is described.	99%	100%	99%	100%	100%	98%	100%
Documentation that the plan was distributed to the individual.	91%	89%	94%	89%	93%	80%	91%
Documentation that the plan was distributed to other people involved.	97%	98%	96%	94%	99%	92%	96%
Transition Planning							
**My Move Plan present for individuals that moved in the past year.	82%	50%	90%	50%	81%	75%	82%
** Not requiring Corrective Action Planning at this time							
N/A - No case files reviewed that reflected particular measure							
Items highlighted in green indicate full compliance							
Items highlighted in yellow indicate a corrective action was issued							