

KOOCHICHING COUNTY
Response to Waiver Review Initiative Report
October 2012

Koochiching County had a site visit for the Waiver Review Initiative in August 2012. The preliminary report was received and Koochiching did not make any corrections. After looking more closely at the report, we should have made note of a few incorrect statements.

1. On page 6, second paragraph: “The options meeting includes a group of Social Services and Public Health staff who work on the waivers, the **Community Services Director**, the Social Services Supervisor, the Public Health Director, **Community Services Executive Assistant**, and an accounting worker.
2. On page 8, the last paragraph on Health and Safety it states, “The ~~Public Health Director~~ **Community Services Executive Assistant** e-mails bulletins to all the options team members and to staff”.
3. On page 21, the last paragraph on that page, “~~The county has a staff person from the accounting office manage the allocations and runs budget simulations.~~” The correct statement is: “**The Director of Community Services manages the allocations and an accounting staff person runs budget simulations.**”
4. On page 21, the last paragraph also states, “...if the service change is small, the case manager ~~is authorized to make changes~~ **will check with the Community Services Director for authorization and then will email the options group with notification of the change if it needs immediate attention.** If the change involves a larger amount of money, the request is brought to the options group. The Social Services Director makes the final decision about ~~larger~~ **all** requests based on information provided by case managers.” **All changes need approval by the Director of Community Services.**
5. On page 25, first bullet, last sentence, “Koochiching County’s practice of using accounting staff expertise from their business office to help manage allocations works well for the county.” **Koochiching County Community Services Director, who is also the Fiscal Authority, manages all allocations. An accounting staff person runs simulations and reports.**

Recommendations

- **Bullet 1** - The Social Services Supervisor is working with case managers on the development of a shortened version of a vocational assessment that will become a part of the whole assessment process on each person from the start.
- **Bullet 2** – Koochiching County is reverting to the previous practice of having one case manager do both the CADI portion and the mental health piece. We will also be incorporating the use of a single, integrated care plan for all these participants.
- **Bullet 5** – The Social Services Supervisor will begin doing internal case files audits on a regular basis.

- **Bullet 6** – The Social Services Supervisor is discussing the use of the face-to-face visit sheets in case files for the LTC program as well; these are currently used in the DD program.
- **Bullet 8** – Due to the large geographic size of Koochiching and the small population, this is difficult, but has been an on-going effort and will continue to be.
- **Bullet 9** – This is a recommendation that will eventually take care of itself. The State will be taking over contracts and rate setting 1/1/2014, which will eliminate the need for counties to do their own rate setting.

Corrective Action Requirements

- **Beginning immediately, ensure that care plans for HCBS participants in all programs include the required documentation of participant needs.**
The Social Services Supervisor has been meeting with all adult services staff regarding the need for this, and will ensure this is taking place.
- **Beginning immediately, ensure that each participant case files includes signed documentation that participants have been informed of their right to appeal on an annual basis.**
A form has been developed for this purpose and case managers will inform clients and/or guardians of their rights, give them this form annually and will document this in the case file.
- **Beginning immediately, ensure that each participant case files includes signed documentation that participants have been informed of the county's privacy practices in accordance with HIPAA on an annual basis.**
A form has been developed for this purpose and case managers will inform clients and/or guardians of their rights, give them this form annually and will document this in the case file.
- **Beginning immediately, ensure that each participant case file includes signed documentation that participants have given informed consent to release private information.**
A form has been developed for this purpose and case managers will inform clients and/or guardians of their rights, give them this form annually and will document this in the case file.
- **Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit.**
This was completed and submitted by fax on September 27, 2012.