

June 30, 2015

To: DHS Waiver Review Team
Continuing Care Administration
Robert F. Meyer
Julia W. Holmoe
Jean M. Martin
Kim Anderson

From: Karen Jones, Elderly Disability Waiver Program Coordinator

Re: 2015 Leech Lake Band of Ojibwe Waiver review response

The Leech Lake reservation Waiver staff would like to thank you for visiting us on April 13th & 14th. The Waiver team has had an opportunity to review the audit report and find that it is very thorough and accurately describes our strengths as well as areas that need improvement. We are immediately in the process of correcting the 2 corrective action plans that require a response and will also be looking at the recommendations in your report.

Corrective Action:

Beginning immediately, Leech Lake waiver staff will ensure that LTC screenings for the EW/AC program occur within the required time frames. The review team determined that 3 of 5 assessments occurred outside of the 20 day time frame required per MN Statute 2568.0911

Plan:

The Leech Lake waiver review team has contacted the Leech Lake tribal liaison director to request read only access to MAXIS. Currently Leech Lake does not have their own financial unit to determine eligibility for waiver access and has had to rely on county financial workers to open waiver slots for case managers to authorize service agreements. MAXIS will give case managers the ability to check on client eligibility and assist the financial worker in obtaining any missing information that may delay opening access to waiver services.

The waiver team assessors were all instructed to send the 5181 communication form to the county financial worker and contact the financial worker via telephone or email to assist in obtaining any missing information from clients. Leech Lake waiver staff are unable to enter screenings or service agreements when clients have a "U" code which only a county financial worker is able to change in MMIS to give case managers access to open waiver slots.

Corrective Action:

Beginning immediately, Leech Lake waiver staff will ensure that all LTC participants include a completed OBRA Level One form in their case file when using LTC legacy forms.

Plan:

In Legacy documents each case manager will ensure that the OBRA form is completed on both sides of the form which contains information regarding developmental disability and mental health diagnosis information pertaining to the client assessed when using legacy forms.

Currently MNChoice assessments have a section for OBRA that will be completed by the MN Choice assessor when doing client assessments. The assessment will not allow completion without this form being completed eliminating errors.

Assessors will check the chart for the completion of the OBRA form and the Case aide will also check when assessor hands the chart to the case aide for filing. Case aide will send chart back to assessor if any signature for assessor or client is missing.

Case aide will perform monthly chart audits and Coordinator will check charts quarterly or as needed for required forms and signatures.

The Leech Lake Waiver program would like to thank the Improvement Group for putting together this report and for making recommendations that will assist in improving services to the people we serve in our community. A copy of this report and recommendations will be forwarded to the Leech Lake Band of Ojibwe Tribal Council.