

RED LAKE COUNTY SOCIAL SERVICE CENTER

COURTHOUSE ANNEX BUILDING
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October 31, 2012

Robert Meyer, Program Administration Manager
Minnesota Department of Human Services
540 Cedar St
St. Paul, MN 55155

Dear Bob,

As requested we are forwarding our comments on the “corrective requirements” of the Red Lake County Waiver Review Initiative.

1. Ensure all care plans for Health and Community Based Services (HCBS)

Comments: The 2 CADI care plans have been corrected and now show the documentation of participants needs.

2. Ensure that participant case files have documentation that the participant has had an annual notification of the right to appeal
 - 1 of 7 CADI –None
 - 1 of 8 DD –None

Annual:

- 4 of 7 CADI- Not annual
- 3 of 8 EW – Not annual
- 1 of 3 AC – Not annual

Comments: The initial social service application has notification of right to appeal. We did note that one case didn't have the application form in it and will develop a new initial social service application (social service application was in a different closed case file).

3. Ensure that participants include signed documentation that participants have been informed of the counties data privacy practices.
 - 2 of 8 DD cases didn't have any documentation
 - 3 of 7 CADI didn't have documentation within last year
 - 1 of 3 AC didn't have documentation within last year

Comments: The individual service plan is being updated in the identified cases and service plan will include releases for private information.

With the CADI and AC cases reviews we are again confused as our follow up review of these cases shows the documentation was present although on the back page and may have been missed by the reviewers.

4. Ensure each participant case file includes signed documentation that participants have been give informed consent to release information.
 - 5 of 8 DD cases didn't have documentation

Comments: All DD client representatives in the cases identified will be sent release of information forms to sign.

5. Ensure all DD screenings have the two required signatures and are dated.
 - 5 of 8 DD cases were missing one or both of required signatures.

Comments: All of the signatures will be obtained for the 5 identified cases.

Bob, I look forward to your response to our comments.

Sincerely,


Davey S. Mills, Director
Red Lake County Social Services