

Sherburne County CAP

Beginning immediately, ensure that LTC screenings for CCB programs occur within required time frames.

County response: Through the waiver review process, it was brought to our attention that screenings were reading through the MMIS system as late in seven instances. In investigating this internally, it was found that the over-arching issue was that the original referral date was not being updated when entering new screenings into MMIS giving a false result of LTC screenings being completed outside of the 20 day timeline. The issue of the referral date not being updated in MMIS to the new date was true for five of the seven screenings which appeared as though they had been completed outside of the 20 day window. The other two instances included the screening being late due circumstances beyond the screener's control. At the first CCB meeting following our waiver review (February, 2014 meeting), staff were retrained to ensure the referral date which auto fills in MMIS is updated with the new referral date information when necessary.

Beginning immediately, ensure that case files include the Related Condition Checklist for all DD participants with a related condition.

County response: Staff have been retrained at February, 2014 DD meeting that anytime there is a V-code diagnosis on the screening document that a related conditions checklist must accompany it in the file annually.

Beginning immediately, ensure that all CADI working-age participant's case file includes documentation that vocational skills and abilities have been assessed.

County response: Staff have been retrained at February, 2014 CCB meeting that all working-age participants must have documentation in the file showing that vocational skills and abilities have been assessed. The MnCHOICES vocational assessment located on the DB101 website has been distributed to staff and they have been instructed to utilize this format to meet the documentation requirement as recommended by the waiver review team. These assessments have also been added to pre-made screening packets for case manager use.

(*Not a CAP area: Submit Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit. Compliance report was submitted on February 18, 2014.)