

**WASHINGTON COUNTY CORRECTIVE ACTION PLAN
DEPARTMENT OF HUMAN SERVICES
HCBS WAIVER REVIEW – 2014**

Corrective Action Requirement: Beginning immediately, ensure that each participant case file includes signed documentation that participants have been informed of the lead agency’s privacy practices in accordance with HIPAA and Minnesota Statutes.

RESPONSE: In October, 2013 we began our updated process of annually informing each participant of privacy practices in accordance with HIPAA and Minnesota Statutes. The HIPAA document will be reviewed and signed by each participant annually at their reassessment.

Corrective Action Requirement: Beginning immediately, ensures that each participant case file includes signed documentation that participants have been informed of their right to appeal on an annual basis.

RESPONSE: In December, 2013, the community support plan for the long term care waivers was revised to include information about their right to appeal with a signature line and date. Each participant will sign annually acknowledging they received this information.

Corrective Action Requirement: Beginning immediately, ensure that each participants case file includes signed documentation that choice questions are answered in participant care plan.

RESPONSE: The Community Support Plan for traditional waiver participants has historically included a check off list regarding the choice of community care. As of December, 2013, participants receiving waiver services under the CDCS option will receive and sign the first two pages of the CSP which includes the check off list regarding choice and appeal rights. These two pages will be attached to their CDCS plan. Health plan participants will also sign off on the choice of community care questions on these two pages and it will be attached to their CSP.

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

RESPONSE: Beginning in December 2013, participants eligible for services for persons with developmental disabilities under related conditions will have related conditions checklist completed annually.

Corrective Action Requirement: Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Teams site visit.

RESPONSE: Compliance Report submitted January 31st, 2014.

