



# Home and Community-Based Services Lead Agency Review Corrective Action Plan

Report for: [Lead Agency]

Author: [Name & Title of Lead Agency Staff]

Date Submitted: [Date]

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For more information, contact  
Minnesota Department of Human Services

Lead Agency Review Team

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LB32 (8-16)



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## [Lead Agency] response to HCBS Lead Agency Review

In [Month, Year] the Minnesota Department of Human Services (DHS) conducted a site visit to [Lead Agency] to evaluate its Home and Community Based Service (HCBS) programs for the Lead Agency Review. This review examines how HCBS waivers are being used to meet the needs of community members, monitors compliance with federal and state requirements, and promotes collaboration between lead agencies and DHS.

The review process identified areas of non-compliance, which has required this lead agency to implement changes for remediation. The lead agency's response must address all corrective actions identified in the report, and may address the recommendations outlined in the report. Reports can be found on the DHS [HCBS Lead Agency Review website](#).

### Corrective Actions

Corrective actions are issued when it is determined that a pattern of noncompliance exists regarding one or more HCBS program requirements. A corrective action plan must be developed and submitted to DHS, outlining how the lead agency will bring all items into full compliance. The following are areas in which [Lead Agency] will be required to take corrective action.

**Table 1: Lead Agency response to corrective action(s)**

Corrective Action	Lead Agency Response
Corrective Action	Place holder text
	Tab for additional rows

### Recommendations

Recommendations are developed by the Lead Agency Review Team, and are intended to prompt improvements in the lead agency's administration of HCBS programs. The following recommendations could benefit [Lead Agency] and people who receive services.

**Table 2: Lead Agency response to recommendation(s)**

Recommendation	Lead Agency Response (Optional)
Recommendation	Place holder text
	Tab for additional rows

## **Additional comments**

This text is place holder text for any additional comments.