

XXX County
HCBS Lead Agency Review
Kick-off Teleconference Agenda
Date & Time

Toll-free dial-in number (U.S. and Canada):

(888) 742-5095

Conference code:

5101670900

Introductions

Overview and Purpose

- Evaluation of HCBS programs
- Confirm site visit dates – **Dates**
- Changes to the review process:
 - HCBS Assurance Plan
 - Case manager and assessor survey
 - Utilization of non-enrolled vendors
 - Jensen settlement members
 - Positive support transition planning
 - Person centered practices
 - Individuals transitioning
- Review of site visit activities

Lead Agency Operations & Administration of HCBS Programs

- Roles of human services and public health in managing HCBS program and cases
- Lead agency staffing levels
 - Supervisors, Managers, etc.
 - Assessors, County case managers, Contract case managers, etc.
 - Case aides, Support staff, etc.
- MCO care coordination
- Electronic case notes and/or case file software

Next Steps for Planning the Site Visit

- Logistics
- Schedule supervisor interview(s) and focus group
- Case manager and assessor survey – Survey due on **XXX** (emails needed)
- Update HCBS Assurance Plan by **(date)**
- Send organizational chart to DHS
- Arrange for meeting rooms
- Case file sample and communication

Contact Information

- HCBS Lead Agency Review Team Email: dhs.leadagencyreviewteam@state.mn.us
- Lead Agency Review Website: www.MinnesotaHCBS.info
- Amy Alexander: 651-431-5132
- Jean Martin: 651-431-2578
- Julia Wallis Holmoe: 651-431-2168