



# STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

October 17, 2013

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The Honorable Donovan W. Frank  
United States District Court Judge  
Warren E. Burger Federal Building & U.S. Courthouse  
316 North Robert Street, Suite 724  
St. Paul, MN 55101

**Re: *James and Lori Jensen, et al. v. Minnesota Department of Human Services, et al.***  
**File No. 09-CV-01775 DWF/FLN**

Judge Frank:

At the Court's request, the Minnesota Department of Human Services is filing a copy of Anne Barry's October 15, 2013 letter to the Court along with the following attachments:

- Jensen Evaluation Criteria (EC) / Cambridge (C) Implementation Plan (Proposed), dated October 15, 2013;
- Jensen Evaluation Criteria (EC) / Cambridge (C) Implementation Plan Chronological Timetable (Proposed), dated October 15, 2013; and
- Cambridge Implementation Plan Narrative, dated October 15, 2013.

A copy of these documents were previously hand delivered to the Court on October 15, 2013, and copies have previously been provided by electronic mail to the Court Monitor, David Ferleger, Esq., and Shamus O'Meara, Esq., Attorney for Plaintiffs, as well as Dr. Wieck and Ms. Opheim.

Respectfully,

**s/ Steven H. Alpert**

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Attachments





Minnesota Department of **Human Services**

October 15, 2013

The Honorable Donovan W. Frank  
United States District Court  
724 Federal Building  
316 North Robert Street  
St. Paul, MN 55101

*By Hand-Delivery*

David Ferleger, Esq.  
Independent Consultant and *Jensen* Court Monitor  
Archways Professional Building  
413 Johnson Street, Suite 203  
Jenkintown, PA 19046

*By E-Mail*

Re: *James and Lori Jensen, et al. v. Minnesota Department of Human Services, et al.*  
Court File No.: 09-CV-01775 DWF/FLN

Dear Judge Frank and Mr. Ferleger:

In response to the Court's August 28, 2013, Amended Order and Memorandum, please find the following:

1. Jensen Evaluation Criteria (EC) / Cambridge (C) Implementation Plan (Proposed), dated October 15, 2013;
2. Jensen Evaluation Criteria (EC) / Cambridge (C) Implementation Plan Chronological Timetable (Proposed), dated October 15, 2013; and
3. Cambridge Implementation Plan Narrative, dated October 15, 2013.

Thank you for your consideration.

Sincerely,

Annie M. Barry  
Deputy Commissioner

Enc.

Cc: Shamus O'Meara, Attorney for Plaintiffs  
Colleen Wieck, Executive Director for the Governor's Council on Developmental Disabilities  
Roberta Opheim, Ombudsman for Mental Health and Developmental Disabilities  
Steven Alpert, Assistant Attorney General  
Scott Ikeda, Assistant Attorney General  
Gregory Gray, DHS Chief Compliance Officer  
Amy Kaldor Akbay, DHS Chief General Counsel

DRAFT PROPOSED PLAN: OCTOBER 4 2013

## JENSEN EVALUATION CRITERIA (EC) /CAMBRIDGE (C) IMPLEMENTATION PLAN (PROPOSED), DATED OCTOBER 15, 2013

## PART 1: EVALUATION CRITERIA

	SETTLEMENT REFERENCE	EVALUATION CRITERION	REQUIRED TASKS (with date established or added)	SPECIFIC TASK DEADLINE	AMENDED DEADLINE (when amendment is granted based on 8/28/2013 Court Order)	PERSON(S) RESPONSIBLE	RESOURCES REQUIRED (with date established or added)	ACTIONS TAKEN (with date actions taken)	ANTICIPATED OBSTACLES OR CHALLENGES (with date established or added)	ACTIONS TO ADDRESS OBSTACLES (with date actions taken)	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)	Documentation for Verification
EC1	IV. METO CLOSURE	1. METO closed by June 30, 2011.	12/5/2011 METO closed as required by the Jensen Settlement Agreement (JSA).	6/30/2011	N/A	N/A	N/A	6/30/2011 Facility Closed	N/A	N/A	Complete	METO census list.
EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	12/ 5/2011 1A.1 Application submission needed for renewal of SLF MDH License for calendar year 2012.  Note: June 11, 2013 Court Monitor's Report addresses the lack of an MDH license from 7/1/2011 to 4/24/2012. MDH license has been obtained every year since that time.	12/31/2011	N/A	Administrator and/or Designee	N/A	12/31/2011 1. Renewal application submitted. 2. New application submitted as required by MDH. 3. Admissions suspended pending MDH license issuance 4. May 4, 2012 received MDH notification that license approved as of April 24, 2012.	N/A	N/A	Complete	License posted in facility and verification available on- line at MDH website at <a href="http://www.health.state.mn.us">http://www.health.state.mn.us</a> s
EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	12/ 1/2012 1A.2 Submit Facility License renewal to MDH for calendar year 2013	12/31/2012	N/A	Administrator and/or Designee	N/A	12/31/2012 1. Application Submitted. 2. Posted application received upon receipt.	N/A	N/A	Complete	License posted in facility and verification available on- line at MDH website at <a href="http://www.health.state.mn.us">http://www.health.state.mn.us</a> s

## JENSEN EVALUATION CRITERIA (EC)/CAMBRIDGE (C) IMPLEMENTATION PLAN:

DRAFT PROPOSED PLAN: OCTOBER 4 2013

	SETTLEMENT REFERENCE	EVALUATION CRITERION	REQUIRED TASKS (with date established or added)	SPECIFIC TASK DEADLINE	AMENDED DEADLINE (when amendment is granted based on 8/28/2013 Court Order)	PERSON(S) RESPONSIBLE	RESOURCES REQUIRED (with date established or added)	ACTIONS TAKEN (with date actions taken)	ANTICIPATED OBSTACLES OR CHALLENGES (with date established or added)	ACTIONS TO ADDRESS OBSTACLES (with date actions taken)	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)	Documentation for Verification
EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	9/ 1/2013 1A.3 Application needs to be downloaded and filled out for the Facility License from MDH for calendar year 2014	12/31/2013	N/A	Administrator and/or Designee	N/A	9/15/2013 1. Begin process for downloading the form. 2. Fill out the renewal application for MDH SLF license.	N/A	N/A	Incomplete	License will be posted in facility and verification available on-line at MDH website at <a href="http://www.health.state.mn.us">http://www.health.state.mn.us</a> s renewal license is granted.
EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	9/1/2013 1A.4 Application needs to be Complete, routed for signatures and submitted to MDH for 2014.  Note: This process is an annual process until such time that MDH license is no longer needed due to program change.	10/31/2013	N/A	Administrator and/or Designee	N/A	10/1/2013 Fill out the MDH Facility license Application, Route for Signatures and Submit to MDH by 10/31/2013	N/A	N/A	Incomplete	License will be posted in facility and verification available on-line at MDH website at <a href="http://www.health.state.mn.us">http://www.health.state.mn.us</a> s once renewal license is granted.
EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	12/5/2011 1A.5 When renewal invoice is received for DHS Facility License, make payment in order to obtain the required license for calendar 2012	12/31/2011	N/A	Administrator and/or Designee	N/A	12/31/2011 Invoice paid for license renewal.	N/A	N/A	Complete	License posted in facility and verification available on- line at DHS website at <a href="http://www.dhs.state.mn.us">http://www.dhs.state.mn.us</a>
EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	12/1/2012 1A.6 When renewal invoice is received for DHS Facility License, make payment in order to obtain the required license for calendar 2013	12/31/2012	N/A	Administrator and/or Designee	N/A	12/31/2012 Invoice paid for license renewal.	N/A	N/A	Complete	License posted in facility and verification available on- line at DHS website at <a href="http://www.dhs.state.mn.us">http://www.dhs.state.mn.us</a>

## JENSEN EVALUATION CRITERIA (EC)/CAMBRIDGE (C) IMPLEMENTATION PLAN:

DRAFT PROPOSED PLAN: OCTOBER 4 2013

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EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	10/1/2013 1A.7 When renewal invoice is received for DHS Facility License, make payment in order to obtain the required license for calendar 2014	12/31/2013	N/A	Administrator and/or Designee	N/A	10/1/2013 Task Identified and placed on plan.	N/A	N/A	Incomplete	License will be posted in facility if required and verification available on-line at MDH website at <a href="http://www.health.state.mn.us">http://www.health.state.mn.us</a> s once renewal license is granted.
EC1	IV. METO CLOSURE	1A. METO successors are licensed to serve people with developmental disabilities.	8/9/2013 1A.8 When Cambridge MSHS services are relocated into community settings, identify license required, fill out and submit application and obtain license before individuals are placed.	3/31/2014	N/A	Administrator and/or Designee	N/A	8/9/2013 Task Identified and placed on plan.	N/A	N/A	Incomplete	License will be posted in facility if required and verification available on-line at MDH website at <a href="http://www.health.state.mn.us">http://www.health.state.mn.us</a> s once renewal license is granted.
EC2	IV. METO CLOSURE	2. METO successors comply with <i>Olmstead v. L.C.</i>	12/5/2011 Note: Date for required task established by Jensen Settlement Agreement. 2.1. Determine salient requirements of <i>Olmstead v. L.C.</i>  Note: <i>Olmstead v. L.C.</i> will be referred to as " <i>Olmstead</i> " in this document.	10/15/2013	N/A	Administrator and/or Designee and/or Jensen Compliance Officer	DOJ Olmstead Website at: <a href="http://www.ada.gov/olmstead/index.htm">http://www.ada.gov/olmstead/index.htm</a>	10/11/2013 Re-reviewed salient requirements of <i>Olmstead</i> at the DOJ website which state that <i>Olmstead</i> is a " ruling that requires states to eliminate unnecessary segregation of persons with disabilities and to ensure that persons with disabilities receive services in the most integrated setting appropriate to their needs."	N/A	N/A	Complete	Printout of DOJ website page which describes salient requirements of <i>Olmstead</i> .

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EC2	IV. METO CLOSURE	2. METO successors comply with <i>Olmstead v. L.C.</i>	6/4/2013 2.2. Review June 2013 Court Monitor's Report which states that Cambridge MSHS fails to consistently employ best practices in its treatment and care of its residents; prepare thorough Risk Management Assessments and Behavior Support Plans.	6/4/2013	N/A	Jensen Compliance Officer	N/A	6/4/2013 Court Monitor's Report Reviewed.	N/A	N/A	Complete	Court Monitor's June 2013 Report
EC2	IV. METO CLOSURE	2. METO successors comply with <i>Olmstead v. L.C.</i>	6/5/2013 2.3 Cambridge Clinical Director to initiate and implement Person Centered Principles including Risk Management Assessments, Behavior Support Plans for all current individuals.  Note: This task will be ongoing as there are newly admitted individuals who will have the same person centered assessments conducted and Risk Management, Behavior Support and other plans Complete.	10/1/2013	N/A	Clinical Director		6/5/2013 Initiate person centered assessment of current individuals living at and new admissions to Cambridge MSHS to develop Risk Management Assessment, Behavior Support Plans and other plans as needed.	N/A	N/A	Complete	Clinical records.

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EC2	IV. METO CLOSURE	2. METO successors comply with <i>Olmstead v. L.C.</i>	6/5/2013 2.4 Eliminate unnecessary segregation of individuals with developmental disabilities.	10/1/2013	N/A	Administrator All Staff	N/A	6/5/2013 1. Facility follows policies on prohibition of seclusion. 2. Allow all individuals to interact with each other unless separation is court ordered or required by their person centered, risk management and other plans.	N/A	N/A	Complete	Clinical records.
EC2	IV. METO CLOSURE	2. METO successors comply with <i>Olmstead v. L.C.</i>	6/5/2013 2.5 Allow all individuals to receive services in the most integrated setting appropriate to their health and safety needs respecting any Court Orders.	10/1/2013	N/A	Administrator or designee. All Staff	N/A	6/5/2013 1. Provide services to all individuals in accordance to their person centered plans. 2. Individuals transitioned to another setting make the final decision to move into that setting respecting any court orders and any health and safety need important to that individual.	N/A	N/A	Complete	Clinical records.

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EC3	IV. METO CLOSURE	3. METO successors utilize person centered planning principles and positive behavioral supports consistent with applicable best practices including, but not limited to the Assoc. of Positive Behavior Supports, Standards of Practice for Positive Behavior Supports .	12/5/2011 3.1 Hire staff with person centered planning principles and positive behavior supports training and qualifications to be responsible for conducting person centered planning and positive behavioral support assessments and planning.  See also staffing under part 2 for planned program transition into community based services.	6/1/2013	N/A	Administrator or designee. Human Resources Staff.	Staff with experience and qualifications in positive behavioral supports and person centered principles.	6/1/2013 Human Resources recruited clinical director with experience in positive behavioral supports and trained in person centered principles.	N/A	N/A	Complete	1. Resume of current Clinical Director 2. Human Resources hiring documentation. 3. Procedures on Therapeutic intervention and emergency use of personal safety techniques.



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EC3	IV. METO CLOSURE	3. METO successors utilize person centered planning principles and positive behavioral supports consistent with applicable best practices including, but not limited to the Assoc. of Positive Behavior Supports, <i>Standards of Practice for Positive Behavior Supports</i> .	12/5/2011 Note: This task date was established by the Settlement Agreement.  3.1 Develop a hands on process to conduct for each individual, at a minimum, person centered, positive behavioral support, risk management and transition plans taking into consideration that the current standards of practice require that the plans are developed from a look at an individual in an individualistic way in order to assist the individual in gaining control over their own life, increasing opportunities for participation in the community, recognizing individual desires, interests, and dreams and through the efforts of a team/circle of individuals chosen and/or important to the focus individual, develop a plan to turn dreams into reality bearing in mind that this is an ongoing process.  This task addresses the Court Monitor's June 2013 Report (pp. 48-64) regarding EC3 which states : Cambridge does not comply with the principles of Olmstead. Cambridge failed to consistently employ professional best practices in its treatment and care of its residents; prepare thorough Risk Management Assessments and Behavior Support Plans.	10/1/2013	N/A	Clinical Director or designee	N/A	6/30/2013 1. Clinical Director to initiate a process to conduct needed steps to develop person centered, positive behavioral support, risk management and transition plans for each current individual residing at the facility. 2. Implement this process for each new individual who moves in.	N/A	N/A	Complete	Person centered, positive behavioral support, risk management and transition plans in each individual file, recognizing that this process is an ongoing process.

## JENSEN EVALUATION CRITERIA (EC)/CAMBRIDGE (C) IMPLEMENTATION PLAN:

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EC4	IV. METO CLOSURE	4. METO successors serve only "Minnesotans who have developmental disabilities and exhibit severe behaviors which present a risk to public safety."	12/5/2011 All referrals for Admissions will be reviewed by the admissions coordinator to assure that they are persons with a Developmental Disability and meet the criteria of exhibiting severe behaviors and present a risk to public safety taking into account court ordered admissions.	1/1/2012	N/A	Administrator or designee. Admissions Staff.	N/A	12/31/2011 1. Review each referral for admission for the reason for the admission referral. 2. Discuss referrals at the weekly diversion meetings. 3. Honor court ordered referrals. 4. Referral of potential admissions who do not meet criteria to other agencies or services.	N/A	N/A	Complete	1. Census Records. 2. Intake information for each individual. 3. Court commitment records. 4. Bulletin 12-76-01 issued on 2-12-13
EC5	IV. METO CLOSURE	5. METO successors notify parents and guardians of residents, at least annually, of their opportunity to comment in writing, by e-mail, and in person, on the operation of the Facility.	12/5/2011 Perform annual survey to solicit comments from Parents and guardians on the facility operation.	12/1/2012	N/A	Administrator and/or designee. Admissions Staff	N/A	9/7/2012 1. Sent surveys out to families/stakeholders. 2. Review surveys received. 12/28/2012 3. Send out additional surveys to families and stakeholders. 4. Review surveys returned. 5. Implement suggestions as appropriate.	N/A	N/A	Complete	Copy of annual survey mailed out. Copies of survey received.

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EC6	V.A. PROHIBITED TECHNIQUES – RESTRAINT	6. The State/DHS immediately and permanently discontinued all the prohibited restraints and techniques.	6.1 Notify and educate staff that the use of mechanical, manual, prone, and chemical restraints, seclusion, and the use of painful techniques to induce changes in behavior through punishment, along with medical restraint, and psychotropic and/or neuroleptic medications used to restraint behavior are not to be used or administered to individuals for punishment, convenience of staff or as a form of behavior modification, with the exception that therapeutic interventions and emergency Use of personal safety techniques can be used when the health and safety of the individual is at risk.	12/31/2012	N/A	Administrator or designee. Training staff. Supervising Staff. Team Leads. Shift Lead.	Training for staff on the requirements of the JSA	12/6/2011 1. Staff were notified of Jensen Settlement Requirements. 12/31/2012 1. All staff trained on the JSA requirements regarding the use of restraints and prohibited techniques. 2. Establish process for all new employees to receive training on the prohibitions of restraint use.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Training records for staff. 3. Documentation of emergency procedures utilized.
EC7	V.A. PROHIBITED TECHNIQUES – RESTRAINT	7. The State/DHS has not used any of the prohibited restraints and techniques.	12/5/2011 7.1 Educate staff so that they are aware what prohibited restraints and techniques are and that the Jensen Settlement Agreement prohibits their use.		N/A	Administrator or designee. Training staff. Supervising Staff. Team Leads. Shift Lead.	N/A	12/31/2012 1. All staff trained on the JSA requirements regarding the use of restraints and prohibited techniques. 2. Establish process for all new employees to receive training on the prohibitions of restraint use.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Training records for staff. 3. Documentation of emergency procedures utilized.

## JENSEN EVALUATION CRITERIA (EC)/CAMBRIDGE (C) IMPLEMENTATION PLAN:

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EC7	V.A. PROHIBITED TECHNIQUES – RESTRAINT	7. The State/DHS has not used any of the prohibited restraints and techniques.	7/1/2013 7.2 Conduct a quality improvement/assurance review of each emergency procedure report to assure that the reasons for the use of the prohibited restraint and techniques is in accordance with the Jensen Settlement Agreement requirements. Educate staff so that they are aware what prohibited restraints and techniques are and that the Jensen Settlement Agreement prohibits their use.	12/31/2013	N/A	Administrator or designee. Operations Manager. Jensen Compliance Officer.	N/A	7/1/2013 1. Administrator and/or Operations manager and/or Jensen Compliance Officer routed emergency use procedure form. 2. Individual reviews of the form for assurance that the JSA requirements regarding the use of restraints and prohibited techniques are followed. 3. Monthly reviews of emergency use of restraints conducted. 4. This action is an ongoing process.	N/A	N/A	Incomplete	1. Email that form is routed. 2. Emergency procedures form. 3. Individual (client) record. 4. Monthly reviews.
EC8	V.A. PROHIBITED TECHNIQUES – RESTRAINT	8. Medical restraint, and psychotropic/ neuroleptic medication have not been administered to residents for punishment, in lieu of habilitation, training, behavior support plans, for staff convenience or as behavior modification.	12/5/2011 8.1 Discontinue all prohibited restraints and psychotropic medications not consistent with the Jensen Settlement Agreement. This includes medications which are not a standard treatment for the individual's condition and those that may be used as behavior control or for punishment of individuals or for the convenience of staff, or as a form of behavior modification.	7/31/2013	N/A	Administrator or designee. Training staff	N/A	1/1/2013 1. Staff trained on the JSA requirements regarding the use of restraints and prohibited techniques including use of seclusions and medications. 2. All restraints and psychotropic medications discontinued.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Monthly review records. 3. Documentation of emergency procedures utilized.

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EC8	V.A. PROHIBITED TECHNIQUES – RESTRAINT	8. Medical restraint, and psychotropic/ neuroleptic medication have not been administered to residents for punishment, in lieu of habilitation, training, behavior support plans, for staff convenience or as behavior modification.	6/15/2013 8.2 Allow for voluntary requests for psychotropic medications reporting the use of such PRN medications on the approved reporting form.  6/13/2013 Court Monitor Report noted non- compliance and recommended the following: 1. DHS should reevaluate the "Approved Behavioral Medication" protocol, along with how to address voluntary requests for medications regularly prescribed outside of the behavior control context. 2. DHS should insure that reporting of PRN medication events is consistent, internally and externally, and are accurately reported to the Court.	7/31/2013	N/A	Administrator or designee.	N/A	1/1/2013 1. Began reporting use of PRN medications 5/1/2013 2. Began reporting use of PRN medications on the "Psychotropic Medication PRN Use and Criteria Form." 3. Monthly reviews conducted 4. Staff trained on the JSA requirements regarding the use of restraints and prohibited techniques including use of seclusions and medications.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Monthly review records. 3. Documentation of emergency procedures utilized.

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EC9	V. B. PROHIBITED TECHNIQUES - POLICY	9. The restraints are used only in an emergency.	12/5/2011 Utilize the "Therapeutic Interventions and Emergency Use of Personal Safety Techniques," policy as part of the JSA and provide staff training.	7/31/2013	N/A	Administrator or designee	N/A	12/31/2012 1. Staff trained on the JSA requirements regarding the use of restraints and prohibited techniques including use of seclusions and medications. 2. 5/1/2013 Individual PRN requests or acceptance of offer of PRN psychotropic in accordance with physician's orders documented in the emergency use of controlled procedure form.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Training records for staff. 3. Documentation of emergency procedures utilized.
EC10	V. B. PROHIBITED TECHNIQUES - POLICY	10. The Policy (Att. A) was followed in each instance of manual / mechanical restraint.	12/5/2011 The "Therapeutic Interventions and Emergency Use of Personal Safety Techniques," policy on the use of restraints approved as part of the JSA are utilized only in the event of an emergency which poses an imminent risk of physical harm to self and others and less restrictive modalities and strategies have been tried.	7/31/2013	N/A	Administrator or designee	N/A	12/31/2012 1. Staff trained on the JSA requirements regarding the use of restraints and prohibited techniques including use of seclusions and medications.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Training records for staff. 3. Documentation of emergency procedures utilized.

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EC11	<b>V. B. PROHIBITED TECHNIQUES - POLICY</b>	11. There were no instances of prone restraint, chemical restraint, seclusion or time out. [Seclusion: evaluated under Sec. V.C. Chemical restraint: evaluated under Sec. V.D.]	12/5/2011 The "Therapeutic Interventions and Emergency Use of Personal Safety Techniques," policy on the use of restraints approved as part of the JSA are utilized only in the event of an emergency which poses an imminent risk of physical harm to self and others and less restrictive modalities and strategies have been tried.	7/31/2013	N/A	Administrator or designee	N/A	12/31/2012 1. Staff trained on the JSA requirements regarding the use of restraints and prohibited techniques including use of seclusions and medications.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Training records for staff. 3. Documentation of emergency procedures utilized.
EC12	<b>V.C. PROHIBITED TECHNIQUES – SECLUSION AND TIME OUT FROM POSITIVE REINFORCEMENT</b>	12. There were zero instances of the use of Seclusion.	12/5/2011 Train staff on the requirements of the Jensen Settlement Agreement which includes no use of seclusion.	12/31/2012	N/A	Administrator or designee	N/A	12/1/2011 Staff trained on the JSA prohibition on the use of Seclusion.	N/A	N/A	Complete	1. Documentation in each individual's record reflect no use of seclusion. 2. Training records for staff. 3. Documentation of emergency procedures utilized reflect no use of seclusion.
EC13	<b>V.C. PROHIBITED TECHNIQUES – SECLUSION AND TIME OUT FROM POSITIVE REINFORCEMENT</b>	13. There were zero instances of the use of Room Time Out from Positive Reinforcement.	12/31/2011 Train staff on the requirements associated with the Jensen Settlement Agreement prohibition of the use of time out rooms.	12/31/2012	N/A	Administrator or designee	N/A	12/1/2011 Staff trained on the JSA prohibition on the use of time out room.	N/A	N/A	Complete	1. Documentation in each individual's record reflect no use of time out room. 2. Training records for staff. 3. Documentation of emergency procedures utilized reflect no use of time out room.
EC14	<b>V.D. PROHIBITED TECHNIQUES – CHEMICAL RESTRAINT</b>	14. There were zero instances of drug / medication use to manage resident behavior OR to restrain freedom of movement.	12/5/2011 14.1 Discontinue use of psychotropic medication for staff convenience or as behavior modification.	12/31/2012	N/A	Administrator of designee	N/A	12/1/2012 Staff trained on the JSA requirements regarding the discontinuation of the use of medications to manage behavior.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Training records for staff. 3. Documentation of emergency procedures utilized.

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EC14	V.D. PROHIBITED TECHNIQUES – CHEMICAL RESTRAINT	14. There were zero instances of drug / medication use to manage resident behavior OR to restrain freedom of movement.	6/15/2013 14.2 Allow for voluntary requests for psychotropic medications reporting the use of such PRN medications on the approved reporting form.  6/11/2013 Court Monitor Report of June 11, 2013 noted non-compliance and recommended the following: 1. DHS should reevaluate the "Approved Behavioral medication" protocol, along with how to address voluntary requests for medications regularly prescribed outside of the behavior control context. 2. DHS should insure that reporting of PRN medication events is consistent, internally and externally, and are accurately reported to the Court.	7/31/2013	N/A	Administrator or designee.	N/A	1/1/2013 1. Began reporting use of PRN medications 5/1/2013 2. Began reporting use of PRN medications on the "Psychotropic Medication PRN Use and Criteria Form." 3. Monthly reviews conducted 4. Staff trained on the JSA requirements regarding the use of restraints and prohibited techniques including use of seclusions and medications.	N/A	N/A	Complete	1. Documentation in each individual's record. 2. Monthly review records. 3. Documentation of emergency procedures utilized.



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EC15	V.D. PROHIBITED TECHNIQUES – CHEMICAL RESTRAINT	15. There were zero instances of PRN orders (standing orders) of drug/ medication used to manage behavior or restrict freedom of movement.	12/5/2011 No use of PRN orders of medications to manage behavior or restrict freedom of movement unless the PRN is requested or accepted by prompting by/to the individual receiving services.	7/31/2013	N/A	Administrator or designee	N/A	12/31/2012 Staff trained on the conditions under which PRN medications can be offered to or requested by individual's being served.	Understanding of the use of and the reporting of medically ordered PRN (as needed) medications and the individual's right based on their person centered plan to request PRN medications and/or staff ability to offer a PRN medication based on the individual's exhibition of symptoms	The Department revised its PRN- related procedures, trained staff and modified reporting all use of PRNs.	Complete	1. Documentation in each individual's record. 2. Documentation of emergency procedures utilized.
EC16	V.E. PROHIBITED TECHNIQUES – THIRD PARTY EXPERT	16. There is a protocol to contact a qualified Third Party Expert.	12/5/2011 Have available a listing of medical consultant/s for staff to consult as a third party expert as needed.	9/1/2012	N/A	Administrator and or designee Medical Director Psychiatrist of State Operated Services	N/A	3/17/2013 As of this date, the Department was not able to secure services of qualified third party experts. In accordance with section V.F. of the Settlement Agreement the Medical Officer Review was initiated.	N/A	N/A	Complete	Documentation in use of emergency procedures reporting form that medical officer contacted.

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EC17	V.E. PROHIBITED TECHNIQUES – THIRD PARTY EXPERT	17. There is a list of at least 5 Experts pre-approved by Plaintiffs & Defendants.	12/5/2011 Create list of at least five experts pre- approved by Plaintiffs and Defendants.	9/1/2012	N/A	Administrator / Designee Facilities Medical Director and Psychiatrist of State Operated Services	N/A	3/17/2013 As of this date, the Department was not able to secure services of qualified third party experts. In accordance with section V.F. of the Settlement Agreement the Medical Officer Review was initiated.	Securing 5 experts	3/17/2013 Due to the inability to secure 5 experts even though due diligence on recruitment efforts was done, DHS is using an alternate methodology in accordance with the JSA which provides for DHS to utilize the Medical Officer Review described in subpart V. F. of the JSA.	Complete	Documentation in use of emergency procedures reporting form that medical officer contacted.
EC18	V.E. PROHIBITED TECHNIQUES – THIRD PARTY EXPERT	18. DHS has paid the Experts for the consultations.	12/5/2011 Consultants to use the State payroll process to receive payment for services rendered.	9/1/2012	N/A	Administrator or designee. Payroll Approver.	N/A	3/17/2013 Medical Officer complete time sheets. Payroll records processed for payment.	N/A	N/A	Complete	Payroll Records
EC19	V.E. PROHIBITED TECHNIQUES – THIRD PARTY EXPERT	19. A listed Expert been contacted in each instance of emergency use of restraint.	12/5/2011 For each use of a restraint, staff will call consultant.	9/1/2012	N/A	Administrator and/or Operations Manager Medical Director Psychiatrist of State Operated Services.	N/A	3/17/2013 Staff trained on policies requiring contact with the medical officer.	N/A	N/A	Complete	Documentation in individual episode reporting form.

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EC20	V.E. PROHIBITED TECHNIQUES – THIRD PARTY EXPERT	20. Each consultation occurred no later than 30 minutes after presentation of the emergency.	12/5/2011 For each use of a restraint, staff called a consultant no later than 30 minutes after the emergency.	7/31/2013	N/A	Administrator Operations Manager Medical Director Psychiatrist of State Operated Services.	N/A	3/17/2013 Policies requiring contact with the external consultant no later than 30 minutes of an emergency restraint use reinforced by training and monitoring of reports.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC21	V.E. PROHIBITED TECHNIQUES – THIRD PARTY EXPERT	21. Each use of restraint was an “emergency.”	12/5/2011 Staff do not to use restraints unless it is in accordance with the provisions of the JSA.	7/31/2013	N/A	Administrator or designee	N/A	3/17/2013 Staff trained on JSA approved requirements for the use of restraints. Reports of use of restraint procedures during emergencies are monitored.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC22	V.E. PROHIBITED TECHNIQUES – THIRD PARTY EXPERT	22. The consultation with the Expert was to obtain professional assistance to abate the emergency condition, including the use of positive behavioral supports techniques, safety techniques, and other best practices. If the Expert was not available, see V.F. below.	12/5/2011 Staff will contact a consultation for each incident of an emergency behavioral incident to obtain professional assistance to abate the emergency condition or notify the consultant the of the outcome of the incident.	7/31/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	3/17/2013 Policies requiring contact with the medical officer reinforced by training and monitoring of reports.	N/A	N/A	Complete	Documentation in individual episode reporting form.

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EC23	V.F. PROHIBITED TECHNIQUES – MEDICAL OFFICER REVIEW	23. The responsible supervisor contacted the DHS medical officer on call not later than 30 minutes after the emergency restraint use began.	12/5/2011 The responsible supervisor contacts the DHS Medical Officer on call no later than 30 minutes after the emergency restraint use began paying attention first to the security and safety of all individuals and staff involved in the incident.	7/31/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	3/17/2013 Policies requiring contact with the medical officer reinforced by training and monitoring of reports with special emphasis to staff to assure the safety of all individuals and staff come first.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC24	V.F. PROHIBITED TECHNIQUES – MEDICAL OFFICER REVIEW	24. The medical officer assessed the situation, suggested strategies for de-escalating the situation, and approved of or discontinued the use of restraint.	12/5/2011 Assessment of the situation by the medical officer is conducted, with suggestion/s for strategies for de-escalating the situation (if applicable) and approves of further action by staff.	7/31/2013	N/A	Administrator Operations Manager Medical Director Psychiatrist of State Operated Services.	N/A	12/1/2011 1. Staff trained to contact medical officer. 2. Staff provides information to medical officer. 3. Staff adheres to instructions provided by the medical officer.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC25	V.F. PROHIBITED TECHNIQUES – MEDICAL OFFICER REVIEW	25. The consultation with the medical officer was documented in the resident's medical record.	12/5/2011 Staff documents the consultation on the appropriate form as required.	7/31/2013	N/A	Administrator Operations Manager Medical Director Psychiatrist of State Operated Services.	N/A	12/1/2011 1. Staff trained on documentation requirements.	N/A	N/A	Complete	Individual service records and required documentation.

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EC26	V.G. PROHIBITED TECHNIQUES – ZERO TOLERANCE FOR ABUSE AND NEGLECT	26. All allegations were fully investigated and conclusions were reached.	12/5/2011 26.1 Report all allegations of Abuse and neglect to the common entry point as required by the Vulnerable Adults Act.	7/31/2013	N/A	Administrator Operations Manage Shift Supervisors	N/A	12/1/2011 1. All staff trained to report any allegations of Abuse or neglect to the Supervisor and/or the Common Entry Point. 2. Supervisor monitors to assure that a report of the allegation to the Common Entry Point is made as required by State Law.	N/A	N/A	Complete	Documentation in reporting forms.
EC26	V.G. PROHIBITED TECHNIQUES – ZERO TOLERANCE FOR ABUSE AND NEGLECT	26. All allegations were fully investigated and conclusions were reached.	12/31/2013 26.2 Internal reviews of all allegations will be conducted.	10/31/2013	N/A	Administrator Operations Manage Shift Supervisors	N/A	7/1/2013 Begin the review process of all allegations of neglect and abuse when allegations are made.	N/A	N/A	Incomplete	Internal Review Reports.

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	<b>V.G. PROHIBITED TECHNIQUES – ZERO TOLERANCE FOR ABUSE AND NEGLECT</b>	26. All allegations were fully investigated and conclusions were reached.	6/11/2013 The Court Monitor in his June 2013 report identified one case of a individual to individual alleged abused that was not thoroughly investigated.  Hire an outside investigator to fully investigate the client to client alleged abuse, produce a report with findings and submit the report to the Court Monitor.	10/31/2013	N/A	Jensen Compliance Officer	7/16/2013 Outside Investigator	7/17/2013 Research protocol for obtaining outside investigator 7/22/2013 Make contact with MN. management and Budget for outside investigator 8/13/2013 Obtain contract from MMB 8/14/2013 Sign contract for independent investigator 8/15/2013 1. Initiated contact with outside investigator to begin investigation. 2. Approve investigator to conduct review 3. Facilitate investigation as needed 4. Upon receipt of the report forward to the court monitor as required.	1. Some staff have left the facility. 2. Both individuals involved in incident have left the facility. 3. Retention for some records like e- mails may be problematic due to the 30 day delete.	1. Contact staff with last known personnel number. 2. Provide guardian contact information for both individuals to get permission to speak to each individual. 3. Ask staff if they have any printed e-mails or other documentation to assist the investigation.	Incomplete	Internal review report.

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	<b>V.G. PROHIBITED TECHNIQUES – ZERO TOLERANCE FOR ABUSE AND NEGLECT</b>	26. All allegations were fully investigated and conclusions were reached.	6/11/2013 The Court Monitor in his June 2013 report identified one case of an individual alleged ingestion of Mr. Clean cleaner.  5/14/2013 Conduct an internal review to fully investigate the alleged neglect of supervision, produce a report with findings and submit the report to the Court Monitor.	7/31/2013	N/A	Operations Manager Jensen Compliance Officer	5/14/2013 Internal investigator.	5/14/2013 Assign an investigator to conduct an internal investigation allowing for the investigation to proceed without any barriers 5/23/2013 and 6/24/2013 Review report and take actions as needed 7/30/2013 Submit report to court monitor and parties.	N/A	N/A	Complete	Internal review report.
<b>EC27</b>	<b>V.G. PROHIBITED TECHNIQUES – ZERO TOLERANCE FOR ABUSE AND NEGLECT</b>	27. All staff members found to have committed abuse or neglect were disciplined pursuant to DHS policies and collective bargaining agreement, if applicable.	12/5/2011 Refer all substantiated staff allegations of abuse or neglect to Human Resources for human resources action in accordance with the definitions set forth under the Vulnerable Adults Act will be disciplined in accordance with DHS policies and procedures and Union Contracts.	12/5/2011	N/A	Administrator or designee Human Resources	N/A	12/1/2011 Human Resources policies on procedures to be followed when staff discipline is implicated.	N/A	N/A	Complete	Documentation available in accordance with Union Contracts, HR Policies and the MN Data Practice Act.

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EC28	V.G. PROHIBITED TECHNIQUES – ZERO TOLERANCE FOR ABUSE AND NEGLECT	28. Where appropriate, the State referred matters of suspected abuse or neglect to the county attorney for criminal prosecution.	12/5/2011 Submit all allegations of Abuse and neglect to the common entry point for investigation and possible submission to the county attorney for prosecution in accordance with the Vulnerable Adults Act and related criminal procedures.	12/11/2013	N/A	Administrator or designee Operations Manager	N/A	12/1/2011 Staff will report any allegations of Abuse or neglect to the Common Entry Point as required by State Law who will follow State law in submission of substantiated Vulnerable Adult allegations to the country attorney for prosecution.	N/A	N/A	Complete	Investigation report from lead agencies
EC29	V.I.A. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31032	29. Form 31032 was fully Complete whenever use was made of manual or mechanical restraint.	12/5/2011 For each incident of the use of a manual or mechanical restraint, the appropriate form is completed.	9/30/2013	N/A	Administrator or designee. Operations Manager.	N/A	12/31/2011 Staff trained on use of and completion of the required forms and if any information is accidently left out, staff will take corrective action to correct the omission.	N/A	N/A	Complete	Complete forms for each instance.
EC30	V.I.A. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31032	30. For each use, Form 31032 was timely Complete, that is, by the end of the shift.	12/5/2011 Staff will fully complete the required form with each occurrence of a manual or mechanical restraint no later than 24 hours within the incident or the next business day as agreed to by all JSA parties.	9/30/2013	N/A	Administrator or designee. Operations Manager.	N/A	12/11/2011 Staff will complete each form fully and correct each form if any information is accidently left out as soon as possible upon notification or realization that a mistake occurred.	N/A	N/A	Complete	Complete forms for each instance.



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EC31	VIA. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31032	31. Each Form 31032 indicates that no prohibited restraint was used.	12/1/2011 Staff will not use any prohibited techniques and will indicate such on the form.	9/30/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 Staff trained on JSA approved requirements for the use of restraints.  Form will reflect that no prohibited techniques were used.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC32	VLB. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31033 Within 24 Hours or no later than one business day, Form 31032 in each instance is submitted to :	32. ... Office of Health Facility Compliance	6/11/2013 Send OHFC the required form within 24 hours or no later than one business day.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 1. Staff trained on requirements by this date. 2. Requirements for distribution of the form is implemented. 3. Any delay is acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC33	VLB. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31033 Within 24 Hours or no later than one business day, Form 31032 in each instance is submitted to :	33. ... Ombudsman for MH & DD	6/11/2013 Send the Ombudsman for MH & DD the required form within 24 hours or no later than one business day.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 1. Staff trained on requirements by this date. 2. Requirements for distribution of the form is implemented. 3. Any delay is acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.

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EC34	<b>VI.B. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31033</b> Within 24 Hours or no later than one business day, Form 31032 in each instance is submitted to :	34. ... DHS Licensing	6/11/2013 Send the DHS Licensing the required form within 24 hours or no later than one business day.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 1. Staff trained on requirements by this date. 2. Requirements for distribution of the form is implemented. 3. Any delay is acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC35	<b>VI.B. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31033</b> Within 24 Hours or no later than one business day, Form 31032 in each instance is submitted to :	35. ... DHS Internal Reviewer	6/11/2013 Send the DHS Internal Reviewer within 24 hours or no later than one business day the required reporting form.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 1. Staff trained on requirements by this date. 2. Requirements for distribution of the form is implemented. 3. Any delay is acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.

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EC36	<b>VLB. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31033</b> Within 24 Hours or no later than one business day, Form 31032 in each instance is submitted to :	36. ... individual's family and/or legal representative	6/11/2013 Send the individual's family and/or legal representative within 24 hours or no later than one business day the required reporting form.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 1. Staff trained on requirements by this date. 2. Requirements for distribution of the form is implemented. 3. Any delay is acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC37	<b>VLB. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31033</b> Within 24 Hours or no later than one business day, Form 31032 in each instance is submitted to :	37. ... Case manager	6/11/2013 Send the case manager within 24 hours or no later than one business day the required reporting form.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 1. Staff trained on requirements by this date. 2. Requirements for distribution of the form is implemented. 3. Any delay is acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.

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EC38	<b>VL.B. RESTRAINT REPORTING AND MANAGEMENT – REPORTING WITH FORM 31033</b> Within 24 Hours or no later than one business day, Form 31032 in each instance is submitted to :	38. ... Plaintiffs' counsel	6/11/2013 Send the Plaintiffs' counsel, within 24 hours or no later than one business day the required reporting form.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	6/30/2013 1. Staff trained on requirements by this date. 2. Requirements for distribution of the form is implemented. 3. Any delay is acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC39	<b>VL.C. RESTRAINT REPORTING AND MANAGEMENT – NOT REPLACE OTHER</b>	39. Other reports, investigations, analyses and follow up were made in each case of restraint use.	12/5/2011 Follow-up on each restraint use to make sure that all necessary reports are filed and any required reviews of the use is conducted with corrective action taken if procedures were not followed.	12/11/2011	N/A	Administrator or designee. Operations Manager.	N/A	12/5/2012 1. All staff trained on reporting requirements by this date. 2. Each restraint use report is reviewed so that requirements for distribution of the form is implemented. 3. Any delay or miss- steps are acknowledged and explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.

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EC40	VII.A. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – INTERNAL REVIEWER	40. DHS designated one employee (Richard S. Amado, Ph.D.) with responsibility for monitoring the Facility's use of restraints as the Internal Reviewer.	12/5/2011 Designate one employee as the internal reviewer with responsibilities to monitor restraint use.	1/1/2013	N/A	Deputy Commissioner Jensen Compliance Monitor In conjunction wit the Court Monitor, Parties' and Consultants.	N/A	1/1/2013 1.Internal Reviewer designated. 2. Internal reviewer monitors restraint use. 3. Internal reviewer consults with staff at the Facility in order to assist eliminating the use of manual and mechanical restraints. 4. Reviewer aware of responsibility to review and monitor restraint use. 5. The internal reviewer shall consult with staff at the Facility in order to assist eliminating the use of manual and mechanical restraints.	N/A	N/A	Complete	Internal Reviewer Reports

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EC41	VII.A. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – INTERNAL REVIEWER	41. The Facility provided Form 31032 to the Internal Reviewer within 24 hours of the use of manual or mechanical restraint.	7/31/2013 Within 24 hours or no later than one business day of the use of restraints provide the required reporting form to the DHS Internal Reviewer.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on the following: "In addition, the Internal Reviewer reports that he did not receive timely notice of the January 18, 2013 incident involving client [initials] at Cambridge, or January 16 and 17, 2013 incidents at the transitional home. These, however, were not restraint incidents. Interview with Stacy Danov, May 6, 2013.	7/31/2013	N/A	Administrator or designee. Operations Manager.	N/A	1/1/2013 1. Required form provided to the internal reviewer timely. 2. Delays will be explained.	N/A	N/A	Complete	Documentation in individual episode reporting form.
EC42	VII.A. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – INTERNAL REVIEWER	42. The Internal Reviewer consulted with Facility staff to assist eliminating the use of manual and mechanical restraints.	12/5/2011 Consultation provided to staff to assist staff to eliminate the use of manual and mechanical restraints.	12/31/2012	N/A	Administrator or his designee	N/A	12/31/2012 1. Internal Reviewer recommendations made. 2. Recommendations are reviewed and acted on as appropriate. 3. Tracking on recommendations is done every month.	N/A	N/A	Complete	Documentation in monthly reviews done by the internal reviewer.
EC43	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	43. There is an External Reviewer.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered by the Court on 4/23/2013	N/A	N/A	N/A	N/A	Complete	1. Court Order of 4/23/2013 2. Court Monitor Reports.

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EC44	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	44. The External Reviewer was approved by the Plaintiffs and Defendants before hire.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC45	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	45. The External Reviewer is an employee of the Office of Health Facility Complaints, Minnesota Department of Health.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC46	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	46. The External Reviewer has full enforcement authority consistent with the Office of Health Facility Complaints' authority, as set forth in Minn. Stat. § 144A.53, et. seq.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC47	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	47. DHS funds the costs of the external reviewer.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013

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EC48	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	48. The External Reviewer has all the following credentials:	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC48a	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	a. Ph.D. in psychology, education, clinical social work, or a related field;	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC48b	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	b. Certification or eligible for certification as a Board certified Behavior Analyst at the Doctoral level;	4/23/2013 There is a Court appointed External Reviewer as of 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
E48c	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	c. Experience in person centered planning;	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC48d	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	d. Experience using the integration of diagnostic findings, assessment results and intervention recommendations across disciplines in order to create an individual program plan;	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013



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EC48e	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	e. Experience and demonstrated competence in the empirical evaluation of mood and behavior altering medications.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC49	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	49. After providing Plaintiffs and the Department the opportunity to review and comment on a draft, the External Reviewer issued written quarterly reports (beginning 3/5/12) informing the Department whether the Facility is in substantial compliance with the Agreement and the incorporated policies, enumerating the factual basis for its conclusions.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC50	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	50. There are recommendations and offers of technical assistance.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013

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EC51	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	51. The External Reviewer filed the quarterly reports with the Court.	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	N/A	Court Monitor as ordered on 4/23/2013	N/A	N/A	N/A	N/A	Complete	Court Order of 4/23/2013
EC52	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	52. The following have access to the Facility and its records: The Office of Ombudsman for Mental Health and Developmental Disabilities, The Disability Law Center, and Plaintiffs' counsel.	12/5/2011 Provide access as required to the Office of Ombudsman for Mental Health and Developmental Disabilities, The Disability Law Center, and Plaintiffs' counsel.	12/5/2011	N/A	Administrator or designee	N/A	12/5/2011 Allow access to parties as required by court order or State law	N/A	N/A	Complete	Reports produced by parties who have access to records and or facility reports/documentation of access to records.
EC53	VII.B. INTERNAL AND EXTERNAL REVIEW OF THE USE OF RESTRAINTS – EXTERNAL REVIEWER	53. The following exercised their access authority: The Office of Ombudsman for Mental Health and Developmental Disabilities, The Disability Law Center, and Plaintiffs' counsel.	12/5/2011 Facilitate access as required to the Office of Ombudsman for Mental Health and Developmental Disabilities, The Disability Law Center, and Plaintiffs' counsel.	12/5/2011	N/A	Administrator or designee	N/A	12/5/2011 Allowed access to parties as required by court order or State law	N/A	N/A	Complete	Reports produced by parties who have access to records and or facility reports/documentation of access to records.

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EC54	VIII. TRANSITION PLANNING	54. The State has undertaken best efforts to ensure that each resident is served in the most integrated setting appropriate to meet such person's individualized needs, including home or community settings.	<p>7/26/2013 Utilize person centered planning with individuals to recognize individual desires, interests, and dreams, to assist the individual in gaining control over their own life, increase opportunities for participation in the community and through a collaborative effort with their circle, develop a plan to turn dreams into reality and be able to choose the most integrated and appropriate setting to that individual in accordance with a transition plan that is agreeable to that individual.</p> <p>See also transition planning in part 2 for planned program transition to community based services.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has not complied with the Settlement Agreement's Transition Planning requirement.</p> <p>See also C11 in Part II.</p>	3/31/2014	N/A	Administrator or designee Clinical Director	N/A	<p>7/26/2013 Initiated best practices surrounding person centered needs. All current individuals systematically assessed using person centered processes. Data gathered using person centered processes utilized to develop preliminary and ongoing Transition plans that are important to the individual. All transitions to the community are to settings approved by the individual respecting any Court Orders. 8/1/2013 "It's My Choice" tool ordered.</p>	N/A	N/A	Incomplete	Person Centered Plans and Transition Plans in Individual service records

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EC55	VIII. TRANSITION PLANNING	55. The State actively pursued the appropriate discharge of residents and provided them with adequate and appropriate transition plans, protections, supports, and services consistent with such person's individualized needs, in the most integrated setting and where the individual does not object.	6/11/2013 Each individual who transitions out will have an appropriate transition plan in accordance with the individual needs and preference for the most integrated setting which the individual approved, respecting any court ordered requirements.  6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: actively pursue discharge with transition plans (EC #55);	10/1/2013	N/A	Administrator or designee Clinical Director	N/A	6/30/2013 Individuals are introduced to different community settings based on what is important to that individual in their transition plan. Individuals make decision with regard to preferences of community setting/s and choose locations acceptable to that individual. Court Orders are honored.	N/A	N/A	Complete	Individual plans in their service records

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EC56	VIII. TRANSITION PLANNING	56. Each resident and the resident's family and/or legal representative has been permitted to be involved in the team evaluation, decision making, and planning process to the greatest extent practicable, using whatever communication method he or she (or they) prefer.	<p>7/1/2013 Each individual and/or the individual's family and/or legal representative as desired by the individual or required by guardianship is permitted to be involved in the individual's person centered planning and decision making to the greatest extent practicable utilizing whatever communication method the individual prefers and respecting the individual's right to choose the participants.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: ensure that each resident's family is actively involved in the transition planning (EC #56); o engage in person-centered planning at each transition stage (EC #57); o work to honor each resident's choice (EC #58); o demonstrate its best efforts for placement alternatives (EC #59); and, o Implement transition planning in accordance with Olmstead (EC #60).</p> <p>See Also C12 in Part II.</p>	11/15/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	6/30/2013 Initiated to assure that each individual and if applicable, the individual's guardian is afforded the right to have who they choose to participate in that individuals person centered planning.	N/A	N/A	Incomplete	Individual's service records

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EC57	VIII. TRANSITION PLANNING	57. To foster each resident's self-determination and independence, the State used person centered planning principles at each stage of the process to facilitate the identification of the resident's specific interests, goals, likes and dislikes, abilities and strengths, as well as support needs.	6/11/2013 Person Centered Planning is utilized to the greatest extent practicable to identify the individual's preferences, interests, goals, likes and dislikes, strengths and abilities and needs.  6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: engage in person-centered planning at each transition stage (EC #57);	7/31/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	6/1/2013 Initiated. Each individual will undergo a person centered process which will address the individual's preferences, interests, goals, likes and dislikes, strengths and abilities and needs.	N/A	N/A	Complete	Individual's service records
EC58	VIII. TRANSITION PLANNING	58. Each resident has been given the opportunity to express a choice regarding preferred activities that contribute to a quality life.	6/11/2013 Afford each individual the opportunity to express and engage in activities of their choosing, such as making meals, job searches, going for walks, so that these activities enhances their quality of life.  6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: work to honor each resident's choice (EC #58);.	7/31/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	6/30/2013 1. Conduct person centered process to determine what activities are important to the individual. 2. Incorporate those activities into the individual's activity plan. 3. Periodically review the activities with the individual and adjust as needed.	N/A	N/A	Complete	Individual's person centered plan and activity records.

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EC59	VIII. TRANSITION PLANNING	59. The State undertakes best efforts to provide each resident with reasonable placement alternatives.	6/11/2013 Allow each individual to tour community settings to look at community settings important to that individual and provide choice by offering alternative settings that is agreeable to the individual and sought by the individual.  6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: demonstrate its best efforts for placement alternatives (EC #59).	7/31/2013	N/A	Administrator or designee Operations Manager Program Manager	N/A	6/30/2013 Initiated Each individual will be offered tours of alternative community settings to assure that the setting chosen by the individual suits the individual choice.	N/A	N/A	Complete	Individual's service records
EC60	VIII. TRANSITION PLANNING	60. The provisions under this Section have been implemented in accord with the <i>Olmstead</i> decision.	6/11/2013 Conduct a person centered process for each individual to afforded each person choice within the parameters and intentions of Olmstead which are to eliminate unnecessary segregation of persons with disabilities and to ensure that persons with disabilities receive services in the most integrated setting appropriate to their needs (citation: <a href="http://www.ada.gov/olmstead/index.htm">http://www.ada.gov/olmstead/index.htm</a> )  6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: o Implement transition planning in accordance with Olmstead (EC #60).	11/1/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	6/30/2013 Initiate a person centered process for each individual paying attention to the intentions of Olmstead keeping in mind Court Orders.	N/A	N/A	Incomplete	Each individual's service record.

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EC61	IX.A. OTHER PRACTICES AT THE FACILITY – STAFF TRAINING	61. Facility treatment staff received training in positive behavioral supports, person centered approaches, therapeutic interventions, personal safety techniques, crisis intervention, and post crisis evaluation.	12/5/2011 Staff receive initial and ongoing training on person centered approaches, positive behavioral supports.  See also training under part 2 for planned program transition to community based services.	7/31/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	6/30/2013 All current and new staff will be up to date on the required training for person centered approaches and positive behavioral supports	N/A	N/A	Complete	Training Records
EC62	IX.A. OTHER PRACTICES AT THE FACILITY – STAFF TRAINING	62. This training was consistent with applicable best practices, including but not limited to the Association of Positive Behavior Supports, Standards of Practice for Positive Behavior Supports ( <a href="http://apbs.org">http://apbs.org</a> ) (February, 2007)	12/5/2011 Conduct staff training on best practices, emphasizing person centered processes including but not limited to the Association of Positive Behavior Supports, and Standards of Practice for Positive Behavior Supports.	7/31/2013	N/A	Administrator or designee Clinical Director Staff Training	N/A	7/1/2013 1. Training provided to all current staff on person centered approaches and positive behavioral supports. 2.Build training into new staff orientation.	N/A	N/A	Complete	Training Records



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EC63	IX.B. OTHER PRACTICES AT THE FACILITY – HOURS OF TRAINING	63. Facility staff receive the specified number of hours of training subsequent to September 1, 2010 and prior to December 31, 2011: Therapeutic interventions (8 hours); Personal safety techniques (8 hours); Medically monitoring restraint(1 hour).	12/5/2011 Provide facility staff the specified number of hours of training prior to December 31, 2011: Therapeutic interventions (8 hours); Personal safety techniques (8 hours); Medically monitoring restraint(1 hour).	7/31/2013	N/A	Administrator or designee Clinical Director Staff Training	N/A	6/30/2013 1. Training provided to all current staff. 2.Build training into new staff orientation.	N/A	N/A	Complete	Training Records and Court Monitor's June 2013 Report.
EC64	IX.B. OTHER PRACTICES AT THE FACILITY – HOURS OF TRAINING	64. For each instance of restraint, all staff involved in imposing restraint received all the above training.	12/5/2011 Provide the required training for all staff working with individuals who may be involved in restraint.	6/1/2013	N/A	Administrator or designee Clinical Director Staff Training	N/A	6/30/2013 1. Training provided to all current staff. 2.Build training into new staff orientation.	N/A	N/A	Complete	Training Records

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EC65	IX.B. OTHER PRACTICES AT THE FACILITY – HOURS OF TRAINING	65. Facility staff receive the specified number of hours of training subsequent to September 1, 2010 and prior to March 31,2012: Person centered planning and positive behavior supports (with at least sixteen (16) hours on person centered thinking/planning): a total 40 hours; Post Crisis Evaluation and Assessment, (4 hours).	12/5/2011 Provide for all facility staff the specified number of hours of training subsequent to September 1, 2010 and prior to March 31,2012: Person centered planning and positive behavior supports (with at least sixteen (16) hours on person centered thinking/planning): a total 40 hours; Post Crisis Evaluation and Assessment, (4 hours).	6/1/2013	N/A	Administrator or designee Clinical Director Staff Training	N/A	6/30/2013 1. Training provided to all current staff. 2.Build training into new staff orientation.	N/A	N/A	Complete	Training Records & Court Monitor's June 2013 report.
EC66	IX.C. OTHER PRACTICES AT THE FACILITY – VISITOR POLICY	66. Residents are permitted unscheduled and scheduled visits with immediate family and/or guardians, at reasonable hours, unless the Interdisciplinary Team (IDT) reasonably determines the visit is contraindicated.	10/8/2012 Facilitate and allow all individuals to have scheduled and unscheduled visits if not contraindicated by court order or person centered plans.  6/11/2013 Court Monitor's June 2013 Report (pp. 112-1114) indicated non-compliance with this evaluation Criteria due to contradictory visitor policies and lack of clarification in individual records why restrictions are present.	7/31/2013	N/A	Administrator or designee Clinical Director Staff Training	N/A	6/30/2013 1. Visitor policies reviewed and updated.  2. Staff trained that all individuals are afforded the right to visitors unless contraindicated.  3. Individual records reviewed and updated to reflect rationale when restriction applies.	N/A	N/A	Complete	1. Visitor Policies 2. Training Records 3. Staff meetings. 4. Individual service records.

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EC67	IX.C. OTHER PRACTICES AT THE FACILITY – VISITOR POLICY	67. Visitors are allowed full and unrestricted access to the resident's living areas, including kitchen, living room, social and common areas, bedroom and bathrooms, consistent with all residents' rights to privacy.	12/5/2011 Facilitate all visitors access to the individual's living areas, including kitchen, living room, social and common areas, bedroom and bathrooms, with attention paid to the right of individual privacy and person centered plans or court requirements.	7/31/2013	N/A	Administrator or designee Clinical Director Staff Training	N/A	7/31/2013 Staff trained that visitors have access to common areas and individual's bedrooms and bathrooms unless restrictions are noted by the Court Order or the person centered plans.	N/A	N/A	Complete	1. Training Records 2. Staff meetings.
EC68	IX.C. OTHER PRACTICES AT THE FACILITY – VISITOR POLICY	68. Residents are allowed to visit with immediate family members and/or guardians in private without staff supervision, unless the IDT reasonably determines this is contraindicated.	6/30/2013 Provide privacy for all individuals when visiting with immediate family members and/or guardians, unless the person centered plans reasonably determines this is contraindicated or court ordered.  6/11/2013 Court Monitor's June 2013 Report (pp. 112-1114) indicated non-compliance with this evaluation Criteria due to contradictory visitor policies and lack of clarification in individual records why restrictions are present.	7/31/2013	N/A	Administrator or designee Clinical Director Staff Training	N/A	6/30/2013 1. Visitor policies reviewed and updated.  2. Staff trained that all individuals are afforded the right to visitors unless contraindicated.  3. Individual records reviewed and updated to reflect rationale when restriction applies.	N/A	N/A	Complete	1. Visitor Policies 2. Training Records 3. Staff meetings. 4. Individual service records.

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EC69	IX.D. OTHER PRACTICES AT THE FACILITY – NO INCONSISTENT PUBLICITY	69. There is marketing, recruitment and publicity regarding the Facility.	12/5/2011 Clearly state the facility's purpose in a bulletin to county directors, social service supervisors and staff, county attorneys and Consumers and Families and Legal Representatives of consumers of Developmental Disabilities Service.	12/31/2012	N/A	Administrator or designee	N/A	12/31/2012 Bulletin #12-76-01 which outlines the facility's purpose, issued	N/A	N/A	Complete	Bulletin #12-76-01 Minnesota Specialty Health System (MSHS) - Cambridge: Admission and Discharge Criteria, Crisis Stabilization Services, and Transition Planning
EC70	IX.D. OTHER PRACTICES AT THE FACILITY – NO INCONSISTENT PUBLICITY	70. The facility has a mission consistent with the Settlement Agreement.	12/5/2011 Review the facility's purpose to make sure that it is consistent with the Jensen Settlement Agreement.	12/31/2012	N/A	Administrator or designee	N/A	12/31/2012 Reviewed and issued Bulletin #12-76-01 which outlines the facility's purpose that is consistent with the JSA	N/A	N/A	Complete	Bulletin #12-76-01 Minnesota Specialty Health System (MSHS) - Cambridge: Admission and Discharge Criteria, Crisis Stabilization Services, and Transition Planning
EC71	IX.D. OTHER PRACTICES AT THE FACILITY – NO INCONSISTENT PUBLICITY	71. The recruitment, publicity and marketing are consistent with the mission.	12/5/2011 All recruitment, publicity and marketing of the facility will be consistent with the JSA.  6/11/2013 Court Monitor's June 2013 Report (pp. 118) indicated : Provide all Cambridge staff with a copy of Bulletin #12- 76-01 and provide training to both MSHS-Cambridge staff and to community case management administrators and case managers on the Bulletin's intent and content.	7/31/2013	N/A	Administrator or designee	N/A	12/31/2012 1.Bulletin #12-76-01 provided to all staff. 2. All staff required to read and understand the bulletin. 3. Bulletin was distributed to all county staff which consist of case managers and case management staff.	N/A	N/A	Complete	Bulletin #12-76-01 Minnesota Specialty Health System (MSHS) - Cambridge: Admission and Discharge Criteria, Crisis Stabilization Services, and Transition Planning

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EC72	IX.E. OTHER PRACTICES AT THE FACILITY – POSTING REQUIREMENTS	72. The Facility continues to post the Health Care Bill of Rights, the name and phone number of the person within the Facility to whom inquiries about care and treatment may be directed, and a brief statement describing how to file a complaint with the Office of Health Facility Complaints, including the address and phone number of that office.	12/5/2011 Post a copy of the required Minnesota Bill of rights and information on how to file a complaint with Office of Health Facility Complaints will be posted and explained to individuals as required by law.  Note: Minnesota's Bill of Rights requires specific language to be posted and the facility is required to comply with this in order to meet regulatory requirements.  6/11/2013 Court Monitor's June 2013 Report (pp. 120) indicated non-compliance with this evaluation Criteria due to: DHS posts the verbatim Bill of Rights statute, single space and in the verbatim legislative language which is not likely to be understandable to clients (sic) or most non-lawyers. Information on how to contact the OHFC is lacking.	7/31/2013	N/A	Administrator or designee	N/A	7/31/2013 1. Minnesota Bill of Rights posted for all staff and visitors to see. 2. All individuals have received one on one explanation of their rights in language appropriate to the intellectual level of the individual on admission. 3. Have an additional pictorial to explain rights available for individuals to review.	N/A	N/A	Complete	1. Posted Bill of Rights and pictorial.

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EC73	IX.E. OTHER PRACTICES AT THE FACILITY – POSTING REQUIREMENTS	73. The Health Care Bill of Rights posting is in a form and with content which is understandable by residents and family/guardians.	6/30/2013 Explain to all individuals, parents and guardians the Bill of Rights in an understandable manner to the individual. Staff will have available a secondary document that individuals can read at their leisure.  6/11/2013 Court Monitor's June 2013 Report (pp. 122) indicated non-compliance with this evaluation Criteria due to: 1. The Health Care Bill of Rights should be redone for posting in language appropriate to the reading level of Cambridge clients, and with significant use of graphics and examples for those who may have difficulty with the text. A poster format might be considered.  2. The name and phone number of a person at Cambridge to whom inquiries on treatment may be made, and a description of how a complaint to the Office of Health Facility Complaints may be made, should be posted.	7/31/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities	N/A	7/31/2013 1. All admissions have received one on one explanation of their rights in language appropriate to the intellectual level of the individual. 2. All individuals have been shown another version of the Bill of Rights that explains to the individual their rights pictorially and in understandable language. 3. OHFC information is posted 4. Staff name for individuals to contact regarding inquiries about treatment is posted.	N/A	N/A	Complete	1. Posted Information about OHFC 2. Posted information on facility staff contact. 3. Pictorial available for individuals.

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EC74	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	74. The expansion of community services under this provision allows for the provision of assessment, triage, and care coordination to assure persons with developmental disabilities receive the appropriate level of care at the right time, in the right place, and in the most integrated setting in accordance with the U.S. Supreme Court decision in <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 582</a> (1999).	12/31/2011 74.1 Work with community partners and Community Support Services (CSS) to provide assessment, triage, and care coordination so that persons with developmental disabilities can receive the appropriate level of care in the most integrated setting.	7/31/2013	N/A	Administrator Cambridge MSHS Administrator Successor Facilities Admission and Discharge Coordinator	N/A	7/31/2013 1. All non-court ordered potential admissions will be offered alternate solutions to admission and referred to community support services to remain in the community with supports and services. 2. 1/1/2013 Weekly meetings discuss individual referred or at risk of admission and work to keep them in their community setting or to facilitate smooth transition into another appropriate service. 3. One CSS consultant provides consultation on all MSHS referrals to assist with diversions and on all clients served by MSHS to assist with transition planning and to provide smooth transition for individuals referred for a full CSS case to provide support through transition into community living.	N/A	N/A	Complete	1. DHS Organizational Chart 2. Individual records. 3. Meeting Agenda/Discussion points.

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EC75	<b>X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES</b>	75. The State identifies, and provides long term monitoring of, individuals with clinical and situational complexities in order to help avert crisis reactions, provide strategies for service entry changing needs, and to prevent multiple transfers within the system.	12/31/2011 75.1 Community Support Services (CSS) staff provide long term monitoring, assessment and other strategies in order to help avert crisis reactions and prevent multiple transfers within the system for individuals with developmental disabilities. The long term monitoring plan for each individual is created using person-centered thinking, to meet the needs and preferences of that individual..	12/31/2012	N/A	Deputy-Commissioner Direct Care and Treatment Services  Director of State Operated Services  Director of Community Support Services  CSS lead consultants	N/A	12/31/2012 1. CSS teams (currently 70 staff) established to cover all areas of Minnesota to provide long term monitoring and I102 2. For those people who choose long term monitoring, a person centered plan is created for them. 3. To ensure consistency, the CSS lead consultant will continue to be the person assigned to the person's case in the Extended Support function.	N/A	N/A	Complete	1. Documentation to explain CSS and their programs is available at: <a href="https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-6506-ENG">https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-6506-ENG</a> 2.CSS operational protocol 3. Documentation to explain CSS and their programs is available at: <a href="https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-6506-ENG">https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-6506-ENG</a> 4. Documentation in individual records"
EC75	<b>X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES</b>	75. The State identifies, and provides long term monitoring of, individuals with clinical and situational complexities in order to help avert crisis reactions, provide strategies for service entry changing needs, and to prevent multiple transfers within the system.	12/31/2011 75.2 CSS lead consultants will identify individuals, generally within their case load, with clinical and situational complexities who have been served by CSS for a year or more, who would likely benefit from long term monitoring. The individuals will be presented a choice to participate in long term monitoring. They may choose no then, but CSS would always be available to them as needed.	12/31/2012	N/A	Deputy-Commissioner Direct Care and Treatment Services  Director of State Operated Services  Director of Community Support Services	N/A	12/31/2011 1.DHS begins process of identifying individuals with clinical and situational complexities.  2.A monthly report listing current individuals being served by is created, and is reviewed by CSS and Cambridge staff.	N/A	N/A	Complete	1. CSS operational protocol 2. Documentation to explain CSS and their programs is available at: <a href="https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-6506-ENG">https://edocs.dhs.state.mn.us/Ifserver/Public/DHS-6506-ENG</a> 3. Documentation in individual records

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EC76	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	76. Approximately seventy five (75) individuals are targeted for long term monitoring.	12/5/2011 Market and reach out to counties, individuals, guardians and families to realize the goal of 75 individuals for Long Term Supports. As of 8/30/2013 513 cases were targeted and served with 36 cases accepting extended support services.	6/30/2014	N/A	Director of CSS	N/A	1/1/2012 1. Reached out to individuals, guardians and counties to offer services.  2. Some marketing at conferences and seminars.  3. As of 8/30/2013, 513 cases were targeted and served, with 36 cases accepting extended support services.	1/1/2012 Not all individuals or guardians are receptive to long term supports and their decision for independence needs to be honored.  Consent / privacy issues	1/1/2012 Respect decision for independence but continue to check in periodically in case the individual has changed their mind.  HIPAA, HITECH, state laws and rules were reviewed to ensure the marketing and contacts made are compliant with privacy and consent requirements.	Incomplete	Individual records.

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EC77	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	77. CSS mobile wrap-around response teams are located across the state for proactive response to maintain living arrangements.	1/1/2012 Nine teams in 23 locations established throughout the State.	12/31/2012	N/A	Director of CSS	N/A	12/31/2012 1.Nine teams with 23 locations are established throughout the State.  2. There are some regional offices and some staff are based out of their homes to allow for a greater reach of services. Satisfaction surveys are conducted to get individual's reactions to services provided.  3. Ombudsman offices and the MDH Office of Health Facility Complaints are available for people to ask questions or make complaints.  4. Licensing reviews.	N/A	N/A	Complete	Documentation in individual record.  DHS-6506 includes a map showing the assigned counties for the CSS regional offices or teams.  Review results.  Ombudsman and OHFC records.

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EC78	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	78. CSS arranges a crisis intervention within three (3) hours from the time the parent or legal guardian authorizes CSS' involvement.	1/1/2012 Strategically establish nine teams in 23 locations throughout the State to respond within 3 hours of a request for service. CSS admissions contacts the person's case manager as soon as they learn of a potential or actual crisis situation.	12/31/2012	N/A	Director of CSS	N/A	12/31/2012 Teams are established throughout the State, some in regional offices and some based out of their home to allow for greater reach into outstate Minnesota.  There has been discussion to possibly co-locate CSS staff with the new homes developed to replace the facility-based beds.  While waiting for service authorization (a HCBS waiver requirement), CSS is assessing the information they have and determining initial services / actions so when authorization is received they can react.	When the person has a HCBS waiver, the direct support staff services must be authorized by the person's waiver case manager (because the services would be funded through the waiver).	Established ongoing communication with lead agencies who are responsible for case management.  Provided offers of training and consultation.	Complete	Individual records.  Location of current teams and staff.  Future locations of teams and staff (based on location of future housing options).

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EC79	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	79. CSS partners with Community Crisis Intervention Services to maximize support, complement strengths, and avoid duplication.	1/1/2012 1. There is ongoing collaboration with the Metro Crisis Coordination Program (MCCP), whose intent is to provide a crisis safety net range of services for persons with developmental disabilities or related conditions; MCCP is a collaborative effort of seven counties in the Twin Cities metropolitan area. (metrocrisis.org) 2. In Minnesota, the local mental health authorities (LMHAs) (also known as community mental health centers) are authorized by state Statute to provide services to a specific geographic area of the state. Each county board is statutorily responsible for a system of locally available and affordable adult mental health services [MN Stat §245.466).	12/31/2012	N/A	Director of CSS	N/A	12/31/2012 CSS partners and coordinates with MCCP, the LMHAs, and any other community crisis intervention programs as appropriate to best meet the individual's needs and preferences.  There are quarterly meetings with MCCP, and there is ongoing contacts between them and other community crisis intervention programs to avoid duplication of services and to share best practices.	N/A	N/A	Complete	Any conversation or contact about an individual is documented in that individual's records.

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EC80	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	80. CSS provides augmentative training, mentoring and coaching	1/1/2012 CSS Staff will offer and provide training as requested on coaching, mentoring and Augmentative training.	12/31/2012	N/A	Director of CSS	N/A	12/31/2012 CSS has developed and provided onsite consultation and training on coaching, mentoring, and augmentative training. It is generally scheduled on a case by case basis depending on the needs of the requestor. Often they provide training to direct support staff on an individual's support plan.  Some specific training topics include: Positive Behavior Support (PBS); therapeutic intervention and personal safety techniques; Person- Centered thinking and planning; Rule 40; mental health issues and interventions; dementia, aging and health issues; sensory processing and strategies; and direct support staff mentoring and coaching.	N/A	N/A	Complete	1. Training records (such as sign-in sheets, number of participants)  2. Satisfaction surveys from trainees

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EC81	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	81. CSS provides staff at community based facilities and homes with state of the art training encompassing person centered thinking, multi- modal assessment, positive behavior supports, consultation and facilitator skills, and creative thinking.	1/1/2012 CSS determines locations for teams and/or home-based staff. CSS creates position descriptions that identify the necessary knowledge, skills, and abilities. CSS hires or trains staff with necessary qualifications and skills to provide training.	12/31/2012	N/A	Director of CSS	N/A	12/31/2012 CSS determined locations for regional offices. Position descriptions are created. CSS hired staff with necessary qualifications. Some staff work out of their homes, which can be some distance from the regional offices, and so reaching further out into greater Minnesota. CSS has ongoing relationships with counties, other lead agencies, and providers so those are familiar with CSS services.	N/A	N/A	Complete	1. Position descriptions for identification of knowledge, skills, and abilities  2. Training records  3. brochure DHS-6506- ENG includes a list of services available from CSS

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EC82	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	82. CSS’ mentoring and coaching as methodologies are targeted to prepare for increased community capacity to support individuals in their community.	12/31/2012 CSS will mentor and develop coaches in the community with a vision to support individuals in communities.	12/31/2012	N/A	Director of CSS	N/A	12/31/2012 CSS is fully staffed and trained to facilitate the development of coaches in the community to support increased community capacity and need.  12/31/2012 Training and consultation is provided to support staff and other providers as needed or requested. A list of available topics is made available.  10/1/2013 CSS is considering additional methods of training or internship options to increase the depth of community knowledge of CSS services.	N/A	N/A	Complete	1.Training records.  2. Satisfaction surveys from people who took training.



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EC83	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	83. An additional fourteen (14) full time equivalent positions (15 FTE) were added between February 2011 and June 30, 2011, configured as follows: Two (2) Behavior Analyst 3 positions; One (1) Community Senior Specialist 3; (2) Behavior Analyst 1; Five (5) Social Worker Specialist positions; and Five (5) Behavior Management Assistants	12/31/2012 1. Review position descriptions, update if necessary. 2. Work with DHS Human Resources on advertising positions. 3. CSS will hire staff with the required qualifications and in the required quantities.	12/31/2012	N/A	Director of CSS	N/A	12/31/2012 CSS fully staffed with 15 full time equivalent positions consisting of Three (3) Behavior Analyst 3 positions*; One (1) Community Senior Specialist 3; One (1) Behavior Analyst 1*; Five (5) Social Worker Specialist positions; and Five (5) Behavior Management Assistants (* One BA1 position was reallocated to a BA3 after the individual in the position completed intensive PBS training through the University of Minnesota.	12/31/2012 Staff resignations and turnover is anticipated	12/31/2012 Recruit for any vacancies with minimal loss of time	Complete	1. Personnel Listing  2.Position Descriptions  3. Staff resumes

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EC84	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	84. None of the identified positions are vacant.	12/31/2012 CSS will keep all the required positions filled.	12/31/2012	N/A	CSS Director	N/A	12/31/2012 All positions recruited and hired.  CSS monitors staffing on an ongoing basis.  CSS works very actively with DHS Human Resources to post and fill any vacant positions.	12/31/2012 Staff resignations and turnover is anticipated.	12/31/2012 There has been some turnover since CSS was created. Other staff fill in where possible to maintain services.  CSS recruits very quickly and very actively for any vacancies.	Complete	Personnel Listing
EC84A	X.A. SYSTEM WIDE IMPROVEMENTS – EXPANSION OF COMMUNITY SUPPORT SERVICES	84A. All staff who hold the title of Behavior Analyst have the requisite educational background, experience, and credentials recognized by national associations such as the Association of Professional Behavior Analysts.	12/5/2011 CSS and the facility will hire behavioral analysts who meet the requirements of the settlement.  See also Pat 2 : Staffing.	12/31/2013	N/A	Administrator / Designee	N/A	12/31/2013 Staff hired will meet the required qualifications	12/5/2011 The Union Contract language and historical hiring labels behavioral Analysts 1 and 2 but these staff do not function as Behavioral Analysts.	DHS / the facility will recruit and hire, or train staff to meet the requirements of the Settlement.	Incomplete	N/A
EC85	X.B. SYSTEM WIDE IMPROVEMENTS – OLMSTEAD PLAN	85. An <i>Olmstead</i> Planning Committee was established by February 5, 2012	2/5/2012 Olmstead Planning Committee formed.	2/5/2012	N/A	DHS Olmstead Staff	N/A	2/5/2012 Olmstead Committee members solicited and committee formed	N/A	N/A	Complete	Olmstead Website <a href="http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive">http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive</a>

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EC86	X.B. SYSTEM WIDE IMPROVEMENTS – OLMSTEAD PLAN	86. The Committee’s public recommendations were issued by October 5, 2012.	10/5/2012 Submit the public recommendations called "The Promise of Olmstead: Recommendations of the Olmstead Planning Committee" to the Commissioner of Human Services.	10/23/2013	N/A	Olmstead Committee with Olmstead staff from DHS	N/A	10/23/2012 Committee published a document called "The Promise of Olmstead : Recommendations of the Olmstead Planning Committee."	N/A	N/A	Complete	1. Document called "The Promise of Olmstead: Recommendations of the Olmstead Planning Committee." 2. Meeting Minutes from the Olmstead Planning Committee 3. Source documents reviewed by the committee. Website: <a href="http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive">http://www.dhs.state.mn.us/ main/idcplg?IdcService=GE T_DYNAMIC_CONVERSI ON&amp;RevisionSelectionMeth od=LatestReleased&amp;dDocN ame=opc_archive</a>

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EC87	X.B. SYSTEM WIDE IMPROVEMENTS – OLMSTEAD PLAN	87. By August 5, 2013, the State and the Department developed and implemented a comprehensive <i>Olmstead</i> plan that uses measurable goals to increase the number of people with disabilities receiving services that best meet their individual needs and in the "Most Integrated Setting," and which is consistent and in accord with the U.S. Supreme Court's decision in <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 582</a> (1999).	8/5/2013 87.1 The Olmstead Plan's release date changed from the original due date of June 5, 2013 to 11/1/2013 with court approval (amended order August 28, 2013) with the final proposal due to the court on or before 11/1/2013.	11/1/2013	N/A	Olmstead Sub-Committee with Olmstead staff from DHS	8/1/2013 Experts in Olmstead design and writing	8/1/2013 Subject matter Experts are engaged.	N/A	N/A	Incomplete	Court Order of 4/23/2013

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EC87	X.B. SYSTEM WIDE IMPROVEMENTS – OLMSTEAD PLAN	87. By August 5, 2013, the State and the Department developed and implemented a comprehensive <i>Olmstead</i> plan that uses measurable goals to increase the number of people with disabilities receiving services that best meet their individual needs and in the "Most Integrated Setting," and which is consistent and in accord with the U.S. Supreme Court's decision in <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 582</a> (1999).	10/9/2013 87.7 Prepare final draft to be submitted to the Olmstead Sub-Cabinet for them to do a final review of the draft plan.	11/1/2013	N/A	Olmstead Sub- Committee with Olmstead staff from DHS	N/A	10/9/2013 1. Final draft edited and readied for Sub-Cabinet	N/A	N/A	Incomplete	1.Draft posted on 10/22/2013 on the website: Olmstead Website: <a href="http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive">http://www.dhs.state.mn.us/ main/idcplg?IdcService=GE T_DYNAMIC_CONVERSI ON&amp;RevisionSelectionMeth od=LatestReleased&amp;dDocN ame=opc_archive</a>

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EC87	X.B. SYSTEM WIDE IMPROVEMENTS – OLMSTEAD PLAN	87. By August 5, 2013, the State and the Department developed and implemented a comprehensive <i>Olmstead</i> plan that uses measurable goals to increase the number of people with disabilities receiving services that best meet their individual needs and in the "Most Integrated Setting," and which is consistent and in accord with the U.S. Supreme Court's decision in <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 582</a> (1999).	10/09/2013 87.8 When Olmstead Sub-Cabinet approves plan, submission is needed to the following: 1. The Governor.	11/1/2013	N/A	Olmstead Sub- Committee with Olmstead staff from DHS	N/A	10/9/2013 1. Final draft edited and readied for Sub-Cabinet 2. Plan to submit to Governor once approved on 10/22/2013.	N/A	N/A	Incomplete	1.Communication to the Governor.  2. Draft posted on 10/22/2013 on the website: Olmstead Website: <a href="http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive">http://www.dhs.state.mn.us/ main/idcplg?IdcService=GE T_DYNAMIC_CONVERSI ON&amp;RevisionSelectionMeth od=LatestReleased&amp;dDocN ame=opc_archive</a>

## JENSEN EVALUATION CRITERIA (EC)/CAMBRIDGE (C) IMPLEMENTATION PLAN:

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EC87	<b>X.B. SYSTEM WIDE IMPROVEMENTS – OLMSTEAD PLAN</b>	87. By August 5, 2013, the State and the Department developed and implemented a comprehensive <i>Olmstead</i> plan that uses measurable goals to increase the number of people with disabilities receiving services that best meet their individual needs and in the "Most Integrated Setting," and which is consistent and in accord with the U.S. Supreme Court's decision in <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 582</a> (1999).	10/09/2013 87.9 When Olmstead Sub-Cabinet approves plan, submission is needed to the following: 1. The Court 2. The Court Monitor 3. Jensen Settlement Agreement Plaintiffs' Counsel and Consultants	11/1/2013	N/A	Olmstead Sub-Committee with Olmstead staff from DHS	N/A	10/9/2013 Plan to submit the Olmstead Plan to the following once approved by the Governor: 1. The Court 2. The Court Monitor 3. Jensen Settlement Agreement Plaintiffs' Counsel and Consultants	N/A	N/A	Incomplete	1. Final Plan posted on the website: Olmstead Website: <a href="http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive">http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive</a>  2. E-mails distributing the plan to: a) The Court Monitor b) Jensen Settlement Agreement Plaintiffs' Counsel and Consultants  3. Filing with Court.

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EC88	X.B. SYSTEM WIDE IMPROVEMENTS – OLMSTEAD PLAN	88. The <i>Olmstead</i> Planning Committee is comprised of no less than fifteen (15) members with demonstrated understanding of the spirit and intent of the Olmstead decision, best practices in the field of disabilities, and a longstanding commitment to systemic change that respects the human and civil rights of people with disabilities, and with the required stakeholder representation.	2/5/2012 Form Olmstead Committee consisting of 15 members.	2/5/2012	N/A	Olmstead Staff	N/A	1/30/2012 1. Solicitation for committee members placed in the State Register <a href="http://www.comm.media.state.mn.us/bookstore/stateregister/36_28.pdf">http://www.comm.media.state.mn.us/bookstore/stateregister/36_28.pdf</a>  2. Committee formed	N/A	N/A	Complete	Olmstead Website <a href="http://www.dhs.state.mn.us/main/ideplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive">http://www.dhs.state.mn.us/main/ideplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=opc_archive</a>

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EC89	X.C. SYSTEM WIDE IMPROVEMENTS – RULE 40	89. By February 5, 2012, the Department convened a Rule 40 Advisory Committee with the designated membership approved by the parties.	1/30/2012 Form Rule 40 Committee.	2/5/2012	N/A	Rule 40 Advisory Committee Liaison Staff	N/A	1/30/2012 Formed Rule 40 Advisory Committee consisting of 16 people representing:  • Counties/lead agencies • Family members • Independent experts • Minnesota Department of Human Services • Minnesota Disability Law Center • Minnesota Governor’s Council on Developmental Disabilities • Parents • Plaintiffs’ counsel • Providers • Self-advocates • Other interested parties	N/A	N/A	Complete	1. Rule 40 Advisory Committee Meetings and Report  2. Rule 40 Advisory Committee website: <a href="http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=dhs16_168104#">http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=dhs16_168104#</a>

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EC90	X.C. SYSTEM WIDE IMPROVEMENTS – RULE 41	90. The function, operations and the product, of the Committee are to study, review and advise the Department on how to modernize Rule 40 to reflect current best practices, including, but not limited to the use of positive and social behavioral supports, and the development of placement plans consistent with the principle of the "most integrated setting" and "person centered planning, and development of an 'Olmstead Plan'" consistent with the U.S. Supreme Court's decision in <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 582</a> (1999).	1/30.2012 The committee will provide advice and direction to the Department.	7/2/2013	N/A	Rule 40 Advisory Committee Liaison Staff	N/A	1/30/2012 1. Committee met and provided advice. 2. Committee's advice documented in a report.	7/2/2013 Some areas of disagreement within the committee	8/20/2013 Utilize Dr. Freda Brown to provide input.	Complete	1. Advisory Committee meeting notes 2. Dr. Brown's input received via e-mail from David Ferleger on 8/20/2013.

## JENSEN EVALUATION CRITERIA (EC)/CAMBRIDGE (C) IMPLEMENTATION PLAN:

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EC91	X.C. SYSTEM WIDE IMPROVEMENTS – RULE 40	91. The Committee's review of best practices included the Arizona Department of Economic Security, Division of Developmental Disabilities, Policy and Procedures Manual, Policy 1600 Managing Inappropriate Behaviors.	7/2/2013 The committee did review best practices from the recommended sources.	7/2/2013	N/A	Rule 40 Advisory Committee Liaison Staff and Rule 40 Advisory Committee Members	N/A	7/2/2013 Review Complete and report written.	N/A	N/A	Complete	1. Rule 40 Advisory Committee Report 2. Rule 40 Advisory Committee website: <a href="http://www.dhs.state.mn.us/main/ideplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=dhs16_166534">http://www.dhs.state.mn.us/main/ideplg?IdcService=GET_DYNAMIC_CONVERSION&amp;RevisionSelectionMethod=LatestReleased&amp;dDocName=dhs16_166534</a>
EC92	X.C. SYSTEM WIDE IMPROVEMENTS – RULE 40	92. The Committee issued a public notice of intent to undertake administrative rule making by February 5, 2012.	1/30/2012 Publish public notice in the State Register.	1/30/2012	N/A	Regulations Staff	N/A	1/30/2012 Public Notice Published at 36 SR 878	N/A	N/A	Complete	1. State Register 36 SR 878
EC93	X.C. SYSTEM WIDE IMPROVEMENTS – RULE 40	93. DHS did not seek a waiver of Rule 40 for the Facility.	12/5/2011 The facility will not seek a waiver for Rule 40 use at Cambridge MSHS.	12/5/2011	N/A	Administrator of Cambridge MSHS	N/A	12/5/2012 Facility does not have a Rule 40 waiver.	N/A	N/A	Complete	License Documentation demonstrating no associated Rule 40 waiver.



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EC94	X.D. SYSTEM WIDE IMPROVEMENTS – MINNESOTA SECURITY HOSPITAL	94. Beginning at least by February 5, 2012, the State takes best efforts to ensure that there are no transfers to or placements at the Minnesota Security Hospital of persons committed solely as a person with a developmental disability.	2/5/2012 Review each admission will be reviewed to ensure that there are no transfers to or placements at the Minnesota Security Hospital of persons committed solely as a person with a developmental disability.	2/5/2012	N/A	Administrator of Minnesota Security Hospital- St. Peter	N/A	2/5/2012 Admissions reviews each referral to make sure no one is committed solely as a person with DD.	N/A	N/A	Complete	Census Records.
EC95	X.D. SYSTEM WIDE IMPROVEMENTS – MINNESOTA SECURITY HOSPITAL	95. Beginning no later than July 1, 2011, there are no transfers or placements of persons committed solely as a person with a developmental disability to the Minnesota Security Hospital (subject to the exceptions in the provision).	7/1/2011 Each admission will be reviewed to assure that no persons with a sole diagnosis of developmental disability will be transferred or placed at the MN. Security Hospital-St. Peter.	7/1/2011	N/A	Administrator MN. Security Hospital-St. Peter.	N/A	2/5/2012 Admissions reviews each referral to make sure no one is committed solely as a person with DD.	N/A	N/A	Complete	Census Records.

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EC96	X.D. SYSTEM WIDE IMPROVEMENTS – MINNESOTA SECURITY HOSPITAL	96. There has been no change in commitment status of any person originally committed solely as a person with a developmental disability without proper notice to that person's parent and/or guardian and a full hearing before the appropriate adjudicative body.	12/5/2011 Any person with a developmental disability who encounters a need for a change in commitment status will receive proper notice and hearing before the appropriate adjudicative body.	12/5/2011	N/A	Administrator of AMRTC and MN. Security Hospital-St. Peter.	N/A	12/5/2011 1. Review each request for a change in commitment status. 2. Follow all state laws with regards to notification for change in status. 3. Provide due process to all individuals.	N/A	N/A	Complete	Individual & Court Records.

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EC97	X.D. SYSTEM WIDE IMPROVEMENTS – MINNESOTA SECURITY HOSPITAL	97. Beginning no later than December 1, 2011, all persons presently confined at Minnesota Security Hospital who were committed solely as a person with a developmental disability and who were not admitted with other forms of commitment or predatory offender status set forth in paragraph 1, above, are transferred by the Department to the most integrated setting consistent with <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 581</a> (1999).	12/1/2011 Review admissions for MN. Security Hospital-St. Peter and only admit individual with a developmental disability who also have another form of commitment or predatory offender status.	12/1/2011	N/A	Administrator of MN. Security Hospital-St. Peter	N/A	12/31/2011 Community settings with location and services desired and approved by the person with developmental disability located and the persons with developmental disability moves to the community setting.	N/A	N/A	Complete	Clinical record.

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EC98	X.E. SYSTEM WIDE IMPROVEMENTS – ANOKA METRO REGIONAL TREATMENT CENTER	98. Beginning no later than January 5, 2012, all AMRTC residents committed solely as a person with a developmental disability and who do not have an acute psychiatric condition are transferred from AMRTC to the most integrated setting consistent with <i>Olmstead v. L.C.</i> , <a href="#">527 U.S. 581</a> (1999)	1/5/2012 AMRTC admits only persons with both a psychiatric condition and persons with a developmental disability.	1/5/2012	N/A	Administrator of AMRTC	N/A	1/5/2012 1. Review admission requests 2. Offer alternate solutions for persons with DD who do not have an acute psychiatric condition.	N/A	N/A	Complete	AMRTC Census Records of persons with Developmental Disabilities.
EC99	X.F. SYSTEM WIDE IMPROVEMENTS – LANGUAGE	99. The term “mental retardation” has been replaced with “developmental disabilities” in any DHS policy, bulletin, website, brochure, or other publication.	7/31/2013 All references to outdated terminology used to describe persons with Developmental Disabilities have been updated with clarification on the Departments use of people first language inserted in areas where historical documents are found.	9/30/2013	N/A	Jensen Compliance Officer and DHS Communications Office Staff	N/A	7/15/2013 Place people first disclaimer on web and other documents with a web audit monthly.	N/A	N/A	Complete	Memorandum from Medical Director/s to all staff. Web searches.

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EC100	X.F. SYSTEM WIDE IMPROVEMENTS – LANGUAGE	100. DHS drafted and submitted a bill for the Minnesota Legislature that will require the replacement of terms such as "insane," "mentally incompetent," "mental deficiency," and other similar inappropriate terms that appear in Minnesota statutes and rules.	12/5/2011 Legislation Submitted to require the removal of inappropriate terms that appear in Minnesota statutes and Rules was enacted as part of the 2013 legislature at Chapter 62 and Chapter 59, Article 3, section 21 signed by the Governor on May 16, 2013.	7/1/2013	N/A	Legislative Staff from Disability Services and Direct Care and Treatment Services	N/A	6/16/2013Legislation enacted	N/A	N/A	Complete	State Register/Revisor of Statutes 2013 Laws of Minnesota, Chapter 62 2013 Laws of Minnesota, Chapter 59, Article 3.

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PART 2: CAMBRIDGE IMPLEMENTATION PLAN

C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1. Initial Plan	8/9/2013 1.1. Create First Draft Cambridge Relocation Project Recommendation / Plan and review with Deputy Commissioner, et. al.	10/1/2013	N/A	Project Manager, and MSHS-C Leadership Team, and staff	8/9/2013 MSHS-C Management Team input and plan initiation by Project Manager.	8/9/2013 Project Manager initiated plan with input from MSHS-C Management Team and added various input from meetings with other organizations. Plan was created and has had multiple revisions and drafts.	9/9/2013 A revised format was requested.	9/9/2013 Revised format with listed criteria. 9/13/2013 Continued requests for clarification . ** 10/09/2013 Further revisions to integrate with Full Implementation Plan. This plan becomes our internal project management guide.	Complete	Cambridge Replacement Plan
C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1. Initial Plan	9/20/2013 1.1a. Complete draft plans for approval by administrator.	10/1/2013	N/A	Administrator and Project Manager	9/20/2013 Administrator and Project Manager to complete final draft with input from all parties.	9/2013 Various meetings in September with leadership team at Cambridge, also sought input from Jensen compliance team.	N/A	N/A	Complete	Cambridge Replacement Plan

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C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1. Initial Plan	9/17/2013 1.1b Complete Narrative Summary for Plan: Describing Vision, Purposes	10/1/2013	N/A	Administrator, Project Manager, Operations Manager, and Clinical Director	9/17/2013 Person Centered Descriptions, Budgets, Proposed Org Chart and Staffing / Schedule	9/17/2013 Administrator developed and completed narrative summary and forwarded to Deputy Commissioner and Planning Director and Compliance Officer	N/A	N/A	Complete	Cambridge Replacement Plan
C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1. Initial Plan	8/5/2013 1.2 Initiate planning work with MSOCS, CSS, and AMRTC.	9/20/2013	N/A	Administrator, Project Manager, and Clinical Director	8/5/2013 Management Teams from MSOCS, CSS, and AMRTC; adjoining of plans	Initial meetings have occurred: MSOCS 8/5/2013, CSS & Unit D 8/29/2013, and AMRTC 8/31/2013	N/A	N/A	Complete	Meeting Notes
C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1. Initial Plan	8/23/2013 1.2a. Meet with AMRTC and set a timeline on the intersection of services. Incorporate that into this plan.	9/26/2013	N/A	Administrator, Project Manager, Clinical Director and Deputy Commissioner with AMRTC Senior Management Team	9/5/2013 MSHS-C Management Team and Clinical Team from AMRTC. Project Manager & Plan	8/23/2013 & 8/29/2013 Consulted with Dr. Miller in meetings. 8/31/2013 Initial meeting with AMRTC. 9/26/2013 Additional meeting set up with Administrator at AMRTC to discuss plans.	N/A	N/A	Complete	Meeting Notes/Minutes

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C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1. Initial Plan	8/9/2013 1.3. Define and Assign Action Tasks within Cambridge Relocation Project Recommendation	11/1/2013	N/A	Project Manager and Management Team	9/6/2013 MSHS-C Management Team	8/9/2013 Actions plans have begun and are being assigned. Clinical Director, Administrator, Operations Manager, Project Manager all assigned segments of the plan as leads or team members. Each is managing details and tasks associated with the plan to carry out the assignments.	N/A	N/A	Incomplete	Cambridge Replacement Plan
C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1. Initial Plan	8/16/2013 1.3a. Manage Relocation Project Plan	3/31/2014	N/A	Project Manager, Admin Team	9/6/2013 Project Management Tools	8/16/2013 Pursued Microsoft Project (MP)  9/6/2013 MP installed.  9/6/2013 to ***10/8/2013 Created several versions of the plan to get greater accuracy and detail.	8/16/2013 Creating compatibility with other plans	9/9/2013 researched reporting ability of MP; MP can export excel and other compatible reports	Complete	Cambridge Replacement Plan



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C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1a. Our Vision	8/9/2013 1a.1. Review Mission Statement - "Successful Transition to a Successful Life"	9/27/2013	N/A	All MSHS-C Staff	8/9/2013 Management Team and Staff	3/19/2013 Our mission statement was officially implemented and put into policy.  8/9/2013 The mission statement was reviewed; no edits needed at this time.	N/A	N/A	Complete	Mission Statement
C1a	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1a. Our Vision	7/17/2013 1a.2. Define our Specialty of Service	10/31/2013	N/A	Administrator and Management Team, Deputy Commissioner and Senior Management	8/9/2013 Management Team	7/17/2013 & 8/09/2013: Discussed in various strategic and management meetings.	N/A	N/A	Complete	Written Definition of our Services, Narrative Summary
C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1a. Our Vision	7/17/2013 1a.3. Define Measurable Outcomes/Goals	10/31/2013	N/A	Project Manager and Management Team with Planning Director	9/6/2013 Management Team	7/17/2013 & 8/09/2013 & 10/2/2013; Discussed in various strategic and management meetings. Draft finalized on 10/2/2013.	N/A	N/A	Incomplete	Performance Accountability Report
C1	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	1a. Our Vision	9/6/2013 1a.4. Rename Cambridge MSHS	10/31/2013	N/A	All MSHS-C Staff, Senior Management	10/31/2013 Management Team and Staff	9/24/2013 Administrative Assistant and Administrator sent out e-mail to all staff; requesting suggestions on new name.	N/A	N/A	Incomplete	License with new name

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C2	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	2. Plan Approved moving forward	9/12/2013 2.1. Communication memos that provides continuous updates to staff, individuals, and stakeholders on the plan	3/31/2014	N/A	Administrator, Project Manager, and Management Team	9/20/2013 Meetings with the Union / staff, Cambridge MSHS-C Management, Senior Management and HR	9/12/2013 Public notifications.	N/A	N/A	Incomplete	Communication Memos( copy of e-mail)
C2	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	2. Plan Approved moving forward	9/12/2013 2.2. Consult Agency Communication Specialist and others on communication planning.	3/31/2014	N/A	Administrator and Project Manager	9/20/2013 Meeting with Sarah Berg	9/12/2013 Phone consult with Sarah Berg.	N/A	N/A	Complete	Copy of Correspondence
C2	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	2. Plan Approved moving forward	7/25/2013 2.3. Inquire on whether we have a legislative placeholder to assist with any obstacles encountered	11/30/2013	N/A	Administrator and Deputy Commissioner	9/20/2013 Meeting with Deputy Commissioner	7/25/2013 Administrator discussed with Deputy Commissioner and CFO . Question asked and awaiting guidance from department legislative staff leadership on who, where, how. Will follow up at the next Jensen Implementation meeting.	N/A	N/A	Incomplete	Copy of Correspondence

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C3	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	3. Cambridge Operations	8/6/2013 3.1. Continuous work toward Jensen Settlement Compliance	3/31/2014	N/A	Administrator and Management Team/ All Staff	8/9/2013 Administrator and the management team	8/6/2013 Continuous daily activity to present.	N/A	N/A	Incomplete	Progress reports on Person Centered Plans, Staff trained, Service delivery and systems in place.
C4	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	4. Labor Management	8/26/2013 4.1. Announce to Labor Management the plan to move off campus	8/26/2013	N/A	Administrator and Management Team	8/26/2013 Union reps and members, HR, and MSHS-C Management Team	8/26/2013 Met with Labor Management. 9/12/2013. 10/1/2013. 10/14/2013 and every 2 to 3 weeks as needed.	N/A	N/A	Complete	Labor Management Meeting Minutes
C4	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	4. Labor Management	3/31/2013 4.2. Commit and work with AFSCME, MNA, MMA (all unions) to work mutually toward a beneficial transition for staff ( Cambridge, MSOCS, AMRTC)	3/31/2014	N/A	Administrator and Management Team, Senior HR staff	3/31/2013 Initial meetings with all parties involved; Union reps and members, HR, and MSHS-C Management Team	9/4/2013 Operations Manager sent a request to Labor Management to set up first meeting. 9/24/2013 Draft of Cambridge Replacement Plan was shared with Labor Management	8/26/2013 Contract language Transition period from Cambridge to MSOP	9/2013 Preliminary discussion with union rep	Incomplete	Labor Management Meeting Minutes
C4	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	4. Labor Management	8/26/2013 4.2a. Communicate and meet with Labor Management/ all bargaining units, as needed, through the transition phases. ( Determine if MOU is necessary and if so, negotiate with union)	3/31/2014	N/A	Operations Manager, Administrator, Deputy Commissioner, Project Manager, and MSOP Senior Management Team	8/26/2013 Meetings with all parties involved; Union reps and members, HR, and MSHS-C Management Team	9/4/2013 Operations Manager sent a request to Labor Management to set up first meeting.  Next meeting set for 10/14/2013.	N/A	N/A	Incomplete	Labor Management Meeting Minutes/ Memos

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C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	12/5/2011 5.1. Hire highly experienced staff (Experience in Community Based, Crisis, Behavioral, and Person Centered Services)	3/31/2014	N/A	Management Team	7/23/2013 MSHS-C Management Team and HR	6/1/2013. HR Recruited Clinical Director with experiecne in PBS and trained in PCP and reclassified positions as Psy. 3. 7/23/2013 Recruiting Psych 3, Posted 8/2/2013 and interviewing currently in process. 2 CRS positions posted 8/2/2013, interviews are beginning 10/15/2013. The plan is to convert BA 2 to BA3; 1768 sent in. Proposed conversion of BMA in place of HSSS's. Decision was made to keep Recreational Therapist and Skills Development Specialist (Vocational).	9/20/2013 Waiting for repurposing of MSOP to be announced; staff availability will be a factor in who stays on campus	9/6/2013 Communicated this barrier to Deputy Commissioner, Senior Management, HR, and others to expedite communication of the repurposing of MSOP to the union/staff. 9/12/2013 Repurposing plans were announced.	Incomplete	Job Posting for BA3 and Psych. 3
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	10/1/2013 5.1a. Work with HR to expedite hiring in various locations throughout the state (to follow our services)	3/31/2014	N/A	Operations Manager, Administrator, Deputy Commissioner with HR Senior Management Team	10/1/2013 MSHS-C Management Team and HR	10/1/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Job Postings

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C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	8/9/2013 5.2. Hire 2 CRS Positions	10/31/2013	N/A	Operations Manager and Project Manager	8/9/2013 HR, HR audit for classification, Interviewing tools.	8/12/2013 Put a request into HR for posting the positions; 8/23/2013 HR audit on the positions was implemented. 9/18/2013 CRS positions posted. Interviews begin 10/15 and positions can be offered by 10/21. Plan is for new CRS positions to begin 11/15 to 11/21.	N/A	N/A	Incomplete	Job Posting
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	2/13/2013 5.3. Pursue additional BA Positions	3/31/2014	N/A	Clinical Director and Operations Manager	2/13/2013 Clinical Director and Operations Manager are working with HR on these positions.	2/13/2013 Posted for Int. BA2 with board cert. and W/O on 3/17/2013.  2/20/2013 Posted for FT BA2 with board cert. and W/O on 3/7/2013.  3/2013 Interviewed 6-8 applicants but they were not qualified/hired.  Changed strategy and will elevate BA2 to BA3 to get board certified.	2/13/2013 Unsure of BA classifications and structure needed with relocation.	10/7/2013 Posted for BA3 position instead of BA2 position, and in the process of hiring Psych 3 position.	Incomplete	Job Posting

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C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/10/2013 5.4. Research Hay Study on BA Classifications	9/27/2013	N/A	Operations Manager, Clinical Director, and HR	9/13/2013 Operations Manager and Clinical Director to review Hay study at CSS. New Organizational Chart and Staffing Pattern.	9/10/2013 Hay study was received. 9/4/2013 Operations Manager started working on new Org Chart.	N/A	N/A	Complete	Hay Study
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/4/2013 5.5. Review/Revise Position Descriptions	10/21/2013	N/A	Operations Manager, Clinical Director, and Management Team	9/13/2013 Organizational Chart, Management Team, HR	9/4/2013 Operations Manager started working on new Org Chart. HR Audit is scheduled for 10/28.	9/4/2013 Need clarification of roles/responsibilities and Org Chart completed	9/4/2013 Operations Manager is working on the Organizational Chart	Incomplete	Completed Position Descriptions
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/4/2013 5.6. Define Staffing/Management Structure: conceive base staffing levels and potential auxiliary staffing needs	11/1/2013	N/A	Operations Manager, Clinical Director, and Management Team	9/4/2013 MSHS-C Management Team and HR	9/4/2013 Operations Manager has begun reviewing the Organizational Chart and created a mock staffing pattern for community based services.	N/A	N/A	Incomplete	Staffing Schedule

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C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/4/2013 5.6a Revised Final Staffing/Management Structure	11/1/2013	N/A	Operations Manager, Clinical Director, and Management Team	9/4/2013 MSHS-C Management Team and HR	9/4/2013 Operations Manager has begun reviewing the Organizational Chart and created a mock staffing pattern for community based services.	N/A	N/A	Incomplete	Staffing Schedule
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/4/2013 5.7. Create new Organizational Chart	11/1/2013	N/A	Operations Manager and Management Team	9/4/2013 MSHS-C Management Team and HR	9/4/2013 Operations Manager has begun reviewing the Organizational Chart. The plan is to submit final draft to HR 10/11/2013.	N/A	N/A	Incomplete	Organizational Chart
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/17/2013 5.8. Pursue Vocational Staff Positions	3/31/2014	N/A	Operations Manager and Project Manager	9/17/2013 MSHS-C Management Team and HR	9/17/2013 Skills Development Specialist (Vocational) position is included in newly proposed org chart and budget.	N/A	N/A	Incomplete	Vocational Staff hired

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C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	8/30/2013 5.9. More flexibility of staffing to enhance Person - Centered - Driven Services ( matching staff and services that best fit the individuals served)	3/31/2014	N/A	Administrator and Management Team	9/4/2013 MSHS-C Management Team and HR	9/4/2013 Operations Manager created a new Org Chart; flexible scheduling is being reviewed.	8/30/2013 Contract regulations on scheduling.	9/4/2013 Operations Manager and Management Team are reviewing an on-call type of scheduling to allow more flexibility in schedules and better fit the needs of persons served. Planning for meeting with Labor Management regarding solutions.	Incomplete	Organizational Chart, Staffing Schedules
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/4/2013 5.10. Design position to work as transition/diversion support services for employment and housing and other related needs . This position would work closely with the current Transitions Coordinator to assist our process and add even more emphasis on diversion. " best effort for placement alternatives"	3/31/2014	N/A	Operations Manager and Project Manager, HR	10/1/2013 HR, Staff/Personnel with experience in transitional / diversion support services, initial listing of services we will be providing	9/4/2013 Operations Manager created an Org Chart and has added one additional staff to assist Transitional Coordinator with transition/diversion supports.	N/A	N/A	Incomplete	Position Description of person hired to work alongside Transitions Coordinator.



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C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/13/2013 5.10a. Design menu of transition/diversion support services we currently have available through our current staffing/services at Cambridge.	12/1/2013	N/A	Operations Manager and Project Manager	9/13/2013 Cambridge Staff, initial listing of services we will be providing	9/13/2013 Task identified and placed on plan.	N/A	N/A	Incomplete	Transition/Diversion Support ( list)
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/13/2013 5.10b. Consult with Shirley at MITH regarding their transitional housing services	11/15/2013	N/A	Operations Manager and Project Manager	9/13/2014 Meeting or phone conference	9/13/2013 Task identified and placed on plan.	N/A	N/A	Incomplete	Copy of Correspondence
C5	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	5. Staffing	9/13/2013 5.11. Establish work partners for separate work units	3/31/2014	N/A	Operations Manager, HR	11/1/2013 Meeting with Union/staff	9/13/2013 Task identified and placed on plan. Proposed to HR.	N/A	N/A	Incomplete	Work Partners Agreement

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C6	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	6. Short Term / Crisis Residential Services (MSOCS homes repurposed)	8/5/2013 6.1. Research types of homes available (condition, easily modified)	3/31/2014	N/A	Project Manager and Administrator	8/5/2013 and ongoing Meetings with MSOCS	8/5/2013 Met with MSOCS to review our plan and see if they have homes available for repurposing 8/28/2013 Operations Manager and Project Manager looked at MSOCS home/office in Hermantown; modifications and remodeling timeframe is not in our range.	8/5/2013 MSOCS currently has persons residing in all of their homes and the timing of repurposing their homes is past our deadline date. Possibility for future sites.	9/2/2013 Project Manager from MSOCS was assigned to locate leased properties for our relocation of Cambridge. ( see further actions taken in step 7.2.a)	Incomplete	Meeting Minutes and Correspondence
C6	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	6. Short Term / Crisis Residential Services (MSOCS homes repurposed)	9/12/2013 6.2. Inquire on the leasing/contracting process for transferring a home to us from MSOCS	3/31/2014	N/A	Project Manager and Administrator	9/12/2013 Schedule discussion with MSOCS and Real Estate Management.	9/12/2013 Consult with CBS Director on progress.	N/A	N/A	Incomplete	Copy of Correspondence
C6	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	6. Short Term / Crisis Residential Services (MSOCS homes repurposed)	8/29/2013 6.3. Research location of homes for strategizing choice for individuals and co-location with already existing MCCP and CSS supports; the goal would be to create regionalized temporary housing	3/31/2014	N/A	Project Manager and Management Team	8/29/2013 Contact with CSS	8/29/2013 Initial discussion with CSS regarding this task. Plans are to have further discussions.	N/A	N/A	Incomplete	Copy of Correspondence

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C6	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	6. Short Term/Crisis Residential Services (MSOCS homes repurposed)	8/5/2013 6.4. Establish contact person with MSOCS for future planning	9/3/2013	N/A	Project Manager and designee	9/3/2013 Discussion with MSOCSs	8/5/2013 Met with MSOCS to review our plan.  9/2/2013 Project Manager was assigned as our main contact for MSOCS.	N/A	N/A	Complete	Notification was via e-mail to Project Manager from MSOCS.
C7	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	7. Short Term/ Residential Services (Leasing Homes)	9/6/2013 7.1. Review database of where most of our referrals reside to strategize location of future sites; the goal would be to create regionalized temporary housing	9/20/2013	N/A	Project Manager and designee	9/6/2013 Database of persons served at METO and Cambridge and a completed map to mark locations.	9/6/2013 Database being collected and reviewed. 9/11/2013 Discharge map was created. 9/16/2013, Intake map was created.	9/6/2013 Retrieving complete data for all persons served by METO/Cambridge	9/9/2013 Create map with as much data possible; first map completed for METO Intakes.	Complete	Minnesota map of data
C7	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	7. Short Term/ Residential Services (Leasing Homes)	9/2/2013 7.2. Work with Real Estate Management and local realtors/investors for leasing of homes.	3/31/2014	N/A	Real Estate Management and MSOCS Management/Property Maintenance Dept. with Administrator, Project Manager, and Operations Manager	9/2/2013 Real Estate Management, Leasing property owners and homes, specs on type of homes needed	9/2/2013 MSCOS staff were assigned to locate leased properties. 9/3/2013 Operations Manager submitted request and home specs to REM; MSOCS copied on this 9/13/2013	9/2/2013 Timeline is very limited so home leasing availability will be narrowed.	9/2/2013 MSOCS staff were assigned as they have extensive background and connections with property leasing due to their positions at MSOCS.	Incomplete	Copy of Correspondence

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C7	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	6. Short Term / Crisis Residential Services (MSOCS homes repurposed)	8/23/2013 7.2.a Acquire 3 to 4 homes for the initial relocation of Cambridge.	12/31/2013 for 2 homes  3/31/14 for 2 additional home	N/A	Real Estate Management and MSOCS Management/Property Maintenance Dept. with Administrator, Project Manager, and Operations Manager	8/23/2013 Real Estate Management, Leasing property owners and homes, specs on type of homes needed	8/23/2013 Op. Manager and Project Manager looked at possible homes. 9/12/2013 Project Manager and MSOCs looked at a home in Ham Lake, suitable but unavailable. Operations Manager and Project Manager viewed a home on 9/17/2013 in Ham Lake, Project Manager viewed another home on 9/19/2013 in Cambridge, Administrator and Project Manager viewed several homes in the local Isanti county area on 9/27/2013. There are two that are very promising and of interest. 9/30/2013 Initiated contact with Isanti County to get go ahead for development and moving forward.	8/23/2013 Need to be expeditious and prepared for unforeseen local opposition that can happen with newly licensed homes.	9/2/2013 MSOC's staff were assigned as they have extensive background and connections with property leasing due to their positions at MSOCS.  Continued regular conversation with Isanti County officials.	Incomplete	leases for homes

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C7	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	7. Short Term/ Residential Services (Leasing Homes)	9/6/2013 7.3. Determine the action steps in leasing a new site in the community; offer process, notification process	3/31/2014	N/A	Administrator and Project Manager and Deputy Commissioner, CBS Housing Director	9/6/2013 Real Estate Management	9/6/2013 Working with MMB (MN Management and Budget) Property Management to go through the process for creating lease with private landlord/investor.	N/A	N/A	Incomplete	Copy of Correspondence
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/6/2013 8.1. Research "Adult Rehabilitative Mental Health Services" funding	12/27/2013	N/A	12/6/2013 Operations Manager, Project Manager, and Administrator	12/6/2013 ARMHS Resources	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/6/2013 8.2. Research alternative funding sources for " Transitional Services" and determine applicability	12/27/2013	N/A	Operations Manager, and Project Manager, and Administrator	9/6/2013 Transitional Housing and Service Resources	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/6/2013 8.3. Review MA Waiver, CADI Waiver, and County Paid funding for services	12/27/2013	N/A	Operations Manager, Project Manager, and Administrator	10/1/2013 County and Federal Funding Resources	10/1/2013 Multiple contacts with DSD policy leadership since September 2013 to assure waiver availability for most clients; verbal assurances received.	N/A	N/A	Incomplete	Copy of Correspondence

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C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/6/2013 8.4. Research services currently being funded and proposed to be funded	12/27/2013	N/A	Operations Manager, Project Manager, and Administrator	9/6/2013 County and Federal Funding Resources, Transitional Housing and Service Resources, ARMHS Resources, ARMM	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/4/2013 8.5. Adopt budget for new plan	10/31/2013	N/A	Administrator and Management Team, Senior Finance Division	9/4/2013 Organizational Chart, Financial Statement, Staffing Structure and Schedule	9/4/2013 Operations Manager created Organizational Chart and Mock Budget.  9/17/2013 Operations Manager is working with SOS Finance; noting that each community regional site may needs its own budget.	N/A	N/A	Incomplete	Proposed Budget Plan

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C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/4/2013 8.5a. Practice the new rate setting framework. Can it be jointly used with appropriation funding?	12/27/2013	N/A	Administrator, Project Manager, and Operations Manager with Senior Policy Division staff	9/4/2013 New Rate Setting Framework sheet	9/26/2013 Meeting with DSD.  10/2013 Reviewed web site.  11/2013, the new rate (framework)setting tool should be populated with the new Department of Human Services update; the plan is to run scenarios for revenue capture under the waiver.	N/A	N/A	Incomplete	New Rate Framework
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/13/2013 8.5b Assure that necessary appropriations are available to the Cambridge Replacement Program.	1/31/2014	N/A	Administrator, Deputy Commissioner with Senior Finance Division	9/13/2013 Administrator, Deputy Commissioner	10/7/2013 Working with finance on 2014 Budget and securing appropriations.	N/A	N/A	Incomplete	Copy of Correspondence
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/6/2013 8.6. Figure out potential fee for services revenue and how much appropriation may also be needed	12/27/2013	N/A	Operations Manager, Project Manager, and Administrator	9/6/2013 Will need start up budget by 11/30/2013. Deputy and SOS Finance.	9/27/2013 Administrator consulted with Deputy Commissioner.	N/A	N/A	Incomplete	Copy of Correspondence

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C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	8/23/2013 8.7. Research possible funds from Moving Home Minnesota	12/31/2013	N/A	Operations Manager, Project Manager, and Administrator	8/23/2013 Consult with DSD leadership	8/23/2013 Project Manager reviewed the funding options.  Funding is not suitable for Cambridge relocation but would work for AMRTC relocation if person came from qualified institution.	N/A	N/A	Complete	Copy of Moving Home Minnesota
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/6/2013 8.8. Research legislative solutions that provide financial incentives to counties to move individuals quicker from our program.	12/27/2013	N/A	Operations Manager, Project Manager, Administrator, Senior Management, DSD	9/6/2013 Discussions with Legislature, State Reps, County officials and Counties	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C8	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	8. Funding/Budget	9/6/2013 8.9. Understand GRH and MSA Shelter Needy	12/27/2013	N/A	Operations Manager, Project Manager, and Administrator	9/6/2013 GRH and MSA Resources	9/6/2013 Task identified and added to plan.	N/A	N/A	Complete	Copy of Correspondence



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C9	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	9 Equipment for Mobility	9/6/2013 9.1. Lease laptops for mobile Staff and Management	3/31/2014	N/A	Administrator and Management Team	9/6/2013 EIOR, Finance Dept., IT	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Completed lease form for laptops
C9	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	9 Equipment for Mobility	9/6/2013 9.2. Lease vehicles for mobile Staff and Management	3/31/2014	N/A	Administrator and Management Team	9/6/2013 EIOR, Vehicle Lease Management	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Completed lease form for vehicles
C9	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	9 Equipment for Mobility	8/20/2013 9.3. Lease vehicles for homes	3/31/2014	N/A	Administrator and Management Team	8/20/2013 EIOR, Vehicle Lease Management	8/2013 Two additional vehicles added in August. There will be at least one at each home in the community.	N/A	N/A	Incomplete	Completed lease form for vehicles
C9	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	9 Equipment for Mobility	9/6/2013 9.4. Lease mobile communication devices for mobile Staff and Management	3/31/2014	N/A	Administrator and Management Team	9/6/2013 EIOR, IT	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Completed lease form for computer

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C9	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	9 Equipment for Mobility	9/6/2013 9.5. Obtain satellite office space (Research for possible office space with CSS offices or AMRTC or other state agencies)	3/31/2014	N/A	Project Manager and Administrator	9/6/2013 There is available office spaces at already established state entities (CSS, AMRTC, etc..). Discuss possible shared space with CSS and AMRTC.	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Completed lease for office spaces
C10	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	10. Vocational Support Services (Short Term and Long Term)	9/6/2013 10.1. Research options/other organizations for vocational referrals	12/27/2013	N/A	Operations Manager and Project Manager	9/6/2013 Local/State Rehab Services, Private/Local Vocational Providers	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C10	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	10. Vocational Support Services (Short Term and Long Term)	9/6/2013 10.2. Expand vocational options ( work experience and training) with MSOCS Vocational Programs	3/31/2014	N/A	Operations Manager and Project Manager with MSOCS Vocational Program Staff	9/6/2013 MSOCS Vocational Staff and Services and various work sites throughout the state, yet to identify.	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Contract/agreement with MSOCS Vocational Services

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C10	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	10. Vocational Support Services (Short Term and Long Term)	9/6/2013 10.3. Create Vocational Menu, Choices, " Informed Choice," and "honor each resident's choice."	3/31/2014	N/A	Operations Manager and Project Manager with MSOCS Vocational Program Staff and other Vocational Services	9/6/2013 Local/State Rehab Services, Private/Local Vocational Providers, MSOCS Vocational Program Staff	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Vocational Menu
C10	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	10. Vocational Support Services (Short Term and Long Term)	9/6/2013 10.4. Acquire Vocational Staff for (Rehab Service funded) Placement Services/DEED	3/31/2014	N/A	Operations Manager and Project Manager	10/11/2013 Local/State Rehab Services, Qualified Staff	10/11/2013 There are contingent plans for a Skills Development Specialist (Vocational) position and a budget proposal supporting this.	N/A	N/A	Incomplete	Vocational Staff/Team
C10	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	10. Vocational Support Services (Short Term and Long Term)	9/6/2013 10.5. Research funding sources for Placement Services	12/27/2013	N/A	Operations Manager and Project Manager	9/6/2013 Local/State Rehab Services, County/State funding resources	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C10	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	10. Vocational Support Services (Short Term and Long Term)	8/9/2013 10.6. Maintain and expand Job Club and "I Want to Work" employment objectives	3/31/2014	N/A	Operations Manager and Project Manager and staff	8/9/2013 "I Want to Work" tool, Community Resources, MSOCS work sites	8/9/2013 Job Club occurs regularly and "I Want to Work" tool was implemented.	N/A	N/A	Incomplete	Job Club Meeting Minutes and completed "I Want to Work" workbooks

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C11	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	11. Person Centered Planning	7/26/2013 11.1. Person Centered processes are being implemented for all persons served in all stages of their transition, with their participation. There are integrated transitional elements in place for each person.	3/31/2014	N/A	Clinical Director and Project Manager	7/26/2013 Person Centered Descriptions, Clinical Director, Behavior Analysts, Psych 3, Internal Reviewer, Individuals and their Interdisciplinar y Team	7/26/13: AM/PM scheduling process initiated to establish intentionality of balance between important to/important for, and an emphasis on power with the person.  8/1/2013 Person Centered Descriptions are in place.  9/12/13: Distribution of PCT tools summary for use by staff on- shift. Co-created with PCT coaches group.  10/11/13: PCT coaches group attended training with Michael Smull and identified the SCARF model and Golden Circle approach as important additions to our person- centered processes at Cambridge.  9/12/2013 "It's Me	Psych 3 not yet on board with the Cambridge team to provide sufficient time and expertise to work with interdisciplinary teams to create more robust person-centered descriptions and dovetail into full person-centered plans	9/16/2013 Currently interviewing for Psych 3; once this position is hired, they will take lead on implementation . May be offered by 10/16/2013.	Incomplete	Person-centered descriptions for each individual, person- centered thinking tools noted on each individual's daily data sheet, person- centered thinking tools staff reference sheet, AM- PM scheduling process

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C11	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	11. Person Centered Planning	7/1/2013 11.2. There is a ("Wrap around" that includes community members) "Circle of Support" around the person as the leader of their team.	3/31/2014	N/A	Clinical Director and all staff	7/1/2013 Transitional Coordinator, County, Guardian/ Family/Friends of person served, CSS	7/1/13: Individuals are supported by Cambridge staff as leaders of their IDT meetings. Cambridge staff also begin introducing this person- centered practice and its rationale to the IDT members who have not yet functioned in the role of 'circle of support' but have regarded themselves in other ways specific to their professional roles, often including 'power over' the person.  8/9/2013 Transitional Coordinator coordinates transition serviced with county and Interdisciplinary Teams.	7/1/2013 Persons coming from or moving to remote locations or at a long distance. Person coming in or moving out with little natural supports/family/f riends.	7/1/2013 Upon admission, assisting persons we support with making community connections with those important to them . Making strong community connections.	Incomplete	Completed transition plans, Individualized Program Plans, person- centered descriptions.

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C11	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	11. Person Centered Planning	8/29/2013 11.3. There is available psychiatric support while in crisis services and in moving into the community	6/30/2014	N/A	Clinical Director, Operations Manager, and AMRTC Medical Team	8/29/2013 Partnership with community psychiatric providers	8/29/2013 Administrator, Operations Manager, Clinical Director and Project Management with psychaitrist. Meeting with telepresence staff on October 25th at 1 pm, regarding Vidyo connections with persons receiving psych. Services.	8/29/2013 Limited access to psychiatrists in communities in greater Minnesota.  Limited access to psychiatrists in communities in greater Minnesota.	8/29/2013 Upon admission, establish connections with psychiatrists in the communities in which the person may wish to create a permanent home. Initiate discussions with those psychiatrists about areas of expertise, capacity for services, and using telepresence to work with IDT in support of people within a person- centered framework.	Incomplete	IDT meeting minutes; meeting minutes regarding the establishment of telepresence services

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C11	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	11. Person Centered Planning	8/9/2013 11.4. Partnership is established with primary community care providers of persons served	6/30/2014	N/A	Clinical Director, Transitional Coordinator, Cambridge staff, AMRTC	8/9/2013 Partnership with community care providers	8/9/2013 Task identified and added to plan.	8/9/2013 Limited access to psychiatrists in communities in greater Minnesota.	8/9/2013 Upon admission, establish connections with PCPs in the communities in which the person may wish to create a permanent home. Initiate discussions with those PCPs about areas of expertise, capacity for services, and using telepresence to work with IDT in support of people within a person-centered framework.	Incomplete	Client IDT Minutes
C11	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	11. Person Centered Planning	9/6/2013 11.5. Staff have mobile laptops to provide more accessibility during shifts.	12/27/2013	N/A	Administrator and Management Team	9/6/2013 EIOR, Finance Dept., IT	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Mobile Laptop PO's

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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	8/1/2013 12.1 Expand the breadth and scope of the person centered description.	11/30/2013	N/A	Clinical Director, Operations Manager, Behavior Analysts, Transitional Coordinator, Staff	8/1/2013 "It's My Choice" tool, Individual and their team of staff / Interdisciplinary Team	9/13/2013 "It's My Choice" tool was ordered.	8/1/2013 Some persons may not be interested in using tools or want to cooperate.	8/1/2013 Cambridge staff are working with the IDT each month on focusing on the individual during meetings, soliciting their input, and treating them as the leader of their team - speaking with them not at them or for them.	Incomplete	"It's My Choice" Tools



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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	8/1/2013 12.2 Transitional Portfolio is begun at intake for all persons being served, with their participation. Portfolio includes person-centered description, PCP, PBS Plan, RMP, IPP - inform and support the transition planning process with the person and their team.	3/31/2014	N/A	Clinical Director, Operations Manager, Behavior Analysts, Transitional Coordinator, Staff	8/1/2013 Six documents will form a complete transition portfolio: person-centered description, person-centered plan, positive behavior support plan, individual program plan, vocational support/plannin g tool, and transition summary.	8/1/13: Person- centered descriptions were in place for all individuals at Cambridge, and "I Want to Work" was implemented.  9/13/13: The "It's my Choice" tool to guide person-centered descriptions was ordered.  9/16/13: Interviews for Psych 3 positions are underway. This position is critical for expertise and dedicated time for development of person-centered plans.	8/1/2013 Implementation can be difficult for persons staying very short term.	8/1/2013 Follow up will be part of the plan for all persons transitioning from Cambridge. ( See 12.4)	Incomplete	Transitional Portfolios

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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	6/5/2013 12.2a Ensure all individuals have transition plans and placement in accordance with Olmstead Principles and Section 8 of the Jensen Settlement Agreement. "This individual has choice and participation in their transition planning and they are provided the most integrated setting in their placement. "	11/15/2013	N/A	Clinical Director, Operations Manager, Behavior Analysts, Transitional Coordinator, Staff	7/1/2013 The resources and tools required for developing transition plans are noted in the cell above. With respect to individual choice and participation, it is required that the formal input of the individual be sought and utilized. The existing structure of monthly IDT meetings is currently utilized for this purpose, in addition to the semi-monthly review process conducted by the QDDP and other staff on the individual's household.	6/5/2013 Initiate person centered assessment of current individuals living at and new admissions to Cambridge MSHS to develop Risk Management Assessment, Behavior Support Plans and other plans as needed. 7/1/13: Individuals are supported as leaders of IDT meetings.  8/1/13: Individuals are supported to participate fully in the development of their person-centered description, PBS plan, IPP objectives, and I Want to Work materials.	7/1/2013 Members of the IDT who are not familiar with or supportive of a person-centered process for support planning or transition planning.	7/1/2013 Cambridge staff are working with the IDT each month on focusing on the individual during meetings, soliciting their input, and treating them as the leader of their team - speaking with them not at them or for them.	Incomplete	Transition Portfolios

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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	8/1/2013 12.2b Individuals have goals in place with measured outcomes and methodology.	3/14/2014	N/A	Clinical Director, Operations Manager, Behavior Analysts	8/1/2013 An assigned Community Support Services staff person to assist with training staff in the receiving organization and with measuring the identified outcomes	8/1/2013 CSS staff are assigned to individuals admitted to Cambridge at the time of admission. They learn about the person throughout their time at Cambridge and are point people in the transition to receiving organization.  8/1/13: All individuals at Cambridge have measurable outcomes in all IPP domains (at least the first IPP in this new format - the IDT can determine in future plan revisions that objectives in certain areas are no longer necessary). The objectives in each area, and the history of objectives in each area, inform the development of measurable outcomes for the transition plan.	N/A	N/A	Incomplete	Transition Plan

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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	10/14/2013 12.3 Provide Person Centered training / referrals to Person's IDT Members at intake meeting.	12/31/2013	N/A	Administrator, Transitional Coordinator, Clinical Director, and Staff	10/14/2013 Michael Smull and Internal Reviewer. "Local" Person Centered Training	10/14/13: Communication initiated with Internal Reviewers seeking their recommendation for introductory information about person-centered practices to share with IDT.	10/14/2013 Training and experiences of IDT members	10/14/2013 Cambridge staff are working with the IDT each month on focusing on the individual during meetings, soliciting their input, and treating them as the leader of their team - speaking with them not at them or for them.	Incomplete	Meeting Notes
C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	9/17/2013 12.4 Switch all discharge language to "transitional" language in all forms and processes.	10/15/2013	N/A	Clinical Director, Behavior Analysts, Operations Manager, Project Manager, Transitional Coordinator, HIMS Director	9/17/2013 Cambridge-C forms and files	9/16/13: Interviews for Psych 3 positions are underway. This position is critical for expertise and dedicated time for development of person-centered plans.	N/A		Complete	Leadership Meeting Minutes Transition plan document

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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	8/1/2013 12.5 Work with individual using "It's My Choice" tools and framework	11/30/2013	N/A	Clinical Director, Operations Manager, Behavior Analysts, Transitional Coordinator, Staff	8/1/2013 "It's My Choice" tool, Individual and their team of staff / Interdisciplinary Team	9/13/2013 "It's My Choice" tool was ordered.	8/1/2013 Some persons may not be interested in using tools or want to cooperate.	8/1/2013 Cambridge staff are working with the IDT each month on focusing on the individual during meetings, soliciting their input, and treating them as the leader of their team - speaking with them not at them or for them.	Incomplete	"It's My Choice" Tools

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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	12/31/2011 12.6 Utilize PC Description to achieve appropriate fit for housing	12/1/2013	N/A	Clinical Director, Operations Manager, Behavior Analysts, Transitional Coordinator, Staff	8/1/2013 Person Centered Description and persons' team of staff/ Interdisciplinar y Team.  CSS Residential Matching Tools.	1/1/2013 Weekly meetings staffed. 8/1/13: Person- centered descriptions used at IDT meetings to guide conversations about placement options. Individuals are supported to use their descriptions to evaluate the goodness- of-fit of potential placements.	8/1/2013 Members of the IDT who are not familiar with or supportive of a person-centered process for support planning or transition planning.	8/1/2013 Cambridge staff are working with the IDT each month on focusing on the individual during meetings, soliciting their input, and treating them as the leader of their team - speaking with them not at them or for them.	Incomplete	PC Descriptions/ Meeting Minutes

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C12	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	12. Transition Planning	12/31/2011 12.7 Once the most integrated residential setting is identified, work with individual and their team to implement the transitional portfolio."...to assure a quality of life for the individual. The State "shall provide" adequate and appropriate protections, supports, and services." ( See follow up section 18 for further action)	12/1/2013	N/A	Clinical Director, Operations Manager, Behavior Analysts, Transitional Coordinator, Staff	8/1/2013 Transitional Portfolio, Individual and their team of staff/Interdiscip linary Team	1/1/2013 Weekly meetings are staffed 8/1/2013 The Community Support Services team is working with the Cambridge team to learn about the person during their time at Cambridge and to facilitate the transition to the community provider by conducting training.  10/9/13: Participated in review meeting with the Court Monitor and consultants who attended the meeting and identified 3 areas for needed focus in transition implementation: relationship coherence, movement of physical possessions, and indicators of competency by the receiving organization. These areas will be addressed in transition	8/1/2013 Distance from Cambridge to receiving organization, distance from receiving organization to friends, family, and others with whom the person wishes to maintain close relationships, background capacity of staff at receiving organization,	N/A	Incomplete	Meeting Minutes, transition plan

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C13	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	13. Housing (Individual Short Term / Temporary)	9/6/2013 13.1. Work with Real Estate Management and local realtors / investors for housing options (unlicensed housing options) to expedite people's move into a community of their choice where even if they are not receiving services at the Cambridge Program, people can live where they decide to live and we provide diversionary supports where they are.	3/31/2014	N/A	Administrator and Project Manager	9/6/2013 Real Estate Management, Leasing property owners and homes, specs on type of short term housing needed	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Leases for short term housing
C13	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	13. Housing (Individual Short Term/Temporary )	9/13/2013 13.2. Consult with at MITH regarding their transitional housing services	10/30/2013	N/A	Project Manager and Operations Manager	9/13/2013 Contact MITH	9/13/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C13	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	13. Housing ( individual Short Term/Temporary )	10/4/2013 13.3. Staff have mobile laptops to provide more accessibility during shifts.	3/31/2014	N/A	Administrator and Management Team	10/4/2013 EIOR. Finance Management, IT	10/4/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence



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C13	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	13. Housing (Individual Short Term/Temporary )	9/6/2013 13.4. Research funding sources for housing	3/31/2014	N/A	Project Manager and Operations Manager	9/6/2013 House Funding Resources	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C13	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	13. Housing ( Individual Short Term/Temporary )	9/6/2013 13.5. Create Housing Menu/Choices / "Informed Choice" and "honor each resident's choice"	12/27/2013	N/A	Project Manager and Operations Manager	9/6/2013 Housing Resources (ARC), County Resources	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Housing Menu
C13	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	13. Housing ( Individual Short Term/Temporary )	8/23/2013 13.6. Research and look at options of monitoring through technology to provide more integrated living arrangements.	12/27/2013	N/A	Project Manager and designee	8/23/2013 Technology Resources and Training, IT	8/23/2013 Staff attended training on monitoring technology	N/A	N/A	Incomplete	Training Completion Certificate
C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	8/29/2013 14.1. Integrate our services more closely with CSS.	3/31/2014	N/A	Administrator and Project Manager and Clinical Director	8/29/2013 CSS Administration	8/29/2013 first initial meeting with CSS.  Continued meetings on a bi-weekly basis.	N/A	N/A	Incomplete	Meeting Minutes, Copy of Correspondence, Client IDT Minutes

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C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	8/29/2013 14.2. Meet with CSS: review role in pre and post services.	12/27/2013	N/A	Clinical Director and Management Team	8/29/2013 CSS Administration	8/29/2013 first initial meeting with CSS.  Continued meetings on a bi-weekly basis.	N/A	N/A	Incomplete	Meeting Minutes, Copy of Correspondence
C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	8/29/2013 14.2a. CSS will provide augmentative service supports, consult, and training to those supporting the person	12/27/2013	N/A	CSS Administrator and designee	8/29/2013, 11/1/2013 CSS Staff	8/29/2013 first initial meeting with CSS.  Continued meetings on a bi-weekly basis.	N/A	N/A	Incomplete	Meeting Minutes, Copy of Correspondence, Copy of Training Materials/Sign-in sheet
C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	8/29/2013 14.3. Create stronger diversion supports with CSS	3/31/2014	N/A	Clinical Director and Management Team	8/29/2013 Mobile Staff (currently MSHS-C staff)	8/29/2013 first initial meeting with CSS.  Continued meetings on a bi-weekly basis.	N/A	N/A	Incomplete	Copy of Correspondence, Diversion Meeting Minutes
C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	8/29/2013 14.3a. Provide supplemental staffing to CSS	3/31/2014	N/A	Operations Manager and Management Team	8/29/2013 Mobile Staff (currently MSHS-C staff)	8/29/2013 first initial meeting with CSS.  Continued meetings on a bi-weekly basis.	N/A	N/A	Incomplete	Staff Schedules

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C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	9/6/2013 14.4. Research options of partnering with local community, medical, and family for services	12/27/2013	N/A	Clinical Director and Management Team	9/6/2013 Community members (medical providers and family/significant others of persons served)	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	8/29/2013 14.5. Create a strong "regional" network/resource of supports with CSS ; the goal would be statewide resource services built on community connections and local resources	7/1/2014	N/A	Clinical Director, Administrator, and Project Manager	8/29/2013 CSS Administration and staff, and Mobile Staff (currently MSHS-C staff)	8/29/2013 first initial meeting with CSS.  Continued meetings on a bi-weekly basis.	N/A	N/A	Incomplete	Copy of Correspondence, Client IDT Minutes
C14	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	14. CSS ( Long Term)	8/29/2013 14.6. Review possibility of adjoining services in the future.	3/31/2014	N/A	Clinical Director, Administrator, and Project Manager	8/29/2013 Joint meeting with CSS Administration and Senior Management Team	8/29/2013 first initial meeting with CSS.  Continued meetings on a bi-weekly basis.	N/A	N/A	Incomplete	Copy of Correspondence
C15	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	15. Licensing	9/11/2013 15.1. Work with Licensing Divisions to (re) license sites and program.	3/27/2014	N/A	Operations Manager and Project Manager	9/11/2013 License Consultation Form, Licensing Staff , Licensing Application.	9/11/2013 Administrator spoke with DHS IG about this. Operations Manager and Administrator met with Licensing Director and others on 9/24/2013.	N/A	N/A	Incomplete	License for sites

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C15	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	15. Licensing	9/11/2013 15.1a. Inquire on whether we could start new sites as 245D instead of starting as 245B	9/24/2013	N/A	Operations Manager, Project Manager, and Administrator with Licensing	9/11/2013 Licensing Staff	9/11/2013 Administrator spoke with OIG about this. Operations Manager and Administrator met with Licensing Director and others on 9/24/2013.	N/A	N/A	Complete	Meeting Minutes
C15	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	15. Licensing	9/11/2013 15.2. Research licensing options for the sites  <i>See also Part 1: EC 1, EC 1a.3</i>	12/27/2013	N/A	Administrator, Operations Manager and Project Manager	9/11/2013 Licensing Website, Licensing Staff	9/11/2013 Administrator spoke with OIG about this.  9/24/2013 Operations Manager and Administrator met with Director and others.  The plan is to extend the SLF license in case the moving of our services does not occur until after 1/1/14; the application will be submitted by 10/31/2013.	N/A	N/A	Complete	Meeting Minutes

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C15	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	15. Licensing	9/11/2013 15.3. Research process of license transfer from MSOCS	11/1/2013	N/A	Administrator and Operations Manager and Project Manager	9/11/2013 Licensing Staff, MSOCS, Licensing Website	9/11/2013 Administrator spoke with OIG about this.  9/24/2013 Operations Manager and Administrator met with Director and others.  The plan is to extend the SLF license in case the moving of our services does not occur until after 1/1/14; the application will be submitted by 10/31/2013.	N/A	N/A	Complete	Meeting Minutes
C15	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	15. Licensing	9/24/2013 15.4. Develop approach for exceptions to moratorium	10/31/2013	N/A	Administrator and Project Manager and Operations Manager with DSD and Policy Division	9/24/2013 Consult with DSD	9/24/2013 Operations Manager and Administrator met with Licensing and DSD. Guidance provided to move forward.	N/A	N/A	Complete	Meeting Minutes
C15	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	15. Licensing	9/24/2013 15.4a. Inquire on the process of the moratorium	10/31/2013	N/A	Administrator and Project Manager and Operations Manager with Licensing and DSD and Policy Division	9/24/2013 Consult with DSD	9/24/2013 Operations Manager and Administrator met with Licensing and DSD. Process reviewed and will be followed.	N/A	N/A	Complete	Meeting Minutes

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C16	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	16. Moving Services and Supports off Campus	9/6/2013 16.1. Community Site A & B would be modified /repaired/ preparation	12/27/2013	N/A	11/8/2013 Operations Manager, Project Manager and Maintenance	9/6/2013 Maintenance, Contractors	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Maintenance Work orders, Inspection Documents
C16	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	16. Moving Services and Supports off Campus	9/6/2013 16.2. Community Site C & D would be modified/repaired/preparation	3/31/2014	N/A	Operations Manager, Project Manager, and Maintenance	9/6/2013 Maintenance, Contractors	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Maintenance Work orders, Inspection Documents
C16	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	16. Moving Services and Supports off Campus	10/4/2013 16.3. Intakes to Cambridge would stop and divert to new homes when A and/or B are established depending on location. Clients currently supported at Cambridge are identified for transition to permanent community based homes and supports to avoid having to move more than once , if at all possible.	12/31/2013	N/A	Transitional Coordinator, Clinical Director, and Management Team	10/4/2013 weekly meetings scheduled	10/4/2013 and ongoing: Weekly diversion meetings / procedure, Transitional Coordinator. Communication and collaboration with interdisciplinary Team Members to assure expedited transition planning and implementation for all clients currently supported on the campus.	10/4/2013 One individuals status with criminal court assignment could present timing issues.	10/4/2013 Continue the work with department attorneys, the White Earth Tribe, the courts to resolve the long terms needs of the client.	Incomplete	Client Intake Minutes, Diversion Procedure

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C16	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	16. Moving Services and Supports off Campus	9/6/2013 16.4. Sites A & B would be moved into	12/31/2013	N/A	All Staff	9/6/2013 Furniture Movers, Staff	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Client Intake or IDT Minutes, License
C16	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	16. Moving Services and Supports off Campus	9/6/2013 16.5. Sites C & D would be moved into	3/31/2014	N/A	All Staff	9/20/2013 Furniture Movers, Staff	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Client Intake or IDT Minutes, License
C17	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	17. Training	9/6/2013 17.1. Create training plan for staff with strong emphasis on providing tools and support services in person's home much more expediently. Staff will also be trained in delivering community based programs and processes.	12/1/2013	N/A	Project Manager, Operations Manager, and Clinical Director	9/6/2013 Staff Development and Training, Clinical Director and Management Team	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Training Plan, Pathlore
C17	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	17. Training	9/20/2013 17.2. 245D Training completed for all staff	11/30/2013	N/A	Project Manager, Operations Manager, STAR services training.	9/20/2013 STAR Services	9/20/2013 Project Manager coordinated training with Star Services; it is set for 10/24/2013.	N/A	N/A	Incomplete	Training Plan, Pathlore

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C17	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	17. Training	10/4/2013 17.3. Training set up for all transitional phases of the relocation ( emphasizing support to staff and services before, during, and after the move)	12/27/2013	N/A	Project Manager, Clinical Director, and Operations Manager	10/4/2013 STAR Services, Staff Development and Training, Clinical Director and Management Team.	10/4/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Training Plan, Pathlore
C18	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	18. Follow-Up Services	10/4/2013 18.1. Create a communication system that provides coordinated long term follow-up to persons served by our program. " mechanisms through which the DHS will carefully track and monitor the replacement process".	12/27/2013	N/A	Project Manager and Management Team	10/4/2013 Staff, Communication/phones/computers	10/4/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Follow up procedures
C18	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	18. Follow-Up Services	10/4/2013 18.2. Create a plan that would maintain therapeutic follow-up with persons served; to provide a safety network, when and if necessary. The goal is to help them avoid re-entry into our services , dedicated to prevent re-institutionalization	12/27/2013	N/A	Project Manager and Management Team	10/4/2013 Finances, Computers/Phones, IT, Plan	10/4/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Plan, Equipment in place
C18	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	18. Follow-Up Services	10/4/2013 18.3. Check with Compliance on HIPAA compliance regarding this type of service	11/11/2013	N/A	Project Manager and Administrator	10/4/2013 Discuss with Compliance Officer	10/4/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence



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	SETTLEMENT REFERENCE	EVALUATION CRITERION	REQUIRED TASKS (with date established or added)	SPECIFIC TASK DEADLINE	AMENDED DEADLINE (when amendment is granted based on 8/28/2013 Court Order)	PERSON(S) RESPONSIBLE	RESOURCES REQUIRED (with date established or added)	ACTIONS TAKEN (with date actions taken)	ANTICIPATED OBSTACLES OR CHALLENGES (with date established or added)	ACTIONS TO ADDRESS OBSTACLES (with date actions taken)	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)	Documentation for Verification
C19	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	19. Misc.	9/6/2013 19.1. Define the primary roles and responsibilities of all DCT entities involved in service delivery.	12/27/2013	N/A	Administrator and Senior Management Team	9/6/2013 CSS, MSOCS, Cambridge,	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	Copy of Correspondence
C20	Court Order August 28, 2013 (Amended) Jensen Settlement Agreement Section VIII. TRANSITION PLANNING	20. Project Closure	3/31/2014 20.1. Celebration with all team members!!!	3/31/2014	N/A	All Team Members	9/6/2013 Finances	9/6/2013 Task identified and added to plan.	N/A	N/A	Incomplete	party invite :)

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JENSEN EVALUATION CRITERIA (EC) /CAMBRIDGE (C) IMPLEMENTATION PLAN CHRONOLOGICAL TIMETABLE (PROPOSED), DATED OCTOBER 15, 2013

EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC1	12/5/2011 METO closed as required by the Jensen Settlement Agreement (JSA).	6/30/2011	Complete
EC95	7/1/2011 Each admission will be reviewed to assure that no persons with a sole diagnosis of developmental disability will be transferred or placed at the MN. Security Hospital-St. Peter.	7/1/2011	Complete
EC97	12/1/2011 Review admissions for MN. Security Hospital-St. Peter and only admit individual with a developmental disability who also have another form of commitment or predatory offender status.	12/1/2011	Complete
EC27	12/5/2011 Refer all substantiated staff allegations of abuse or neglect to Human Resources for human resources action in accordance with the definitions set forth under the Vulnerable Adults Act will be disciplined in accordance with DHS policies and procedures and Union Contracts.	12/5/2011	Complete
EC52	12/5/2011 Provide access as required to the Office of Ombudsman for Mental Health and Developmental Disabilities, The Disability Law Center, and Plaintiffs' counsel.	12/5/2011	Complete
EC53	12/5/2011 Facilitate access as required to the Office of Ombudsman for Mental Health and Developmental Disabilities, The Disability Law Center, and Plaintiffs' counsel.	12/5/2011	Complete
EC93	12/5/2011 The facility will not seek a waiver for Rule 40 use at Cambridge MSHS.	12/5/2011	Complete
EC96	12/5/2011 Any person with a developmental disability who encounters a need for a change in commitment status will receive proper notice and hearing before the appropriate adjudicative body.	12/5/2011	Complete
EC39	12/5/2011 Follow-up on each restraint use to make sure that all necessary reports are filed and any required reviews of the use is conducted with corrective action taken if procedures were not followed.	12/11/2011	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC1	12/ 5/2011 1A.1 Application submission needed for renewal of SLF MDH License for calendar year 2012.  Note: June 11, 2013 Court Monitor's Report addresses the lack of an MDH license from 7/1/2011 to 4/24/2012. MDH license has been obtained every year since that time.	12/31/2011	Complete
EC1	12/5/2011 1A.5 When renewal invoice is received for DHS Facility License, make payment in order to obtain the required license for calendar 2012	12/31/2011	Complete
EC4	12/5/2011 All referrals for Admissions will be reviewed by the admissions coordinator to assure that they are persons with a Developmental Disability and meet the criteria of exhibiting severe behaviors and present a risk to public safety taking into account court ordered admissions.	1/1/2012	Complete
EC98	1/5/2012 AMRTC admits only persons with both a psychiatric condition and persons with a developmental disability.	1/5/2012	Complete
EC92	1/30/2012 Publish public notice in the State Register.	1/30/2012	Complete
EC85	2/5/2012 Olmstead Planning Committee formed.	2/5/2012	Complete
EC88	2/5/2012 Form Olmstead Committee consisting of 15 members.	2/5/2012	Complete
EC89	1/30/2012 Form Rule 40 Committee.	2/5/2012	Complete
EC94	2/5/2012 Review each admission will be reviewed to ensure that there are no transfers to or placements at the Minnesota Security Hospital of persons committed solely as a person with a developmental disability.	2/5/2012	Complete
EC16	12/5/2011 Have available a listing of medical consultant/s for staff to consult as a third party expert as needed.	9/1/2012	Complete
EC17	12/5/2011 Create list of at least five experts pre-approved by Plaintiffs and Defendants.	9/1/2012	Complete
EC18	12/5/2011 Consultants to use the State payroll process to receive payment for services rendered.	9/1/2012	Complete
EC19	12/5/2011 For each use of a restraint, staff will call consultant.	9/1/2012	Complete
EC5	12/5/2011 Perform annual survey to solicit comments from Parents and guardians on the facility operation.	12/1/2012	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC1	12/ 1/2012 1A.2 Submit Facility License renewal to MDH for calendar year 2013	12/31/2012	Complete
EC1	12/1/2012 1A.6 When renewal invoice is received for DHS Facility License, make payment in order to obtain the required license for calendar 2013	12/31/2012	Complete
EC6	6.1 Notify and educate staff that the use of mechanical, manual, prone, and chemical restraints, seclusion, and the use of painful techniques to induce changes in behavior through punishment, along with medical restraint, and psychotropic and/or neuroleptic medications used to restraint behavior are not to be used or administered to individuals for punishment, convenience of staff or as a form of behavior modification, with the exception that therapeutic interventions and emergency Use of personal safety techniques can be used when the health and safety of the individual is at risk.	12/31/2012	Complete
EC12	12/5/2011 Train staff on the requirements of the Jensen Settlement Agreement which includes no use of seclusion.	12/31/2012	Complete
EC13	12/31/2011 Train staff on the requirements associated with the Jensen Settlement Agreement prohibition of the use of time out rooms.	12/31/2012	Complete
EC14	12/5/2011 14.1 Discontinue use of psychotropic medication for staff convenience or as behavior modification.	12/31/2012	Complete
EC42	12/5/2011 Consultation provided to staff to assist staff to eliminate the use of manual and mechanical restraints.	12/31/2012	Complete
EC69	12/5/2011 Clearly state the facility's purpose in a bulletin to county directors, social service supervisors and staff, county attorneys and Consumers and Families and Legal Representatives of consumers of Developmental Disabilities Service.	12/31/2012	Complete
EC70	12/5/2011 Review the facility's purpose to make sure that it is consistent with the Jensen Settlement Agreement.	12/31/2012	Complete
EC75	12/31/2011 75.1 Community Support Services (CSS) staff provide long term monitoring, assessment and other strategies in order to help avert crisis reactions and prevent multiple transfers within the system for individuals with developmental disabilities. The long term monitoring plan for each individual is created using person-centered thinking, to meet the needs and preferences of that individual..	12/31/2012	Complete
EC75	12/31/2011 75.2 CSS lead consultants will identify individuals, generally within their case load, with clinical and situational complexities who have been served by CSS for a year or more, who would likely benefit from long term monitoring. The individuals will be presented a choice to participate in long term monitoring. They may choose no then, but CSS would always be available to them as needed.	12/31/2012	Complete
EC77	1/1/2012 Nine teams in 23 locations established throughout the State.	12/31/2012	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC78	1/1/2012 Strategically establish nine teams in 23 locations throughout the State to respond within 3 hours of a request for service. CSS admissions contacts the person's case manager as soon as they learn of a potential or actual crisis situation.	12/31/2012	Complete
EC79	1/1/2012 1. There is ongoing collaboration with the Metro Crisis Coordination Program (MCCP), whose intent is to provide a crisis safety net range of services for persons with developmental disabilities or related conditions; MCCP is a collaborative effort of seven counties in the Twin Cities metropolitan area. (metrocrisis.org) 2. In Minnesota, the local mental health authorities (LMHAs) (also known as community mental health centers) are authorized by state Statute to provide services to a specific geographic area of the state. Each county board is statutorily responsible for a system of locally available and affordable adult mental health services [MN Stat §245.466).	12/31/2012	Complete
EC80	1/1/2012 CSS Staff will offer and provide training as requested on coaching, mentoring and Augmentative training.	12/31/2012	Complete
EC81	1/1/2012 CSS determines locations for teams and/or home-based staff. CSS creates position descriptions that identify the necessary knowledge, skills, and abilities. CSS hires or trains staff with necessary qualifications and skills to provide training.	12/31/2012	Complete
EC82	12/31/2012 CSS will mentor and develop coaches in the community with a vision to support individuals in communities.	12/31/2012	Complete
EC83	12/31/2012 1. Review position descriptions, update if necessary. 2. Work with DHS Human Resources on advertising positions. 3. CSS will hire staff with the required qualifications and in the required quantities.	12/31/2012	Complete
EC84	12/31/2012 CSS will keep all the required positions filled.	12/31/2012	Complete
EC40	12/5/2011 Designate one employee as the internal reviewer with responsibilities to monitor restraint use.	1/1/2013	Complete
EC43	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC44	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC45	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC46	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC47	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC48	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC48a	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC48b	4/23/2013 There is a Court appointed External Reviewer as of 4/23/2013.	4/23/2013	Complete
E48c	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC48d	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC48e	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC49	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC50	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC51	4/23/2013 The Court appointed the Court Monitor as the External Reviewer on 4/23/2013.	4/23/2013	Complete
EC3	12/5/2011 3.1 Hire staff with person centered planning principles and positive behavior supports training and qualifications to be responsible for conducting person centered planning and positive behavioral support assessments and planning.  See also staffing under part 2 for planned program transition into community based services.	6/1/2013	Complete
EC64	12/5/2011 Provide the required training for all staff working with individuals who may be involved in restraint.	6/1/2013	Complete
EC65	12/5/2011 Provide for all facility staff the specified number of hours of training subsequent to September 1, 2010 and prior to March 31, 2012: Person centered planning and positive behavior supports (with at least sixteen (16) hours on person centered thinking/planning): a total 40 hours; Post Crisis Evaluation and Assessment, (4 hours).	6/1/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC2	6/4/2013 2.2. Review June 2013 Court Monitor's Report which states that Cambridge MSHS fails to consistently employ best practices in its treatment and care of its residents; prepare thorough Risk Management Assessments and Behavior Support Plans.	6/4/2013	Complete
EC100	12/5/2011 Legislation Submitted to require the removal of inappropriate terms that appear in Minnesota statutes and Rules was enacted as part of the 2013 legislature at Chapter 62 and Chapter 59, Article 3, section 21 signed by the Governor on May 16, 2013.	7/1/2013	Complete
EC90	1/30.2012 The committee will provide advice and direction to the Department.	7/2/2013	Complete
EC91	7/2/2013 The committee did review best practices from the recommended sources.	7/2/2013	Complete
EC8	12/5/2011 8.1 Discontinue all prohibited restraints and psychotropic medications not consistent with the Jensen Settlement Agreement. This includes medications which are not a standard treatment for the individual's condition and those that may be used as behavior control or for punishment of individuals or for the convenience of staff, or as a form of behavior modification.	7/31/2013	Complete
EC8	6/15/2013 8.2 Allow for voluntary requests for psychotropic medications reporting the use of such PRN medications on the approved reporting form.  6/13/2013 Court Monitor Report noted non-compliance and recommended the following: 1. DHS should reevaluate the "Approved Behavioral Medication" protocol, along with how to address voluntary requests for medications regularly prescribed outside of the behavior control context. 2. DHS should insure that reporting of PRN medication events is consistent, internally and externally, and are accurately reported to the Court.	7/31/2013	Complete
EC9	12/5/2011 Utilize the "Therapeutic Interventions and Emergency Use of Personal Safety Techniques," policy as part of the JSA and provide staff training.	7/31/2013	Complete
EC10	12/5/2011 The "Therapeutic Interventions and Emergency Use of Personal Safety Techniques," policy on the use of restraints approved as part of the JSA are utilized only in the event of an emergency which poses an imminent risk of physical harm to self and others and less restrictive modalities and strategies have been tried.	7/31/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC11	12/5/2011 The "Therapeutic Interventions and Emergency Use of Personal Safety Techniques," policy on the use of restraints approved as part of the JSA are utilized only in the event of an emergency which poses an imminent risk of physical harm to self and others and less restrictive modalities and strategies have been tried.	7/31/2013	Complete
EC14	6/15/2013 14.2 Allow for voluntary requests for psychotropic medications reporting the use of such PRN medications on the approved reporting form.  6/11/2013 Court Monitor Report of June 11, 2013 noted non-compliance and recommended the following: 1. DHS should reevaluate the "Approved Behavioral medication" protocol, along with how to address voluntary requests for medications regularly prescribed outside of the behavior control context. 2. DHS should insure that reporting of PRN medication events is consistent, internally and externally, and are accurately reported to the Court.	7/31/2013	Complete
EC15	12/5/2011 No use of PRN orders of medications to manage behavior or restrict freedom of movement unless the PRN is requested or accepted by prompting by/to the individual receiving services.	7/31/2013	Complete
EC20	12/5/2011 For each use of a restraint, staff called a consultant no later than 30 minutes after the emergency.	7/31/2013	Complete
EC21	12/5/2011 Staff do not to use restraints unless it is in accordance with the provisions of the JSA.	7/31/2013	Complete
EC22	12/5/2011 Staff will contact a consultation for each incident of an emergency behavioral incident to obtain professional assistance to abate the emergency condition or notify the consultant the of the outcome of the incident.	7/31/2013	Complete
EC23	12/5/2011 The responsible supervisor contacts the DHS Medical Officer on call no later than 30 minutes after the emergency restraint use began paying attention first to the security and safety of all individuals and staff involved in the incident.	7/31/2013	Complete
EC24	12/5/2011 Assessment of the situation by the medical officer is conducted, with suggestion/s for strategies for de-escalating the situation (if applicable) and approves of further action by staff.	7/31/2013	Complete
EC25	12/5/2011 Staff documents the consultation on the appropriate form as required.	7/31/2013	Complete



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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC26	12/5/2011 26.1 Report all allegations of Abuse and neglect to the common entry point as required by the Vulnerable Adults Act.	7/31/2013	Complete
	6/11/2013 The Court Monitor in his June 2013 report identified one case of an individual alleged ingestion of Mr. Clean cleaner.  5/14/2013 Conduct an internal review to fully investigate the alleged neglect of supervision, produce a report with findings and submit the report to the Court Monitor.	7/31/2013	Complete
EC32	6/11/2013 Send OHFC the required form within 24 hours or no later than one business day.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	Complete
EC33	6/11/2013 Send the Ombudsman for MH & DD the required form within 24 hours or no later than one business day.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	Complete
EC34	6/11/2013 Send the DHS Licensing the required form within 24 hours or no later than one business day.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	Complete
EC35	6/11/2013 Send the DHS Internal Reviewer within 24 hours or no later than one business day the required reporting form.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	Complete
EC36	6/11/2013 Send the individual's family and/or legal representative within 24 hours or no later than one business day the required reporting form.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	Complete
EC37	6/11/2013 Send the case manager within 24 hours or no later than one business day the required reporting form.  Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.	7/31/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC38	<p>6/11/2013 Send the Plaintiffs' counsel, within 24 hours or no later than one business day the required reporting form.</p> <p>Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on several 2012 reports that were not timely.</p>	7/31/2013	Complete
EC41	<p>7/31/2013 Within 24 hours or no later than one business day of the use of restraints provide the required reporting form to the DHS Internal Reviewer.</p> <p>Note: June 11, 2013 Court Monitor's Report indicated non-compliance based on the following: "In addition, the Internal Reviewer reports that he did not receive timely notice of the January 18, 2013 incident involving client [initials] at Cambridge, or January 16 and 17, 2013 incidents at the transitional home. These, however, were not restraint incidents. Interview with Stacy Danov, May 6, 2013.</p>	7/31/2013	Complete
EC57	<p>6/11/2013 Person Centered Planning is utilized to the greatest extent practicable to identify the individual's preferences, interests, goals, likes and dislikes, strengths and abilities and needs.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: engage in person-centered planning at each transition stage (EC #57);</p>	7/31/2013	Complete
EC58	<p>6/11/2013 Afford each individual the opportunity to express and engage in activities of their choosing, such as making meals, job searches, going for walks, so that these activities enhances their quality of life.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: work to honor each resident's choice (EC #58);.</p>	7/31/2013	Complete
EC59	<p>6/11/2013 Allow each individual to tour community settings to look at community settings important to that individual and provide choice by offering alternative settings that is agreeable to the individual and sought by the individual.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: demonstrate its best efforts for placement alternatives (EC #59).</p>	7/31/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC61	12/5/2011 Staff receive initial and ongoing training on person centered approaches, positive behavioral supports.  See also training under part 2 for planned program transition to community based services.	7/31/2013	Complete
EC62	12/5/2011 Conduct staff training on best practices, emphasizing person centered processes including but not limited to the Association of Positive Behavior Supports, and Standards of Practice for Positive Behavior Supports.	7/31/2013	Complete
EC63	12/5/2011 Provide facility staff the specified number of hours of training prior to December 31, 2011: Therapeutic interventions (8 hours); Personal safety techniques (8 hours); Medically monitoring restraint(1 hour).	7/31/2013	Complete
EC66	10/8/2012 Facilitate and allow all individuals to have scheduled and unscheduled visits if not contraindicated by court order or person centered plans.  6/11/2013 Court Monitor's June 2013 Report (pp. 112-1114) indicated non-compliance with this evaluation Criteria due to contradictory visitor policies and lack of clarification in individual records why restrictions are present.	7/31/2013	Complete
EC67	12/5/2011 Facilitate all visitors access to the individual's living areas, including kitchen, living room, social and common areas, bedroom and bathrooms, with attention paid to the right of individual privacy and person centered plans or court requirements.	7/31/2013	Complete
EC68	6/30/2013 Provide privacy for all individuals when visiting with immediate family members and/or guardians, unless the person centered plans reasonably determines this is contraindicated or court ordered.  6/11/2013 Court Monitor's June 2013 Report (pp. 112-1114) indicated non-compliance with this evaluation Criteria due to contradictory visitor policies and lack of clarification in individual records why restrictions are present.	7/31/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC71	<p>12/5/2011 All recruitment, publicity and marketing of the facility will be consistent with the JSA.</p> <p>6/11/2013 Court Monitor's June 2013 Report (pp. 118) indicated : Provide all Cambridge staff with a copy of Bulletin #12- 76-01 and provide training to both MSHS-Cambridge staff and to community case management administrators and case managers on the Bulletin's intent and content.</p>	7/31/2013	Complete
EC72	<p>12/5/2011 Post a copy of the required Minnesota Bill of rights and information on how to file a complaint with Office of Health Facility Complaints will be posted and explained to individuals as required by law.</p> <p>Note: Minnesota's Bill of Rights requires specific language to be posted and the facility is required to comply with this in order to meet regulatory requirements.</p> <p>6/11/2013 Court Monitor's June 2013 Report (pp. 120) indicated non-compliance with this evaluation Criteria due to: DHS posts the verbatim Bill of Rights statute, single space and in the verbatim legislative language which is not likely to be understandable to clients (sic) or most non- lawyers. Information on how to contact the OHFC is lacking.</p>	7/31/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
EC73	<p>6/30/2013 Explain to all individuals, parents and guardians the Bill of Rights in an understandable manner to the individual. Staff will have available a secondary document that individuals can read at their leisure.</p> <p>6/11/2013 Court Monitor's June 2013 Report (pp. 122) indicated non-compliance with this evaluation Criteria due to: 1. The Health Care Bill of Rights should be redone for posting in language appropriate to the reading level of Cambridge clients, and with significant use of graphics and examples for those who may have difficulty with the text. A poster format might be considered.</p> <p>2. The name and phone number of a person at Cambridge to whom inquiries on treatment may be made, and a description of how a complaint to the Office of Health Facility Complaints may be made, should be posted.</p>	7/31/2013	Complete
EC74	<p>12/31/2011 74.1 Work with community partners and Community Support Services (CSS) to provide assessment, triage, and care coordination so that persons with developmental disabilities can receive the appropriate level of care in the most integrated setting.</p>	7/31/2013	Complete
EC74	<p>12/31/2011 74.2. People who are potential admissions will be assessed, triaged, and/or care coordinated to assure compliance with the Olmstead decision.</p>	7/31/2013	Complete
C4	<p>8/26/2013 4.1. Announce to Labor Management the plan to move off campus</p>	8/26/2013	Complete
C6	<p>8/5/2013 6.4. Establish contact person with MSOCS for future planning</p>	9/3/2013	Complete
C1	<p>8/5/2013 1.2 Initiate planning work with MSOCS, CSS, and AMRTC.</p>	9/20/2013	Complete
C7	<p>9/6/2013 7.1. Review database of where most of our referrals reside to strategize location of future sites; the goal would be to create regionalized temporary housing</p>	9/20/2013	Complete
C15	<p>9/11/2013 15.1a. Inquire on whether we could start new sites as 245D instead of starting as 245B</p>	9/24/2013	Complete
C1	<p>8/23/2013 1.2a. Meet with AMRTC and set a timeline on the intersection of services. Incorporate that into this plan.</p>	9/26/2013	Complete

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EC or C	TASKS (with date established or added)	Specific Task Deadline	STATUS OF TASK COMPLETION (Complete, Incomplete, Approved Revised Deadline)
C1	8/9/2013 1a.1. Review Mission Statement - "Successful Transition to a Successful Life"	9/27/2013	Complete
C5	9/10/2013 5.4. Research Hay Study on BA Classifications	9/27/2013	Complete
EC29	12/5/2011 For each incident of the use of a manual or mechanical restraint, the appropriate form is completed.	9/30/2013	Complete
EC30	12/5/2011 Staff will fully complete the required form with each occurrence of a manual or mechanical restraint no later than 24 hours within the incident or the next business day as agreed to by all JSA parties.	9/30/2013	Complete
EC31	12/1/2011 Staff will not use any prohibited techniques and will indicate such on the form.	9/30/2013	Complete
EC99	7/31/2013 All references to outdated terminology used to describe persons with Developmental Disabilities have been updated with clarification on the Departments use of people first language inserted in areas where historical documents are found.	9/30/2013	Complete
EC2	6/5/2013 2.3 Cambridge Clinical Director to initiate and implement Person Centered Principles including Risk Management Assessments, Behavior Support Plans for all current individuals.  Note: This task will be ongoing as there are newly admitted individuals who will have the same person centered assessments conducted and Risk Management, Behavior Support and other plans Complete.	10/1/2013	Complete
EC2	6/5/2013 2.4 Eliminate unnecessary segregation of individuals with developmental disabilities.	10/1/2013	Complete
EC2	6/5/2013 2.5 Allow all individuals to receive services in the most integrated setting appropriate to their health and safety needs respecting any Court Orders.	10/1/2013	Complete

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EC3	<p>12/5/2011 Note: This task date was established by the Settlement Agreement.</p> <p>3.1 Develop a hands on process to conduct for each individual, at a minimum, person centered, positive behavioral support, risk management and transition plans taking into consideration that the current standards of practice require that the plans are developed from a look at an individual in an individualistic way in order to assist the individual in gaining control over their own life, increasing opportunities for participation in the community, recognizing individual desires, interests, and dreams and through the efforts of a team/circle of individuals chosen and/or important to the focus individual, develop a plan to turn dreams into reality bearing in mind that this is an ongoing process.</p> <p>This task addresses the Court Monitor's June 2013 Report (pp. 48-64) regarding EC3 which states : Cambridge does not comply with the principles of Olmstead. Cambridge failed to consistently employ professional best practices in its treatment and care of its residents; prepare thorough Risk Management Assessments and Behavior Support Plans.</p>	10/1/2013	Complete
EC55	<p>6/11/2013 Each individual who transitions out will have an appropriate transition plan in accordance with the individual needs and preference for the most integrated setting which the individual approved, respecting any court ordered requirements.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: actively pursue discharge with transition plans (EC #55);</p>	10/1/2013	Complete
C1	<p>8/9/2013 1.1. Create First Draft Cambridge Relocation Project Recommendation / Plan and review with Deputy Commissioner, et. al.</p>	10/1/2013	Complete
C1	9/20/2013 1.1a. Complete draft plans for approval by administrator.	10/1/2013	Complete
C1	9/17/2013 1.1b Complete Narrative Summary for Plan: Describing Vision, Purposes	10/1/2013	Complete
C12	<p>10/14/2013 12.3 Provide Person Centered training / referrals to Person's IDT Members at intake meeting.</p>	12/31/2013	Incomplete
EC2	<p>12/5/2011 Note: Date for required task established by Jensen Settlement Agreement. 2.1. Determine salient requirements of <i>Olmstead v. L.C.</i></p> <p>Note: <i>Olmstead v. L.C.</i> will be referred to as "<i>Olmstead</i>" in this document.</p>	10/15/2013	Complete

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C2	9/12/2013 2.1. Communication memos that provides continuous updates to staff, individuals, and stakeholders on the plan	3/31/2014	Incomplete
C12	9/17/2013 12.4 Switch all discharge language to "transitional" language in all forms and processes.	10/15/2013	Complete
C5	9/4/2013 5.5. Review/Revise Position Descriptions	10/21/2013	Incomplete
EC86	10/5/2012 Submit the public recommendations called "The Promise of Olmstead: Recommendations of the Olmstead Planning Committee" to the Commissioner of Human Services.	10/23/2013	Complete
C13	9/13/2013 13.2. Consult with at MITH regarding their transitional housing services	10/30/2013	Incomplete
EC1	9/1/2013 1A.4 Application needs to be Complete, routed for signatures and submitted to MDH for 2014.  Note: This process is an annual process until such time that MDH license is no longer needed due to program change.	10/31/2013	Incomplete
EC26	12/31/2013 26.2 Internal reviews of all allegations will be conducted.	10/31/2013	Incomplete
	6/11/2013 The Court Monitor in his June 2013 report identified one case of a individual to individual alleged abused that was not thoroughly investigated.  Hire an outside investigator to fully investigate the client to client alleged abuse, produce a report with findings and submit the report to the Court Monitor.	10/31/2013	Incomplete
C1a	7/17/2013 1a.2. Define our Specialty of Service	10/31/2013	Complete
C1	7/17/2013 1a.3. Define Measurable Outcomes/Goals	10/31/2013	Incomplete
C1	9/6/2013 1a.4. Rename Cambridge MSHS	10/31/2013	Incomplete



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C5	8/9/2013 5.2. Hire 2 CRS Positions	10/31/2013	Incomplete
C8	9/4/2013 8.5. Adopt budget for new plan	10/31/2013	Incomplete
C15	9/24/2013 15.4. Develop approach for exceptions to moratorium	10/31/2013	Complete
C15	9/24/2013 15.4a. Inquire on the process of the moratorium	10/31/2013	Complete
EC60	6/11/2013 Conduct a person centered process for each individual to afforded each person choice within the parameters and intentions of Olmstead which are to eliminate unnecessary segregation of persons with disabilities and to ensure that persons with disabilities receive services in the most integrated setting appropriate to their needs (citation: <a href="http://www.ada.gov/olmstead/index.htm">http://www.ada.gov/olmstead/index.htm</a> )  6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to: o Implement transition planning in accordance with Olmstead (EC #60).	11/1/2013	Incomplete
EC87	8/5/2013 87.1 The Olmstead Plan's release date changed from the original due date of June 5, 2013 to 11/1/2013 with court approval (amended order August 28, 2013) with the final proposal due to the court on or before 11/1/2013.	11/1/2013	Incomplete
EC87	1/28/2013 87.2 Governor issued Executive Order 13-01 which established an Olmstead Sub-cabinet to develop Minnesota's Olmstead Plan. The Sub-cabinet met on January 29, 2013 and February 20, 2013 and will continue to meet monthly on the second Tuesday of the month.	11/1/2013	Incomplete
EC87	1/29/2013 87.3 Establish core working group across the 8 agencies represented on the sub-cabinet.	11/1/2013	Incomplete
EC87	6/13/2013 87.4 Approval of preliminary draft and input solicitation on the draft from the general public via listening sessions, emails, and written input.	11/1/2013	Incomplete
EC87	7/1/2013 87.5 Subject matter experts recommended by the Court Monitor and Plaintiffs' consultant need to be secured by State.	11/1/2013	Incomplete
EC87	8/1/2013 87.6 Subject matter expert for plan drafting needed by drafting team..	11/1/2013	Incomplete

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EC87	10/9/2013 87.7 Prepare final draft to be submitted to the Olmstead Sub-Cabinet for them to do a final review of the draft plan.	11/1/2013	Incomplete
EC87	10/09/2013 87.8 When Olmstead Sub-Cabinet approves plan, submission is needed to the following: 1. The Governor.	11/1/2013	Incomplete
EC87	10/09/2013 87.9 When Olmstead Sub-Cabinet approves plan, submission is needed to the following: 1. The Court 2. The Court Monitor 3. Jensen Settlement Agreement Plaintiffs' Counsel and Consultants	11/1/2013	Incomplete
C1	8/9/2013 1.3. Define and Assign Action Tasks within Cambridge Relocation Project Recommendation	11/1/2013	Incomplete
C5	9/4/2013 5.6. Define Staffing/Management Structure: conceive base staffing levels and potential auxiliary staffing needs	11/1/2013	Incomplete
C5	9/4/2013 5.6a Revised Final Staffing/Management Structure	11/1/2013	Incomplete
C5	9/4/2013 5.7. Create new Organizational Chart	11/1/2013	Incomplete
C15	9/11/2013 15.3. Research process of license transfer from MSOCS	11/1/2013	Complete
C18	10/4/2013 18.3. Check with Compliance on HIPAA compliance regarding this type of service	11/11/2013	Incomplete

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EC56	<p>7/1/2013 Each individual and/or the individual's family and/or legal representative as desired by the individual or required by guardianship is permitted to be involved in the individual's person centered planning and decision making to the greatest extent practicable utilizing whatever communication method the individual prefers and respecting the individual's right to choose the participants.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has failed to:            ensure that each resident's family is actively involved in the transition planning (EC #56);            o engage in person-centered planning at each transition stage (EC #57);            o work to honor each resident's choice (EC #58);            o demonstrate its best efforts for placement alternatives (EC #59); and,            o Implement transition planning in accordance with Olmstead (EC #60).</p> <p>See Also C12 in Part II.</p>	11/15/2013	Incomplete
C5	<p>9/13/2013 5.10b. Consult with Shirley at MITH regarding their transitional housing services</p>	11/15/2013	Incomplete
C12	<p>6/5/2013 12.2a Ensure all individuals have transition plans and placement in accordance with Olmstead Principles and Section 8 of the Jensen Settlement Agreement. "This individual has choice and participation in their transition planning and they are provided the most integrated setting in their placement." "</p>	11/15/2013	Incomplete
C2	<p>7/25/2013 2.3. Inquire on whether we have a legislative placeholder to assist with any obstacles encountered</p>	11/30/2013	Incomplete
C12	<p>8/1/2013 12.1 Expand the breadth and scope of the person centered description.</p>	11/30/2013	Incomplete
C12	<p>8/1/2013 12.5 Work with individual using "It's My Choice" tools and framework</p>	11/30/2013	Incomplete
C17	<p>9/20/2013 17.2. 245D Training completed for all staff</p>	11/30/2013	Incomplete
C5	<p>9/13/2013 5.10a. Design menu of transition/diversion support services we currently have available through our current staffing/services at Cambridge.</p>	12/1/2013	Incomplete
C12	<p>12/31/2011 12.6 Utilize PC Description to achieve appropriate fit for housing</p>	12/1/2013	Incomplete

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C12	12/31/2011 12.7 Once the most integrated residential setting is identified, work with individual and their team to implement the transitional portfolio."...to assure a quality of life for the individual. The State "shall provide" adequate and appropriate protections, supports, and services." ( See follow up section 18 for further action)	12/1/2013	Incomplete
C17	9/6/2013 17.1. Create training plan for staff with strong emphasis on providing tools and support services in person's home much more expediently. Staff will also be trained in delivering community based programs and processes.	12/1/2013	Incomplete
EC28	12/5/2011 Submit all allegations of Abuse and neglect to the common entry point for investigation and possible submission to the county attorney for prosecution in accordance with the Vulnerable Adults Act and related criminal procedures.	12/11/2013	Complete
C8	9/6/2013 8.1. Research "Adult Rehabilitative Mental Health Services" funding	12/27/2013	Incomplete
C8	9/6/2013 8.2. Research alternative funding sources for " Transitional Services" and determine applicability	12/27/2013	Incomplete
C8	9/6/2013 8.3. Review MA Waiver, CADI Waiver, and County Paid funding for services	12/27/2013	Incomplete
C8	9/6/2013 8.4. Research services currently being funded and proposed to be funded	12/27/2013	Incomplete
C8	9/4/2013 8.5a. Practice the new rate setting framework. Can it be jointly used with appropriation funding?	12/27/2013	Incomplete
C8	9/6/2013 8.6. Figure out potential fee for services revenue and how much appropriation may also be needed	12/27/2013	Incomplete
C8	9/6/2013 8.8. Research legislative solutions that provide financial incentives to counties to move individuals quicker from our program.	12/27/2013	Incomplete
C8	9/6/2013 8.9. Understand GRH and MSA Shelter Needy	12/27/2013	Complete
C10	9/6/2013 10.1. Research options/other organizations for vocational referrals	12/27/2013	Incomplete
C10	9/6/2013 10.5. Research funding sources for Placement Services	12/27/2013	Incomplete
C11	9/6/2013 11.5. Staff have mobile laptops to provide more accessibility during shifts.	12/27/2013	Incomplete

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C13	9/6/2013 13.5. Create Housing Menu/Choices / " Informed Choice" and "honor each resident's choice"	12/27/2013	Incomplete
C13	8/23/2013 13.6. Research and look at options of monitoring through technology to provide more integrated living arrangements.	12/27/2013	Incomplete
C14	8/29/2013 14.2. Meet with CSS: review role in pre and post services.	12/27/2013	Incomplete
C14	8/29/2013 14.2a. CSS will provide augmentative service supports, consult, and training to those supporting the person	12/27/2013	Incomplete
C14	9/6/2013 14.4. Research options of partnering with local community, medical, and family for services	12/27/2013	Incomplete
C15	9/11/2013 15.2. Research licensing options for the sites  <i>See also Part 1: EC 1, EC 1a.3</i>	12/27/2013	Complete
C16	9/6/2013 16.1. Community Site A & B would be modified /repaired/ preparation	12/27/2013	Incomplete
C17	10/4/2013 17.3. Training set up for all transitional phases of the relocation ( emphasizing support to staff and services before, during, and after the move)	12/27/2013	Incomplete
C18	10/4/2013 18.1. Create a communication system that provides coordinated long term follow-up to persons served by our program. " mechanisms through which the DHS will carefully track and monitor the replacement process".	12/27/2013	Incomplete
C18	10/4/2013 18.2. Create a plan that would maintain therapeutic follow-up with persons served; to provide a safety network, when and if necessary. The goal is to help them avoid re-entry into our services , dedicated to prevent re-institutionalization	12/27/2013	Incomplete
C19	9/6/2013 19.1. Define the primary roles and responsibilities of all DCT entities involved in service delivery.	12/27/2013	Incomplete
EC1	9/ 1/2013 1A.3 Application needs to be downloaded and filled out for the Facility License from MDH for calendar year 2014	12/31/2013	Incomplete
EC1	10/1/2013 1A.7 When renewal invoice is received for DHS Facility License, make payment in order to obtain the required license for calendar 2014	12/31/2013	Incomplete
EC7	7/1/2013 7.2 Conduct a quality improvement/assurance review of each emergency procedure report to assure that the reasons for the use of the prohibited restraint and techniques is in accordance with the Jensen Settlement Agreement requirements. Educate staff so that they are aware what prohibited restraints and techniques are and that the Jensen Settlement Agreement prohibits their use.	12/31/2013	Incomplete

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EC84A	12/5/2011 CSS and the facility will hire behavioral analysts who meet the requirements of the settlement.  See also Pat 2 : Staffing.	12/31/2013	Incomplete
C8	8/23/2013 8.7. Research possible funds from Moving Home Minnesota	12/31/2013	Complete
C16	10/4/2013 16.3. Intakes to Cambridge would stop and divert to new homes when A and/or B are established depending on location. Clients currently supported at Cambridge are identified for transition to permanent community based homes and supports to avoid having to move more than once , if at all possible.	12/31/2013	Incomplete
C16	9/6/2013 16.4. Sites A & B would be moved into	12/31/2013	Incomplete
C7	8/23/2013 7.2.a Acquire 3 to 4 homes for the initial relocation of Cambridge.	12/31/2013	Incomplete
EC7	12/5/2011 7.1 Educate staff so that they are aware what prohibited restraints and techniques are and that the Jensen Settlement Agreement prohibits their use.	12/31/2013	Complete
C8	9/13/2013 8.5b Assure that necessary appropriations are available to the Cambridge Replacement Program.	1/31/2014	Incomplete
C12	8/1/2013 12.2b Individuals have goals in place with measured outcomes and methodology.	3/14/2014	Incomplete
C15	9/11/2013 15.1. Work with Licensing Divisions to (re) license sites and program.	3/27/2014	Incomplete
EC1	8/9/2013 1A.8 When Cambridge MSHS services are relocated into community settings, identify license required, fill out and submit application and obtain license before individuals are placed.	3/31/2014	Incomplete

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EC54	<p>7/26/2013 Utilize person centered planning with individuals to recognize individual desires, interests, and dreams, to assist the individual in gaining control over their own life, increase opportunities for participation in the community and through a collaborative effort with their circle, develop a plan to turn dreams into reality and be able to choose the most integrated and appropriate setting to that individual in accordance with a transition plan that is agreeable to that individual.</p> <p>See also transition planning in part 2 for planned program transition to community based services.</p> <p>6/11/2013 Court Monitor's June 2013 Report pp. 103-107 indicate that the Department has not complied with the Settlement Agreement's Transition Planning requirement.</p> <p>See also C11 in Part II.</p>	3/31/2014	Incomplete
C1	<p>8/16/2013 1.3a. Manage Relocation Project Plan</p>	3/31/2014	Complete
C2	<p>9/12/2013 2.2. Consult Agency Communication Specialist and others on communication planning.</p>	3/31/2014	Complete
C3	<p>8/6/2013 3.1. Continuous work toward Jensen Settlement Compliance</p>	3/31/2014	Incomplete
C4	<p>3/31/2013 4.2. Commit and work with AFSCME, MNA, MMA (all unions) to work mutually toward a beneficial transition for staff ( Cambridge, MSOCS, AMRTC)</p>	3/31/2014	Incomplete
C4	<p>8/26/2013 4.2a. Communicate and meet with Labor Management/ all bargaining units, as needed, through the transition phases. ( Determine if MOU is necessary and if so, negotiate with union)</p>	3/31/2014	Incomplete
C5	<p>12/5/2011 5.1. Hire highly experienced staff (Experience in Community Based, Crisis, Behavioral, and Person Centered Services)</p>	3/31/2014	Incomplete
C5	<p>10/1/2013 5.1a. Work with HR to expedite hiring in various locations throughout the state (to follow our services)</p>	3/31/2014	Incomplete
C5	<p>2/13/2013 5.3. Pursue additional BA Positions</p>	3/31/2014	Incomplete

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C5	9/17/2013 5.8. Pursue Vocational Staff Positions	3/31/2014	Incomplete
C5	8/30/2013 5.9. More flexibility of staffing to enhance Person - Centered - Driven Services ( matching staff and services that best fit the individuals served)	3/31/2014	Incomplete
C5	9/4/2013 5.10. Design position to work as transition/diversion support services for employment and housing and other related needs . This position would work closely with the current Transitions Coordinator to assist our process and add even more emphasis on diversion. " best effort for placement alternatives"	3/31/2014	Incomplete
C5	9/13/2013 5.11. Establish work partners for separate work units	3/31/2014	Incomplete
C6	8/5/2013 6.1. Research types of homes available (condition, easily modified)	3/31/2014	Incomplete
C6	9/12/2013 6.2. Inquire on the leasing/contracting process for transferring a home to us from MSOCS	3/31/2014	Incomplete
C6	8/29/2013 6.3. Research location of homes for strategizing choice for individuals and co-location with already existing MSCP and CSS supports; the goal would be to create regionalized temporary housing	3/31/2014	Incomplete
C7	9/2/2013 7.2. Work with Real Estate Management and local realtors/investors for leasing of homes.	3/31/2014	Incomplete
C7	9/6/2013 7.3. Determine the action steps in leasing a new site in the community; offer process, notification process	3/31/2014	Incomplete
C9	9/6/2013 9.1. Lease laptops for mobile Staff and Management	3/31/2014	Incomplete
C9	9/6/2013 9.2. Lease vehicles for mobile Staff and Management	3/31/2014	Incomplete
C9	8/20/2013 9.3. Lease vehicles for homes	3/31/2014	Incomplete
C9	9/6/2013 9.4. Lease mobile communication devices for mobile Staff and Management	3/31/2014	Incomplete
C9	9/6/2013 9.5. Obtain satellite office space (Research for possible office space with CSS offices or AMRTC or other state agencies)	3/31/2014	Incomplete



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C10	9/6/2013 10.2. Expand vocational options ( work experience and training) with MSOCS Vocational Programs	3/31/2014	Incomplete
C10	9/6/2013 10.3. Create Vocational Menu, Choices, " Informed Choice," and "honor each resident's choice."	3/31/2014	Incomplete
C10	9/6/2013 10.4. Acquire Vocational Staff for (Rehab Service funded) Placement Services/DEED	3/31/2014	Incomplete
C10	8/9/2013 10.6. Maintain and expand Job Club and "I Want to Work" employment objectives	3/31/2014	Incomplete
C11	7/26/2013 11.1. Person Centered processes are being implemented for all persons served in all stages of their transition, with their participation. There are integrated transitional elements in place for each person.	3/31/2014	Incomplete
C11	7/1/2013 11.2. There is a ("Wrap around" that includes community members) "Circle of Support" around the person as the leader of their team.	3/31/2014	Incomplete
C12	8/1/2013 12.2 Transitional Portfolio is begun at intake for all persons being served, with their participation. Portfolio includes person-centered description, PCP, PBS Plan, RMP, IPP - inform and support the transition planning process with the person and their team.	3/31/2014	Incomplete
C13	9/6/2013 13.1. Work with Real Estate Management and local realtors / investors for housing options (unlicensed housing options) to expedite people's move into a community of their choice where even if they are not receiving services at the Cambridge Program, people can live where they decide to live and we provide diversionary supports where they are.	3/31/2014	Incomplete
C13	10/4/2013 13.3. Staff have mobile laptops to provide more accessibility during shifts.	3/31/2014	Incomplete
C13	9/6/2013 13.4. Research funding sources for housing	3/31/2014	Incomplete
C14	8/29/2013 14.1. Integrate our services more closely with CSS.	3/31/2014	Incomplete
C14	8/29/2013 14.3. Create stronger diversion supports with CSS	3/31/2014	Incomplete
C14	8/29/2013 14.3a. Provide supplemental staffing to CSS	3/31/2014	Incomplete
C14	8/29/2013 14.6. Review possibility of adjoining services in the future.	3/31/2014	Incomplete
C16	9/6/2013 16.2. Community Site C & D would be modified/repared/preparation	3/31/2014	Incomplete

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C16	9/6/2013 16.5. Sites C & D would be moved into	3/31/2014	Incomplete
C20	3/31/2014 20.1. Celebration with all team members!!!	3/31/2014	Incomplete
C7	8/23/2013 7.2.a Acquire 3 to 4 homes for the initial relocation of Cambridge.	3/31/2014	Incomplete
EC76	12/5/2011 Market and reach out to counties, individuals, guardians and families to realize the goal of 75 individuals for Long Term Supports. As of 8/30/2013 513 cases were targeted and served with 36 cases accepting extended support services.	6/30/2014	Incomplete
C11	8/29/2013 11.3. There is available psychiatric support while in crisis services and in moving into the community	6/30/2014	Incomplete
C11	8/9/2013 11.4. Partnership is established with primary community care providers of persons served	6/30/2014	Incomplete
C14	8/29/2013 14.5. Create a strong "regional" network/resource of supports with CSS ; the goal would be statewide resource services built on community connections and local resources	7/1/2014	Incomplete

## **Background**

The Department of Human Services (the Department) and the Plaintiffs in the Jensen et al v. Minnesota Department of Human Services, et. al. Court File No. 09-cv-1775 entered into a settlement agreement on December 5, 2011. In response to the Court's August 28, 2013, Amended Order and Memorandum, attached hereto is the Jensen Evaluation Criteria Implementation Plan and the MSHS-Cambridge Implementation Plan.

## **Purpose of the MSHS-Cambridge Implementation Plan**

The Minnesota Specialty Health Systems (MSHS)-Cambridge Implementation Plan will serve to guide the efforts toward dispersal of services and support currently provided at the MSHS-Cambridge campus. The overall goal is the closure of the facility at the MSHS-Cambridge campus, and the development of regional capacity through community based services to address the needs of people with developmental disabilities who pose a public safety risk. This Implementation Plan is expected to be a working document with changes to reflect tasks completed and new tasks identified. Once the services, staff, and temporary housing are deployed to the community, the MSHS-Cambridge campus will no longer be used to support the MSHS-Cambridge eligible population of individuals. All of the supports provided will be community based and are intended to be in line with the Olmstead principles and the Jensen Settlement Agreement. By becoming a community based service, MSHS-Cambridge will be able to provide a distinctly more integrated service model with great emphasis on person centered programs, positive behavior supports, and more rapid transition to the most integrated settings in communities of choice. The recently adopted mission statement for MSHS-Cambridge is, "Successful Transition to a Successful Life."

## **Identification of resources to be reallocated to the community services including funding and staffing for such services.**

Administrative staff currently at MSHS - Cambridge will continue to oversee the community based services. In addition, current unit supervisor positions will be upgraded to a community based supervisory position requiring higher level skills supervising dispersed staff and programs in the community. Some direct care staffing resources from the current MSHS-Cambridge location will be redistributed to the community based locations and new staff will be hired to fill any vacancies created by individuals who may choose retirement or reassignment to another state operated program. During the period of the startup of community based supports and the overlapping departure of staff and clients from MSHS - Cambridge, additional staffing and leadership personnel will assist in the stabilization of services. There will be a startup budget using appropriations from MN State Operated Services (SOS) to pay for relocation related costs. Draft budgets have been created with ample base staffing and professional supports built into them, and they will be finalized to assure that revenue sources are stable. The intent is to include waiver funding for some clients and SOS appropriations funding for others if needed. Each geographically located home site and services associated with that region will have its own budget, and these budgets will roll up into the community program's organizational budget. There will be sufficient financial resources to meet the service obligations. The department will continue to make a \$4.2 million investment in services currently provided at MSHS-Cambridge with the transition to services to similar population in the community.

**Nature, quantity, and location of community based services (residential and non-residential).**

The first phase of the MSHS-Cambridge Plan is to get housing, staffing, and person centered supports in place in 3 to 4 sites within 35 to 100 miles of MSHS-Cambridge . These sites are anticipated to be in place by June 30, 2014. Once that is completed, the next phase will be to expand the supports to additional regions of the State.

The MSHS-Cambridge program has the following key objectives:

- Divert referred to the program from having to leave their current homes by helping the person, families, guardians, providers, case managers and counties find a way to use community resources, including natural supports in the community such as Community Support Services (CSS).
- Divert people referred from having to leave their homes with a heavy infusion of outside supports with MSHS-Cambridge staff and CSS. Staff will engage as direct support professionals and auxiliary staff working on a schedule of up to 24 hours a day 7 days a week for a period of time, designing, delivering and demonstrating the application of person centered and positive interventions in the person's home. The supports can be delivered in a person's own home, their family's home, a group home setting operated by private or public organizations, work, school, or day programs and anywhere the individual may engage in the community. The supports will be designed to be in place for a necessary period of time as directed by the person and his or her interdisciplinary team (IDT) to help stabilize the initial crisis and to further assess longer term needs. This service would be in conjunction with CSS supports as they provide additional consultation and training. In addition we intend to use telepresence to respond efficiently to support needs whenever they occur across the region/state.
- In cases where diversion efforts fail or the individual is without a home when referred, MSHS-Cambridge will provide temporary housing in communities as close to the person's preferred home community as possible, with the intention of providing transition support for a return to the community and a home of preference in the shortest possible time. By providing the supports closer to the preferred community the opportunity to find housing, ongoing supports, jobs, and natural community supports are greatly enhanced. MSHS-Cambridge hopes to reduce the time of stay for any person who requires temporary housing to 60 to 90 days; half of the current goal of 90 to 180 days.
- MSHS-Cambridge intends to assist clients, who have had to leave a home for temporary housing, to plan for and find permanent housing in a preferred community as quickly as possible. People receiving treatment will not have to reach full crisis stabilization before leaving the temporary home, since intensive intervention supports would be designed to follow the person to her or his permanent residence as described above. It will always be the primary goal to serve people in their own homes and communities so they can receive treatment where they live.
- As interventions are applied and stabilization is being pursued, person centered assessment and planning will be underway from the start with the person directing it along with their IDT supports. The result will be a person centered transition plan portfolio that lays out possible next steps for success in the community that can be used by the person and their support system and a long term support provider. The portfolio works to identify the supports the person will need once discharged from the MSHS-Cambridge program and the expectation is that there will be continued development of the portfolio and dynamic transition planning for the person to achieve his or her their goals and dreams.

Staffing for the MSHS-Cambridge community based program will have a robust mobile component. Each locally based community home will act as a home base for staff in specific geographical areas throughout the state. The schedule will be based on what we are calling the Fire House model. Some employees will be assigned to the home all the time. Some may work at the home and have mobile assignment and others may be primarily serving on the mobile team responding to critical situations and working directly in people's homes.

Once this model is substantially in place and sustainable, the next phase of development for MSHS-Cambridge will be to expand the supports to additional state-wide regional locations. An added intent is for staff, as part of the Fire House Model to be resources throughout the regions that can work with communities and individuals during times when the census may be lower, in non-crisis situations, to train and demonstrate best practices with PCT and Positive Behavior Support techniques.

**Mechanisms to track and monitor replacement.**

Once a person has stabilized in his or her home, or transitioned to a new home, Cambridge will work to maintain a therapeutic relationship with individuals at whatever level may be appropriate and which the individual finds desirable. Cambridge will explore the use of communication technologies to assist with maintenance and facilitate interventions in a timely fashion should another crisis point arise.

Transition Plans, for each person who leaves the MSHS-Cambridge facility on or after the August 28, 2013 amended court order.

Each client who leaves MSHS-Cambridge after the August 28, 2013, amended court order, will have a person centered process that includes a transition plan. Once the anticipated discharge has been determined, the Court Monitor will be notified. Transitions plans will be sent to the Court Monitor at the time of notification. If the client has an unanticipated discharge, the Court Monitor will be notified as instructed in the August 28, 2013 Amended Order and Memorandum.