

June 24, 2024

Chris Baidoe, Authorized Agent
Courtesy Care Living
3823 17th St. S
Moorhead, Minnesota, 56560

License Number: 1078559 (245D – HCBS)

CORRECTION ORDER

Dear Chris Baidoe:

On June 13, 2024, a licensing review of Courtesy Care Living, located at 3823 17th Street South, Moorhead, Minnesota was conducted to determine compliance with state and federal laws and rules governing the provision of home and community-based services to persons with disabilities and age 65 and older under Minnesota Statutes, Chapter 245D. As a result of this licensing review a Correction Order is being issued.

A. Reason for Correction Order

Pursuant to Minnesota Statutes, section 245A.06, if the Commissioner of the Department of Human Services (DHS) finds that the license holder has failed to comply with an applicable law or rule and this failure does not imminently endanger the health, safety, or rights of the persons served by the program, the Commissioner may issue a Correction Order to the license holder.

The following violation(s) of state or federal laws and rules were determined as a result of the licensing review. Corrective action for each violation is required by Minnesota Statutes, section 245A.06 and is hereby ordered by the Commissioner of Human Services.

1. Citation: Minnesota Statutes, section 245D.05, subdivision 1a.

Violation: For two of two persons whose records were reviewed (P1 and P2), the license holder did not meet the requirements for medication set up as required.

The license holder was assigned the responsibility of medication setup and administration for P1 and P2. The license holder failed to document in P1's and P2's medication administration record:

- dates of setup;
- name of medication;
- times to be administered;

- route of administration at time of setup; and
- when the person will be away from home, the license holder documented in the person's medication administration record to whom the medications were given.

Corrective Action Ordered: Within 30 days of receipt of this order, you must begin documenting the above information for medication set up in P1 and P2's medication administration records. On an ongoing basis, you must maintain compliance as required in this subdivision.

2. Citation: Minnesota Statutes, section 245D.095, subdivision 3.

Violation: For two persons whose records were reviewed (P1 and P2), the license holder did not maintain service recipient records as required.

The license holder failed to maintain daily progress or daily log notes for P1 or P2.

Corrective Action Ordered: Immediately upon receipt of this order, you must complete daily progress or log notes for P1 and P2. On an ongoing basis, you must maintain compliance as required in this subdivision.

If you fail to correct the violations specified in the Correction Order within the prescribed time lines the Commissioner may issue an Order of Conditional License or may impose a fine and order other licensing sanctions pursuant to Minnesota Statutes, sections 245A.06 and 245A.07.

B. Right to Request Reconsideration

If you believe any of the citations are in error, you have the right to request that the Commissioner of Human Services reconsider the parts of the Correction Order that you believe to be in error. The request for reconsideration must be in writing and received by the Commissioner within 20 calendar days after receipt of this report. Your request for reconsideration must be sent to:

Commissioner, Department of Human Services
ATTN: Legal Unit
Licensing Division
PO Box 64242
St. Paul, MN 55164-0242

Please note that a request for reconsideration does not stay any provisions or requirements of the Correction Order. The Commissioner's disposition of a request for reconsideration is final and not subject to appeal under Minnesota Statutes, chapter 14.

Chris Baidoe

Page **3** of **2**

June 24, 2024

If you have any questions regarding this Correction Order, please contact me as soon as possible.

Kate Spenger, Senior Human Services Licenser

Licensing Division

Office of Inspector General

651-431-5757