

January 14, 2026

Aziza Ibrahim, Authorized Agent
Vitalcare Adult Day Care LLC
635 5th Avenue
Newport, Minnesota 55055-1330

License Number: 1121493 (Rule 223)

CORRECTION ORDER

Dear Aziza Ibrahim:

On December 16, 2025, a licensing review of Vitalcare Adult Day Care LLC located at 864 Arcade Street, Saint Paul, Minnesota, was conducted to determine compliance with Minnesota Statutes and Rules governing adult day care services under Minnesota Rules, parts 9555.9600 through 9555.9730 (Rule 223). 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 Rules, part 9555.9660, subpart 1.

Violation: For two of two participants whose records were reviewed (P1 and P2), the license holder did not include information in the participant's written record as required.

a. The license holder did not include the following information in P1's record:

- a medical report dated within the three months prior or 30 days after P1's admission to the center that included:
 - a report on a physical examination, updated annually;
 - medical history of P1; and
 - notes on special problems, medication changes, and P1's need for medication assistance.

- attendance and participation reports and progress notes that were recorded at least monthly.
- b. The license holder did not include the following information in P2's record:
- an application form that included P2's address and telephone number;
 - a medical report dated within the three months prior or 30 days after P2's admission to the center that was signed by a physician, or physician assistant or registered nurse and cosigned by a physician that included:
 - a report on a physical examination;
 - a medical history of P2;
 - indication of dietary restrictions and medication regimen, including the need for medication assistance, that applies to P2;
 - a release signed by the physician including whether P2 may engage in a structured exercise program;
 - documentation that P2 is free from communicable disease or infestations, as specified in parts 4605.700 to 4605.7090, that would endanger the health of other participants; and
 - notes on special problems, medication changes, and P2's need for medication assistance.
 - attendance and participation reports and progress notes that were recorded at least monthly.

Corrective Action Ordered: Within 30 days of receiving this order, you must maintain the information detailed above in P1 and P2's records. On an ongoing basis, you must maintain compliance as required in this subpart.

2. Citation: Minnesota Rules, part 9555.9700, subpart 2.

Violation: For two participants whose records were reviewed (P1 and P2), the license holder did not complete initial service planning as required.

The license holder did not conduct a needs assessment for P1 and P2 that included the participant's physical status from the medical reports received from P1 and P2's physicians.

Corrective Action Ordered: Within 30 days of receiving this order, you must update P1 and P2's needs assessments to include P1 and P2's physical status based on the information received from their medical reports. On an ongoing basis, you must maintain compliance as required in this subpart.

3. Citation: Minnesota Rules, part 9555.9700, subpart 3.

Violation: For two participants whose records were reviewed (P1 and P2), the license holder did not develop a written plan of care as required.

The license holder did not develop a written plan of care for P1 and P2 that included:

- short and long term objectives stated in concrete, measurable, and time specific outcomes; and
- the anticipated duration of the individual plan of care as written.

Corrective Action Ordered: Within 30 days of receiving this order, you must develop written plans of care for P1 and P2 that include the information detailed above. On an ongoing basis, you must maintain compliance as required in this subpart.

4. Citation: Minnesota Rules, part 9555.9650, item B.

Violation: For one consultant whose record was reviewed, the license holder did not maintain a personnel file as required.

The license holder did not maintain a personnel file for the registered nurse that included a copy of a signed contract or letter of appointment specifying conditions and terms of employment.

Corrective Action Ordered: Within 30 days of receiving this order, you must maintain a copy of a signed contract or letter of appointment for your registered nurse specifying conditions and terms of employment. On an ongoing basis, you must maintain compliance as required in this item.

5. Citation: Minnesota Rules, part 9555.9710, subpart 1.

Violation: The license holder did not offer services as required.

- a. The license holder did not maintain a current contract with the food service provider.
- b. The license holder did not ensure menus for all meals and snacks were approved by a registered dietician.
- c. The license holder did not maintain a record indicating the menu for all meals served for at least six months.

Corrective Action Ordered: Within 30 days of receiving this order, you must provide services as

detailed above. On an ongoing basis, you must maintain compliance as required in this subpart.

6. Citation: Minnesota Rules, part 9555.9720, subparts 7 and 9.

Violation: The license holder did not ensure safety as required.

- a. The license holder did not ensure the furniture and equipment was in good repair including:
 - a broken toilet paper holder;
 - a broken tv on the floor; and
 - a wobbly table in the common area.
- b. The license holder did not ensure the emergency plans were posted in a visible place within the center.

Corrective Action Ordered: Immediately, you must ensure safety as detailed above. On an ongoing basis, you must maintain compliance as required in these subparts.

7. Citation: Minnesota Statutes, section 245A.04, subdivision 7a.

Violation: The license holder did not notify the commissioner and obtain the commissioner's approval before making any change that would alter the license information, including any special conditions of licensure, as required.

The license holder was restricted from providing adult day services to participants on Brain Injury (BI), Community Access for Disability Inclusion (CADI), and Developmental Disability (DD) waivers between September 19, 2024 and December 16, 2025; however, the license holder failed to comply with this restriction. The license holder admitted 1 participant on the CADI waiver to the center on December 9, 2024.

Corrective Action Ordered: On an ongoing basis, you must maintain compliance as required in this subdivision.

8. Citation: Minnesota Statutes, section 245A.65, subdivision 2, paragraph (a).

Violation: The license holder did not meet the requirements for the program abuse prevention plan (PAPP).

The license holder did not ensure the governing body or the governing body's delegated representative reviewed the PAPP as least annually in 2025, using the assessment

factors in the plan; and any substantiated maltreatment findings that occurred since the last review.

Corrective Action Ordered: Within 30 days of receiving this order, you must review your PAPP using the assessment factors in the plan; and any substantiated maltreatment findings that occurred since the last review. 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
Office of Inspector General
Legal Counsel's Office
Attention: Licensing Legal Unit
PO Box 64953
St. Paul, MN 55164-0953

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.

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

Alexandra Devick, HCBS Human Services Licensor
Licensing Division
Office of Inspector General
651-431-4626