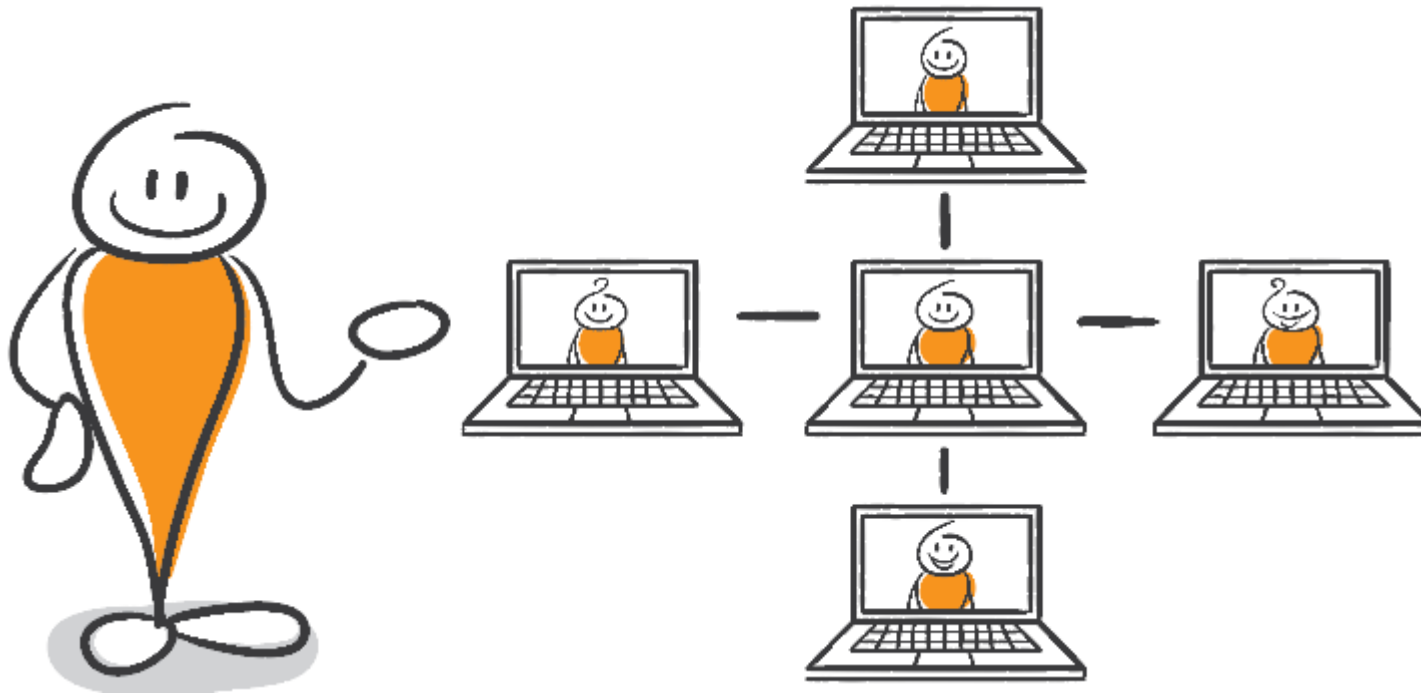


2.0 Content Language Survey Instructions

Introductions

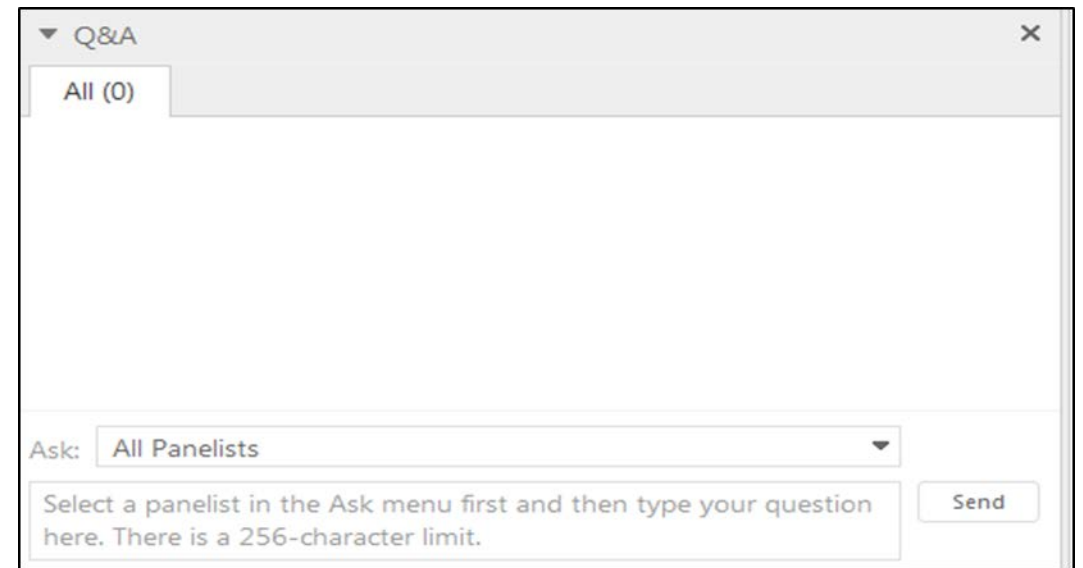


Housekeeping

All participants will be muted

Questions can be submitted through the WebEx Q&A panel

Training will be available on the [DSD training archive page](#).



Why you're here

- Participants volunteered
 - Your participation remains voluntary
- 4 groups established for this initial feedback on language
- Your timeline is specific to your group number
- At any time in the process you have questions, submit them to Rita and Jill (emails at the end of the presentation)

Today's Agenda

1. Introduction and Background
2. Completing the surveys
3. Your feedback and next steps
4. Questions

Introduction and background

- Silverlight platform sun setting
- Feedback and information gathering began summer, 2016
- Lead Agency Planning team was formed
- 2.0 redesign work began
- Several meetings with internal subject matter experts
- MN.IT team assembled

Overview of 2.0 redesign

- 2.0 redesign principles
- 2.0 outline

Completing the surveys

Purpose of the surveys

- Clarify language
 - Do the response options allow you to adequately capture the person?
 - Is the language clear to you? Does it cause confusion about what is being measured?
- Agile approach
 - This is a focused activity specifically about language

Group 1

- Today: Attend instructional webinar
- January 12: Receive encrypted email confirmation with links and instructions
- January 15-29: Select 1 assessment to complete the language survey
- January 29 by noon: All surveys complete and submitted

Group 2

- Today: Attend instructional webinar
- January 19: Receive encrypted email confirmation with links and instructions
- January 22-Feb. 5: Select 1 assessment to complete the language survey
- February 5 by noon: All surveys complete and submitted

Group 3

- Today: Attend instructional webinar
- January 26: Receive encrypted email confirmation with links and instructions
- January 29-Feb 12: Select 1 assessment to complete the language survey
- February 12 by noon: All surveys complete and submitted

Group 4

- Today: Attend instructional webinar
- February 1: Receive encrypted email confirmation with links and instructions
- February 4-19: Select 1 assessment to complete the language survey
- February 19 by noon: All surveys complete and submitted

Selecting an assessment

- You will select 1 person that you will be completing during the survey period
 - Our preference is that a MnCHOICES Assessment is used whenever possible. If MnCHOICES was used:
 - You do not need to complete the narrative areas describing the person. We can see that information in MnCHOICES 1.0
 - We recognize some users are not yet using the MnCHOICES Assessment. If a legacy assessment is used:
 - You will need to complete all narrative areas describing the person.
- If you choose to complete a survey for a second person, please contact us first

- Reply to the encrypted email:
 - MnCHOICES ID or
 - MMIS Document ID
- In the survey
 - Remember: DO NOT use identifying information

Survey functionality

- Not how MnCHOICES 2.0 will function or appear
 - This survey is strictly for initial review/feedback of the language
- All questions must be answered to submit
- Assessment divided into its domains
 - Effort to help you manage your time
 - Complete a domain/survey fully in one setting and submit



Your feedback and next steps

- Your feedback is very important to us!
- Your comments on the survey
 - There will be an opportunity to provide comments after every item
 - “I have comments I’d like to make about this item”
 - Click yes: If you have any sort of constructive feedback. A comment box will then appear for you to put your comments about that item.
 - Click no: If you don’t have any specific feedback, you believe you understand the item and selections
 - Be thorough and complete on your comments

When completing comments

- Ask yourself
 - Is it understandable?
 - Does it capture the person?
 - Do I think something should be different?
 - If so what would make it better
 - Does there need to be more thorough explanation in guidance or recommend training?
 - If so what would be helpful in guidance

- We will be reviewing all comments and comparing data by hand
 - Policy area leads will also be reviewing data
- We may contact you for clarification on your comments or selections

- We will be using information to help:
 - Adjust language
 - Build guidance
 - Initiate further policy discussion for clarification
- We may send sub-sections of the survey back out to small groups after adjustments are made



Questions?

Thank You!

Jill Schweisthal and Rita Chamberlin

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