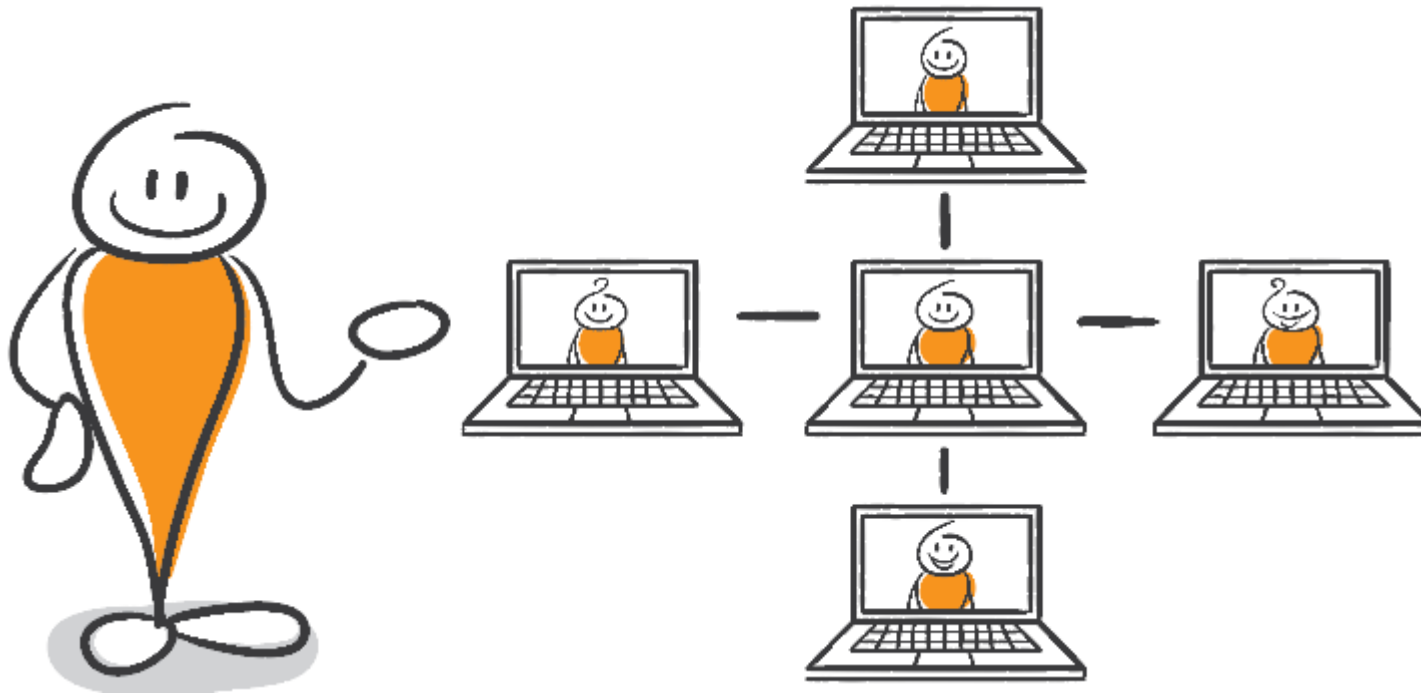


## 2.0 Content Language Survey Instructions

# Introductions

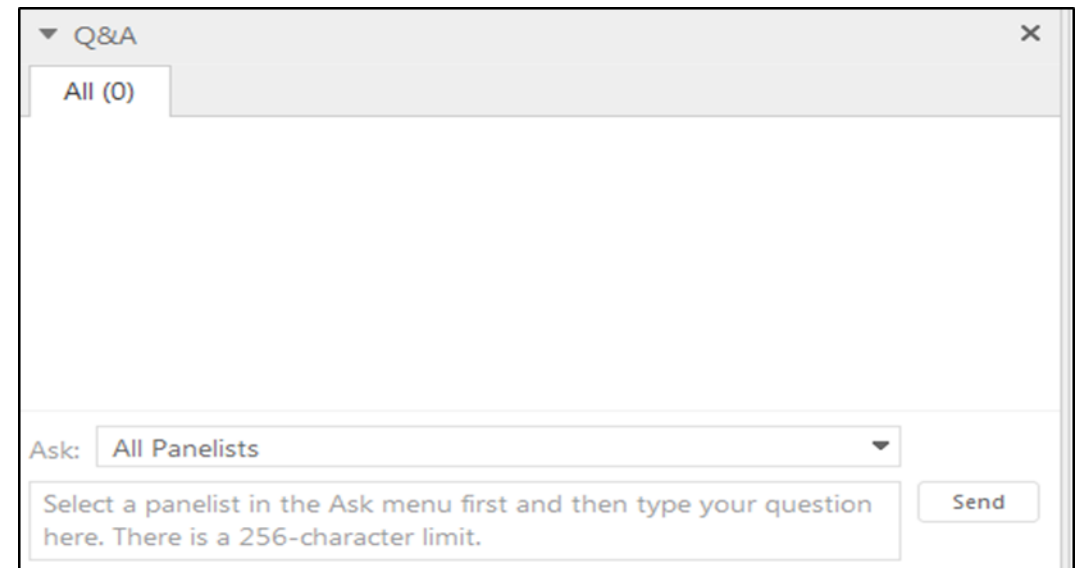


# Housekeeping

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

- Initial drivers –
  - consolidate, integrate, declutter, reduce subjectivity
  - Stay true to intent & meaning of policy
- Scope & focus - purpose of tool, role and responsibilities of assessor
  - Stay within scope
  - Support person-centered interviewing
  - Designate professional conclusions, synthesis of input
  - Support understanding and learning (guidance)

- Content framework and layout
  - Topic items, not predetermined questions
  - Capabilities, versus inabilities
  - Discover before deciding (person's story)
  - Descriptions, factors to consider in forming conclusions

- Consistency
  - Use of language patterns for choice options
  - Identify person's need for another/other
  - Support 'during activities'
  - Focus on a person's 'characteristic need'
  - Temporal construct – recent period (week/month)

- Interview domains
  - Community Living – Go, Do, Be with (QL)
  - Daily Living – personal cares & affairs
  - Wellbeing – conditions, interventions
  - Risk – vulnerabilities, safety

## 2.0 Outline: Domains, cont.

- Other areas/domains
  - Planning – Summaries & Next Steps
  - Programmatic Requirements – external authorities & program access
  - Administrative Activities – printing, Screening Docs, About this Assessment
  - Access to Guidance (definitions, explanations, instruction)

# 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

# Person's information

- 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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