

MnCHOICES New Mentor Meeting Agenda
May 22, 2018, 9:00 a.m. to 3:30 p.m.

MnCHOICES and Mentors

Why MnCHOICES? Assessment and Support Plan 9:00 to 9:30 a.m.

Role of the MnCHOICES Mentor 9:30 to 10:10 a.m.

- MnCHOICES Mentor Handbook
- MnCHOICES Mentor Meeting (MMA): Purpose of the quarterly meeting

Break 10:10 to 10:20 a.m.

MnCHOICES Assessment 10:20 to 11 a.m.

- MnCHOICES Assessment Mentor Tools: Mentors and certifying assessors
- MnCHOICES Help Desk Troubleshooting Documents, example MnCHOICES Assessment

MnCHOICES County Link Review 11:00 a.m. to 12:00 p.m.

- Adding MnCHOICES Mentors
- Submitting to the Help Desk
- MICP List
- Training: MnCHOICES Certified Assessor Training Support Plan

Lunch Noon to 1 p.m.

MnCHOICES Releases Communications: Messages & Outages 1:00 to 2:20 p.m.

- Purpose of Releases: Quarterly
- MnCHOICES outage messages: Purpose, how to read and sharing with users
- MnCHOICES release documents: Known Issues, and release documents

Break 2:20 to 2:30 p.m.

MnCHOICES Training Zones – Assessment (MTZ-A) and Support Plan (MTZ-SP) 2:30 to 3:00 p.m.

- MTZ User access - URL, User Names and passwords
- How mentors use MTZ?

MnCHOICES Support Plan (MnSP) 3:00 to 3:20 p.m.

- How does a release impact my users?
- MnCHOICES Release documents: known issues, and release documents
 - Mentor examples using MTZ, Person Information
 - Mentor examples using MTZ, changing dates

Evaluations 3:20 to 3:30 p.m.
