CSMD Announces Course Offerings for January through June 2001

TOPIC
Six month training plan for Community Supports for Minnesotans with Disabilities (CSMD) customers. Courses will begin in March.

PURPOSE
Notify local agencies of upcoming course offerings from CSMD.

CONTACT
Carol Estrada (651) 582-1902  carol.estrada@state.mn.us
For TTY, contact Minnesota Relay Service at 1 (800) 627-3529

Minnesota Department of Human Services
Community Supports for Minnesotans with Disabilities (CSMD)
444 Lafayette Road North
St. Paul, Minnesota 55155-3857

SIGNED

MARIA R. GÓMEZ
Assistant Commissioner
Continuing Care
BACKGROUND

To assist the county staff who administer home and community-based programs, the Community Supports for Minnesotans with Disabilities (CSMD) Division is continuing to offer training on Department of Human Services (DHS) policies and automated systems.

In order to focus the training resources of CSMD and allow counties time to plan for the training needs of staff, CSMD will continue to issue training bulletins twice a year.

GENERAL INFORMATION

The courses listed in this bulletin are scheduled during March and April 2001. Upon receiving this bulletin, staff may begin registering for the courses.

SCHEDULED COURSE OFFERINGS

At this time, three courses have been scheduled:

   Course 1: PCA Basics for County PHNs
   Course 2: MMIS Applications for MR/RC Waiver
   Course 3: Claims: Everything You Always Wanted (Needed) to Know

The following pages contain the description and schedules for each of the courses.
Course 1: PCA Basics for County PHNs

Description:
Day 1: Basic concepts, principles, terminology and processes for Public Health Nurses (PHN) who conduct assessments for Personal Care Assistant (PCA) services.

Learners will be provided with information about:
• The components of the PCA assessment
• How to use the assessment tool
• How to help client access PCA services

Day 2: Clinical format allowing the Public Health Nurse (PHN) to practice the basic concepts, principles, terminology and processes learned during day one.

Target Group:
This course is designed for county public health nurses who are new to the PCA process as well as county PHNs seeking a basic refresher course. It is recommended that new county PHNs have at least some field experience with PCA assessments before attending.

Class Size
30 person maximum. Minimum class size is 10. If the course has fewer than 10 registrants, it will be canceled approximately 10 days prior to the scheduled date.

Length: Two days
Start and End Times:
Day One: 8:00 a.m. to 4:30 p.m.
(Registration: 8:00 a.m. to 8:30 a.m.)
Day Two: 8:30 a.m to 3:00 p.m.

Lunch:
On your own

Date and Location:
Course 1 - Registration will close on April 6, 2001

April 19 and 20, 2001 DHS Continuing Care Offices
Lady Slipper Room
2284 Highcrest Road
Roseville, MN 55113

Registration Fee:
$3.00 per person

Registration Procedures:
Use the registration form (Attachment A) following the registration procedures on pages 14 and 15. Registration will close on the date listed above. Registration requests received after the session close date will not be processed.

Contact Person for Course Content:
Carol Estrada at (651) 582-1902 carol.estradadatr.state.mn.us
Course 2: MMIS Applications for the MR/RC Waiver

Description:
This course will introduce users to the Medicaid Management Information System (MMIS) and will focus on navigation, inquiry, and case management in the Recipient and Prior Authorization subsystems. Participants will receive information through lecture, simulated case work, and hands-on use of MMIS. Program policy is not covered in this course.

Target Group:
County waiver staff who are new to working with MMIS and Mental Retardation / Related Conditions (MR/RC) Waiver screening documents and service agreements. This may include case managers, case aides, data entry clerks, or accounting staff depending on how each county has assigned roles and responsibilities in managing MR/RC cases.

Class Size:
Thirteen person maximum. Minimum class size is five. Sessions with fewer than five registrants will be canceled approximately 10 days prior to the scheduled start date.

Length: Two days
Start and End Times:
Day One: 9:00 a.m. to 4:30 p.m.
Day Two: 8:30 a.m. to 3:00 p.m.

Dates and Locations:

Course 2 - Registration will close on March 16, 2001
March 28 and 29, 2001 DHS Continuing Care Offices
Pine Tree Lab
2284 Highcrest Road
Roseville, Minnesota

Registration Fee:
There is no registration fee for this course.

Special Registration Procedures:
In order to register for this course, staff must have a MMIS Logon ID (X1 or PW number). Use the registration form (Attachment A) following the registration procedures on pages 11 and 12. Registration for each session will close on the dates listed above. Registration requests received after the session close date will not be processed.

Contact Person for Course Content:
Carol Estrada at (651) 582-1902 carol.estrada@state.mn.us
Course 3: Claims: Everything You Always Wanted (Needed) to Know

Description:
This course will acquaint users with the Claims subsystem in the Medicaid Management Information System. The focus will be on doing a claim search, reading a claim, and understanding how this information relates to a Service Agreement.

Target Group:
County waiver staff who are working with MMIS screening documents and service agreements. This may include case managers, case aides, data entry clerks, or accounting staff depending on how each county has assigned roles and responsibilities.

Class Size
Thirteen person maximum. Minimum class size is five. Sessions with fewer than five registrants will be canceled approximately 10 days prior to the scheduled start date.

Length: One-half day
Start and End Times: 9:00 a.m to 12 noon

Date and Location:
Course 3 - Registration will close on April 13, 2001
April 25 DHS Continuing Care Offices
Pine Tree Lab
2284 Highcrest Road
Roseville, MN 55113

Registration Fee:
There is no registration fee for this course.

Special Registration Procedures:
In order to register for this course, staff must have a MMIS Logon ID (X1 or PW number). Use the registration form (Attachment A) following the registration procedures on pages 11 and 12. Registration for each session will close on the dates listed above. Registration requests received after the session close date will not be processed.

Contact Person for Course Content:
Carol Estrada at (651) 582-1902 carol.estrada@state.mn.us
REGISTRATION PROCEDURES

You may register for training by completing the attached registration form. Registrations sent on any form other than the one attached to this bulletin cannot be processed. Please complete one form for each person registering for class.

Fax the completed form to (651) 282-3787 or mail to:

CSMD Training Coordinator
Department of Human Services
444 Lafayette Road North
St. Paul, MN 55155-3857

County staff may also register by sending MAXIS e-mail to mail code “CSMD” or by Internet to kathy.surridge@state.mn.us. Please provide the following information:

- Registrants with access to MAXIS must provide their PW or X1 number
- Registrant’s name
- County name or agency name
- Registrants with access to MAXIS must provide their MAXIS E-mail code
- Phone number
- Contact person (if someone other than the registrant)
- Fax number
- Work Address
- Job title
- Class name
- Class date
- City location and session number
- Any special communication, accessibility or accommodations needed

All registration requests must be received by the dates specified. Registrations will be processed in the order received. A confirmation and map will be faxed or mailed to each person successfully registered for a course. Do not plan to attend the training without a confirmation.

Incomplete or illegible registrations will be returned, unprocessed. The information requested is required by “Registrar,” the registration software the division uses. Resubmitted registrations will be processed according to the date the resubmitted form is received.

Complete registrations will normally be confirmed within one week by fax or mail. If no response is received regarding the status of the registration request and it has been more than two weeks since the request was submitted, please contact Kathy Surridge at MAXIS E-Mail code “CSMD,” by Internet at kathy.surridge@state.mn.us or call her at (651) 582-1786.

Changes to registrations will be handled as new registration requests and processed in the order received. If a staff member originally registered and confirmed becomes unable to attend, a county may substitute another qualified staff person if notification is received in advance.
If the session an individual wants to register for is full, the person will be put on the **waiting list for that session**. The individual will be notified if a space becomes available. If a session is full and space does not become available, the individual **will not** be automatically registered for a subsequent session. Registration for a subsequent session must be requested separately.

Cancellations must be received prior to the registration close date of the session for which a person is registered.

For questions about registration, contact Kathy Surridge at MAXIS E-Mail code “CSMD,” by Internet at kathy.surridge@state.mn.us or call her at (651) 582-1786.

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**ATTACHMENTS**

*Attachment A* is the registration form to be used to register for the CSMD courses. Complete one form for each person registering.

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**RESOURCES ON THE INTERNET**

DHS bulletins from 1999 on: [http://www.dhs.state.mn.us/fmo/LegalMgt/bulletins/default.htm](http://www.dhs.state.mn.us/fmo/LegalMgt/bulletins/default.htm)

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**ALTERNATIVE FORMATS**

This information is available in other forms to persons with disabilities by calling (651) 297-4112, or contact us through the Minnesota Relay Service at 1 (800) 627-3529 (TTY) or 1 (877) 627-3848 (speech-to-speech relay service).
| **CSMD Registration Form**  
| CSMD Resource Center  
| FAX: (651) 282-3787  

<table>
<thead>
<tr>
<th>Registrant’s PW or X1 number for persons with access to MMIS or MAXIS</th>
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</thead>
<tbody>
<tr>
<td>Registrant’s name</td>
</tr>
<tr>
<td>County/Agency</td>
</tr>
<tr>
<td>MAXIS E-mail code</td>
</tr>
<tr>
<td>Registrant’s phone number</td>
</tr>
</tbody>
</table>
| Contact person  
(if someone other than registrant) |
| Fax number of contact person or registrant |
| Billing address |
| Job title |
| Class name |
| Class date |

Please describe any communication, accessibility or other accommodation needed:

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Cancellation

A confirmation letter will be faxed or mailed to each participant successfully registered for a training session. Cancellations should be sent to MAXIS e-mail code “CSMD” or by Internet to kathy.surridge@state.mn.us or faxed to (651) 282-3787 using this form by the registration close date. Thank you.

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Department of Human Services  
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