TO: MnCHOICES Administrative Contacts and Mentors
   County Administrators
   County Human Services Directors
   County Public Health Nursing Directors
   Community Health Services Directors
   Tribal Health Directors of White Earth Nation, Leech Lake and Mille Lacs Band of Ojibwe
   Managed Care Organization Administrators

FROM: MnCHOICES Team

DATE: July 7, 2015

RE: MnCHOICES Reassessment Implementation for Counties and Tribes

Purpose of Communication

• To provide counties and tribes information to guide their implementation for conducting Reassessments in MnCHOICES
• This information was developed in partnership with the MnCHOICES Reassessment Pilot Workgroup

Reassessment Rollout Timeline

In September 2015, counties and tribes will begin using MnCHOICES to conduct reassessments with long-term services and supports (LTSS) recipients who have not had a MnCHOICES Assessment. The Reassessment Rollout is a two-year process.

• During the first year of implementation, starting in September 2015, the County of Financial Responsibility (CFR) continues to conduct Reassessments with recipients for whom they provide case management services regardless of where the person resides
• In September 2016, the County of Residence (COR) is responsible to conduct MnCHOICES Reassessments with all recipients in their county
• This strategy provides counties and tribes the time to focus on aligning their internal resources, procedures and partnerships to implement MnCHOICES Reassessments
• Please refer to the April 2015 memo, Announcing MnCHOICES reassessment rollout plan and schedule for Counties and Tribes, for further information about the rollout plan and schedule

Guidance Documents and Tools

The guidance documents and tools clarify the expectations of cooperative, interagency partnerships which are essential when two or more lead agencies work together to serve a Minnesota resident. The documents and tools are provided at this time to allow adequate lead time for counties and tribes to plan for and organize resources to meet reassessment timelines and volume expectations.
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<th>Document or Tool</th>
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| 1. Reassessment Rollout Guidance Document | Organizes the Reassessment rollout work including details about roles and responsibilities | • Offers direction for timing on certain Reassessment activities  
• Lists tasks for Lead Agency  
• Lists tasks for certified assessor  
• Lists tasks for case manager (CM) |
| 2. Reassessment Rollout Checklist | At-a-glance list that reflects the critical steps described in the Reassessment Rollout Guidance Document | • Provides quick reference to Reassessment rollout workflow |
| 3. Case Manager’s Recipient Information Form (CMRI) | Template that mirrors MnCHOICES Intake document. Used to provide recipient information to a certified assessor (CA) from the case manager (CM) prior to the recipient’s first MnCHOICES Reassessment (an accessible version will be coming out in the near future and will be posted to CountyLink) | • Offers a means for CM to inform CA about important information regarding person when CA who conducts Reassessment is not the CM |
| 4. MnCHOICES Interagency Contact Point (MICP) | Describes the function of the lead agency’s access point – phone, fax, and/or email address – that other lead agencies will use to communicate regarding MnCHOICES interagency workflows | • Explains the need for the MICP  
• Clarifies what is meant by the MICP  
• Clarifies how to communicate between agencies |
| 5. Reassessment Rollout Frequently Asked Questions (FAQs) | Anticipated lead agency Reassessment questions and clarifying answers. | • Supports understanding of implementing MnCHOICES Reassessments |
| 6. DHS Recipient List Report | Lists all recipients for whom a lead agency has the responsibility to conduct Reassessments and provide case management. Provides information to a County of Residence (COR) regarding County of Financial Responsibility (CFR), program status, service span dates, etc.  

NOTE: This report is NOT attached to this communication. This report can be accessed through MN-ITS mailbox on the 15th of every month, beginning July 2015. Explanatory information about the data will be provided on the report | • Supports COR to fulfill their responsibility to conduct Reassessments for the CFR at the required time.  
• Provides timely notice to COR of needed Reassessments  
• Easily accessible through the lead agency’s MN-ITS mailbox  
• Safeguards that recipients will not be missed or overlooked |

Note: The guidance documents attached to this communication will soon be posted on the MnCHOICES CountyLink for ongoing reference.
Reassessment Webinar

- Please join us for the MnCHOICES Reassessment Rollout Webinar scheduled on Tuesday, July 14, 2015, 2:00 – 4:00 PM
- We encourage you to review all Reassessment rollout documents prior to the webinar and come ready to review and discuss the documents and ask questions.

CC:
Alex Bartolic
Loren Colman
Jennifer DeCubellis
Katherine Finlayson
Lori Miller
Lisa Rotegard
Jean Wood

Attachments:
1. Reassessment Rollout Guidance Document
2. Reassessment Rollout Checklist
3. Case Manager’s Recipient Information Form (CMRI)
4. MnCHOICES Interagency Contact Point (MICP)
5. Reassessment Rollout Frequently Asked Questions (FAQs)
6. MnCHOICES Reassessment Rollout Webinar Flyer

NOTE: The DHS Recipient List Report is NOT attached to this communication. This report can be accessed through lead agency’s MN-ITS mailbox on the 15th of every month, beginning July 2015.