MnCHOICES Continued Learning Activity Cover Sheet

Certified Assessor: _____________________________________

Title of Activity: _____________________________________

Improved my knowledge, skill and/or ability to:

- Conduct person-centered needs assessment interviews
- Develop person-centered community support plans
- Participate in a multidisciplinary team

Topic(s):

- Communication and interviewing style
- Needs of Long-term service and support populations
- Resources that support people with long-term needs
- Person-centered practice
- Other ________________________________________________

Date started: ___________________ Date ended: ________________

Tracking time spent:

Total time spent: __________

Type:

- In-person/virtual training
- Online training
- Developed and presented training
- Published article/book
- Delivered professional paper
- Quality improvement
- Data analysis/research
- Coaching
- Self-study
- Other ________________________________________________

Attached:

- Event information such as dates, times, location, agenda, learning objectives
- Qualifications of presenter(s)
- Name of online course, learning objectives, organization that sponsored, time to complete
- Copy of training, instructions, handouts, job tools, etc. developed plus paper with learning objectives and evaluations collected
- Copy of published articles, books or professional paper plus a description about why you wrote on the topic and the intended audience
- Items from quality improvement project plus explaining your role, why you participated and what changed
- Copy of the data analysis/research project plus a paper describing your role, why you participated, what you learned and the end result
- Name of qualified candidate/new assessor, key components shared, how you approached your coaching role, evaluation from the candidate assessor
- What you shared or what you learned at a Certified Assessor Community of Practice meeting
- Agenda and notes from professional board meetings
- Other ____________________________________________________________________________