Tasks for lead agency supervisors/managers:

- During annual performance review, supervisor discusses individual assessor’s strengths and areas for growth. Together they develop professional-development plan, including potential CLU topics and activities.
- Check recertification materials when presented by assessor (list of CLUs, portfolio and certificate).
- Decide if there are at least 45 CLUs that meet the requirements for recertification (at least 12 of the 45 improve the assessor’s person-centered practice). All CLUs must be in the date span of the certificate.
- If the assessor has met all requirements, co-sign the newly issued certificate.
- Return to assessor and communicate decision to approve or not.
- If the lead agency supervisor/manager decides the portfolio does not contain 45 qualifying CLUs, take any necessary steps to support this person to become recertified or guide him or her to find a more suitable position in the agency.
- If assessor has completed 45 CLUs by end date of “old” certification but not yet entered them in TrainLink:
  a. Discuss expectations for date when the assessor must enter CLUs in TrainLink.
  b. Date may not be more than 30 calendar days after completion
  c. Monitor progress.
- On agreed upon date:
  a. Review the updated recertification materials to determine if requirements are met.
  b. If assessor has met requirements, co-sign the newly issued certificate.
  c. Take any necessary steps to support this person to become recertified or guide him or her to find a more suitable position in the agency.
- See loss of certification below.

Process overview:

- Qualified candidate becomes a certified assessor.
- Note certification end date when lead agency co-signs new certificate.
- Supervisor uses annual performance evaluation to:
  o Discuss focus areas for professional development.
  o Recommend potential classes and activities.
  o Monitor progress on attaining 45 CLUs in three-year period.
- Review recertification materials presented by certified assessor (list of CLUs, portfolio and “new” certificate).
- Determine if assessor met requirements.
- Co-sign certificate or decertify and remove access to MnCHOICES, removing ability to create or edit assessments.
- Support decertified assessor to find different position or become recertified.

Certification:

- Valid three years
- For uninterrupted certification, CLUs must be completed:
  o By last day of month.
  o Before current certificate expires.
Main responsibilities of certified assessors:
- Conduct person-centered assessment interviews.
- Develop person-centered community support plans.
- Participate in a multidisciplinary team.

Importance of continued learning:
- Recognize and value the importance of continued learning.
- Provide, at a minimum, scheduled time for continued learning.

Continued learning units (CLU)  
- Certified assessors must acquire 45 CLUs during three-year period.
- A CLU:
  - Improves the person’s practice as a certified assessor
  - Enhances the assessor’s knowledge, skill or ability to:
    - Conduct person-centered needs assessment interviews; and/or
    - Develop person-centered community support plans.
  - Enriches the assessor’s capacity to participate on a multidisciplinary team
  - Is one hour (60 minutes) in length

Topics:
- Limitless, and most CEUs used for social work, RN, etc. will meet the test for CLUs
- Several vital areas for professional development you should find in an assessor’s list or portfolio:
  - Communication and interviewing style
  - Expanding knowledge about different long-term service and support populations
  - Command of resources
  - Person-centered skills (NOTE: at least 12 of the 45 CLUs must be able to improve a person-centered practice)

Loss of certification
- Assessors lose their certification if they don’t complete recertification requirements before their most recent certificate expires.
- If an assessor loses his or her certification, the assessor may not use MnCHOICES to:
  - Create
  - Conduct
  - Edit or
  - Complete an assessment, CSP or CSSP
- Take immediate steps to revise the assessor’s security access to MnCHOICES.

How to get recertified after initial certification
- TrainLink will prompt the assessor at 365 days or less to take a test and pass with at least 80 percent proficiency.
- If it has been more than 366 days since an assessor’s last recertification, he or she must retake MnCAT 1-3
- See MnCAT Step 4: Recertification Instructions and Guidance

Documentation:
- Certified assessors must maintain records for at least three years following recertification
- Recertification records may be requested for audit by DHS

Additional tools to use during the recertification process:
- Continued Learning Unit (CLU) Decision Tree (optional)
- Continued Learning Activity Cover Sheet (optional)
- MnCAT Step 4 – Recertification: Instructions (required)
- MnCHOICES Step 4 (TrainLink) (required)