Celebrate!
All counties and two tribes are now accessing and using MnCHOICES. Watch and see where we go next year!

Security is Essential
A necessary component of data practices and security is to have procedures in place that limit the potential risks which may occur related to protecting private health information. Below are a few items to consider:

- The security functions to create and edit MnCHOICES Assessments are only given to Certified Assessors.
- Inactive users must not have active SSIS roles which contain MnCHOICES security functions.
- Regularly search your Assigner and Assessor dropdowns. Ask your SSIS Administrator to remove any MnCHOICES users who no longer need access to MnCHOICES for their work.

New Additions
If you go to the MnCHOICES CountyLink website, you will find some new documents including:

- Guidance: When to use MnCHOICES
  - Provides guidance to lead agencies (counties, tribes, and managed care organizations) about when to conduct a MnCHOICES assessment for a person and when to use a legacy tool for an assessment, e.g., Long Term Care Consultations, Personal Care Assistance assessments, and Developmental Disability Screenings.
- Overview of Office Hours
  - Describes the monthly Office Hours calls which offer an opportunity to stay connected with and support lead agencies as they continue to implement and manage MnCHOICES. Includes dates and times.
- Content Locator Map
  - Supports Certified Assessors to become efficient at entering data into MnCHOICES by familiarizing themselves with the location of question/topics within the Assessment.
- Help Desk Contact Form
  - Now links to the DHS-6979-ENG eDOC form used by Mentors to submit technical, policy and training issues regarding MnCHOICES. The form prompts Mentors to provide the essential information the Help Desk needs to respond quickly and effectively.
- Activities of Daily Living Quick Study
  - A refresher of the material from MnCAT Step 3 ? Part 2: Content about Activities of Daily Living including definitions.
"Wheeling"

The Long-term Care Consultation (LTCC) legacy assessment tool included a question about the person's ability to use a wheel chair. MnCHOICES does not include a specific question about "wheeling." However, certified assessors are prompted by MnCHOICES to look at mobility on a number of levels, including the person's ability to propel their own wheelchair. The assessor documents this information about wheeling in the MnCHOICES ADL question group about mobility under strengths and challenges. It is used for support planning and to respond to the related question on the EW Customized Living tool.

Tell Us Your Story

We are looking for personal stories from individuals or agencies about MnCHOICES. If you have a story to share, please write a few sentences on one or more topics listed below. You can submit your stories to the MnCHOICES Mail Box at DHS.Mnchoices@state.mn.us. Use "Tell Us Your Story" on the subject line.

1. How did MnCHOICES improve your practice?
2. What are some positive outcomes experienced as a result of a MnCHOICES assessment, either for you as an assessor or for the person being assessed?
3. If there were challenges how were they overcome? By your agency? By users?
4. Were parts of the DHS pre/post launch work helpful? If yes, what helped you or your agency?
5. List words that describe MnCHOICES and/or how you feel about MnCHOICES

Things to Know and Remember:

- County of Location is responsible to complete the MnCHOICES assessment
- Only Certified Assessors can create, edit and conduct MnCHOICES assessments
- The policy rules related to long term services and supports eligibility are the same. MnCHOICES did not change eligibility rules.
- Tools, supports and technical assistance found on CountyLink are your first resource for MnCHOICES planning, training and troubleshooting
- If you are not a mentor, Policy Quest is where you can research policies about MnCHOICES. Your agency Policy Quest administrator can submit MnCHOICES policy questions.

MnCHOICES CountyLink Updated Documents

You will find new and updated posts to the MnCHOICES CountyLink page including the following updated documents:

- **PCA Process Guidelines with MnCHOICES**
  - Added categories and re-ordered items
  - Clarified process for initiating services in #14
  - Added #15 related to the process to follow when a person assessed is not currently eligible for MA
  - Added #16-18 related to Responsible Party requirements

- **Online-Offline Quick Study**
  - Removed No. 38, as it included duplicative instructions, and renumbered remaining items

- **Assigning SSIS Users MnCHOICES Functions**
  - Better clarification about which roles are DHS only, Counties and Tribes only, or MCOs only

Everyone who has a MnCHOICES assessment?

1. Everyone, with very few exceptions, who has a MnCHOICES assessment, receives a Community Support Plan (CSP) within 40 days of the assessment interview. This is true regardless of whether they are financially eligible for public programs.
2. Everyone who has a MnCHOICES assessment has a LTC screening document entered into MMIS. This means assessors always complete the LTC Screening Document domain near the bottom of the left navigation panel of the assessment document. This can be done when you return to the office. Then, determine eligibility in the Eligibility Summary function tab, click the LTC Screening Docs tab and you will have all the information needed to complete the data entry in MMIS.

Better than Sliced Bread
A great feature of MnCHOICES is the calculation of the number of hours of personal care assistance (PCA) services the person may receive. The hours are calculated for people who:

- Are eligible;
- Whose eligibility is pending; and
- Even those who are not eligible

PCA hours are based on the needs of the person and can be very helpful to the person or family when they make informed decisions about service and program options. MnCHOICES provides:

- Base hours for the person?s home care rating;
- Added hours and the reason; and
- Total hours.

You are subscribed as ... to MnCHOICES Matters. For more information about MnCHOICES, visit us on the DHS website. For technical assistance about MnCHOICES, visit us on CountyLink. Unsubscribe from this list.

Disclaimer: You will receive system-generated emails with links to the information you signed up for when you subscribed. This service is provided to you at no charge by the Minnesota Department of Human Services. Privacy Policy

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.