January 2015
MnCHOICES Matters archive

Focusing on people not programs

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2015 - The Year of MnCHOICES
This is what is planned for 2015:

1. Roll-out reassessments
   • For people receiving publicly funded long-term services and supports (LTSS) who have not previously had a MnCHOICES Assessment.

2. Launch MCOs
   • For MSHO and MSC+.

3. Introduce the MnCHOICES Support Plan App
   • Integrating the support-planning tool for the Community Support Plan (CSP) and Coordinated Services and Support Plan (CSSP) plus the Waiver Rate System.

Mark Your Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Monday, Feb. 9</td>
<td>Pilot of MnCHOICES v.15.1 begins</td>
</tr>
<tr>
<td>Friday, Feb. 6</td>
<td>Office Hours from 9:30 am - 11 am</td>
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<tr>
<td>February</td>
<td>Reassessment pilot begins</td>
</tr>
<tr>
<td>Tuesday, Feb. 17</td>
<td>MnCHOICES Mentors Alliance meets</td>
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<tr>
<td>Friday, Feb. 27</td>
<td>Prepare for 15.1 Release</td>
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<tr>
<td>Monday, March 2</td>
<td>MnCHOICES v.15.1 released statewide</td>
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The Same or Different: MnCHOICES Assessments and Legacy PCA Assessments
Definitely different!

• Minn. Stat. 7256B.0911, Subd. 2b, mandates that lead agencies use certified assessors who meet the education, experience, training and certification requirements to conduct MnCHOICES assessments for long-term services and supports.

• According to Minn. Stat. 7256B.0659, Subd. 3a, a county or contracted public health nurse must conduct assessments for personal care assistance (PCA) services (using the legacy PCA assessment tool).

Announcing the First Meeting of the MnCHOICES Mentors Alliance
Join your fellow mentors at the first meeting of the MnCHOICES Mentors Alliance (MMA) scheduled for Tuesday, Feb. 17 in St. Cloud at the Holiday Inn. Mentors will help DHS develop the best methods to support mentors across the state. The agenda includes:

- Review, revise (if needed) and approve the MMA Charter
- Develop a meeting schedule including frequency and location(s)
- Provide updates about MnCHOICES
- Examine the v.15.1 Release
- Time for questions and answers plus mentor feedback
- Identify topics for future meetings.

Two things to do as soon as possible:

1. Register to attend via TrainLink
   a. Click Continuing Care Learning Center
   b. Click Sign On in the upper right hand corner
   c. Enter your Unique Key
   d. Click Search Learning Activities
   e. Use the drop down in Category and select All MnCHOICES Training
   f. Click the Search button above
   g. Click the Select button to the left of the course: MnCHOICES Mentors Alliance
   h. If you need assistance with accommodations or more information, email DSD Learn

2. If you need a sleeping room, call the Holiday Inn directly at:
   a. Phone number: 320-253-9000
   b. Room rate is $83.95 based on availability
   c. Room block is: MnCHOICES

Be there or be square!

**One Stop Shop**

Mentors use the Help Desk Contact Form or call the SSIS/MnCHOICES Help Desk to submit questions and issues about MnCHOICES. Examples of when to contact the SSIS/MnCHOICES Help Desk include:

- **Technical issues** and concerns related to the MnCHOICES application
- Suggestions and **enhancement requests** for the MnCHOICES application
- Questions about **policy** related to the use of MnCHOICES
- Questions and technical issues related to training/certification and **MnCAT**

The help desk tracks all requests, responds with an answer or remedy or forwards the request to the appropriate MnCHOICES team member or alternative help desk for a response. See Contacting the MnCHOICES /SSIS Help Desk (DOC) for more information.

**SWNDX Maintenance and MnCHOICES**

When SWNDX is down, MnCHOICES users are unable to conduct person searches. If you are a MnCHOICES user, mark your calendar for planned monthly SWNDX outages. Things to remember:

- Planned monthly SWNDX outages occur from 4 to 6 p.m. on the third Friday each month.
- You do not need to bring offline assessments back online.
- SWNDX outages do not affect editing an open document such as an intake or assessment.

**Continued Learning Opportunity**

DHS is hosting a video conference for professionals about Memory Loss, Dementia and Alzheimer’s: The Basics for Professionals. This is a great session for certified assessors who have no previous experience in working with people who have these needs. It will provide a basic
understanding about the diagnoses and conditions including potential resources for people with dementia and their caregivers.

**Date:** Feb. 5

**Time:** 9 to 11 a.m. and 1:30 to 3:30 p.m.

**Location:** Statewide via videoconference

**Registration:** Pre-registration is required and closes at 5 p.m. on Monday, Feb. 2.

**Session announcement:** Session announcement

### To Keep, or Not to Keep...That is the Question

We often are asked about the statements in MnCAT that recommend you to date and initial narratives in the comment and notes sections. Here are a couple of things to consider:

- **There is no DHS requirement** to carryover narratives in the comment and notes fields.
- The system copies narratives from the most recent assessment/reassessment into the next assessment/reassessment created.
- The **lead agency must decide** what is important to retain.
- Each agency is responsible to determine if, and which, previous narratives to keep or delete.
- **Remember:** Staff with viewing security access may see closed assessments (including the narrative comments) at any time.

For narrative information that meets the agency’s criteria to maintain and update:

1. Place the updated/newest narrative **at the top** of the comment box.
2. **Maintain a space** between each narrative entry.
3. Include the **date and name initials** of the assessor who enters the narrative.

### Interim Step 3 - Part 3 Process Coming Soon

We are nearing completion of an interim method to fulfil the end of the certification process, known as MnCAT Step 3?Part 3 or the Multidisciplinary Learning Lab (MLL). The MnCHOICES team is developing a future training approach that lead agencies can use on demand.

We will email more about the interim process to mentors and administrative contacts in the very near future. In the meantime, if you need help to get someone certified and they need Step 3 ? Part 3, please contact the SSIS/MnCHOICES Help Desk.