July 2015
MnCHOICES Matters archive

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Reassessment Rollout is on a Roll...
An exciting new stage of MnCHOICES begins September 2015. That is when all launched lead agencies will begin to use MnCHOICES to conduct Reassessments for recipients who have not had a MnCHOICES Assessment. If you could not participate in the discussion on July 14, the audio of the two-hour webinar can be accessed by phone:

1. Call: 1-855-859-2056
2. At the prompt enter the Conference ID: 72417727
3. Available to listen for thirty calendar days following the webinar

Reassessment Documents reviewed and discussed during the webinar were sent in an email from DHS on July 7. The email went to Mentors and Administrative Contacts. One attachment contains all the documents. The PowerPoint, shown during the webinar, was minimal and not included. The email attachment will be separated and each document will be posted to CountyLink in a new section just for Reassessment information. Watch for additional information and updates.

Thank You and Thank You Very Much!
Members of our MnCHOICES Team got to spend two days at Odyssey networking, updating and learning from, and with, many of you. You packed a Preconference Intensive, two Nuggets and one Workshop for a total of between 250 and 300 participants. These sessions would not have been successful without the support and engagement of several lead agencies and their super-marvelous staff.

First, we want to thank the agencies for allowing staff not only to attend Odyssey but also to use some of their valuable time there to share their experiences and strategies with other agencies. Second, we want to personally recognize and thank each of the individuals who prepared for these events and shared their wisdom, candor and humor with all who came to listen.

- **Carver County:** Ann Fuller, Gina Rodewald
- **Dakota County:** Katherine Kreager-Pieper
- **Hennepin County:** Nancy Geertz-Larson
- **Nicollet County:** Jennifer Lammert
- **Sherburne County:** Sheena Black, Jill Robeck, Jill Schweisthal
- **St. Louis County:** Nancy Hintsa
- **Washington County:** Sue Kissel, Anne Rooney

"How You Doin'"?
In true Joey Tribbiani style, we want you to ask how your agency is doing. All counties and tribes launched at least six months ago, which means all launched agencies have reached the target of
conducting 100% of new Assessments using MnCHOICES. Take a few minutes to reflect on all
the great work you did to reach this milestone because, very soon, we will be setting new targets
for MnCHOICES Reassessments!

**MnCHOICES Mentors Alliance (MMA) Planning Third Meeting**
The first meeting of the MnCHOICES Mentors Alliance (MMA) was held in February. Those in
attendance reviewed, revised and approved the [charter](#). [Notes](#) from the meeting and the
[PowerPoint](#) are posted to [CountyLink](#). The second meeting was held in May. A half-day
orientation, for mentors who have been on the job four months or less, was held the day before.
The next MMA meeting is scheduled for Tuesday, August 18 in St. Cloud. [Registration](#) information will be sent in August. The [hotel](#) room block is available until July 24. The block rate is $89.95 for one queen or two doubles, plus tax. After the 24th the rate is based on availability.

**Remember:**
- **Every** completed MnCHOICES Assessment/Reassessment results in a Community Support
  Plan (CSP)
- Make sure to review any printed MnCHOICES documents **before** you send them to
  people/providers to assure the information is accurate and what you intend to send
- When there is a new release or update, play it safe:
  - Plan to upload assessments that are offline **at least one hour prior** to the
designated deadline
  - **Wait for the all clear** message, from the MnCHOICES Help Desk, before logging on
  again
- Use the MnCHOICES Training Zone (MTZ) to "practice" and establish your agencies
  workflow for rolling out **Reassessments**. Remember, only real information in PROD and
  only fictitious information in MTZ.
- **Conducting Reassessments** for people on public programs but who have not previously had
  an Assessment in MnCHOICES looks "different" the first time. Follow special instructions
  and documents on [CountyLink](#).

**MnCHOICES Support Plan: Cause for Excitement!**
Just recently, the MnCHOICES team gained access to the next phase of MnCHOICES which is the
electronic Support Plan. We knew all of you would be as excited as the MnCHOICES Team to get
a glimpse into the future. So, late in June we scheduled a webinar for July 1, during a holiday
week, and a second webinar in August. Never did we think that, on July 1, over three hundred
people would register to have a preview of the MnCHOICES Support Plan (MnSP). There is still
much work to do, but it was exciting to preview the potential of the Community Support Plan
(CSP), Coordinated Services and Supports Plan (CSSP) and the Rate Management System (RMS)
all working together and using the Assessment for the foundation of the plans. There is another
preview webinar scheduled:

- **Date:** Tuesday, August 4, 2015
- **Time:** 11:00 am to 12:00 noon
- **Register in** [TrainLink](#)
- **Title:** MnCHOICES Support Plan Preview
For additional information, the registration flyer including the link to WebEx, was sent to Mentors
and Administrative Contacts on June 24, 2015.

**Recharge with a Reassessment Refresher**
Remember when you took your Step 3 - Part 1 Training: Access and Navigation? Guessing there
are a mixed bag of answers to this question:

- Yes, I completed MnCAT Step 3 - Part 1 on November 15, 2014 at 4:29 pm
- I took MnCAT Step 3 - Part 1: Access and Navigation training? Are you sure?
- Maybe?.. Was that the Learning Lab I attended?
You may want to access TrainLink and review a few modules about what you learned that could apply to Reassessments. Some pointers:

- If you access MnCAT Step 3 - Part 1, remember it has three tracks: A, B and C
- If you are a certified assessor, you took modules in Track A
- Do not "Retake" any modules
- Do "Review" modules
- Take any modules in Track C without causing future problems with prerequisites
- Depending on what you used MnCHOICES to do between then and now, modules to consider include:
  - Person Search
  - Person Maintenance
  - Assignment
  - Conducting a Reassessment

**Recipient List Report**

Hopefully, by the time you read this article, your agency found and is already using their first Recipient List Report. This report provides data to assist counties and tribes prepare to use MnCHOICES to conduct Reassessments for recipients who have not yet had a MnCHOICES Assessment. At this time, the report is provided monthly, on the 15th of each month, to manage and coordinate MnCHOICES Reassessments during the rollout which begins September, 2015. The report contains twelve months of aggregate data. Because recipients are continually being opened, closed or having an event which causes date spans to change, the report will be slightly different month to month. It is important to access, review and use the data every month.

**Tip:** Mark your calendars for the 15th of every month. This is the day each month that your will find the Recipient List Report in you CML MN-ITS mailbox

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