Support Plan Monthly Webinar Tools
November 15, 2016
Welcome & Introductions Webinar Team

MnCHOICES

- Business Team Supervisor
- Support Plan Project Manager
- Support Plan Business Analysts
- Policy staff
- Operations staff
Housekeeping

- All participants are muted
- Wait to submit questions
- Do submit technical issues
  - Use the WebEx Q&A panel
Webinar Goals

- Initiate high level discussions
- Recognizing your role in the launch process
- Understanding the Support Plan
- RMS Demonstration
- Tools that will assist your agency to launch
Webinar Format

- Where we are today
- In the next 60 days
- Topic
- Previous webinar questions
- Open Q & A panel
Where are we today – Updates

- First Launch Group Status
- CountyLink Reorganization
- Releases Assessment & Support Plan
Past webinars and Q&A

MnCHOICES

Communications

Subscribe to MnCHOICES Matters electronic mailing list

MnCHOICES Matters – October 2016
MnCHOICES Matters – September 2016
MnCHOICES Matters – August 2016
MnCHOICES Matters – July 2016
MnCHOICES Matters – June 2016
MnCHOICES Matters – April 2016
MnCHOICES Matters – November 2015
MnCHOICES Matters – July 2015
MnCHOICES Matters – April 2015
MnCHOICES Matters – February/March 2015
MnCHOICES Matters – January 2015
MnCHOICES Matters – December 2014
MnCHOICES Matters – November 2014
MnCHOICES Matters – October 2014
MnCHOICES Matters – September 2014
MnCHOICES Matters – August 2014
MnCHOICES Matters – July 2014

Webinars
Support Plan Webinars – Disability Services Division training archive
Support Plan Launch Webinar Schedule
Support Plan: Launch Survey Questions & Answers

Getting Started
In the next 60 days we anticipate

- Launch Expectations
- Launch Checklist – Are You Ready to Launch
- First Launch Group
- Training
RMS Demo
Q: If person is not in the MnCHOICES Assessment do we use the SSIS-RMS?

- No, “create a person” in MnCHOICES assessment
- Do not create an intake or an Assessment in the MnCHOICES Assessment
Create Rate Plan
Add Agreement & Services tab
RMS Launch Question #2

Q: For initial assessments, will RMS be an activity of the case manager?

Your agency will determine for itself who will calculate a rate and work flow. Rates in the Support Plan can be calculated to a person or to the CSP/CSSP. Access is not limited.
Tools

- Tech Specs
- Crosswalk
- Data Privacy Training
- Assessment Training Zone
- MnCHOICES County Link
Tech Specifications – Key Highlights

- Separate Assessment & Support Plan
- Support Plan Technical Specifications
- MnCHOICES County Link Getting Started, Setting Up Work Stations
- MNCHOICES HelpDesk assistance
Crosswalk Document – Headings

- Assessment Domain
- Support Plan Tab
- Assessment Data
- Support Plan Location
### Crosswalk Assessment Referrals & Goals

#### Referrals & Goals (Memory & Cognition)

**What is important to the individual?**

- [ ] Assistive Technology
- [ ] Cognitive Diagnostic Evaluation (Used for Rule 185)
- [ ] Neuropsychological Assessment
- [ ] Occupational Therapist
- [ ] Ombudsman
- [ ] Primary Health Care Provider
- [ ] Other
- [ ] Other

**Assessed Needs and Support Plan Implications**

Neice reportss that Clarisse has been very sharp and excellent memory until the first hip fx in January. Now, seems confused and forgets some very important things. She is also crying alot and neice wonders if there could be some depression related to so many changes that are impacting memory and cognition. This needs to be explored as it

* Referrals & Goals (Memory & Cognition) has been reviewed and updated? *

- [ ] Yes

[ << Back To Mental Status Evaluation ] [ >> Go To About this Domain (Safety/Self Preservation) ]
# Crosswalk SP Needs Summary – CSSP

<table>
<thead>
<tr>
<th>Personal Assistance</th>
<th>Home Management</th>
<th>Health Related/Medical</th>
<th>Cognitive and Behavior Supports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Behaviors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alcohol/Substance Abuse/Tobacco</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Cognitive Impairments</td>
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<tr>
<td></td>
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<td></td>
<td>Support Planning Implications</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Support Planning Implications</td>
</tr>
</tbody>
</table>

**Support Planning Implications**

Nelce reports that Clarisse has been very sharp and excellent memory until the first hip fx in January. Now, seems confused and forgets some very important things. She is also crying allot and nelce wonders if there could be some depression related to so many changes that are impacting memory and cognition. This needs to be explored as it can impact her ability to live alone.
Crosswalk Assessment – ADLS

Bathing

* Preferences - What does the person prefer when bathing? *
- Bath
- Bed bath
- Female caregiver

* Support Instructions - What helps the most when assisting the person with bathing? *
- Able to manage their own need
- Give bed/sponge bath
- Shampoo hair
- Soak feet
- Cue to bathe
- Standby during bathing

* Is training/skill building needed to increase independence? *
- No
- Yes

Notices/Comments:
Needs grab bars and training for safe use.
### Activities of Daily Living

<table>
<thead>
<tr>
<th>Activities of Daily Living</th>
<th>Cuing</th>
<th>Physical Assistance</th>
<th>PCA Dependency</th>
<th>LTCC Dependency</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATHING</td>
<td>Needs grab bars and training for safe use.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRESSING</td>
<td>None</td>
<td>Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EATING</td>
<td>Intermittently during the task</td>
<td>Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>May help to have vision training for blindness.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MOBILITY</td>
<td>None</td>
<td>Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>continue with PT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL HYGEINE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSITIONING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOILET USE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSFERS</td>
<td></td>
<td></td>
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</tbody>
</table>
Data Privacy Training

- Systems & Security Access Management (SSAM)
- Annual requirement to take courses to access DHS data
- Handling MN Information Securely
- Do not go through TrainLink
Please select a course or assessment by clicking on one of the links below.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Assessment Link</th>
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<tbody>
<tr>
<td>Data Security and Privacy (15 Minutes) - Course</td>
<td>Data Security and Privacy (15 Minutes) - Assessment</td>
</tr>
<tr>
<td>How to Protect Information (35 Minutes) - Course</td>
<td>How to Protect Information (35 Minutes) - Assessment</td>
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<tr>
<td>Managing Security Information Problems (15 Minutes) - Course</td>
<td>Managing Security Information Problems (15 Minutes) - Assessment</td>
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<tr>
<td>Federal Tax Information (10 Minutes) - Course</td>
<td>Federal Tax Information (10 Minutes) - Assessment</td>
</tr>
<tr>
<td>Social Security Administration Information (15 Minutes) - Course</td>
<td>Social Security Administration Information (15 Minutes) - Assessment</td>
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<tr>
<td>Protected Health Information (PHI) (15 Minutes) - Course</td>
<td>Protected Health Information (PHI) (15 Minutes) - Assessment</td>
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<tr>
<td>Data Protection for Supervisors (10 Minutes) - Course</td>
<td>Data Protection for Supervisors (10 Minutes) - Assessment</td>
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<tr>
<td>Data Security for County Staff and Assistants (10 Minutes) - Course</td>
<td>Data Security for County Staff and Assistants (10 Minutes) - Assessment</td>
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<tr>
<td>Data Security for Help Desk and System Administrator (10 Minutes) - Course</td>
<td>Data Security for Help Desk and System Administrator (10 Minutes) - Assessment</td>
</tr>
<tr>
<td>Volunteer (15 Minutes) - Course</td>
<td>Volunteer (15 Minutes) - Assessment</td>
</tr>
</tbody>
</table>
Prepare Assessments MTZ

- Access your Assessment in MTZ
- Provide more detail to your assessment
- Questions Indicators to zero
- Run the rules online
- DO NOT close your assessment
- Plan for case management training
MnCHOICES County Link

- Purpose of the page
- Current Content
- Future Content
- Reorganizing purpose
- County Link website visit
Past Webinar Questions
Summer 2017 Launch

Is the Launch statewide and for all circumstances? Will it include just CSP or also CSSP?

- RMS access only MnCHOICES Support Plan statewide
- CSP/CSSP launch schedule
Will we receive technical assistance when we launch?

- Monthly Webinars
- Mentor Meetings
- Online Access & Navigation Training
- Mentor & Supervisor Orientation
- Tools, Aids & Guidance
- Post Launch Conference Calls
Post Launch Technical Assistance

- MnCHOICES Matters
- MnCHOICES County Link
- Mentor Meetings
- MnCHOICES Office Hours
- MnCHOICES Help Desk
- SSAM
Q: Will the Support Plan keep a running history of “completed” CSP/CSSPs?

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Create / Assessment Date</th>
<th>Status</th>
<th>Plan Owner</th>
<th>Delegate Agency</th>
<th>Lead Agency</th>
<th>Closed Date</th>
<th>Modified By</th>
<th>Modified by Delegate / Lead Agency</th>
<th>Modified</th>
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<tbody>
<tr>
<td>963</td>
<td>CSSP</td>
<td>11/10/2016</td>
<td>Open</td>
<td>Tammy Trainer</td>
<td>ZBeta Test Dakota</td>
<td>ZBeta Test Dakota</td>
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<td>-</td>
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<td>11/10/2016</td>
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<tr>
<td>964</td>
<td>Rate Plan</td>
<td>11/10/2016</td>
<td>Open</td>
<td>Tammy Trainer</td>
<td>ZBeta Test Aitkin</td>
<td>ZBeta Test Aitkin</td>
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<td>Trainer</td>
<td>11/10/2016</td>
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<td>913</td>
<td>CSP</td>
<td>11/01/2016</td>
<td>Closed</td>
<td>Tammy Trainer</td>
<td>ZBeta Test Aitkin</td>
<td>ZBeta Test Aitkin</td>
<td>11/10/2016</td>
<td>Parsons</td>
<td>ZBeta Test Aitkin/ZBeta Test Aitkin</td>
<td>11/10/2016</td>
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<td>7577</td>
<td>New Assessment</td>
<td>05/30/2014</td>
<td>Closed</td>
<td>Pam Assigner</td>
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<td>04/10/2015</td>
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<td>04/27/2015</td>
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<td>7575</td>
<td>Intake</td>
<td>05/30/2014</td>
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<td>Inta Intake</td>
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<td>---</td>
<td>05/30/2014</td>
<td>Assigner, Pam</td>
<td>---</td>
<td>05/30/2014</td>
</tr>
</tbody>
</table>
If assessment is down, are users still able to extract data from MnCHOICES assessment?

Yes.

The MnCHOICES Support Plan does not use the MnCHOICES Assessment computer program to access data. It takes information from the Assessment database.
Are MnCHOICES updates, additions, affecting the Support Plan?
Will CSP information be brought back over to Assessment?

- Information flows from the Assessment to the Support Plan.
- Only Demographic Information flows from the Support Plan to the Assessment.
How to address inaccurate information in CSP?

- Review Assessment and CSP before they are closed and discuss
- Notes in CSSP
Questions about Goals

Q1. Will the person have a goal then in each domain?
A1. No

Q2. Can you override the goals that automatically populate?
A2. Nothing to override
Questions and Discussion

- Use the WebEx Q&A panel
- Select “All Panelists”
- Type your question or comments
- Click Send
Where to find the webinar content

- Archive in [TrainLink](#)
  - DSD training news and information
  - Archive
    - Handouts
    - Phone number for audio
- Webinar schedule posted MnCHOICES County Link, Communications, Webinars
- Tuesday, December 6, 2016 2 to 3:30 p.m.
Thank you