Support Plan Launch Work Plan

DRAFT rev. 2/15/2017

Expectations

- Begin to use the Support Plan to create all CSP or CSP/CSSP for all reassessments.
- Begin to use the Support Plan to create a CSP/CSSP for all new assessments.
- This includes CADI, AC/EW, DD, BI, CAC, DD Rule 185, MHM, ECS
- For any MNCHOICES Assessments done the county will use the CSP/CSSP (no longer 6791B unless using Legacy document for assessment).
- Use the Rates Plan system in the Support Plan and not in SSIS-RMS.

February 2017 Webinar – Prepare for Training for the Launch

Launch Schedule Release

Create a list of Launch Agency contacts

Provide Launch Work Plan

MTZ Document to Lead Agencies

March 2017 Webinar – Preparing for Launch

- Are You Ready to Launch Checklist
- Choosing Support Plan Mentors
- Onboarding document review
- Security Liaisons and Maintenance
- Regional Mentor Supervisor Training
  - Mentor/Supervisor Training
  - New to MnCHOICES (Mentors, Supervisors in the lead agency and contracted case management agencies new to MnCHOICES)

April 2017 Webinar – Using the Support Plan Services Tab to develop a CSSP

April to August 2017 Regional Trainings based on the Launch Schedule

Lead Agency Mentor & Supervisor Training 3 months prior to Launch
- New to MnCHOICES
- Mentor and Supervisor Orientation includes contracted agencies
  - Training Module suggestions by Role
  - Training Companion Document
  - User Manual
  - Crosswalk document

Support Plan Training Access (user names and passwords per agency) 3 months prior to Launch

User Training Begins - Promote practice in the MnCHOICES & RMS Training Zone 2 months prior to Launch

Onboarding sheets out and Conference call (all counties) April 30, 2017

Lead agencies turn in Onboarding Spreadsheet May 15, 2017

Pre-Launch Meeting
- Confirm Agency has completed all pre-launch requirements – Are You Ready to Launch Checklist?
- DHS confirms onboarding is complete and provides User Names and password to launch contact
<table>
<thead>
<tr>
<th><strong>Q &amp; A session</strong></th>
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<tbody>
<tr>
<td><strong>July to November 2017</strong> with Launch Contacts, Mentors, Supervisors after launch date</td>
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<tr>
<td>Regional agency calls, 2 times per week</td>
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<tr>
<td>Regional agency calls, 1 time per week</td>
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<tr>
<td>Regional Weekly Conference call</td>
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<tr>
<td>MnCHOICES Support Plan Office Hours launches</td>
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