Welcome & Introductions

MnCHOICES

- Business Team Supervisor
- Support Plan Project Manager
- Support Plan Business Analysts
- Policy staff
- Operations staff
• All participants are muted
• Wait to submit questions
• Do submit technical issues
  • Use the WebEx Q&A panel
• Assist your launch preparation
• Review each of the components you need to be ready to launch
• Next Steps for launch preparation
• Answer your questions from last month’s webinar on preparing for training
• Updates
• In the next 60 days
• Previous webinar question
• Topic
• Open Q & A panel
First Launch Groups

Anoka, Brown, LeSueur, Washington

Working in PROD: Rates, CSP and CSSP

Odyssey Pre-Conference Intensive panelists
Rates for a person with a legacy assessment

• Use RMS until your lead agency launches

• Once your lead agency launches, use the Support Plan to calculate a rate at the person level

• Person will not exist in the MNCHOICES Assessment since there is not a MnCHOICES Assessment document

• Add your person to the MnCHOICES Assessment so you can find them and calculate a rate in the Support Plan -
  • Search for a person in the MnCHOICES Assessment, and use the insert the person button
Insert a person in MnCHOICES Assessment

For a person with a legacy assessment, with services requiring your agency to utilize RMS

Consider staff access to MnCHOICES Assessment - Intake Role

• Assigning SSIS users MnCHOICES Functions

Search for the person by: name, gender and age range 0 to 100

Search state database

Select the person, click insert person button

Have rate person search for the person in the Support Plan & calculate a rate at the person level
Access to Support Plan PROD on launch date

Lead agency Security Liaison submits users changes to SSAM

Adding, deleting users, changing users’ emails will go into SSAM

• For launch, send in any additional requests no earlier than a month prior to agency’s launch date

User password changes due: Mentors submit [DHS-6979 Help Desk](http://dhs.state.mn.us) to the Help Desk.

Adding a security liaison? HR/Security Liaison/Supervisor

• Security Liaison would work with SSAM

• MnCHOICES Mentor? Your lead agency decision
Per lead agency requests, the launch schedule has been modified

Supervisor Mentor Training dates

Expectations have been updated
In the next 60 days
Support Plan Mentor training webinar

• Existing MnCHOICES Assessment mentors
• June 15, 2017 10:30 a.m. to Noon

New Mentors: Assessment and Support Plan

• June 29, 2017, 9 a.m. to 3:30 p.m.
• Group 1 & 2 completed on April 20, 2017
• Group 3 completed on May 11, 2017
• Group 4 confirmed for June 6, 2017
• Group 5 confirmed for June 27, 2017
• Group 6 pending confirmation of dates
In the next 60-days - Preparation and Launch

Pre-launch calls will begin

All Clear Email & Launch of

• Group 1 July 17, 2017

• Group 2 on July 31, 2017

Post Launch/Support Plan Office Hours calls will be schedule
Questions from last webinar
How do I know the steps to launch?

MnCHOICES Support Plan

Launch Documents

- Launch Schedule
- Are You Ready to Launch
- Work Plan
When launching MnCHOICES Support Plan for running rates and creating CSPs or CSSPs

- Use the Rates Management System in the Support Plan and not in SSIS-RMS.

- For all MnCHOICES assessments and reassessments, create CSP and CSSP in the MnCHOICES Support Plan and rates in the service agreements and service lines in the person’s CSSP.

- For all assessments created with the legacy document continue to use Community Support Plan with the Coordinated Services and Supports Plan form (DHS-6791B-ENG)(PDF) and create rates at the person level in the Support Plan.
What is the purpose of Supervisor Mentor Training?

**Purpose:** To prepare your agency for the MnCHOICES Support Plan launch

**Agenda:**

- Provide resources
- Provide training
- Establish training zone procedure for mentors
- Provide pre-and post launch direction
Are there different training zones for the MnCHOICES Assessment and Support Plan?

**MnCHOICES Training Zone Assessment (MTZ-A)** [https://mnchoices-train.dhs.state.mn.us/mnch/#/LoginPage](https://mnchoices-train.dhs.state.mn.us/mnch/#/LoginPage)

- User name example: BAN001
- Users examples Intake, assessors

**MnCHOICES Training Zone Support Plan (MTZ-SP)**

- Provided at the Supervisor Mentor Training
- User name example: Banana1
- Users examples assessors, rates, case aides and case managers
Mentor Roles and Responsibilities
Serve as communication and training liaison between lead agency and DHS
Support MnCHOICES users in your agency
Troubleshoot policy and technology questions and issues
Tips for Selecting Mentors

• Available to users
• Computer Skills
• Understand the computer application and how people use it
• Basic knowledge and understanding of Long Term Services and Supports
• Understand lead agency/contracted agency operations
• Skilled problem solver and decision maker
What form do mentors use to submit to Help Desk for the Support Plan?

MnCHOICES County Link Help Desk Technical, Policy and Other Support Plan password lockouts and resets Mentors only

Do not use it to

- add or delete users to the Support Plan
- make changes to other data (email, name)
Submit the **DHS-6979 Help Desk Contact Form** for policy and technical issues

Use the form for Assessment and Support Plan both

Add MnCHOICES Support Plan in line 11 of Technical Page
A Closer Look: The Services Tab
The Services Tab

Overview of the Services Tab

Roles

• The Services Tab should be completed by the planner in the CSSP
• When the person will be receiving publically funded services or supports.
Create an Agreement

Choose type of Agreement
AC, BI, CAC, CADI, DD, EW, PCA, Rule 185, MHM, Other

Add Services and create service rates
Adding an Agreement

• Click the “add agreement” button to add a new service agreement for the person.

• Next, complete the Agreement Details section.
Agreement Notes

Enter information into the Agreement Notes text box

Information to include in this text box

• Summary of services provided
• Role of any informal supports
• Addition information about funding
• Additional steps-clarifying how the program will be used
Comment boxes and Approvals

- DHS Comments/Provider Comments/Recipient Comments

- Program Totals box/Approvals
Adding Services To Your Agreement

• There are two ways to add a service to your agreement:
  • In the Agreement Screen, click on “Add Service” at either the top or bottom of the Agreement screen.
  • Services tab, click “Add Service” in the upper right corner.
  • Opens the service line screen, begin to enter the service
Date Spans in the Support Plan

- There are three areas in the Support Plan where a date span must be entered:
  - The About Plan tab
    
    ![Time Period Covered by the Plan](image)
    
  - The Services Tab, when adding an Agreement
    
    ![Agreement Details](image)
    
  - The Services tab, when adding service lines
    
    ![Service Details](image)
Adding Services To Your Agreement, Cont.

• Enter the NPI and County of Service

![Image showing Provider NPI/UMPI]

• You will then complete the Service Notes narrative box

![Image showing Service Notes]

Authorizing six hours every other week through the end of the school year; adding in additional 40 hours for the summer months.

Service notes section does not print. Enter notes to communicate with other users current plan or future plan details that you believe are important for others to know. NPI numbers can be researched online.
Areas of Need, Tasks, and Support Instructions

- Complete the Area of Need, Tasks and Support Instructions areas.
- Enter any applicable Reason Codes and Line Comments.
Rates

• Once you have completed these areas it is time to get a rate for the service.

• Rates Training MnCHOICES County Link Training page, Support Plan
  
  Rates Training Course

  Support Plan Modules:
  • Creating and Reviewing a Rate Plan
  • Printing Documents – Rates, CSP and CSSP

Rates training
Rates Training Course List
Elderly Waiver (EW) Residential Services Tool (RS tool)
EW Residential Services Tool Instructions
Essential Community Supports (ECS)

Support Plan training
Crosswalk: Assessment and Support Plan
MTZ-SP Training Preparation
Support Plan Training on TrainLink
Support Plan Try It! Companion Document

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How to Listen to Past Webinars

Disability Services Division training archive

A list of Positive Support Community of Practice trainings is below.

Handouts from past training opportunities

<table>
<thead>
<tr>
<th>Handout Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Planning Professionals Learning Community</td>
<td></td>
</tr>
<tr>
<td>Presentation handout (PDF)</td>
<td>9/28/16</td>
</tr>
<tr>
<td>An encore playback is available until March 31, 2016, call 1-855-859-2056 and enter conference ID 86028634</td>
<td></td>
</tr>
<tr>
<td>Introduction to the MnCHOICES Support Plan (PDF)</td>
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MnCHOICES on CountyLink:

Webinars
- Crosswalk: Assessment and Support Plan
- Support Plan Webinars - Disability Services Division training archive
- Support Plan Launch Webinar Schedule
- Support Plan: Launch Survey Questions & Answers
- Support Plan Launch Webinars: Questions & Answers
Thank you

MnCHOICES Launch Team | DSD