Introducing DHS staff

MnCHOICES policy

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Agenda

1. Purpose of the webinar
2. County of Residence (COR) and County of Financial Responsibility (CFR) assessment responsibilities overview
3. How to effectively use the MnCHOICES Reassessment Communication Form (6791E)
4. COR/CFR Frequently Asked Questions (FAQ)
5. MMIS coding overview and guidance
6. Question and Answer
Purpose of today’s webinar

- Overview of the COR/CFR assessment responsibilities
- Address feedback from lead agencies about the MnCHOICES Reassessment Communication Form
  - Incomplete/incorrect forms
- Guidance on entering MMIS Screening Docs when COR and CFR are different
- Future training library
As of January 1, 2018 the COR is responsible for completing all reassessments for people receiving long-term services and supports.

Guiding principles:
- Communication/discussion
- Collaboration/teaming
- Transparency/trust
COR/CFR reassessment responsibilities overview, cont.

• Stay up-to-date with monthly assessment workloads
  ➢ Conduct regular data review
  ➢ LTSS Recipient Report updates

• Mid-year reassessments due to a change in condition
  ➢ Case manager and certified assessor follow the same notification protocols
  ➢ May need to expedite timelines based on the person’s situation
Timelines for COR and CFR assessments

• Process starts:
  - Up to six months before reassessment due
  - No later than the 20th of the fourth month before the service agreement end date

NOTE: The 20th of the month is a recommended best practice. This was identified by the Reassessment Workgroup as a reasonable timeframe to notify the COR for planned reassessments.

  - Last minute request for reassessment

• To view specific, date-oriented timelines, see CBSM – Activity timelines for reassessments when the COR and CFR are different
MnCHOICES Reassessment Communication Form (6791E)

- Case managers and certified assessors use the 6791E form to communicate between lead agencies
- The form was developed by the Reassessment Workgroup
  - 14 lead agencies and MnCHOICES Policy staff
- The goal of the form:
  - Foster standardized communication between lead agencies
  - Promote a person-centered assessment process
- DHS is making updates to the form based on feedback from lead agencies
Critical areas:

- Accurate demographic information
- Assessment and communication tips and advice
- Promoting a person-centered assessment process
6791E-Communication from assessor to case manager

• Assessor communicates back to case manager with assessment findings

• MnCHOICES Documents and Reports form
  ➢ Updates coming
Tips for completing the 6791E

• Send via secure email
• Include as much information as possible
• Reach out to lead agency partners with questions
• Use of the form for inter-agency communication
COR reassessment process-FAQ #1

Q: How does the COR contact other team members to coordinate reassessments without a release of information on file?

A: A release of information is not necessary. Lead agency collaboration for people under Minnesota's LTSS programs are covered under the HIPAA-defined welfare umbrella. (Consult with your supervisor for your lead agency’s protocol.)
Q: Which county (COR or CFR) is responsible if a reassessment is missed?

A: The COR should use the LTSS Recipient Report to identify people who live in their county. The COR will be financially responsible if the person is identified as living in their county and the reassessment was missed before the service agreement ends.

The CFR is responsible for case management. Case Managers must notify the COR that a person is due for a reassessment. The CFR will be financially responsible for unpaid services if the person is not on the COR LTSS Recipient Report and the CFR does not notify the COR.

Both counties are encouraged to work cooperatively to coordinate the assessment and support planning activities before the service agreement ends.
Q: Does the DHS-6791E form replace the DHS-7185 form?

A: Yes. The 6791E is the communication form used for COR/CFR reassessments.

The Case Manager’s Recipient Information Form (DHS-7185) was designed to launch MnCHOICES and provide a workaround for creating the person in MnCHOICES (intake). It was offered to allow agencies that had an intake person who entered/created the person in MnCHOICES.
Overview MMIS process

- MnCHOICES assessment completed by the COR
- COR enters the screening document

- CFR reviews and approves screening document (if needed)
- The CFR must do one of the following:
  - Enter a replacement document that resolves the edit(s)
  - Delete the screening document or
  - Route back to the COR for additional resolution
- CFR updates the screening document with the CFR case manager
The COR always enters the Developmental Disability (DD) or Long Term Care (LTC) screening document results using:

- COR certified assessor’s name
- National Provider Identifier (NPI)

CFR should not change this information upon receipt of the document unless:

- appropriate approval steps have been completed
- they are completing a new document to indicate CFR case manager
The COR must complete the following before routing the DD screening document:

- Enter the action type 01
- Enter in the appropriate value for the final action (e.g. 04 CL CM WAIV)
- Enter in the Medicaid service program for the program the person was previously on when the person continues to be eligible
- Resolve all edits (exception: edit 246 and DHS reviewer edit(s))
- Enter CFR number into the OVR LOC field on ADD1 Screen to route the document to the CFR for approval and finalization

Note: This document will show suspended and the COR will not be able to resolve edit 246. This edit can only be resolved by the CFR.
The CFR must complete the following before approving the DD screening document:

- Open two sessions in MMIS: inquiry mode and change mode
- Navigate to their specific queue by entering their county number into the LOC field
- Approve the document using the ADD4 screen after reviewing the document and resolving all edits

Note: The document may stay suspended if it contains DHS reviewer edits. These will be resolved by DHS and result in an approved document.
Getting to the DD screening document queue

ACTION CODE: I
A=ADD    C=CHANGE    I=INQUIRY
B=BATCH ENTRY    D=DELETE

DOCUMENT TYPE: D
D=DD    L=LTC
H=HRA

. ENTER THE APPROPRIATE PRIMARY KEY FORMAT:
   DOCUMENT NUMBER:
   RECIPIENT ID:

   CASE MGR/PROV NBR: (INQUIRY ONLY)

   ADDITIONAL SEARCH CRITERIA FOR RECIPIENT OR CASE MGR/PROV SEARCH:
   START DATE:
   END DATE:

   STATUS: (A=APPROVED    D=DENIED    S=SUSPENDED)
   USER ID:

LOC: 008
Finding the over ride location field
The COR must complete the following before routing the DD screening document:

- Enter the action type 01
- Enter in the MCAID SVC PROG type 00
- Resolve all edits (with exception of edit 246 and DHS reviewer edit(s))
- Enter CFR number into the OVR LOC field on ADD1 Screen and press F3 to route the document to the CFR for approval and finalization

Note: This document will show suspended and the COR will not be able to resolve edit 246. This edit can only be resolved by the CFR.
DD initial assessments – CFR process

The CFR must complete the following before approving the DD screening document:

- Open two sessions in MMIS: inquiry mode and change mode
- Navigate to their specific queue by entering their county number into the LOC field
- Approve the document using the ADD4 screen after reviewing the document and resolving all edits

Note: The document may remain suspended if the document contains DHS reviewer edits. These will be resolved by DHS and result in an approved document.
COR Process

The COR must complete the following when completing the LTC screening document:

• Activity type 06

• Program type for the program that the person is currently on when the assessment results show the person continues to be eligible.

CFR Process

The LTC screening document is not routed to the CFR for approval.
LTC initial assessments

COR Process

The COR must complete the following steps when entering a screening document:

• Enter activity type 02 or 04
• Enter program type of 00
• LTC screening documents are not routed directly to the CFR

Note: For all initial assessments, the COR must communicate with the CFR to make sure assessment results are processed quickly using DHS-6791E.

CFR Process

If the CFR is opening the person to a program, the CFR needs to enter another LTC screening document:

• Use activity type 07
• Update the LTCC CTY field with the CFR county number
• Enter the corresponding program type to open the person to a program
Note:

• After every assessment, the lead agency must enter another screening document using the DD action type Service Change (03) or LTC activity type Document Change Only (05) to update MMIS to identify the CFR case manager.

• The COR must communicate all assessments to the CFR using DHS-6791E.
Key take-a-ways and wrap up

- The COR/CFR reassessment process is a collaborative effort between lead agencies.
- The 20th of the month is guidance as a reasonable or ideal target to notify the COR for planned reassessments.
- There are critical areas on the 6791E form that case managers should pay attention to.
- Case managers or assessors should reach out to their lead agency partner via phone or email if information is missing or they have questions.
Links to 6791E forms

• Instructions to complete the MnCHOICES Reassessment Communication Form (DHS-6791E)

• MnCHOICES Reassessment Communication Form, DHS6791E
Resources

• Mn Dept. of Human Services – Searchable Document Library (eDocs)
• Community Based Services Manual: Assessment and Support Planning
• MnCHOICES County Link
• MN Statue 256B.0911
• MnCHOICES Support Plan User Manual
Questions