Introducing DHS Staff

Amy Alexander - MNCHOICES Policy
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Beth Siewert – MnCHOICES Policy
Teresa vanderBent – MnCHOICES Training
Deb Weir – MnA2.0 Project Manager
Housekeeping

• All participants are muted
• Wait to submit questions
• Do submit technical issues
  • Use the WebEx Q&A panel
Who should attend: Supervisors and MnCHOICES Assessment mentors

Provide lead agencies an opportunity to learn the

• Steps to prepare for launch
• Computer application technical and program requirements
• Support DHS will provide through webinars, trainings, and launch calls
• Training, work flow and other program support lead agencies may want to provide
The Basics
Webinar schedule
Launch Timeline
Lead agency support
Review MnCHOICES Assurances
Technical Specifications
MnCHOICES Assessment 2.0 is a HTML page with URL address

MnA 2.0 Support

• Mentors will continue to provide lead agency support

• MnCHOICES will support mentors through MnCHOICES Mentor Alliance and MnCHOICES County LINK

• MnCHOICES Help Desk will continue to provide support

MnA 1.0 assessment data will be available
MnA 2.0 information is being mapped to MnSP

• MnSP is being aligned and adapted for MnA 2.0 data
• MnSP tab structure remains
• Person information: informs and updates in both systems
Launch Date(s)

- Counties and Tribal Nations: All launch July 2019
- Managed Care Organizations: January 2020
County and Tribal Nation Launch timeline

Webinars
- Oct. 2018 to June 2019
- Launch webinars monthly

Training
- MnCAT revised
- Support materials created
- Regional Conversational Interview Training
  - Feb 2019 Region 11
  - March 2019 Regions 1 to 10

MTZ
- MnCAT Step 3: March 2019:
- Supervisor mentor training: April 2019
- MTZ User Access: April/May 2019
County and Tribal Nation Launch Support

Prelaunch calls
- April 2019 to July 2019
- Twice a month

Launch
- Launch Call: June 2019

Post Launch Calls
- July to December 2019
- Twice a month
Managed Care Organization Launch Timeline

**Webinars**
- February 2019 to Dec. 2019
- MnCHOICES County Link: Monthly schedule

**Training**
- MnCAT revised
- Support materials created
- Regional Conversational Interview Training

**MTZ**
- MnCAT Step 3: Aug/Sept 2019
- Access: Sept 2019
Managed Care Organization Launch Timeline

Prelaunch calls
• Sept. to Jan. 2019
• Twice a month

Launch
• January 2020

Post Launch Calls
• Jan. 2019 to March 2020
• Twice a month
Role of launch leads & mentors

1. Webinars

2. Training
   • Regional training
   • MTZ-A & MnCAT Step 3

3. Launch Calls: Pre & Post
Your lead agency will determine the structure it will use to plan for and manage the launch of assessment users into MnA2.0. This could be coordinated by:

- Supervisor(s)

- MnCHOICES Assessment Mentor(s)

- Launch Lead: a person your agency designates to manage the launch

**Purpose:** Attend all launch webinars to ensure your agency has information needed to facilitate the implementation of the new software into your agency workflow.
Webinar Schedule

MnCHOICES Assessment 2.0 Launch Webinar: October 3, 2018
MnCHOICES County Link: Webinar Schedule

- MnCHOICES County Link
- Assessment page, MnA 2.0 heading
- October 2018 to July 2019
- Each has a unique focus
- Assist your agency’s planning for launch

Who should attend? Supervisors, mentors, launch leads
MnCHOICES County Link: Webinar Schedule

MnCHOICES Assessment (MnA) 2.0 launch webinar schedule

Aug. 23, 2018

Purpose
To support lead agencies as they prepare to launch the MnCHOICES Assessment 2.0 application. To inform lead agencies about the launch plan so they can plan their transition to the new computer application.

<table>
<thead>
<tr>
<th>Day of week</th>
<th>Date</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>Wednesday</td>
<td>10/3/2018</td>
<td>10 to 11:30 a.m.</td>
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<tr>
<td>Tuesday</td>
<td>11/13/2018</td>
<td>1 to 2:30 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>12/5/2018</td>
<td>12:30 to 2 p.m.</td>
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<td>Thursday</td>
<td>1/10/2019</td>
<td>2:30 to 4 p.m.</td>
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<tr>
<td>Thursday</td>
<td>2/7/2019</td>
<td>10:30 a.m. to noon</td>
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<tr>
<td>Wednesday</td>
<td>3/6/2019</td>
<td>10:30 a.m. to noon</td>
</tr>
<tr>
<td>Tuesday</td>
<td>4/2/2019</td>
<td>2 to 3:30 p.m.</td>
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<tr>
<td>Thursday</td>
<td>5/16/2019</td>
<td>1 to 2:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6/4/2019</td>
<td>12:30 to 2 p.m.</td>
</tr>
</tbody>
</table>

- **Day of week**: varies
- **Time of day**: varies
- **Time allotted**: 1-1/2 hours
- **TrainLink**: Sign-up available for all
- **Topic detail**: one month ahead of time, in an email, with a link to the announcement
MnCHOICES County Link: Launch Schedule

MnCHOICES Assessment 2.0 Launch Schedule

This is an estimated Launch schedule and basic outline of key activities. Launch webinars attendance should include all supervisors and mentors and may include others when noted (*). Mentors will receive information during the launch.

October 2018
Launch Webinar: Introduction to MNA 2.0
MnCHOICES CountyLink: MNA 2.0 Technical Specifications

November 2018
Launch Webinar: A new day

December 2018
Launch webinar: Same & different* assessors may attend

January 2019
Launch webinar: Preparing for training

February 2019
Launch webinar: Deeper Dive* assessors may attend
Regional Training: Assessors

March 2019
Launch webinar: Where the MNA 2.0 and MnSP meet* Assessors and case managers may attend
Regional Training: Assessors
Supervisor/Mentor Training for MTZ-A2.0 User Training & Access
TrainLink: MnCAT Step 3 available for access and navigation training

MnCHOICES County Link
• Assessment Page
  ○ MnCHOICES Assessment 2.0 heading

Purpose: A brief outline of the launch process to assist lead agency planning
Training & Launch Calls

Training

• Regional Trainings & Practice Guidance Manual
• TrainLink: MnCAT access and navigation
• Practice in MTZ-A
• User Manual

Launch Calls (every two weeks to monthly)

• Pre-launch when in MTZ-A2.0
• Post launch when launched including Office Hours
Counties and tribal nations

- Signed as part of MnCHOICE Assessment 1.0 Launch

Managed care organizations

- Built into their contracts
The Minnesota Department of Human Services (DHS) created MnCHOICES Assurances to

• Communicate the expectations of lead agencies (counties, tribes and managed care organizations) for implementing and providing on-going management of MnCHOICES.

• Represent the basic performance requirements of administrative functions delegated to lead agencies by DHS. Administrative functions include intake, assessment, determination of level of care and service and program eligibility, development of community support plans, and authorization and monitoring of services.

Lead agencies signed in 2014 and they remain in place
Perform administrative functions of intake, assessment, determination of level of care, service and program eligibility, support planning, service authorization, and quality assurance and oversight.

1. Conduct long-term services and supports (LTSS) assessments using appropriate tools:
   a. Long Term Care Consultation (LTCC) tool
   b. Development Disabilities screening document
   c. Personal Care Assistance (PCA) Assessment and Service Plan
   d. MnCHOICES - when launched

2. Conduct all new LTSS assessments for persons located in the county/tribe at the time of assessment.

3. Complete new LTSS assessments within required days of request or recommendation per MN statute.
1. Perform administrative functions: Support planning

4. Develop a Care Plan for the person assessed based on the goals, preferences, strengths and assessed needs identified from the assessment.

5. The Care Plan for persons receiving a face-to-face LTSS assessment/screening include a:
   a. Summary of assessed needs
   b. Support and service options to meet needs
   c. Health and safety risks
   d. Referral information
   e. Informal caregiver supports

6. Provide a Care Plan to person assessed following the LTSS assessment within the timeframe as outlined in MN statute.

7. Provide information about employment as required in Minnesota statute.

8. Encourage use of volunteers to provide community-based services, as appropriate.
1. Perform administrative functions: Transition planning

9. Provide information about and referrals for persons residing in institutions that request or are referred for assistance to move into community.
Provide access to assessment and support planning for long-term services and supports regardless of the income and assets of the person.

1. Conduct a face-to-face LTSS assessment for all persons who request or are recommended to have an assessment regardless of public program eligibility.

2. Provide information and referrals about long-term services and supports (LTSS) options.

3. Assess family/informal caregiver concerns and needs, as applicable.
2. Access regardless of income or assets cont.

4. Provide information about formal and informal community-based support alternatives to institutional care.

5. Provide information to the person about freedom of choice between institutional and community-based services.

6. Provide information about Minnesota Health Care Programs.
3 & 4. Adequate number of assessors

Maintain an adequate number of certified assessors to complete assessments and support planning within required timelines.

1. Ensure an adequate number of certified assessors to conduct LTSS assessments and support planning within timelines as required by Minnesota statute.

2. Conduct all MnCHOICES assessments with certified assessors.

3. Assure certified assessors meet the education, experience and successful completion of the training and certification process.

4. Verify all MnCHOICES assessors are recertified every three years.
Develop a multidisciplinary team of certified assessors that provides consultation to meet administrative activity requirements

1. Develop a team of certified assessors including at least one public health nurse, social worker, and other qualified professionals to complete administrative functions for LTSS assessments.

2. Provide to DHS, and update when needed, MnCHOICES administrative contact information for communication purposes.
Conduct quality assurance and monitoring activities

1. Participate in lead agency waiver reviews administered by DHS as part of quality assurance monitoring activities.
Participate in the Time Study payment methodology

1. Comply with policy requirements in Bulletin 13-56-02 - Information for Counties and Tribes related to Payment Methodology Change and MnCHOICES.
Assessment 2.0 Technical Specifications

Deb Weir, Project Manager and Teresa vanderBent, Launch Lead
MnCHOICES County Link, Assessment page, MnCHOICES Assessment 2.0

Purpose: Provide an opportunity to ensure your agency has time to and complies with hardware, software, internet browser and other security requirements outlined

Provide to: Lead Agency IT
Encrypting your laptop

- is recommended, though is not mentioned in the technical specifications
- Creates “protection layers”
MnCHOICES County Link, Assessment page, MnCHOICES Assessment 2.0

- Webinar Schedule
- Launch Schedule
- Technical Specifications
Thank You!

MnCHOICES Assessment 2.0
Launch Team

10/3/2018