Purpose:
A visual, step-by-step document that describes how to use the changes made to specific functions and tasks for the MnCHOICES application in version 14.4.

1. Eligibility Summary Report
The Eligibility Summary Report has been enhanced to include all the data presented on the Eligibility Results screen in a more readable manner. The Report is accessible each time after eligibility rules are run or the assessment is closed complete. The process for printing or saving the document remains the same (See Version 14.3 –Release Notes Companion). Now, users are able to preview the Report on their screen before printing or saving to a PDF document. The Report contains all the eligibility determinations plus the messages indicating what criteria the person did or did not meet. An updated header and footer were added and are consistent with other reports found in MnCHOICES. In addition, the misplaced page breaks were corrected and the report breaks at the expected points.
2. Language Block

To assure that non-English speaking people understand the information we provide, a “Language Block” is required on all DHS documents which may be distributed to consumers. The Language Block is a graphic block of text that informs readers, in multiple languages, how they can get help with understanding the information in a particular document at no cost to them. The language block includes 10 languages:

- Arabic
- Hmong
- Khmer (Cambodian)
- Lao
- Oromo
- Russian
- Serbo-Croatian (Bosnian)
- Somali
- Spanish
- Vietnamese

In MnCHOICES you will find the Language Block on the:

- Planning Summary
- Assessment Report
- Eligibility Summary Report
3. PCA Hours Display
Originally, the Eligibility Summary only displayed PCA hours if the response to the question about MA Eligibility was “Yes.” In v.14.1 the application was changed to also display the PCA hours if the answer to the MA Eligibility question was “No.” This was requested to help people decide if they wanted to apply for MA. In v.14.4, PCA hours will also display if the answer to MA Eligibility is “Pending.”

4. Eligibility Rule for 24-Hour Customized Living
There are several ways a person can be eligible for 24-hour customized living (24 CL) under Elderly Waiver (EW). One of the ways is if the person has a need for staff assistance in one or more of the following: toileting, positioning, or transferring.

In previous versions of MnCHOICES, rules required that a person have only one dependency in toileting, positioning, or transferring. This resulted in people with more than one of the required ADLs potentially
being determined not eligible for 24 hour Customized Living. In v.14.4 rules were corrected to reflect that a person can be eligible with one or more dependency in toileting, positioning or transferring. For more information about EW Customized Living policy, see Bulletin #14-25-06.

5. Going Offline Alert
There were reported incidents of certified assessors accidentally clicking the button to go offline or beginning the offline process and changing their minds. They became “stuck” and could not log on to MnCHOICES in either offline or online mode. Now, when the Check Out for Offline Use button is clicked, whether by accident or purposefully, users will be asked if they are sure they want to go offline. They must select “No” to abort the offline process or “Yes” to continue. This will prevent the system from locking up.