Purpose
Provide MnCHOICES users a visual, step-by-step document that describes how to use the changes made to specific functions and tasks in the MnCHOICES application version 15.2

1. Improvements to data export feature
Users requested the ability to produce reports of workflow data along with data that was usable and stable.

Data export now allows the user to prepare reports that export any number of documents from 1 up to 300 in a batch. There is no longer a minimum batch size of 50. In addition, there is a "Workflow Only" option that provides data counts by activities such as Intakes, Assessments and dispositions. The Workflow Only option does not include specific data from individual documents. This results in a report with important administrative data in a much smaller file which downloads quicker. The "Enable for use with Microsoft Office" check box switches the UTF Version to a Microsoft Excel file.
2. **MnCHOICES** application did not allow assignable date and assessment date to be equal

Certified Assessors who tried to conduct assessments, on the same day the assessment was assigned to them, got an error stating the assignable date must be prior to the assessment date. Now, Certified Assessors will not get the error when they conduct an assessment the day it is assigned to them.

3. **Service Code "MnCHOICES" Added to Long Term Care (LTC) Screening Document (SDOC) Question Group**

To capture how many assessments entered into MMIS (via an LTC SDOC) are generated from a MnCHOICES assessment, Service Code - "A3- MnCHOICES" was added to the LTC SDOC (DHS-3427). This addition provides a way to capture data in MMIS that indicates if an assessment is a result of a MnCHOICES assessment or a legacy Long Term Care Consultation.

Remember, an LTC SDOC is completed for each MnCHOICES assessment conducted. When working in an assessment:

- Click the “LTC Screening Document” domain
- Locate Section G: “Service Plan Summary”
- A3 – MnCHOICES is the first choice. Certified Assessors select this option for every MnCHOICES assessment conducted.
4. **PCA Screening Document did not display full content of comments box**

   In the Domain "PCA Service Agreement" under the Question Group "Personal Care Assistance (PCA)", if a Certified Assessors entered text in a comment box and clicked "enter," to start a new line of text, after running eligibility when the user clicked the "PCA Service Agreement" Tab, only the first word of the first sentence they entered was populated on the screen.

   This is fixed and now an Assessor may:

   - Enter one continuous string of sentences, without clicking enter which makes a paragraph. OR
   - Enter text and click enter to start a new line of text. The Assessor can do this multiple times, if they wish, and all of the text will populate into the PCA Screening Document.

   To complete the process follow the steps below:

   1. Enter comments in the comment boxes.

   2. Move to the “Eligibility Summary” tab and click “Determine Eligibility.” Wait for results to display.
3. Move to the “PCA Service Agreement” tab. The entire comment will display.

5. Eligible & not Eligible for Nursing Facility (NF) - Level of Care (LOC)

For people over 21, sometimes the Eligibility Results displayed two conflicting messages:

1. Met criteria for Nursing Facility Level of Care
2. Does not meet criteria for Nursing Facility Level of Care

The second message was the accurate message. Ilog rules were changed to eliminate the conflicting messages.

6. Ilog Rules for Children (Complex Health Related Need) – Errors Fixed

The Ilog Rules that determined “Complex Health Related Need” for children were calculating age-appropriate dependencies incorrectly. The rules have been updated, fixed, tested and published. Age appropriate dependencies now are determined correctly.

7. Button for Closed Assessment Personal Care Assistance (PCA) Provider Reports

Certified Assessors reported that Assessments closed prior to October 2014 were missing some data on the PCA Provider Report. A button was added on the Eligibility Log tab. This button processes and inserts eligibility data from the last eligibility determined in the closed Assessment. This allows the missing data to populate into the PCA Provider Report.

Steps to obtain the report:

1. Conduct a Person Search to locate the appropriate Assessment Document or find it in the All Assessment Queue
2. Click View to open the Assessment
3. Find and click on the Eligibility Log tab.
4. To refresh the Eligibility Summary and the PCA Provider Report, click the “Refresh Report Data” button. Click the Print tab.

5. Preview the PCA Provider report and confirm that all data is displaying.

---

**Authorization Summary Based on Assessment**

<table>
<thead>
<tr>
<th>Services</th>
<th>Eligibility Status</th>
<th>Home Care Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vent Dependent</td>
<td>Not eligible for Vent Dependent</td>
<td></td>
</tr>
<tr>
<td>Personal Care Assistance (PCA)</td>
<td>Unknown if eligible for PCA</td>
<td>LT</td>
</tr>
</tbody>
</table>

Referral To Other Services Completed:

- Does not meet criteria of on vent at least 6 hrs/day for at least 30 days
- Unknown if met criteria of on medical assistance
- Unknown if met criteria of on medical assistance or eligible for AC
- Met criteria of not living in PCA provider owned or controlled housing
- Met criteria of one or more PCA ADL dependencies and/or PCA level 1 behaviors
- Met criteria of planning to return or remain in community living
- Unknown if eligible for PCA
- Does not require a responsible party (able to direct own care)
- Home care rating is LT and base hours/day is .50
8. Family Support Grant (FSG) Eligibility not on Planning Summary
The Planning Summary report was missing FSG even though the person was eligible for FSG and it was shown correctly in the Eligibility Report.

FSG now shows correctly on the Planning Summary Report.

After running eligibility:

1. Click “Planning Summary”

2. The Planning Summary displays the person’s eligibility for FSG

9. Offline to Online Improvements
The process to go online to offline and offline back to online was improved to work with the new version of Silverlight. A separate email was/will be sent to lead agency’s tech staff regarding the new version of Silverlight. Certified Assessors do not need to take any action to use the improved process.

- Assessors will see a new dialog box when going from online to offline
- They will no longer see the large rectangle box or the instructions to right click in the rectangle to install or remove MnCHOICES on their computer
- Follow the usual instructions for checking out all assessments for Offline Mode
- A dialog box will appear stating: Silverlight Launcher saved to Isolated Storage
• Click “OK”

• When Assessors check in Assessments for Online Mode, they will not see, or right click in, the large rectangle
• After clicking on the option to return Assessments to Online Mode the “Uninstall Offline Mode” button appears
• Click the “Uninstall Offline Mode” button
• Wait for MnCHOICES to finish the uploading process before logging in through SSIS or the URL