Version 15.3–Release Notes Companion

8/24/15

Purpose
Provides 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 (v) 15.3. Also describes all changes made to the content of MnCHOICES in v.15.3

Table of Contents (Note: Click a title in this table and link directly to that topic)
Purpose ................................................................................................................................................................................... 1
1. Screening Docs and Service Agreements More User Friendly........................................................................................ 1
2. Alternative Care (AC) Citizenship Requiremet ................................................................................................................ 2
3. Correction for Long Term Care Screening Document ..................................................................................................... 3
4. Typo Correction............................................................................................................................................................... 4
5. Data Export Workflow Report Now Includes Person Identifiers .................................................................................... 4
6. Printing the Assessment Report ...................................................................................................................................... 6
7. Diabetic Medication Management ................................................................................................................................... 7
8. New Feature: Intake Face Sheet .................................................................................................................................... 7
9. “Reviewed and Updated” Question Extended to All Assessments.................................................................................. 10

1. Screening Docs and Service Agreements More User Friendly
Prior to v.15.3, certified assessors were required to answer the following Assessment questions “Yes” or “No” before they could run eligibility at the assessment interview:

- Do you want to complete a Developmental Disabilities (DD) screening document for this assessment?
- Do you want to complete a Long Term Care (LTC) screening document for this assessment?
- Do you want to complete a Personal Care Assistance (PCA) Service Agreement for this assessment?

MnCHOICES v.15.3 no longer displays question indicators (*) for the three questions above. This allows assessors to run eligibility without answering these questions until they return to the office to complete paper work. When first viewing a new Assessment you will find the indicators are set to zero (0). However, to populate a Screening Document or Service Agreement, the related domain and its question groups must be completed. This process remains the same as before the question indicators were removed. In addition, remember that an LTC screening document must be completed for every person who has a MnCHOICES Assessment.
2. Alternative Care (AC) Citizenship Requirement

Effective January 1, 2015 people must meet certain citizenship status requirements before they are determined eligible to receive funding through Alternative Care (AC). For policy information refer to Bulletin #15-25-01, issued January 23, 2015. To implement this change, the Long Term Care (LTC) Screening Document (DHS-3427) was updated with a new field and a new option. The MnCHOICES LTC Screening Document domain was also updated to include this information.

The LTC Screening Document domain now includes a new option: “49 – Citizenship Verified.” The option appears as a choice in the following sections of the LTC Screening Document:

- 75A. Assessment Results and Exit Reason
- 75B. Assessment Results and Exit Reason
- 78. Client Choice
- 79. Guardian Choice
- 80. Family Choice
- 81. LTCC/IDT Recommendations

If “49 – Citizenship Verified” is selected by the assessor in the LTC Screening Document domain, it will appear in the corresponding section of the LTC Screening Document printout.
In addition, a new question was added to the LTC Screening Document domain in the question group Service Plan Summary. The question relates to citizenship and if completed will populate into the LTC Screening Document printout.

3. Correction for Long Term Care Screening Document

Before release of v.15.3 the code for Corporate Foster Care listed in the LTC Screening Document domain, in question group Screening/Assessment Information & Results was listed incorrectly as “03.” In MnCHOICES v.15.3 you will now see “05 – Foster Care, corporate. If selected in the Assessment, it will also appear as “05 – Foster Care, corporate in field 034 of the LTC Screening Document.
4. **Typo Correction**

MnCHOICES v.15.3 corrects a misspelled word appearing in previous versions. The typo was in the “notes column” of the LTC Screening Document tab under field 48. “Clinital monitoring” was corrected to read “Clinical monitoring.”

5. **Data Export Workflow Report Now Includes Person Identifiers**

In previous versions when using the Data Export feature for Workflow only, important demographic information was missing. The data was present in the XML file, but if the user requested the data in a Microsoft Excel format the data did not showing. Understandably, the types of data missing (ID, last name, first name, etc.) limited the usefulness of the reports.

Now, in v.15.3, the Workflow Report will include the demographic data in both the XML or Excel format. It is important to remember that users must select the “Enable for use with Microsoft Office” check box before the export if they want to view the data in Excel. If the “Enable for use with Microsoft Office” check box is not selected, the user will not be able to open or view the data in Excel.
Data Export

Instructions:
1. Choose Date Range
2. Select # of docs per batch
3. Click Calculate Batches
4. Click Prepare Batch 1 that is now visible
5. Click Export Batch 1 that is now visible
6. Repeat 4 and 5 for remaining batches

Select Date Range
Start Date 
End Date

Workflow Data Only
Assessment and Workflow Data

Person Demographics Availability
- All data including pretained demographics data
- Only published/protected demographics data

Make personalized demographics data
Enable for use with Microsoft Office
6. Printing the Assessment Report
Users reported difficulty when attempting to print only one or several selected domains of the Assessment. This should no longer be problematic.

1. By default, the Assessment Report always has the “Select All” button checked which results in a check in front of each domain.
2. Clicking on the Select All checkbox removes the check and unselects all the domains.
3. This allows the user to select the specific domains they want to print.
4. Or, the user can leave the Select All check in place, and deselect the domains they do not want to print.

The method depends on if the user wants a few domains printed or most domains printed.
7. Diabetic Medication Management
Earlier versions of MnCHOICES included information about how a person manages diabetes in the IADLs domain in the Medication Management question group. The question specific to diabetic management only appeared if the response to the overall question “Does the person need assistance with medication management?” was documented as “Yes” or “Sometimes.” Then, and only then, was the question revealed and designated with a question indicator.

MnCHOICES v.15.3 moved the question about diabetic management to the Health domain under the Medications question group. Now, the question appears for every Assessment and must be completed before the Certified Assessor can run eligibility.

8. New Feature: Intake Face Sheet
Users requested a condensed version of the Intake document that they could use while preparing for the interview assessment. Users have the option to print the condensed version by choosing the print “Intake Face Sheet” button or to print the entire Intake document by choosing the print “Full Intake Data” button.

1. Select the Print tab function on the Intake Document
2. Select the Intake Face Sheet button instead of the Full Intake Data button for the new shorter document.

3. Select the View Intake Face Sheet button.
4. MnCHOICES prepares a 2-3 page Intake Face Sheet document suitable for a Certified Assessor to bring along as a quick reference tool when they are on their way to an Assessment Interview.

5. The Intake Face Sheet has a tool bar similar to all other print functions. Users have the option to Print the Intake Face Sheet or save it as a PDF.
9. “Reviewed and Updated” Question Extended to All Assessments

If you had the opportunity to conduct a MnCHOICES Reassessment for someone who previously had a MnCHOICES Assessment, you have seen the question at the end of most question groups asking the Certified Assessor if they “reviewed and updated” the specific named question group.

Certified Assessors who conducted New Assessments for people who previously had a MnCHOICES Assessment, reported it was tough to track which question groups were reviewed and updated and which ones still needed to be reviewed and updated. This is because of the MnCHOICES feature that populates the most recently documented data into the New Assessment. Now, in MnCHOICES v.15.3, all assessments, whether new or reassessments, include the questions about reviewing and updating the information at the end of most question groups. This was done to help Certified Assessors track their work. These questions are always set off by Question Indicators (*) and must be answered before an assessor can Run Eligibility.

1. If an Assessment is created for a person who was previously assessed using MnCHOICES but who is not currently open to Long Term Services and Supports (LTSS) that are publicly funded, the most recent assessment data populates into the New Assessment. This allows the Certified Assessor to review and update the previous documentation. Note, that upon opening the New Assessment for the first time, the only remaining questions that must be completed and updated are the “reviewed and updated” question at the end of most question groups. However, it is the responsibility of the Certified Assessor to actually review and update the previous information before answering the “reviewed and updated” question. As the “reviewed and updated” questions are checked, the question indicator counters go down informing the assessor that the specific question group is completed. The screen shot below is from a New Assessment that is not an initial Assessment. Reassessments look just the same except that the document is identified as a Reassessment in the upper left corner. If the document below were a Reassessment it would read: “Reassessment: Robert Report.”
2. The Assessment below is also a new Assessment, but question indicator numbers are higher because the person has never had a MnCHOICES Assessment. Yet, you can see that the “reviewed and updated” question is also present at the end of the question group. Certified Assessors now need to answer this question on initial Assessments too. If they do not answer the question, the total indicators will not set to zero and it is not possible to Run Eligibility.
The following question groups in the following domains do not include the “reviewed and updated” question:

- “About this Domain” for every domain that includes this question group
- Person Information:
  - Reason for Contact & Referral Source
  - Demographic Information
  - OBRA Level I – Developmental Disability or Related Condition
  - OBRA Level I – Mental Illness
  - Referral Reason/Intake Summary
- ADLs:
  - All Equipment Question Groups
- IADLs:
  - Medication Management Equipment
- Caregiver:
  - Caregivers
  - Caregiver Interview
  - Referral & Goals
- DD Screening Document:
  - Case Information – Assessment Section
  - Current / Planned Services
- LTC Screening Document:
  - Client Information
  - Screening/Assessment Information & Results
  - Service Plan Summary
- PCA Service Agreement
  - Personal Care Assistance (PCA)