

MnCHOICES revision assessment and support plan documents and reports

Updated: 4/28/23

Purpose: To inform lead agencies of documents and reports in the MnCHOICES application.

For additional information see [CBSM – Forms for long-term services and supports \(LTSS\) assessment, eligibility and support plans.](#)

Reports created using the MnCHOICES Assessment application

Document/report title	Purpose	Old title	Generated by	Completion timeline	Received by
MnCHOICES assessment results	To provide detailed information about MnCHOICES eligibility determination.	MnCHOICES eligibility summary	<ul style="list-style-type: none"> • Certified assessor. 	Not applicable.	<ul style="list-style-type: none"> • Person/legal representative (upon request). • Case managers and care coordinators can access this in MnCHOICES.
MnCHOICES assessment report	To provide a copy of information documented in the MnCHOICES assessment.	MnCHOICES assessment report	<ul style="list-style-type: none"> • Certified assessor. 	Not applicable.	<ul style="list-style-type: none"> • Person/legal representative (upon request). • Case managers and care coordinators can access this in MnCHOICES.
MnCHOICES assessment summary	To provide a summary of what the certified assessor discovered through the assessment process and identifies next steps, based on a person's needs.	Community support plan (CSP)	<ul style="list-style-type: none"> • Certified assessor after every MnCHOICES assessment. 	No later than 60 calendar days from the in-person assessment.	<ul style="list-style-type: none"> • Person/legal representative. • Case managers and care coordinators can access this in MnCHOICES.

MnCHOICES functional assessment	To provide an abbreviated summary of the assessment for authorized reviewers. (Typically not printed)	MnCHOICES functional assessment		Not applicable.	<ul style="list-style-type: none"> Person (upon request), but can create confusion because of greater detail. Case managers, care coordinators and consultation service providers can access this in MnCHOICES.
MnCHOICES supplemental summary charts	To provide information for the delivery of personal care assistance (PCA) services, based on assessment results.	Community First Services and Supports (CFSS)/PCA provider report	<ul style="list-style-type: none"> Certified assessor when the person is eligible for CFSS/PCA services 	Within 10 business days of the assessment.	<ul style="list-style-type: none"> Person/legal representative. Representative party. CFSS/PCA providers. Case managers and care coordinators can access this in MnCHOICES.
MnCHOICES health risk assessment—Managed care organization (HRA—MCO)	To provide a copy of information in the HRA.	HRA	<ul style="list-style-type: none"> Care coordinator. 	Not applicable.	<ul style="list-style-type: none"> Person/legal representative (upon request). Certified assessors and case managers can access this in MnCHOICES.

Reports created using the MnCHOICES Support Plan application

Document/report title	Purpose	Formerly titled	Generated by	Completion timeline	Received by
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Support plan	A summary of the person's choice of supports and/or services and the person's preferences for the delivery of supports/services.	Coordinated services and supports plan (CSSP)	<ul style="list-style-type: none"> • Certified assessor • Case manager • Care coordinator. 	No later than 60 calendar days from the in-person assessment. Care coordinators follow MCO timelines.	<ul style="list-style-type: none"> • Person/legal representative. • Provider, with permission of person/legal representative. • Certified assessors, case managers and care coordinators can access this in MnCHOICES.
About me; My care team	To highlight important information from the about me section, including a person's care team.	New report	<ul style="list-style-type: none"> • Certified assessor • Case manager • Care coordinator. 	Not applicable.	<ul style="list-style-type: none"> • Person/legal representative (upon request). • Certified assessors and case managers can access this in MnCHOICES.
Care coordination next steps indicator report	To provide a high-level summary of some responses to parts of the HRA or MnCHOICES assessment about staying healthy. It provides a report that highlights requested assistance and necessary follow up.	New report	<ul style="list-style-type: none"> • Certified assessor • Case manager • Care coordinator. 	Not applicable.	<ul style="list-style-type: none"> • Person/legal representative (upon request). • Certified assessors and case managers can access this in MnCHOICES.

MnCHOICES forms in eDocs or MnCHOICES Help Center

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MnCHOICES Assessment Summary Worksheet, DHS-6791A (PDF)	<p>To capture important information about the conversation with a person during a MnCHOICES assessment. Assessor uses this when developing an assessment summary.</p>	<p>Community support plan worksheet</p>	<ul style="list-style-type: none"> • Certified assessor. 	<p>This form is left with a person at the time of the assessment. Note: A copy of this form must be added to the person's record in MnCHOICES.</p>	<ul style="list-style-type: none"> • Person/legal representative. • Case managers and care coordinators can access this in MnCHOICES.
MnCHOICES Communication Form, DHS-6791E-ENG	<p>To use for communication between case managers/care coordinators and certified assessors.</p>	<p>MnCHOICES Reassessment Communication Form</p>	<ul style="list-style-type: none"> • Certified assessor • Case manager • Care coordinator. 	<p>The case manager/care coordinator can send this form up to six months before an assessment is due. To ensure prompt communication, the case manager/care coordinator sends DHS- 6791E, by the 20th day of the fourth month before the end of the service authorization. The certified assessor ensures prompt completion of the assessment. The assessor sends the form back to the case manager/care coordinator after the assessment is finished.</p>	<ul style="list-style-type: none"> • Certified assessor. • Waiver case manager. • Care coordinator.
<p>CFSS to PCA conversion worksheet (In the MnCHOICES Help Center)</p>	<p>Lead agency staff should use this worksheet to figure out MnCHOICES assessment results until DHS implements CFSS. It converts CFSS MnCHOICES programming to the current personal care assistance (PCA) rules. Use the worksheet when the MnCHOICES assessment has a CFSS home care rating of "P," "Q," or "R."</p>	<p>N/A</p>	<ul style="list-style-type: none"> • Certified assessor • Case manager • Care coordinator. 	<p>The person at the assessment gets the completed form, when applicable. Case managers include this form when they send the support plan to the person.</p>	<ul style="list-style-type: none"> • The person/legal representative.