

## MnCHOICES

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Legal authority	<a href="#">Minn. Stat. §256B.0911</a>	
Definition	<p><b>MnCHOICES:</b> A web-based application tool for conducting and creating person-centered assessments and support plans. It helps people with long-term or chronic-care needs make decisions about their care. MnCHOICES includes two electronic tools:</p> <ul style="list-style-type: none"><li>• Assessment</li><li>• Support Plan.</li></ul>	
Overview	<p>The MnCHOICES process involves three steps:</p> <ul style="list-style-type: none"><li>• Intake</li><li>• Assessment</li><li>• Support planning.</li></ul> <p>The MnCHOICES application:</p> <ol style="list-style-type: none"><li>1. Creates an efficient and effective way to gather information, makes eligibility determinations for multiple programs in one assessment and provides this information for other systems and stakeholders</li><li>2. Fosters a person-centered assessment and support planning process</li><li>3. Improves the assessment and supporting planning process by capturing all required information in a way that meets the lead agency's workflow needs by:</li></ol> <ul style="list-style-type: none"><li>• Producing documentation required by federal and state law</li><li>• Incorporating rate calculations into support planning.</li></ul>	
Assessment	<p>The MnCHOICES Assessment is used by <a href="#">certified assessors</a> to determine program and service eligibility for the following programs:</p> <ul style="list-style-type: none"><li>• Home and community-based services (HCBS) waivers: Brain Injury (BI), Community Alternative Care (CAC), Community Access for Disability Inclusion (CADI), Developmental Disabilities (DD) and Elderly Waiver (EW)</li><li>• Alternative Care (AC)</li><li>• Personal care assistance (PCA) services</li><li>• Consumer Support Grant (CSG)</li><li>• Essential Community Supports (ECS)</li><li>• Moving Home Minnesota</li><li>• Rule 185 case management</li><li>• Semi-independent living services (SILS).</li></ul> <p>The MnCHOICES Assessment replaces these documents:</p> <ul style="list-style-type: none"><li>• Developmental Disabilities (DD) Screening Document, DHS-3067</li><li>• Long-Term Care Consultation Services Assessment, DHS-3428</li><li>• PCA Assessment and Service Plan, DHS-3244.</li></ul> <p>The MnCHOICES Assessment allows the certified assessor to create:</p> <ul style="list-style-type: none"><li>• An initial assessment</li><li>• A reassessment</li><li>• An eligibility update.</li></ul> <p>The assessment process is a person-centered, face-to-face discussion with the person to gather information about their needs, including:</p> <ul style="list-style-type: none"><li>• Planning and referrals driven by the person's needs</li><li>• Informed decision-making</li><li>• Goal development based on a person's strengths, needs and</li></ul>	

	<ul style="list-style-type: none"> <li>• preferences.</li> </ul> <p>Lead agencies use the MnCHOICES Assessment as part of the long-term care consultation (LTCC) process. For information about this process, see <a href="#">CBSM – LTCC</a> or <a href="#">CBSM – DD screening</a>.</p>
<b>MnCHOICES Support Plan</b>	<p>The MnCHOICES Support Plan uses MnCHOICES Assessment information to help the <a href="#">certified assessor</a> summarize the information discovered during the assessment process and communicate next steps to the person. If the person goes on to receive publically funded services, the support planner uses this tool to develop a plan to deliver services based on the person’s needs and preferences.</p> <p>The MnCHOICES Support Plan:</p> <ul style="list-style-type: none"> <li>• Is a template for creating person-centered community support plans (CSPs) and coordinated services and support plans (CSSPs)</li> <li>• Combines support planning and rate calculation systems</li> <li>• Generates service agreement reports for data entry into MMIS</li> <li>• Generates long-term services and supports (LTSS) evaluations that lead agencies use to collect feedback from people and monitor services (see <a href="#">HCBS Lead Agency Review – LTSS Improvement Tool</a>)</li> <li>• Collects consistent data for reporting purposes.</li> </ul> <p>For information about the support planning process, see <a href="#">CBSM – Support planning</a>.</p>
<b>Non-covered functions</b>	<p>The MnCHOICES Assessment does not:</p> <ul style="list-style-type: none"> <li>• Assess mental health targeted case management services</li> <li>• Determine diagnoses</li> <li>• Determine financial eligibility for Minnesota Health Care Programs (MHCP)</li> <li>• Determine eligibility for the Family Support Grant (FSG).</li> </ul> <p>The lead agency can only use the MnCHOICES Support Plan after using the MnCHOICES Assessment.</p>
<b>Lead agency responsibilities</b>	<p>Lead agencies are responsible to:</p> <ul style="list-style-type: none"> <li>• Establish and maintain a team of qualified case managers and assessors (see <a href="#">CBSM – Waiver/AC case management</a> and <a href="#">CBSM – MnCHOICES certified assessors</a>)</li> <li>• Meet technical specifications for each computer application (see <a href="#">Workstation Technical Specifications for MnCHOICES Support Plan Application</a>)</li> <li>• Ensure all users of MnCHOICES applications complete the required annual data privacy courses per lead agency protocol (see <a href="#">Handling MN Information Securely</a>).</li> </ul> <p>The use of MnCHOICES does not change the lead agency’s assessment responsibilities.</p>
<b>User support</b>	<p><b>Training</b></p> <p>DHS provides the following training to support computer application users:</p> <ul style="list-style-type: none"> <li>• MnCHOICES certified assessor training (i.e., MnCAT)</li> <li>• Support plan training</li> <li>• Rates training</li> <li>• New mentor training.</li> </ul> <p>For more information, see <a href="#">CountyLink – MnCHOICES training and recent webinars</a>  <b>MnCHOICES technical mentors</b></p>

	<p>DHS recommends all lead agencies have MnCHOICES mentors to:</p> <ul style="list-style-type: none"> <li>• Encourage and coach staff</li> <li>• Provide hands-on support</li> <li>• Help identify technical issues and problem-solve those issues</li> <li>• Foster collaboration between the lead agency and DHS</li> <li>• Receive, review and share communication from DHS.</li> </ul> <p><b>Help Desk</b>  Only MnCHOICES mentors can submit inquiries to the MnCHOICES Help Desk. Mentors can do this by:</p> <ul style="list-style-type: none"> <li>• Completing <a href="#">MnCHOICES Help Desk Contact Form, DHS-6979</a></li> <li>• Emailing <a href="mailto:dhs.mnhelp@state.mn.us">dhs.mnhelp@state.mn.us</a></li> <li>• Calling 651-431-4801.</li> </ul> <p>For more information, see <a href="#">CountyLink – MnCHOICES Help Desk</a>.  When using the <a href="#">MnCHOICES Help Desk Contact Form, DHS-6979</a>, mentors have the option of contacting either the technical team or the policy team directly by indicating on the form whether their question is “technical” or “policy.”</p> <p><b>Technical team</b>  The Help Desk technical team can help mentors when they are not able to resolve technical questions and issues about the MnCHOICES applications.</p> <p><b>Policy team</b>  The Help Desk policy team can help mentors contact the MnCHOICES policy team when they are not able to resolve questions and issues related to assessment and support planning.</p>
<p><b>Additional resources</b></p>	<p><a href="#">CBSM – DD screening</a>  <a href="#">CBSM – Disability Waiver Rate System (DWRS)</a>  <a href="#">CBSM – Long-term care consultation (LTCC)</a>  <a href="#">CBSM – Person-centered practices</a>  <a href="#">CBSM – Support planning</a>  <a href="#">CountyLink – MnCHOICES</a> (supporting materials for pre-launch activities and other important information)  <a href="#">CountyLink – MnCHOICES assessment and support planning documents and resources</a>  <a href="#">DHS – MnCHOICES</a> (overview information)  <a href="#">DHS – MnCHOICES Matters</a> (electronic mailing list with information, updates and resources)  <a href="#">Disability Hub MN – Housing toolkit</a>  <a href="#">Disability Hub MN – Informed choice toolkit</a></p>