MnCHOICES Office Hours

April 6, 2018
Welcome & Introductions

MnCHOICES

- Help Desk
- Project Manager(s)
- Business Team
• All participants are muted
• Use the WebEx Q&A panel
  • To submit technical issues
• Use operator to ask questions
• Can revisit Office Hours on the webinar archive
Office Hours Agenda

1. Announcements
2. Help Desk Update
3. IT Update: MnA and MnSP
4. LTSS Q & A Session
5. Q & A Session
Webinar and Training Announcements

• MnSP Review of 18.2 Release Webinar
  Thursday, April 19, 9:00 to 10:00 a.m.

• MnCHOICES Reassessment Webinar
  Tuesday, May 8, 2018, 1:30 to 3:00 p.m.

• MnCHOICES New Mentor Training
  Tuesday, May 22, 2018, Holiday Inn-St Cloud, 9:00 a.m. to 3:30 p.m.
MnCHOICES Assessment Update

MnA 18.1.1 Statewide
May 4, 2018
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<th>Type</th>
<th>Create / Assessment Date</th>
<th>Status</th>
<th>Plan Owner</th>
<th>Delegate Agency</th>
<th>Lead Agency</th>
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Disability Services training archive

Disability Services Division training archive

A list of Positive Support Community of Practice trainings is below

Handouts from past training opportunities

Encore playback options:

- #: Pause and resume playback
- 1: Fast forward 3
- 2: Fast forward 30 seconds
- 3: Rewind 3 seconds
- 4: Rewind 30 seconds

LTSS Improvement Tool Webinar 3
LTSS Improvement Tool presentation 4/4/18 (PDF)

An encore playback is available until Nov. 4, 2018, call 1-855-859-2056 and enter conference ID 9765208.
The fillable form mirrors the evaluation questions in the MnCHOICES Support Plan application

- **DHS -7611A**
  - Person’s evaluation of his or her CSSP

- **DHS -7611B**
  - Person’s evaluation of his or her provider for day services

- **DHS -7611C**
  - Person’s evaluation of his or her service provider for non-day or non-residential services

- **DHS -7611D**
  - Person’s evaluation of his or her service provider for residential services
LTSS Practice in MTZ-SP

1. MTZ-SP User Name and Password
2. Use training duplicate CSP/CSSP
3. Close the CSSP
4. Take TrainLink training
5. Practice using LTSS tool
6. Open a new CSSP: add other services and close it and create a LTSS again

Increase your comfort level
Circle Back
MICP from Survey to Form

Navigate to CountyLink
- Form
- List

MnCHOICES Assessment
New Assessments, Reassessment, HRA & HRA Full
DHS has archived all documents more than 2 years old.

MnCHOICES brochures
MnCHOICES brochures available:
- Drs.7283A: MnCHOICES: Take the first step to get services to stay home. Counties, tribes and health care providers can order this document in large quantities on site.
- Drs.7283A: What you can expect with a MnCHOICES Assessment

MnCHOICES Assessment 2.0 redesign
Summary of Assessment 2.0 Design Requirements Business Process Review
Complete Document to the Summary of 2.0 Design Requirements Business Process Review

Using MnCHOICES Assessment
Follow-up: Efficiencies for achieving full implementation MnCHOICES Assessment (PDF)
Memo on Efficiencies for achieving full implementation of MnCHOICES (PDF)
When to use MnCHOICES Assessment
Navigating the Application
MnCHOICES Assessment Documents and Reports
Offline-Online Screen-by-Screen Walkthrough
Offline-Online Quick Start

MnCHOICES Interagency Contact Point List
MnCHOICES Interagency Contact Point (MICP) List
MnCHOICES Interagency Contact Points List Overview (PDF)
How do I change my information on the MICP list?
Support Plan: Copying and date spans
Copying Efficiency

Purpose of Copying

Lead agencies information copy from year-to-year to save assessors and case managers time.

Most information and dates of plans copy over.

Dates are typically an efficiency however, in these instances when dates need to be changed:

- Break in services
- Change in condition that requires an extension of the service authorization period

When will you need the changing Prepopulated Plan Date Procedure?

- Assessors may determine in the CSP the About Plan needs date changes
- Planners/Case managers may determine in CSSP the dates need to be changed
Remember dates need to be nested

About Plan start and end date

• Service Agreements
  • Service Agreement Start and End Date
    • Service Line Start and End Date
    • Service Line Start and End Date
1. Write down start and end dates for each of these

About Plan
  • Service Agreement, you intend to change
    • Service line(s)
  • Other Service Agreements
MTZ-SP Robert Adams (fictional person)

MTZ-SP Steps
- Log in
- Person’s CSSP
- About Plan
- Services Tab
- Agreement for drop down

About Plan
- Start 6/1/2018, End 5/31/2019
- Service Agreement
- Start 6/1/2018, End 5/31/2019
- Service Lines
- Start 6/1/2018, End 5/31/2019
- Date Change: 8/1/2018, 7/31/2019
2. What date range does the plan need to be?

- *Plan’s date span in About Plan*
- Compare against current dates
  - Start/end date needs to be later
  - Start/end date needs to be earlier
Date needs to be later: Part 1

1. Change the **About Plan** end date and save: Do not change the start date, it is the last change

2. **Service lines**
   
a. Deselect the Show Rate box to preserve RMS Wizard information (unchecked)
   
b. Change the start date for the service line to the date you need and save: this shortens the span to under a year
Although it looks scary

• User does not lose the rate wizard data

• Removes the rate from the Rate boxes near the get Rate Button
3. Service agreement: change the start and end date

4. Service lines:
   a. If needed, deselect the Show Rate box to preserve RMS Wizard information
   b. Change the start end for the service line and save

5. About Plan: Change start date to later, if needed, and save. Consider all service agreements
MTZ-SP Robert Adams (fictional person)

**MTZ-SP Steps**
- Log in
- Person’s CSSP
- About Plan
- Services Tab
- Agreement for drop down

**About Plan**
- • 8/1/2018, 7/31/2019

**Service Agreement**
- • 8/1/2018, 7/31/2019

**Service Lines**
- 8/1/2018, 7/31/2019
- Date Change: 6/1/2018, 5/31/2019
1. About Plan tab change the start date and save

• Do not change the end date its the last change you will make

• Service agreement and service line dates are inside the date range you will not receive notification
2. Service lines for the intended service agreement

a. Deselect the Show Rate box to preserve RMS Wizard

b. Change the end date to the earlier date for all service lines (making it less than one year) and save
3. Service agreement: start and end date to the new earlier dates and save

4. Service lines for the intended service agreement
   a. If needed, deselect the Show Rate box to preserve RMS Wizard information
   b. Change the start date to the earlier date and save

5. About Plan tab end date may be changed to earlier date (if it includes all service agreements) and save
MnCHOICES Office Hours: Question and Answer session
Thank you!

MnCHOICES Support Plan
Office Hours