Introducing DHS Staff

MnCHOICES Policy

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1. Purpose of the training

2. Reassessment Overview

3. Steps in a MnCHOICES reassessment
   • Preparing for the reassessment
   • Facilitating the reassessment interview
   • Reassessment follow up

4. Question and Answer
Purpose of Training

- Lead agency’s request for clarification on the reassessment process
- Addressing feedback about reassessments
  - Feedback from assessors
  - Feedback from people who receive reassessments
- Creating a training library
No “one size fits all” reassessment

• Guidance to help you develop your reassessment practice

• Different levels of expertise in the field
MN Statute dictates that:

“Reassessments must be tailored using the professional judgment of the assessor to the person's known needs, strengths, preferences, and circumstances.”
• Reassessments allow for

  • a review of the current support plan's effectiveness
  • monitoring of services/quality assurance of service delivery
  • development of an updated person-centered community support plan.

• Reassessments verify continued eligibility (or offer alternatives as warranted)
Initial Assessment vs. Reassessment

**Initial assessment**
- Discovery (person-centered interview)
- Informed choice
- Eligibility determination
- Development of support plan
- Transfer to case management to discuss & arrange services
- Connect to resources if not eligible for LTSS services
  - Data collection for state and federal requirements

**Reassessment**
- Information transfers from initial assessment
- Review needs & services
- Review of support plan and services
- Quality assurance
- Informed choice
- Data collection for state and federal requirements

**Overlap**
- Informed choice
- Data collection
- Develop support plan
Depth vs. Breadth

• **Depth** refers to the extent to which specific topics are focused upon, amplified and explored.

• **Breadth** refers to the full span of knowledge of the person.

*Definitions from the State University of New York*
Meet Delford!

- Delford Johnson
  - 38 years old
  - On a CADI waiver
Preparing for the reassessment

1. Review applicable documentation
2. Consultation
3. Review information submitted by providers
4. Prep any required documents
5. Create a reassessment in the MnCHOICES assessment application
Preparing for the reassessment—Review documentation

MnCHOICES Reassessment Communication Form (6791E)

MMIS
  • Screening document
  • Service authorization
  • Appeal determinations

MnCHOICES Support Plan (or equivalent, e.g. Collaborative Care Plan)
  • About Plan
  • Needs summary
  • Eligibility summary
  • Goals
  • Services
Example of documentation prep work-Delford

- CSP/CSSP
- Screening Document
- MMIS
Preparing for the reassessment-Consultation

1. Previous assessor

2. Case manager
   • Any information submitted by providers
   • 6791E form

3. Any applicable subject matter experts
Preparing for the reassessment-Review provider documentation

• MN Statute-256B.0911 LONG-TERM CARE CONSULTATION SERVICES, Subd. 3a. Assessment and support planning (d)

• Except for legal representatives or family members invited by the person, persons participating in the assessment may not be a provider of service or have any financial interest in the provision of services.

• For a person who is to be assessed for waiver services...the person's current provider of services may submit a written report outlining recommendations regarding the person's care needs...This information shall be provided to the person conducting the assessment and the person or the person's legal representative, and must be considered prior to the finalization of the assessment or reassessment.
Examples of provider documentation

• CSSP Addendum
• Provider care plan
• Email
Preparing for the reassessment-prepping documents

• Release of information

• Long-Term Services and Supports Assessment and Program Information and Signature Sheet (DHS-2727)

• Privacy Practices

• MnCHOICES Community Support Plan Worksheet (DHS 6791A)

• Waiver specific forms: MnCHOICES County Link, Forms:
  • Forms for Long-Term Service and Supports Assessment, Eligibility, and Support Planning

Minnesota Department of Human Services | mn.gov/dhs
Preparing for the reassessment-create MnCHOICES reassessment

Create MnCHOICES Reassessment

Review and develop strategy

Take assessment offline
Example of “developing your reassessment strategy” - Delford

• Based on his latest CSSP, he has recently moved.

• His CSP tells us that his sobriety and mental health are important to him.

• He was working on a goal to gain some volunteer experience in his chosen career.

• New provider for homemaking services.
MnCHOICES Assessment tool is flexible!

• Intentionally broad
• Adapt to each person’s needs
• Rely on the assessor to create, adjust and manage the interview
Professional Judgement and preparation

Importance of using professional judgement and skills

• You are the experts

• Use the tool to gather the information you need vs. letting the tool drive the way the assessment is done

Putting preparation to work

• The review, consultation and other preparations you did prior to the assessment allows you to tailor the reassessment interview to the person
  • You don’t have to verbally ask every question from the assessment tool
“I have taken time to review your previous assessment so we may use our time wisely today. Let’s take a moment and review where you were at the time of your last assessment and discuss any changes or further information you would like to share with me.”

“It looks like you are working with a new PCA since the last time we met; can you tell me how that is going for you?”
Combining your review with the reassessment

It is not a requirement to ask every question from the MnCHOICES Assessment Tool during a reassessment.
Your new place is really nice! How did the move go?

Have you been able to find a convenient location for your AA meetings? I know that was important to you.

Were you able to start volunteering at your church daycare? How is that going for you?
After the interview

• Explain signature pages and obtain signatures
• Provide any next steps to the person
  • Discuss Notice of Action form the person will be receiving
4. Reassessment follow up

Finalize the assessment

• Phone call to the person to ask clarifying questions

• Complete MnCHOICES assessment tool with any additional information

• Complete applicable screening documents (LTC, DD, PCA service agreement)

• Complete Notice of Action
Reassessment follow up, cont.

Complete the CSP

- Summarize what you learned in the assessment in a person-centered way
- Communicate with the case manager
- Send the CSP to the person along with any applicable documents
  - Notice of Action
Key takeaways/wrap up

• Reassessments serve a different purpose than initial assessments
• Per MN Statute, reassessments must be tailored to the person
• Preparing for the assessment allows you to develop a strategy for the interview
• You are the expert! Don’t underestimate your professional judgement and skills
• You are not required to ask every question in every domain
Reassessment Resources

- Mn Dept. of Human Services – Searchable Document Library (eDocs)
- Community Based Services Manual: Assessment and Support Planning
- MnCHOICES County Link
- MN Statue 256B.0911
Questions