



Minnesota Department of **Human Services**
Disability Services Division

TRAINING

Opportunity



Disability Services
**Training News and
Information**
&
Online Registration

www.dhs.state.mn.us/TrainLink

dhs.dsd.learn@state.mn.us

MMIS Training for DD Screenings and Service Agreements

DHS Training Center, 444 Lafayette, St. Paul
Two-day Training
Two Upcoming Opportunities

Wednesday and Thursday, February 11 & 12, 8:30 a.m. – 3 p.m.
Wednesday and Thursday, April 8 & 9, 8:30 a.m. – 3 p.m.

This course will show step-by-step the MMIS process for entering screening documents and service agreements for the DD Waiver program into MMIS. The course will also review pertinent screens in the MMIS recipient subsystem and how to resolve edit issues.

Participants will:

1. Understand MMIS functions and navigation.
2. Be able to enter DD Screening Documents and Service Agreements
3. Understand MMIS screening document and service agreement edits and be able to resolve edit issues.
4. Know where to go for assistance

Target Audience:

County employees who enter DD screening documents or service agreements for the DD Waiver program

More Information

Contact delora.fiers@state.mn.us or 651-431-2392.

Registration Information

Register Early – Classes fill quickly

Participants must have a Unique Key to register for training. New participants must visit www.dhs.state.mn.us/TrainLink and select *Unique Key Request* to obtain a Unique Key. Step-by-step instructions are located at www.dhs.state.mn.us/dhs16_139596.pdf

Visit www.dhs.state.mn.us/TrainLink and select the *Disability Services Learning Center*. Select *Sign On* in the upper right hand corner and enter your Unique Key. Select *Class Schedules/Registration* and select the class. Select *Enroll* and follow the registration instructions. Step-by-step instructions are located at www.dhs.state.mn.us/dhs16_139597.pdf

Should your schedule change, please visit www.dhs.state.mn.us/TrainLink to cancel from the class so another student may attend. Step-by-step instructions are located at www.dhs.state.mn.us/dhs16_139598.pdf

Call 651-431-2428 to request accommodations.

Information on upcoming training opportunities, handouts and other training resources are available online. Visit www.dhs.state.mn.us/TrainLink and select Disability Services from the left side of the page.

Training is announced via electronic mailing lists. Visit www.dhs.state.mn.us/dhs16_140510.pdf for subscription instructions.