



Launching MnCHOICES - Are you ready?

Staffing

- Identify staff who will work in MnCHOICES
- Support staff who will use MnCHOICES with a MnCHOICES Mentor(s)
- Assign appropriate security access by roles and functions including:
 - Intake Workers
 - Certified Assessors
 - Case Aides
 - Case Managers
 - Supervisors
 - Mentors
 - Assignments
 - Transfers
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Certified Assessors

- Utilize a multidisciplinary team of social workers, PHNs/RNs and others in closely related fields who are MnCHOICES certified assessors
- Assign security access to the MnCHOICES Training Zone using established security requirements
- Track training of qualified candidates and certification of assessors on an ongoing basis
- Report training and certification of assessors to DHS
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Assurances

- Complete a MnCHOICES Assurance survey which will be added to the *Home and Community-Based Services Biennial Quality Assurance Plan*
- Understand the policies and processes that are impacted when launching MnCHOICES
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Equipment

- Acquire, maintain and replace equipment needed by staff to work within MnCHOICES effectively and efficiently
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Operationalize

- Use MnCHOICES to conduct person searches, intakes, assignments, transfers and edits
- Complete MnCHOICES assessment and support planning for all people who request one and who are located in your county (or other service boundaries), within established timelines, regardless of their eligibility for Minnesota Health Care Programs
- Use MnCHOICES off-line to conduct new assessments and HRAs
 - New assessments = Persons currently not on programs or receiving services for which MnCHOICES determines eligibility
- Run the Eligibility Summary with the person and discuss findings at the end of the assessment interview
- Assign security access to the MnCHOICES web site using established security requirements
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Payment

- Participate in Random Moment Time Study training provided by the DHS Financial Operations Division
- Train staff on coding and billing policies and protocols and utilize time study reporting for all assessment activities beginning October 1, 2013
- Review and utilize Bulletin #13-56-03 on Payment Change and MnCHOICES
- Update contracts for assessments, if needed
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Communication

- Share necessary information about MnCHOICES with staff in a timely manner
- Share launch experiences with DHS
- Through your MnCHOICES Mentor, use the SSIS/MnCHOICES Help Desk to trouble shoot issues and request enhancements
- Provide information about MnCHOICES to people, providers and advocates with whom you have contact
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Other

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