



## MnCHOICES Certified Assessor Training (MnCAT) for Qualified Candidates: Instructions

5-13-2014

1. Explore the role of, and requirements to be, a certified assessor.
2. Discuss your interest/concerns with your supervisor.
3. Access training in TrainLink:
  - a. Go to [TrainLink](#)
  - b. Select *Continuing Care Learning Center*
  - c. Select *Sign On* in the upper right corner and enter your Unique Key
    - i. If you do not have a Unique Key, complete a [Unique Key Request Form](#).
  - d. Select OK
  - e. Under Training information, select Search Learning Activities
  - f. Under Category: Select All MnCHOICES Training and then select Search
  - g. Select *MnCHOICES Overview or class of your choice (see #4 below)*
    - i. As you progress through MnCAT, you will select the next course in the series
    - ii. Always print acknowledgement when you pass a course. This will assist us to help you if a manual update to TrainLink is required
4. Begin and complete **Step #1 – Foundations** (*Estimated time: 2.5 – 6 hours*)
  - a. Follow steps above to access MnCAT training in TrainLink
  - b. Best practice is to take classes in the order listed below, but candidates may begin with Step #1 or Step #2:
    - i. MnCHOICES Foundations: Overview - complete
    - ii. MnCHOICES Foundations: Basics – pass each test with at least 80% proficiency
  - c. After completing the Overview and passing the Basics tests with 80% accuracy:
    - i. Let your supervisor know you successfully completed Step #1 of MnCAT
    - ii. Go on to Step #2 if you did not already complete it or go on to Step #3 if you completed both Step #1 and Step #2
5. Begin and complete **Step #2 – Principles** (*Estimated time: 7 – 15 hours*)
  - a. Follow the steps above to access MnCAT training in TrainLink
  - b. Courses in Step #2 must be taken in sequential order from Course 1 through Course 7
  - c. Take the tests at the end of courses two (2) through six (6)
  - d. Print the acknowledgement with your score each time you successfully pass a course test.
  - e. After completing all seven courses and successfully passing all five tests with at least 80% proficiency:
    - i. Let your supervisor know you successfully completed Step #2
    - ii. Go on to Step #3 or begin/complete Step #1
6. Begin and complete **Step #3 – Application** (*Estimated time: 6 – 10 hours*)
  - a. Obtain security access and URL to the MnCHOICES Training Zone (MTZ) from your MnCHOICES Mentor
  - b. Obtain the URL for MnCAT Step 3 in TrainLink, a scenario to use when completing the assessment and the MnCAT Step 3 Guide Book
  - c. Follow the steps above to access MnCAT in TrainLink, but access TrainLink with the URL from your Mentor
  - d. Step 3 has 3 parts. Complete them in order.
  - e. Part 1 requires you to create a person, intake and assessment. In Part 2 you will access your assessment. Part 3 requires you to complete a MnCHOICES assessment and participate in a multi-disciplinary learning lab. You will take a final test, for Step 3, in TrainLink, which you must pass with at least 80% proficiency.
  - f. After completing the three parts of Step 3:
    - i. Let your supervisor know you successfully completed Step #3
    - ii. Completion of MnCAT is submitted by your agency to DHS and confirmed
    - iii. DHS issues certification in about five working days

**Welcome to the professional practice of the Certified Assessor!**



## MnCHOICES Certified Assessor Training (MnCAT) for Qualified Candidates Quick Study Check-list

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- Explore the role of and requirements to be a Certified Assessor.
- Discuss your interest/concerns with your supervisor.
- Access training in [TrainLink](#) :
  - Select *Continuing Care Learning Center*
  - Select *Sign On*
  - Select *OK*
  - Under Training information, select *Online Training and Course Search*
  - Select *All MnCHOICES Training* and then select *Go*
- Begin and complete **Step #1 – Foundations**
  - MnCHOICES Overview
  - MnCHOICES Basics
    - Alternative Care
    - Continuing Care Programs and Initiatives
    - Diagnoses and Conditions
    - Funding / Payers
    - Home and Community-Based Waivers
    - Informal Supports / Caregivers
    - Level of Care
    - Miscellaneous
    - State Plan Services
- Begin and complete **Step #2 – Principles**
  - Introduction to MnCHOICES Certified Assessor Training (MnCAT)
  - MnCHOICES Principles and Practice: The Person-Centered Approach and test
  - Intake, Assessment and Support Plan Development Process and test
  - Effective Communication Skills and test
  - MnCHOICES Interview Skills and test
  - MnCHOICES Interview Outcomes and test
  - Summary: Putting It All Together
- Notify supervisor that Steps #1 and #2 are complete and access to MnCHOICES Training Zone (MTZ) is needed
- Begin and complete **Step #3 – Application** (Ask your Mentor about a separate tracking checklist for Step 3 courses)
- Get security access and URL to MTZ
- Get URL for MnCAT Step 3, scenario and Instruction Guide
  - Access and Navigate in MnCHOICES (Create Person, Intake and Assessment)
  - Content of the MnCHOICES assessment (Use assessment to learn content)
  - Practice using MnCHOICES by “completing” an assessment from an assigned scenario
  - Participate in multi-disciplinary learning lab
  - Take final test
- Let your supervisor know you successfully completed Step #3
- Get your Certificate