



MnCHOICES Certified Assessor Training (MnCAT): Step 3 Tracking

Step 3 - Part 1: Access and Navigation (Requires completion of Steps 1 and 2 and access to MTZ)

Part 1 of Step 3 provides guidance for qualified candidates and other users who need to access and navigate within the MnCHOICES application. All learners must have access to the MnCHOICES Training Zone (MTZ) to participate in Step 3 – Part 1. In order that Certified Assessors understand the entire MnCHOICES process, they are required to take all Step 3 - Part 1 training demonstration modules. This does not imply that all Certified Assessors need to use all components of MnCHOICES. Lead Agencies will determine which staff is responsible for the different tasks in MnCHOICES, based on the workflows developed within their own agency. Required demonstration modules must be completed before Candidates can begin Step 3 - Part 2: Content. There is also a Guide Book to support you with the exercises in MTZ.

In TrainLink you will find three separate tracks for Step 3 – Part 1: Access and Navigation:

- **Track A** is completed by Qualified Candidates employed by a County or Tribe
- **Track B** is completed by Qualified Candidates employed by or under contract with a Managed Care Organization (MCO)
- **Track C** is for staff who work in MnCHOICES and use MnCHOICES for some or all of their work but who are not a Certified Assessor. It can also be used by staff who simply want an understanding about MnCHOICES or who need a refresher. **No prerequisites are required.**

NOTE: Certified Assessors employed by a County or Tribe who also perform contracted work for an MCO can review additional demonstration modules, such as HRA, under Track C.

Consult the table below to determine which modules are required and to keep track of which you have “done”

Done	Demonstration Module	Track A Certified Assessors Counties & Tribes	Track B Certified Assessors Managed Care Organizations	Track C All Other Users
	Introduction (3.5")	Required	Required	Optional
	Logging in through the Internet (5")	Required but, Choose Internet and/or SSIS	Required	Optional
	Or Logging in through SSIS (3")	Required but, Choose SSIS and/or Internet	Not part of track B	Optional
	Person Search (7")	Required	Required	Optional
	Person Maintenance (5")	Required	Required	Optional
	Assignment (3")	Required	Required	Optional
	Intake (8")	Required	Not part of track B	Optional
	Health Risk Assessment (6")	Not part of track A	Required	Optional
	Working Offline (7")	Required	Required	Optional
	Assessment (9")	Required	Required	Optional
	Creating a Reassessment (5")	Required	Required	Optional
	Conducting a Reassessment (12")	Required	Required	Optional



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Step 3 - Part 2: Content (Requires completion of Step 3 – Part 1 and access to MTZ)

Part 2 of Step 3 provides an opportunity for the qualified candidate to build on their skills by increasing their familiarity with the content of the assessment. There are eighteen (18) modules. The candidate must have access to the MnCHOICES Training Zone (MTZ) to participate in Step 3 – Part 2. Modules can be taken in any order. However, we recommend that candidates take them in the order listed to gain an understanding about the workflow of the assessment. For sure, candidates need to take the Welcome and Introduction module to learn how to access MnCHOICES from the training. You can use this table to record the modules you complete and jot down any questions you may have as you complete the exercises. There is also a Guide Book to support you with the Try It! exercises.

Use the table below to identify which sections of Step 3 – Part 2 are “done.”

Done	Number	Title	Tried It!/Questions/Notes
	#1	Introduction and Overview (19”)	
	#2	Person Information (12”)	
	#3	Quality of Life (6”)	
	#4	Activities of Daily Living (ADLs) (14”)	
	#5	Instrumental Activities of Daily Living (IADLs) (9”)	
	#6	Health (13”)	
	#7	Psychosocial (8”)	
	#8	Memory & Cognition (7”)	
	#9	Safety & Self Preservation (5”)	
	#10	Sensory & Communication (6”)	
	#11	Employment / Volunteering / Training (4”)	
	#12	Housing & Environment (2”)	
	#13	Self-Direction (3”)	
	#14	Caregiver (3”)	
	#15	Assessor Conclusions (16”)	
	#16	Eligibility Summary (14”)	
	#17	Documents (9”)	
	#18	Disposition (4”)	



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Step 3 – Part 3: Practice (Requires completion of Step 3 Part 2 and access to MTZ)

Part 3 of Step 3 requires the candidate to take the scenario provided by DHS and complete the assessment they created during Step 3 – Part 1. The person in the assessment created by the candidate will not have the same name as the person named in the scenario. However, candidates use the scenario information along with their professional judgment to insert necessary information into the assessment. Once the assessment is complete and all question indicators are set to zero, the candidate is ready to participate in the multi-disciplinary learning lab (MLL) where they will run eligibility, analyze the results and discuss the assessment with their peers. The MLL is about 4 hours. Last, they will take a test and practice in MTZ until their agency launches MnCHOICES. The test is about 10 -15 minutes.

Use the table below to identify which sections of Step 3 – Part 3 are “done.”

Done	Task	Notes
	Opened the assessment created in Step 3 – Part 1	
	Completed assessment in MTZ using DHS scenario	
	Participated in a Multidisciplinary Learning Lab	
	Took and passed Step - Part 3 Test in TrainLink	
	Printed certificate and have agency administrator sign	
	Celebrate!	
	Practice in MTZ	