



# MnCHOICES Certified Assessor Training (MnCAT)

## STEP 3 – APPLICATION

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6/12/2014

### Overview

In MnCAT Step 3 – Application, candidates demonstrate skills using the MnCHOICES application through guidance and hands-on experience. Step 3 has three parts:

1. Part 1 – Access and Navigation
2. Part 2 – Content
3. Part 3 – Practice and Certification

Qualified candidates must complete all three parts of Step 3 to become a Certified Assessor. All staff who will not be certified assessors but will be using MnCHOICES complete Step 3: Part 1 - Access and Navigation, and then practice using the tool in the MnCHOICES Training Zone (MTZ).

### Step 3 - Part 1: Access and Navigation

Total estimated time = 80 minutes plus time to complete exercises in MTZ

Step 3 – Part 1: Access and Navigation has three tracks to choose from:

**Track A:** For County and Tribe staff working to become Certified Assessors\*

**Track B:** For Managed Care Organization staff working to become Certified Assessors\*

**Track C:** For All other users\*\*

\*Prerequisites for Tracks A and B include completion of MnCAT Step 1 and Step 2.

\*\*No prerequisites

Step 3 - Part 1 has 11 modules:

1. Introduction (3 minutes)
2. Logging in through the Internet (5 minutes)
3. Logging in through SSIS (3 minutes)
4. Person Search (7 minutes)
5. Person Maintenance (6 minutes)
6. Intake (8 minutes)
7. Assignment (3 minutes)
8. Health Risk Assessment (7 minutes)
9. Working Offline (7 minutes)
10. Assessment (13 minutes)
11. Reassessment (17 minutes)

## Step 3 - Part 2: Content

Total estimated time = 189 minutes (or 3 hours 9 minutes) – not including time exploring MTZ

Prerequisite: Completion of Step 3: Part 1 – Track A or B

Step 3 – Part 2 has 18 modules:

1. Introduction and Overview (19 minutes)
2. Person Information (12 minutes)
3. Quality of Life (6 minutes)
4. Activities of Daily Living (ADLS) (14 minutes)
5. Instrumental Activities of Daily Living (9 minutes)
6. Health (13 minutes)
7. Psychosocial (8 minutes)
8. Memory and Cognition (7 minutes)
9. Safety and Self-Preservation (5 minutes)
10. Sensory and Communication (6 minutes)
11. Employment, Volunteering and Training (4 minutes)
12. Housing and Environment (2 minutes)
13. Self-Direction (3 minutes)
14. Caregiver (3 minutes)
15. Assessor Conclusions (16 minutes)
16. Eligibility Summary (14 minutes)
17. Documents (9 minutes)
18. Disposition (4 minutes)

## Step 3: Part 3 –Practice and Certification

Total Estimated time = Varies but on average 3-4 hours to complete assessment from scenario plus 4.5 hours attendance at Multidisciplinary Learning Lab

Prerequisites: Step 3 Part 1 and Part 2

1. Complete an Assessment using provided Scenario (3 - 4 hours average)
2. Multidisciplinary Learning lab (In-person training, 4.5 hours)
3. Certification Test (5 - 10 minutes)
4. Practice in MTZ (on a regular basis; up to 1 hour a week until launch)

*Remember...*

*Practice makes perfect*