



MEMO

Date: April 14, 2015

To: MnCHOICES Administrative Contacts and Mentors
County Administrators
County Human Services Directors
County Public Health Nursing Directors
Community Health Services Directors
Tribal Health Directors of White Earth Nation, Leech Lake and Mille Lacs Bands of Ojibwe
Managed Care Organization Administrators

From: Alex Bartolic, Disability Services Division
Jean Wood, Aging and Adult Services Division

Re: Announcing MnCHOICES reassessment rollout plan and schedule for Counties and Tribes

We are pleased to announce the MnCHOICES Reassessment (RA) Rollout for Counties and Tribes will begin **September 2015**. The plan was developed in consultation with the MnCHOICES RA Pilot Workgroup represented by the following 11 lead agencies: Benton, Carver, Crow Wing, Dakota, Le Sueur, Morrison, Nicollet, Otter Tail, Sherburne, Washington and White Earth Nation.

MnCHOICES Reassessment Pilot Workgroup Recommendations

DHS wishes to thank the members of the RA Pilot Workgroup for their recommendations specific to the rollout schedule, their time and continued commitment, and their request that DHS provide counties/tribes with two new reports (listed below) as part of the RA rollout.

MnCHOICES reassessment rollout plan and schedule

Counties and tribes will begin to conduct reassessments using MnCHOICES in **September 2015** for people who:

- Are receiving publicly funded long-term services and supports (LTSS) for which MnCHOICES determines eligibility,
- Require a reassessment to maintain eligibility, and
- Have not yet had a MnCHOICES assessment.

1. Beginning September 2015, counties and tribes begin conducting reassessments for persons receiving long-term services and supports (LTSS) whose reassessment is due.
 - a) A **minimum of 50%** of all recipients requiring a reassessment who have not yet had a MnCHOICES assessment are completed in MnCHOICES by **September 2016**.
 - b) For people receiving a disability waiver (CAC, CADI, BI, or DD) or Rule 185 Case Management, the county of financial responsibility (CFR) continues to assess persons residing in other lead agency locations
 - i. A MnCHOICES certified assessor can conduct the annual reassessment using MnCHOICES or a legacy assessment tool, or
 - ii. A case manager can conduct the annual reassessment using a legacy assessment document
2. Beginning September 2016, all county/tribe recipients of LTSS services for which MnCHOICES assesses eligibility are assessed and reassessed in MnCHOICES.
 - a) Persons who received a legacy reassessment (LTCC, PCA, or DD) the previous year must now have their reassessment in MnCHOICES. One hundred percent (**100%**) of reassessments are now completed using MnCHOICES. MnCHOICES will be the only assessment tool used by counties/tribes.
 - b) Recipients receiving a disability waiver (CAC, CADI, BI, or DD) or Rule 185 Case Management with different CFR from COR will be assessed and reassessed by the COR.
3. By September 2017, all people who are receiving publicly funded LTSS through a county or tribe will have had at least one MnCHOICES assessment.

Continued Commitment

The RA Pilot Workgroup agreed to continue working together through August 2015, to provide additional time for the pilot agencies to:

1. Conduct reassessments using MnCHOICES, and be able to complete several assessments where the CFR is not the COR.
2. Create process, role definition, and workflow and timeline guidance documents.

Reports

1. An annual volume data report displaying monthly numbers to use for staffing, workload planning, and trend monitoring.
2. A monthly recipient-specific service-end-date projection report to ensure County of Residence has assessment due-date information for people with a different County of Financial Responsibility.

NOTE: DHS has agreed to the development of the two recommended reports (listed above), although their availability is yet to be determined.

Next Steps

Counties and Tribes are encouraged to start internal preparations for MnCHOICES certified assessors to begin reassessments in September 2015. Additional protocol guidance and information regarding training will be provided on or before July 1, 2015.

CC:

Loren Colman

Jennifer DeCubellis

Katherine Finlayson

Lori Miller

Lisa Rotegard

Attachments:

Reassessment Pilot Workgroup member list

Reassessment Rollout Timeline graphic

MnCHOICES Reassessment (RA) Pilot Workgroup Members

3/27/15

Benton

Margaret Kieke
Deb Rieland

Margaret.kieke@co.benton.mn.us
deb.rieland@co.benton.mn.us

Carver

Ann Fuller
Gina Rodewald

afuller@co.carver.mn.us
rrodewald@co.carver.mn.us

Crow Wing

Trish Exsted
Tami Lueck
Teresia Mortenson

trish.exsted@crowwing.us
tami.lueck@crowwing.us
teresia.mortenson@crowwing.us

Dakota

Katherine Kreager-Pieper

Katherine.Kreager-Pieper@co.dakota.mn.us

Le Sueur

Abby Beer
Leah Frederick
Darlene Tuma

abeer@co.le-sueur.mn.us
lfr frederick@co.le-sueur.mn.us
dtuma@co.le-sueur.mn.us

Morrison

Paul Burkovich
Louise Welle

paul@co.morrison.mn.us
LouiseW@co.morrison.mn.us

Nicollet

Kari Arndt
Jennifer Lammert

karndt@co.nicollet.mn.us
Jlammert@co.nicollet.mn.us

Otter Tail

Melanie Courier
Jody Lien

mcourrie@co.ottertail.mn.us
jlien@co.ottertail.mn.us

Sherburne

Melissa Anderson
Tony Masters
Jill Schweisthal

Melissa.anderson@co.sherburne.mn.us
tony.masters@co.sherburne.mn.us
Jill.schweisthal@co.sherburne.mn.us

Washington

Cathy Ellis
Anne Rooney
Dan Stack

cathy.ellis@co.washington.mn.us
anne.rooney@co.washington.mn.us
Daniel.stack@co.washington.mn.us

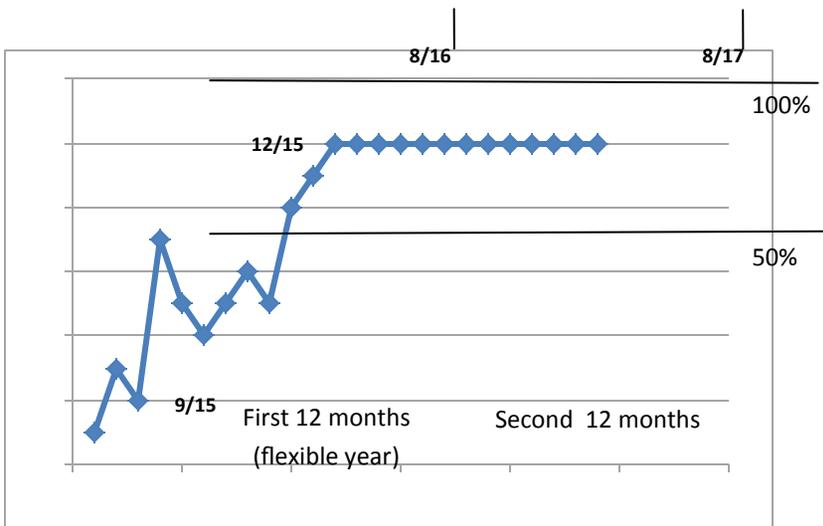
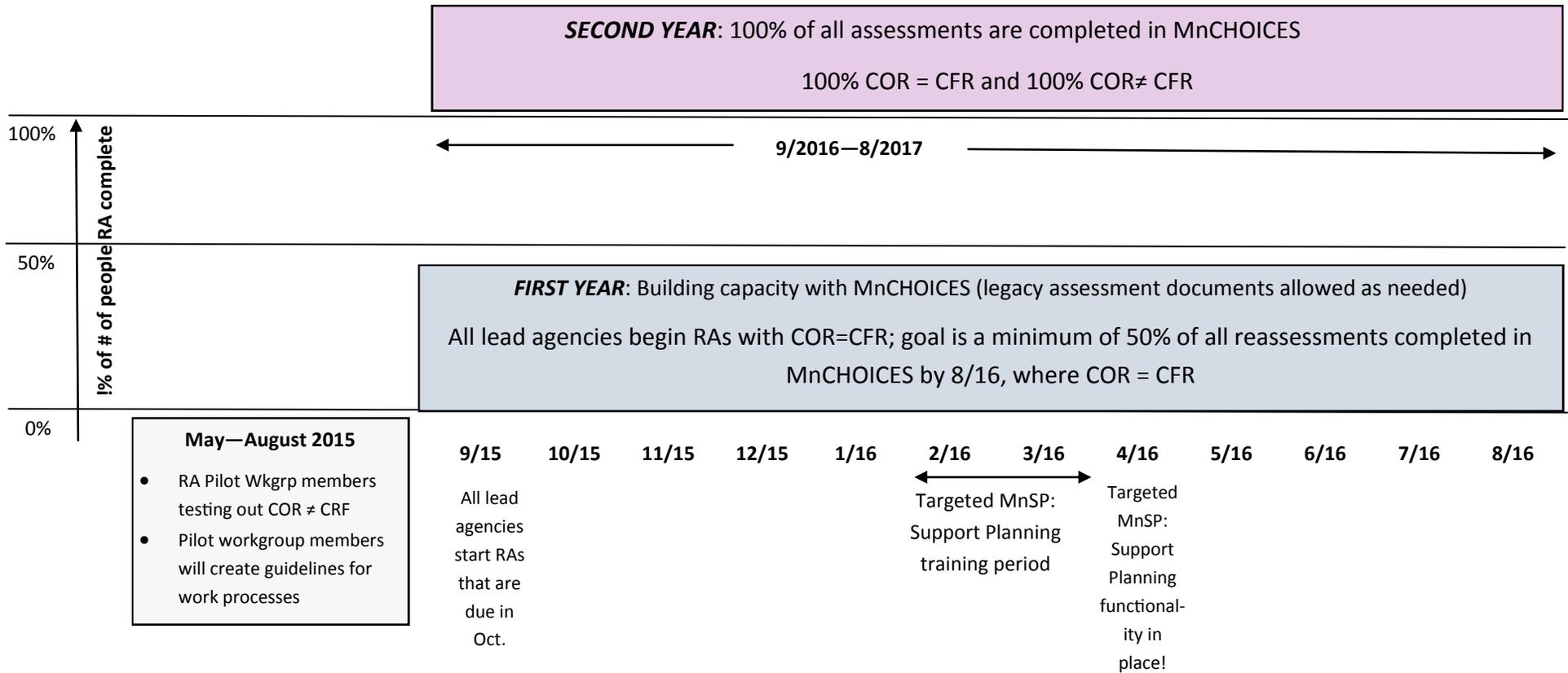
White Earth Nation

Christine Lett
Christine Lunde

christinele@whiteearth.com
christinel@whiteearth.com

DRAFT Reassessment (RA) Rollout Timelines for Counties and Tribes

3/31/15



PROS

- Offers control for internal strategies towards implementation
- Provides time for planning and preparation
- Creates opportunity for workflow redesigns, staffing realignment, staff training and adaptation efforts
- Allows for entering recipients into MnCHOICES over time
- CFR can create “first” MnCHOICES assessment, if their CA completes the RA

CONS

- Continue using two processes until September 2016
- Not all recipients will be in MnCHOICES by the time MnCHOICES Support Planning tool is available