



MnCHOICES Interagency Contact Point (MICP)

Version 1: 7/7/15

Purpose of MnCHOICES Interagency Contact Point (MICP):

To facilitate communications and processes between lead agencies on behalf of a Minnesota resident when completing MnCHOICES activities.

Note: The MnCHOICES Interagency Contact Point does not replace the MnCHOICES Mentor, lead agency intake contact process, etc. The contact function is a location/site and not a single individual. This MICP is an interagency function only.

When is the MICP used?

Lead agency staff will use the MICP when there is a need to coordinate and/or facilitate Long-term Services and Supports (LTSS) assessment and support planning roles and responsibilities between lead agencies.

- For example, a county of financial responsibility (CFR) has a long-term services and supports (LTSS) recipient residing or located in another county who needs a MnCHOICES assessment/reassessment.
- For example, a county of residence (COR) or location (COL) completes an assessment with a person whose CFR is different and the CFR needs to be informed and involved.

What are the functions and expectations of the MICP?

The function is fulfilled by a designated group of lead agency staff; not necessarily a single individual. Each lead agency designates daily coverage that:

- Coordinates MnCHOICES communications regarding mutual recipient's assessments/reassessments and support plans, as needed.
- Identifies and notifies the appropriate individual or business area within their agency regarding the need to complete a function, e.g., Rule 185 determinations, waiver allocations, transition supports or assessments, etc.
- Utilizes technological options developed by their lead agency to ensure accountability and follow through for acknowledging receipt of communication within **three** business days.
 - One phone number that is monitored and responded to by a designated internal group of staff, **AND**
 - One secure email address that is monitored and responded to by designated internal group of staff, **AND**
 - One secure fax number monitored and responded to by designated internal group of staff

What are the attributes of an effective MICP?

- Has ability to network, develop and maintain positive working relationships
- Is collaborative and works cooperatively to solve presenting needs
- Is available and responsive via phone, email and/or fax during regular business hours
- Is timely with communications
- Has access to MnCHOICES subject matter experts (SMEs) within their agency
- Is knowledgeable of their agency's internal business processes and protocols in order to coordinate communications with:
 - Public health & social service related to MnCHOICES
 - MnCHOICES intake(s)
 - LTSS system supervisors, mentors and staff
 - Rule 185 Developmental Disabilities (DD)/Related Condition (RC) supervisors and staff
 - Certified Assessors
 - Case Managers
 - Financial workers
 - Others, as appropriate

How will the MICP be known to others?

It is anticipated that the MICP list will be posted on the [MnCHOICES CountyLink](#) site and added to the Community-Based Services Manual, under MnCHOICES. Agencies will be contacted in the near future for this information.