Addendum: April 20, 2021

Dear MnCHOICES Mentors,

This communication is to provide some important information regarding MnSP (MnCHOICES support plan) EW RS Tool updates:

* MnSP Training Requirement
* Care Coordination Website
* DHS MnCHOICES Office Hours
* Trouble Shooting
* PERS & 24 CL/CL Guidance
* Missing RS Tools Guidance
* RS Tools
* Lead Agencies Reports
* Tips for creating RS Tool in MnSP

MnSP Training Requirement Update

NEW: It is required that all MnSP users complete the following courses in [TrainLink](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=Training):

[Training: Calculating EW RS Rates in the MnCHOICES Support Plan (MnSP)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-319870)

* MnSP 1000 (Support Plan: Creating Rate Plans and Creating CSP and CSSP modules) OR
* MnSP 1001 (RS Tool modules) for persons that previously completed MnSP 1000

Care Coordination Website: **MnCHOICES page**

The MnCHOICES page provides information on updated training requirements and related resources for MnCHOICES and MnSP. We created Mn*CHOICES News* to provide an “at a quick glance” of information that may be helpful for Care Coordinators to stay up to date as we prepare for the MnCHOICES launch. Mentors should communicate information provided in *MnSP and MnCHOICES Care Coordination Communications* with their leadership to disseminate pertinent information to your agency.

The additional DHS resource links have been added to the MnCHOICES page for your use:

* [DHS EW RS Tool for CL and Foster Care Services](https://mn.gov/dhs/partners-and-providers/policies-procedures/aging/elderly-waiver-residential-services/)
* [EWRS Tool Support Materials](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-289282) (DWRS and EWRS Tool)
* [EW RS Tool: MnSP Tip Sheet (copying data)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-328981)
* [EW RS Tool Guidance](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-321993)
* [Changing plan dates in MnCHOICES Support Plan](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-299438)

The MnCHOICES Mentor List has been updated and posted to the MnCHOICES page

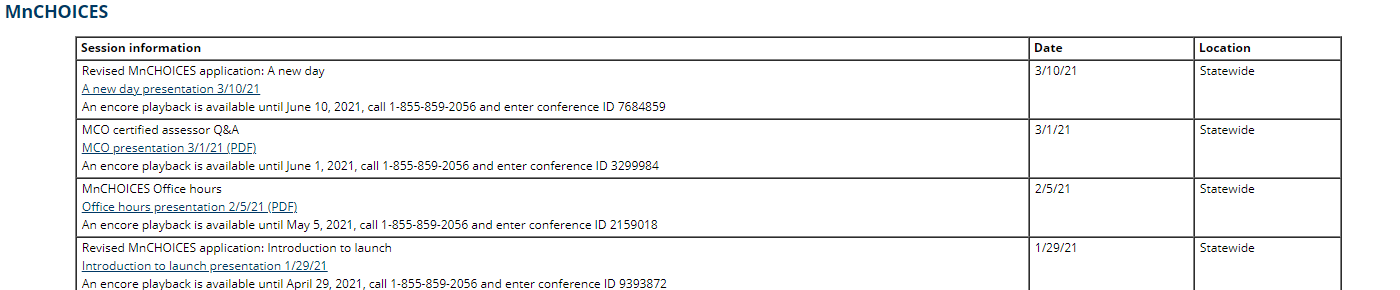
Mentor Action:

* 1. Review MnCHOICES Mentor List for accuracy
  2. Complete the [DHS MnCHOICES Mentor Contact List Request Form](https://tkearns86.wufoo.com/forms/z14y1led0ddtsxe/) to change/add/remove MnCHOICES Mentors
  3. Notify your PR Consultant of any changes/add/remove to your MnCHOICES Mentor List

[DHS MnCHOICES Office Hours](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_191217): Participation is **strongly** encouraged.

**Purpose:** To provide technical assistance, communications, and support to lead agencies as they continue to implement and manage MnA (MnCHOICES Assessment) and MnSP applications. Sessions offered every other month. Past sessions are stored on [Disability Services Training Archive](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_143138).

\* Note: Currently MnA does not apply to Care Coordination



Trouble shooting

* Per DHS MnCHOICES Mentors should reach out to their PR Consultant for process or policy related questions prior to completing the [DHS Help Desk form DHS 6979](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-289285) or calling the [DHS Help Desk](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-289285). The exception to this is if you require the Help Desk for technical issues i.e., delete plan, reopen plan, recover data, etc.
* Reminder: MnSP User ID is case sensitive

PERS & 24 CL summoning device

* When a person receives 24-hour CL- daily, users can add the summoning device by checking the box if this is one of the ways the provider is fulfilling their 24-hour supervision requirement and the following statements are true:

• The person has an assessed need

• The person is capable of using the device

• The provider offers the device as part of delivering the CL services.

* When a person lives in 24- hour CL, do not authorize PERS (S5160/S5161/S5162) separately unless they are using the PERS outside of the 24- hour CL. In this scenario the PERS provider cannot be the same provider as the 24- hour CL provider. This must be documented in the service agreement description as well as in the comprehensive assessment and CCP.

Missing RS Tools Guidance

NEW: DHS will cease sending RS Tool Reports directly to contracted delegate agencies and resume sending directly to MCO lead agencies. Your agency will receive these reports from Blue Plus as you did previously.

Per DHS possible action step(s) may include:

* Correct authorizations so future billings are correct
* Correct errors in MMIS
* Create or correct tool to fix the error. If the EW CL tool is closed, please contact the [MnCHOICES help desk](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6979-ENG) to reopen the EW CL tool so you may correct it.

During the initial MnSP EW RS Tool Launch, DHS communicated it was not required to create new RS Tool in MnSP with changes in lead agencies, however in Feb 2021, DHS added to the FAQ that all members with existing RS Tools effective on/or after 8/3/2020 must have a MnSP EW RS Tool entered when there is a change in lead agencies.

* For missing RS Tools created on the previous excel RS Tool, prior to the MnSP EW RS Tool launch 8/3/2020 with no changes to the rate or provider, contact the previous Care Coordinator to obtain a copy of the RS tool for review and update the lead agency, CC, Delegate and submit via MNITS. **DHS will not accept any RS tools completed on the excel spread sheet after 5/1/2021. If you need a copy of the excel spread sheet RS tool, the MnCHOICES Mentor must complete DHS 6979 Help Desk Contact Form to request a copy.**

OR

You may enter a MnSP EW RS Tool identifying Blue Plus as the Lead Agency and current Care Coordinator.

* For RS Tools created in MnSP not associated with BP on/after 8/3/2020, you will need to enter a MnSP EW RS Tool (use the copy data instructions below as applicable).
* For missing RS Tools effective on/after 8/3/2020 that are not documented in MnSP as being associated with BP, you will need to enter a MnSP EW RS Tool from scratch using the “Rate Plan” on the person level. You are not responsible for missing RS tools prior to CC assignment to your agency. If you receive notice of a missing RS tool prior to enrollment to your agency, send a secure email to the [Partner.Relations@bluecrossmn.com](mailto:Partner.Relations@bluecrossmn.com), the PR Team will notify the previous Delegate.
* RS Tool must also be updated when there is Care Coordinator, Rate and/or Provider change

Tips for creating EW RS Tool in MnSP:

DHS Resources:

* [Changing plan dates in MnCHOICES Support Plan](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-299438)
* [EW RS Tool: MnSP Tip Sheet (copy data)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-328981)
* Reminder: prior to copying previous RS plan, review previous service agreement. If the plan has the “retired” HCPC code for the previous service line, the RS Tool will have no data (blank) and will not copy
* What does copying mean?
  + Users will not see a “copy” button
  + You are not able to copy data from a RS Tool by going into an existing plan and clicking “Add agreement”
  + To copy your RS Tool data create a new Plan. Do not use the create rate plan on the person level. MnSP will pull data from the previous plan into your new plan
  + MnSP only pulls data (copies) from:
    - Rate Plan to Rate Plan
    - CSSP to CSSP

Note: Refer to the [MnCHOICES Support Plan Release Known Issues](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-311092) (if this link gets disrupted you can access this by going to [MnCHOICES](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_180264) through the Support Plan link Known Issues). If unable to “copy” RS plans, users may choose to create a new RS tool at the person level.

Please reach out to [Partner.Relations@bluecrossmn.com](mailto:Partner.Relations@bluecrossmn.com) if you have any questions.

**Partner Relations Team | Government Markets**

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