August 09th, 2021

Dear Care Coordination Partners,

The purpose of this communique is to provide clarification that all care coordinators according to DHS must follow all guidance and requirements of becoming certified assessors.

With the MnCHOICES Revision launch scheduled for November 2021, we are asking that *all* MCO care coordinators complete the required trainings (see below) to become MnCHOICES certified assessors, this **includes care coordinators that work with nursing home members only.**

* If your agency is contracted to provide care coordination for rate cell D, nursing home only, you have not been included in the initial MnCHOICES communications. Your agency will need to identify 2 MnCHOICES Mentors and have them complete the New MnCHOICES Mentor Training in Trainlink (see trainings below). A member of the Partner Relations Team will reach out to your agency to obtain additional information.
* [Tips for Selecting MnCHOICES Mentors](https://www.dhs.mn.gov/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS16_182868)
* [MnCHOICES Mentor Handbook Contents](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs-316748)
* [MnCHOICES Mentor Roles and Responsibilities](https://www.dhs.mn.gov/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-290381)
* If your agency is contracted to provide care coordination for all rate cells CW, EW & NH, your agency has already been asked to identify 2 MnCHOICES Mentors. In the next few weeks, we will be reaching out to verify current MnCHOICES Mentors and the applications they are/will be supporting (i.e., MnSP, Assessment or both).

**Resources**

**Click on link to subscribe** to [MnCHOICES Matters Newsletter](https://tkearns86.wufoo.com/forms/mnchoices-elist-announcements-signup/)

**Be knowledgeable of the following websites:**

[**Care Coordination Website MnCHOICES page**](https://carecoordination.bluecrossmn.com/mnchoices/)

* **MnCHOICES News**
* **Communications**
* **MnCHOICES Mentor List**
* **MnCHOICES Mentor Training**

[**MnCHOICES Revision Project**](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-328289)

[**MnCHOICES**](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_180264) **(County Link)**

[**MnCHOICES Assessment (MnA) and Support Plan (MnSP) anticipated outage schedules**](https://www.dhs.mn.gov/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs-299032)

With the new guidance requiring ALL MCO care coordinators be certified assessors, if Care Coordinators have not completed all required trainings by the timeline, they will not be added at the initial MnCHOICES onboarding and will not have access to MnCHOICES. Care Coordinators will need to be manually added by your Partner Relations Consultant once all the required trainings are completed. Certified Assessor onboarding will begin in early September. At that time will be reaching out to each delegate to verify completion of required MnCAT trainings.

Delegates and Care Coordinators must track completion of training. This tracking must be made available to Blue Plus upon request. You may use the Blue Plus MnCHOICES Certified Assessor Tool for tracking and/or DHS MnCAT Certified Assessor Tracking form (individual).

As of today, complete trainings in TrainLink

**TrainLink Resources:**

* *Unique Key Request*: Never taken a DHS sponsored training class? Forgot your Training Unique Key? Need to update your information? [Click this link for the Unique Key Request Form](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_009660)
* *Help/TrainLink FAQ:* Need help? New to TrainLink? [Click this link for the Help and Trainlink FAQ page](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_142933)

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[**MnCHOICES Mentors**](https://www.dhs.mn.gov/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=DHS-290381) **should :**

* Attend [MnCHOICES Office Hours Conference Calls](https://www.dhs.mn.gov/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_191217)
* Be aware of MnCHOICES Mentor Alliance Charter (requesting clarification with DHS when MCO Mentors should participate at next MnCHOICES launch call)
* Be aware of [MnCHOICES Help Desk Form DHS 6979](https://edocs.mn.gov/forms/DHS-6979-ENG) (only mentors can use this form for technical issues, process and policy related questions should be directed to your Partner Relations Consultant)
* **Complete TrainLink trainings**
* MNCH9000
* MnCHOICES Certified Assessor Trainings **(see below)**

**All Care Coordinators should complete the following MnCHOICES Certified Assessor Trainings:**

**Care Coordinators who are not certified assessors:**

* Data Privacy Training- [Handling MN Information Securely](https://data-securitytraining.dhs.mn.gov/Account/Login)
* Complete the following TrainLink trainings by September 6th, 2021.
* MnCAT Step 1 (7 hours 45 minutes total)
	+ MNCH100
	+ MNCH101
	+ MNCH102
	+ MNCH103
	+ MNCH104
	+ MNCH105
* MnCAT Step 2 (4 hours 15 minutes)
	+ MNCH200
* MnCAT Step 3 (13 hours total)
	+ MNCH301, Part 3, step 1
	+ Cannot search on TrainLink, must use secret URL link then “click on information for taking the course” and sign on to add to your courses

Part 3, step 2 (COMING SOON)

Part 3, step 3 (COMING SOON)

**All Existing Certified assessors:**

* MnCAT Steps 3- MNCH301A

**Required for recertification as applicable:**

* Annual Data Privacy Training- [Handling MN Information Securely](https://data-securitytraining.dhs.mn.gov/Account/Login)
* CLU’s and MnCAT Steps 4 (recertification)

Please reach out to your Partner Relations Consultant if you have any questions.

Thank you,

**Partner Relations Team | Government Markets**

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