August 27th, 2021

Dear Care Coordination Partners,

The purpose of this communication is to obtain key access information for the MnCHOICES onboarding process. DHS announced the Revised MnCHOICES launch is scheduled for November 1st, 2021. Attached are 2 lists that need your attention:

1. Master Blue Plus MnCHOICES Mentor List
2. Blue Plus Access Request for Onboarding sheet

Master Blue Plus MnCHOICES Mentor List:

This list contains your Blue Plus Mentor information reported by your organization. It is important to keep this list current.

Required Actions:

* Review the Master Blue Plus Mentor List and provide any updates/changes to the list in an email response to your Partner Relations Consultant.
* Include the following information in the email: Mentor name, phone number, email address, MnCHOICES applications to be supported, and whether DHS has been notified of the change.

Blue Plus Access Request for Onboarding sheet:

The Onboarding process is a onetime initial loading of your agency staff to provide access to the revised MnCHOICES application. The attached spreadsheet will collect the necessary data needed for DHS to complete this process prior to the launch.

Only the Blue Plus Security Liaison can make add/edit/remove access requests. A process similar to the MnSP Access Request will be developed to communicate these requests with your Partner Relations Consultant.

Required Actions:

* Review the spreadsheet to verify all staff are included on the list who will require access to the revised MnCHOICES application.

Please return completed sheet to your Partner Relations Consultant no later than **Friday, September 10, 2021.**

***Tips* for completing the Blue Plus Access Request for Onboarding sheet:**

* Read the instructions on the 3rd tab of the Blue Plus Access Request for Onboarding



* All MnCHOICES Mentors must select MnCHOICES Mentor on column O as their “*Job\_Title*” regardless of their other roles (care coordinator, supervisor, etc.). Job title does not determine your role or access type and does not need to match.
* Do NOT delete any names
	+ Staff no longer needing access, update column A “*Needs\_Access*” from “Y” to “N”
	+ Duplicate names, update column A “Needs Access” from “Y” to “N” for each duplication
	+ Name changes, make updates on the same row and place the previous name in parathesis and red font
* For staff not on the list that will need access to MnCHOICES, upon completion of their Handling MN Information Securely training, add staff to the bottom of the list and complete all fields in that row
* *“Location\_Name”* should be “<Name of your agency> – Blue Plus”
* For users that will need a User ID assigned select “Y” in column F “Needs \_New\_ID”
* Your User ID may be “PW#” or “X1#” depending on the agency you work for.
* Blue Plus was not selected as a Pilot participant, this field should be “N” for all users
* For Supervisor PW, enter the required Supervisor PW or X number
* Staff that have not completed all their required trainings (Handling MN Information Securely and MnCAT) will not be loaded during the initial onboarding; these will require manual access requests by the **Blue Plus** Security Liaison.
* Staff may have more than one role. Select “Y” for each “Staff Role” required.
* Staff Role CC MSHO MSC+ should be selected for all Care Coordinators. This role provides comprehensive access to the revised MnCHOICES applications.
* Staff Role Security is only for Blue Plus Security Liaisons, this must be “N” for all of your staff
* Only select “Y” to “Staff\_Role\_Certified\_Assessor” if you have completed all your required trainings.
* Selecting “Y” to “Staff\_ Role\_Certified\_Assessor” will require input of your TrainLink ID. DHS will verify training completion prior to launch.
* Contact your Partner Relations Consultant for any questions regarding the onboarding list

As a reminder, all Care Coordinators will need to complete the [MnCHOICES Certified Assessor Trainings (MnCAT)](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs-329820) and [Handling MN Information Securely Training](https://data-securitytraining.dhs.mn.gov/Account/Login) prior to the Revised MnCHOICES launch.

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

Thank you,

**Partner Relations Team | Government Markets**

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