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| **Information for users:** After the May 31 release, the screening documents will automatically update when an assessor selects “Get Results.” To achieve this, the MnCHOICES Assessment completion requirements will include Assessment Results and Get Results. An assessor must meet all completion requirements in Activity Information and Functional Assessment for the get results button to appear.This is a screen shot of the MnCHOICES Assessment Completion Requirements showing the new Assessments Results and Get Results requirements. Also, an assessor must meet all completion requirements to view screening documents from print menu. If an assessor changes responses in “Activity Information” or “Functional Assessment” after selecting “Get Results,” the “Assessment Results” and “Get Results” completion requirements will change back to unmet. * Users must select the get results button again to update the assessment results and meet the completion requirements.
* Selecting get results button again will update the applicable screening documents.

This enhancement addresses several issues users have experienced since launch: 1. Changes will be automatically reflected in screening documents when “Get Results” is used.
2. Users will no longer experience incomplete screening documents when the functional assessment is incomplete.
3. Users completing the Elderly Waiver Residential Services tool within the support plan will receive accurate assessed needs based on assessment summary for Customized Living services.

**Training material update:** MnCHOICES Workflow-MnCHOICES Assessment course (MNCH303/MNCH303a), Assessment Results and Assessment Summary module, is updated. Use MNCH303a to review the change.Review slide 1.5 “Completion Requirements and Get Result”. If the TrainLink module 1.5 title reads “Completion Requirements” you are seeing old content and need to take these actions:* Log out of TrainLink
* Clear your browser cache.
* Log back into TrainLink.
* If that does not resolve it, log into TrainLink with another browser.

**May 31st Updates and Release Summary:****1. Resolved Current Functionality items: Fixed in the release** **(9 fixes of which include 1 critical functionality item)*** **Person contacts heading-Description:** When a user entered an organization as a contact in a person’s profile and leaves “First Name” and/or “Last Name” blank, the contact name dropdown menu in the assessment and support plan form appeared blank.
	+ **Changes made:** When adding a contact in the Person’s record, the “First Name” and “Last Name” fields will be required prior to saving the contact. The organization field will no longer be required to save.
* **MnCHOICES Assessment: Assessment Results heading-Description:** When a user selected get results, the system did not notify the user if any required fields are incomplete. If some required fields were not complete, MnCHOICES produced assessment results and screening documents that may have inaccurate or incomplete information.
	+ **Changes made:** Completion Requirements include Assessment Results and Get Results. For the “Get Results” button to display, all Completion Requirements must be met in Activity Information and Functional Assessment. All Completion Requirements must be met to view Screening Documents from print menu. In addition, screening documents automatically update when "Get Results" button is selected.
* **MnCHOICES Assessment: Screening document heading-Description:** Assessment data was not pulling into the Type B service agreement correctly for a person who needs certain complex health treatments and/or a person who has other congenital or acquired diseases that require extensive physical assistance. **This is a critical functionality item**.
	+ **Changes made:** **The application will correctly pull assessment data into the Type B service agreement and a manual correction is no longer needed.**
* **Support plan: Health Risk Assessment (HRA) heading-Description:** When creating a support plan for a HRA, “HRA” is not available in the new form’s “Program” dropdown menu and users must choose “Other.”[DHS ID 85509]
	+ **Changes made:** “HRA” is an option in the “Program” dropdown menu.
* **Support plan: Health risk assessment (HRA) heading-Description:** When "Modifications, Assistive Technology and Remote Support" service type was selected in an SP-HRA, "Support description," "Frequency of use" and "Technology support contact" did not appear on screen. However, they appeared on the SP-HRA printout without a response.
	+ **Changes made:** “Support description,” “Frequency or use” and “Technology support contact” fields will display in a SP-HRA when “Modifications, Assistive Technology and Remote Support” service type is selected.
* **Support plan heading-Description:** The support plan end date in “Effective Date Range” populated incorrectly.
	+ **Changes made:** The end date will display correctly, and a manual correction is not needed.
* **Support plan: Services and Supports, Service Type-Services that Support Me heading-Description:** Not all services associated with a HRA are available in the “Service Name” search.
	+ **Changes made:** The SNBC and MSHO/MSC+ care coordinator roles will have the full list of services associated with a HRA to choose from.
* **Support plan printout heading-Description:** “Date of Last Assessment” is not shown or is inaccurate on the MCO support plan (SP – MCO/MnA) printout.
	+ **Changes made:** “Date of Last Assessment” will accurately display on the MCO support plan (SP – MCO/MnA) printout and a manual correction is no longer needed.

**2. Removed Current Functionality and Future Enhancements document item:** * **MnCHOICES Assessment heading-Description:** Users with a certified assessor role at the same location can edit two MnCHOICES assessments at the same time, even when they are not assigned to the person. This can also happen on other forms.
	+ This item has been removed, DHS has decided not to pursue modification to functionality at this time.

**3. Other changes made - not listed in the Current Functionality and Future Enhancements document:*** **Description:** Two issues existed in the Safety and Well-being section, My Plan to Address Safety Needs subsection of the Support Plan – MCO (SP – MCO/MnA).
	+ **Changes made:** When Services Offered are selected and the SP – MCO is taken offline, the Services Offered will not disappear when returning the form online. The Services Offered field name will always display and no longer change to “Selected Services Offered”.
* **Description:** When a person's Medicare Status is "Unknown", the Effective Start Date was being set to the date the record was processed; however, the Effective Start Date value should be blank for consistency with other Health Info records.
	+ **Changes made:** All person records with Medicare Status as “Unknown” will have the Effective Start Date value cleared.
* **Description:** Micro learnings could not be accessed through the Help Center; users could only watch the videos by going to TrainLink.
	+ **Changes made:** Micro learnings are available to download from the Help Center.
* **Description:** When entering the Assessor name field in the OBRA I Form, the assessor used a drop down and scroll feature to select their name.
	+ **Changes made:** A text box will display for the assessor to type their name in Assessor name field.

**4. New additions to the Current Functionality and Future Enhancements document (10 additions which include 0 critical functionality items):*** **Person record: Assignments-Description:** When a user assigns a location or staff member to a person record and chooses an effective date in the future, the status of the assignment will display “Approved pending”. The users will be unable to complete their work until MnCHOICES moves the status to “Active”. The status moves to “Active” the day after the effective date allowing the staff to begin their work. [DHS ID 138041]
	+ **Directions:** When a user wants to assign a location or staff member with a future effective date, the user will select a day prior to when the staff need to begin their work.
* **Person record: Assignments-Description:** MSHO/MSC+ Care Coordinators do not have role permissions to create a MnCHOICES assessment form and must be assigned to a person record as Certified Assessor.[DHS ID 139694]
	+ **Directions:** When two certified assessors (county/tribal nation assessor and MCO assessor) must be assigned to the same person record, communicate and coordinate with the other assessor to mark an assessment complete. Then, unassign first assessor so the next can start their work.
* **MnCHOICES Assessment: Screening documents -Description:** In the ALT2 section of the LTC Screening Document, the field name "OBRA Level 2 referral - DD" field does not automatically populate a value of “Y” when “Is there a history of a DD diagnosis” value is “Y”.
	+ **Directions:** Manually change the “OBRA Level 2 referral – DD” response to “Y” if “Y” is the response to “Is there a history of DD diagnosis?”
* **MnCHOICES Assessment: Screening documents-Description:** The Type B service agreement is populating with an “X” when the person has 6-8 ADLs and the response to “Increased time for physical assistance with ADLs” is the person “Does not require significantly increased time to physically assist in completion of ADLs”.

**Directions:** Review the “Extended time due to the person’s condition” response in the CFSS Home care assessment results section. If this result is “Not met”, remove the "X" from the Other congenital/ acquired diseases field of Type B Service Agreement printout.* **Support plan: Services and Supports, Service Type-Services that Support Me-Description:** The support plan displays the CFSS section when any of the following services are selected:
	+ - Home Health Aide Visits and extended unit codes
		- Home care nursing (HCN) State plan units and extended unit codes
		- Home Care Therapies (physical, occupational, speech and respiratory therapy)  Extended codes only – state plan therapies are not on the authorization
		- Skilled nursing visit
	+ **Directions:** When a person is not receiving CFSS services and one of the above services are selected, the user must complete the required items to close their support plan.

CFSS representative: This may or not be present, when present, the user must add a contact into the person’s profile with the name of Not Applicable.  Select this option when returning to the support plan.   Primary diagnosis: Select the person’s primary diagnosis from drop-down menu.  PCA Supervision: Select “No” in the drop-down menu.  * **All Data report-Description:** The connection between “Capacity to function safely when alone” and “24-hour plan of care” was removed in the application with the 5/3/2024 release, however the column label on the “MnCHOICES Assessment - All Data” report was not updated to align with the change and continues to use the previous column label “Capacity to function safely alone requiring identified person”.
	+ **Directions:** When data users review the “MnCHOICES Assessment - All Data” report, column labels display correctly for assessments completed prior to the release on 5/03/2024. For Assessments completed after the 5/03/2024 release, data for “24-hour plan of care” will display under the label “Capacity to function safely alone requiring identified person”.

**5. Help Center updates:**1. **Current Functionality and Future Enhancements v.05.31.2024 document:** Will be loaded into theMnCHOICES Help Center the week of June 3, 2024.
2. **Smart Guide: SP-HRA.v3. [4/23/2024]:** A table of contents was added and a list of statuses. The document was thoroughly reviewed to ensure it aligned with current functionality of the form.
3. **MnCHOICES User Manual v2 [5/24/2024]:**
* Added caseload tile limit is 20 and is alphabetical by first name in ascending order. To review your full case load to Navigation header and choose Queries and on the Queries page choose the filter.
* Added a Contacts icon section

**6. Training updates in the following TrainLink courses with modules indicated:*** MnCHOICES Workflow-MnCHOICES Assessment: Assessment results module updated with these instructions. View changes in MnCH303a –slides 4, 5, 6, 9, 10, 15, removed MMIS administrative tasks slide, added eligibility update slide and updated the what you learned slide.

**7. MnCHOICES PartnerLink Page:** MnCHOICES revision will be moved to the archive page May 31, 2024.  |