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| MnCHOICES Updates **Assessment interview time: New process** To inform mentors of a process change for documenting assessment interview time within the revised MnCHOICES Assessment. Mentors must inform users at their agency of the new policy and procedure taking effect on September 1st. Reason for the change: The County State Workgroup (CSWG) and DHS determined there is a need to track the intake and assessment activity time beyond the assessment interview time. DHS will use data collected to gain a better understanding of how long the assessment process takes and to inform additional strategies to streamline processes. User instructions: Lead agency users who conduct MnCHOICES Assessments must review the Tracking Assessment Completion Time policy and procedure document. The “Assessment interview time” fields within the MnCHOICES Assessment will be repurposed to document the total time of the assessment process aligning with intake and assessment activities taken from the Social Service Time Study (SSTS).  This new process will take effect on September 1st. Attachments: Tracking Assessment Completion Time policy and procedure document  This document will be added to the revised MnCHOICES Help Center. **Legacy applications: Retirement** To provide all users with information about the retirement of MnCHOICES legacy applications (MnCHOICES Assessment and MnCHOICES Support Plan) on Oct. 1, 2024. Mentors will provide this email to all MnCHOICES users MnCHOICES 1.0 legacy applications (MnCHOICES Assessment and MnCHOICES Support Plan) will be retired on October 1, 2024. Effective Oct. 1, 2024, users will no longer be able to access the legacy (MnCHOICES Assessment and MnCHOICES Support Plan) systems.  Users will be able to review information created in legacy 1.0 and prevent losing data by:   * Ensuring all work in MnCHOICES 1.0 legacy applications is in a closed status by Sept. 30, 2024. * Making sure that all people have a person record created in MnCHOICES Revision so that the MnCHOICES 1.0 legacy applications data can attach to a person record in Revision. * DHS is loading legacy system data to each person record available in the revised MnCHOICES application as pdfs. The last load occurs in October.   Users will find these pdf’s (historical information) in the revised MnCHOICES person record, attachment icon.  Here is the naming convention and example of historical data that will be loaded by DHS as an attachment in a person’s record.   * Assessment: Assessment\_FirstInitial\_LastName\_DocumentID\_CompleteDate   + Example: Assessment\_M\_Jones\_153645\_11.10.19 * Community Support Plan: CSP\_FirstInitial\_LastName\_DocumentID\_CloseDate   + Example: CSP\_M\_Jones\_152504\_11.10.19 * Community Services and Support Plan: CSSP\_FirstInitial\_LastName\_CloseDate   + Example: CSSP\_M\_Jones\_152104\_11.10.19 * Rate Plan: RatePlan\_FirstInitial\_LastName\_DocumentID\_CloseDate   + Example: RatePlan\_M\_Jones\_152300\_11.10.19 * Service Detail Report: HCPC\_MOD\_FirstInitial\_LastName\_CSSPID\_OR\_RatePlanID\_ServiceEndDate   + Example: T2031\_U6\_M\_Jones\_152015\_11.10.19.   Go to the MnCHOICES Help Center: “Smart Guide: Adding a person” for more information. **Questions:** MnCHOICES mentors use the[MnCHOICES Help Desk Contact Form, DHS-6979](https://urldefense.com/v3/__https:/edocs.dhs.state.mn.us/lfserver/Public/DHS-6979-ENG__;!!CwIvYz4dIaSa!Od3oQsFuCfWAs438wOKOUreOZY4oLFHVMj1RIEVOpiiSOJeJAta7kJ1i9HYj58RBCvMo2NElCMSSAnaiMyvTqsprLeDMbg$)to submit their agency’s questions or concerns. |