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| MnCHOICES Assessor Certification Status Report & Monitoring Instructions**Purpose:** To announce the release of the MnCHOICES application’s Assessor Certification Status report and provide instructions to lead agencies to monitor their assessor’s certification using the report. Mentors must share the instructions for monitoring assessor certification and use of the Assessor Certification Status report. **Monitoring assessor certification:**Lead agencies are responsible to closely monitor the certification status of their MnCHOICES certified assessors. The Assessor Certification Status report will replace the Statewide list of Certified Assessors as the reference system available to verify certification periods for each certified assessor.Training completion dates are part of the staff member profile (credentials) within the MnCHOICES application. When an assessor generates their certificate in TrainLink their data is updated in the database. Each night, assessor certification data is sent to MnCHOICES from the assessor credential database. The Assessor Certification Status report compiles the training completion data for the use of lead agencies in monitoring their assessor’s certifications.**Lead agency supervisor/manager responsibility:**Review the Assessor Certification Status report in the MnCHOICES application each month to monitor assessors to make sure their certification has not lapsed. Lead agencies will prompt their staff to complete the recertification module within 30 days from the date of their last certification. Agencies will follow the [Recertification Instructions](https://urldefense.com/v3/__https%3A/www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=mndhs-067109__;!!CwIvYz4dIaSa!MWS0zVLwklVGbrYs0WefG_NQ9MB-9nB613lnxIA5nrNr8-f_c-RBRbUZZwDulUaWVGAuEJZhoDlqEQ8OwyVUZqTeXeacXQ$).**DHS responsibility:**Complete a quarterly review of the Assessor Certification Status report for certifications that have lapsed passed 30 days. DHS will follow its [Lapsed certified assessor audit protocol](https://urldefense.com/v3/__https%3A/www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs-313354__;!!CwIvYz4dIaSa!MWS0zVLwklVGbrYs0WefG_NQ9MB-9nB613lnxIA5nrNr8-f_c-RBRbUZZwDulUaWVGAuEJZhoDlqEQ8OwyVUZqQWsEe3_w$) of Certified Assessor monitoring.**Assessor Certification Status report:**The Assessor Certification Status report is in the MnCHOICES application. Staff members with these roles can review the Assessor Certification Status report:* Agency reports
* Lead agency security admin
* Lead agency supervisor
* Delegate supervisor
* Contracted case management supervisor

Go to the MnCHOICES navigation header and select “Reports” to open the Assessor Certification Status report.Screenshot of MnCHOICES application showing the Assessor Certification Status report within the Reports section. The report has two tabs:* **Summary**
* **Detail**

The filters on the left-hand side of the screen can be used to reduce the search results. The filters are Organization, Location, User, and Numbers of Days before Credentials Expire. Screenshot of MnCHOICES application showing the Summary and Detail tabs of the Assessor Certification Status report. On the Detail page: Hovering the mouse pointer over the upper-right corner of the table shows:* **Filter:** Shows additional filter options used to get the search results on the right-hand side of the screen.
* **Focus mode:** Removes all search results that do not match the selected filters. Use “Back to reports” to get back to the main reports screen.
* **Ellipsis:** Provides more options for the selected data, including export, show as table, spotlight, get insights, sorting order and sort by.
	+ Export allows users to pull data to an Excel document and change the sort order.

Screenshot of MnCHOICES application showing the Filer, Focus mode, and Ellipsis icons of the Assessor Certification Status report. **Questions:** MnCHOICES mentors use the [MnCHOICES Help Desk Contact Form, DHS-6979](https://urldefense.com/v3/__https%3A/edocs.dhs.state.mn.us/lfserver/Public/DHS-6979-ENG__;!!CwIvYz4dIaSa!MWS0zVLwklVGbrYs0WefG_NQ9MB-9nB613lnxIA5nrNr8-f_c-RBRbUZZwDulUaWVGAuEJZhoDlqEQ8OwyVUZqQqHtQMmA$) to submit their agency’s questions or concerns. |