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| **November 2024 Release Summary****Purpose:** To provide MnCHOICES mentors and users with the following update and release summary. **1.** **Resolved Current Functionality items:** * **Person record: Progress notes heading-Description:** The MnCHOICES system would convert some dates entered using a forward slash (/) into a fraction in “Note” in the progress notes section (e.g. 1/2/2024).
	+ **Changes made:** The use of a forward slash (/) will no longer result in the date converting to a fraction.

* **MnCHOICES assessment: Assessment summary heading-Description:** Assessment items are grouped into categories representing assessed needs, which are then shown in the assessment summary and carried over to the support plan. However, the categories did not include "Risk of self-neglect" and "Vulnerability in relationships" under the self-preservation category. If a person has a need in one or both areas but lacked any other self-preservation needs, the self-preservation category did not display.
	+ **Changes made:** The self-preservation category of need will print to the Assessment Summary and carry over to the support plan when a person has a need in the "Risk of self-neglect" and/or "Vulnerability in relationships" areas of self-preservation.
* **MnCHOICES assessment: Assessment summary heading-Description:** Appeal information was missing from the “Assessment summary” printout of assessments created after the Aug. 23, 2024, release.
	+ **Changes made:** The “Appeal Notice and Instructions” information is included in the Assessment summary printout when the response to “I am the Care Coordinator and Need the Staying Healthy Section” in the Assessment details screen is “Yes – Staying Healthy with Notice of Action and Signatures” or “No”.
* **MnCHOICES assessment: Screening documents heading-Description:** If the marital status was other, common law or living with partner, the marital status field on the LTC Screening Document was blank.
	+ **Changes made:** When “Other”, “Common Law”, or “Living with Partner” is selected from the Marital Status dropdown within the Person’s Profile under Attributes the following values will display on the LTC Screening Document printout in the Marital Status field 25:
		- Other = 99
		- Common Law = 01
		- Living with Partner = 01
* **Support plan heading-Description:** When PCA T1019 or T1019TG are entered into the support plan, the CFSS section does not appear and users are not able to enter in information about the CFSS representative, diagnosis and PCA supervision.
	+ **Changes made:** The CFSS section of the support plan will now display, and users will no longer need to add CFSS information to the support instructions section.
* **Support plan printout heading-Description:** The system showed that a person on EW with case mix “L” was eligible for 24-hour customized living in Support plan — MnCHOICES assessment (SP — MnA) and Support plan — Managed care organization/MnCHOICES assessment (SP-MCO/MnA), and the system allowed a user to calculate a rate for 24-hour customized living (HCPC T2031 TG). However, case mix “L” is not eligible for 24-hour customized living.
	+ **Changes made:** A person on EW with a case mix “L”will no longer show as eligible for24-hour customized living.

**2. Updated Current Functionality and Future Enhancements document items:** * **Support plan-Description:** A user can change “Effective date range” in the overview section of any support plan after services and supports are authorized. This may cause the services and supports to be authorized outside of the service span. This means the support plan with an updated effective date range cannot be revised.
	+ **Directions:** Change the services and supports to be within the support plan span first if the effective date range must be changed. If a user authorized services outside the effective date range and the status of the support plan is Plan Approved, the user will need to create a new support plan.

**3.** **Removed Current Functional****ity and Future Enhancements document items:** * **Support plan printout-Description:** The name of the CFSS representative may not appear on the support plan printout.
	+ This item has been removed; after analysis by our vendor (FEI) it was determined the reported issue was a user error and the system is functioning as expected.

**4.** **Other changes made - not listed in the Current Functionality and Future Enhancements document:*** **Description:** Only staff members with certified assessor and care coordinator role were able to edit the “Date sent” field in the Assessment Summary - Introductory Letter subsection of a MnCHOICES Assessment. Support Staff did not have the ability to change move the MnCHOICES Assessment status from In-Progress to MMIS Ready.
	+ **Changes made:** Staff members with support staff role an edit the “Date sent” field in the Introductory Letter and to move the MnCHOICES Assessment status from In-Progress to MMIS Ready.
* **Description:** In the MnCHOICES Assessment, Assessment Summary section - Summary of your assessment subsection, text was required in the “Completed by assessor” and “Recommended by assessor” fields to save.
	+ **Changes made:** Text is no longer required in the “Completed by assessor” and “Recommended by assessor” fields to save, however these fields require text before the completion requirements can be met.
* **Description:** The CFSS, Alternative Care and Waiver Programs section of the Support Plan Signature Sheet displayed statements and information inaccurately. Users were unable to indicate how much time the person would use for services or supports that are not CFSS.
	+ **Changes made:** The CFSS, Alternative Care and Waiver Programs section of the Support Plan Signature Sheet will only display when a person is eligible for CFSS and a waiver (CAC, CADI, DD, BI, EW, AC). Budget Information (Total CFSS Time or Total CFSS Minutes Planned for an Alternative Service) for CFSS in the About Plan section will display on the Support Plan Signature Sheet based on the selected response in the dropdown for how the person chooses to use their CFSS services.
* **Description:** A person’s case mix did not display on the Support Plan for all program types.
	+ **Changes made:** The case mix will now display on the About Plan screen in the Budget Information section of Support Plan and Support Plan-MCO for CADI and BI programs. The case mix will also display on the Support Plan printout. Case mix will continue to display for EW, AC and Temp AC program types.
* **Description:** Within the Get Rate screen of support plans for the following Elderly Waiver services, Customized Living (T2031), 24-Hour Customized Living (T2031 TG), Adult Family Foster Care (S5140), and Adult Corporate Foster Care (S5140 U9), there were subheading called “Errors and Warnings.” The field labels and messages within this section were not clear when there is an error or warning for users.
	+ **Changes made:** The Error and Warning labels have been updated to the following and when an Error or Warning is detected the description will display under the label:
		- For 24-Hour Customized Living, the field name “Error: The current rate plan does not qualify for 24-Hour Customized Living” is changed to “Error”.
		- For Customized Living and 24-Hour Customized Living, the field name “Warning: Rate Plan exceeds limit” has changed to “Warning”.
		- For Adult Family Foster Care and Adult Corporate Foster Care, the field name “Warning: Rate exceeds case mix budget caps” has changed to “Warning”.
* **Description:** Lead agencies have used the Statewide list of Certified Assessors, located on PartnerLink, as the reference system to verify certification periods for each certified assessor.
	+ **Changes made:** A new report, Assessor Certification Status, is available in MnCHOICES for lead agencies to monitor the certification status of their MnCHOICES certified assessors. An additional communication will be sent to MnCHOICES Mentors to provide instructions for monitoring assessor’s certification using the report. Staff members with these roles can view the Assessor Certification Status report:
		- Agency reports
		- Lead agency security admin
		- Lead agency supervisor
		- Delegate supervisor
		- Contracted case management supervisor.

**5.** **New additions to the Current Functionality and Future Enhancements document:*** **Support plan: Services and supports, Services type – Services that support me-Description:** When a user completes an EWRS tool while the support plan status is still “In Progress”, they can see which component services have assessed needs, add service hours and calculate a rate. This information should not be available until the support plan is moved to “In Progress - Assessment Complete” status. When the tool is completed before this status change, the support plan printout will not show all the necessary information. It will show the correct daily rate, but will not show assessed needs or the service time increments that were entered for each assessed need.
	+ **Directions:** If the EWRS tool was completed in the “In Progress” status, the user will have to either print the rate inputs from their web browser or hand correct the printout before distributing it.
* **Support plan printout-Description:** When printed, support plans with transition plan as the reason for them are missing information. The daily rate is correct, but the EWRS rate information does not show assessed needs and the service time increments entered by the user.
	+ **Directions:** Print the rate inputs from the web browser or hand correct the support plan printout before giving it to the person.

**6. Help Center updates:*** **Current Functionality and Future Enhancements v.11.2024 document:** Will be loaded into the MnCHOICES Help Center during the week following the release on November 14, 2024.

**7. Training updates in the following TrainLink courses with modules indicated: To review updated training modules clear your cache and then log into TrainLink.*** **MnCHOICES Access and Navigation (MNCH900): Person record: (Loaded 11/7/2024)** A list of profile sections is added to the module and introduces the User Manual in the Help Center to assist user navigation in MnCHOICES. It also notes where MnCHOICES pulls address information form and how to report changes to the United Postal service database. In addition, a slide is added to discuss disability certification status is being used to determine program eligibility.
* **MnCHOICES Access and Navigation (MNCH900),** **Forms:** **(Loaded 10/31/2024)** Added office Hours slide no emojis in text boxes.
* **MnCHOICES Workflow: Health Risk Assessment (MNCH911), Starting an HRA - Slide 17: (Loaded 10/22/2024)** Information will copy over from the previous HRA.  If the Assessments Results dropdown options “Person declines” or “Person is not located” are selected all copied information will be removed from the HRA.
* **MnCHOICES Workflow: Support Plan (MNCH920),** **Safety and wellbeing and signature page:** **(Loaded 11/8/2024)** Added two new slides from office hours. Slide 13 use support plan print and indicate signature to print and collect a handwritten signature. Slide 18 how to review a handwritten signature.
* **MnCAT Step 2 (MNCH200/200a), State Plan services:** **(Loaded 11/13/2024)** Updated the PCA/CFSS slides to review the released CBSM page (slides 3 to 8).

**8. MnCHOICES PartnerLink Page:** * [**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!Ma4UApI1bX_5drw1Ol-R9VWcayq-VPJ5OCb_PzKWv4BaoDir58cmxX5uISx0DkR_RCwNsCt965KKTox1JVVQYiPjKLEC1g$) **(Loaded 11/14/2024):** The monitoring assessor certification section includes DHS expects assessor certification will be monitored in MnCHOICES using assessor certification status report. This includes which roles can view the report and how to use the report tabs to monitor assessor certification in the application. The statewide certified assessor list is removed from MnCHOICES PartnerLink. Agencies can monitor assessor certification credentials as often as daily because MnCHOICES receives a nightly load from the Credentials database.
* [**Lapsed certified assessor audit protocol**](https://urldefense.com/v3/__https%3A/www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs-313354__;!!CwIvYz4dIaSa!Ma4UApI1bX_5drw1Ol-R9VWcayq-VPJ5OCb_PzKWv4BaoDir58cmxX5uISx0DkR_RCwNsCt965KKTox1JVVQYiNUzJpLbw$) **(Loaded 11/14/2024):** DHS will continue to monitor to ensure assessors lapsed more than 30 days are not completing assessment. This audit will occur on a quarterly basis. The protocol is updated to clarify the process timing.
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