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| January 2025 MnC Release Updates***\*This is a duplication of the email sent by DHS on 1/17/2025 but we’ve removed content not applicable to seniors – if you have already reviewed, you can disregard this Communique.*** **Purpose:** To provide MnCHOICES mentors and users with the following update and release summary. **1.** **Resolved Current Functionality items: Fixed in the release** **(5 fixes which includes 0 critical functionality items)*** **MnCHOICES assessment heading-Description:** A user must select a response to “Additional information provided and discussed as needed” in the assessment and program acknowledgement section to fulfill completion requirements for an assessment.
	+ **Changes made:** A new response option, “N/A” will display under “Additional information provided and discussed as needed” and should be selected when the person is not provided one of the listed resource or any other additional information or resource. Selecting “N/A” will fulfill the completion requirements of this portion of the assessment and program acknowledgement.
* **Support plan: Services and supports, Service type – Services that support me heading-Description:** A user cannot add six Moving Home Minnesota (MHM) services to support plan forms using the service type “Services that support me,” as they should. The six services are different variations of “Cost for finding housing/employment.”
	+ **Changes made:** The following six Moving Home Minnesota (MHM) services are now available for selection in the support plan using the service type “Services that support me”:
		- Cost for Finding Housing/Employment - Ancillary (Recipient Lodging), day, MHM - A0180, U6
		- Cost for Finding Housing/Employment (Escort Lodging), per day, MHM - A0200 U6
		- Cost for Finding Housing/Employment (Escort Meals), per day, MHM A0210 U6
		- Cost for Finding Housing/Employment A0170 U6 Housing Support 143 (parking fees, tolls, etc.), MHM - A0170 U6
		- Cost for Finding Housing/Employment (Recipient Meals), per day, MHM - A0190 U6
		- Cost for Finding Housing/Employment (Transportation Case Worker), per mile, MHM - A0160 U6
* **Support plan: Services and supports, Service type – Services that support me heading-Description:** A user could not choose a consultation services provider in the support plan as a service provider for a person using CFSS.
	+ **Changes made:** CFSS consultation service providers are now available to choose in support plans. Use the service type “Services that support me” when adding the service or support.
* **Support plan: Services and supports, Service type – Services that support me heading-Description:** For a person using CFSS, some services were not available for selection in the support plan.
	+ **Changes made:** The following services are now available for selection in the support plan:
		- Budget — CFSS worker training & development S5116, UB, UD
		- Budget — CFSS extended services (1:1) T1019, UB, UC
		- Budget — CFSS extended services, complex (1:1) T1019, UB, UC, TG
		- Budget — CFSS reduction (1:1) T1019, UB, U5
		- Budget — CFSS reduction, complex T1019, UB, U5, TG
		- Budget — CFSS temporary increase (1:1) T1019, UB, U6
		- Budget — CFSS temporary increase, complex (1:1) T1019, UB, U6, TG
		- Budget — Continuation of benefits (1:1) T1019, UB, U4
		- Budget — Continuation of benefits, complex (1:1) T1019, UB, U4, TG
		- Budget — FMS fee T2040, UB, UA
		- Budget — Failed background study fee T2040, UB, UA, U6
		- Budget — CFSS personal care T1019, UB
		- Budget — CFSS personal care, complex T1019, UB, TG
		- Budget — CFSS goods and services T5999, UB
		- Agency — CFSS goods and services T5999, U9.
* **Support plan printout heading-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 the assessed needs and the service time increments entered by the user.
	+ **Changes made:** The EWRS rate information will display the assessed needs and the service time increments entered by the user when support plans with transition plan are printed.

**2. Updated Current Functionality and Future Enhancements document items:** * **Support plan signature heading: (Updated title) Different requirements for the signature section of a Support plan**

**(Updated) Description:** The SP must have a signature even when a person cannot be located or refuses to complete a support plan. Support plans cannot be moved to “Plan approved” status without a signature.* + **(Updated) Directions:** Users must upload a handwritten signature file in the person’s signatures section using the signature sheet located in the MnCHOICES Help Center or by printing the person’s support plan.
		- Write in the signature line "Unable to obtain signature, attempted multiple requests" on the signature sheet.
		- Upload the signature sheet to the person’s signature and type in the Name field “refused to sign” and move the status to "Plan approved."

**3.** **Removed Current Functional****ity and Future Enhancements document items:** * **Person record: Health information heading-Description:** “Health insurance” might not populate correctly when a person is covered by Medical Assistance (MA) — the state-administered Medicaid program — in the health information icon window in the person record.
	+ This item has been removed; analysis of this issue confirms it was the result of an error in processing the Health Information Data which was resent subsequently correcting the problem. Any subsequent occurrences can be fixed with a request to update to Health Information using the MnCHOICES Help Desk Contact Form.

**4.** **Other changes made - not listed in the Current Functionality and Future Enhancements document:*** **Description:** Users had to complete all fields on the screening document screen in a MnCHOICES assessment before being able to save the responses and navigate to a different screen.
	+ **Changes made:**The screening documents screen can now to be saved before all manually entered fields are complete. The MnCHOICES assessment form’s completion requirements will show as met when all the manually entered fields are complete.
* **Description:** In Support Plan-HRA with program type of Health Risk Assessment, if care coordinators entered a service not paid for by the MCO under “Services that support me”, they were required to link the service with a provider name and generate a rate before they could save.
	+ **Changes made:** Care coordinators can save the service without linking it to a provider or generating a rate.
* **Description:** In SP-MnA or SP-MCO/MnA, when a person is utilizing the Elderly Waiver and has any service or support authorized under service type "Services that Support Me", an "Assisted Living Verification Code" text box displays.
	+ **Changes made:** As a result of a state legislative change effective August 1st, 2024, the "Assisted Living Verification Code" text box is no longer needed and has been removed.

**4.** **New additions to the Current Functionality and Future Enhancements document****:*** **Support plan: Services and supports, Service type – Services that support me heading-Description:** DHS no pay provider is unavailable for CFSS budget and agency model services. Users are not able to add as a provider using the service type “Services that support me”.
	+ **Directions:** Choose “Add service or support” to add CFSS Services (including Consultation Service Providers)whenthe provider is unknown. Then, select “People and community organizations that support me” and type in the organization’s name. Include a support description that includes service details. Manually enter DHS no pay code information in the service agreement for entry in MMIS.
* **Support plan printout-Description:** When more than one service entered has the same total cost of another service, the overall cost of services section is shown correctly on Support Plan – MCO/MnCHOICES Assessment (SP — MCO/MnA) and Support Plan – MnCHOICES Assessment (SP – MnA) in the application but is incorrect on the support plan printout.

For example, if a person has two services each costing a total of $79, the total for authorized services shows correctly as $158 in the overall cost of services section of “My Supports.” However, the support plan printout shows an incorrect total of $79. * + **Directions:** Manually correct the support plan printout with the correct overall cost of services shown in the support plan in the application.

**5. Help Center updates:*** **Current Functionality and Future Enhancements v.01.2025 document:** Will be loaded into the MnCHOICES Help Center during the week following the release on January 16, 2025.
* **MnCHOICES User Manual v. 3 (Loaded 1/3/2025):**
	+ Text boxes and other fields that accept text: Do not enter emojis in textboxes. This rule applies to all messages, notes, comment boxes and text fields that appear allowing the user to enter more information when they select other for an item in the application.
		- Emojis cause issues when data is transferred.
		- Use only regular letters, numbers and basic punctuation.
	+ MnCHOICES uses the United States Postal Service (USPS) Address Information System (AIS) ZIP + 4® program to match verified addresses in the official USPS database as more information is added. This section includes what verified means and where to report incorrect addresses.
* **Smart Guide: SP-HRA v.5 (Loaded 1/10/2025):**
	+ Sample MTZ form list and instructions.
	+ Plan Owner drop down menu selection added.
	+ My Support section added this note: “When MCO staff adds a service not paid for by the MCO to a person's Support Plan - HRA, they are able to save the service without linking it to a specific waiver provider or generating a rate.”
	+ How to edit or delete a service.
	+ Sample MTZ form references.
* **Smart Guide: Combined assessment and support plan for dual assessors case managers and care coordinators (Loaded 1/9/2025):**
	+ This new document provides instructions for a county or tribal nation staff member who works with people enrolled in a managed care program and uses a disability waiver.
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