Decluttering your MnCHOICES information

MnCHOICES Business Team
Welcome & introductions

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Declutter and reorganize the MnCHOICES information in your life.

- Learn how these resources can support your work.
- Sort resources to quickly find the ones you need the most.
- Bookmark: no more searching so you can remain focused on the people you serve.
✓ **Recognize** the purpose of each resource for MnCHOICES information.

✓ **Choose** the resources you need and organize them in your favorites for quick access.

✓ **Subscribe** to the resources you need to support your work.
“For every minute spent in organizing, an hour is earned.”

Benjamin Franklin
Interactive training

If you have it with you:
Use your laptop to locate resources and create your favorites during the session.
Questions to ponder

• Where do I find examples of person-centered CSP in MnCHOICES?

• How do I sign up for the MnCHOICES Matters newsletter?

• I have an issue with MnA or MnSP, how do I know if it’s a known issue?

• Where do I view assessment policy questions other lead agencies have submitted about MnCHOICES?

• How do I access past webinar content?

• What is the purpose of the text box in MnSP? What should I put in it?
Decluttering MnCHOICES information

SIMPLE DECLUTTERING TIPS
Sorting and organizing the clutter

Four categories

Technology  Policy  Mentor Support  Communications
Create your MnCHOICES folders: Step 1

- Go under the “Favorites” star on the web
- Click the “Add to Favorites” dropdown
- Click on the “Organize favorites”
• Click on “New Folder” button
• Name your folder “MnCHOICES Technology”
• Click the “Close” button
The folder is visible in your favorites tab.
Create your MnCHOICES folders: Step 4

Repeat for each content folder
Technology declutter

MnSP User Manual

Known Issues
MnCHOICES Support Plan User Manual
Collect when the computer application does not work as expected

Provide a work around, if there is one

• **MnA Known Issues**
• **MnSP Known Issues**
Policy declutter

CBSM pages

PolicyQuest
Community-Based Service Manual (CBSM)
Policy team posts questions from help desk

How to search?

Department of Human Services
PolicyQuest
Mentor support declutter
Mentor support bookmarks

Mentors only

**MnCHOICES Help Desk Contact Form**

**About this form**
MnCHOICES mentors are asked to complete this form when communicating with the Help Desk regarding issues users encounter when working in the MnCHOICES application or when users have policy or procedure-related questions.

**Directions**
- **Mentors** should complete this form as completely as possible.
- To submit a completed form, select (or click on) the SUBMIT button at the end of the form. Please do not click the submit button multiple times. (NOTE: When you click submit the completed form will be automatically sent via email to the SSIS Help Desk. An email confirmation will be sent from the SSIS Help Desk confirming the receipt of your email.)
- **Mentors** are also encouraged to save a copy of all completed and submitted Help Desk Contact Forms.
- Additional tips and instructions about completing this form can be found in "MnCHOICES TIPS: Contacting the Help Desk.” Remember the more information included about the issue (e.g., what’s been done to try to resolve it, examples of what happened, policy research you’ve completed to date, procedural steps you’ve already taken, etc.) the easier it will be for the Help Desk to provide assistance in a timely manner.
TrainLink Libraries: Disability Services (DSD)

TrainLink

How to request a unique key?
How to change your name?
How to self report training?
How to print your transcript?
MnCHOICES training and recent webinars

Updated 5/31/2019

The MnCHOICES team is committed to providing you with the skills and training you need to use MnCH modules and job aids, we seek to teach skills that allow you to perform your assigned job duties to the

We have [archived](#) all documents more than 2 years old.

[Webinar training archive: Disability Services Division](#)

DSD Webinar archive
Communications declutter

- Websites:
  - Partners and providers
  - People we serve
- Elist
  - MnCHOICES Matters
  - Memos
- MnCHOICES CountyLink
MnCHOICES Assessment and Support Plan

The MnCHOICES Assessment and Support Plan applications are part of a multiyear effort by the Department of Human Services to transform long-term services and supports for people with disabilities and older adults in Minnesota.

The MnCHOICES team, Minnesota IT Services, internal and external partners are working together to improve the applications and the assessment and support-planning process. As progress continues, the MnCHOICES team will provide updates and information about the work on this site.
DHS MnCHOICES websites: People we serve

Websites: People we serve

MnCHOICES Assessment and Support Plan

A person of any age with a disability or in need of long-term services and supports may use the MnCHOICES person-centered assessment and support-planning process to help make decisions about long-term services and support needs. MnCHOICES is an assessment and planning tool used by counties, tribal nations and managed-care organizations.
Subscribing for eLists

Elist:
MnCHOICES Matters
MnCHOICES memos
Lead Agency Review
Disability Hub
Bulletins
Resource Center
Response Center
Any questions?