DEPARTMENT OF HUMAN SERVICES
MnCHOICES

MnCHOICES Assessment certified assessor training (MnCAT) certification process Checklist for lead agencies

Updated 11/1/2019

Candidate name: _____ Date:

For people working to be a certified assessor: Verify and document education ~~and experience. Find forms on the~~ Training page on MnCHOICES CountyLink:

- ☐ Review Report on Education and Experience of MnA Certified Assessors – Instructions.
- ☐ Complete MnA Qualified Candidate/Certified Assessor Tracking Sheet.
- ☐ Complete Report on Education and Experience of MnA Certified Assessors – Spreadsheet.
- ☐ Retain these records for lead agency review audit.
- ☐ Provide the instructions and checklist for qualified candidates form to your assessor candidate.

Have assessor candidates begin their MnCAT training

- ☐ Complete MnCAT **Step 1** (five courses and quizzes – must be taken in order):
  - ☐ Introduction (MNCH100) 30 minutes
  - ☐ Course 1: Person-centered practice and MnCHOICES Assessment (MNCH101) 2 hours, 45 minutes
  - ☐ Course 2: The MnCHOICES process: Referral through CSSP (MNCH102) 1 hour
  - ☐ Course 3: Conversational interviewing (MNCH103) 2 hours, 30 minutes
  - ☐ Course 4: Assessment outcomes (MNCH104) 45 minutes
  - ☐ Course 5: How is MnCHOICES data used? (MNCH105) 15 minutes
- ☐ Complete MnCAT **Step 2** (MNCH200) 4 hours, 15 minutes:
  - ☐ Introduction
  - ☐ The Basics

Have all qualified candidates who will use MnCHOICES Assessment complete the access and navigation training for their role. Choose one: Step 3 – Track:

- Choose one Step 3 track for the qualified candidate:
  - ☐ A - MnCHOICES Assessment Step 3 – Track A – Certified Assessors: Counties & Tribes (MNCH8001) (you must get this link from your mentor/supervisor)
  - ☐ B - MnCHOICES Assessment Step 3 – Track B – Certified Assessors: Managed Care Organizations (MNCH8002) (you must get this link from your mentor/supervisor)
  - ☐ C - MnCHOICES Step 3 – Track C – All other users (MNCH8003) how to access and navigate the MnCHOICES Assessment (if assigned this track you only need to complete MNCH8003 course)
- MnCHOICES Assessment Step 3 – Certified assessors take Part 2 (HMNCH8009)
- MnCHOICES Assessment Step 3 – Certified assessors take Part 3: What would you do? (MNCH8014)
- Security access and URL to MTZ-A

Provide all candidates the following documents found on the MnCHOICES CountyLink Training page

- ☐ Application – Overview
- ☐ Assessment domains quick study
- ☐ Guide Book
- ☐ Key messages
- ☐ Memory aid for assessment
- ☐ Parts 1, 2 and 3: Tracking Document
- ☐ Part 2: Content Map
- ☐ Part 2 Refresher: Activities of daily living quick study
- ☐ Part 3: PowerPoint
- ☐ Relationship and progression of plans
- ☐ Screening tools list
- ☐ To and for values: Adult scenario

Support an assessor candidate as he or she builds an assessment from Person Search to closed/complete assessment:

- ☐ Provide an assessment scenario.
- ☐ Facilitate a multidisciplinary learning lab.

- ☐ Conduct additional training, review and discussions as needed.
- ☐ Provide URL for Step 3 test.
- ☐ Review and confirm qualified candidate completion of MnCAT steps 1, 2 and 3.
- ☐ Sign certificate – Retain a certificate for your records and remind qualified candidate to retain all certificates.
- ☐ Finalize Report on Education and Experience of MnCHOICES Certified Assessor – Spreadsheet.
- ☐ Give certified assessor appropriate security access to MnA-PROD.
- ☐ Encourage certified assessor to use MTZ-A for further training, problem-solving or reviewing release information.
- ☐ Provide the certified assessor direction for ongoing training and the recertification process.