

MMIS Training Outline by Aging and Adult Services Division

Session	Description	Time	Handouts
1	<p>Introduction to MMIS</p> <p>The session covers the purpose of this training series and MMIS.</p>	4.08 minutes	None
2	<p>MMIS Security Log In and Passwords</p> <p>This session covers the State of MN, Logon, and Main Menu screens.</p>	6.32 minutes	None
3	<p>Basic Navigation in MMIS</p> <p>This course explains the different ways to navigate in MMIS by using the cursor, advancing to screens, and introducing the programmable function keys.</p>	9.42 minutes	None
4	<p>Using Programmable Function (PF) Keys</p> <p>The F1 – 11 keys will be explained and demonstrated to show why and when to use the keys on the LTC screening document and service agreement.</p>	23.33 minutes	*MMIS Training Companion Guide (under construction)
5	<p>The Recipient Subsystem</p> <p>This course describes a few of the MMIS screens located in this subsystem and how the information may cause edits to post on the LTC screening document and service agreement.</p>	24 minutes	*MMIS Training Companion Guide (under construction)
6	<p>Introduction to the LTC Screening Document</p> <p>This course explains the purpose and use of this document and identifies other LTCC documents and forms.</p>	6 minutes	<u>DHS-3427</u> <u>DHS-3428</u> <u>DHS-3428A</u> <u>MnCHOICES Assessment</u> <u>DHS-3427T</u>
7	<p>Viewing the LTC and HRA Screening Document</p> <p>This course shows how to select and view screening documents. Navigation to each screen, a brief description of the information on each screen, and using the PF4 and F5 keys is included. Each screen is compared to the paper screening document form DHS-3427.</p>	21.29 minutes	<u>DHS-3427</u>
7a	<p>Using Activity Types</p> <p>An explanation of Activity Types 01 – 10, how each is used, and the timelines. Includes information on temporary AC.</p>	18 minutes	<u>DHS-4625</u> <u>DHS-4669</u>

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8	<p>Data Entering the LTC Screening Document into MMIS – Part 1</p> <p>This course gives instruction on data entering from the screening document form DHS-3427 onto the MMIS screens for a person with no screening history. Different PF keys are used. Forcing an edit will be explained. Includes information on temporary AC.</p>	18.21 minutes	<u>DHS-3427</u> <u>DHS-3361</u> <u>DHS-4625</u>
8a	<p>Data Entering the LTC Screening Document into MMIS – Part 2</p> <p>This course continues with entering a screening document for a person with a screening history. We will focus on the edit line, edit statuses, the F1 and F4 keys, and how to correct edits.</p>	17.08 minutes	<u>DHS-3427</u> <u>DHS-4625</u>
8b	<p>Data Entering the Health Risk Assessment (HRA) Document into MMIS</p> <p>This session focuses on the data entering, using PF keys, and resolving edits for the managed care Health Risk Assessments. The new fields and field values required for HRAs conducted on or after August 1, 2018 will be reviewed.</p>	27.24 minutes	<u>DHS-3427H</u> <u>DHS-3428H</u> <u>DHS-4669</u> <u>DHS-5020A</u>
9	<p>The LTC Screening Document for the MSHO and MSC+ Programs</p> <p>This course briefly explains the MSHO and MSC+ managed care products, how to identify if a person is enrolled in these products using the recipient subsystem screens, how to correctly code the LTC screening document fields, and when a service agreement must be entered into the MMIS.</p>	14.56 minutes Updated 11/27/2018 to 20:28 minutes	<u>DHS-3427</u> <u>DHS-4625</u>
10	<p>Coding the LTC Screening Document for Other Services</p> <p>This course explains when to enter, and how to code, the LTC screening document to authorize RSC/TCM, AC conversion case management, MHM transitional services, and the CDCS option.</p>	12 minutes	<u>DHS-4625</u> <u>Moving Home Minnesota Program manual</u> <u>DHS-4669</u> <u>DHS-4270</u> <u>DHS-4124</u> <u>DHS-4317</u>
11	<p>DHS Approval of the LTC Screening Document</p> <p>The LTC screening document approval process for EW conversion case management, MHM program, NF screenings for under age 21, and CFR changes are discussed.</p>	9.28 minutes	<u>DHS-4625</u> <u>DHS-4669</u> <u>DHS-3956</u> <u>DHS-3956A</u> <u>Bulletins</u>

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12	<p>Locating Suspended Documents for Correction or Deletion</p> <p>Three methods are explained for searching the MMIS for saved suspended LTC screening documents.</p>	6.11 minutes	<u>DHS-4669</u> <u>DHS-4625</u>
13	<p>Deleting the LTC and HRA Screening Document</p> <p>This course explains the reasons for deleting a saved document and the steps to do so.</p>	12.36 minutes	<u>DHS-4689A</u>
14	<p>Introduction to the Service Agreement</p> <p>This course covers the purpose of the service agreement, letters, and the role of the service agreement with claim payment.</p>	6.23 minutes	<u>DHS-4625</u>
15	<p>Service Agreement Inquiry</p> <p>This course gives instructions on selecting, viewing, and navigating the saved service agreement. PF keys are used and an explanation of the fields is provided.</p>	29.07 minutes Updated 12/6/2018 30.07 minutes	<u>DHS-4625</u> <u>DHS-3070</u>
16	<p>Entering New Service Agreements into MMIS</p> <p>Instructions for entering new service agreements and reviewing/correcting common edits. Several of the navigation keys are used.</p>	32.32 minutes Updated 1/3/2019 33.06 minutes	<u>DHS-4625</u> <u>DHS-3070</u> <u>MHCP Provider Manual</u> <u>DHS-4653</u>
16a	<p>Service Agreements and Provider Edits</p> <p>Instructions for entering new service agreements and reviewing/correcting provider edits. The provider subsystem is reviewed.</p>	18.20 minutes	<u>DHS-4625</u> <u>DHS-4015</u> <u>DHS-6638</u>
17	<p>Service Agreement Changes</p> <p>Some changes are limited based on edit statuses, if claims were paid, or services exceed case mix budgets. This course explains what changes can and cannot be made once the service agreement is saved. Includes information on temporary AC.</p>	18.21 minutes Updated 12/4/2018 16 minutes	<u>DHS-4625</u>

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18	<p>Alternative Care Fees</p> <p>Persons receiving services from the Alternative Care program may need to pay a fee. This course explains how a fee is determined, the role of the screening document and service agreement, how invoices are generated, overdue fees, and estate recovery. Includes information on temporary AC.</p>	18:45 minutes	<u>DHS-4625</u> <u>DHS-3427</u> <u>DHS-4639</u> <u>DHS-2630</u> <u>DHS-2630A</u> <u>DHS-2828B</u> <u>DHS-5045</u> <u>DHS-5186</u>
19	<p>The Elderly Waiver Customized Living Services Process</p> <p>This course shows the role of the screening document, service agreement, and DHS review in approving the EW customized living services.</p>	11.08 minutes	<u>DHS-4625</u>
20	<p>Service Agreements for Managed Care Members</p> <p>This course will explain when a service agreement must be entered into the MMIS for the member who is age 65 or older.</p>	3.30 minutes Updated 12/4/2018 4.15 minutes	<u>CBSM ECS Page</u>
21	<p>Methods to Locate Suspended and Partially Suspended Service Agreements</p> <p>This course will identify how you can locate these service agreements saved in the MMIS.</p>	4.18 minutes	*MMIS Training Companion Guide (under construction)

*The MMIS Training Companion Guide (under construction) will be used in all sessions.

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