

**MEDICA GUIDANCE: INITIAL AND ANNUAL IN-PERSON ASSESSMENTS**  
**Effective 11/1/2023**

**General Approach:** Best practice and Medica's preference is for care coordinators (CCs) to complete assessments in-person. Certain assessments must always be in-person, as outlined below. In situations where remote assessments are allowed, the first step is always to offer an in-person assessment. If the member declines, the CC may then complete a remote assessment, as described below.

**A. MSHO & MSC+ Members Receiving or being Assessed for Elderly Waiver EW Services but not PCA/CFSS**

- **Initial Assessment:** Must be completed in-person
- **Annual Reassessment:**
  1. Must offer an in-person assessment
  2. If member declines to complete an annual reassessment in-person, CC may complete the reassessment remotely via HIPAA secure interactive video or telephone **if** the following conditions are met:
    - The member's prior LTCC/MnCHOICES assessment was completed in-person;
      - **Note:** Per DHS guidance, effective 11/1/2023, a remote reassessment may substitute for one annual reassessment, followed by an in-person reassessment in the second year. After 11/1/2023, delegates/CCs must review past assessments to determine if a person meets the requirements to complete their next reassessment remotely (see 7/18/2023 [DHS e-list announcement](#)).
    - The CC provides the member/legal representative information to make an informed choice between a remote and in-person reassessment;
    - The member/legal representatives provides informed consent for a remote assessment; and
    - The CC documents that they offered the member/legal representative informed choice regarding method of assessment and the member's/legal representative's decision to complete the assessment remotely.
- **Note: Annual In-Person Visit Required.** All MSHO & MSC+ members receiving EW services must have at least one in-person visit per 12-month period (see 4/4/2023 [DHS e-list announcement](#)). Consequently, if a member completes a remote reassessment per the above guidelines, the CC must complete a separate in-person visit during that same 12-month period.
  - It is best practice to complete the annual reassessment in-person. If the CC performs a reassessment remotely, the CC must track and document compliance with the remote reassessment requirements and the annual in-person visit requirement outlined above.
- **Note:** All initial LTCCs/MnCHOICES Assessments must be completed in-person. EW services cannot be started until an in-person assessment has been completed.

**B. MSHO & MSC+ Members Receiving or being Assessed for PCA/CFSS Services**

- All assessments (initial and annual) must be in-person
  - Per DHS guidance, members receiving PCA/CFSS services require an “annual initial assessment,” and all initial assessments must be completed in-person. See the [Community-Based Services Manual \(CBSM\), Assessment applicability and timelines](#) for additional detail.
- **Note:** PCA/CFSS services cannot be started until an in-person assessment has been completed and cannot be continued without an annual in-person reassessment (within 365 days). Remote assessments are not allowed.

**C. MSHO/MSK+ Non-EW and Non-PCA/CFSS Members Residing in the Community**

- **Initial and Annual Health Risk Assessment (HRA):**
  1. Must offer an in-person assessment
  2. If member declines to complete the HRA in-person, CC may complete the assessment remotely via HIPAA secure interactive video
  3. If unable to complete assessment via HIPAA secure interactive video, complete via telephone
  4. CC must document the assessment method, including the member’s refusal to complete the assessment in-person, if applicable

**D. MSHO & MSC+ Institutional Members**

- **Initial HRA:** Must be completed in-person
- **Annual HRA:** Must be completed in-person
- **Note:** If unable to complete assessment in-person, contact your auditor for further guidance

**E. SNBC & I-SNBC Members Residing in the Community**

- **Initial and Annual HRA:**
  1. Must offer an in-person assessment
  2. If member declines to complete the HRA in-person, CC may complete the assessment remotely via HIPAA secure interactive video
  3. If unable to complete assessment via HIPAA secure interactive video, complete via telephone
  4. CC must document the assessment method, including the member’s refusal to complete the assessment in-person, if applicable

**F. SNBC & I-SNBC Institutional Members**

- **Initial HRA:** Must be completed in-person
- **Annual HRA:** Must be completed in-person
- **Note:** If unable to complete assessment in-person, contact your auditor for further guidance

### Initial & Annual In-Person Assessments Guide

Product/Member Type	Initial Assessment	Annual Assessment	Notes
<b>MSHO/MSC+ EW (no PCA/CFSS)</b>  <u>Assessment Tool:</u> MnCHOICES Assessment	In-person	<ol style="list-style-type: none"> <li>1. Offer in-person assessment</li> <li>2. If member declines, may complete reassessment remotely via HIPAA secure interactive video or telephone <u>if</u>:               <ol style="list-style-type: none"> <li>a. Prior LTCC/MnCHOICES Assessment was in-person</li> <li>b. Member/legal representative is provided information to make an informed choice between a remote and in-person assessment</li> <li>c. Member/legal representative provides informed consent for a remote reassessment</li> <li>d. CC documents that offered the member/legal representative informed choice regarding method of assessment and member/legal representative's decision to complete the reassessment remotely</li> </ol> </li> <li>3. <b>Note:</b> All MSHO/MSC+ members receiving EW services must have at least one in-person visit per 12-month period. Consequently, if a member completes a remote assessment in accordance with the above requirements, the CC must complete a separate in-person visit during the same 12-month period.</li> </ol>	<p>If a reassessment is completed remotely, CCs/Delegates must track and document compliance with the remote reassessment requirements and with the annual in-person visit requirement.</p> <p><u>Initial</u> assessments always must be completed in-person. EW services cannot be started until an in-person assessment has been completed.</p>
<b>MSHO/MSC+ PCA/CFSS</b>  <u>Assessment Tool:</u> MnCHOICES Assessment	In-person	In-person	All PCA/CFSS assessments must be in-person. Remote assessments are not allowed. PCA/CFSS services cannot be started until an in-person assessment has been completed and cannot be continued without an annual in-person assessment.
<b>MSHO/MSC+ Community (non-EW &amp; non-PCA/CFSS)</b>  <u>Assessment Tool:</u> MnCHOICES HRA	<ol style="list-style-type: none"> <li>1. Offer in-person assessment</li> <li>2. If member declines, may complete assessment remotely via HIPAA secure interactive video</li> <li>3. If unable to complete assessment via HIPAA secure interactive video, complete via telephone</li> <li>4. CC must document the assessment method, including the member's refusal to complete the assessment in-person, as applicable</li> </ol>	<ol style="list-style-type: none"> <li>1. Offer in-person assessment</li> <li>2. If member declines, may complete assessment remotely via HIPAA secure interactive video</li> <li>3. If unable to complete assessment via HIPAA secure interactive video, complete via telephone</li> <li>4. CC must document the assessment method, including the member's refusal to complete the assessment in-person, as applicable</li> </ol>	

Product/Member Type	Initial Assessment	Annual Assessment	Notes
<b>MSHO/MS+ Institutional</b>  <u>Assessment Tool:</u> Medica Institutional HRA & Care Plan	In-person	In-person	
<b>SNBC/I-SNBC Community</b>  <u>Assessment Tool:</u> MnCHOICES HRA	<ol style="list-style-type: none"> <li>1. Offer in-person assessment</li> <li>2. If member declines, may complete assessment remotely via HIPAA secure interactive video</li> <li>3. If unable to complete assessment via HIPAA secure interactive video, complete via telephone</li> <li>4. CC must document the assessment method, including the member's refusal to complete the assessment in-person, as applicable</li> </ol>	<ol style="list-style-type: none"> <li>1. Offer in-person assessment</li> <li>2. If member declines, may complete assessment remotely via IHPAA secure interactive video</li> <li>3. If unable to complete assessment via HIPAA secure interactive video, complete via telephone</li> <li>4. CC must document the assessment method, including the member's refusal to complete the assessment in-person, as applicable</li> </ol>	
<b>SNBC/I-SNBC Institutional</b>  <u>Assessment Tool:</u> MnCHOICES HRA	In-person	In-person	