



SSIS System Specification

SSIS Fiscal/Worker 

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Change Sheet

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SECTION ONE: INTRODUCTION

1.0 Introduction

This document is the System Specification for SSIS Fiscal. It describes the system-level functional requirements and design of the SSIS Fiscal application. SSIS Fiscal is an application in the SSIS system to perform Fiscal worker functions such as requesting payments for vendors, submitting healthcare claims, setting up service arrangements, budgeting, exporting payment requests to a county accounting system, state reporting, and submitting IV-E claims and reports.

Section One provides a project overview, Sections Two through Five describe requirements, and Sections Six through Nine describe design.

1.1 System Requirements Statement

The Fiscal application must adhere to state and federal guidelines as well as accommodating the business needs of the counties of Minnesota. Federal SACWIS requirements mandate that state SACWIS systems, such as SSIS, include functionality to capture payment information for child welfare services, to generate IV-E reports, and to eliminate duplicate entry of information in multiple systems.

SSIS Fiscal must interface with a county accounting system to exchange payment and vendor information:

- **Import Vendor Information** from the county accounting system.
- **Export Payment Requests** to the county accounting system, which will produce the actual warrants (checks).
- **Import Payment Confirmation** from the county accounting system.

In addition, SSIS Fiscal must also integrate with other county fiscal systems (needed by several counties):

- **Import Payment Requests** from electronic vouchers from Vendors or systems such as a county Web interface for vendors to bill the county for services, or some other system that already has payment information.

Figure 1-1 shows a use case diagram with generalized tasks that can be performed in the Fiscal application. In the following figure, "maintain" is implied to mean creating, changing, and deleting information in that area.

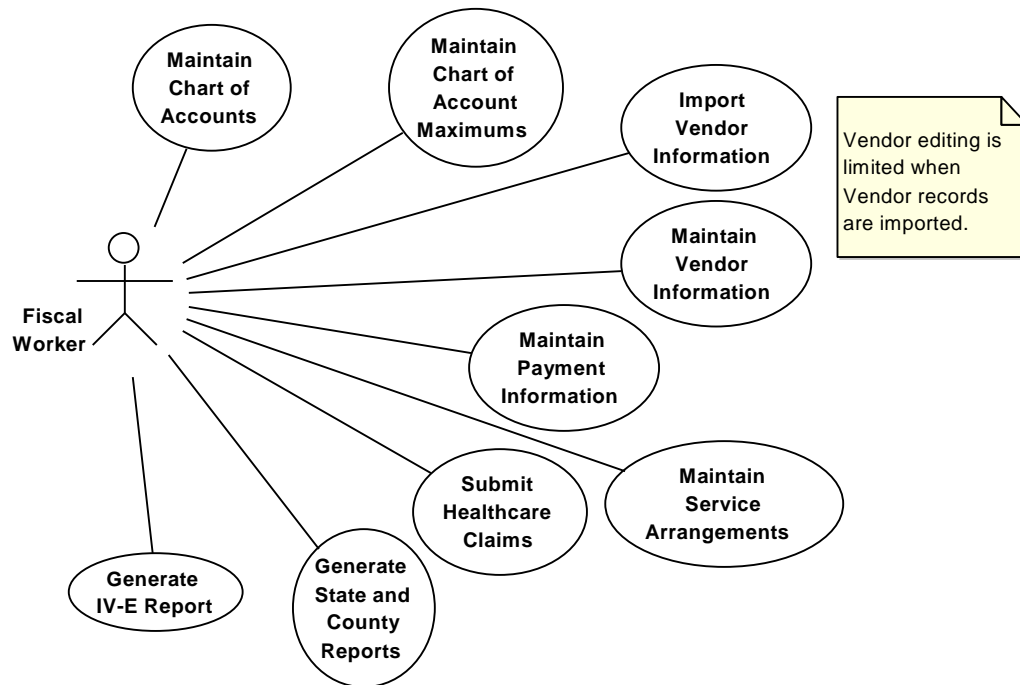


Figure 1-1. Generalized SSIS Fiscal Use Case Diagram

1.2 Overview

The purpose of the SSIS Fiscal/Worker project includes enhancing the SSIS system to provide functionality for processing payments and tracking service arrangements and agreements. In addition, it includes functionality to submit Health Care claims and financial reports to the state. Contrary to prior documentation, Fiscal is not a separate application from Worker. Instead the Fiscal functionality has been incorporated into SSIS Worker and SSIS Admin.

DHS currently supports two systems used by counties for social service delivery. One of these systems is the Social Services Information System (SSIS). This system supports the federal government mandate for delivery of child welfare services via a Statewide Automated Child Welfare Information System (SACWIS). The scope of the SSIS system extends beyond specific child welfare clients, since the general process of delivering social services is similar for child and adult clients. SSIS is a system directed at the county social service worker. The other social service system supported by DHS performs county fiscal business functions. It supports service arrangements for social service payments, reimbursement of providers for service delivery, state requirements for county data reporting, and Health Care claiming. This fiscal system, used in most counties, is the Community Services Information System (CSIS). There are also several counties that have their own fiscal systems (referred to as "custom" counties) and three counties that have no automated fiscal system.

The CSIS and SSIS systems both contain data related to social service delivery, such as clients, providers, and service agreements. This duplication of data results in duplication of data maintenance tasks for county personnel. In order to eliminate the costs associated with this duplication and to respond to federal SACWIS and HIPAA requirements, DHS commissioned the SSIS Fiscal project. SSIS Fiscal will be an addition to the SSIS system to fulfill the SACWIS requirements to provide payment information, track services, and to claim IV-E reimbursement.

1.3 Project Objectives

The primary objectives of the project are to fulfill state and federal requirements for Child Welfare Information Systems (SACWIS) as well as provide needed functions for county accounting workers. SSIS Fiscal has been phased into the SSIS over several releases starting with Version 3.8. Pilot versions have been implemented in select counties several months ahead of general release. Please refer to the project plan (SPMP) for current time lines.

1.4 Impact Statement

SSIS Fiscal introduces several new modules to the SSIS Worker application.

1.4.1 Impact on SSIS Worker

This application will require changes to some existing tables, some user interfaces, some business rules, and in some cases, even the workflow.

List of Fiscal Modules with their impact on Worker:

- **Chart of Accounts:** The ability to maintain chart of accounts is controlled by a security function.
- **Chart of Accounts Maximums:** While the ability to maintain chart of accounts maximums will be limited to users with that security function. Maximums will have an effect on the creation of Service Arrangements and Payment Requests..
- **Claims Submissions:** Claiming processes formerly done from CSIS will be implemented into SSIS Fiscal. The different types of claims are:
 - ◆ Staff Activity for **CW-TCM** (Child Welfare Targeted Case Management)
 - ◆ Staff Activity for **MH-TCM** (Mental Health Targeted Case Management)
 - ◆ Staff Activity for **VA/DD** (Vulnerable Adult/Developmentally Disabled)
 - ◆ Staff Activity and Purchased Services for **Waiver Services**
 - ◆ Purchased Services from **Rule 5** Facility(a child shelter or child residential treatment center for children with severe emotional disturbances)
 - ◆ Staff Activity and Purchased Services for **RSC** (Relocation Services Coordination)
 - ◆ Staff Activity and Purchased Services for **LTCC** (Long Term Care Consultation)

List of Worker Modules with changes because of Fiscal:

- **Payment Processing:** While payments are viewable in worker from a variety of places, creating payments is limited to within Payment Batch and Payment search. Payments are viewable in several places within the system, including under Fiscal Details for Person and Business Organization. The system should allow grouping and filtering payments by vendors (a subset of Bus Orgs), clients, or both.
- **Admin:** SSIS Fiscal will require several changes to the Administration application:
- ◆ **County Preferences:** SSIS Fiscal will require several new county preferences:
 - A new tab/tree node will be added for "County Fiscal Preferences". Adding this will logically group the county preferences that affect accounting functions, besides the fact that the general preferences tab is rather full already.
 - Length of COA Element Fields
 - Enforcement Policy for Maximums on COA.
 - Return Address for Pre-printed Vouchers.
 - County Language for Service Agreements text.
 - Default Policy for County of Responsibility on payments and service arrangements. In addition, a preference to determine if the field should be enabled and required. This enables counties operating jointly (sharing a database) to differentiate payments.
 - Service Arrangement Tolerance: This percentage indicates how much a service arrangement can be increased without an amendment, which typically requires two approvals.
- ◆ **Security:** Fiscal will introduce many new security functions that can be assigned to roles in the security system. In addition functions will be introduced to separate access from things a typical Fiscal Worker would need from those for a Social Worker. Upon implementation of SSIS Fiscal, all existing users would receive the standard "Worker app" function. New Fiscal users would need to be assigned appropriate fiscal roles (with Fiscal functions).
- **Alerts and Reminders:** Fiscal may add some new types. This will be addressed in the individual module specifications for Fiscal. Service Arrangements and Payments may use these in the approval process. Chart of Accounts may use these when an account has hit a maximum.
- **Bus Org:** Bus Orgs will support Vendors, which are imported from the county accounting system. See the software specification for the Vendor module for more information.
- ◆ **Vendors:** This is a subset of Bus Orgs that can be paid with the Payments module. Bus Orgs have a County Vendor Number linking them to the vendor in the county accounting system. Imported Vendor fields are not editable in SSIS. Fields will be added to track important vendor information for making payments such as Vendor Status, Payee, Tax ID, 1099 Tax Indicator, etc. In addition, there will be a way to search for Vendors by services provided.
- ◆ **Providers:** Providers will become Foster Care Providers. While Providers (also a subset of Bus Orgs) were fully maintainable in earlier versions of SSIS Worker, this is changing significantly with the addition of SSIS Fiscal. The vendor fields will not be editable within SSIS, however provider fields such as Effective Date, Family Structure, etc. would still be editable.
- **Eligibility:**
- ◆ SSIS must track the history (effective dates), not just the current eligibility status for IV-E and MA.

- ◆ Need to add Waiver Eligibility information.
- ◆ Need to develop an interface with MMIS or Health Match to get Eligibility Information.
- **Help System:** The help system includes information on the Fiscal modules.
- **License Information:** An interface is needed to link to the state licensing system to get current licensing information such as license number, status, and effective dates.. The system should issue a warning if a vendor does not have a valid license. IV-E claiming should be rejected if a vendor is not licensed. The licensing information must also be handled correctly when Vendors are merged Licensing Information Interface will be a later enhancement to SSIS.
- **Person/Client Info:** Client Information may be more restricted for Fiscal Workers than Social Workers. A Fiscal worker might not have access to some areas such as case notes. The assignment of security access is administered by each county. This is defined further in specific module documents. Changes will include:
 - ◆ The Person Merge process will need to look at payments and service arrangements.
 - ◆ Service Arrangements will be linked to clients rather than workgroups.
 - ◆ Handle PMI merging when this occurs on MAXIS.
 - ◆ Ability to search for clients not attached to a workgroup for services such as Detox. However, clients must be cleared before they can be found in a search.
- **Programs/Services:** For state reporting, BRASS Program and Service needs to be associated with Vendor Services and Staff Activity. *Look at the Programs & Services Software Specification for more details.*
- *Impact on Worker document for more details.*
- **Purge:** Need to assign retention periods to payments and service arrangements. Payments associated with Adoption and CMH may need to override this retention period. For payments associated with a Must Destroy workgroup, the client information must be de-referenced.
- **Reports**
 - Need to combine Fiscal Information with Case Management Information for Management reporting. Example: Amount spent on Children in Placement by Placement Type.
 - *See Section 2.2.4 for Data Reporting requirements*
- **Service Arrangements:** Service Arrangement (SA) functionality will be significantly restructured in 4.0. Fiscal workers can fill in the COA information and there will be an approval for the Service information and another for the accounting information.
- **Staff Activity:** Staff Activity will be part of SSIS Fiscal as well as SSIS Worker. SSIS Fiscal users will prepare and edit claims for staff activity. The system will no longer assign HCPCs and Modifiers at the time of entry, but at the point of claim submission. Other changes include the ability to add childcare case management time without requiring a work group. Finally, there will be additional reports on potentially billable events and what has been claimed.

1.4.2 Impact on Other Teams within SSIS:

- **QA:** Testing Fiscal by the QA staff will require Fiscal training for that team or assigning someone to that team with a Fiscal background. With each release critical testing will focus around setting up service arrangements, applying the various payment types, running required state reports, and submitting claims.
- **Documentation and Training:** SSIS Fiscal needs documentation and training materials to be developed and maintained. The Training Team will need to acquire some background in county accounting and learn how the SSIS Fiscal system works. Fiscal Developers, Designers, and Functional Analysts will need to help the Documentation and Training staff to accomplish this. The Training Team would accomplish the needs in this area much more effectively if they were assigned someone with a fiscal background to help develop training materials and to conduct training sessions.
- **Help Line:** Supporting SSIS Fiscal will require additional knowledge and skills by the Help Line staff. Fiscal experience within the team would be of great benefit. As with the Training Team above, assigning someone with experience would be ideal. Those without Fiscal experience would need training on both Fiscal accounting and how SSIS Fiscal works.
- **Data Fix:** The impact on this area is not know at this time. County Accounting staff currently have broad capabilities to fix errors and SSIS Fiscal will continue to have that philosophy.

SECTION TWO: FUNCTIONAL REQUIREMENTS

2.0 Introduction

This section describes the functional requirements for the SSIS Fiscal application. The functional requirements are only summary level information. More detailed information will be created in specifications for primary functionality areas such as Payments, Service Arrangements, Vendors, Claiming, Chart of Accounts, and Reporting.

2.1 System Overview

SSIS Fiscal functionality has been added to SSIS Worker to create SSIS Fiscal/Worker. SSIS Fiscal is **not** a separate application for Fiscal workers. SSIS Fiscal provides a mechanism to export payments to the county accounting system and to import Vendor information and Payment Confirmation information. See section 2.4 for additional information on these interfaces. In addition, SSIS Fiscal exchanges information with MMIS. In addition to the Fiscal Modules, the XP List and Task Panel have been added as alternatives to the current worker tree view.

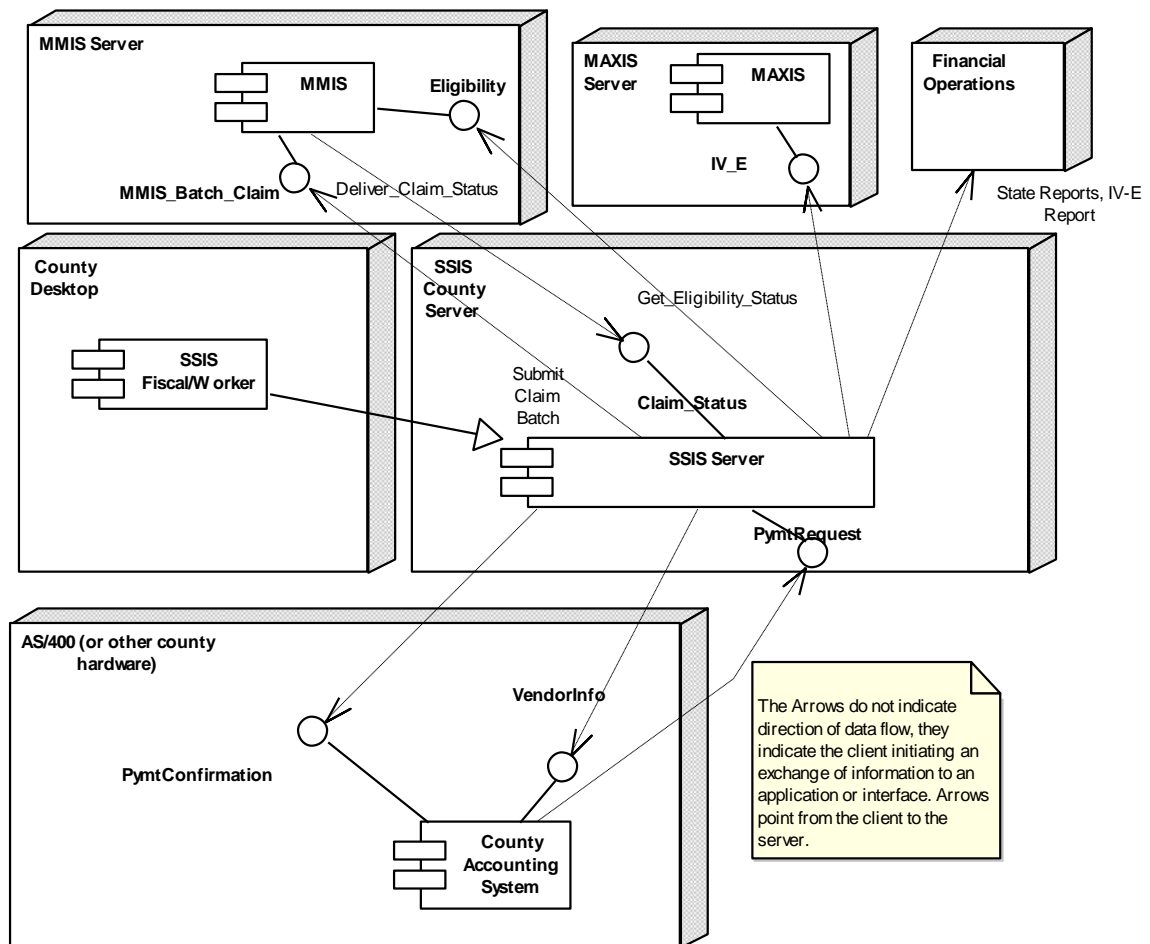


Figure 1-2. Fiscal Implementation Diagram

2.2 Requirements

The source of many of the requirements for the SSIS Fiscal/Worker application is from the document "CSIS Integration Project: System Requirements"¹ This document was signed by county representatives on March 12, 2003 at the Joint Workgroup Design Meeting. This document's origins can be traced to "The Final Report of the CSIS Replacement Analysis".² Other requirements come from Federal SACWIS and HIPAA requirements. The SACWIS requirements are documented in the "Advanced Planning Document" and the "SACWIS Review Guide". In addition to these requirements, the state also has claiming and reporting requirements that the system must fulfill.

Requirements that come from the Advanced Planning Document will be indicated as follows with the equivalent SACWIS Review issue number enclosed in parentheses:

For example, APD II.A.1.c(SACWIS Review #21.C) would indicate the requirement comes from Section II (Eligibility), A. Initial Eligibility Determination, 1. Determine title IV-E Eligibility, subparagraph c (3rd paragraph). The equivalent item is paragraph C in Issue 21 of the SACWIS Review.

2.2.1 Federal HIPAA Requirements³

The system must conform to HIPAA standards and regulations, which include the following:

Requirement
1. Medical Assistance claims submitted electronically to MMIS must conform to the ASC X12N standards for claims.
2. Electronic remittance advice (notification of Medical Assistance acceptance or rejection) from MMIS must be in the format specified by ASC X12N for remittance advice.
3. HCPCS/CPT codes specified by HIPAA data standards must be used (local HCPCS codes will not be supported).
4. Provide the ability to enter a health care vendor's National Provider Identifier and use this to identify the provider in a claim.
5. Electronic health care claims from a third-party provider must be in the format specified by the ASC X12N standard for health care claims.

¹ System Requirements – Rev 7.doc, page 1, State and Federal Requirements, 1).

This document is stored at M:\Everyone\SSIS Fiscal\High Level Documentation. This document was approved and signed at the 3/12/2003 Joint Workgroup Design meeting.

² CSIS Analysis: Final Report by Kay Mickelsen, Section 5.1-5.2(pages 17-19).

³ System Requirements – Rev 7.doc, page 1, State and Federal Requirements, 1).

6. Electronic transmissions containing data about health care services provided to clients must be encrypted as per the HIPAA proposed security standards. HIPAA does not dictate a particular encryption algorithm.
7. The system's security must limit access to information about clients, client's health, and services provided to clients to those county and state employees with a 'need-to-know'. Access to this information must be limited to the minimum information necessary to accomplish the intended purpose of the use or disclosure in conformance with the HIPAA privacy rule.

2.2.2 Federal and State Reporting Requirements⁴

The system must provide the ability to generate the following reports:

Requirement
8. Social Services Expenditure and Grant Report (SEAGR) - based on vendor payments and county worker time entry.
9. Title IV-E claiming data report as per SACWIS federal regulations – based on payments, child eligibility, and provider eligibility. APD VI.C (), APD II.A.3-4
10. Community Mental Health Report (CMHRS) - a client-specific report containing information about demographics and services rendered.
11. Client Summary Report (CSR) . No longer required by the state.
12. Targeted Case Management/Family Preservation Client Statistical Report (TCM/FP CSR). A.2.d.

2.2.3 Other Federal and State Requirements

Requirement
13. The system must record and report client spending information as per the SACWIS requirements, including full and partial payments, refunds, and cancellations. APD VI.A(SACWIS Review #2), III.A.8
14. The system must track foster care amounts for SSIS AFCARS reporting. APD VII.B.1.e.1 (SACWIS Review #71.e.1)
15. Provide an interface to exchange client information, including client Title IV-E eligibility. APD II.A.1.c (SACWIS Review #21.c), II.A.2(SACWIS Review #24)

2.2.4 Data Reporting⁵

The requirements in this section apply to the state reporting required for:

- ❖ Social Services Expenditure and Grant Report (SEAGR)
- ❖ Community Mental Health Report (CMHRS)
- ❖ Targeted Case Management/Family Preservation Client Statistical Report (TCM/FP CSR)

⁴ System Requirements – Rev 7.doc, page 1, State and Federal Requirements

⁵ ibid., page 2, Data Reporting

Requirement
16. Provide the ability to display proposed state report data on screen
17. Provide the ability to display reported data from any state report on screen.
18. Display errors and inconsistencies on data to be included in state reports on-screen.
19. Provide access to screens where data to be included in state reports can be corrected or edited.
20. Provide access to enter adjustments to state reports as allowed by the report owners.
21. Provide access to add or edit additional information required for state reports. For example, a revenue schedule must be entered for SEAGR. This data does not exist elsewhere in the system.
22. Allow all on-screen reports to be printed.
23. Allow reports to be submitted electronically.

2.2.5 Title IV-E Report⁶

Requirement
24. Provide the ability to create Title IV-E reports. APD VI.C(SACWIS Review #64)
25. Provide the ability to display proposed/potential Title IV-E reporting items on screen
26. Provide the ability to display items submitted on the Title IV-E report on screen.
27. Display errors and inconsistencies on potential Title IV-E claims on-screen.
28. Provide access to screens where data for potential Title IV-E reported items can be corrected or edited.
29. Provide a mechanism for a county to include Title IV-E payments that were not reimbursed in the previous period (that become reimbursable) in the claiming process for the current period.
30. Allow all on-screen reports to be printed.
31. Allow Title IV-E claims to be submitted electronically.

⁶ System Requirements – Rev 7.doc, page 2, Title IV-E Claiming

32. Include revenue (from parental fees, social security payments, third party liability, and trust funds) against the reported amount when reporting for IV-E. This revenue is referred to as "Accounts Receivable" in SACWIS documentation. APD VI.B(SACWIS Review #63), APD.VI.C(SACWIS Review #64)

2.2.6 Health Care Claiming/MMIS interface⁷

These requirements are not SACWIS requirements. These requirements apply to health care claims for services that are billable using a HCFA-1500 and are automated in the existing CSIS system. Below are a few examples of billable services:

- ❖ Waivers
- ❖ Mental Health/Targeted Case Management (MH/TCM)
- ❖ Child Welfare/Targeted Case Management (CW-TCM)
- ❖ Services provided by **Rule 5** (See Glossary Section) institutions.

Requirement
33. Provide an interface with the medical claiming system to support client health care eligibility determination and prior authorization. <i>See section 2.2.1, Federal HIPAA Requirements.</i> Note: the requirement for eligibility determination could be satisfied by an interface to Health Match, when that system is fully functional.
34. Provide the ability to record additional health care eligibility information.
35. Provide the ability to create potential health care claims for time records and payments to vendors.
36. Provide the ability to record third party insurance payments and reason (denial) codes for potential claims.
37. Provide the ability to display proposed/potential health care claims on screen
38. Provide the ability to display submitted health care claims on screen.
39. Provide a pre-edit process for potential health care claims and display errors and inconsistencies on-screen.
40. Provide access to screens where data on potential health care claims can be corrected or edited.
41. Allow all on-screen reports to be printed.
42. Provide the ability to change information from a rejected claim.
43. Create a new claim when data from a rejected claim has been changed. This function is called a 'rebill'.
44. Provide the ability to change information from a paid claim (fully or partially paid) in order to create a replacement claim (examples are MMIS Prior Authorization Number, time records, eligibility or payment adjustments or

⁷ System Requirements – Rev 7.doc, page 2, Medical Assistance Claiming/MMIS interface

cancellations).
45. Create a replacement claim when data from a paid claim (fully or partially paid) has been changed.
46. Provide an interface with the medical claiming system (MN-ITS) to support electronic submission of new claims and replacement claims.

2.2.7 Service Arrangements⁸

This section refers to Service Arrangements for Social Services and does NOT refer to MMIS Service Agreements. The primary requirement in this section satisfies Issue 54 in the SACWIS Review Guide. The other requirements come from the needs of the counties. Furthermore, SSIS Fiscal will re-implement functionality formerly handled by Service Agreements.

Requirement
47. Provide the ability to create and update Service Arrangements. APD IV.D.1(SACWIS Review #54)
48. Provide the ability to create and update Block Grant Service Arrangements. (SACWIS Review #54)
49. Allow Service Arrangements and Block Grant Service Arrangements to be printed. APD IV.D.1(SACWIS Review #54)
50. Provide a mechanism to create pre-printed vouchers based on a Service Arrangements for the purpose of sending to the vendor. Allow the fiscal staff worker to choose which vouchers to print. APD VI.B.1(SACWIS Review #62)
51. Allow the creation of Non-Client specific Service Arrangements with vendors that are paid Client Specific for claiming purposes. (SACWIS Review #54, see State Response of 9/2002)
52. Record the number of units, maximum cost of services, rate per unit, and DOC points in arranging service. APD III.C.1(SACWIS Review #42)

Note: Block Grant functionality is not mentioned in the Advanced Planning Document, but is introduced in the SACWIS Review.

2.2.8 Payments Processing⁹

The primary requirement of this section is to satisfy Issue 62 in the SACWIS Review Guide. The other requirements come from the needs of the counties.

Requirement
53. Provide the ability to enter payment requests for social services. APD VI.A(SACWIS Review #62)
54. The system must provide the capability to create payment requests based on

⁸ System Requirements – Rev 7.doc, page 3, Service Agreements

⁹ ibid., page 3, Payments

service arrangements, allowing a worker to edit the payment request.
55. Allow payment requests to be made without a service arrangement (also known as "Quick Pays")
56. Provide a generalized integration mechanism for use with multiple accounting systems that sends a payment request (in batches) to the county's accounting system.
57. Provide a generalized integration mechanism to receive payment confirmation (check/warrant information) from the county's accounting system and update the payment request information, accommodating full and partial payments.
58. Provide a way to record revenues/recoveries, refunds, and adjustments to a payment request.
59. Use the generalized integration mechanism to implement a specific integration with IFS.
60. Create a generic interface for submitting payment requests to non-IFS counties and to receive payment confirmations.
61. Provide a software interface for importing payment requests from another system or from a file containing electronic invoices/vouchers. ¹⁰ APD VIII.B(SACWIS Review #87)
62. Provide a method for case worker staff to view payments for client services.

2.2.9 Bus Org/Vendor

Requirement
63. Provide a mechanism to import Vendor Information from the county accounting system. Vendor information that is imported is not be in the SSIS system, as those changes originate in the county accounting system. APD IV.A.1.b(SACWIS Review #44b), APD VIII.B(SACWIS Review #87)
64. Distribute rate information for Title IV-E Eligible Facilities to county databases. SACWIS Review #44, <i>State Response 9/2002</i> .
65. Create an Interface to the State Licensing system to get license information.

2.2.10 Reporting/ Tracking Spending¹¹

Requirement
66. The system must provide the ability to track spending against service arrangements, and provide a warning when a service arrangement limit is exceeded. APD VII.B.2(SACWIS Review #73)
67. The system must provide the ability to track spending against programs. This

¹⁰ System Requirements – Rev 7.doc, page 4, Human Factors, 2)

¹¹ *ibid.*, page 3, Reporting/Tracking Spending

may be a report or may be maximums. APD VII.B.2(SACWIS Review #73)
68. The system must provide reporting capabilities required for fiscal oversight of provided services and payments.
69. Provide the ability to set payment limits for items in the Chart of Accounts.

2.2.11 Shared Data Maintenance

These requirements apply to all data elements that are shared between SSIS and fiscal business functions including clients, service arrangements, placements, services, vendors, and worker time.

Requirement
70. The system must support seamless data maintenance for the data that is shared between social workers and fiscal workers. The physical location of the data must be transparent to the end user and new or changed data elements must be immediately available to other users of the system.

2.2.12 Miscellaneous¹²

Requirement
71. Provide flexible reporting options so counties can generate reports tailored to their unique needs.

2.2.13 Security Requirements¹³

Requirement
72. Provide for user login via password. APD VII.C.1.A(SACWIS Review #76a)
73. Log user activities for audit purposes.
74. Provide transaction log to track user activity for audit purposes. APD VII.C.1.E(SACWIS Review #76e)
75. Provide role-based security so that access to functionality can be limited based on user's role. APD VII.C.1.c(SACWIS Review #76c)

¹² System Requirements – Rev 7.doc, page 3, Miscellaneous, 1)

¹³ System Requirements – Rev 7.doc, page 4, Security Requirements.

2.3 SSIS Fiscal and Accounting System Interfaces

2.3.1 Export Payment Requests

Using this interface, counties export Payment Requests from SSIS to the county accounting system in groupings called batches. This process is described in more detail in the file '[IS SSIS Payment Request-Confirmation Interface.doc](#)'. The title of the document is "SSIS Payment Request/Confirmation Interface Specification". This interface must support both IFS and custom county accounting systems (non IFS).

Exported Payment Requests will contain the necessary information for the county accounting system to properly create a warrant for payment.

2.3.2 Import Payment Confirmation Records

This information includes information such as warrant number, warrant amount, and warrant date. This interface allows the county accounting system to return this information to SSIS Fiscal to connect the information to the payment request. For more information see "SSIS Payment Request/Confirmation Interface Specification"

2.3.3 Import Vendor/Bus Org Information

This interface allows counties to load vendor information into SSIS from their county accounting system. Information imported from the county accounting system (IFS for most counties) is not editable. SSIS Fiscal does not feed Vendor information to the County Accounting system other than a list of vendors in use.¹⁴. See the document "SSIS Software Specification for Business Organization (Vendor / Provider) changes for Fiscal" for further information.

2.3.4 Claiming Interface with MMIS

SSIS Fiscal will provide an interface to submit batches of healthcare claims to MMIS. We also hope to receive claim status back by the next day. This interface will be conducted using EDI (ASC X12N) transactions. See the Software Spec for Claims Submission for further details.

This is a requirement from the design workgroups and CSIS Replacement Analysis.

2.3.5 Eligibility Interface with MMIS

SSIS Fiscal provides an interface to get eligibility, eligibility spans, MMIS Service Agreements, etc. from MMIS. For more information see the document titled "SSIS Interface Specification - SSIS/MMIS" by Jayson Carrigan.

¹⁴SSIS maintains a table in the county accounting system that lists the vendors in use and whether or not the County Accounting System can delete a vendor.

2.3.6 Interfaces with Financial Operations

SSIS also provides interfaces with DHS Financial Operations to transfer IV-E, SEAGR, and TCM-CSR reports.

2.4 Reports

Reports are detailed in separate designs for specific functional areas. As often as possible, SSIS Fiscal will utilize e-grids for reporting purposes. To utilize e-grids for reporting, the ability to save settings to a report name and retrieve them is very important. This may require additional functionality to be added to e-grids.

A frequent request is the ability for users to define a report (parameters for an e-grid) and save those settings to the database to be shared with other users.

2.5 Security

Fiscal shares the Admin application with Worker so that all user security can be maintained in the same application. Fiscal Security functions will be established within the design of its sub modules. Examples of Fiscal Security Functions would be Export Payment Requests to Accounting System, Create and Maintain Service Arrangements, and Create and Maintain Chart of Accounts.

SSIS Users created prior to the release of Fiscal will, by default, have no access to Fiscal functions until an Admin user gives them access. This prevents every SSIS Worker user having full access to Fiscal the moment it is installed.

SSIS includes some default roles with the typical things that a Fiscal worker would need to perform their job. Admin users can easily assign those default roles to SSIS Users needing Fiscal functions. As counties learn how the functions work, they can create custom roles within the Admin application. See APPENDIX A1: New Security Functions and Roles for a list of SSIS default roles.

SECTION THREE: NON-FUNCTIONAL REQUIREMENTS

3.0 Introduction

This section describes the non-functional requirements for SSIS Fiscal. Non-functional requirements refer to product requirements for aspects other than functionality, for example, adherence to standards.

3.1 Version Control

The SSIS Fiscal/Worker application is compiled for QA and production using the standard SSIS build process -- currently a make file that invokes Delphi's command-line compiler. Version information is embedded in the executable by the standard SSIS build process. This allows the build process to use the same version number both as a label in the version control system (SourceSafe) and as the version number embedded in the finished executable. This embedded version number is then displayed as the version number on the application's main form, and is also accessible in the file properties in Windows. The version number may not be kept in the version information tab in the Delphi IDE due to difficulties in automated access to its storage there.

3.2 Performance

Fiscal workers must often enter a great deal of data. Rapid performance is vital to doing their job. The application server may require enhancement to monitor bottlenecks and to identify processes taking long periods of time. Such potential bottlenecks should be identified in individual module designs within Fiscal and by integration testing of the application as a whole.

3.3 Human Factors Requirements

SSIS Fiscal should conform to the following usability requirements:

- ◆ The system allows users to efficiently perform commonly used data entry tasks without needing to use a mouse or other such pointer device¹⁵.
- ◆ The system also allows highly automated methods of business processes as options. For example, a web vendor interface.
- ◆ The Fiscal system should be task centric, not database hierarchy centric. Users should be able to jump to the desired task without navigating a deep tree of database relationships

3.4 Reliability

Fiscal will play a vital role in requesting payments for services. Fiscal must have reliable vendor and service information to properly make payments for services. Reliable Fiscal

¹⁵ System Requirements – Rev 7.doc, page 3, Human Factors.

information is also vital for counties to claim reimbursement for services from the state and Federal governments.

3.5 Availability

Ideally, the SSIS Fiscal/Worker system must be available during regular social service working hours. There are certain dates when transmissions of claims and reports must be filed to the state. Near those filing deadlines, the availability of the system is critical. System unavailability could create a backlog of Fiscal work that must be done.

As a further note, SSIS Fiscal will utilize connections to the state to file information and to submit claims. The link to the state will need to be available during these critical filing periods. The details of these filings will appear in later module designs.

3.6 Department Standards

The SSIS Fiscal project will follow SSIS Worker standards. A few exceptions and clarifications are noted below:

3.6.1 Program Naming Standards

SSIS Fiscal should use naming standards consistent with SSIS Worker. Where standards are undefined, Fiscal developers should endeavor to create such standards.

3.6.2 User Interface Standard/Guideline

SSIS Fiscal/Worker offers an additional user interface metaphor: the XP look and feel, which was not available in pre 4.0 versions of SSIS Worker.

3.6.3 Document Version Control

Project-oriented version control for source code and software specification document management is provided by Microsoft SourceSafe. This includes versioning and revision history of source code and software specification documents.

3.7 Testing

Testing applies to the overall lifecycle of the SSIS Fiscal/Worker application, as well as during initial development and acceptance.

3.7.1 Unit Testing

Unit testing is performed in parallel with application code development.

3.7.2 Code Reviews

The purpose of code reviews is to ensure that code is correct (it works), it meets requirements (it works the way it is supposed to) and that the code is maintainable.

Code reviews are conducted before development can be considered complete and ready for system testing.

3.7.3 System Testing

System testing will validate that software developed, or changed, satisfies functional and other requirements – that the product works as it was designed and was built correctly.

A test plan for SSIS Fiscal will be developed jointly by the Testing team and the SSIS Fiscal teams.

Fiscal requires testing interfaces between SSIS and the County Accounting System and the State MMIS system. See Section 6.3 Testing Environment for more details.

3.7.4 Performance Testing

SSIS Fiscal/Worker should be tested to make sure that it performs well on minimum level client workstations and application servers. See Section 6.3 Testing Environment for more details.

3.7.5 Human Factors Testing

Make sure that data entry intensive functions can be performed primarily on the numeric keypad of a computer.

Prerelease usability testing will be done with county representatives to determine whether SSIS Fiscal/Worker is easy to understand and easy to use.

Throughout the testing process, testers should try to do tasks with a mouse and without a mouse, to make sure that there are adequate keyboard options to perform tasks without a mouse.

3.7.6 Installation Testing

SSIS Fiscal functionality is built into the SSIS Fiscal/Worker and SSIS Administration applications. The client install process will be tested to make sure that the new versions of the application install correctly using the Client Setup installation and that they are updated properly when the existing software is launched with an upgrade server. Access to Fiscal functionality is governed by security, not installation.

3.7.7 Acceptance Testing

SSIS Fiscal/Worker enhancements will be phased-in over four releases (version 4.0 to 4.3). A pilot version of each release will be used by at least 2 counties for an appropriate period of time before state-wide implementation.

SECTION FOUR: EXCEPTION CONDITIONS AND ERROR HANDLING REQUIREMENTS

4.0 Introduction

This section describes requirements for detecting, handling and logging of exceptions and errors for SSIS Fiscal/Worker. Some data checks are treated as a warning, some as an error preventing the record from being saved until fixed, other cases are treated as a warning or an error depending on a county preference. Several Fiscal module designs will specify new county preferences with respect to warnings that are part of the Administration application.

4.1 User Input

Fiscal workers are accustomed to working from error reports and logs that list problems or anomalies. Some errors require immediate correction while others need to be corrected before reaching a later stage in the workflow. For example, a Payment Batch must balance before it can be submitted, however, before that happens, a user could enter some payments and save in an incomplete state where the running total and the batch total do not match. Other errors checks are performed immediately and prevent saving the record until corrected (showing the red underline before attempting to save). Proofing reports, like the Payment Edit Report show what must be corrected to advance the information to the next step. These errors display if a user tries to advance the state before correcting the condition.

4.2 Network

Interface specification documents explain how SSIS Fiscal/Worker interfaces with other network areas. Here is a list of known documents:

SSIS Payment Request/Confirmation Interface

SSIS Interface Specification: SSIS/MMIS

SSIS Data Interchange Specification: Data Interchange – Vendor Import

SSIS Software Specification: IV-E Abstract Reports (In two parts)

SSIS Dex 1.1

4.3 Data Exchange Incomplete/Incorrect Data

If and when data is exchanged using push/pull, errors are handled the same way they are currently handled by SSIS Worker.

If we provide a SOAP or XML interface, a response document will contain any immediate errors if the information is immediately processed and rejected. If information is held and processed later, an error log will be created in the SSIS database.

This will be discussed in more detail in the appropriate Fiscal modules. Also refer to the document "ssisdex2.doc" for information on the DEX interface.

SECTION FIVE: SUPPORTABILITY AND USABILITY REQUIREMENTS

5.0 Introduction

This Section describes the supportability, usability, and installability requirements for SSIS Fiscal/Worker software.

5.1 Supportability

5.1.1 Configuration

The Administration application is the primary configuration tool for the SSIS Fiscal/Worker system. This tool is used to configure user security, county preferences, and to setup interfaces to other systems (such as Vendor Import, Payment Request Export, etc.). See various individual module specifications for more details.

5.1.2 Troubleshooting

As Fiscal piggybacks on the architecture of Worker, it shares the same troubleshooting mechanisms. Any additional interfaces (to county accounting systems, MMIS, etc.) require troubleshooting protocols.

5.1.3 Error messages

Errors are indicated with red underlining as currently done in Worker. Errors are also displayed when attempting to save a record.

5.1.4 User Training and Support

SSIS Fiscal/Worker training will be provided for as many accounting staff as possible. SSIS will also use the "Train the Trainer" method for specific modules as deemed appropriate. Because SSIS does not have the resources to be able to train every single accounting worker throughout the state, training attendance will be limited. SSIS staff will conduct this training using a combination of DHS training site sessions, regional training sessions, and interactive video training. After implementation, on-going training will likely be conducted using the "Train the Trainer" method at DHS or regional sites.

Curriculum materials and job aids will also be available on the SSIS website.

In addition, SSIS has established a statewide user group, the Fiscal Mentor Group, for accounting workers using SSIS Fiscal/Worker as is currently done for counties using CSIS.

Finally, Regional AMSSA meetings will provide a means to present information to counties on how to better use the SSIS Fiscal application.

5.1.5 Telephone Support

SSIS Fiscal/Worker is supported in the same way that SSIS Worker was supported. Help Line staff will have similar tools to those provided for in past versions. One example is providing the Help menu's Help|About window showing various resources, such as application location, total client disk space, free client disk space, Widows™ version, client and network drive information. Table Viewer and transaction logs are also available.

Support of SSIS Fiscal/Worker requires some additional accounting knowledge in the Help Line staff.

5.2 Usability

The SSIS Fiscal's user interface conventions and shortcuts adhere to current SSIS standards. For functionality introduced with SSIS Fiscal, shortcuts conform to commonly used applications such as Outlook, Explorer, Internet Explorer, Word, and Excel. Keyboard alternative methods to mouse clicks are available whenever possible.

Where feasible, errors give suggestions on fixing the problem.

5.3 Installability

SSIS Fiscal/Worker is installed via the Client Installation program as SSIS Worker was in prior releases. For users who have installed SSIS Worker, when a county goes to version 4.0, SSIS Fiscal/Worker will automatically run in place of SSIS Worker. The SSIS Fiscal application introduced in versions 3.8 and 3.9 has been eliminated as that functionality has been rolled into the combined SSIS Fiscal/Worker application.

The Application Server, `sswrksrv.exe`, is be configured the same as earlier releases. SSIS Fiscal/Worker uses this program as the application server.

The SSIS Launching application launches SSIS Fiscal/Worker as it did SSIS Worker in the past.

The interrump applications "SSIS Fiscal" that was installed with version 3.8 and 3.9 was removed with version 4.0 along with its installed shortcut in the Start menu. A place holder application exists in version 4.0 to give a graceful message that the application was removed (in case Fiscal is the first SSIS application launched).

SECTION SIX: DEVELOPMENT AND OPERATING ENVIRONMENTS

6.0 Introduction

This section describes the development and operations environments, and executable software packaging for the SSIS Fiscal/Worker program.

6.1 Development Environment

The development environment includes a standard Windows environment, Delphi and an Oracle database.

Hardware:

- IBM Compatible workstations with 512 MB RAM. Pentium 3+

Software:

- MS Windows 2000 or MS Windows XP Pro
- SSIS Worker Server application running locally
- Delphi 7.0 Enterprise
 - DataX components (internally developed)
 - Developer Express components by Developer Express Inc. in Las Vegas, NV.
 - InfoPower components by Woll2Woll Software in Livermore, CA
 - ReportBuilder for Delphi 7 components by Digital Metaphors Corporation in Addison, Texas
 - WPTools by WPCubed GmbH is located in Munich, Germany
 - Dream Collection by <http://www.dreamcompany.com>
 - Rave Reports by Nevrona Designs in Chandler, AZ
- Oracle 9I client software
- StarTeam 6.0
- DBOne 2005 Pro

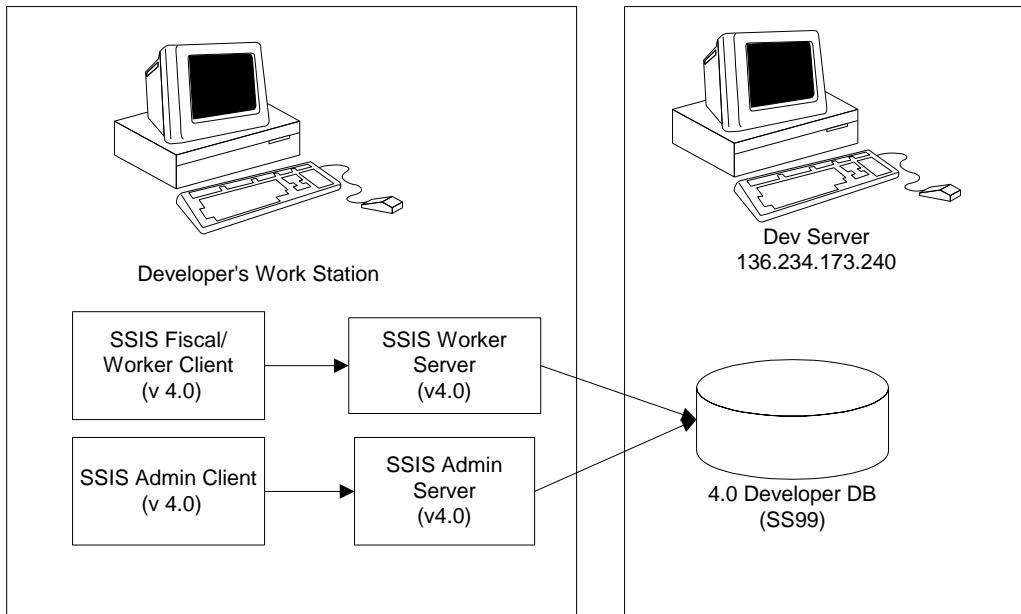


Figure 6-1 Developer Configuration

6.1.1 Source Code

Source code for the Fiscal modules is dispersed among the same library tree as the worker modules. The project file for Fiscal client modules is:

***\source\code\ssis worker client\ssiswork.dpr.**

where * is the locally defined directory structure that the source is copied into.

6.2 Operating Environment

The target operating environment for the SSIS Fiscal/Worker program includes a database server, an application server, and client PCs at county workstations.

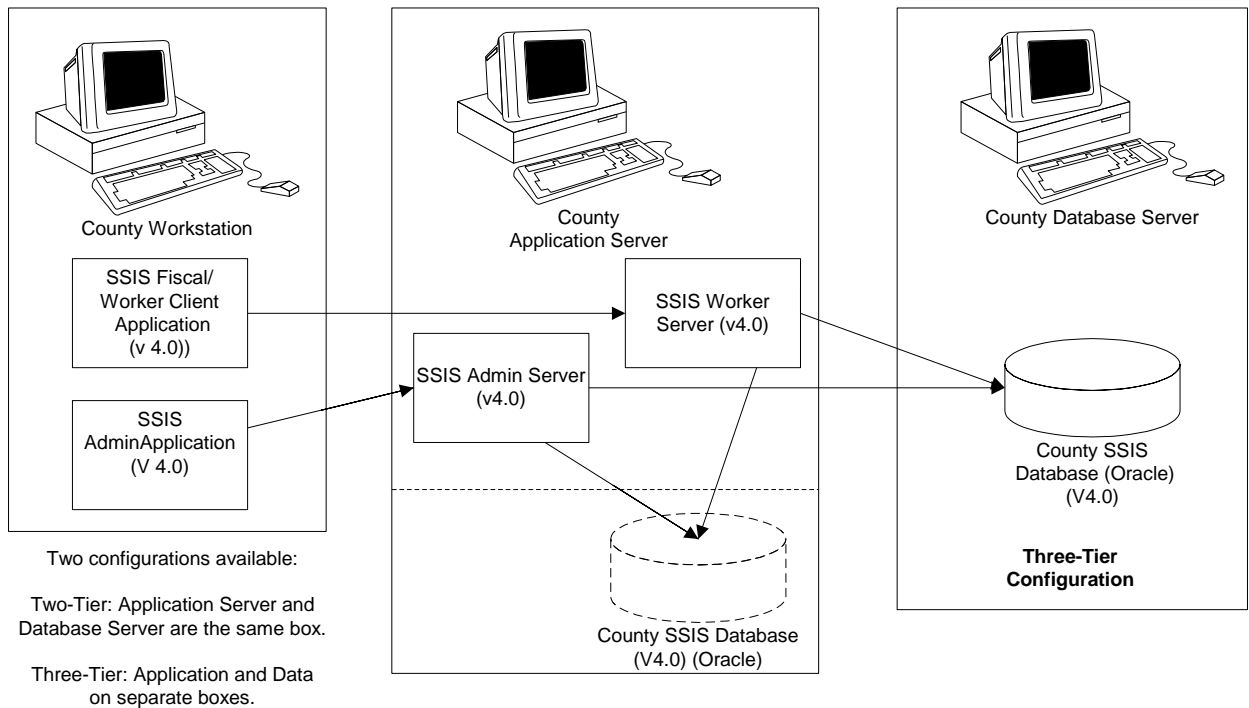


Figure 6-2 County Configuration

Desktop Hardware:

- IBM Compatible workstation with 512 MB RAM.
- Pentium 3+
- Pointer Device (such as a mouse)
- Network Connection to Application Server (machine running SSIS Worker Server)

Client Software

- MS Windows 2000 or MS Windows XP Pro
- SSIS Fiscal/Worker Client

Application Servers and Database Servers

- Windows 2000 Server or Windows XP Server
- SSIS Worker Server Application
- Oracle 10g Enterprise (Database Servers)
- Hardware requirements vary per county, depending on size of the database and number of users.

6.3 Testing Environment

The testing environment for the SSIS Fiscal/Worker application is the same as a two tier county configuration (See Section 6.2) which includes a database/application server and client PCs at test workstations. In addition, the test environment must have access to a AS400 server running IFS to test the exporting of Payment Requests and the importing of Payment Confiramtions from a typical county accounting system. Also until CSIS goes away after 2006, CSS is sometimes part of the test environment.

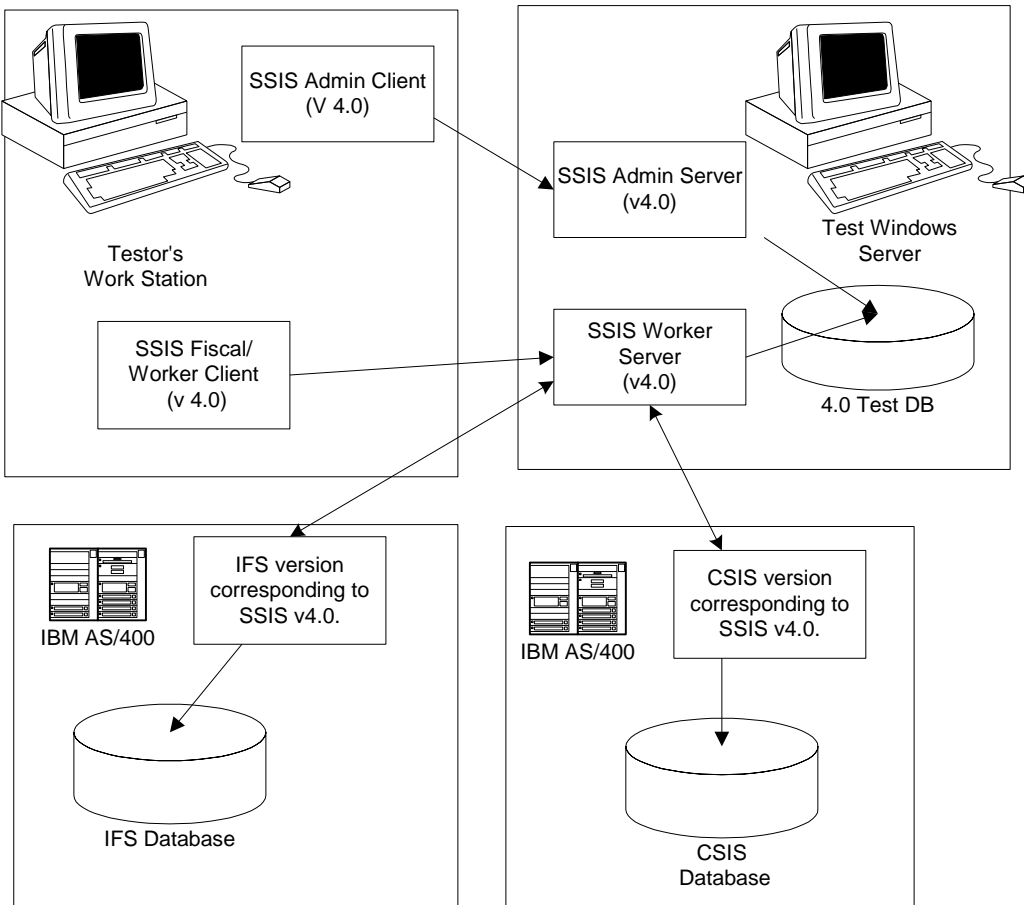


Figure 6-3 Test Configuration

Desktop Hardware:

- Same as Operating Environment above. IBM Compatible workstation with 512 MB RAM.
- Pentium 3+
- Pointer Device (such as a mouse)
- Network Connection to Application Server (machine running SSIS Worker Server)

Client Software

- MS Windows 2000 or MS Windows XP Pro
- SSIS Fiscal/Worker Client
- SSIS Admin Client

Application Servers and Database Servers

- Windows 2000 Server or Windows XP Server
- SSIS Worker Server Application
- Oracle 10g Enterprise
- Network Connection to Test AS400 running IFS
- Copy of a County Database with synchronized copy IFS database.

AS400/iSeries Server

- IFS version compatible with SSIS v 4.0.
- Copy of County Database from the same date as the SSIS database on the Database server (see above).

Payment Interface Test Servers

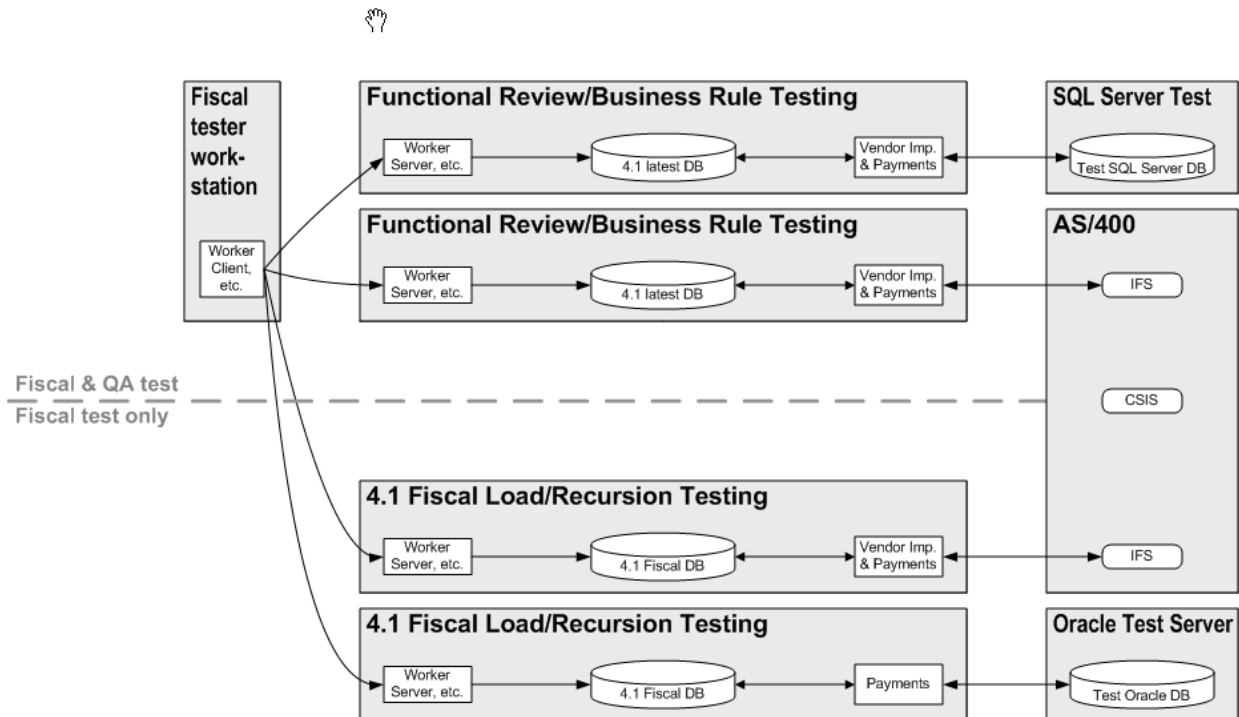


Figure 6-4

SECTION SEVEN: SYSTEM INTERFACES

7.0 Introduction

This section describes the external and internal interfaces for SSIS Fiscal/Worker.

7.1 External

7.1.1 Claiming and MA Eligibility Interfaces

Every county needs a MN-ITS mailbox. This will be used for Health Care claiming and eligibility. It will use HTTPS to connect to the mailbox.

See the document entitled 'SSIS Interface Specification – SSIS/MMIS' for more details.

7.1.2 Payment Interfaces

Every county will need payment interfaces with their county accounting system (general ledger and warrant printing). For counties using IFS (provided by Tri-Min), the interface is provide with the IFS software library. Non-IFS counties must implement their own payment interfaces. There are two payment interfaces that must be supported:

- Payment Request Export –Exports Payment Requests to the county accounting system. Note: Imported Posted Payments will not be exported out through the Payment Request Export; however imported Payment Requests will be exported.
- Payment Confirmation Import –Imports Payment Confirmations from the county accounting system.

7.1.3 Business Organization Interfaces

These interfaces are fully described in the document titled "SSIS Data Interchange Specification – Business Organization / County Accounting System Vendor Data Interchange". The Vendor Import receives information from the county accounting system to create and maintain vendor information in the Business Organization database within SSIS.

7.1.4 Financial Operations Interfaces

These interfaces including the IV-E Abstract Report, SEAGR Report, CMHRS Report, and the TCM-CSR Report pass county data to the state. For more information see the following documents:

SSIS Software Specification: IV-E Abstract Report (In two parts)

SSIS Software Specification: SEAGR Report

SSIS Software Specification: State Reporting Framework

7.2 Operating System

The following table lists the county accounting systems that SSIS must interface with:

County	Payment System	Database or Host
Anoka	Custom	DB2/400 (iSeries)
Blue Earth	Custom	SQL Server/ Unisys
Dakota	Custom Payables	SQL Server
Hennepin	CSPS	SQL Server
Olmsted	CGI-AMS	SQL Server
Ramsey	PeopleSoft	Oracle
Scott	Oracle Financials	Oracle
St. Louis	Mitchel Humphrey	SQL Server
Washington	JD Edwards	SQL Server
Other Counties	IFS	AS400 (iSeries)

Table 7.3 County Accounting Systems

7.3 Network

Counties must either make the county accounting system's IP addresses available to the SSIS application servers (Vendor Import, Payment Request Export, Payment Confirmation Import, Posted Payment Import) or must make the SSIS database server's IP address available to the counting accounting system. These open IP addresses are to allow data exchange through interface tables on either the county accounting system or the SSIS database server.

For more information see the following documents:

SSIS Data Interchange Specification – Business Organization / County Accounting System Vendor Data Interchange

SSIS Interface Specification SSIS/MMIS

SSIS Payment Request/Confirmation Interface Specification

SSIS Software Specification: IV-E Abstract Report (In two parts)

7.4 Database

SSIS Fiscal shares the same Oracle database schema (SSIS) with SSIS Worker. Fiscal adds additional tables, views, and columns to that database.

SECTION EIGHT: USER INTERFACES

8.0 Introduction

This section describes the changes made to the user interface made during the development of the SSIS Fiscal modules in the SSIS Fiscal/Worker application.

8.1 User Interface

The Fiscal project introduces new User Interface components as well as new searches, trees, and visual modules to the system. New components include the Task Panel and XP Lists. In addition, Version 4 adds several new menus and menu items to the application. The SSIS Worker application has been renamed to be SSIS Fiscal/Worker to reflect the dual purpose of this application to serve as a tool for both social workers and fiscal workers within each county. Several of these User Interface components were implemented in V 3.8 in the Fiscal application. With the merging of Fiscal and Worker into one application in V 4.0, these features became available to Worker modules as well as Fiscal modules.

8.2 Main Window

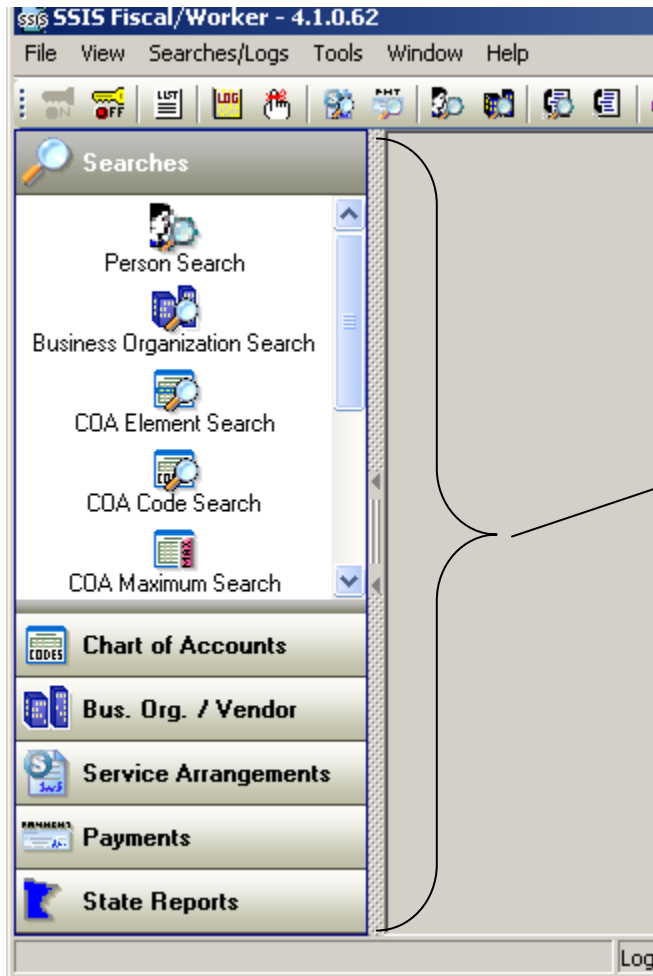
As in prior SSIS releases, the main window is an MDI (Multi Document Interface) Parent window that contains all the detail windows (MDI child windows). . From the Main Window, the user will start various tasks. The tasks that a user can perform will be displayed on the left in the Task Panel, an Outlook™ Bar style interface. These tasks are also present in the main menu. Some tasks are also available on the tool bar.

8.2.1 Tool Bar

This section designates the new tasks available on the tool bar.



8.2.2 Task Panel



Formerly referred to as the Fiscal Bar, the Task Panel is displayed on the left hand side of the SSIS Fiscal/Worker application. This panel is used to categorize various tasks that the user may do. On the following page are images which show the items available in the Task Panel. The Task Panel may be hidden by the user in two different ways (uncheck the menu item View | Task Panel or collapse the panel by clicking on the splitter's center button).

Task Panel- similar behavior to the Outlook™ Bar in MS Outlook™, except that it is task oriented rather than folder oriented.

A user has the option to use the Task Panel if the user's group has the security function "XP Option". When the XP Option function is available, the checkable menu item "Task Panel" appears.

Some Reasons for using the Task Panel:

- Quick access to tasks.
- Allows grouping tasks
- Familiar and friendly user interface

User Defaults: The Task Panel is turned on by default if the user is granted security access to XP Option.

Role Defaults: The XP Option is part of the following SSIS template roles:

- SSIS Fiscal Case Aide
- SSIS Fiscal Mentor
- SSIS Fiscal Supervisor
- SSIS Fiscal Worker
- SSIS Fiscal Worker w/Approval
- SSIS Claiming Worker

Contents of the Task Panel:

Searches

Chart of Accounts

Bus. Org. / Vendor

Service Arrangements

Payments

State Reports

CMHRS

SEAGR

IV-E Report

TCM

Chart of Accounts

COA Element Search

COA Code Search

COA Maximum Search

Searches

Person Search

Business Organization Search

COA Element Search

COA Code Search

COA Maximum Search

Service Arrangement Search

Service Agreement Search

Service Arrangement Group Search

Payment Search

Payment Batch Search

Payment Cancellation Search

Bus. Org. / Vendor

Business Organization Search

[Bus Org Cleanup](#)

Vendor Import Log

Service Arrangements

Service Arrangement Search

Service Agreement Search

Service Arrangement Group Search

Payments

Payment Search

Payment Batch Search

Payment Cancellation Search

Edit Report

State Reports

CMHRS

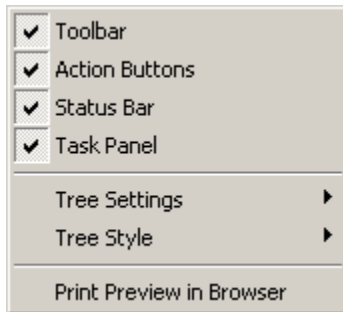
SEAGR

IV-E Report

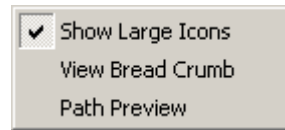
TCM

8.2.3 View Menu

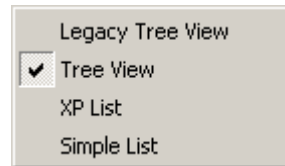
This section displays the contents of the View menu and defines menu items which are not module specific. Items in this menu are checkable options. The Tree Settings and Tree Styles can also be customized per module in the Action/Popup menus.



View Menu



View | Tree Settings Menu



View | Tree Style Menu

8.3 User Options

The **View** menu has menu items that allow the user to customize how the SSIS Fiscal/Worker application displays.

Toolbar: This menu item shows or hides the application level tool bar (not the treeview tool bar). The default is to show the application level tool bar.

Action Buttons: This menu item shows or hides the panel with the Action button on each Tree View child window. This preference is overridden on windows where the 'SELECT' button has been enabled. The default setting is to display the Action Button panel. The purpose of this option is to allow users to free up more space to show previews. Alternate ways of invoking the Action menu are available by right clicking or clicking the lightning button on the tool bar.



Status Bar: This menu item shows or hides the status bar at the bottom of the main window. The default setting is to show the Status Bar.

Task Panel: This menu item shows or hides the Task Panel on the left side of the main window. The default is to show the Task Panel if the user has XP Option Security.

Print Preview in Browser: This menu toggles whether the print action available on some tree nodes should send the printout to the browser to preview before printing. This reintroduces functionality that used to be in SSIS Worker, but was turned off because it confused some users. Now users can turn it on if they wish to have that functionality. When turned off, printing goes directly to the printer. This defaults to being unchecked (goes directly to the printer).

Show Large Icons: Toggles the default size of the Icons in the treeview tool bars. The default is to show large icons.

View Bread Crumb: This menu item toggles the default displaying of Bread Crumb trails (see example below) in the treeview windows. The bread crumb trail lists the tree nodes from the root to the current node and serves as a quick method of navigating up the tree structure. Clicking on an ancestor node will return the tree window to that view. The default is to not show Bread Crumb Trails.



In the Bread Crumb example above, the Person Node, the Fiscal Details Node, and the Payments node are ancestors of the top node.

Legacy Tree View: Checking this menu item will make this the default display style for tree view windows. This is the tree view used in older versions of the application. This style is retained in version 4.1, but renamed to 'Tree View' replacing the Tree View style in version 4.0.

Tree View: *See Legacy Tree View above*

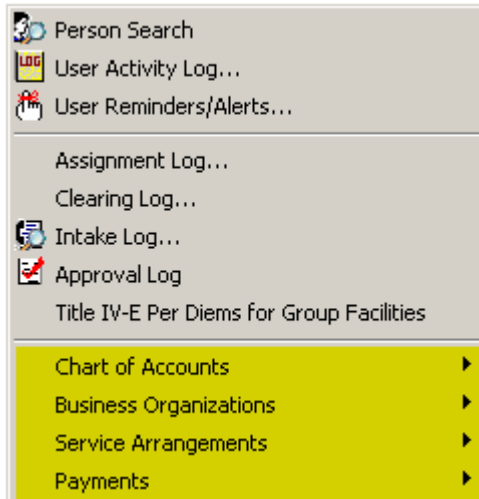
XP List Checking this menu item makes the XP List style the default display mode for tree view windows. For more information on this display style see section 8.10 XP List.

Simple List: Checking this menu item makes Simple List the default tree style for tree view windows. For more information on this display style see section 8.11 Simple List

The tool bar, Action button, status bar, and Task panel menu items allow users to optimize their screen space to show more rows and columns in the numerous grids displayed within the application. Bread Crumb Trails make the current node context more clear to the user.

The settings of the display options in the **View** menu are persistent between sessions. They are stored with the user's settings. These settings revert to the system defaults if the user clears their user settings. They may also be lost sometimes between SSIS release changes.

8.3.1 Searches/Logs Menu



This menu contains many of the primary tasks that users of SSIS Fiscal/Worker will use. This Fiscal tasks are submenus at the bottom of this menu (same tasks that are available in the Task Panel).

8.4 Fiscal Sub Menus of Searches/Logs:

Fiscal adds four submenus for Chart of Accounts, Business Organizations, Service Arrangements, and Payments to the Searches/Logs Menu to the left.

In the future additional menus for Claiming and State Reports may be added.

Searches/Logs Menu

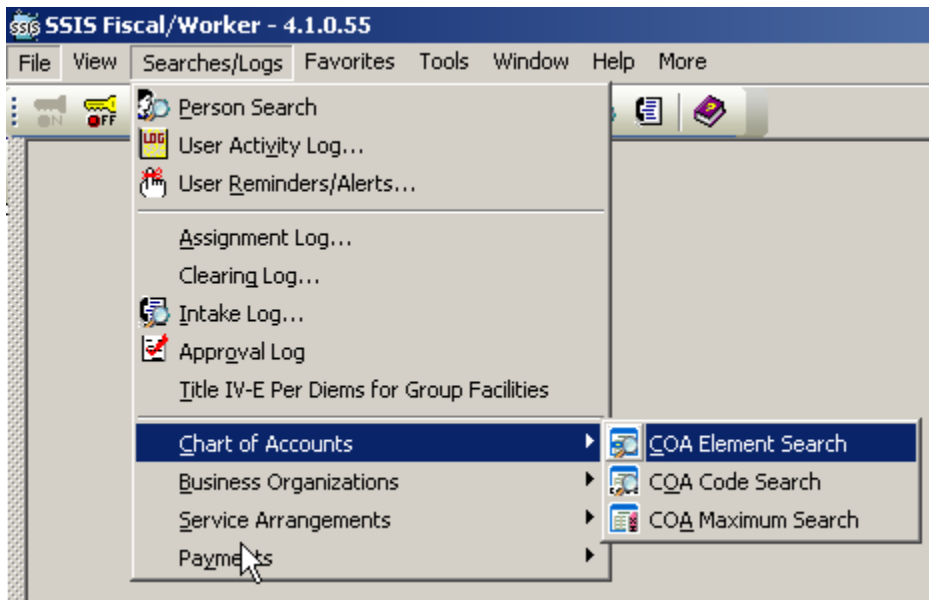
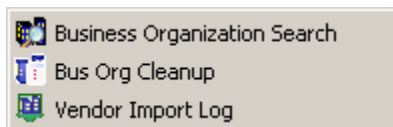
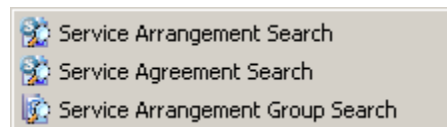


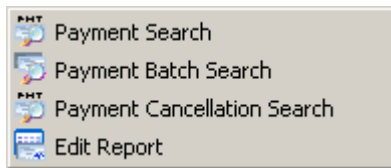
Chart of Accounts (COA) Submenu



Business Organization SubMenu



Service Arrangements Submenu

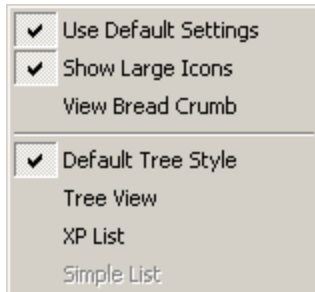



Payments Submenu

8.5 Tree View Windows

This section describes changes made to the tree view child windows within the SSIS Fiscal/Worker application.

8.5.1 Tree View Popup Menu



Available using the "options" button  or the right click on a tree view window's tool bar, The tree view popup menu (shown on the left) allows the user to customize the display of the Tree View window. Note: These menu items are not the same as the items under the View menu which are the defaults when 'Use Default Settings' and 'Default Tree Style' are in use. If Use Default Settings and Default Tree Style are not checked on the View menu, then the settings selected here apply only to the current module window.

8.6 Use Default Settings

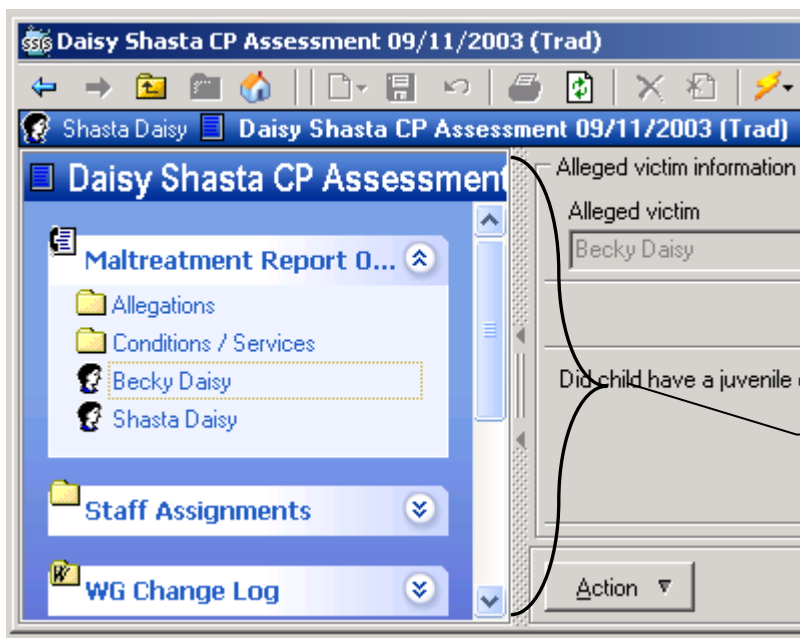
Checking this menu item will make the settings match the application wide defaults for Icon Size and Bread Crumb Trails.

8.7 Show Large Icons

Checking this item will display larger icons, taking more horizontal and vertical space. Usually the tool bar has plenty of extra horizontal space, so the main concern is the vertical space that it takes.

8.8 View Bread Crumb

When displaying the tree using XP List style or Simple List style, the application will maintain a list of nodes in the current path in a horizontal list underneath the tree view toolbar (See below). Clicking on a prior node in that list will jump back to that level.



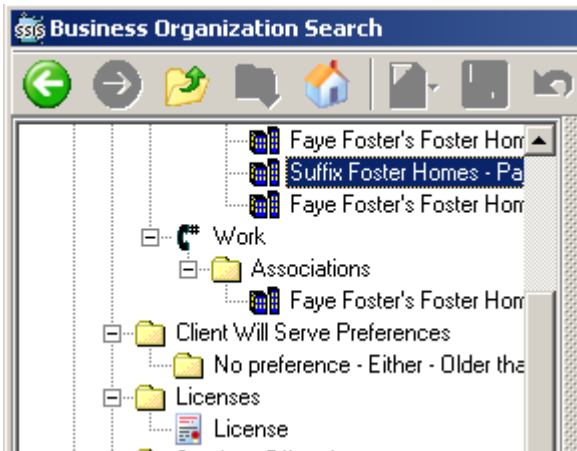
Tree View Tool Bar - Right Click in this region to bring up the tree view Options menu.

Bread Crumb - This region under the tool bar is used to show navigational points along the way to the current node in the tree.

Tree View Panel - This region contains a tree view, XP List, or Simple list as specified by the window's Tree Style. In cases where Data Cleanup is available, this region can also contain a data cleanup tab.


8.9 Tree View

Selecting this view will display the classic tree used in prior versions of SSIS.

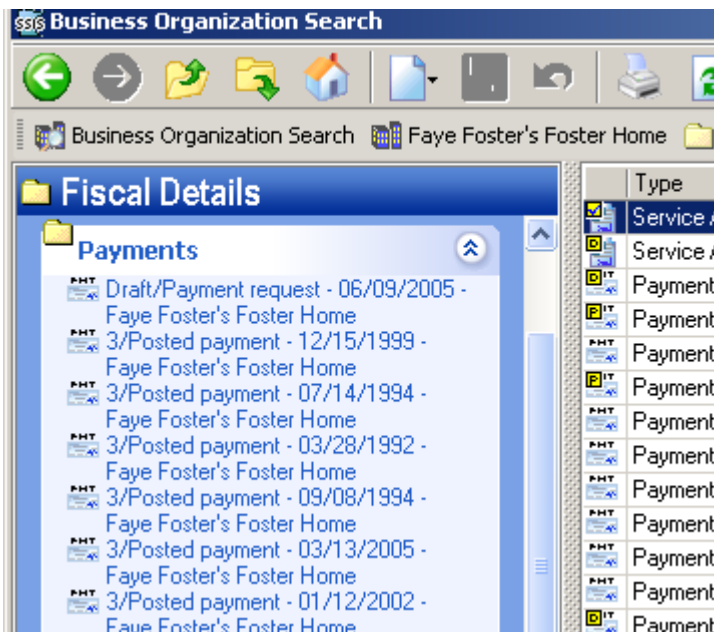


8.10 XP List

This view displays two levels below the current level in the navigational tree.

The Chevron button  is used to expand or collapse the contents of a list.

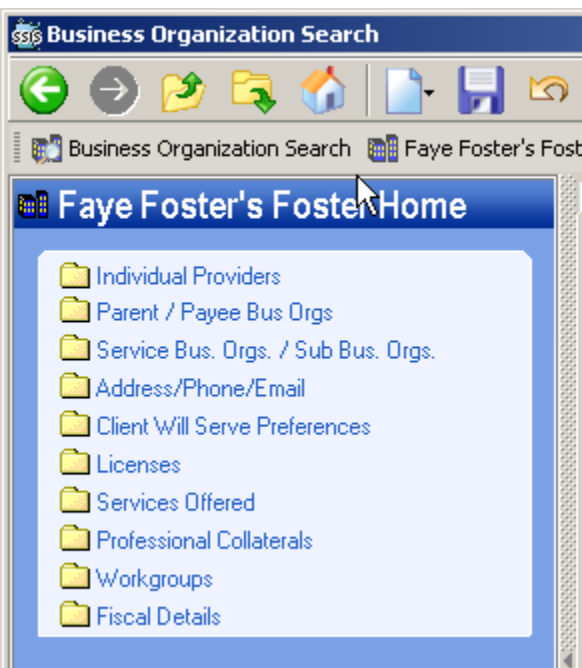
The example to the left shows the Bread Crumb Trail when using XP Lists. Without the context of Business Organization Search and "Faye Foster's Foster Home" in the Bread Crumb Trail, the user would be unable to distinguish Fiscal Details under Business Organization from Fiscal Details under Person.



8.11 Simple List

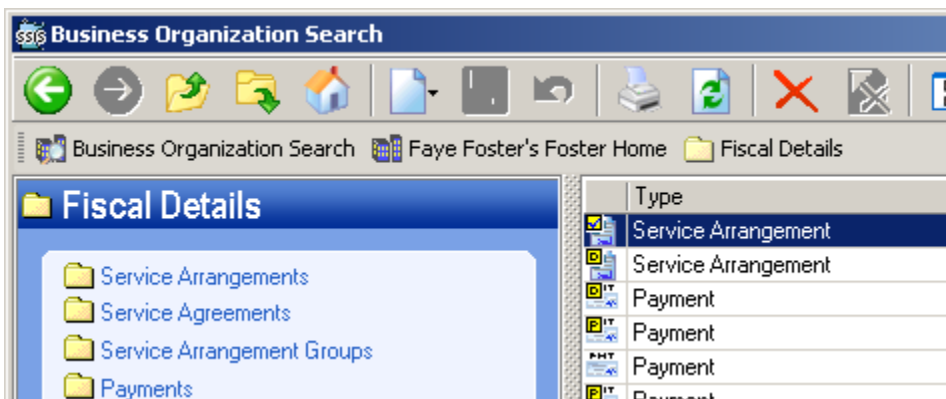


This tree style displays only the items under the current level. Clicking on an item in the list will show a simple list of items under that level. This Tree Style is well suited for selecting searches. The Search to the left was for Business Organizations starting with "Faye".



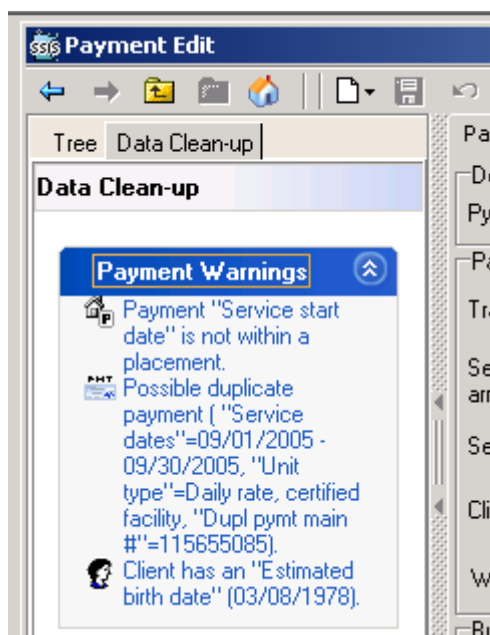
As the user drills down (single clicks) in a Simple List, the List will show an updated list of items one level down. At the left is what the user would see if clicking on 'Faye Foster's Foster Home'. Note that the original node is in the Bread Crumb Trail along the top.

Clicking on Fiscal Details, the user drills down further:



Example of using the Simple List interface with a Bread Crumb Trail on top.

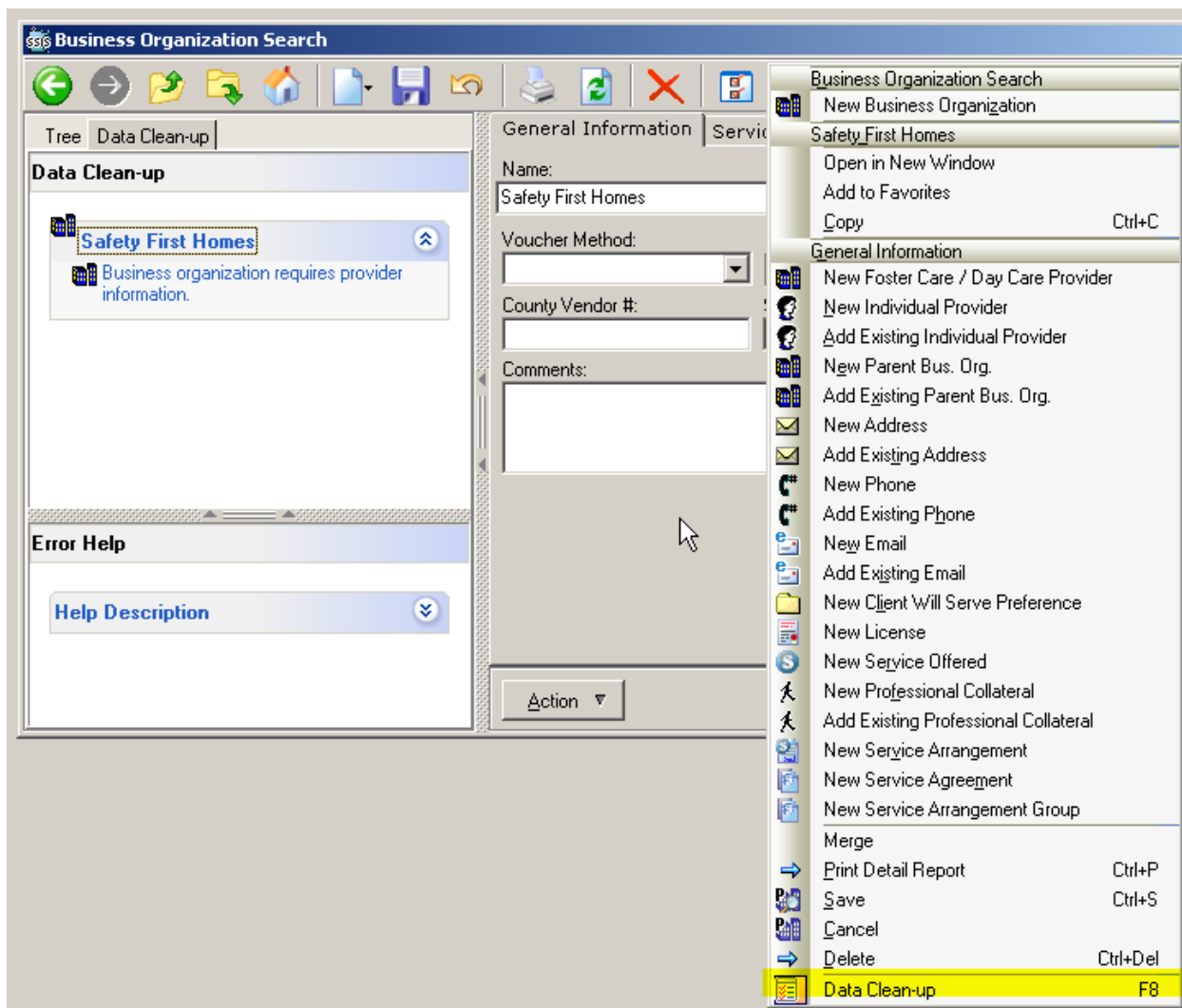
8.11.1 Data Clean-up



In some situations a Data Clean-up view is available in the Action menu. After choosing to display Data clean-up (in the Action menu) the Tree View/XP List Panel has two tabs, "Tree" and "Data Clean-up".

In this mode, the user will see a list of warnings and/or errors. Help is available on each item by clicking on the item. In addition, clicking on an item will often take the user directly to the likely place where the error can be fixed.

Some tree views automatically show the Data Cleanup Tab. For example, Proofing Style Reports show the Data Cleanup Tab automatically after generating the report.



8.12 User Interface Details:

The functional use cases will appear in their own design documents such as Chart of Accounts, Payments, Service Arrangements, etc. The use cases below deal with the general application and its user interface mechanisms.

8.12.1 Hide/Show Fiscal Bar

System Specification					
Use Case	Show/Hide Fiscal Bar				
Use Case #					
Purpose	To allow the user to toggle if the Fiscal Bar shows.				
Description	Precondition: None Post-conditions: <ul style="list-style-type: none"> ▪ The Fiscal Bar is shown or hidden. 				
Related Use Cases					
Requirements Trace					
Actors & Type(primary/secondary)					
Fiscal Worker (primary)					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Actor Actions</th> <th style="width: 50%;">System Response</th> </tr> </thead> <tbody> <tr> <td>1. Click on View Fiscal Bar to toggle the Fiscal Bar menu item.</td> <td>1. Fiscal Bar is shown (checked in the menu) or hidden (unchecked in the menu).</td> </tr> </tbody> </table>		Actor Actions	System Response	1. Click on View Fiscal Bar to toggle the Fiscal Bar menu item.	1. Fiscal Bar is shown (checked in the menu) or hidden (unchecked in the menu).
Actor Actions	System Response				
1. Click on View Fiscal Bar to toggle the Fiscal Bar menu item.	1. Fiscal Bar is shown (checked in the menu) or hidden (unchecked in the menu).				
Alternative Courses					
<ol style="list-style-type: none"> 1. Right Click on the Fiscal Bar and uncheck the Fiscal Bar menu item. 2. The Fiscal Bar can also be hidden (or almost hidden) by sizing it very small with a splitter bar. (FYI: Outlook's Bar has a minimum width beyond which you cannot size it any smaller without hiding it) 3. Keyboard Shortcut: Provide a keyboard method of doing this. Based on a menu item approach, this would be something like F10 (Activate Menu), V (for View), and F (Fiscal Bar). Another way of doing this would be Alt+V (Active View Menu), F (Fiscal Bar). 					
Exception Conditions					
None					
Notes					
None					

8.12.2 Launching a Task from the Fiscal Bar

System Specification					
Use Case	Launching a Task from the Fiscal Bar				
Use Case #					
Purpose	To allow the user fast access to perform commonly occurring tasks within the SSIS Fiscal Application.				
Description	Precondition: SSIS Fiscal is up and running and the Fiscal Bar is showing to the left side of the application. Post-conditions: <ul style="list-style-type: none"> ▪ The desired task is initiated in the Fiscal application. 				
Related Use Cases					
Requirements Trace					
Actors & Type(primary/secondary)					
Fiscal Worker (primary)					
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Actor Actions</th> <th style="width: 50%;">System Response</th> </tr> </thead> <tbody> <tr> <td>1. Single click on an Icon in the Fiscal Bar</td> <td>1. The selected task is initiated bringing up whatever dialog or window is used to perform that task.</td> </tr> </tbody> </table>		Actor Actions	System Response	1. Single click on an Icon in the Fiscal Bar	1. The selected task is initiated bringing up whatever dialog or window is used to perform that task.
Actor Actions	System Response				
1. Single click on an Icon in the Fiscal Bar	1. The selected task is initiated bringing up whatever dialog or window is used to perform that task.				
Alternative Courses					
<ol style="list-style-type: none"> 1. Tasks in the Fiscal Bar should also be available in the application's menu system. All tasks in a menu should be accessible with keyboard shortcuts. Each task would have its own unique keyboard shortcut. In addition, some commonly used tasks are available on the toolbar. 					
Exception Conditions					

None

8.12.3 Expanding and Collapsing XP Lists

System Specification	
Use Case	Expanding and Collapsing an XP Lists
Use Case #	
Purpose	To expand or collapse an XP list to show or hide the list of items.
Description	Precondition: A data window is currently active with an XP list (the user is not running in Tree View mode). Post-conditions: The XP list will be expanded or collapsed.
Related Use Cases	
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
1. The user clicks on the Chevron button in the heading line of the XP List.	1. The list is displayed in expanded or collapsed form.
Alternative Courses	
Notes	
Notes: The Chevron would not be displayed for XP Lists that cannot be expanded. For these items, the only option is clicking on the heading line to go to the pertinent search window.	

8.12.4 Opening Items in XP Lists

System Specification	
Use Case	Opening Items in XP Lists.
Use Case #	
Purpose	To allow the user to open related information to the current record.
Description	Precondition: SSIS Fiscal is up and running and the user has some record open in a child window. An XP List containing at least one item is expanded. Post-conditions: <ul style="list-style-type: none"> ▪ The item represented by the item in the XP List is opened.
Related Use Cases	8.12.3 Expanding and Collapsing XP Lists
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
1. Single click on a detail item in an XP list on the left side of the detail window.	1. A detail window for the chosen item is displayed. The prior item, where the user came from, is displayed in the breadcrumb trail.
Alternative Courses	
1. The user can enter an Alt character to put focus on an XP List Header line. From there, the user can use up and down arrow keys to navigate to a particular child node. For example, Alt+P is the shortcut to get to the XP List of payments for a Service Arrangement. Navigate down to the desired item (up and down arrow keys) and press <enter> on the desired item.	
Exception Conditions	
None	
Notes: Related lists are those contracting and expanding XP lists on the left side of detail windows.	

8.12.5 Open a Search in an XP List.

System Specification	
Use Case	Open a related item search from an XP List.
Use Case #	2.3.15
Purpose	To allow the user to search for records related to the current record.
Description	<p>Precondition: SSIS Fiscal is running, and the user has some record open in a child window. Related structures/tasks are displaying in the XP List pane. Some lists of related records would be too long to list the entire set in an XP list. To get a larger list, a search view should be used to find the desired related record.</p> <p>Post-conditions:</p> <ul style="list-style-type: none"> ▪ The search view of the related item is displayed.
Related Use Cases	
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
1. Click on a header item in an XP list.	1. A search window for those items is displayed. The record identifier for the record from which the user came is defaulted into one of the search parameters. Where the user came from is displayed in the breadcrumb trail.
Alternative Courses	
<p>1. The user can enter an Alt character to put focus on an XP List Header line. Once there, the user can press <enter> on the XP List Header to invoke the search window. For example, to invoke the search for a vendor's payments, the user could press Alt+P for payments and then hit <enter> to invoke the search window.</p> <p>1. The search can be invoked from the menus without the current record defaulting as one of the search parameters.</p>	
Exception Conditions	
None	
Notes: Related Lists are those contracting and expanding XP lists on the left side of detail windows.	

8.12.6 Toggling between XP Lists and a Data Tree View

System Specification	
Use Case	Toggling between XP List and Tree View mode
Use Case #	2.3.17
Purpose	To change the navigation method.
Description	<p>Precondition: A data window with XP Lists or a Tree View is showing.</p> <p>Post-conditions: If XP Lists are showing, then the window will switch to showing the tree view, otherwise, the window will switch to showing the XP Lists.</p> <ul style="list-style-type: none"> ▪
Related Use Cases	
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
<ol style="list-style-type: none"> 1. Right Click on the XP List region (or the tree-view) 2. Choose 'Show Tree View' to check or uncheck that item in the popup menu. 	<ol style="list-style-type: none"> 1. Popup menu displays. 2. Display is updated to reflect the new option chosen.
Alternative Courses	
<ol style="list-style-type: none"> 1. The system could provide a button on the toolbar mimicking this function. 1. The menu system could provide a menu item that also performs this function. This menu item would serve as a keyboard shortcut. 	
Exception Conditions	
None	
Notes: Data windows have three states: showing the tree view, showing the XP List Pane, or showing neither. Neither will be presented for functional areas that have no related items. Showing both the Tree View and the XP List Pane will not be presented as an option.	

Kate: Need to talk more about:

- *Taskcenteric Views – Need to address*
- *Use of Enhanced Grids – Need to address*

8.13 Navigation Map

Figure 8-1 depicts a high-level navigation map for SSIS Fiscal/Worker. Upon running the application, the first screen a user sees is the modal logon dialog box in front of the main MDI parent window.

Figure 8-2 (next page) shows a similar navigational map for the Fiscal elements of the SSIS Administration application.

After successful log on the MDI parent form is in focus.

The MDI Child windows are available in several possible places: the main menu bar, the tool bar, and the task bar.

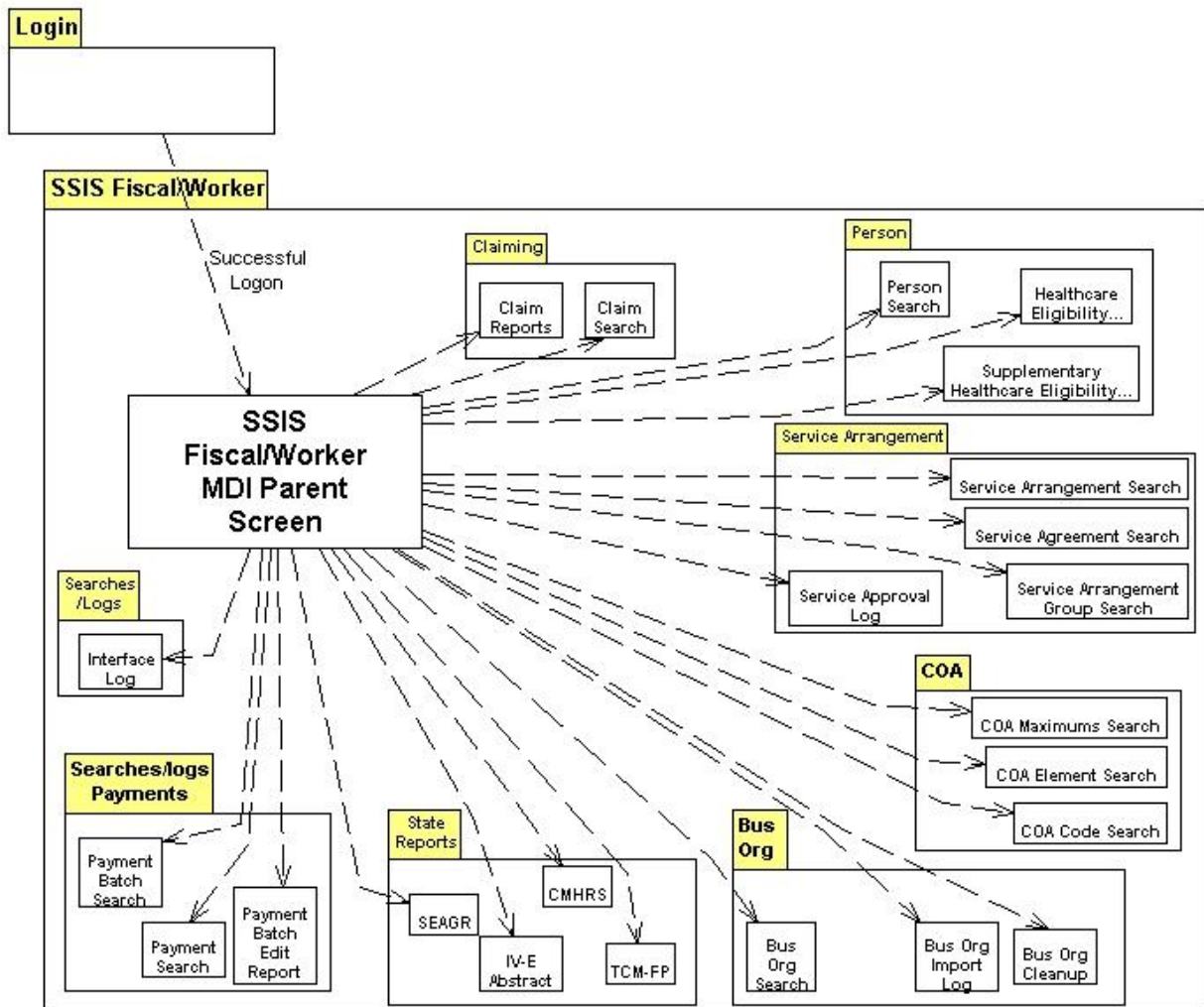


Figure 8-1, User Interface Worker Navigation Map

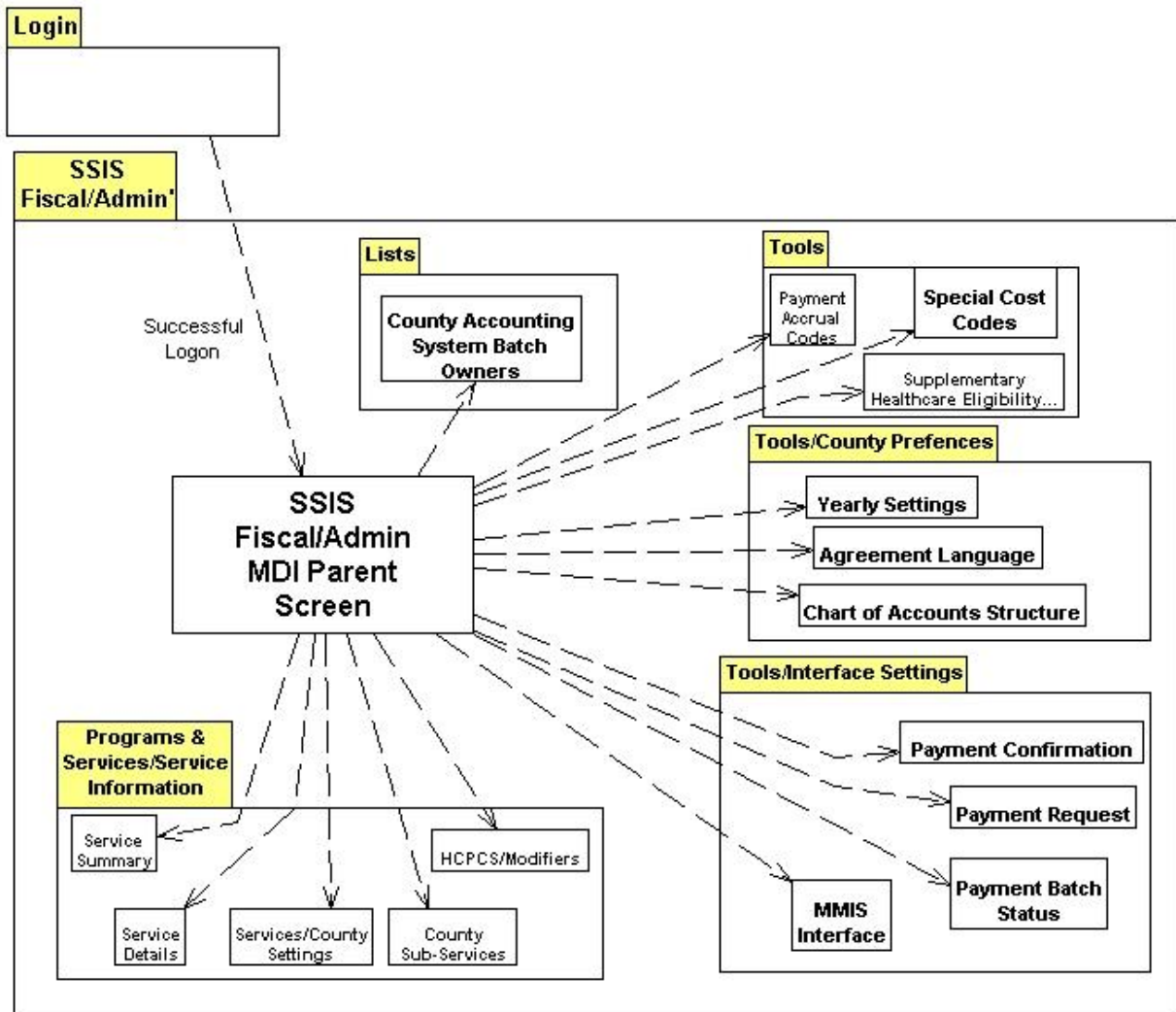


Figure 8-2, User Interface Administration Navigational Map

8.14 Standard Keyboard Keys¹

Several Keyboard short cuts will be needed to use the XP Lists via the keyboard. The Task Bar will be limited to only a point and click interface. Note: Testers will need to test these keyboard shortcuts.

Short Cut	Short Cut Action	Description
	Set Focus to the XP List*	Sets focus from the current control in the visual module to the XP List control.
	Set Focus to the Tree View*	Sets focus from the current control in the visual module to the tree view.
F10,V or Alt+V	Display View menu	Displays the 'View' menu. <i>See section Error! Reference source not found. Error! Reference source not found.</i>
F10,V,F or Alt+V,F	Hide/Show Fiscal Bar	Hides or shows the Fiscal Bar on the MDI parent window.
F10,V,A or Alt+V,A	Hide/Show Action Buttons	Hides or shows the Action Button panel on tree view visual modules.
F10,V,T or Alt+V,T	Hide/Show Tool Bar	Hides or shows the tool bar on the MDI parent window.
F10,V,S or Alt+V,S	Hide/Show Status Bar	Hides or shows the Status Bar at the bottom of the MDI Parent Window.
	Toggle between XP list mode and tree view mode.*	Refreshes the form to redisplay with XP Lists in Tree View mode, or vice versa.
Right Arrow	Expand XP List	Expands the currently selected XP list from a collapsed state.
Left Arrow	Collapses XP List	When the XP List title line is currently selected and expanded, this command collapses the expanded XP list.
Down Arrow	Move to next XP*	If an XP List is collapsed, pressing the down arrow will set focus on the next XP list.
Up Arrow	Move to prior item	Moves to the prior item in an XP list if the list is expanded and one of the items is selected.
Down Arrow	Move to first detail item *	When an XP List is expanded, this key moves focus to the first detail item.
Left Arrow	Move to title from detail item in an XP list.*	Moves from the detail item to the title line in an XP List.
Down Arrow	Move past last item.	Sets focus on the next XP List when pressing

¹ Most of these shortcuts worked on a prior version of the XP List component. At some point when the XP list was re-engineered, these shortcuts were lost. PR 06-0615-1031-38 was created to address this issue.

Short Cut	Short Cut Action	Description
		Down Arrow when the last detail item is selected.

* **Not implemented yet.**

SECTION NINE: STATE REPORTING FRAMEWORK

9.0 Introduction

The purpose of this section is to outline the State Reporting framework. This framework is designed to support the following Fiscal requirements:

- State Reporting as well as claiming must share a common GUI look and behavior
- Reports will be in grid format so that users can customize the layout of the output unless the report cannot be made to work as a grid. (Existing CSIS reports should be reviewed with Functional Analysts to determine if they can be reworked as grid style reports).
- Reports that are similar should be handled with the same report/tab style

This document describes a common structure/behavior for State Reporting. It includes:

- Query process
- Report/ tab style guidelines
- Tables and codes used by all State Reports
- Screen layout
- Base form with common node container definition and State Report header information
- Common action menu
- Common business rules and error messages
- State Report header table and common codes
- High level map of legacy CSIS reports to SSIS reports.
- Common action menu
- Report/ tab style guidelines
- Query process

The individual State Report specifications include:

- Specific security requirements
- Retention requirements
- ValidDefine valid reporting period codes for the State Report type
- BusinessDefine business logic for generated reports
- Map of legacy CSIS reports to SSIS report/proofing grids
- Tree Node definition for error navigation in Data Clean-up
- Grid column definitions for individual stored reports/tabs.
- Report/tab layout based on style guidelines
- Entry forms based on SSIS standards
- Define retention requirements
- Business rules, how they are implemented, and error messages

9.1 Overview

This overview is a high-level description of the process used to create and submit a State Report. It does not attempt to describe county variations nor detail system responses to user actions.

9.1.1 State Report Screen

The State Report screen uses the standard tree and grid layout used by SSIS. It allows users to generate and submit reports, do interactive data correction, and create a revised report for a period after submitting the original.

Figure 10-1 shows the layout of the TCM CSR screen as an example. It shows the tree structure, node container grid, and State Report header. Those portions of the screen are used by all State Reports. The tabs shown in the screen below are specific to the TCM CSR.

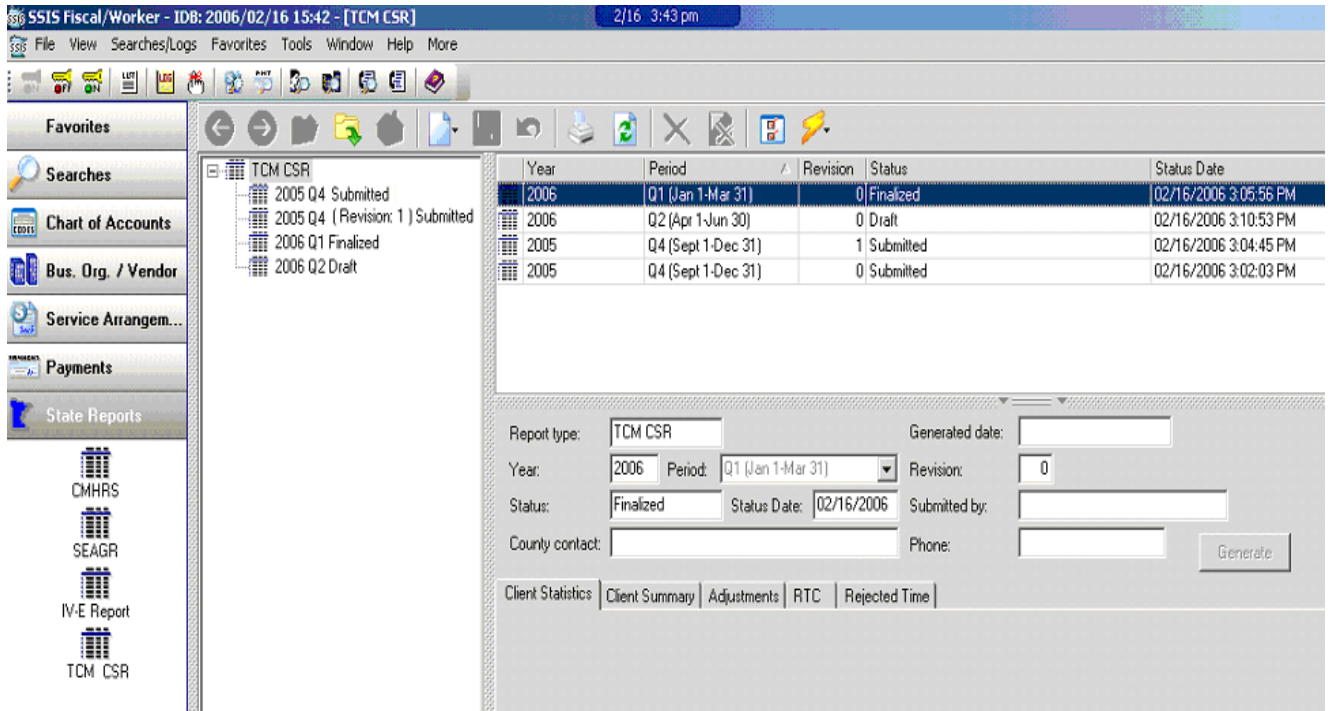


Figure 9-1, State Reporting Screenshot (TCM CSR example)

9.1.2 State Report Process

The user starts the State Report by creating the report header via "New [State Report type]" on the action menu. The State Report header ID field links the report header to link the various stored individual reports that must be stored for a particular report period. Figure 10-2 illustrates how the header record is created.

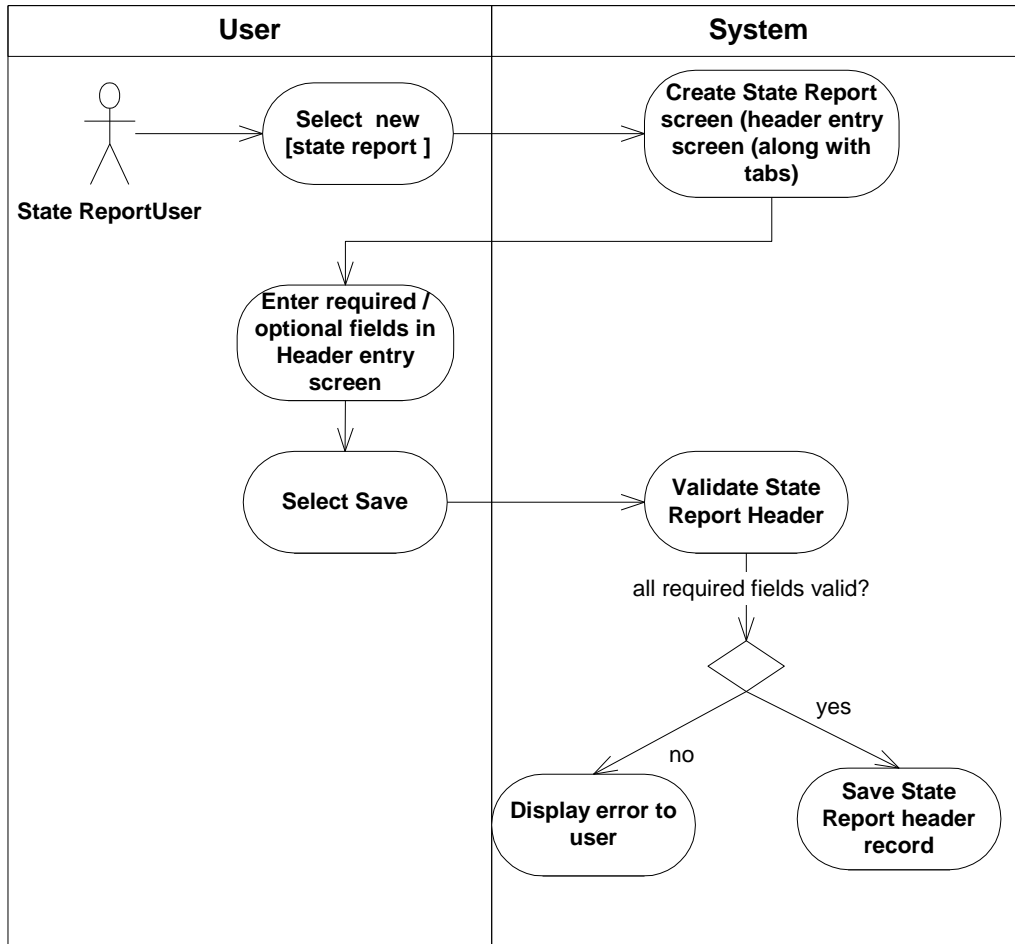


Figure 9-2, Creating the State Report Header

Once the State Report header record is saved, the user may do any of the following:

- Go to the data clean up style tabs on the State Report screen to do interactive data correction as detailed in Section 11.
- Enter supplemental data such as adjustments, on a data entry style tab.
- Generate a set of stored reports in draft status from the State Report header section of the screen.

These steps may be done in any order and may be done several times before submitting the State Report data to DHS, as illustrated in **Figure 9-3** , on the following page.

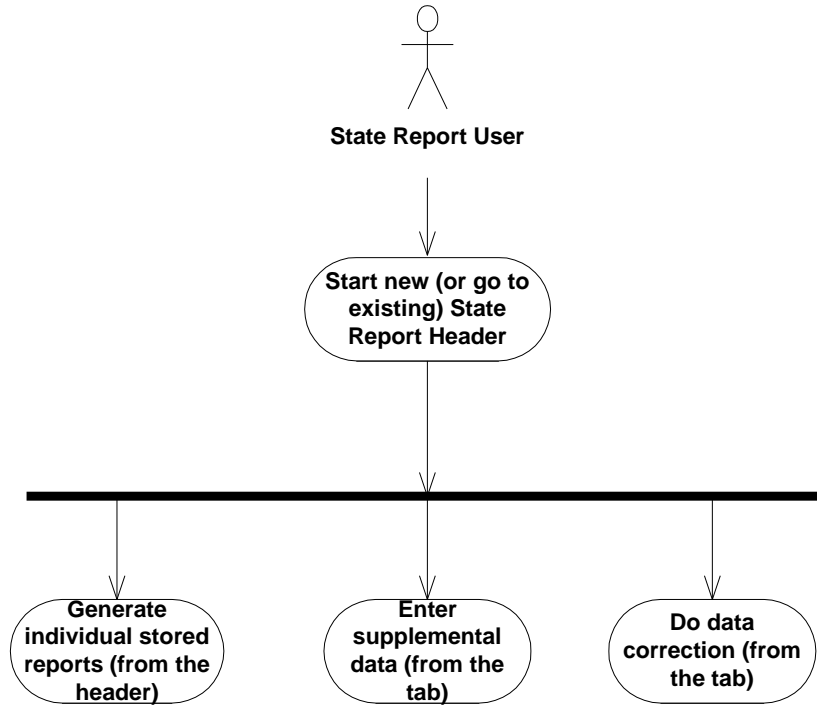


Figure 9-3, High-level Workflow

9.1.3 Generating stored reports

Typically, the user starts with error correction and then generates a set of stored reports through several drafts, doing data correction between drafts. Interactive data correction is done with Data Clean-up Search and is described in Section 11 of the FISCAL Systems spec.

Clicking the "Generate" button in the header section of the screen causes the system to create several reports. Each time the user generates the State Report, the system first clears the existing records before creating the set of reports.

The specific generated reports are detailed in the specification as specified for each the State Report type (TCM CSR, SEAGR, Title IV-E Abstract, or CMHRS). All generated reports are stored in the county SSIS database. Some are submitted to DHS. Others are saved only at the county for audit purposes or to support the proofing process. See Figure 9-4, below, depicts this basic flow.

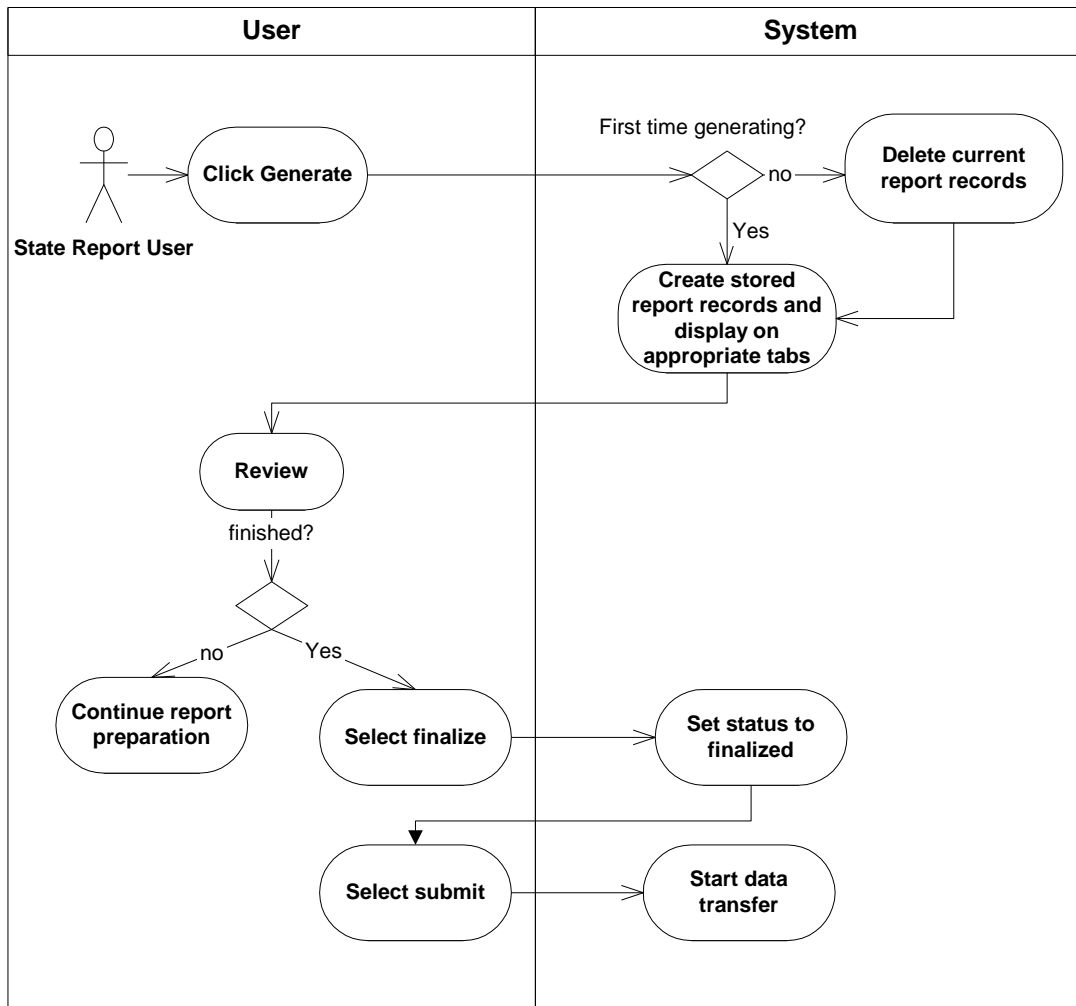


Figure 9-4, Generating State Reports

9.1.4 Database

The common table for all State Reports is the State Report header record (STATE_REPORT). Each State Report type has child tables for the individual stored reports. The STATE_REPORT_ID is carried as a foreign key for each of the child tables.

The individual State Report specifications define the child tables needed to for submissions to DHS for reports that need to be stored for the county. The following diagram (

Figure 9-5) is conceptual and illustrates the relationship of the common State Report "header" table to the various child tables.

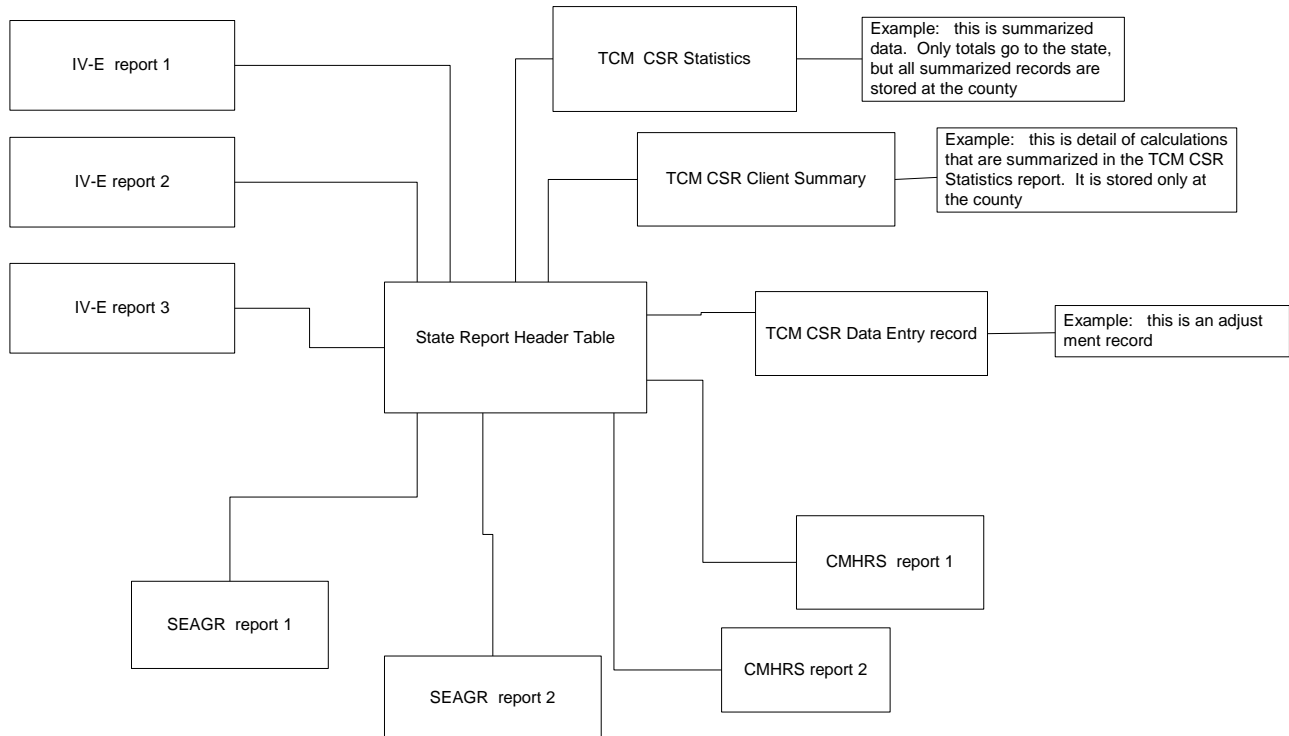


Figure 9-5, Generating State Reports

9.1.5 Status State Diagram

The following diagram (Figure 9-6) illustrates how a state report header record progresses from one status to another. The "Generate" button creates the stored data and is only enabled while a State Report header is in draft status.

If the State Report has been finalized but not submitted, the user may change it back to draft status. Once in draft, the user can do more data clean up, enter new/edit existing supplemental data, and generate the State Report again to incorporate changes in the underlying data.

If the State Report has already been submitted to DHS for a reporting period, the user may create a report revision for the same period. The revised report will be in draft status and its revision number will be greater than zero. In this way, both the report data for the original submission and the revised submission are saved separately.

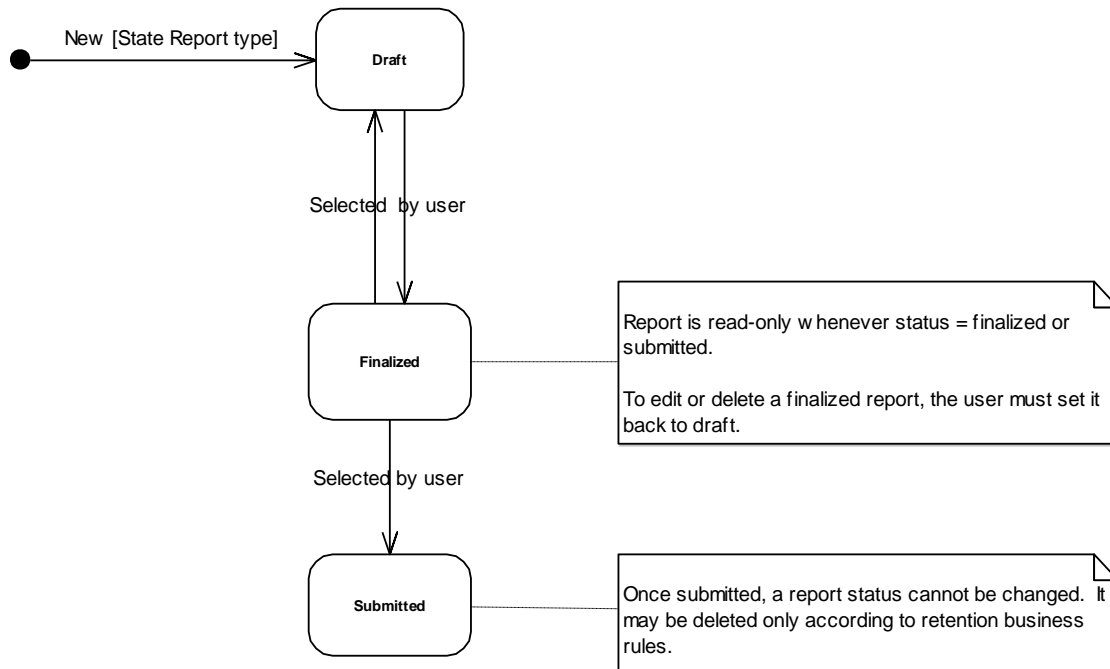


Figure 9-6, Report Header Status state diagram

9.1.6 Query Method

State Report queries are done with stored procedures. Calculated fields are done with script unless the calculated field causes performance problems (such as during sorting in the grid). If performance cannot be improved with the script function, then an Oracle function may be used.

9.1.7 Data Entry

Some State Reports require manual entry for adjustments or other supplemental information. Data entry forms follow SSIS standards/conventions for layout and labeling. An entry form may be single Visual Module or may be a Node Container with entries.

The following behavior is common across all state reports:

- Adjustments, revenues, and other supplemental entries are incorporated into the State Report only at the time of the next report "generation".
- The generated reports are not automatically updated to reflect manual entry.
- Data entry screens and associated menus are disabled when the State Report status is finalized or submitted.

The table structure and entry screens for adjustments will be determined by the requirements of the specific report

9.1.8 Data Transfer

Data is transferred using SWNDX (or another server at a later date). This method uses the existing Oracle database link in each county to the SWNDX server. By adding the link name after the table (or using a synonym that does so), data on another Oracle server can be accessed with the usual SELECT, INSERT, UPDATE, and DELETE statements. The SWNDX connection is maintained by the SSIS Network Team and is currently used for online client clearing, nightly offender uploads, online adoption application submissions, online IV-E data submissions to MAXIS, and online IV-E eligibility determinations from MAXIS.

Description of the transfer process:

1. The user selects "Submit Report to DHS" action.
2. The SSIS Worker program checks for connectivity to SWNDX. If connectivity is not available, the following message is displayed and the submission is aborted: "This system does not currently have connectivity to the state server (SWNDX). Please try again later."
3. The SSIS Worker program sets the status code to Submitted (ST_RPT_STATUS_CD=3).
4. The SSIS Worker program fires business rules. DoErrorProvider will have already displayed applicable error markers. However, when the status code is changed to Submitted (ST_RPT_STATUS_CD=3) other rules may fire.
5. The SSIS Worker program calls the Save operation. An Oracle trigger fires upon the change of ST_RPT_STATUS_CD from something other than 3 to 3. The trigger calls a procedure that inserts, updates, deletes, transforms or whatever else it has to do to copy the report to SWNDX. If it fails for whatever reason (e.g. network outage, database error) the entire transaction is not committed and is rolled back, including the change to ST_RPT_STATUS_CD in the local county database.
6. If the submission cannot be made due to any reason in Steps 2, 3, 4, or 5, the worker program sets the status back to whatever it was before.

Step 6 is an attempt to keep clean connection between submitting and saving. The technical advantage to doing the submission within the save is that it's (reasonably) impossible to change the status to Submitted without it actually being submitted. If the submission failed but the status remains "Submitted" in memory and displayed in the worker program, the worker could click Save

which would cause the submission to be attempted again. Technically, there's nothing wrong with that, but it could be a little confusing for the worker.

Figure 9-7 illustrates the transfer process outlined above.

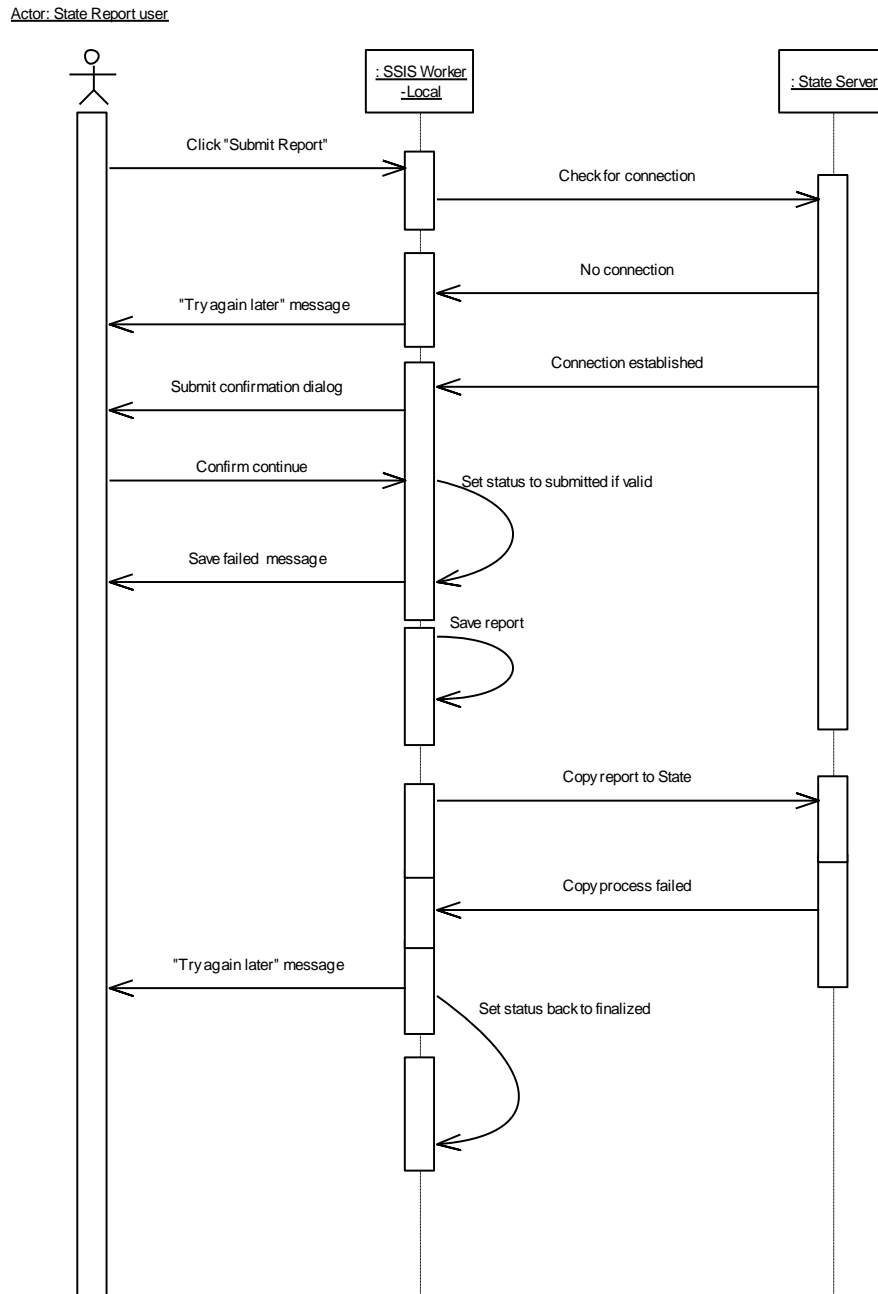


Figure 9-7, High-level data transfer process

9.1.9 Report/Tab Styles

This section describes the common report/tab styles and gives examples of each type. The recommended implementation should be used, unless a specific report

does not fit into one of these styles. (Example: SEGAR Cost Allocation which is a combination of the Entry and Summary styles).

For each State Report type, the functional analysts will review the individual CSIS reports to determine if they can be reworked to use a grid.

Note: The "Data Cleanup Search" style is discussed in greater detail in Section 11.

Report/Tab Style	Description/Example	Implementation
Summary	<p>Summarized data that is stored locally and may be completely or partially reported to DHS. This report style may display both calculated and manually entered data.</p> <p>This style does not contain client specific data.</p> <p>Example: The TCM-CSR Client Statistical report. All of the summarized data is stored by the county but only totals are submitted to the state.</p>	<p>Data Navigator grid</p> <p>Generated (Stored)</p>
Summary-1	<p>This style is summarized at the client level. It may represent a one level drill- down one level from a summary style report in order to identify the information used to calculate the summarized data.</p> <p>Example: TCM CSR Client Summary. This report lists clients that were used to create the TCM-CSR Client Statistical Report and where they were counted.</p> <p>It may also be at the level submitted to DHS.</p> <p>Example: CMHRS Client Summary. This report is submitted directly to the state and summarizes client level information.</p>	<p>Data Navigator grid</p> <p>Generated (Stored)</p>
Detail	<p>Detailed data generated by the report process and submitted to DHS.</p> <p>Example: The Title IV-E FFH Abstract</p>	<p>Data Navigator grid</p> <p>Generated (Stored)</p>
Entry	<p>Information that must be entered by the user for inclusion in specific state reports or submitted to DHS as a standalone report.</p> <p>Examples: SEAGR Revenues, TCM CSR adjustments.</p>	
Data Clean-up Search	<p>List of rejections or inclusions for interactive data correction. The user may navigate to the listed item and use data clean up to change the underlying data that caused the record to be rejected or included.</p> <p>Typically data clean up is used for items that were excluded from a state report due to errors.</p> <p>Example: TCM CSR Rejected Time).</p>	<p>Data Clean Up</p> <p>Search (Not Stored)</p>

Report/Tab Style	Description/Example	Implementation
	<p>It could also be items with warnings or no problems at all:</p> <p>Examples:</p> <ul style="list-style-type: none"> • Payment Edit report (warnings only) • Time records included on SEAGR (valid records-no problems) <p>This functionality is described in detail in Section 11.</p>	
Simple list	<p>List of existing items included in the information for State Report. It does not allow interactive data correction.</p> <p>If defined as a generated report, it is stored. Otherwise, it is initiated by the user for viewing or printing via search, but is not stored.</p>	<p>Data Navigator grid</p> <p>Search (Not Stored) or Generated (Stored)</p>

9.2 User Interface

9.2.1 State Report Navigation

State Reports are available from Searches/Logs on the main menu or from "State Reports" on the Task Panel.

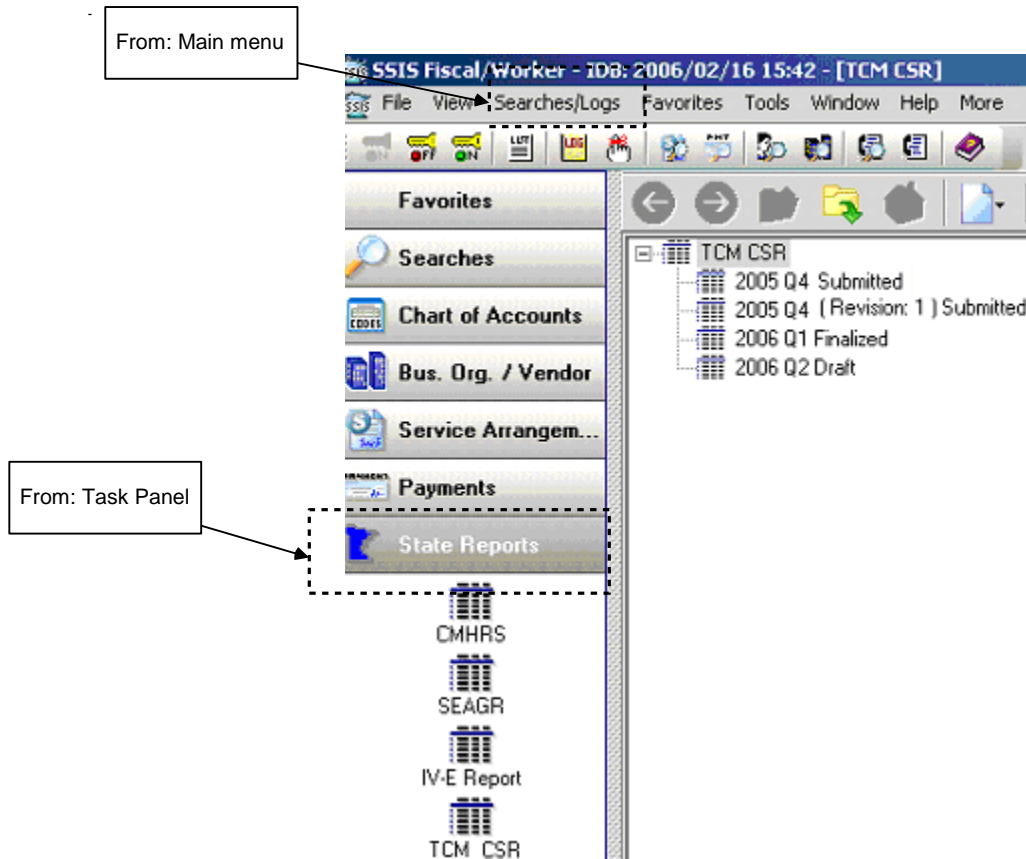


Figure 9-8, State Report navigation

9.2.2 State Report Screen Layout

The screen layout is illustrated in the Tree View Structure Diagram (See

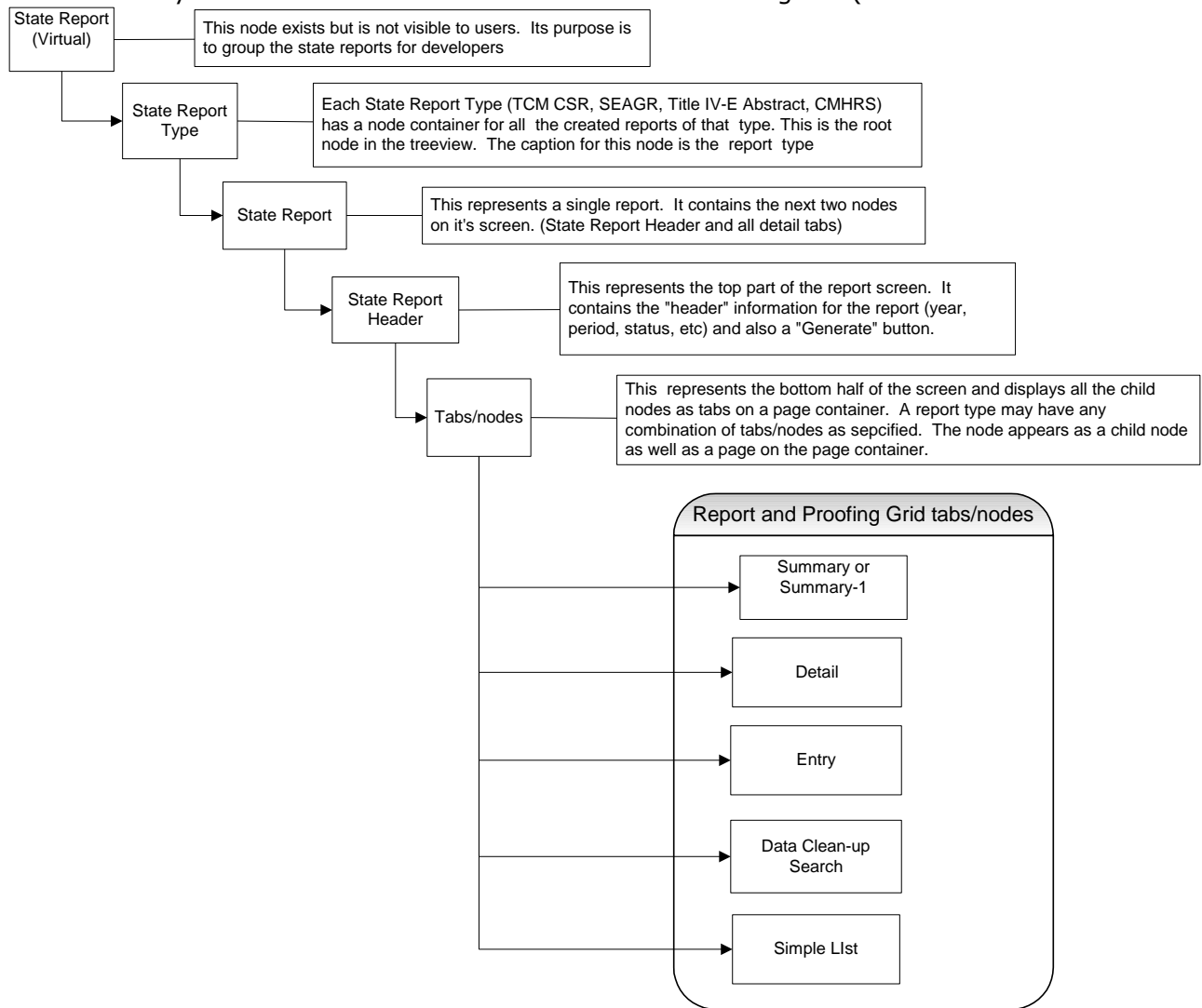


Figure 9-9 below) and the State Report Screenshot (See Figure 9-10 on the following page),

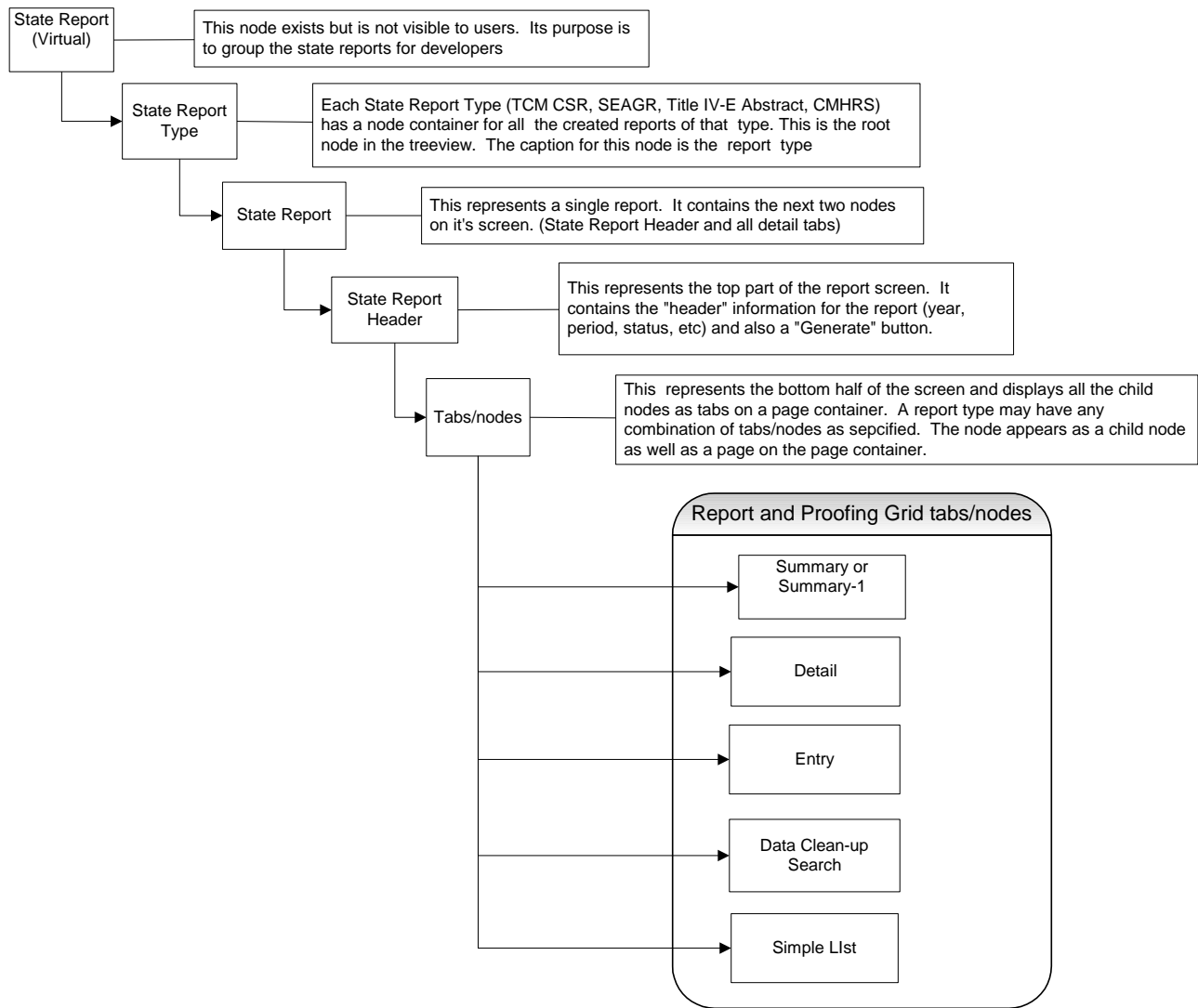


Figure 9-9, Tree View Structure

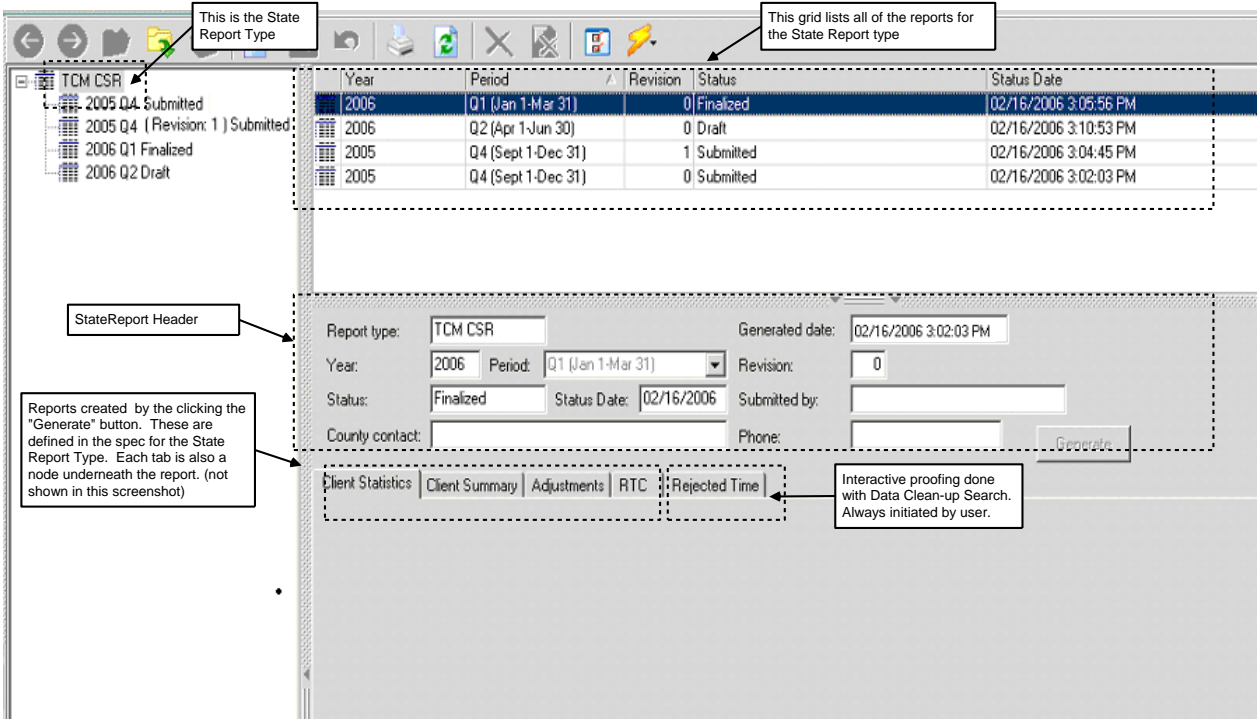


Figure 9-10: State Reporting Screen

9.2.3 Action Menu

The following table describes the common action menu for the State Report Header. There are no action items for creating any of the generated reports. The action items for data entry for specific State Report types are included in the individual State report specifications.

Menu Item	Enable/Disable	Result
New [State Report type]	Always enabled	Creates state report header record.
Finalize	Enabled when status =draft	Status on state report header record is changed from draft to finalized
Submit [Report type] to State	Enabled when status=finalized	If submission is successful, status on the state report header records is changed from finalized to submitted. Otherwise, user is notified of transmission failure and status doesn't change.
Delete	Enabled when status = draft or when current date is = or greater than retention date	State report header and all children are deleted.

Menu Item	Enable/Disable	Result
Return to Draft	Enabled when status=finalized	Status on state report header record is changed from finalized to draft.

9.2.4 State Report Type Node Container

The fixed caption for each report type is constructed as follows as shown in Figure 9-11:

Year + Period code + ["(Revision " + St_Rpt_Rev_Num + ")"] *if St_Rpt_rev_num greater than 0* + Status description

Examples: "2003 Q1 Submitted" or "2003 Q1 (Revision 1) Draft"

Note: The sort order in the screenshots is not in correct. The reports should be in descending order by year, period, and revision. In other words, the most recent record should be at the top of the grid.

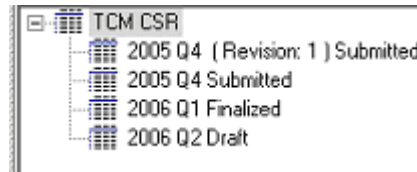


Figure 9-11, Fixed caption for the report type

The following node container grid is used for all State Reports

Year	Period	Revision	Status	Status Date
2006	Q1 (Jan 1-Mar 31)	0	Finalized	02/16/2006 3:05:56 PM
2006	Q2 (Apr 1-Jun 30)	0	Draft	02/16/2006 3:10:53 PM
2005	Q4 (Sept 1-Dec 31)	1	Submitted	02/16/2006 3:04:45 PM
2005	Q4 (Sept 1-Dec 31)	0	Submitted	02/16/2006 3:02:03 PM

Figure 9-12, Node Container Grid

Field List

Column Heading	Comments	Default Grid Order	Default Sort Order
Year	Year of the report	1	1-descending
Period	Code description	2	2-descending
Revision	Indicates if this report is the original (revision 0) or if it is a subsequent report for this period. Blank unless Rev # is at > than 0	3	3-descending
Status		4	
Status date		5	
Generated date			
Submitted by	Formatted as Last, First Middle Suffix		
State Report #			

9.2.5 Report Header Visual Module (Entry Form)

One State Report header record is created when the user selects “New” state report from the action menu. The revision number is calculated by the system.

Figure 9-13: State Report Header (run time)

Field List

Unless otherwise stated, code fields display the code description. All visible system generated fields are read-only and are not included in the tab order.

Display Label	Field	Description	Type	Tab Order	Required
N/A	STATE_RPT_ID	Not displayed on entry screen		N/A	Sys Gen
N/A	COUNTY_CD	County or region for this report. Not displayed on entry screen		N/A	Sys Gen
Report type	ST_RPT_TYPE_CD	Identifies the report type.		N/A	Sys Gen
Generated date	ST_RPT_GEN_DT	Date/time that the report was last generated. . This field is updated each time the user clicks the generate button		N/A	Sys Gen
Year	ST_RPT_YEAR	Report year—defaults to current year.	Alpha	1	Yes
Period	ST_RPT_PERIOD_CD	Identifies the period for this report. The selection list is filtered for valid choices.	Alpha	2	Yes
Revision	ST_RPT_REV_NUM	Revision number for this report. The initial report is Revision 0. This field is incremented when the user saves a state report for a year/period that currently exists in submitted status.		N/A	Sys Gen
Status	ST_RPT_STATUS_CD	Identifies the status of the report.		N/A	Sys Gen
Status date	ST_RPT_STATUS_DT	Date of this status. Updated only when the status changes.		N/A	Sys Gen
Submitted by	SUMT_STAFF_ID	Name of user who submitted the state report via the Action menu. Only the STAFF_ID is stored.			Sys Gen
Contact name	ST_RPT_CONTACT_NAME	Name of the person responsible for this report.	Alpha	3	No - if draft Yes - if finalized

Display Label	Field	Description	Type	Tab Order	Required
Phone	ST_CONTACT_PHONE	Contact person's phone number	Alpha	4	No - if draft Yes - if finalized

9.3 Common Business rules

State Report Header

Note: Business rules for the required fields listed in the field list above follow the standard SSIS error message format "[Fieldname]" is required.

Term: "Reporting period" as used in the common business rules means "Year" combined with "Period".

Rule #	Rule	Implemented by	Error Message/Comment
SRF 1	<p>If another State Report for the same report "Year" and "Period" exists, the "Status" of that report must be "Submitted"</p> <p>Note: This rule applies only to new records.</p>	<p>Error on save</p> <p>Note: This edit does not apply to the IV-E Abstract. The IV-E Abstract has an edit to prevent revisions from being created.</p>	<p>A "[@RptStatus]" [ReportType] Report exists for [Year], [Period]. The existing report must be submitted or deleted before you can create another report for the same period.</p> <p>Example: A "Draft" TCM CSR Report exists for 2011, Q2 (Apr 1 – Jun 30). The existing report must be submitted or deleted before you can create another report for the same period.</p>
SRF 2	<p>Can delete State Report only when either of the following is true:</p> <ul style="list-style-type: none"> • status = draft, or • current date is = or greater than the required retention date for this state report 	<p>"Delete" menu item disabled unless delete is allowed.</p>	<p>Note: The individual report spec specify the retention date business rule.</p>
SRF 3	<p>Can only generate data/initiate query for a state report when status = draft</p>	<p>"Generate" button enabled only when status is draft</p>	<p>N/A</p>
SRF 4	<p>Reporting period must be complete to submit report to DHS</p>	<p>"Submit" menu item disabled</p>	

Rule #	Rule	Implemented by	Error Message/Comment
SRF 5	When regenerating a report display a message using the warning dialog box.	"Generate" button	"Re-generating this report will remove all generated report records and re-process all eligible records. Do you want to continue?"
SRF 6	Display a message when attempting to generate a report while another process is generating or running proofing (State Report or Healthcare Claiming process)	"Generate" button	Another generate or proofing process is running. Please try again.
SRF 7	When a report is generated which does not contain any data"	"Generate" button	"Generation successful. No data found"
SRF 8	Do not allow the report to be finalized if it has not been generated	"Finalize" action selected	The [Report type] Report must be generated before it can be finalized.
SRF 9	The "Fiscal Default Activities" security function is required to view any state report	Menu options only display if user has 'Fiscal Default Activities'	
SRF 10	Disable the "Year" and "Period" if the report has been generated ("Generated Date" has a value).	When the visual module changes from read-only to edit mode And after the Generate process is complete	
SRF 11	Do not allow the report to be finalized if the generated date is not after the report period End Date	"Finalize" action selected	The "Generated Date" must be after the end of the report period. The report must be regenerated before it can be finalized.

Data Entry Rules (for adjustments, revenues, and other supplemental information)

Rule #	Rule	Implemented by	Message/Comment
SRF 12	Can create new data entry record only when State Report header status is draft	New [item] menu option is disabled	N/A
SRF 13	Can delete a data entry record only when State Report header record is draft	Delete menu option is disabled	N/A

Rule #	Rule	Implemented by	Message/Comment
SRF 14	Manually entered data must be complete and incorporated as specified for individual State Reports before status can be finalized.	Error when attempting to change status to finalized.	This business rule is general and must be specified in detail as appropriate for the various State Reports. The error message is spec-dependent.

9.4 State Report Header Table

All state reports use the common State Report header table.

Table name:	STATE_REPORT		
Parent table:			
Purpose:	This table contains "header" information common to all state reports. It represents one instance of a State Report type.		
Field	Data type/ Length		Description
STATE_RPT_ID	Num	10	Unique identifier for this state report
ST_RPT_TYPE_CD	Varchar2	1	Code to identify the specific state report
ST_RPT_YEAR	Varchar	4	Year of this state report
ST_RPT_PERIOD_CD	Varchar2		Reporting period for this state report
ST_RPT_STATUS_CD	Varchar2		Status of this report
ST_RPT_STATUS_DT	Date		Date that status was set for this report.
ST_RPT_GEN_DT	Date		Date that the report was last generated.
ST_RPT_REV_NUM	Num	3	The revision number for this report. The original report is Rev 0.
STAFF_ID	Num	10	Staff ID of the worker who submitted the report
ST_RPT_CONTACT_NAME	Varchar2	65	Name of the contact person for this report
ST_CONTACT_PHONE	Varchar2	50	Contact person's phone number
FROM_CNTY_CD	Char 2		County/region code for the submitting county

9.5 Codes

The following codes are common to all State reports

ST_RPT_TYPE_CD (used by STATE_REPORT)

Code	Description	Sort Order
1	TCM CSR	1
2	SEAGR	2
3	CMHRS	3
4	Title IV_E Abstract	4

ST_RPT_PERIOD_CD (used by STATE_REPORT)

Code	Description	Sort Order
Q1	Q1 (Jan 1-Mar 31)	1
Q2	Q2 (Apr 1-Jun 30)	2
Q3	Q3 (Jul 1-Aug 31)	3
Q4	Q4 (Sept 1-Dec 31)	4
S1	S1 (Jan 1-Jun 30)	5
S2	S2 (Jul 1-Dec 31)	6
A	Annual (Jan 1-Dec 31)	7

Note: Valid reporting period codes are filtered for specific state reports as specified.

9.6 Map: Legacy CSIS reports to SSIS

9.6.1 Legend

Label	Description
Report/Tab Name	Name of the report or tab label
Style	Sum = Summary report/tab Sum-1 = Drill down one level from a summary Detail = Detail level report Data Clean-up Search=interactive correction. Not stored Simple list = list of items only—no navigation to the node Entry = Adjustment / Manual entry module
Base	The primary module for the report (usually client)

Submit	Is this report exported
Store	Is this data stored locally (duplicated)

9.6.2 TCM-CSR (formerly TCM/FP-CSR)

This report is based on time records for TCM related BRASS services.

Report/ Tab Name	Purpose	Style	Base	Sub	Store
Statistics	Unduplicated count of clients receiving TCM services by county staff. Option to display Adjustments, as well as totals	Sum	TCM-CSR report table from Client Summary Report table	•	•
Client Summary	List of clients included in the client statistic calculation and where they were counted for current and previous quarters	Sum-1	Client Summary Report table (Time Records)		•
RTC	List of clients for RTC workers from another host county. The printed version is mailed to the host county so they can adjust their TCM-CSR Report. The format is similar to the Client Summary, but is grouped by host county.	Sum-1	Client Summary Report table		•
Adjustments	Manual input of additional client counts for Adult Mental Health and VA/DD for current and previous quarters	Entry	Adjustment records		•
Rejected Time	List of time records excluded from client counts along with the reason the time record was not used.	Data Clean up Search	Time records		

CSIS TCM/FP-CSR Legacy Reports

CSIS Legacy report name	SSIS tab label
TCM/FP Client Statistical Report-Calculated (DHS 3150.2) & TCM/FP Client Statistical Report-Adjusted (DHS 3150.2)	Statistics
TCM/FP - Summary of Clients Included Report (Current Quarter and Previous Quarter versions)	Client Summary
TCM/FP – Clients for Other Host Sites Report	RTC
TCM/FP - Rejected Time Sheet Records Report	Rejected Time
TCM/FP - Summary of Families Included Report (Current Quarter and Previous Quarter versions)	N/A-Obsolete
TCM/FP - Rejected Paid and Unpaid Vouchers Report	N/A-Obsolete
TCM/FP – Paid/Unpaid Vouchers – Missing Family Report	N/A-Obsolete
TCM/FP - Time Sheets – Missing Family Report	N/A-Obsolete

9.6.3 SEAGR

This report totals time and payments by BRASS Service

Report/Tab Name	Purpose	Style	Base	Sub	Store
SEAGR Report	List of totals by BRASS Service	Sum	Report table	•	•
Included Time	Lists time records that will be included in the SEAGR Report.	Simple list	Time record (Staff activity)		•
Rejected Time	Lists time records that will be rejected from the SEAGR Report.	Data Clean up Search	Time record (Staff activity)		
Included Payments	Lists payments that will be included in the SEAGR Report.	Simple list	Payments		•
Rejected Payments	Lists payments that will be rejected from the SEAGR Report.	Data Clean up Search	Payments		
SEAGR Adj.	Used to Adjust the calculated totals by BRASS Service	Entry	SEAGR Adjustments		•
Revenues	Used to enter state, federal and misc. revenues for the quarter.	Entry	SEAGR Revenues	•	•

Cost Alloc.	Used to enter the cost pool amount, display total time, and calculated rates	Entry & Sum	SEAGR Cost Alloc	•	•
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CSIS SEAGR Legacy Reports

CSIS Legacy report name	SSIS tab label
Social Service Expenditures and Grant Reconciliation (SEAGR) Report (Working Copy, Adjustments, Final and Annual Including Adjustments versions)	SEAGR Report
Add/Change Adjustments to SEAGR Expense	SEAGR Adj.
Social Service Expenditures and Grant Reconciliation (SEAGR) Report Supporting Schedule: Social Service Revenues – State, Federal and Misc. versions	Revenues
SEAGR - Selected Vouchers & Refunds/Cancellations Report	Included Payments
SEAGR - Rejected Vouchers & Refunds/Cancellations Report	Rejected Payments
SEAGR - Selected Time Sheet Records Report	Included Time
SEAGR – Rejected Time Sheet Records Report	Rejected Time
Quarterly Social Services Cost Allocation Recap	Cost Alloc.

9.6.4 Title IV-E Abstract

This report is based on substitute care payments

Report/ Tab Name	Purpose	Style	Base	Sub	Store
Abstract Summary		Sum			•
FFH Abstract	Option to show state information only or to include reimbursement columns	Detail		•	•
Group Facility Abstract	Option to show state information only or to include reimbursement columns	Detail		•	•
Supplemental Reimbursables	Used to include claims that would not otherwise be included in the report process	Entry		•	•

Report/ Tab Name	Purpose	Style	Base	Sub	Store
Child Counts		Sum		•	•
Recoveries	Used to enter IV-E recovery amounts	Entry	IV-E Recoveries	•	•
Payment Errors	Search to help correct errors with payment information.	Data Clean Up Search	Payments		
Placement Errors	Search to help correct errors with placement information.	Data Clean Up Search	Placements		
Continuous Placement Errors	Search to help correct errors with placement information.	Data Clean Up Search	Continuous Placements		
Client Count Detail	Included and excluded clients	Simple list			•
Client Placements	History of placement information	Simple list	Placement & Continuous Placements		
Client Elig/Reim	List of clients IV-E eligibility and reimbursability from MAXIS.	Simple list			
Client DOC	History of client DOC assessments, placing authority, supervision and ICWA indicator.	Simple list			

CSIS Title IV-E Abstract Legacy Reports

CSIS Legacy report name	SSIS tab label
Title IV-E Foster Care Program / Supporting Schedule: Recoveries Detail	Recoveries
Title IV-E Client Period of Care Error List	Continuous Placement Errors
Title IV-E Client Placement Error List	Placement Errors
Title IV-E Voucher and Refund/Cancellation Error List	Payment Errors
Title IV-E Foster Care Program / Abstract Summary (2570)	Abstract Summary

CSIS Legacy report name	SSIS tab label
Title IV-E Foster Care Program / Supporting Schedule: Family Foster Home Abstract (2570.2) local and state versions	FFH Abstract
Title IV-E Foster Care Program / Supporting Schedule: Group Facility Abstract (2570.3) local and state versions	Group Facility Abstract
Title IV-E Foster Care Program / Supplemental IV-E Reimbursables Included this Quarter	Supplemental Reimbursables
Title IV-E Foster Care Program / Supporting Schedule: SSTS Child Count Ratio	Child Counts
Verification Report: Schedule 2570.5	Client Count Detail
Substitute Care Clients Report	Client Placements
Client IV-E Eligibility List	Client Eligibility
Client DOC Points List	Client DOC

9.6.5 CMHRS

This report is based on time records for clients receiving CMHRS services

Report/Tab Name	Purpose	Style	Base	Sub	Store
CMHRS Summary	List of client information sent to DHS.	Sum-1	Report table	•	•
Included Time	Lists time records that will be included in the CMHRS Report.	Simple List	Time record (Staff activity)		•
Rejected Time	Lists time records that will be rejected from the CMHRS Report.	Data Clean Up Search	Time record (Staff activity)		
Client Proof	List of included clients with potential errors	Data Clean Up Search	Client		
Client Conversions	Shows conversions from SSIS values to CMHRS values (It might be possible to incorporate this information into the Client Proof)		Client		

CSIS CMHRS Legacy Reports

CSIS Legacy report name	SSIS tab label
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CSIS Legacy report name	SSIS tab label
CMHRS Edit Summary Report (Final and Working copies)	CMHRS Summary
CMHRS Selected Client Warnings Report	Client Data Clean Up
CMHRS Client Conversions Report	Client Conversions
CMHRS – Rejected Time Sheet Records Report	Rejected Time
CMHRS – Selected Time Sheet Records Report	Included Time

9.7 Design Decisions

Decisions/Assumptions:

1. For counties that are in regions, we will submit state reports by region, using the “region” county code.
2. Interactive data correction using the Data Clean-up Search screens is always initiated by the user. No interactive “reports’ are generated.

Issues:

1. Data transfer method. We plan to use SWNDX...more about other options considered goes into design decisions.

SECTION TEN: PROOFING REPORTS

10.0 Overview

The purpose of this section is to describe the proofing grid structure, common behavior, and documentation responsibilities for the designer/developer of specific proofing grids.

The term "Proofing" describes a generic process that allows the user to:

- Review a list of records rejected/excluded due to errors (Examples: records that were rejected when creating a state report or a claim submission)
- Navigate to any of the rejected or invalid records and correct the information if appropriate.
- Review a list of included records in order to validate them for some purpose (Example: Review a list of payments with warnings prior to issuing checks).
- Change included data so that it would no longer be included.

Proofing is done to support State Reporting, Claiming and the Payment process to verify that data is correct and/or to correct the data that isn't. Proofing grids may be standalone such as the Payment Edit report, or may be presented as part of another screen such as the State Reporting or Claiming interface. The generic proofing process uses two styles:

1. Data Clean up Search. This is the most common means used for proofing. It combines standard Search capability with Data Clean-Up functionality. It returns a list of records meeting the search criteria and allows the user to navigate to the item or to underlying nodes to modify the data.
2. Simple list (Data Navigator grid): This grid may be used when the user simply needs to view a list of entities and has no need to navigate to the record for correction.

The remainder of Section 11 assumes that Proofing Grids will use Data-Clean up because it allows the user to navigate to the underlying data.

10.1 Using Data Clean up Search in the Proofing Process

The user initiates the proofing process by selecting the appropriate tab, reviewing/ selecting the search criteria, and clicking the "Search" button. Unlike the State Reports generation process wherein several stored reports may be generated when the user clicks the "Generate" button, all non-stored proofing grid searches are individually initiated by the user.

The proofing node itself is a Search Log returning a grid listing items such as a time record or payment. The data to be corrected may be found in another node and Data Clean up allows the user to go directly to that node. For example, a proofing grid may return a list of payments excluded from a report due to errors. The reason for rejection may be correctable on either the payment itself or on the client.

Proofing grids (Data Clean-up) may be printed but are not stored.

10.2 Screen Examples

Note: Usually Proofing Grids-Data Clean-up style are on a tab. This screenshot is for the Payment Edit report and is standalone.

The screenshot displays the 'Payment Edit' application window. On the left, a 'Data Clean-up' panel shows a 'Payment Warnings' list with a warning about a duplicate payment. The main area features a table of service entries and a 'Payment' details form below it.

Service Vendor	Service Ven...	Sv...	Service Start Date	Service End Date	COA Co...	Units	Unit Type Desc	Rate	Paid...	Spe...	Client Name
FRIKKEN (JOHN & MARY)	116110517	589	01/01/2006	01/31/2006	05-430-7...	188...	30 Minutes	\$7.50...	\$14...		Berinda Maria B...
FRIKKEN CHILD FOSTE...	115674577	181	02/01/2006	02/15/2006	05-430-7...	15.00	Day	\$24.8...	\$37...		Ivetwo Rocket
FRIKKEN CHILD FOSTE...	115674577	181	01/01/2006	01/31/2006	05-430-7...	31.00	Day	\$24.8...	\$77...		Ivetwo Rocket
FRIKKEN CHILD FOSTE...	115674577	106	01/01/2006	01/31/2006	05-923-7...	3.00	Hour, group	\$50.0...	\$15...		
FRIKKEN CHILD FOSTE...	115674577	181	01/01/2006	01/31/2006	05-430-7...	16.00	Day	\$40.8...	\$65...		Britney Allison ...
FRIKKEN JUST A FUN V...	116110479	589	01/20/2006	01/22/2006	05-430-7...	3.00	Day	\$105...	\$31...		Berinda Maria B...
FRIKKEN MENTAL HEA...	115674586	118	05/01/2005	05/30/2005	05-430-7...	15.00	30 Minutes	\$55.0...	\$82...		Lonnie Medicine
PEACH, NORA C AND N...	102306438	116	09/01/2005	09/15/2005	05-430-7...	9.00	Trip, client	\$3.00...	\$27...		Lindsey Anna M...

The 'Payment' details form includes the following fields:

- Payment #: 116011773
- Type: Payment request
- Status: Draft
- Service arrangement: Child Health services
- Service arrangement #: 115921166
- Service start date: 05/01/2005
- Service end date: 05/30/2005
- Client name: Lonnie Medicine
- SSIS person #: 115244104
- Workgroup: <Select workgroup>
- Business organizations / vendors:
 - Service vendor: FRIKKEN MENTAL HEALTH CENTER
 - County vendor #: 000001047
 - SSIS bus. org. #: 115674586
 - Payee vendor: <Select payee vendor>

Figure 10-1: Payment Edit Report Showing Preview

Figure 10-2 below illustrates how the user may navigate through the records in the grid while viewing each record in full screen. Once the user double-clicks on an item in the proofing grid (Payment, in this example), it is displayed full-screen with the next/previous buttons enabled as well as an index in the action panel.

Clicking the Next/Previous buttons navigates through the payments, updates the n of m index and updates the Data Clean Up errors for the newly selected record. The user may also navigate from one record to the next with the following keyboard shortcuts:

- Ctrl-Alt Up arrow navigates to the prior payment.
- Ctrl-Alt-Down arrow navigates to the next payment.
- Ctrl-Alt-Home returns the user to the node container.

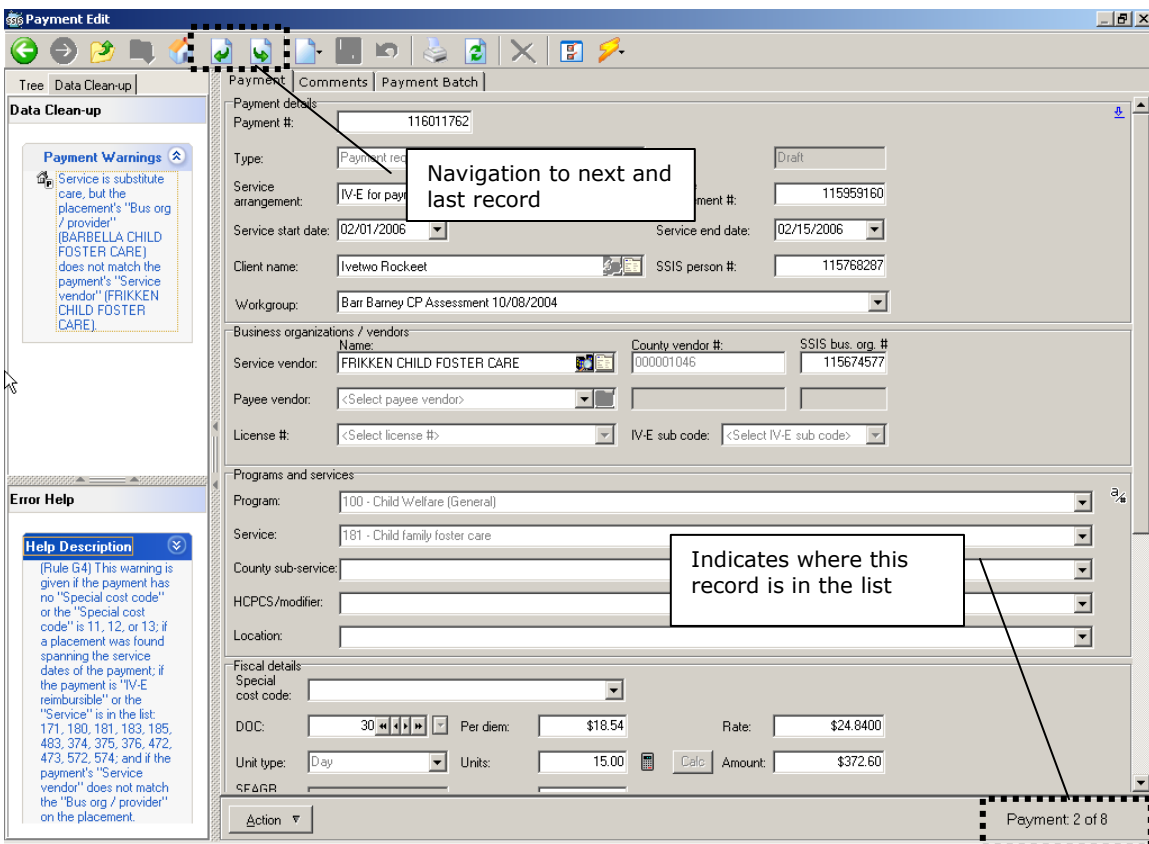


Figure 10-2: Payment Batch Edit Report Data Cleanup—Full Screen

10.3 Search Criteria

The search is defined in the individual State Report, Claim or Payment specification. The user may filter by edit categories. The search may return either included and/or rejected entities as documented in the individual state report specification.

10.4 Search Screen Layout

Layout the Search screen in the following order as illustrated in the screen mock-up below:

- 1. Data selection fields (Optional): User-selected data fields (for example, select a specific payment batch)
- 2. Date range (Optional): Use the standard date range selection used by Fiscal searches/reports
- 3. Report on (Optional): Depending upon the items being proofed, it may be appropriate to allow selection of included/excluded records.
- 4. Include checks for (Required): Edits are grouped into categories so that the user may define which checks should be done to get the search result. The individual State Report specification identifies the error/warning category filters and defaults. Display the category options in a group box titled "Include checks for". Whenever possible try to limit the selection to three.

The screenshot shows a search interface with the following elements:

- Data field 1:** A dropdown menu labeled 'ComboBox1' with a small icon to its right.
- Data field 2:** A dropdown menu labeled 'ComboBox2'.
- Date range:** A dropdown menu labeled 'Custom'.
- From/To:** Two date selection fields, both showing '03/14/2006'.
- Report on:** A group box containing two checkboxes: 'Included time records' and 'Rejected time records'.
- Include checks for:** A group box containing three checkboxes: 'Category 1 errors', 'Category 3 errors', and 'Category 2 errors'.
- Buttons:** A 'Search' button and a 'Clear' button.

Figure 10-3: Search screen layout

10.5 Refreshing the results grid:

The user must refresh the list of items by clicking the Search button. Errors and warnings do not automatically refresh when the user clicks off of the node.

10.6 Common Error handling

The business rules for proofing-data cleanup grids will go in a stored proc—the error information will be returned thru a function GetMessageInfo (COMMON_MESSAGE_ ID).

10.6.1 COMMON_MESSAGE Table

Purpose: This table contains messages used by all state reports, payment batch edit, and claiming.

Field	Data Type	Length	Description
COMMON_MESSAGE_ID	Number	10	Unique identifier for this message
COMMON_MSG_TYPE_CD	Varchar2	2	Description of the “navigate to” node. The code description is appended to the short message.
COMMON_MSG_NUM	Varchar2	10	The unique number for this message such as 101, 102, etc.
SHORT_MSG	Varchar2	400	This is the message text.
LONG__MSG	Varchar2	4000	Expanded information about the message shown in the “help” section of the data clean up tree.

COMMON_MSG_TYPE_CD (used by COMMON_MESSAGE)

Code	Description
1	Client
2	Payment
3	Placement
4	License
5	Bus Org
6	Time record

10.6.2 Short Message Format:

The designer should specify the short message text using the format below. When displayed, the Common_Msg_Type code description is appended to the beginning of the message:

Message:

`'fieldname'` Some words...[@ParamName1])...more words
`'fieldname'`([@ParamName2]).

For example:

`'Service start date'` ([@SvcStartDt]) must be less than `'Service end date'`
([@SvcEndtDt]).

Displays to the user as:

Payment: `'Service start date'` (1/11/2006) must be less than `'Service end date'`
(12/31/2005).

In addition, warning messages are preceded by "Warning:"

For example, if the message above is defined as a warning is would display as:

Warning: Payment: `'Service start date'` (1/11/2006) must be less than `'Service end date'`
(12/31/2005).

10.6.3 Long Message Format

The designer should specify the long message text using the format below:

Message:

Long message text (Message #'COMMON_MESSAGE.COMMON_MSG_NUM')

Displays to the user as:

The age of the client on the Time record is incorrect for the "Service". (Message
#3003).

10.7 Edit documentation format

The standard format for business rules, error message, and navigation information for Data Clean-up proofing is shown below. The components of the format are as follows:

Category	Identifies the name of the edit category. This is defined in for the specific proofing grid and is used for grouping the various edits.		Ref #	# this is just used in the documentation
Description	Text description of the edit			
Edit Logic	Description of the edit logic and conditions to which it applies.			
Display As	Warning or Error	Node	Identifies the node associated with the edit. The user will navigate to this node in the tree after selecting the short message in the tree.	
Message Type	Description of COMMON_MSG_TYPE_CD	Message #	The edit query uses this message # (COMMON_MSG_NUM to get the correct message text. This number is included at the end of the long message.	
Short Message	This is the short message including parameters			
Example	Illustrates how this error will display when it contains actual data.			
Long Message	This is the description text that displays in the "Error Help" section of the Data Clean up screen. It includes the message number.			

Example of Payment edit documented with the format described above:

Category	Substitute Care		Ref #	9.2
Description	Adult Receiving Children's Substitute Care Services			
Edit Logic	An adult is receiving children's substitute care services when all of the following conditions are true: <ul style="list-style-type: none"> • Payment is client specific • Client's age is greater than or equal to 18 on the Service Start Date • Service is one of the following: <ul style="list-style-type: none"> ○ 171 - Child Shelter ○ 183 - Children's Group Residential Treatment ○ 185 - Correctional Facility ○ 483 - Children's Residential Treatment ○ 475 - Child Acute Care Hospital Inpatient 			
Display As	Warning	Node	Client node (face sheet)	
Message Type	Client	Message #	102	
Short Message	Client: Age ([@ClientAge]) is over age 17 and Service is children's substitute care			
Example	Client: Age (19) is over age 17 and Service is children's substitute care			
Long Message	The Payment is for a children's substitute care service, but the client may no longer qualify for that service due to age. (Message #102)			

SECTION ELEVEN: DESIGN

Stop! This section is not done.

11.0 Introduction

This section describes the design of SSIS Fiscal/Worker.

11.1 Overview

For a system spec or a spec requiring external interfaces, include a deployment diagram to show the configuration of run-time processing elements.

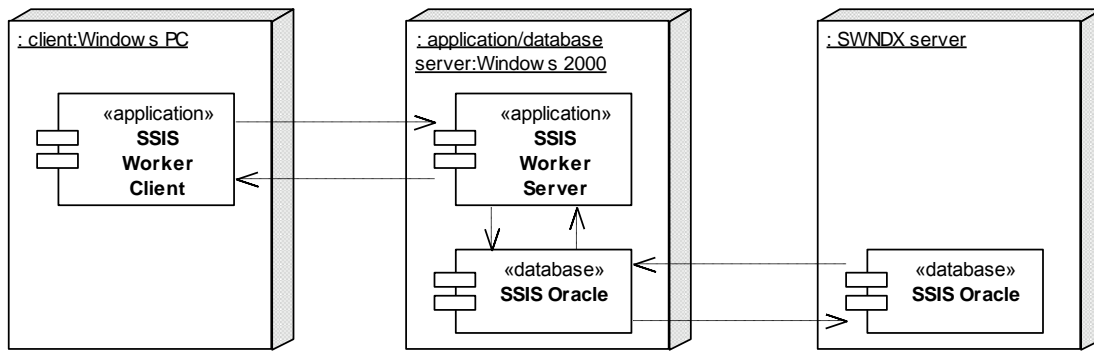


Figure 9-1. SSIS Worker Deployment Diagram

For module specs (and possibly a system spec or a spec requiring external interfaces), include a Context Diagram.

shows the boundaries of what's included in the spec (application, project, module). Shows what's inside & outside the system and what is a deliverable. Denotes overall function of the system.

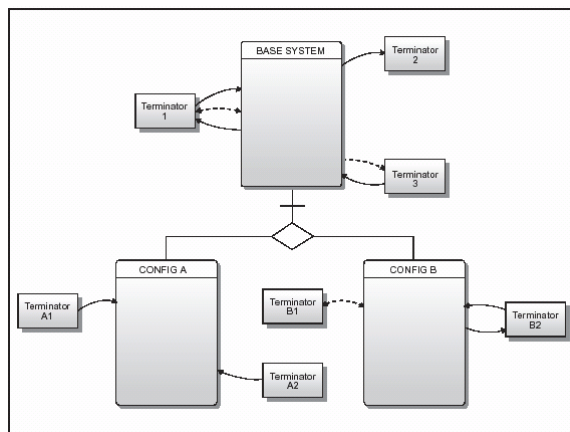


Figure 9-2. Context Diagram Sample 1

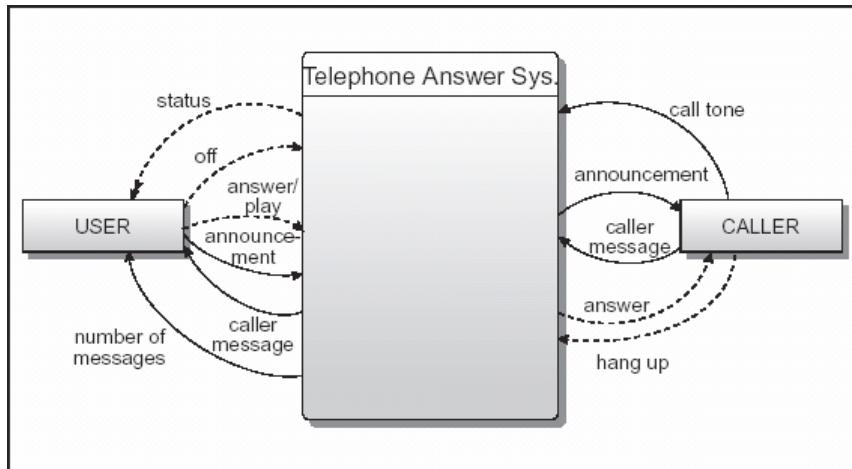


Figure 9-3. Context Diagram Sample 2

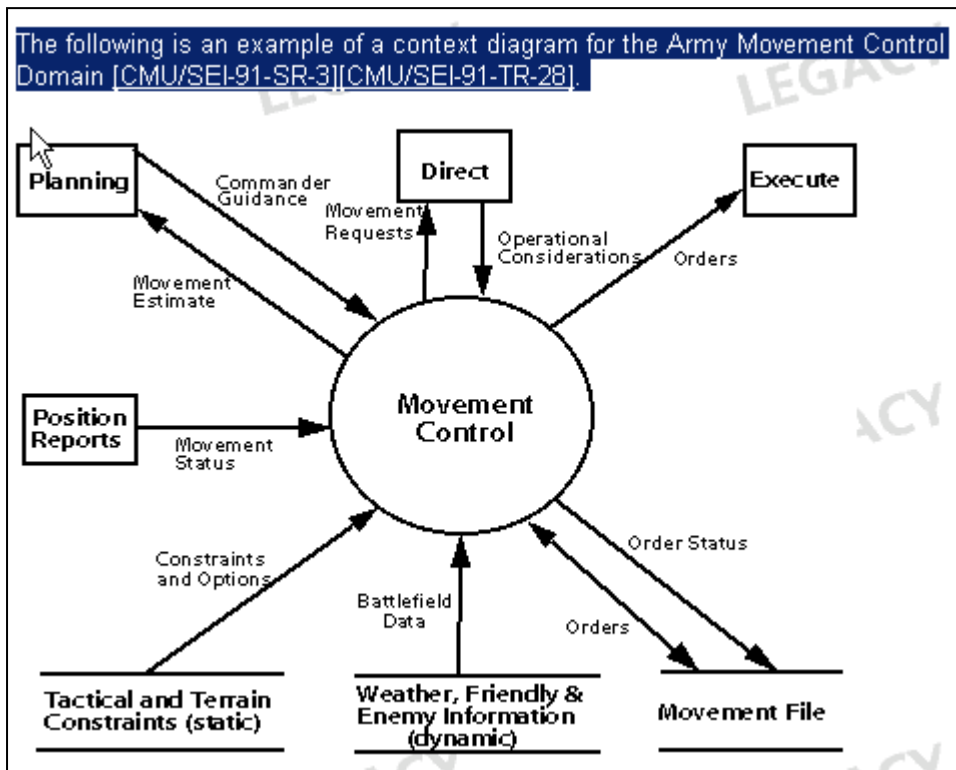


Figure 9-3. Context Diagram Sample 2

11.2 Packages

Sample text below from draft of SSIS Worker System Specification. Include sections 9.2.1, 2 & 3 in whatever order is most logical for your project.

SSIS Worker source code is organized into a hierarchy of subdirectories and Delphi Pascal units or packages. Figure 9-2 shows this package hierarchy.

The code package comprises both client and server source code.

The Delphi components package includes third-party components and components built in-house common to all SSIS applications.

The Common package contains units shared by two or more Delphi applications, such as, base form, utilities, and constant definitions.

The SSIS Worker Client and Server packages are described below.

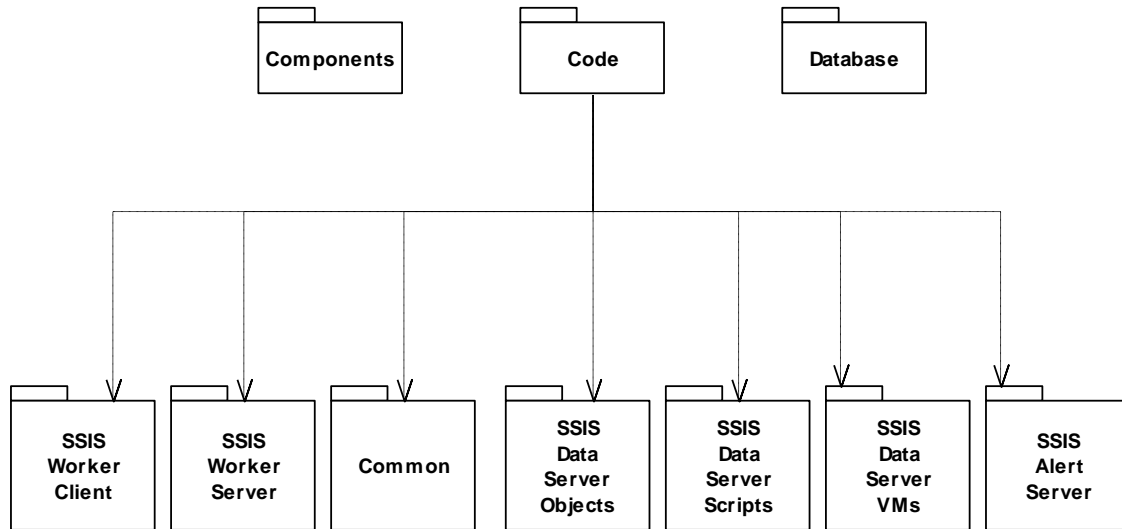


Figure 9-2. SSIS Worker Code Packages

11.2.1 Components Package

List the major components that are used by SSIS Fiscal/Worker, the main purpose and any special notes

11.2.2 Code Package

Describe the code packages for SSIS Fiscal/Worker, their main purpose and any special notes about usage. Include subsection for each code package

11.3 SSIS Worker Client

11.3.1.1.1 Eligibility

11.3.1.1.2 Reimbursability

11.4 Code Package 2

11.4.1 Database Package

Describe the database package's (Data objects) used by SSIS Fiscal/Worker, their main purpose, and any special notes about usage. You may want to include subsections as done in the code package.

11.5 Class Models

11.5.1 Class Module 1 (i.e. Intake Entry Form)

11.6 Overview

Description of the form, what it is for & the requirements it implement and what use cases it implements, comments about the form, etc.

Requirements Implemented:	
Use Cases Implemented:	

11.7 some caption of what this is

Class	Delphi Unit	Package
TfrmITKMain	fIntake.pas	Intake
Other stuff in here that we don't get		Data Objects?

Class	
Delphi Unit	
Package	

11.8 Screenshot

11.9 Visual Module Definition

Controls

Caption	Class Name	[DataObject.] Field Name	Tab Order	Settings/Events

11.10 Security

Describe the roles & privileges needed for this application.

11.11 Registry Entries

Describe any registry entries (sample format below)

HKEY_CURRENT_USER/software/DHS/SSIS Analysis Client

Registry entries for color, screen size.

RELATED DOCUMENTS

The following list of documents are related to this specification.

APPENDIX A1: New Security Functions and Roles

This section describes the new security functions implemented in Fiscal and the new and existing template roles to which they will be defined. The security functions are described in more details in the individual module specifications.

FISCAL ROLE FUNCTIONS IN SECURITY ADMIN AND SUGGESTED ASSIGNMENTS

These are the default roles and functions for fiscal workers in SSIS V4.1. Use this worksheet to assist in determining security roles in your county.

Function	Fiscal Worker w/ Approval	Fiscal Worker	Claiming Worker	State Reporting Worker	Fiscal Supervisor	Fiscal Case Aide	Fiscal Mentor
Access Adoption Reports							
Access Case			X	X	X		X
Access Charting and Analysis					X		X
Access Malt Detail Reports							
Access Offender Index							
Access Person Index	X	X	X	X	X	X	X
Access Workgroup			X	X			X
Administer County Repository			?	X	X		X
Administer Push/Pull							X
Administer System					X		X
Approve – Intake Track							
Approve Payment Requests	X				X		X
Approve – SDM Reunification							
Approve – SDM Risk Assessment							
Approve - SDM Resk Reassess							
Approve Service Plans							
Approve Statewide Case Access							
Approve Svc Arr - Fiscal	X				X		X
Approve Svc Arr - Service							X
Assess Difficulty of Care							
Assign Workgroup							
Clear Clients						X	X
Close Workgroup							
Copy Clients Fm Remote County							
Create Ad Hoc Report					X		X
Create Adoption							
Create Bus Org	X	X		X		X	X

Function	Fiscal Worker w/ Approval	Fiscal Worker	Claiming Worker	State Reporting Worker	Fiscal Supervisor	Fiscal Case Aide	Fiscal Mentor
Create Bus Org Services	X	X			X	X	X
Create Client Specific Svc Arr	X	X			X	X	X
Create COA					X		X
Create COA Maximums	X				X		X
Create Document Templates						X	X
Create Intake							
Create IV-E Detail							
Create Non-Client Svc Arr	X	X			X		X
Create Payment Modifications	X				X		X
Create Payment Requests	X	X			X		X
Create Posted Payment	X				X		
Create Provider	X	X		X	X	X	X
Create Workgroup							
Delete Workgroup							
Determine Eligibility							
Edit Payment Reporting Fields	?	?		X	X		X
Edit Person			X	X		X	X
Enter Another Persons Time			X	X	X	X	X
Enter Supplemental Eligibility	X		X		X	X	X
Fiscal Default Activities	X	X	X	X	X	X	X
Manage payments					X		
Manage Staff					X		
Merge Vendor					X		X
Reset Errors							X
Submit Payment Request Batch	X	X?			X		X
View Cnty Detail	X	X	X	X	X	X	X
View State Detail	X	X	X	X	X	X	X
XP Option	X	X	X	X	X	X	X

Functions in **BOLD** represent current worker functions that may be needed if this worker doesn't currently use SSIS

APPENDIX A2: Impact Summary

The items checked below indicate anticipated impacts of this project on SSIS applications or the SSIS Worker application modules. The specifics of an impact are described in the corresponding software specification.

SSIS applications impacted:

- Administration (incl. Security)
- Fiscal
- Push/Pull
- Repository
- Charting/Analysis

SSIS Worker modules impacted:

- Adoption
- Alerts & Reminders
- Case/ Workgroup
- Caseload List
- Checklists
- Conclude Service/Missing Data
- County Preferences
- Court
- Documents, Case Notes & Chronology
- Eligibility
- Help
- Intake
- Interfaces
- Licensing
- Maintenance (OOPS/Reset Errors)
- Maltreatment
- Person (Client/Collateral) Entry/Clearing
- Person Search
- Placement
- Programs & Services
- Provider Entry – Now Business Organization
- Provider Search – Now Business Organization Search
- Purge
- Reports
- Security
- SELF (Adolescent Living Skills)
- Service Agreement – Now Service Arrangement
- Service Plans
- Staff Activity/Time Reporting
- Staff Assignment
- Standards/ General/Global
- SWNDX/SMI
- View Missing Data

Additional SSIS Worker impact:

- SSIS Database Changes Needed
- Conversion Issues
- Data Interchange Required
- New Screens/Visual Modules
- Changes to Screens/Visual Modules
 - Changes to Business Rules
- Changes to Existing Reports

APPENDIX A3: Possible Future Enhancements

This section describes possible, future, fiscal-related enhancements:

Favorites

The **Favorites** group of the task panel is a future enhancement that is currently disabled in the application. When this feature is enabled, items can be added to the Favorites by picking **Add to Favorites** in the Action menu or or the tree's popup menu. **Clear Favorites** removes all items the user has added to this list. **Goto From Clipboard** will launch a node that was copied from the Action menu or popup menu on the tree.



Additional Interface

- Payments Import–Imports Payment Requests from another county system. This interface would be used when payment requests originate outside of SSIS, but are imported into SSIS to avoid duplicate entry.

For example, a county uses SSIS Service Arrangements as a basis for populating a vendor web invoice system. The vendor enters the invoice data and that data is then imported (along with the original service arrangement data) into SSIS to create a payment request.

It is important that payment requests originating from other county systems are imported into SSIS so that they can be included for state reporting, claiming, and to provide comprehensive client and vendor payment information. This interface will not be available in the initial releases (Version 4.0 to 4.3) of SSIS.

Importing Payment Request will require a reference to a service arrangement. Importing payment requests without use of a service arrangement will not be supported. Pilot of this interface will begin sometime in 2007.

Use Cases

1. Adding an Icon to the Fiscal Bar

System Specification	
Use Case	Adding an Icon to the Fiscal Bar
Use Case #	2.3.4
Purpose	To allow the user to add an Icon to the Fiscal bar.
Description	Precondition: SSIS Fiscal is up and running and the Fiscal Bar is showing to the left side of the application. Post-conditions: <ul style="list-style-type: none"> ▪ The selected Icon is added to the active Fiscal Bar Page.
Related Use Cases	2.3.5 (Removing an Icon from the Fiscal Bar)
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
<ol style="list-style-type: none"> 1. Right Click on the Fiscal Bar 2. Select 'Create Shortcut'. 3. Select the Icon to add and click OK. 	<ol style="list-style-type: none"> 1. Popup menu appears 2. A Dialog of possible Icons to add appears. 3. Icon is added to the current page of the Fiscal Bar.
Alternative Courses	
<ol style="list-style-type: none"> 1. Drag Menus items to the Fiscal Bar. 2. Other points in the system will allow Fiscal Bar shortcuts to be created (such as fast links to particular records as Favorites). 	
Exception Conditions	
None	
Notes	

2. Removing an Icon from the Fiscal Bar

Issue from Kate: Do we want to have any standards for popup stuff?

System Specification	
Use Case	Removing an Icon from the Fiscal Bar
Use Case #	2.3.5
Purpose	To allow the user to remove an Icon from the Fiscal bar.
Description	Precondition: SSIS Fiscal is up and running and the Fiscal Bar is showing to the left side of the application. Post-conditions: <ul style="list-style-type: none"> ▪ The selected Icon is removed from the Fiscal Bar.
Related Use Cases	2.3.4 (Adding an Icon to the Fiscal Bar)
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
<ol style="list-style-type: none"> 1. Right Click on the Icon in the Fiscal Bar 2. Select 'Remove from Fiscal Bar'. 	<ol style="list-style-type: none"> 1. Popup Menu appears. 2. Icon is removed from the Fiscal Bar.
Alternative Courses	
None	
Exception Conditions	
None	
Notes	

3. Renaming an Icon in the Fiscal Bar

System Specification	
Use Case	Renaming an Icon in the Fiscal Bar
Use Case #	2.3.6
Purpose	Allows the user to create a description that is to their preference.
Description	Precondition: The icon to be renamed is showing in the Fiscal Bar. Post-conditions: <ul style="list-style-type: none"> ▪ The icon displays a new caption.
Related Use Cases	
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
<ol style="list-style-type: none"> 1. User Right Clicks on a Fiscal Bar Icon 2. User picks Rename Icon 3. User types new Icon Name and presses Return or clicks off the label. 	<ol style="list-style-type: none"> 1. Popup menu for Fiscal Bar Icon appears. 2. The label of the Icon becomes editable. 3. The label returns to non edit mode displaying the new caption.
Alternative Courses	
3. Hit ESC to cancel the rename mode. Label becomes non editable and reverts to its former caption.	
Exception Conditions	
Perhaps an Icon must have a unique caption?	
Notes:	

4. Reordering Icons within a Group

System Specification	
Use Case	Reordering Icons within a Fiscal Bar Group
Use Case #	2.3.7
Purpose	To rearrange the order of Icons in a Fiscal Bar Group
Description	Precondition: Two or more Icons are showing in the current group. Post-conditions: The order of Icons is changed.
Related Use Cases	Moving Icons
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
<ol style="list-style-type: none"> 1. User Drags (Left Hold and Drag) an Icon to a new spot in the list. 	<ol style="list-style-type: none"> 1. System displays an insertion point indicator as the mouse drags the item. When the user lets go of the mouse button, the Icon is inserted at the indicated insertion point.
Alternative Courses	
<ol style="list-style-type: none"> 1. Could provide right click menu items to move the item up or down one place. 1. User can drag the mouse off the Fiscal Bar Region to abort the operation or drag back to the current spot. 	
Exception Conditions	
None	
Notes:	

5. Adding a Group to the Fiscal Bar

System Specification	
Use Case	Adding a Group to the Fiscal Bar
Use Case #	2.3.8
Purpose	To allow the user to add a new group to the Fiscal bar.
Description	Precondition: SSIS Fiscal is up and running and the Fiscal Bar (similar to the Outlook bar) is showing to the left side of the application. Post-conditions: <ul style="list-style-type: none"> ▪ A new page (Group) is added to the Fiscal Bar.
Related Use Cases	2.3.9 (Removing a Group from the Fiscal Bar)
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	
System Response	
1. Right Click on the Fiscal Bar 2. Select 'Add New Group' 3. The user types the Group's caption and presses the return key or clicks somewhere in the application.	1. Popup Menu is displayed. 2. New Group is added to the Task Bar and the New Group becomes the current group and is editable. 3. The Group caption is updated and changes to the normal display (non edit mode).
Alternative Courses	
3. Pressing 'ESC' will set the group's name to be the default name.	
Exception Conditions	
None	
Notes	

6. Removing a Group from the Fiscal Bar

System Specification	
Use Case	Removing a Group from the Fiscal Bar
Use Case #	2.3.9
Purpose	To allow the user to remove a group from the Fiscal bar.
Description	Precondition: SSIS Fiscal is up and running and the Fiscal Bar (similar to the Outlook bar) is showing on the left side of the application. Post-conditions: <ul style="list-style-type: none"> ▪ A group is removed from the Fiscal Bar.
Related Use Cases	2.3.8 (Adding a Group to the Fiscal Bar)
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	
System Response	
1. Activate the Group to be removed. 2. Right Click and choose 'Remove Group from Fiscal Bar'.	1. Icons of that Group will display in the Fiscal Bar. 2. If the group contains Icons, confirm the removal of the group and all its Icons before proceeding.
Alternative Courses	
None	
Exception Conditions	
2. The last group of the Fiscal Bar cannot be removed. In such a case, the user could be advised to hide the Fiscal Bar.	
Notes	

7. Renaming Group in the Fiscal Bar

System Specification	
Use Case	Renaming Group in the Fiscal Bar
Use Case #	2.3.10
Purpose	To allow the user to change the caption on a group in the Fiscal Bar.
Description	<p>Precondition: SSIS Fiscal is up and running and the Fiscal Bar is currently showing the group to be renamed on the left side of the application.</p> <p>Post-conditions:</p> <ul style="list-style-type: none"> ▪ The group caption is changed in the Fiscal Bar.
Related Use Cases	
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
<ol style="list-style-type: none"> 1. Right Click on the Fiscal Bar. 2. Left click on 'Rename Group'. 3. The user types in the new group name and either press the return key or clicks somewhere else in the application. 	<ol style="list-style-type: none"> 1. The popup menu appears. 2. The caption of the group's button becomes editable. 3. The group's caption displays in normal mode with the new caption.
Alternative Courses	
User can hit Esc to abort the rename process. The old caption name reappears.	
Exception Conditions	
None	
Notes	

8. Moving Shortcuts Between Groups

System Specification	
Use Case	Moving Shortcuts Between Groups
Use Case #	2.3.11
Purpose	To allow users to rearrange and reorganize their Fiscal Bar items.
Description	<p>Precondition: The Fiscal Bar must be showing with more than one Group and the current group shows the item to be moved.</p> <p>Post-conditions: The item is moved from the original group to the new group.</p>
Related Use Cases	2.3.7 (Reordering Icons within a Group)
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
1. User holds the left button and drags an Icon from the current location to one of the other pages.	1. As the mouse is dragged, the mouse indicator should change as in Use Case 2.3.7 (Reordering Icons within a Group). When the mouse moves over a Group button that group should become the active page.
2. Once the group becomes visible, the user drags the icon to where it should be inserted in the new list.	2. The insertion indicator (see reordering icons) moves with the mouse over the new group.
3. The user lets go of the mouse button.	3. The Icon is removed from the old group and added to the new group at the current insertion point.
Alternative Courses	
<p>1. Could allow Right click copy on an Icon and then enable the user to paste that shortcut on another page.</p> <p>1. System Response Alternative: Instead of make a different page active, a different mouse cursor could display to indicate adding to that group without activating that group. If we go that route, the remaining steps do not apply. Letting go of the mouse button will move the icon to the bottom of the new group.</p>	
Exception Conditions	
None	
Notes:	

9. Using the Bread Crumb Trail

System Specification	
Use Case	Return to a prior view using the Bread Crumb Trail.
Use Case #	2.3.16
Purpose	To return to a prior view state.
Description	Precondition: A detail data window is showing to which the user had navigated using XP lists. The path back to early nodes is displayed via the breadcrumb trail. Post-conditions: The user returns to an early node (data view).
Related Use Cases	
Requirements Trace	
Actors & Type(primary/secondary)	
Fiscal Worker (primary)	
Actor Actions	System Response
1. The user clicks on an item in the bread crumb trail.	1. The window returns to that view, saving or prompting to save changes, if any, to the current view.
Alternative Courses	
1. The user could navigate back using XP Lists or display the tree-view. 1. As a keyboard shortcut, we could provide some function key, alt key, or control key to go back one level at a time. Using this technique, a user could quickly go back two levels by performing the keyboard shortcut twice. <i>FYI: In a Tree-view, the <backspace> key brings the focus up one level at a time, however, that convention does not work well when focus is on an editing control such as an edit box where backspace deletes text.</i>	
Exception Conditions	
None	
Notes:	

APPENDIX B: Glossary

Term	Definition
AC WAIVER	Alternative Care Waiver. The program is for people aged 65 and over whose care needs would otherwise require the level of services provided by a nursing facility.
ACCOUNT CAP	A limit to payments/expenditures against a specific account, while other accounts in the same budget are simply limited by the overall current budget account.
ACCOUNT NUMBER	Payments/Expenditures may be applied against a specific account. The account number is the unique identifier assigned to the individual account, assigned by the county.
ACCOUNTING PERIOD	Any portion of a fiscal year for which accounting reports are separately created. Use of accounting periods allows the proper budget to be charged for expenditures and to comply with requirements of the modified accrual basis of accounting without extensive manual adjusting entries. Some users employ a 13 month year in which each month is four weeks long to minimize variances on the financial reports caused by differing lengths of calendar months; use of a year-end adjusting period is common.
ACCUMULATED CLAIM	Line item claims that are gathered and added together. In an effort to reduce the number of lines, time records and waived voucher records with the same client, same service, same month, and the same provider number are accumulated into one claim line.
ADJUSTMENT	A correction to the service data within a voucher. A refund has not been received nor is it a (void) cancellation. But a cancellation is recorded against the original voucher because the voucher may be redefined as two or more vouchers - such as when some of the units/dollars are discovered to be ineligible for reimbursement under Title IV-E. An adjustment is usually made to comply with requirements for Title IV-E, SEAGR, CSR, etc. reporting. Usually it is due to something not realized or over-looked at the time of payment.
ADMINISTRATIVE (ADMIN) ACTIVITY	Used in time reporting for non-service related activities. May be selected after a Sub-Program has been selected or when a Sub-Program has not been selected.
AFCARS	<u>Adoption and Foster Care Analysis and Reporting System.</u>
AVAILABLE	Monies currently available for use in creating service arrangements. This amount is calculated by the formula of Maximum less Expenditures less Encumbered Not Spent.
BASE RATE	For foster care, base rate is the per diem dollar amount paid to a family foster home. A standard base rate is set annually by DHS. Counties may pay more but can only claim the state-determined base rate.
BATCH	A group of related forms or documents for one or several days.

Term	Definition
BATCH JOB	A job or program that processes records with little or no operator interaction. Batch programs are usually sent to the job queue for processing control.
BATCH NUMBER / PROCESSING	Allows for several operators to enter vouchers simultaneously. Each operator must work in a different batch number. Only one operator at a time can enter waived services or Rule 5 vouchers.
BLOCK GRANT	A funding source provided to the county by the state or federal government. The county uses these funds to purchase services for targeted populations and may indicate that a specific provider contract is funded by a block grant.
BRASS	<u>B</u> udget <u>R</u> eporting and <u>A</u> ccounting for <u>S</u> ocial <u>S</u> ervices. The classification structure for social services that relates to the functions of planning, budgeting, reporting and accounting for social services.
BRASS PROGRAM/ BRASS PROGRAM AREA	A high level grouping of BRASS, such as Children's Services or Mental Health.
BRASS PROGRAM NUMBER	A 1 digit number assigned to the BRASS Program by the BRASS committee, which is used as the 1 st position of the BRASS Service Code for all services in the BRASS Program.
BRASS SERVICE	See Service.
BRASS SERVICE CODE	The unique 3 digit number assigned to the BRASS Service by the BRASS committee.
BRASS SERVICE NUMBER	The 2 nd and 3 rd positions of the BRASS Service Code.
BUDGET	Current CSIS functionality includes the regulation of payments and service agreements by identification of accounts under which a county may make payments. Budgets limit the level of payments by serving as a control/cap on expenditures and on service agreement amounts and start/end dates. Budgets also limit the level of planned services recorded in service agreements. Also see maximums.
BUS ORG	Business Organization. A term used by SSIS to group different types of organizations who have contact with the county, such as vendors, law enforcement, schools, day care providers.
CAC WAIVER	<u>C</u> ommunity <u>A</u> lternative <u>C</u> are Waiver. Home and community-based services necessary as an alternative to institutionalization that promote the optimal health, independence, safety and integration of a person (under age 65) who is chronically ill or medically fragile and who would otherwise require the level of care provided in a hospital.

Term	Definition
CADI WAIVER	<u>C</u> ommunity <u>A</u> lternatives for <u>D</u> isabled <u>I</u> ndividuals Waiver. Home and community-based services necessary as an alternative to institutionalization that promote optimal health, independence, safety and integration of a person (under age 65) who would otherwise require the level of care provided in a nursing facility.
CANCELLATION	The entire amount of a voucher is being cancelled and the warrant voided. The corresponding service agreement and Chart of Account, if any, are increased by the number of units and amount of the cancellation.
CCM	<u>C</u> lient <u>C</u> ase <u>M</u> anagement. Independent case management application used by many counties to record data by social workers. Many existing systems currently import data from CCM to their county system for time reporting.
CENTRALIZED DISBURSEMENTS	Payment or expenditures for services or claims by DHS on behalf of county Human Services but sent directly to vendors or client recipients.
CHART OF ACCOUNTS CODE	Listing of valid accounts that service agreements and voucher account codes are verified against.
CHART OF ACCOUNTS ELEMENT	Fund, Department, Program, Service, Object, Org are all default elements of a Chart of Account code, however some counties may have different element type descriptions. Each element delineates information on the source of funds.
CHART OF ACCOUNTS MAXIMUM CODE	Functionality would include allowing maximum dollar amounts to be set for each line item in the Chart of Accounts. This would be an option for counties to use.
CLAIM	The detailed itemization of services submitted for reimbursement.
CLAIM REBILL or RESUBMIT	An original claim to MMIS II has been denied and it is necessary to create a new "original" claim for payment. This claim has no relation to the original claim.
CLIENT	Person receiving social services from the county.
CMHRS	<u>C</u> ommunity <u>M</u> ental <u>H</u> ealth <u>R</u> eporting <u>S</u> ystem. Report due to DHS semi-annually as required by the 1987 Comprehensive Adult Mental Health Act to report specific data regarding mental health clients and services.
COFARS	<u>C</u> ounty <u>F</u> inancial <u>A</u> ccounting and <u>R</u> eporting <u>S</u> tandards. The COFARS account number contains 16 digits which report fund, department, program, service and object. A BRASS code may be contained within a COFARS code.
CONTRACT	Legal document describing a working relationship of a vendor with the county.
CONTRACTOR	Person or agency providing a service.

Term	Definition
COST ALLOCATION	Used for developing and maintaining federally approved DHS cost allocation plans. A standard plan is used by most counties for the negotiation of amendments and revisions with the federal government. This process draws on letters of credit and disbursement of federal administrative cost reimbursements to counties and the state General Fund. The process of determining what portion of a resource (such as a person's time or use of a workstation) is attributable to a particular funding source.
COUNTY SUB-SERVICE	A further breakdown of the BRASS Service to meet county reporting and accounting requirements. A BRASS Service can have many County Sub-Services, each of which is assigned a 2 digit number from 01 - 99.
COUNTY SUBMITTER PROVIDER NUMBER	Direct biller number assigned by MMIS II.
COUNTY VENDOR NUMBER	A unique number used by the county accounting system to identify and pay a vendor.
CPT	<u>C</u> urrent <u>P</u> rocedural <u>T</u> erminology code is a nationally standardized procedure code as determined by the Department of Health and Human Services (DHHS) implementing HIPAA standards. Also see HCPCS.
CSIS	<u>C</u> ommunity <u>S</u> ervices <u>I</u> nformation <u>S</u> ystem. Computer system maintained by DHS in use by 77 Minnesota counties.
CSR	<u>C</u> lient <u>S</u> ummary <u>R</u> eport.
CSS	<u>C</u> omputer <u>S</u> ystems <u>S</u> upport. Current contracted vendor that maintains the CSIS application.
CSSA	<u>C</u> ommunity <u>S</u> ocial <u>S</u> ervice <u>A</u> ct (MN Statutes, Section 256E). This Act establishes a system of planning for and provision of community social services administered by boards of county commissioners in each county of the state under the supervision of the Commissioner of Human Services. Now called CCSA.
CW-TCM	<u>C</u> hild <u>W</u> elfare <u>T</u> argeted <u>C</u> ase <u>M</u> anagement. Counties and individual county providers can receive Medical Assistance reimbursement (MA) for providing Child Welfare Targeted Case Management services to children who are receiving MA.
DEPARTMENT	One of the elements of a Chart of Accounts code. This element defines divisions within the Fund. The use or meaning of this element can vary from county to county depending on the internal structure of the departments and the responsibilities of these departments.
DIAGNOSIS CODE	Clinical diagnosis of a medical condition according to the International Classification of Diseases Code Manual 9 th Edition (ICD-9-CM).
DIRECT PAYMENT AUTHORIZATION	An authorization to pay a provider directly from a contract/arrangement which does not require a specific client or service.

Term	Definition
DISABILITY	Physical, mental or emotional characteristics which may require treatment and which may impair a person's functioning or may require special equipment or adaptations to permit full function and/or development.
DOC	<u>D</u> ifficulty of <u>C</u> are. An assessment of a child in foster care based on their physical and emotional needs.
DSM-IV	<u>D</u> iagnostic and <u>S</u> tatistical <u>M</u> anual of Mental Disorders, 4 th Edition. American Psychiatric Association's official manual of mental disorders. Manual contains a glossary of descriptions of the diagnosis categories.
DT&H	<u>D</u> ay <u>T</u> raining & <u>H</u> abilitation. A service provided to developmentally disabled clients.
EDI	<u>E</u> lectronic <u>D</u> ata <u>I</u> nterchange. Electronic transfer of data. Required by HIPAA for claim transactions.
EIS	<u>E</u> xecutive <u>I</u> nformation <u>S</u> ystem, DHS data warehouse. HCFA term for the system used to determine Medicaid eligibility.
ENCUMBERED NOT SPENT	The total of all service arrangement amounts within specified parameters which have not been paid to a vendor.
EW	<u>E</u> lderly <u>W</u> aiver. The program is for people aged 65 and over whose care needs would otherwise require the level of services provided by a nursing facility.
EXPENDED	Total of all payment requests (paid or awaiting payment) within specified parameters.
EXTRACTED MMIS II ELIGIBILITY INFORMATION	Refers to waived services eligibility/prior authorization and CW-TCM/TEFRA eligibility information that has been "taken from" MMIS files at DHS.
FFP	<u>F</u> ederal <u>F</u> inancial <u>P</u> articipation. Federal monies, matched by state and local monies, which are used to provide for maintenance service needs of eligible individuals.
FFY	<u>F</u> ederal <u>F</u> iscal <u>Y</u> ear. The Federal Fiscal Year runs October 1 through September 30. Federal funding is appropriated based on these dates.
FINANCIAL MANAGEMENT AUTOMATION NUMBER	Number assigned by DHS Financial Operations for reporting purposes, in place of a facility licensed number, when a facility is licensed by an entity other than DHS, i.e. Department of Corrections.
FUND	One of the elements of a Chart of Account code. This element defines a fiscal and accounting entity within the county. Examples include Social Services, Public Health, Public Works.
GL (GENERAL LEDGER) DATE	See Accounting Period.
GRANT	State or Federal funds awarded to counties for specific purposes given by competitive award or on an allocation basis. Also see Block Grant.
HCFA-1500	A standard Health Insurance Claim Form used to claim MA reimbursement through MMIS.

Term	Definition
HCFA-1500 DIRECT ENTRY PROCESS	Allows manual data entry in CSIS of HCFA-1500 format claims directly into a file that can be electronically submitted to MMIS for processing and payment.
HCPCS	<u>H</u> ealth <u>C</u> are Financing Administration <u>C</u> ommon <u>P</u> rocedure <u>C</u> oding <u>S</u> ystem. Also known as Health Care Procedure Code. This is a 5-character code which identifies Medical Assistance (MA) reimbursable services. Used together with modifiers to bill MMIS for social services eligible for MA or waiver reimbursement.
HIPAA	<u>H</u> ealth <u>I</u> nsurance <u>P</u> ortability and <u>A</u> ccountability <u>A</u> ct of 1996. Law passed by congress in 1996 to improve the portability and continuity of health insurance coverage, enhance the quality and efficiency of health insurance by <u>standardizing electronic data interchanges</u> between health care organizations, protect the <u>security, privacy</u> and availability of individual <u>health information</u> and combat waste, fraud and abuse in health insurance and health care delivery.
HOST COUNTY CONTRACT	Also known as Lead County Contract. Contract written by the county with a provider outlining legal terms of services to be provided. For example, agreed cost of services, liability insurances, etc. The Host County negotiates the contract on behalf of anyone who chooses to utilize their services. This is usually done in the county where a provider is located, but can be done by another party should the location county choose not to complete the contract.
ICD	<u>I</u> nternational <u>C</u> lassification of <u>D</u> iseases. A recognized manual of diagnoses of diseases.
ICF	<u>I</u> ntermediate <u>C</u> are <u>F</u> acility. A facility certified by the State Department of Health to provide, on a regular basis, health-related services to individuals who do not require hospital or skilled nursing facility care, but whose mental or physical condition require services above the level of room and board.
ICF-DD	<u>I</u> ntermediate <u>C</u> are <u>F</u> acility for <u>M</u> entally <u>R</u> etarded. A facility certified by the State Department of Health to provide health and rehabilitative services for mentally retarded individuals or persons with related conditions who require active treatment.
IFS	<u>I</u> ntegrated <u>F</u> inancial <u>S</u> ystem. Independent accounting package used by the majority of the CSIS counties. Currently an interface exists between CSIS and IFS. SSIS will implement an interface as well.
IMD	<u>I</u> nstitution for <u>M</u> ental <u>D</u> isease. A hospital, nursing facility, or other institution of more than 16 beds, that is primarily engaged in providing diagnosis, treatment, or care of persons with mental diseases, including medical attention, nursing care and related services. This definition includes chemical dependency treatment facilities with more than 16 beds.

Term	Definition
IV-D	Child Support Title of the Social Security Act.
IV-E	Foster Care Title of the Social Security Act.
JOB QUEUE	Electronic way to control batch jobs. A job queue is like a waiting line in which jobs wait until they are processed; their waiting order in the line is determined by their assigned job queue priority.
LEAD COUNTY CONTRACT	Also known as Host County Contract. Contract written by the county with a provider outlining legal terms of services to be provided. For example, agreed cost of services, liability insurances, etc. The Host County negotiates the contract on behalf of anyone who chooses to utilize their services. This is usually done in the county where a provider is located, but can be done by another party should the location county choose not to complete the contract.
LTCC	<u>L</u> ong- <u>T</u> erm <u>C</u> are <u>C</u> onsultation Services (<i>formerly Preadmission Screening</i>) includes a variety of services designed to help people make decisions about long-term care.
MACSSA	<u>M</u> innesota <u>A</u> ssociation of <u>C</u> ounty <u>S</u> ocial <u>S</u> ervice <u>A</u> ministrators. Previously known as County Directors Association.
MAINTENANCE OF EFFORT	Counties have a "Maintenance of effort" requirement on the services eligible for the expansion. Counties that receive payment through "Maintenance of Effort" must maintain a level of expenditures such that each year's county expenditures for prevention, early intervention, and supportive services for children and families is at least equal to that county's average expenditures for those services for calendar years 1998 and 1999. DHS will measure Maintenance of Effort (MOE) by measuring the expenditures reported through SEAGR for the appropriate BRASS services.
MAXIMUMS	Proposed functionality will include dollar caps optionally set at various levels of detail. Chart of Account Maximum - dollar cap set to limit the spending from all or some line items within the Chart of Accounts. Also applies to groups of COAs. Service Arrangement Maximum - dollar cap optionally set to limit the spending within a particular service arrangement or group of service arrangements. Also see budget.
MAXIS	Not an acronym, but derived from Minnesota ACCESS. A master computer system which determines public assistance, eligibility and issues payments for cash and food assistance programs.
MEC ²	<u>M</u> innesota <u>E</u> lectronic <u>C</u> hild <u>C</u> are. Pronounced "MEC Squared" Program administered by DHS to help with child care costs for eligible families.

Term	Definition
MEDICAL PAYMENTS	Social service payments made for medical procedures or services.
MH-TCM	<u>M</u> ental <u>H</u> ealth <u>T</u> argeted <u>C</u> ase <u>M</u> anagement.
MMIS II	<u>M</u> edicaid <u>M</u> anagement <u>I</u> nformation <u>S</u> ystem. Statewide computer system for determination of medical assistance for persons and payment of claims to providers.
MODIFIER	Certain HCPCS codes require one or more two-digit modifiers entered after the procedure code. These modifiers more fully describe the services performed so that accurate payment can be determined.
MSA	<u>M</u> innesota <u>S</u> upplemental <u>A</u> id. A State program which provides financial assistance to elderly, disabled, and blind recipients or Supplemental Security Income (SSI).
MSHO	<u>M</u> innesota <u>S</u> enior <u>H</u> ealth <u>O</u> ptions. A DHS program which combines Medicare and Medicaid financing and acute and long term care service delivery systems for persons over age 65 who are dually eligible for both Medicare and Medicaid. Formerly known as the Long Term Care Options Project.
MULTIPLE ACCOUNTS	More than one detail line within a single budget.
NON-MEDICAL PAYMENTS	Payments made for services other than medical procedures or services.
NON-SOCIAL SERVICES PAYMENTS	Social service payments made for non-BRASS services.
OBJECT	One of several fields defining an account. It is the object of expenditure in the purchase of social services. In some counties the object code identifies the program, such as Title IV-E, Elderly Medical Assistance, etc. under which a county receives reimbursement for expenditures.
ORG	One of the elements of a Chart of Account code used only by a few counties. This element can be used to function as Program but at a higher level in the account code structure. Some examples are Child Welfare, Child Protection, Mental Health. In some counties Org is used to further define organizational sections down to the unit to help managers track their budgets.
PASARR	<u>P</u> re- <u>A</u> dmission <u>S</u> creening <u>A</u> nnual <u>R</u> esident <u>R</u> eview. Annual client screenings and reviews intended to assure that persons are not inappropriately retained or placed in nursing facilities.
PATIENT ACCOUNT NUMBER	A county agency's reference number for a client. Used in claims to allow sorting of the MMIS II Remittance Advice. In SSIS Fiscal this field will be used to store the system assigned Claim ID in order to return claim status and payment information back to the claim.
PAY-TO PROVIDER	The service provider to whom MMIS sent the reimbursement.

Term	Definition
PAYEE	Individual or organization to whom payment will be sent if other than the person who actually provided the service. The payee would be responsible for payment to the actual service provider.
PAYMENT CONFIRMATION	Electronic confirmation that the payment request was processed by the IFS or the County Accounting System and a check issued to the vendor. Confirmation includes amount paid, warrant number, warrant date and warrant amount.
PAYMENT MODIFICATION	Payment modifications include refunds, recoveries (or revenues), cancellations and adjustments. Once a payment request has been sent to the County Accounting System it must be processed. Any changes to those payment requests must be processed entered manually into both systems.
PAYMENT REQUEST	Electronic request from SSIS Fiscal to IFS or the County financial Accounting System for payment.
PAYROLL ACTIVITY	Used in time reporting for non-service related activities. Can only be selected when a Sub-Program has not been selected.
PMI	Person Master Index. System assigned unique identifier assigned to a person within the MAXIS system. Within the MMIS system this is referred to as Recipient ID (RID).
POSTED PAYMENT	Warrant details, manually entered, for payment requests that will not be sent to the County Accounting System because a warrant has already been issued by the County Accounting System or a journal entry has been recorded.
PREPRINTED VOUCHER/INVOICE	Form printed within the CSIS application with preprinted billing information sent to the provider for submission of services provided which they are seeking payment. SSIS Fiscal will have similar functionality.
PRIOR AUTHORIZATION NUMBER	Same as the service agreement number assigned by MMIS II for a client. This number is the unique identifier for providing authorization for a service, prior to the service being delivered.
PRISM	Providing Resources to Improve (child) Support in Minnesota. Name of the computer system for child support in Minnesota.
PROCEDURE CODE	Also called HCPCS code. Five-character code that identifies services reimbursed by Medical Assistance (MA).
PROGRAM	Refers to the SSIS Sub-Program. A further breakdown of the BRASS Program defined within SSIS for state reporting. Examples in the Children's Services Program area are Child Welfare and Child Protection. A SSIS Sub-Program is assigned a 3 digit number by SSIS. The first position of the SSIS Subprogram is always the BRASS Program.
PROVIDER	Internal or external giver of a service.

Term	Definition
PROVIDER ORGANIZATION	Within SSIS, the Provider Organization is the parent organization who oversees its providers. CSIS recently began using the term "Organization". A facility with multiple program areas (and licenses) is represented by multiple Vendor Ids (and names also) to distinguish the license under which the service is provided. The Organization Id can be entered to show these multiple Vendor entries pertain to the same facility. This makes it possible to verify the service provider of payment is the same as that of the placement.
QMRP	<u>Qualified Mental Retardation Professional</u> . A person qualified to work as an expert with persons with mental retardation or related conditions as defined in the Code of Federal Regulations: a person with a 4-year college degree in an area related to mental retardation and who has a minimum of one year of experience working in that field.
QUICK PAY	A payment made to a vendor without using a service arrangement. It is not really any faster to make than a service arrangement based payment, except that it can be made without creating one up front. For recurring payments to a vendor, a service arrangement should be faster than entering all the payment details with each occurrence.
REBILL CLAIM	See Claim Rebill.
RECIPIENT ID (RID)	The unique system assigned client identifier used by MMIS. Also known as PMI. This may change with Health Match.
REFUND	Partial payment has been received from the vendor. The number of units and dollars on a refund record can be the same or less than the corresponding voucher. The corresponding service agreement and budget account, if any, are increased by the number of units and amount of the refund.
REMITTANCE ADVICE	Accompanies a warrant describing services included for payment.
REPLACEMENT CLAIM	A claim to MMIS II which must be tied to the original claim. A claim with corrections or changes to replace a claim that has been fully or partially paid by MMIS. The claim must identify the original claim number.
REVENUE/RECOVERY	A full or partial refund received from a vendor is received in the year following that of the payment. Usually these dollars and units are <u>not</u> allied to budgets or service agreements. The revenue/recovery is reported in the period of recovery on state reports (not as refunds).
RSC	<u>Relocation Service Coordination</u> . An MA benefit designed to assist recipients with transition from institutions to the community.
RTC	<u>Regional Treatment Center</u> . State institution as defined in Minnesota Statutes, section 245.0312. A state operated institutional facility providing 24-hour a day care and treatment for persons diagnosed as mentally retarded, mentally ill, or chemically dependent.

Term	Definition
RULE 5	Child Residential Treatment Facility. A residential treatment program for children with severe emotional disturbance.
RULE 35	Residential Chemical Dependency Program. Licensed facility for the treatment of chemical dependency, including primary residential treatment, extended care, and halfway houses.
RULE 36	Residential Facilities for Adult Persons with Mental Illness. Licensed facility for the treatment of mental health providing residential treatment and rehabilitation services to adults with mental illness on a 24-hour per day basis.
SACWIS	<u>S</u> tate- <u>w</u> ide <u>A</u> utomated <u>C</u> hild <u>W</u> elfare <u>I</u> nformation <u>S</u> ystem.
SEAGR	<u>S</u> ocial <u>S</u> ervices <u>E</u> xpenditure <u>A</u> nd <u>G</u> rant <u>R</u> econciliation Report. Fiscal report required by DHS Financial Operations to be submitted quarterly. This report is based on BRASS services, either staff provided or purchased. SEAGR calculations use units of service as well as purchased services.
SEAGRize	Preparation of the SEAGR report to meet Dave West's requirements and expectations.
SED	<u>S</u> erious <u>E</u> motional <u>D</u> isturbance (Child).
SERVICE	Refers to the BRASS Service. The classification structure for social services which relates to the functions of planning, budgeting, reporting and accounting for social services. Also known as Service Code. A BRASS Service Code is a 3 digit number assigned by the BRASS committee. The first position of the BRASS Service is always the BRASS Program Number. This also can be an element of a chart of accounts code. For some counties known as service code
SERVICE ACTIVITY	Used in time reporting when a Sub-Program and BRASS Service are selected. The selection of a service activity more fully defines the services provided to the client.
SERVICE AGREEMENT	In CSIS this represents an agreement between a vendor and a county that outlines services to be provided (i.e. identifies the vendor and sets limits to the extent of services in vouchers). Service agreements encumber budgets and cap or restrict payment amounts. A service agreement can be client specific or non-client specific. Within the SSIS Fiscal Project this is now being referred to as Service Arrangement. Within SSIS Fiscal, a service agreement is a document which combines one or many service arrangements to be used as a document for signatures. A service agreement does not encumber funds.

Term	Definition
SERVICE ARRANGEMENT	An agreement between the county and a provider detailing service specifics such as services to be provided, cost of services, date parameters, number of units, etc. A service arrangement can be client specific or non-client specific. If a county is encumbering funds, funds are encumbered at the point a service arrangement has all the required approvals.
SIGNIFICANT BIRTHDAY	<u>Birth</u> day of a child where the age will change the basic maintenance foster care rate set by DHS. Currently these age ranges are 0 through 11, 12 through 14, and 15 through 18.
SMI	<u>S</u> hared <u>M</u> aster <u>I</u> ndex. Planned master index of all clients, including client demographics, who are a part of systems such as MAXIS, MMIS II, PRISM, and SSIS. Currently under development.
SNF	<u>S</u> killed <u>N</u> ursing <u>F</u> acility. Facility certified by the State Department of Health to provide on a daily, inpatient basis health-related services as defined by Medicare.
SOCIAL SERVICES PAYMENTS	Social service payments made using BRASS service codes.
SOCS	<u>S</u> tate <u>O</u> perated <u>C</u> ommunity <u>S</u> ervices. Community ICF's/DD facilities with fewer than 6 beds that are operated by the Department of Human Services.
SOS	<u>S</u> tate <u>O</u> perated <u>S</u> ervices.
SPAN	<u>I</u> nclusive period of time used to reference a person's period of eligibility for certain MA programs. (Inclusive means that both the start date and the end date are considered eligible dates.)
SPECIAL COST CODE	<u>I</u> dentifies special costs related to a BRASS code. These special costs add dollars to the identified BRASS code without adding additional units. Some special cost codes are defined by DHS. Others are county defined. Examples of special costs include initial clothing and child care.
SPMI	<u>S</u> erious and <u>P</u> ersistent <u>M</u> ental <u>I</u> llness (Adult).
SSCS	<u>S</u> ocial <u>S</u> ervices <u>C</u> laiming <u>S</u> ystem. Claiming system within the CSIS application for submission of claims to MMIS II.
SSIS SUB-PROGRAM	See Program.
SSPS	<u>S</u> ocial <u>S</u> ervices <u>P</u> ayment <u>S</u> ystem. Payment system within the CSIS application for payment of vouchers and provides for budgeting.
SSTS	<u>S</u> ocial <u>S</u> ervices <u>T</u> ime <u>S</u> tudy is a random moment time study that measures activities of county social services staff. Reimbursement is accessed through Title IV-E and Medical Assistance (MA) and is also used for TCM rate setting. Counties use the new funds for other social services activities.
SWNDX	<u>SSIS</u> Statewide Index. Statewide index of client information for social services.

Term	Definition
TBI WAIVER	<u>T</u> raumatic <u>B</u> rain <u>I</u> njury Waiver. The program is currently available under MA are for individuals who are under age 65 at the time of enrollment and who have a diagnosed disability and/or acquired brain injury who would otherwise need nursing facility or neurobehavioral hospital level of care.
TCM	<u>T</u> argeted <u>C</u> ase Management. Billable case management services provided to a client to better meet their needs which is available within specific target populations.
TCM/FP CLIENT STATISTICAL REPORT (DHS3150.2)	<u>T</u> argeted <u>C</u> ase Management/ <u>F</u> amily <u>P</u> reservation Client Statistical Report (DHS 3150.2).
TEFRA	<u>T</u> ax <u>E</u> quity and <u>F</u> iscal <u>R</u> esponsibility <u>A</u> ct of 1982. The TEFRA option provides MA eligibility to some disabled children who live with their families. Unlike the waived services described in this chapter, TEFRA does not provide any additional MA covered services. It provides for the waiver of parental deeming requirements. Excludes certain parental income and assets from being considered available for the child's treatment and care.
TERADATA	Database management software used on the EIS system.
THIRD PARTY LIABILITY (TPL)	Payment resources available from both private and public health insurance and other liable third parties that can be applied toward a recipient's/enrollee's health care expenses. MMIS requires that a payment be submitted for reimbursement to this third party prior to claiming.
TITLE I	OAA. <u>O</u> ld <u>A</u> ge <u>A</u> ssistance.
TITLE III	Older Americans Act. Funds for community services for older people: congregate dining, home delivered meals, etc.
TITLE IV-A	Section of the Social Security Act which provides block grants to states for Temporary Assistance for Needy Families. (Implemented in MN as the Minnesota Family Investment Project.)
TITLE IV-B	Section of the Social Security Act which provides funding and standards for establishing, extending, and strengthening child welfare services.
TITLE IV-D	Child Support Enforcement.
TITLE IV-E	Funding source for foster care payments or adoption assistance payments authorized under Title IV-E of the Social Security Act.
TITLE XVI	SSI (Supplement Security Income). Federal cash program for aged, blind and disabled persons.
TITLE XVIII	Medicare.
TITLE XIX	Medicaid. (Medical Assistance or MA)
TITLE XX	Federal Social Services Program.
TOTAL ENCUMBERED	The total of all service arrangement amounts and all non-Service Arrangement payments within the specified parameters.

Term	Definition
TPR	Termination of Parental Rights. Any action resulting in the termination of the parent-child relationship under Minnesota Statutes, section 260.221.
UNDUPLICATED CLIENT COUNT	A client which has been counted only once for each service, regardless of whether the client received both staff-provided and purchased services and regardless of whether the client's changing age resulted in the change of their classification during the reporting period.
VA/DD-TCM	Vulnerable Adults/Developmental Disabilities-Targeted Case Management. Case management services provided to vulnerable adults and developmentally disabled persons to assist MA eligible persons gain access to needed medical, social, educational and other services.
VENDOR	Provider of service for which payment will be made.
VOUCHER DOCUMENT	Paper record received from a vendor requesting payment for services. Also see Voucher/Invoice.
VOUCHER/INVOICE	Contains the service detail describing the services vendors have provided for the county. Vouchers are means by which warrants for payments to vendors are generated. To some counties this is a computer transaction.
WAIVERED SERVICES	Services, equipment, and various other items not covered by regular MA that can be covered based on the person's disability or related condition, typically for the purpose of assisting the person to remain in a non-institutional setting.
WARRANT	Check (payment) written to the vendor for services rendered.