

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 317

December 17, 2010

SWNDXing

Thought you'd like to know....

that as of December 15, 2010:

- # of county records with a client status in SSIS = 1,330,173
- # of these county clients in SSIS that are not cleared to SWNDX = 19,690
- # of determined offenders in SSIS = 52,565
- # of these offenders in SSIS that are not cleared to SWNDX = 25
- # of Thank You's from SSIS to all county and tribal social services workers for all their hard work = **IMMEASURABLE!**

Happy Holidays to one and all!!!

Upload Update

The December upload is due on December 30. This upload is for the quarterly Minnesota Permanency Project update and the NCANDS reporting period (last federal fiscal year: October 1 through September 30).

CountyLink Updates

- Version 5.4 Fix Release Notes

Fiscal Focus

Fiscal refresher recording is available

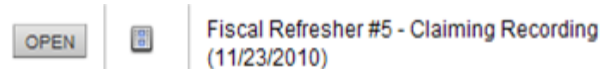
The SSIS Fiscal Mentor Program's June 16 iLinc refresher training was **Refresher #5 - Claiming**. The recorded session is available as an ongoing resource for all fiscal staff. To access the recording:

1. Click on the following link:

https://minnesota.ilinc.com/perl/ilinc/lms/event.pl?div_view=reg&event_user_id=

Click on the **Join** tab.

3. Click on the **Open** button for **Fiscal Mentor Refresher #5- Claiming** (11/23/2010).



The session is lengthy and does take a few minutes to load. Turn on your volume, sit back and enjoy the session. We are excited to provide this ongoing learning opportunity to you.

Reminder: Training web pages reorganized

Change is never easy. The redesigned training pages are now Worker and Fiscal specific. Use the site map on [SSIS Resources](#) for quick navigation to the new training options. (The left navigation column will be updated by the DHS webmaster in the future.)

Remember, the [Documentation](#) pages bring together all modules, job aids and meeting presentations under shared topics, e.g., claiming or placement.

Did you know? Access and use these MNYTD forms

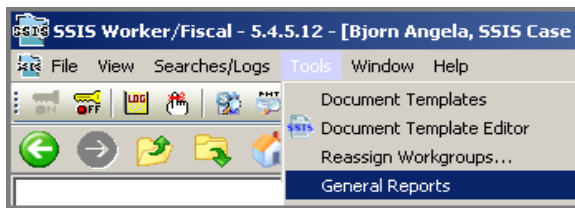
There are three forms associated with the MNYTD Survey folder:

- The MNYTD Survey
- The MNYTD Extra Contact Sheet
- The MNYTD Notice of Privacy Practices.

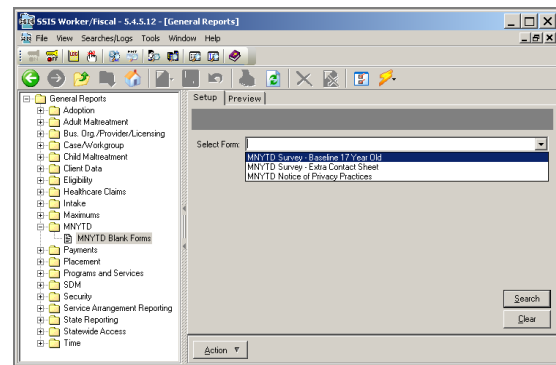


Caseworkers may easily print all of these forms from a single place, Tools>General Reports.

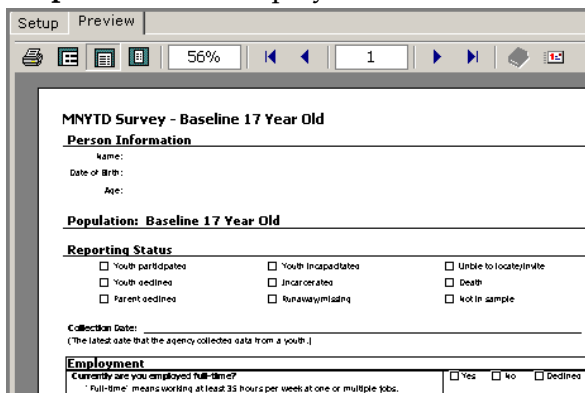
Step 1: Click on **Tools** and select **General Reports**.



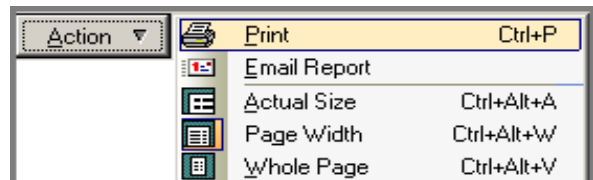
Step 2: Expand the **MNYTD** folder and click on **MNYTD Blank Forms**. Choose the desired form, and click the **Search** button.



Step 3: The form displays in the **Preview** tab.



Step 4: Click on **Action** and select **Print**.



Worker Mentors may consider a variety of methods to help staff easily access and print these forms as a group. For example:

- Forward this article to all interested staff members.
- Provide a MNYTD “Refresher” or “Update” training session for all agency staff who have adolescents on their caseloads.
- Provide individualized training and mentoring to staff members.
- Save a copy of each blank form as a PDF file to a shared directory. Workers can print the files from that directory as they are needed.
- E-mail the blank forms to workers with adolescents on their caseloads at the beginning of the month when each youth turns 17 so workers can print the forms from e-mail.
- Print each form, then make several hard copies and store as “packets” of the three forms that adolescent services workers can take with them when they visit the youth.
- You can also get to the data practices notice and the blank survey for 17 year olds on CountyLink>SSIS>Worker Training>Documentation under “Adolescent Services.”
- Let us know about any customized solution for your agency’s specific issues. We’ll share your approach with other agencies.

Fiscal Focus**Version 5.4 HCPCS changes summarized**

Four HCPCS were added to SSIS in Version 5.4. Additionally, the claim category was changed for three HCPCS codes. The following summarizes the HCPCS changes:

- **Claim category for HCPCS “E1399 – Durable medical equipment”** changed from “Waiver and AC” to “Not automated” so it is no longer claimable in SSIS. The change was made because MMIS requires a line item description for E1399 and SSIS does not support the submission of descriptions.
- **Claim category for HCPCS “T2029 – Assistive technology/Supplies and equip. extended”** changed from “Waiver and AC” to “Not automated” so it is no longer claimable in SSIS. The change was made because MMIS requires a line item description for T2029 and SSIS does not support the submission of descriptions.
- **Claim category for HCPCS “T2024 – DD Screening”** was changed from “Not automated” to “DD Screening” so it is now claimable in SSIS.
- **HCPCS “S5160 – Emergency response system – installation and testing”** was added to SSIS with the claim category “Waiver and AC” and a Start date of 05/01/2010. The claimable services associated with HCPCS code S5160 are:
 - ⇒ 141 – Env. Accessibility adaptations, spec. supplies & equip.
 - ⇒ 541 - Env. Accessibility adaptations, spec. supplies & equip,
 - ⇒ 641 – Env. Accessibility adaptations, spec. supplies & equip.
- **HCPCS “S5161 – Emergency response system – service fee, per month”** was added to SSIS with the claim category “Waiver and AC” and a Start date of 05/01/2010. The claimable services associated with HCPCS code S5161 are:
 - ⇒ 141 – Env. Accessibility adaptations, spec. supplies & equip.
 - ⇒ 541 - Env. Accessibility adaptations, spec. supplies & equip.
 - ⇒ 641 – Env. Accessibility adaptations, spec. supplies & equip.
- **HCPCS “S5162 – Emergency response system – purchase”** was added to SSIS with the claim category “Waiver and AC” and a Start date of 05/01/2010. The claimable services associated with HCPCS code S5162 are:
 - ⇒ 141 – Env. Accessibility adaptations, spec. supplies & equip.
 - ⇒ 541 - Env. Accessibility adaptations, spec. supplies & equip.
 - ⇒ 641 – Env. Accessibility adaptations, spec. supplies & equip.
- **HCPCS “S5116 TF – Caregiver assessment”** was added with a Claim category of “Waiver and AC” and a Start date of 04/01/2010. A new Activity type, “Caregiver assessment,” was also added for this HCPCS and is associated with the following Programs and Service combinations:
 - ⇒ Program 600 – Adult Services General and Service 607 – General Assessment
 - ⇒ Program 671 – Alternative Care Waiver and Service 607 – General Assessment
 - ⇒ Program 671 – Elderly Waiver and Service 607 – General Assessment

2011 SSIS Monthly Upload and State Reporting Schedule

All agencies need to complete one repository upload by the last working day of every month. Uploads may be completed before the due date, but should be done late enough in the month to include necessary data (such as the latest monthly

foster care payments for AFCARS).

Uploads completed on or after the 21st of the month are acceptable. State Reports are submitted separately from the monthly repository uploads and can be submitted before the due date.

Schedule these important dates to submit required SSIS data:

January Corrected	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - general update of information for statewide research and reporting
February	15th - CMHRS for July through December due 28th - Repository Upload due- general update of information for statewide research and reporting
March	31st - Repository Upload due - quarterly Minnesota Permanency Project update
April	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 29th - Repository Upload due – for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31)
May	31st - Repository Upload due - general update of information for statewide research and reporting
June	30th - Repository Upload due - quarterly Minnesota Permanency Project update
July	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 29th - Repository Upload due - general update of information for statewide research and reporting
August	15th - CMHRS for January through June due 31st - Repository Upload due - general update of information for statewide research and reporting
September	30th - Repository Upload due - quarterly Minnesota Permanency Project update
October	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - for the AFCARS and NYTD reporting period (April 1 – Sept. 30)
November	30th - Repository Upload due - for the ESEA reporting period that starts October 1 and ends October 31. The School District Number of the most recently attended school in October is essential for school aged children, 5-17 years of age, in out-of-home care.
December Corrected	30th - Repository Upload due - quarterly Minnesota Permanency Project update and the NCANDS reporting period (last federal fiscal year: Oct. 1 -Sept. 30)