### SSIS Fiscal Advisory Committee

#### Meeting Minutes

Conducted: 10/27/10

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<th>Topic</th>
<th>Discussion</th>
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<td>SSIS staff:</td>
<td>Stacey Alsdurf, Dave Ewert, Theresa Hill, Mary Klinghagen, Lexie Kjos, Beth Sahr, and Kate Stolpman. (Absent: Sue Nelson)</td>
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<td>County staff:</td>
<td>Shannon Bode (Pope/4), Sheila Ellingboe (Kandyh/6), Dona Pederson (Stearns/7), Ed Emerick (Olmsted/10), Janet Nilsen (St. Louis/3), Gwynne Roadfelt (Roseau/1,2), Kathy Ryan (Aitkin (3,5), Janelle White (Ramsey/13), Michelle Kemper (Wash/11) and Chris Ziegler (Faribault/Martin/ 8,9). [Absent due to technical issues: Terri Berg (Hennepin/12)]</td>
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#### 8/11/10 Minutes

The motion carried unanimously to approve minutes.

### SSIS Update

#### 5010 Project:

- SSIS is mapping the 5010 changes from the existing 4010 EDI transactions. Testing with MMIS will begin mid-2011. Implementation is scheduled for Jan. 1st, 2012. We continue to monitor the EDI transactions for any changes. Major changes include:
  - Switch from 997 to 999 transactions for claims acknowledgement.
  - Likely inclusion of remittance advice (RA) 999 acknowledgement.
  - Diagnosis code will be required for all claims. SSIS will talk with policy regarding the implementation for TCM.

#### ICD-10 Code Implementation:

- ICD 10 is still in discussion at the federal level, decision on conversion not yet made. This project is closely related to the 5010 project. Due date is October 1st, 2013.

#### MN-Comprehensive Assessment – MNChoices (formally COMPASS):

- COMPASS has officially changed their name to MNChoices. They are starting analysis meetings. One piece is scheduled to be out in June 2011 (workflow and assessments). Jennifer Trombley, SSIS analyst, is working with them to represent SSIS interests.

#### CADI Waiver Renewal Changes:

- Staff are reviewing changes for impact to SSIS. These changes may include HCPCS description changes, updated billing information in SSIS, and changes to proofing messages to allow for billing of CADI services that were previously restricted to other waivers.
  
  ***Note: DSD plans to discontinue the use of contracts between counties and providers. Instead the DSD will directly enroll providers. The time frame is not determined yet for this: Link to this announcement (sent Oct 4th, 2010): [Renewal of the Community Alternatives for Disabled Individuals (CADI) Waiver plan announcement](#)***

#### Current SSIS Projects:

- IV-E Abstract Reporting – This is the highest priority project. The project includes design changes for fostering connections, changes to the look and feel to match other state reports, along with a rewrite of the code. Scheduled for completion by the end of 2011.
- Adding MA Elig Data from MMIS – SSIS sent a request to Data Warehouse team and are awaiting a reply.
- Hennepin County Claiming Pilot – Hennepin County will pilot SSIS for Rule 5 claims processing.
- Version 5.4 – released October 14th. V5.5 involves architecture changes (completion date, early 2011).
- Staff Activity – is currently in analysis and redesign. Work on this is being completed as time permits. IV-E Abstract is the higher priority.
- Organization Initiatives – State of MN and DHS wide initiatives (Enterprise Architecture, Project Management oversight, centralization proposal, etc.) will result in additional procedures that SSIS will have to follow in the future. These additional procedures may impact future SSIS project schedules.
- Support –Reminder to notify SSIS as soon as possible when upgrading to IFSpI
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| **Training Update**                        | An email was recently sent to agency Fiscal Coordinators asking for an estimate from agencies for staff needing Fiscal New Worker Training (FNWT) in 2011. The e-mail also requested that any FAC members who would like to be a part of the FNWT pilot session in December to send their information to Lexie. Lexie also distributed a handout of the DRAFT version of the implementation memo that will be used for FNWT.  
  FNWT is a two day training that involves basic functions and a brief introduction to the state reports. More specific training will be created in the future. For example, sessions on the IV-E Abstract Report, Supervisor training, etc.  
  Release training recording and the Fiscal Refresher – Claiming recording are not available yet. Mary K. and Lexie are working with iLinc to resolve recording issues. As soon as they are available, an announcement will be made. | FAC Members:  
  If you would like to participate in the Pilot session in December please email Lexie.  
  Alexia.j.kjos@state.mn.us  
  **County input to the AUC – MCO billing requirements**  
  Stacey talked with Barb Hollerung, who chairs the Administrative Uniformity Committee’s (AUC) Medical Code Technical Advisory Group (TAG) about what counties could do to help urge MCO’s to standardize.  
  Barb suggested counties communicate issues by using the AUC Business Explanation Form (SBAR) which is found on the AUC website:  
  [http://www.health.state.mn.us/auc/forms.htm](http://www.health.state.mn.us/auc/forms.htm)  
  *** Note: AUC website also includes their mission statement, work products, etc.  
  SSIS recommends that counties work together in submitting their SBAR request to the AUC. If more counties are involved in requesting the changes, the AUC may be more inclined to pursue such requests, (e.g., changes to billing and forms standards). Counties could each submit an SBAR or counties could submit one SBAR form with support from other counties. | Kathy/Chris:  
  Bring the SBAR form to their AMSSA regional meetings.  
  **Kate:**  
  Add the SBAR discussion to the Partnership meeting  
  See Nov 3rd Partnership meeting notes for more information:  
  [Link to notes.](http://www.health.state.mn.us/auc/forms.htm)  
  **PCA Service Agreement Enhancement Request – Discussion Only**  
  An enhancement request was received requesting PCA Service Agreement information in SSIS. There are many more fields on the PCA service agreements than on the Waiver/AC service agreements currently displayed in SSIS.  
  SSIS wants to confirm that the additional PCA Service Agreement information would be helpful for agencies before researching it further to become a new agenda request. A vote passed in favor of gathering more information from county case workers regarding the value of PCA service agreement information.  
  Summary of discussion for next steps with this request:  
  • Several representatives wanted to check with their agencies/regions for input.  
  • Not all agencies bill MMIS for PCA services  
  • Giving DD case managers and/or public health nurses who use SSIS more information about the client, such as remaining PCA units, is better.  
  Vote was for SSIS staff to create and continue researching a new agenda request for PCA service agreement enhancement for the upcoming FAC meeting. | FAC Members:  
  Informally ask for feedback on what information from the PCA service agreement in MMIS that case managers would like to see displayed in SSIS and how they would use it.  
  Send any feedback to Theresa at – Theresa.hill@state.mn.us |
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| New Business – SEAGR Enhancement | The feedback was compiled from the FAC reps regarding the SEAGR enhancement request to allow entry of multiple values for each SEAGR revenue line. The complexity level is “Medium: and benefit is “Minor”. The majority voted Yes to move forward and place it on the priority list.  
**SSIS:** Sent out updated Priority list for FAC members to request agencies to place the SEAGR enhancement in the priority list for their region. SSIS will compile and share at next meeting. | **FAC Reps:** Send updated priority lists to SSIS Fiscal by December 30th [SSIS.Fiscal@state.mn.us](mailto:SSIS.Fiscal@state.mn.us)  
**Kathy:** Follow up with Kevin for more information and send to Sue.  
**SSIS:** Discussed with Jennifer Trombley, SSIS rep for MNChoices, to verify that Random Moments are being considered as one way to determine reimbursement for assessments.  
*** See the Nov.3 Partnership meeting notes for additional info. [Link to notes](#) |
| FAC Member Updates            | **Sheila Ellingboe:** Regarding IFSpi, a lot of counties are in the process of conversion. Some county servers are having performance issues which are being addressed but are delaying the conversion schedule. In addition, there have been problems with counties using IBM AS400’s/iSeries until they install version 6.1. No counties with AS400’s have been converted yet.  
**Shannon Bode:** Regional meeting last Friday. Shannon asked about the SSTS (Social Services Time Study). Some workers are getting ‘Random Moments’ at odd times e.g., at 7:10am. Joan Manske says they go 7-5pm. They are entering “general administration” during the odd times.  
**Michelle Kemper:** Michelle visited Scott County regarding their electronic content management system called ScottWorks She hopes Washington County will move in that direction and get rid of some of the paper based processes. Scott County is looking for partners and would be willing to demonstrate what they are doing in regard to electronic content management. They also want the system to work with SSIS.  
*** Note: Michelle mentioned her manager was also concerned that SSTS random moments could possibly be used for the MNChoices assessment reimbursements.  
**Kathy Ryan:** Kathy indicated that Kevin (Carlton County) is gathering information for a report request to add MCO information to claiming information. And she will bring the SBAR form to his attention. Crow Wing (Deb) wants to request an enhancement to the Total Time Report to run the report only on active workers or export the report to Excel.  
**To Export a non-Grid report to Excel:**  
1. Enter information on Setup tab and click Search.  
2. From the print preview screen click the Printer icon.  
3. At the bottom of the print dialog box select “Print to file” and select “Excel”.  
4. Click Print.  
**Janet Nilsen:** St. Louis is using “Health Fusion” to perform MCO claiming. Health Fusion is similar to “E-Connect” but has better reporting information. In addition, Health Fusion makes it easier to reconcile information. They are still working on report functionality and currently have a three-month agreement for an estimated cost of $1,500 plus a per claim fee. St. Louis will re-evaluate whether to continue using Health Fusion after the three-month period. Janet was not sure if Health Fusion supports batch billing.  
St. Louis currently uses “E-Docs” for their document management system and content management system.  
**SSIS:** The State Adoptions unit also uses E-Docs. There has been preliminary discussion about an interface with SSIS Worker/Fiscal but this discussion will have to wait until after the V5.5/architecture release. |
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| FAC Member Updates        | **Janelle White**: Janelle is trying to get a contract signed for a web-based vendor payment system. They are currently piloting for MAPCY (Minnesota Assessment of Parents, Children and Youth), a new universal assessment tool for DOC points, with 30 cases to see how it works. The assessment supports managing the activities of foster parents and not as much on child behaviors. The results have been positive so far. MNChoices staff visited Ramsey to perform workflow processing. During the visit the representative from MNChoices talked about using Random Moments for reimbursing the counties for assessments. Janelle voiced her concern that using Random Moments would not be an accurate way to receive reimbursements and the member from MNChoices stated that the assessment was not a case management function that they could claim for. It was an administrative function. Janelle further stressed that many of the random moments are now occurring outside work schedules (due to cutbacks, telecommuting, and flex schedules) and use of Code 69 is greatly increasing.  

Q: Is there a report for the new Qualified Child Safety/Permanency Professional for children in placement that have not been seen by primary worker or professional.  
   A: There is a report – General Reports → Placement → Monthly Contacts with Children in Continuous Placement → Check “Only include contacts made by qualified child safety/permanency professional (as of the contact date)” in the Option section and click Search.  

Q: Foster Care licensing pre-licensing checklist could use some revisions – how should they request that functionality?  
   A: Contact Nan on how request should be brought to SSIS because it is a worker function. Put in an enhancement request to the Helpdesk. (see action item)  

**Gwynne Roadfelt**: IFSpi has been in use for several months without any issues.  

**Shannon Bode**: DD Screening claiming is working GREAT!  

| Topic                     | The overall impression was that iLinc is great for short meetings but need to send documents as a PDF so all participants can access the content. Future meeting dates, listed below, work for all participants (some dates may not work for 100% attendance) |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Next Meetings             | 1/12/11  3/23/11  5/18/11  8/17/11  10/26/11                                                                                                                                                             |        |

SSIS: Contact Nan on how request should be brought to SSIS because it is a worker function.  

SSIS: enhancement request to the Helpdesk.
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<td>SIR Update</td>
<td>Not everyone has signed up with SIR. Folks should contact Dan Judd to sign up if they haven't done so yet. Group decided that all fiscal primary mentors will be given access automatically.</td>
<td><strong>SSIS:</strong> Add all fiscal primary mentors and any additional contact people sent by FAC reps for access to SIR site. <strong>Lexie:</strong> On SIR site add the FAC reps steps document(s). These document(s) will be available on the SIR site before the January meeting.</td>
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<td>Debrief</td>
<td>See below</td>
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