

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 340
December 30, 2011

Watch for DSD webinar alert

County and tribal staff who were unable to attend one of the four Disability Waiver Rates System trainings in December can view a recording of this webinar in early February. Disability Service Division staff will notify lead workers via County E-List notification when the webinar is posted. This is not an iLinc training, so watch for the email notice and link. Until then, staff can submit questions about this new function that is accessed through SSIS to DSD.Rates@state.mn.us.

Note: DSD.Rates@state.mn.us is a correction to the address published in *SSIS Update* #338 (12/02/11).

Document Template Editor session added

Due to high demand, an additional **Document Template Editor** training session will be held on January 5 in Bemidji from 8:30 a.m. to 12:30 p.m. Register on [TrainLink](#).

Upload Update

The next upload is due on Friday, December 30. This Repository upload provides information for the quarterly Child Welfare Data Dashboard update and the NCANDS reporting period (last federal fiscal year: October 1 -September 30).

Blank header needed for adoption documents

When adding a local agency header to Adoption Assistance Agreements and Adoption Assistance Certifications, make sure the document template creator in your agency attaches a *blank* top header to ensure correct printing. Do not attach a local agency *letterhead* header to these Minnesota Department of Human Services documents generated by your agency. The state Adoptions unit returns signed documents with an incorrect header.

Best Practice: How to enter substitute care payments

SSIS Version 12.1 is scheduled for release at the end of February 2012. It contains the redesigned IV-E Abstract Report and the new Special cost codes that have been added.

The following scenarios detail the Special cost codes that are available for substitute care payments and how each might be used in your agency to maximize IV-E reimbursement.

<i>Basic & DOC combined (no Special cost code)</i>
IV-E Service Type A - Maintenance
BRASS Service 180 or 181
<ul style="list-style-type: none">• Per Diem and DOC on one payment• Prints on one line on remittance advice• Adds units to SEAGR

Continued on pages 2 and 3

Foster care maintenance only – basic (Special cost code 11)

IV-E Service Type E – Basic Maintenance

BRASS Service 180 or 181

- Special cost code 11 identifies the payment as amounts paid for the Per Diem portion of the foster care placement.
- Vendor sees maintenance and DOC separately on warrant remittance advice.
- Allows tracking of these costs separately
- Using the special cost code for the Basic portion of the payment adds the units to SEAGR.

Difficulty of Care amount only (Special cost code 12)

IV-E Service Type F – Difficulty of Care (DOC)

BRASS Service 180 or 181

- Special cost code 12 identifies the payment as amounts paid for the Difficulty of care portion of the foster care placement.
- Vendor sees maintenance and DOC separately on remittance advice.
- Allows tracking of these costs separately
- Does not add units to SEAGR (only Basic - Special cost code 11 - adds units)
- Does not add units to SEAGR (Units were added to SEAGR in the Basic Maintenance payment - Special cost code 11).

Difficulty of Care adjustment (Special cost code 13)

IV-E Service Type G – Adjustment of DOC

BRASS Service 180 or 181

- Special cost code 13 identifies the payment as amounts paid as an adjustment to the Difficulty of care portion of the foster care placement.
- Can pay vendor for DOC adjustment only
- Prints on one line on remittance advice
- Lets IV-E know that this is not a duplicate
- Does not add units to SEAGR. Units were added in the Maintenance or Basic Maintenance payment

Rule 4 Admin (intake and planning) (Special cost code 14)

IV-E Service Type D - Rule 4 Placing Agency's Administrative Fee

BRASS Service 180 or 181

- Special cost code 14 identifies the payment as the admin portion of the placement.
- Units will not be added to SEAGR. Units were added in the Maintenance or Basic Maintenance payment.

Educational Transportation (Special cost code 15)

IV-E Service Type T – Educational Transportation

BRASS Service 180, 181, 183, 185, 188 (not valid for 188 if transportation is for post-secondary education) or 483

- Special cost code 15 identifies the payment as amounts paid for eligible transportation costs.
- Units will not be added to SEAGR.

Rule 5 Room and Board (Special cost code 17)

IV-E Service Type A - Maintenance

BRASS Service 483

- Special cost code 17 identifies the payment as the Room and Board portion of the Rule 5 placement for a PMAP client and alerts Financial Operation Division to apply an adjusted percent to calculate IV-E reimbursement.
- Adds units to SEAGR

EFC SIL (no Special cost code)

IV-E Service Type A - Maintenance

BRASS Service 188

- Designated primary EFC SIL payment
- Adds units to SEAGR

EFC SIL – Additional maintenance expenses (Special cost code 16)

IV-E Service Type A – Maintenance

BRASS Service 188

- Special cost code 16 identifies the payment as additional maintenance amounts.
- Lets IV-E know that this is not a duplicate
- Units will not be added to SEAGR.

EFC SIL – Damage Deposit (Special cost code 97)

IV-E Service Type A – Not IV-E eligible

BRASS Service 188

- Special cost code 97 identifies the payment as a damage deposit amount not eligible for IV-E reimbursement.
- Damage Deposits are not IV-E reimbursable for EFC SIL.
- Units will not be added to SEAGR.

EFC SIL – Other non-maintenance expenses (Special cost code 98)

IV-E Service Type A – Not IV-E eligible

BRASS Service 188

- Special cost code 98 identifies the payment as additional maintenance amount not eligible for IV-E reimbursement.
- Units will not be added to SEAGR.