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dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 370

March 29, 2013

Supervising Agency Effective Dates need values

The Supervising Agency Effective Date field has been available and required to save on the Continuous Placement screen since SSIS Version 12.2. However, there are still approximately 8,000 Continuous Placements statewide where the Supervising Agency Effective Date is blank. Because of new Title IV-E Abstract Proofing messages that will be implemented in SSIS Version 13.2, it will be necessary for all of these blank dates to be valued. Since it is likely that the Supervising Agency has not changed since the beginning of the Continuous Placement for the majority of these, SSIS will soon set the Supervising Agency Effective Date to equal the Continuous Placement Start Date.

Because IV-E Reimbursement rates may be affected when the Supervising Agency is Tribal Social Services, county agencies with currently blank Supervising Agency Effective Dates on Continuous Placements supervised by Tribal Social Services will be contacted and asked to verify the Supervising Agency Effective Dates that SSIS populated are correct. There are approximately 60 statewide, across about 10 county agencies.

SSIS is not asking agencies to review the remainder of the records with blank Supervising Agency Effective Dates that will be updated, which are split between records with the following Supervising Agency values:

- County Social Services: There are approximately 7,060 statewide. It is highly probable that the Supervising Agency has not changed since the Continuous Plcmt started.
- Corrections: There are approximately 690 statewide. These will generate a proofing message on the IV-E Abstract if no Title IV-E Maintenance Agreement was in effect back to the Supervising Agency Effective Date set by SSIS, so these can be edited if prompted by the proofing message.
- Tribal Social Services, where the Continuous Placement is in a Tribal Agency: There are approximately 240 between the two tribal agencies. It is highly probable that the Supervising Agency has not changed since the Continuous Plcmt started.

SSIS will keep a list of all the records changed. If any agency is interested in receiving a copy, please contact the SSIS Help Line.

Upload Update _____

The next upload is due today, March 29. This Repository Upload provides a general update of information for state-wide research and reporting.

Mentors meet April 11, 12 at Holiday Inn-St. Cloud

Fiscal Mentor Meeting

Thursday, April 11

9 a.m. - 3:00 p.m.

[Agenda](#)

Worker Mentor Meeting

Friday, April 12

9 a.m. - 3:30 p.m.

[Agenda](#)

CountyLink Additions _____

- [Healthcare Eligibility spec](#)
- [Worker mentor meeting agenda](#)
- [WAG Wish List](#)

Cont plcmt - 06/01/2010 Authority Removal Conditions Permanency Plans Reviews

Removal Information

Cont Placement #: 195975228

Start Date: 04/01/2012 Entry Date: 04/10/2012 11:41:06 AM

Target Population: Child welfare/protection

Supervising Agency: County social services Effective Date:

Tribe:

Options for agency CW-TCM support described

A mentor recently requested assistance explaining CW-TCM to her agency staff. DHS CW-TCM Policy Consultant Sue Krinkie responded, noting that interpreting CW-TCM claiming requirements can be confusing. Sue described three options many agencies may be unaware of.

1. DHS Record Review

Sue selects a random sample of 10 to 15 Child Welfare-Targeted Case Management (CW-TCM) claims paid to a county or tribal agency. She reviews the record electronically using SSIS to determine if it contains the required CW-TCM documentation for the child's eligibility, assessment, case finding, case plan, and contacts for eligible activities. The purpose of the review is to verify if the required documentation for a valid claim is in the record. Any missing information or inadequate documentation in one of the required areas results in an invalid claim. When the record review is completed a letter is sent to the county/tribal agency regarding the review findings. Training and technical assistance, based on the review, is then offered if it is needed. Although a federal audit could take place in the future and may involve financial sanctions, the record review she conducts is not a formal audit and carries no financial penalties.

2. E-learning Training

DHS has contracted with Rivertown Communications to develop a CW-TCM e-learning training course for counties, tribal agencies and contracted vendors claiming CW-TCM. The course will include statutes, policy and guidelines for making valid CW-TCM claims. This training will be available statewide and easy to access at any time. The training is in the development stage and should be completed by this summer.

3. In-person Training or Discussion

Sue states she would be glad to come to a county/tribal agency and give training to staff involved with CW-TCM claiming. Training can be tailored to meet individual county/tribal needs; specific areas of CW-TCM claiming that may be causing confusion can be discussed. Having a dialog is sometimes preferable to viewing an electronic course where questions cannot be asked.

Two recently-updated DHS Bulletins and the Minnesota Health Care Provider Manual on CW-TCM guidelines are available online through CountyLink at these links:

[DHS Bulletin 12-68-18](#) - ***CW-TCM Policy Guidelines for Tribal Agencies***

[DHS Bulletin 12-68-19](#) - ***CW-TCM Policy Guidelines for Counties and Contracted Vendors***

[Minnesota Health Care Provider Manual \(MHCP\) for CW-TCM](#)

If your agency wants support listed in options #1, #2 or #3, contact: **Susan Krinkie** at 651-431-4697 or susan.krinkie@state.mn.us. She is the CW-TCM Policy Consultant for Child Safety and Permanency at DHS.

Upload schedule has a quarterly revision

January	18th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - Quarterly Child Welfare Data Dashboard update
February	28th - Repository Upload due- general update of information for statewide research and reporting
March	29th - Repository Upload due - general update of information for statewide research and reporting
April	19th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 30th - Repository Upload due – for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31) - Quarterly Child Welfare Data Dashboard update
May	31st - Repository Upload due - general update of information for statewide research and reporting
June	28th - Repository Upload due - general update of information for statewide research and reporting
July	19th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - Quarterly Child Welfare Data Dashboard update
August	30th - Repository Upload due - general update of information for statewide research and reporting
September	30th - Repository Upload due - general update of information for statewide research and reporting
October	18th - 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); - Quarterly Child Welfare Data Dashboard update
November	29th - Repository Upload due – for federal reporting of social worker contact with children in foster care (last federal fiscal year: Oct. 1 – Sept.30), and 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	31st - Repository Upload due - NCANDS reporting period (last federal fiscal year: Oct. 1 -Sept. 30)