

## QUICK LINKS

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Issue 385

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## Bus Org, Service Vendor, Parent/Payee Bus Org: *What does it all mean, when do I use them, and how does it impact Placement?*

The correct entry of foster care providers in Bus Org is critical for accurate usage in Placements, Service Arrangements and Payments. Here are definitions for each type of Bus Org that can be associated with a foster care provider.

### Definitions

**Business Organization (Bus Org)** – An entity that provides a service, is prepared to provide a service, or represents a place of trade or employment.

**Service Vendor** – A Bus Org that provides the services being paid. A Service vendor can receive payment directly from the agency or through a Payee. Service vendors are added to the agency accounting system and imported into SSIS.

**Payee Vendor** – A Bus Org that is also a vendor specified to receive payment for another Service vendor. A Payee vendor is linked in the agency county accounting system and is imported in SSIS. The Payee vendor receives the payment for the Service vendor and in turn pays the Service vendor. For example, North Homes receives payment for the foster care providers they license. The Payee vendor is often the Parent/Payee Bus Org.

**Parent/Payee Bus Org** – A Bus Org that is the main or central business office and receives payments for services provided by the Service vendor. For example, North Homes Children and Family Services is licensed by the Minnesota Department of Human Services as a child placing agency. North Homes licenses its foster homes, which are Service Bus Orgs. Service Bus Orgs typically do not receive payment; the Parent Bus Org receives the payment as the Payee.

*Example of an exception* where the Service Bus Org/Service vendor is paid: North Homes licenses Jane Doe Family Foster Care; Jane Doe purchases initial clothing for the children placed in her home. Your agency issues the payment to Jane, not North Homes.

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## V13.4 Fiscal Release Training is December 4

Registration now for V13.4 Fiscal Release Training.

The iLinc training will be conducted from 9-10:30 a.m. on Wednesday, December 4. Training handouts will be available on the [SSIS Fiscal Release Training web page](#) on December 3.

iLinc registration steps and training-day instructions are in [Implementation Memo #140](#).

### CountyLink Additions

- [Claim Audit Report \(updated 10/30/13\)](#)
- [SSIS Claiming Helpful Hints and Proofing Messages \(updated 10/31/13\)](#)
- [Vendor Import Ongoing Maintenance \(updated 10/21/13\)](#)
- [Imp. Memo #140: V13.4 Fiscal Release Training](#)

### Upload Update

The next upload is due on Monday, December 2 (*due to Thanksgiving closures*). This Repository Upload is for federal reporting of social worker contact with children in foster care (last federal fiscal year: October 1 – September 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.

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**Service Bus Org** – A Bus Org that provides services but does not receive payment for those services. The Payee linked to the Service Bus Org receives the payment for the services.

When entering Service Arrangements and Payments, the Service vendor is the Bus Org that provides the service. If the Bus Org is linked to a Parent/Payee Bus Org in your agency accounting system, the Payee vendor will autofill. **The License # for the Service vendor must be selected, not the Parent/Payee Bus Orgs license #.** The **Service vendor** should be the **same** on the **Service Arrangement** and/or **Payment** as what is entered for the Bus org/provider on the **Placement / Location / Absence** Information record.

**Correct setup of foster care providers for placement entry**

The correct setup of foster care providers as Bus Orgs is critical for entry of child/youth placements. For Federal AFCARS reporting, the child lives with, and has a relationship with, the foster parent. If a parent/payee Bus Org is selected instead of an individual foster parent on the Placement screen, no fields display on the Foster Parents tab to enter the name and relationship of the foster parent.

The foster parent relationship to the child/youth in placement must also match the placement setting selected.

The Placement Setting must match the Relationship on the Foster Parents tab.

Individual Foster Parent Providers are entered on the Bus Org and display as choices on the Placement Foster Parents tab.

The Foster Care/Day Care Provider tab created for the Bus Org also contains important placement information. The Foster Care Family structure is a required AFCARS element. The school district entered is for an individual foster care home; this should not be entered for a parent/payee Bus Org that is the placing agency. The Federal Elementary and Secondary Education ACT (ESEA) funds are associated with the school district information entered here. ESEA is an important source of funding for MN school districts.

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There should be a new Bus Org entered for each license a foster care provider holds. The placement foster care license not only indicates the service provided but determines the rates the provider is paid.

Selecting the correct placement Service vendor (with the correct associated license) allows workers to change the bus. org/location description without closing the placement and starting a new one.

This practice reduces the Federal Child and Family Service Review Outcome reentry rate.

Workers also need to know the difference between a Service vendor and a Service Bus Org. Local agencies enter Service Bus Orgs for agencies that do not receive payment from the agency. These include client employers, schools and school districts, physicians, etc.

### ***Situations where the agency pays the Service vendor not the Payee vendor/parent Bus Org***

There can be situations with a payee Bus Org and a Service Bus Org, where the local agency pays the Service vendor directly. Items that may be reimbursed directly to a service vendor include clothing and special needs items for the child.

Another scenario is when youth remain in extended foster care for semi-independent living. They may be paid directly for items such as rent, utility subsidies, college dorm fees, etc. This amount corresponds with the amount a foster care service provider would have received for their care. The extended foster care youth are entered as Bus Orgs for payment purposes, but no Bus Org is selected on the Placement Entry screens.

It is critical that local agency fiscal and social services staff work together to ensure the correct entry of Bus Orgs. When Fiscal or Worker mentors have questions, please contact the SSIS Help Desk at 651-431-4801 or [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us).

