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Issue 386

November 26, 2013

V13.4 statewide implementation is Dec. 3-4

SSIS Version 13.4 installation begins on Tuesday, December 3, at 4:30 p.m. in **Aitkin, Benton, Clay, and Wabasha** Counties. All remaining agencies (with the exception of pilot counties Freeborn, Ramsey, and Swift) will have Version 13.4 installed on Wednesday, December 4, at 4:30 p.m.

Please ask staff to log off SSIS before the Version 13.4 installation. Finalized release documentation is being emailed to all agencies. See [What's New in Version 13.4?](#) on CountyLink.

New MAPCY tool is available in V13.4

The new Northstar Care for Children program requires a standard assessment tool to evaluate the required level of care for a child or youth in foster care placement. The Minnesota Assessment of Parenting for Children and Youth (MAPCY) fulfills that requirement. It was developed over several years by foster care and Title IV-E program staff, in collaboration with DHS Financial Operations Division (FOD) and county fiscal staff, and field tested by 15 local agencies. To implement Northstar Care for Children into SSIS Worker, designing and implementing MAPCY has been the primary focus. New security functions of *Assess MAPCY* or *Approve MAPCY* must be added to a user's security role in order to access this new tool.

For county and tribal agencies participating in the Phase 3 MAPCY Field Test, you will need to grant permissions to your assessors and approvers according to the list that your Field Test Coordinator submitted to the Northstar policy team in the Child Safety and Permanency Division. Grant permissions according to the columns checked; assessors get permission to complete the MAPCY, approvers to approve. Approvers may be granted assessor permission as well, although they cannot approve their own assessments. As you know, all assessors and approvers must participate in the four-part MAPCY training. All assessors and approvers are required to complete their reliability cases (provided at the time) in SSIS right after the third training on December 9, 2013.

For agencies that are **not** part of the MAPCY Field Test, the department recommends that you not extend permission to complete the MAPCY to staff. There will be changes made based on the Field Test and subsequent training available in late 2014. Our experience from the two prior tests is that training is key to successfully using the MAPCY. If, despite this recommendation, an agency not in the Field Test decides to test the MAPCY capability in SSIS, then the department recommends that you don't grant any staff permission to approve the MAPCY. This will ensure that any completed assessments remain in draft status. Any MAPCYs created in SSIS prior to January 13, 2014 will be deleted.

Upload Update

The next upload is due on Thursday, December 5 (*due to Thanksgiving closures and the V13.4 statewide release*). **Please do not do your read or upload until SSIS V13.4 has been installed statewide.**

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.

Register for various Fiscal training options

A Version 13.4 Fiscal Release Training 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](#).

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Q1 2014 Fiscal New Worker Training dates are outlined in [Implementation Memo #141](#). Register on [TrainLink](#).

## Save Advanced Payment grid settings before V13.4 is released

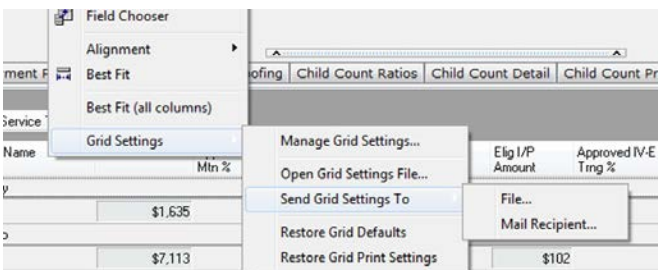
Current grid settings (the way the grid looked the last time the user had it open) and Manage Grid Settings (user-defined settings) will be lost for **Advanced Payment Search** grids in V13.4 due to the addition of an optional field. Save current grid settings and Manage Grid Settings for Advanced Payment Search in V13.3, before receiving V13.4.

To save grid settings:

1. Create a directory to save the grid settings.
2. Right-click on a column heading and select Grid Settings>Manage Grid Settings.
3. Select the grid setting you created.
4. Close the Manage Grid Settings box.
5. Right-click on a column heading and select Grid Settings>Send Grid Settings to>File.
6. Select the directory created in Step 1.
7. Name the grid setting and save. (file defaults to .xml extension)

To open the file in Version 13.4:

1. Right-click on a column heading of the grid you saved your settings for and select Grid Settings>Manage Grid Settings>Open Grid Settings File.
2. Select the directory in which you saved your grid settings.
3. Select the saved grid setting file and select Open.
4. Re-save the settings in Manage Grid Settings.



## CountyLink Additions

- [Worker mentor meeting agenda for Dec.11](#)
- [Imp. Memo #141: Fiscal NWT in Q1 2014](#)
- [Partnership Group minutes, 11/6/13](#)

The following Fiscal Software Specification documents were updated on 11/18/13:

- [Exclusions](#)
- [Healthcare Claiming Documents](#)
- [Healthcare Eligibility Interface](#)
- [Payments—Design](#)
- [Payments—Appendices](#)
- [Programs & Services](#)
- [Service Arrangements—Design](#)
- [CMHRS Report](#)

## Registering now for mentor meeting

The next SSIS Worker Mentor Meeting is on Wednesday, December 11. Register on Train-Link. The [agenda](#) is available on CountyLink>SSIS>Worker Mentor Program>[Meeting Information](#).

## 2014 foster care rates are now available

*DHS Bulletin 13-32-14* announces the approved foster care maintenance and difficulty of care (DOC) rates for 2014. These rates are now available in SSIS for selection in Service Arrangements, Payment Request and Posted Payments.

If 2014 Service Arrangements for foster care have been entered before 11/12/13, follow these steps:

1. Search and select the Service Arrangement.
2. Delete the 2013 Per Diem.
3. Enter the 2014 Per Diem.
4. Recalculate the Amount.
5. Save.

## Child welfare payment requirements in SSIS

SSIS is Minnesota's SACWIS (Statewide Automated Child Welfare Information System) system. One of the requirements of a SACWIS system is that all payments relating to Child Welfare are entered in the SACWIS system. In Minnesota, Children's Mental Health services are included in Child Welfare.

In Children's Services workgroups, the parents as well as the children are clients. Payments made for services received by the parents as part of a child's workgroup are to be entered using Budgeting, Reporting and Accounting for Social Services (BRASS) Program Areas:

- 1 – Children's Services
  - ◇ All programs
- 4 – Mental Health
  - ◇ 420 – Children's Mental Health

When a parent receives services in Children's Services workgroups, the parent is the client on the payment. The payment must be coded to the child BRASS Program and BRASS Service provided. For example, a parent in a Child Protective Services workgroup is court ordered to submit UA's. The Program would be 110 – Child Protective Services and the Service would be 119 – Court-Related Services and Activities.

All payments for clients in Children Services workgroups are required to be in SSIS. Any payments originating in your agency's accounting system for these clients must be entered in SSIS as Posted Payments. Examples of payments that agencies are currently paying in their accounting system and then posting in SSIS include:

- Transportation costs (bus fare, cab fare, etc.)
- Gas cards
- UA's
- Court-related expenses
- Miscellaneous expenses (diapers, emergency basic needs, etc.)
- Emergency payments

Not entering all of these payments in SSIS means you are not in compliance with SACWIS requirements. You are not capturing all costs for a client or workgroup. For example, a worker runs a report by workgroup to see how much has been spent on that workgroup. Any payment originating from your agency accounting system and not entered in SSIS is not included in the report total. This also causes under-reporting on the Social Services Expenditure and Grant Reconciliation Report (SEAGR) report. In addition, the number of clients served and their demographics are not accurate.

### **SEAGR Report Impacts:**

When payments for clients in Children's Services workgroups originate in your agency accounting system, those payments are not included in your SEAGR Report unless you enter the payment amounts as adjustments or include them in the Staff provided social services expenditures amount from Line 24 – Total Staff Costs on your Social Service Fund Report (DHS-2556).

Payments that originate from your agency accounting system and are included in the Staff provided social services expenditures amount are allocated to all BRASS services based on staff hours reported for each service.



from page 4

## Example

In Quarter 1, 2013 your agency spent \$10,000 on court-related services for children.

- If the payments originated in SSIS, \$10,000 is reported to BRASS service 119 as a Purchased Service. Your SEAGR Report is accurate and no SEAGR Adjustments are needed. The SACWIS requirement that all payments relating to Children's Services are entered in SSIS is met.
- If the payments originate from your accounting system, and you enter a \$10,000 Purchased Service Adjustment to BRASS service 119 in your SEAGR Report, you are accurately reporting where the money was spent. Your SEAGR Report is accurate, but the SACWIS requirement that all payments relating to Children's Services are entered in SSIS is not being met and the amount spent for specific Children's Services Workgroups is being under-reported.
- If the payments originated from your accounting system, and you do not enter a \$10,000 Purchased Service Adjustment to BRASS service 119 in your SEAGR Report, you are not accurately reporting purchased services. If you include the \$10,000 in Staff provided social service expenditures, your SEAGR Report is not accurate, and the SACWIS requirement that all payments relating to Children's Services are entered in SSIS is not being met.
- If the payments originated from your accounting system, and you do not enter a \$10,000 Purchased Service Adjustment to BRASS service 119 in your SEAGR Report or include the \$10,000 in Staff provided social service expenditures (Line 24 from your DHS-2556 Report), your SEAGR Report is not accurate. The \$10,000 is not reported at all and the SACWIS requirement that all payments relating to Children's Services are entered in SSIS is not being met.

## Did you know?

The Reminders and Alerts search works differently than other searches in SSIS. Instead of returning data that match **all** criteria, this search returns records that meet **any** of the search criteria.

Example: If *Unit*, *Worker*, and *Created by* are entered, the search will return ALL records for the selected unit, ALL records for the selected worker (regardless of the unit), and ALL records created by the person selected in the Created by field (regardless of Worker or Unit).



## **Track ICD-10 diagnosis codes from MMIS Service Agreement letters and Diagnostic Assessments**

ICD-10 Diagnosis Code entry in SSIS will not be available until Version 14.1 is released at the end of February 2014.

The Minnesota Medicaid Information System (MMIS) division is sending out Service Agreement letters from November 2013 through September 2014 that include both ICD-9 and ICD-10 diagnosis codes. Providers must use the ICD-9 codes for services provided prior to October 1, 2014 and use the ICD-10 codes on their claims for services provided October 1, 2014 or later.

MMIS Service Agreements and Home Care Authorizations may be effective for a period up to 12 months into the future, and Service Agreement letters will show valid diagnosis codes that can be used for claiming. The Service Agreement letters for providers and billing agents will show:

1. The ICD-9 diagnosis code for Service Agreements ending prior to October 1, 2014
2. Both the ICD-9 and ICD-10 diagnosis codes for Service Agreements ending after September 30, 2014

OR

3. The ICD-10 diagnosis code for Service Agreements beginning October 1, 2014 and later.

To help track client's ICD-10 diagnosis codes before ICD-10 diagnosis code entry is available in SSIS, we recommend entering ICD-10 diagnosis codes from MMIS Service Agreement letters on a spreadsheet until the codes can be entered into SSIS when version 14.1 is released in February 2014.

If you receive ICD-10 diagnosis codes on a Diagnosis Assessment or Reassessment, we also recommend tracking the ICD-10 codes from those documents on the same spreadsheet that has the ICD-10 codes from Service Agreement letters for future entry in SSIS.