QUICK LINKS

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 387

December 16, 2013

Page break by Worker for Time Proofing in Healthcare Claiming is a useful tool

When reviewing Time Proofing of a Healthcare Claim batch it is helpful to group the grid results by Worker, include the preview of the proofing message, and print the report to give to workers for review.

To insert a helpful page break after each worker:

1. Right-click on a column heading and select Print Grid.
2. Click on Design (the wheel at the top).
3. Click on the Formatting tab.
4. Under Pagination, select By Top Level Groups and One Group Per Page.
5. Click Apply.
6. Click OK.

The report can now be printed one worker per page. These settings are saved for Time Proofing until you do Restore Grid Print Settings from the Grid Settings menu.

This same process can be done from any of the grid reports in SSIS.

Bug Busters

Clearing/Merge:

Use caution when doing a Person Merge

When two county clients are being merged via the Clearing Log, some data is occasionally saved incorrectly.

a. The County Person # is not being saved in the merge.

   Workaround: Re-enter the number after the merge.

b. The Address Type saves as Other/unknown instead of keeping the previous Type.

   Workaround: Change the Address Type to the previous option.

c. Current Legal Name always saves the name of the person on the log instead of the name selected to keep.

   Workaround: Change the Name of the client to the desired legal name on the Person screen. The client will need to be cleared again.

Volunteer to be a V14.1 pilot agency!

SSIS is actively seeking county and tribal agencies to spend one month piloting the Version 14.1 release. Pilot begins the last week of January 2014 and continues until the last week of February.

Pilot agencies receive new and updated application functionality; they provide SSIS with active and timely feedback as to what works, what can be improved, and what needs to be fixed prior to statewide release. Pilot agencies receive weekly teleconference calls with SSIS staff (including testers, helpline staff, trainers, business analysts and software developers), early SSIS pilot training, and priority assistance with all Help Desk-related issues during the pilot. SSIS staff also plan to visit each pilot agency during the pilot.

Items in the V14.1 release include:

- ICD-10 Diagnosis Codes
- RCA Payment Worksheet
- MAPCY enhancements
- Fiscal and Worker bug fixes

If your agency is willing to volunteer or would like additional information, please contact Gina Meyer at 651-431-4790 or gina.s.meyer@state.mn.us.

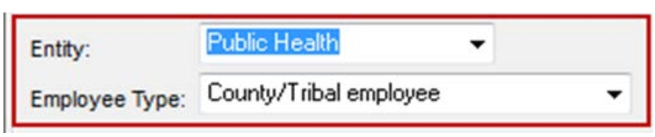
County Public Health staff use SSIS

Agencies continue to ask about Public Health staff use of SSIS. These agencies have Social Services and Public Health staff working together and they want all case management information and Healthcare Claims to come from the same system.

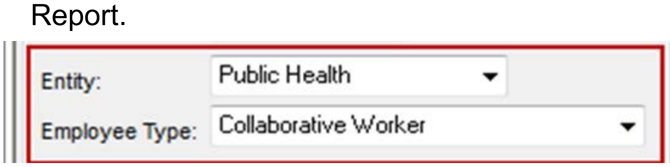
However, Financial Operations Division (FOD) does not want Public Health staff time or payments made using Public Health funds included in the SEAGR Report, or Public Health Case Management contacts counted in the TCM CSR report if those staff are not paid from the Social Services Budget.

To allow Public Health use of SSIS and not cause problems for the reports, SSIS suggests the following best practices to set up Public Health workers in SSIS:

- If Public Health staff are paid from the Social Services budget, are included in the SSTS Time Study, and their costs are reported on the DHS-2556, set these users up in SSIS Admin with an Employee Type of County/Tribal employee. Select Public Health in the Entity field on the User setup screen to identify the user as a Public Health worker. SSIS does not currently check the Entity field when gathering information for reports, but may in the future. If set up in this manner, Public Health staff time displays in SSIS and is reported on the SEAGR Report.



- If Public Health staff are included in the LCTS Time Study, paid from the Public Health budget, and their costs are not reported on the DHS-2556, set these users up in SSIS Admin with an Employee Type of Collaborative Worker, Contractor or Volunteer. Do not use the Employee Types of State employee, External Placement Case Manager or County/Tribal Employee. Select Public Health in the Entity field on the User setup screen to identify the user as a Public Health worker. SSIS does not currently check the Entity field when gathering information for reports, but may in the future. Public Health staff time displays in SSIS, but will not be reported on the SEAGR Report.



If County Public Health staff have not been using SSIS and want to start, you must contact FOD before making the change. See the excerpt from *Bulletin #13-32-10 - Instructions for completing the Social Service Fund Report, Form DHS-2556* below:

County Public Health workers

Many counties have an organizational relationship with their County Public Health Department. In some cases public health workers are providing social services – usually screenings and/or MA waivered type services. Usually these services are purchased from County Public Health and are reported as a purchase of service (Section 1 Line 1 – COFARS 6000 on the DHS-2556). However, if these services are done as part of County Social Services staff effort (not as a purchase of service), then the following must occur:

- Receive approval from DHS Financial Operations Division.
- The Public Health worker's entire salary and other admin costs (100%) must be paid by County Social Services and be reported in Section 1 on lines 2 through 8 (COFARS 6100-6800) of the DHS-2556.
- The Public Health worker must participate fully in the Social Service Time Study.
- The Public Health worker's staff time must be reported appropriately on SEAGR (DHS-2557).

If there are questions about SSTS participation or to seek approval on adding Public Health Staff, contact DiAnn Robinson, DHS Financial Operations Division at (651) 431-3739 or email diann.robinson@state.mn.us.

When to use Exclusions versus Do Not Claim

Healthcare Claiming Exclusions functionality was released in Version 13.4. Exclusions are a method to mark Payments or Time Records so they are excluded from claims generation and proofing. Exclusions include the following characteristics:

- Exclusions are entered for a single Time Record or Payment.
- Multiple Exclusions can be entered for a single Time Record or Payment.
- Exclusions can be applied to a Time Record or Payment indefinitely.
- Exclusions can be used to temporarily mark a Time Record or Payment as excluded until required information has been received.
- Exclusions can be deleted.

Do Not Claim records also allow users to exclude records from Healthcare Claiming and Proofing processes. Do Not Claim records include the following characteristics:

- Do Not Claim records are entered for a single client and Claim Category.
- Do Not Claim records can be in effect for more than one date.
- Do Not Claim records can include multiple Time Records and Payments.
- In general, Do Not Claim records should not be deleted. (If they are deleted, you could generate and submit a claim in error.)

The table below displays some examples illustrating when to use Exclusions and when to use Do Not Claim records.

Proofing Message/ Reason not to Claim	Exclusion or Do Not Claim?	Why?
Non-qualifying CW-TCM Contact	Exclusion	Other Time Records for a client within the same month might be claimable. A Do Not Claim record would prevent qualifying records from being claimed.
Proofing message #2202 – Attempted Contact is not claimable	Exclusion	Other Time Records for a client within the same month might be claimable. You might want to designate a specific Time Record as the claimable contact.
Proofing message #2207 – No TEFRA override	Do Not Claim	TEFRA coverage pertains to a range of dates rather than a single Time Record or Payment.
Client has a Third Party Liability (TPL) policy	Do Not Claim	Other insurance coverage pertains to a range of dates rather than to a single Time Record or Payment.
Client is covered by a Managed Care Organization (MCO)	Do Not Claim	Managed Care coverage pertains to a range of dates rather than to a single Time Record or Payment.

2014 SSIS Monthly Upload and State Reporting Schedule

All agencies need to complete one repository upload by the last working day of every month. Uploads may be completed before the due date, but should be done late enough in the month to include necessary data (such as the latest monthly foster care payments for AFCARS). Uploads completed on or after the 21st of the month are acceptable.

State Reports are submitted separately from the monthly repository uploads and can be submitted before the due date. ***Note:*** *The Relative Custody Assistance Report is a new state report that will be due for the first time on July18, 2014 for Quarter 2, 2014 RCA Payment reimbursement. More information to assist you in preparing for this report will be published shortly.*

Schedule these important dates to submit required SSIS data:

January	17th - 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	31st - Repository Upload due • General update of information for statewide research and reporting
April	18th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 30th - Repository Upload due • AFCARS and NYTD reporting period (October 1, 2013- March 31, 2014) • Quarterly Child Welfare Data Dashboard update
May	30th - Repository Upload due • General update of information for statewide research and reporting
June	30th - Repository Upload due • General update of information for statewide research and reporting
July	18th - Title IV-E Abstract Report due 18th - Relative Custody Assistance Report *(NEW)* 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due • Quarterly Child Welfare Data Dashboard update
August	29th - 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	20th - Title IV-E Abstract Report due 20th - Relative Custody Assistance Report *(NEW)* 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due • AFCARS and NYTD reporting period (April 1, 2014 – Sept. 30, 2014) • Quarterly Child Welfare Data Dashboard update
November	26th - Repository Upload due • Federal reporting of social worker contact with children in foster care (Oct. 1, 2013 – Sept.30, 2014) • ESEA reporting period (October 1, 2014 - October 31, 2014). 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 (Oct. 1, 2013 – Sept.30, 2014)

CountyLink Additions

- FAC membership roster
- FAC meeting materials, 10/16/13
- Yearly Setting and Admin Review
- Waiver Provider Standards Changes
- V13.4 Fiscal Release Training (slide version)
- V13.4 Fiscal Release Training (handout version)
- Worker Mentor meeting handouts:
  - MnCHOICES SSIS Help Desk Process
  - MnCHOICES Mentors primary-only contact list
  - SSIS FAC priority list for ranking
  - Changes to Service Plans
  - DHS recommended Supervisory Review Timeframes
  - SSIS End of Year Check-up
  - Analysis and Charting Measures New in V13.4
  - MAPCY Demo Screenshots
  - MNYTD 17-Yr-Old Survey Refresher
  - Northstar Care and MAPCY
  - Reset Errors
  - Special Studies Grid Report
  - SSIS Admin functions
  - Primary Worker Mentor roster by name
  - Primary Worker Mentor roster by agency
  - Alternate Worker Mentor roster by name
  - Alternate Worker Mentor roster by agency
  - Northstar Care Progress *(posted soon)*
  - Special Studies *(posted soon)*

Mentors, mark your calendars!

The early 2014 SSIS Worker Mentor Meetings are on March 4 and May 13. Both meetings will be in-person at the Holiday Inn-St. Cloud.

Did you know?

The **Health Care Provider** and **Comments** fields from the Checkup screen were added to Copy Client functionality with the V13.4 statewide release.

Upload Update

The next upload is due on Tues., December 31. This upload includes the NCANDS reporting period (last federal fiscal year: Oct. 1-Sept. 30).