



Special Edition

SSIS Fiscal Flyer

Winging Toward Integration

Issue 30

Social Services Information System

September 28, 2006

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Policy clarifies entering shared family care into SSIS

When counties provide shared family care (previously referred to as “whole family foster care”), SSIS entry depends on the age and legal status of the parent and child.

Scenario 1: Parent is age 18 or over and agency has legal responsibility for minor child.

The county agency has legal responsibility for care and control of the minor child either through a signed voluntary placement agreement or a court order. The parent of the minor child is an adult age 18 or older. The adult parent and the minor child are provided shared family care and reside together in the foster home. Neither the minor child nor the adult parent has a placement entered on SSIS since the definition of foster care has not been met per MN. Stat. 260C.007:

Subd. 18. **Foster care.** "Foster care" means 24 hour substitute care for children placed away from their parents or guardian and for whom a responsible social services agency has placement and care responsibility. "Foster care" includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities not excluded in this subdivision, child care institutions, and pre-adoptive homes. A child is in foster care under this definition regardless of whether the facility is licensed and payments are made for the cost of care. Nothing in this definition creates any authority to place a child in a home or facility that is required to be licensed which is not licensed. "Foster care" does not include placement in any of the following facilities: hospitals, in-patient chemical dependency treatment facilities, facilities that are primarily for delinquent children, any corrections facility or program within a particular corrections facility not meeting requirements for Title IV-E facilities as determined by the commissioner, facilities to which a child is committed under the provision of chapter 253B, forestry camps, or jails.

If the adult parent leaves the foster home, and the minor child remains in care, a placement for the child is to be entered in SSIS, with the start date being the date the adult parent no longer resides with the child. An out-of-home placement plan (OHPP) is required for the child at this time, and administrative reviews and permanency hearings will be required as the child's placement continues.

Scenario 2: Agency has responsibility for minor parent only.

The county agency has responsibility for care and control of the minor parent only. Both children are placed together in the same foster home. The only placement entered into SSIS is for the minor parent, and an OHPP, administrative reviews and permanency hearings are required only for the minor parent. Title IV-E foster care maintenance reimbursement may be available for the minor parent if all eligibility requirements are met. The difficulty of care (DOC) determination for the parent's placement may be increased to account for additional care required for the minor child placed with his or her minor parent. If the minor parent leaves the foster home without the child, the county agency will pursue a voluntary placement agreement or a court order giving the agency legal responsibility for care of the child, as the child no longer resides with a parent. Once the agency has responsibility for care of that child, they must enter a placement for the child on SSIS and complete an OHPP. The start date for the child's placement is the date that the agency gains responsibility for care and control of the minor child. Administrative reviews and permanency hearings are required on the regular schedule once the agency has legal responsibility.

Scenario 3: Agency has responsibility for both the minor parent and the minor parent's child.

The county agency has legal responsibility for care and control of both the minor child and a minor parent, either through voluntary placement agreements or by order of the court. Both children are placed together in the same foster home. In this situation, the foster

Shared Family continued on page 2

Shared Family from page 1

parents provide daily care and supervision to both the minor parent and the minor parent’s child. (The minor parent is not legally responsible for supervision of the younger child.)

Both children need to have placements entered on SSIS, and OHPP’s, administrative reviews and perma-

nency hearings are required for each child individually. Title IV-E foster care maintenance reimbursement may be available for both children individually if all other eligibility criteria are met.

Below is a chart summarizing the policy and entry onto SSIS for shared family care:

Parent Age	Parent Legal Status	Child Legal Status	Enter Continuous Placement for Parent on SSIS?	Enter Continuous Placement for Child on SSIS?
1. Adult	NA	Agency responsible	N	N
2. Minor	Agency responsible	No agency responsibility	Y	N
3. Minor	Agency responsible	Agency responsible	Y	Y

Questions on this topic may be referred to Nan Beman at 651-431-4767 or e-mailed to nan.beman@state.mn.us.

Group 3 uses BRASS code 181x

Use BRASS Service Code 181x on service arrangements and payments for Group 3 foster homes.

The DOC assessment needs to be completed for the child. Enter the DOC points based from the DOC assessment onto the service arrangement and payment as usual. Do not enter 225 DOC points if the child’s DOC assessment did not result in 225 points. If the family foster home has a higher base rate than the basic per diem, edit the Basic Per Diem field to enter the higher rate.

In the future, Group 3 foster homes will be licensed as family foster homes.

CNPI counties follow different instructions

The CNPI (Child Needs Provider Intervention) pilot counties need to follow special steps when entering family foster care payments into SSIS.

CNPI pilot counties do not use DOC assessments. Instead, they use CNPI to determine the difficulty of care. To enter the foster care payments into SSIS, select the DOC points that match the CNPI rate the closest and then add one DOC point. Adjust the amount listed in the Basic Per Diem field so that the rate balances out to the correct rate.

SSIS Help Line: (651) 431-4801
SSIS Fax: (651) 431-7521

SSIS Main Line (651) 431-4800
ssishelp@state.mn.us

Best Practice: Substitute Care Payment Formats

Basic & DOC combined: (no special cost code)

- Per Diem and DOC on one payment
- Prints on one line on remittance advice
- Adds units to SEAGR

Payment	Comments
Payment details Payment #: 104004171 Payment type: Payment request Payment status: Draft Service arrangement: foster care - Sally Service arrangement #: 115864865 Service start date: 02/01/2006 Service end date: 02/28/2006 Client name: North, Sally L SSIS person #: 115690164 Workgroup: North Sandra A CW Case Management 10/03/2003	
Business organizations / vendors Service vendor: PEAR/PAULA County vendor #: 000020045 SSIS bus. org. #: 115665708 Payee vendor: PATH 000001025 115665217 License #: 12545782 IV-E sub code: <Select IV-E sub code>	
Programs and services Program: 100 - Child Welfare (General) Service: 181 - Child family foster care County sub-service: HCPCS/modifier: Location:	
Fiscal details Special cost code: DOC points: 12 Basic per diem: \$18.54 Rate: \$21.0600 Unit type: Day Units: 28.00 Amount: \$589.68 SEAGR unit type: Day SEAGR units: 28.00 Chart of accounts: 11 - 423 - 710 - 3810 - 6040 Child Foster Care Local Funding Warrant / eff. date: 10/01/2006 Accrual code: County defined date: Submitted date: Warrant / GL number: Warrant / GL amount: IV-E reimbursable: <input type="radio"/> Yes <input checked="" type="radio"/> No Invoice number: Invoice date: 1099: No Arrangement group: Select service arrangement group Contract number: County defined field:	
Remittance adv. desc. / reason: Child family foster care Copy from service: Creator: Nelson, Sue Create date: 09/20/2006 3:27 PM Approver: Approval date:	

DOC Adjustment only: (special Cost Code 13)

- 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

Payment	Comments
Payment details Payment #: 104004208 Payment type: Posted payment Payment status: Paid Service arrangement: <Select Service Arrangement> Service arrangement #: Service start date: 02/01/2006 Service end date: 02/28/2006 Client name: North, Sally L SSIS person #: 115690164 Workgroup: North Sandra A CW Case Management 10/03/2003	
Business organizations / vendors Service vendor: PEAR/PAULA County vendor #: 000020045 SSIS bus. org. #: 115665708 Payee vendor: PATH 000001025 115665217 License #: 12545782 IV-E sub code: <Select IV-E sub code>	
Programs and services Program: 100 - Child Welfare (General) Service: 181 - Child family foster care County sub-service: HCPCS/modifier: Location:	
Fiscal details Special cost code: 13 - Difficulty of Care adjustment DOC points: 17 Basic per diem: Rate: \$3,5700 Unit type: Day Units: 28.00 Amount: \$99.96 SEAGR unit type: Day SEAGR units: Chart of accounts: 11 - 423 - 710 - 3810 - 6040 Child Foster Care Local Funding Warrant / eff. date: 10/01/2006 Accrual code: County defined date: Submitted date: Warrant / GL number: Warrant / GL amount: IV-E reimbursable: <input type="radio"/> Yes <input checked="" type="radio"/> No Invoice number: Invoice date: 1099: No Arrangement group: Select service arrangement group Contract number: County defined field:	
Remittance adv. desc. / reason: Child family foster care Copy from service	
Creator: Nelson, Sue Create date: 09/21/2006 8:54 AM Approver: Approval date:	

Basic Only: (special Cost Code 11)

- Vendor sees maintenance and DOC separately on 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.

Payment	Comments
Payment details	
Payment #:	104004213
Payment type:	Payment request
Service arrangement:	<Select Service Arrangement>
Service start date:	02/01/2006
Service end date:	02/28/2006
Client name:	North, Sally L
SSIS person #:	115690164
Workgroup:	North Sandra A CW Case Management 10/03/2003
Business organizations / vendors	
Service vendor:	PEAR/PAULA
Payee vendor:	PATH
License #:	12545782
County vendor #:	000020045
SSIS bus. org. #:	115665708
IV-E sub code:	<Select IV-E sub code>
Programs and services	
Program:	100 - Child Welfare (General)
Service:	181 - Child family foster care
County sub-service:	
HCPCS/modifier:	
Location:	
Fiscal details	
Special cost code:	11 - Foster care maintenance only-basic
DOC points:	Basic per diem: \$18.54 Rate: \$18.5400
Unit type:	Day Units: 28.00 Amount: \$519.12
SEAGR unit type:	Day SEAGR units: 28.00
Chart of accounts:	11 - 423 - 710 - 3810 - 6040 Child Foster Care Local Funding
Warrant / eff. date:	10/01/2006
Submitted date:	
IV-E reimbursable:	Yes No
1099:	No
Contract number:	
Remittance adv. desc. / reason:	Child family foster care
Copy from service	
Creator:	Nelson, Sue
Approver:	
Create date:	09/21/2006 9:04 AM
Approval date:	

Difficulty of Care only: (special Cost Code 12)

- Vendor sees maintenance and DOC separately on remittance advice
- Allows tracking of these costs separately
- Using the special cost code for the DOC portion of your payment does not add the units to SEAGR. (only Basic adds units)

Payment	Comments
Payment details Payment #: 104004213 Payment type: Payment request Payment status: Draft Service arrangement: <Select Service Arrangement> Service arrangement #: Service start date: 02/01/2006 Service end date: 02/28/2006 Client name: North, Sally L SSIS person #: 115690164 Workgroup: North Sandra A CW Case Management 10/03/2003	
Business organizations / vendors Name: County vendor #: SSIS bus. org. # Service vendor: PEAR/PAULA 000020045 115665708 Payee vendor: PATH 000001025 115665217 License #: 12545782 IV-E sub code: <Select IV-E sub code>	
Programs and services Program: 100 - Child Welfare (General) Service: 181 - Child family foster care County sub-service: HCPCS/modifier: Location:	
Fiscal details Special cost code: 12 - Difficulty of Care amount only DOC points: 71 Basic per diem: Rate: \$14.9100 Unit type: Day Units: 28.00 Amount: \$417.48 SEAGR unit type: Day SEAGR units: Chart of accounts: 11 - 423 - 710 - 3810 - 6040 Child Foster Care Local Funding Warrant / eff. date: 10/01/2006 Accrual code: County defined date: Submitted date: Warrant / GL number: Warrant / GL amount: IV-E reimbursable: <input type="radio"/> Yes <input checked="" type="radio"/> No Invoice number: Invoice date: 1099: No Arrangement group: Select service arrangement group Contract number: County defined field:	
Remittance adv. desc. / reason: Child family foster care Copy from service:	
Creator: Nelson, Sue Create date: 09/21/2006 9:04 AM Approver: Approval date:	

Admin (Rule 4): (special Cost Code 14)

- A special cost code identifies the payment as the admin portion of the placement.
- This will appear on the IV-E Abstract Report in the Rule 4 section.
- Units will not be added to SEAGR.
(Units were added in the payment of Basic only or Maintenance)
- Service is independent of the COA selected. If you have budgeted these costs in a service other than 181, you can select that COA. Advanced Payment Search allows a search for Special Cost Code.

Payment		Comments	
Payment details			
Payment #:	104004175		
Payment type:	Payment request	Payment status:	Draft
Service arrangement:	path - admin rate service arrangement	Service arrangement #:	104004177
Service start date:	07/01/2006	Service end date:	07/31/2006
Client name:	North, Sydney M	SSIS person #:	115864847
Workgroup:	North Sandra A CW Case Management 10/03/2003		
Business organizations / vendors			
Service vendor:	PATH	County vendor #:	000001025
Payee vendor:	<Select payee vendor>	SSIS bus. org. #:	115665217
License #:	801978	IV-E sub code:	<Select IV-E sub code>
Programs and services			
Program:	100 - Child Welfare (General)		
Service:	181 - Child family foster care		
County sub-service:			
HCPSC/modifier:			
Location:			
Fiscal details			
Special cost code:	14 - Rule 4 admin (intake and planning)		
DOC points:		Basic per diem:	
Unit type:	Day	Units:	31.00
SEAGR unit type:	Day	SEAGR units:	
Chart of accounts:	11 - 423 - 710 - 3810 - 6040 Child Foster Care Local Funding		
Warrant / eff. date:	10/01/2006	Accrual code:	
Submitted date:		Warrant / GL number:	
IV-E reimbursable:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Invoice number:	
1099:	No	Invoice date:	
Contract number:		Arrangement group:	Select service arrangement group
Remittance adv. desc. / reason:	Child family foster care		
Copy from service			
Creator:	Nelson, Sue	Create date:	09/20/2006 3:48 PM
Approver:		Approval date:	