



# SSIS Fiscal Flyer

## Winging Toward Integration

Issue 31

Social Services Information System

September 28 2006

[Click here for the SSIS Fiscal home page on CountyLink](#)

## Phase 2 conversion to national HIPAA procedure codes included in V4.1B

MMIS is implementing the second and final phase of the process to convert local procedure codes to the new national HIPAA procedure codes, effective 10/10/2006. The new codes were included in the SSIS V4.1B release.

In *Service Arrangements*, staff will need to update the records that have the "old" codes to end them effective 09/30/2006. They will need to add new records for the same service(s), but these should carry the new codes, and a start date of 10/01/2006.

**SSIS will send a report to all counties that have current Service Arrangements in SSIS displaying "old" HCPC codes with service dates including 10-/1/06 or later.**

In *Staff Activity*, the old codes will continue to be assigned to time records with service dates through 09/30/2006; the new codes will be assigned to time records with service dates beginning on 10/01/2006. The following procedure code conversions were included in the release:

### Old procedure code

X5265  
X5400  
X5476  
X5491  
X5590  
X5591  
X5592  
X5593  
X5677

### New procedure code/modifier(s)

T2003  
T2024  
T1016 with UC  
T1016 with TF & UC  
H2032 with TF  
H2032  
H2032 with TG  
H2032 with HQ  
S5110 with TF

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## Service Arrangement Group Maximum and COA Maximum bug found

There is a bug that allows payments to exceed the Service Arrangement Group Maximum and the COA Maximum in some situations. It happens for counties that are using a yearly setting to encumber.

The bug occurs when a service arrangement is set up with no dollar amount. When a payment is made from the service arrangement with no amount, the payment can be for an amount that exceeds the remaining amount on a Service

Arrangement Group Maximum and a COA Maximum.

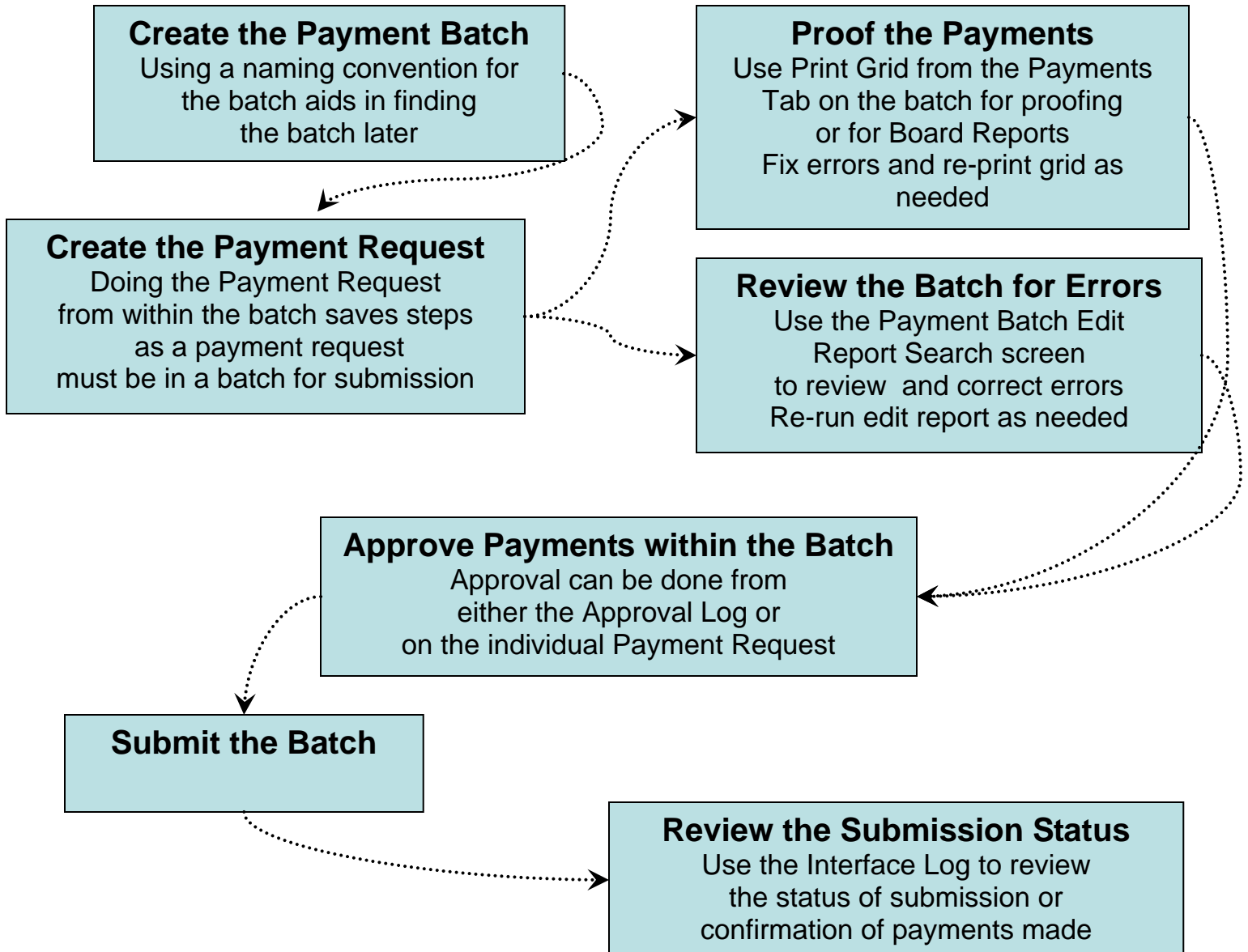
The bug will be fixed in Version 4.2. Once fixed, SSIS will notify counties if they have exceeded any of the Service Arrangement Group Maximums or their COA Maximums.

To avoid the bug, either enter an amount on the service arrangement or manually monitor the payments from that service arrangement for the Service Arrangement Group or COA Maximums.

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

**SSIS Main Line (651) 431-4800**  
**[ssishelp@state.mn.us](mailto:ssishelp@state.mn.us)**

## Recommended workflow for Payments



For additional information, see [Fiscal Flyer #29](#) and [SSIS Training Modules](#) located on CountyLink.

## Guidelines for third quarter report preparation

### Title IV-E Abstract Report:

- Counties may submit the 3<sup>rd</sup> quarter IV-E report from two systems. However, you must **do a full month of substitute care payments in one system or another**, not using both SSIS and the legacy system for the same month. Example: If you start using SSIS in September for payments, your CSIS report for the quarter would have July and August data, and your SSIS report would contain the September data.
- Counties can request preliminary IV-E payments. Because the Title IV-E Abstract Report is not scheduled for statewide release until December, counties that start using SSIS for payments in September could not submit those claims until Quarter 4 2006. Contact Rhonda Lord in Financial Operations Division at [rhonda.lord@state.mn.us](mailto:rhonda.lord@state.mn.us)
- Run your Q3 2006 report from CSIS and submit it. You will run and submit your SSIS report for the remainder of Q3 2006 separately with your Q4 2006 V4.2 Release.

### Community Mental Health Reporting System (CMHRS):

- There should be no change to this report. It is prepared from time records and time will continue to be entered and submitted as usual.

### SEAGR Report:

- The SEAGR Report processing system at Financial Operations Division can only accept one report from each county per quarter. If more than one report is sent in, even if it is in a different format, it will replace the prior report.
- CSIS counties who have a complete 3<sup>rd</sup> quarter of payments in CSIS will submit their SEAGR report using CSIS.
- CSIS counties that do not have a complete 3<sup>rd</sup> quarter of payment in CSIS can still use CSIS to submit their 3<sup>rd</sup> quarter report. Payments made from SSIS in September will need to be added to the CSIS SEAGR Report as adjustments.
- For counties with payments in SSIS for the 3<sup>rd</sup> quarter, SSIS will produce a county-specific report of dollar amounts by BRASS code and SEAGR units to use for entering information into the SEAGR spreadsheet.
- Dave West agreed to go with SEAGR units as is during the 3<sup>rd</sup> quarter transition period. Counties will not need to convert units that do not automatically convert.

### TCM-CSR Report:

- There should be no change to this report. It is prepared from time records and time will continue to be entered and submitted as usual.

### CountyLink Additions

These documents have been added or updated on CountyLink since the last Project Update.

- ◆ HIPAA Phase II Procedure Code Conversion
- ◆ Potentially Billable Time Report
- ◆ Bulletin #06-56-02
- ◆ Fiscal Mentor Meeting minutes, 8/30/06

### Next Fiscal Mentor Meeting

**Thursday, November 9**  
Holiday Inn—St. Cloud



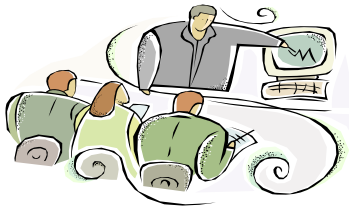
Watch for agenda and handouts  
on CountyLink>SSIS>Fiscal Mentors

## Job aids and CBT will help workers use SSIS

SSIS's Training web pages contain a wealth of materials that are available to any fiscal worker at any time.

### **E-Grids CBT** (computer-based training)

Much of Fiscal is based on E-Grids — Payment batch, Service Arrangement, Payment and COA searches, Payment advanced search, and the Payment reports are all variations of grids. SSIS trainers produced the self-paced CBT which is available without registration on the Training>CBT page. All fiscal staff will improve customization skills by taking the E-Grids CBT.



### **Job Aids**

The Training>Job Aids page lists many helpful handouts including:

MA from MMIS

Other Changes to SSIS in Version 4.1

Service Arrangement Flow Chart

County Preferences Changes

Supplemental Health Care Eligibility

Eligibility Records

Eligibility Tests and Deprivation Factors

IV-E Eligibility Determination Checklist

Submission to MAXIS Screen

IV-E Submission Worksheet

IV-E Eligibility (slides)

Workflow Process for Entering IV-E on SSIS

Court Actions and IV-E

Maltreatment Changes

Placement Changes

Other Version 4.0 Changes

Adoption Process Checklist