



# SSIS Fiscal Flyer

## Winging Toward Integration

Issue 34

Social Services Information System

December 20, 2006

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

## Multiple modifiers on SSIS time records require multiple CSIS rate records

When time records with multiple modifiers are created in SSIS, the order of the modifiers is unpredictable. One of the new procedure code/modifiers implemented on October 1, 2006 uses a combination of two modifiers, which may cause difficulty for CSIS counties. If the time records for waiver case management by a para-professional (procedure code T1016 with a TF and UC modifier) are imported into CSIS with a modifier order that does not exactly match the order specified on the CSIS procedure control file, a match will not be found.

To account for this variability, all CSIS counties will need to have BOTH modifier orders (TF UC

and UC TF) in their CSIS procedure code control file records for T1016. The same waiver case management para-professional rate should be assigned for both modifier combinations. These two modifier combinations are needed for each of the waiver eligibility types that use T1016 for para-professional case management, i.e., AC, EW, CAC, CADI, and TBI. That way the waiver time proof list and waiver claims processing will recognize either modifier combination as valid, and will find the correct rate for the combination.

Please direct questions about CSIS processing to Jack Kinzer at Computer Systems Support, 320-529-2156.

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### Use Help Line e-mail address

Please do not e-mail questions or problems to the SSIS Fiscal e-mail address unless otherwise directed. The Fiscal e-mail address is not checked regularly for mail; responses will be delayed.

Please contact the SSIS Help Line with your questions or to report problems. The SSIS Help Line is answered from 8:00 - 11:00 a.m. and from 1:00 - 3:00 p.m. Help Line staff monitor their e-mail and voice messages throughout the day.

The Help Line e-mail address is [ssishelp@state.mn.us](mailto:ssishelp@state.mn.us). The phone number is 651-431-4801.

### Tip for removing services and county sub-services offered

Occasionally a business organization vendor may change the services they offer, or a county may end a sub-service offered.

If this occurs counties can remove the association with the service and/or sub-service with a business organization's vendor record. The steps for doing this in the application are:

- ◆ For Services Offered, select **Delete** from the **Action** menu.
- ◆ For County Sub-Services, select **Remove** from the **Action** menu.

Deleting a service offered and removing a county sub-service from a business organization's vendor record does not affect the historic records (e.g., service arrangements and payments) associated with this business organization. Those records retain the service and county sub-service information associated at the time the record was created.

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

**[ssishelp@state.mn.us](mailto:ssishelp@state.mn.us)**

## Conducting V4.2 in-house training

SSIS recommends that counties use their production data to train staff on how to generate the IV-E Abstract and SEAGR reports; do not depend on the training database using Citrix.

**Why?** The training database will not have sufficient data to properly conduct the training. In creating the database, it is impossible to simulate real county work that is done on a day-to-day basis. Matching the volume of data entry needed for the IV-E Abstract and SEAGR reports is prohibitive. Additionally, county staff who need training beyond the December VPC sessions will learn more accurately by using their own data.

**How?** Counties can use their live data to the point of submission. This not only provides training to staff but also assists in fixing errors prior to submission. The report can be deleted and/or regenerated as many times as necessary for training.

### CountyLink Additions

- ◆ Modules: Bus Org Default Activities in User's Role (Worker and Fiscal versions)
- ◆ SEAGR training module
- ◆ Title IV-E training module
- ◆ V4.2 VPC training presentations
- ◆ Health Care Claiming Spec—Part 1
- ◆ Health Care Claiming Spec—Part 2
- ◆ Ref. 210: Legato Media Management
- ◆ State Auditors' Fiscal presentation, 11/30/06
- ◆ V4.2 Data Definition documents
- ◆ Fiscal Mentor Meeting agenda for 1/10/07

### Mentor-abilia

#### Worker mentor meeting

January 9

8:00 a.m. — 3:15 p.m.

Holiday Inn, St. Cloud

RSVP to [maureen.zinda@state.mn.us](mailto:maureen.zinda@state.mn.us)

#### Fiscal Mentor Meeting

January 10

9:00 a.m. — 3:00 p.m.

Holiday Inn, St. Cloud

RSVP to [mary.klinghagen@state.mn.us](mailto:mary.klinghagen@state.mn.us)

## 2007 County Preferences

It's time to put 2007 yearly settings in Admin. Workers will not be able to set up new Service Arrangements, make payments, or copy the 2007 budget without these settings. Look at what you did during 2006 and make changes based on your experience with SSIS.

### Set up these 2007 yearly settings:

- GL close date
- Tolerance
- Significant birthday
- Encumber Service Arrangements
- Maximums Required
- Error or warning for maximum

Also check to see if you need to make any changes in the following:

- Service Agreement language in Admin.
- Default language if different from the SSIS default.
- Add any new COA
- County-specific Special Cost Codes.
- County-specific Accrual Codes.

See the [SSIS Admin: County Preferences](#) training module.

## Prevent PMI # display delay

When a child is placed in foster care, the primary worker or a case aide typically gathers the information needed for the Medical Assistance application. The child's SSN is one of the key pieces of information. Workers should verify that the SSN has been entered on the child's Person screen.

Another time to verify SSN entry is when a worker creates a Service Arrangement for any client for a Service that will be reimbursed via MMIS or another Federal program. If the SSN has not been entered, do this as soon as possible.

Verifying that the SSN was entered on the child's Person screen prevents duplicate person records that will later need to be merged. Once the SSN is entered, initial data or updates from MMIS/MAXIS/PRISM are automatically attached to the child's SWNDX record during the monthly SWNDX update. This includes the PMI # that is needed for various kinds of Claiming, only one of which may be IV-E. If a client's Person Record does not have an SSN, there is no way to automatically add the MMIS/MAXIS/PRISM data to the existing SWNDX record. A separate Person Record is then created. The existing Person Record will need to be merged with the SWNDX record containing the MMIS/MAXIS/PRISM data.



## Repository provides foster care payment information for AFCARS

The SSIS Repository now looks solely at SSIS payment information to satisfy SSIS Repository error 4026 (monthly foster care amount). CSIS counties no longer need to run the CSIS Foster Care Extract to export CSIS payment information. This also eliminates the need for the manual Pull in SSIS Push/Pull prior to running the monthly upload. However, the monthly uploads are still required! Also, CSIS counties still need to use Push/Pull to import SSIS information into CSIS as is regularly scheduled.

Custom counties that are not yet using SSIS for foster care payments need to continue using Push/Pull to load their payment information into SSIS. Once the payments have been processed in SSIS for a full calendar month, using Push/Pull may be discontinued.

When compiling the AFCARS report at the state level, we will still use IV-E reimbursement claim amounts from the DHS Financial Operations Division for IV-E kids. Another payment amount is not available. This reduces the number of actual AFCARS errors logged for AFCARS element #66.