



SSIS Fiscal Flyer

Winging Toward Integration

Issue 43

Social Services Information System

June 22, 2007

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

V4.3 is here! Do you know where your claims are?

Transitioning smoothly from your legacy system to SSIS claiming will depend on many factors. This Fiscal Flyer addresses:

Have you done all your claim preparation?

Have you resolved outstanding claim issues from your legacy system?

Are all the time and payments that you want to claim for in SSIS?

Do all your payments that you want to claim have HCPCS/Mod and location?

Do all your clients for which you want to claim in SSIS have the correct MMIS eligibility?

How current is your claiming for each claim category?

Have you been receiving advances from MMIS?

Have you been using MN-ITS or a custom (non-CSIS) system to claim?

Have you done all your claim preparation?

- ◆ In order to avoid being overwhelmed by edits, do your prep work. While working with Carver County to get their batches ready, they acknowledged it was difficult sorting through errors that could have been avoided if the prep work had been done differently – in particular for “Do Not Claim Determinations.”
- ◆ If a client qualifies for a Targeted Case Management service, the supplemental eligibility should be set up. The system will determine if MMIS eligibility pieces are in place in order to claim.
- ◆ Refer to the checklist on page 4 for claim prep tasks. The setup for the MSHO clients and report is new. See *Fiscal Flyer #42*.

Have you resolved outstanding claim issues from your legacy system?

- ◆ Reconcile the remittance advices for your legacy claims. Make sure the claims from the legacy system have been dealt with.
- ◆ If you are a CSIS county, claiming will be turned off. Any outstanding claims must be done manually through MN-ITS.
- ◆ Run batches going back as far as you can before CSIS claiming is turned off. Use a ‘service date’ cutoff for your time records because once you start claiming in SSIS you will create confusion by continuing to claim through CSIS.
 - ◇ If you create claim batches in SSIS that use dates going back one year, and then later claim those same dates in CSIS, you will create claims for the same records.
 - ◇ CSIS will then send a legacy claim date for the SSIS time records. It will look like SSIS incorrectly submitted claims for those records.
 - ◇ The records in CSIS will all get denied as duplicates because they have already been claimed in SSIS.
 - ◇ And these will all be included on your Claim Audit Report in SSIS as changes made to claimed records because of the legacy claim date being added.

Are all the time and payments that you want to claim for in SSIS?

- ◆ This is especially important for claim categories that include payments and time (e.g., Waiver/AC, RSC and LTCC), whether you are using SSIS or a custom system. Identify these situations for manual claiming or to verify that your custom system will include the portion of the claim that is in SSIS.

Do all payments that you want to claim have HCPCS/Mod and location?

- ◆ If you aren't sure that your payments have HCPCS/Mods entered, run a claims history (for CSIS counties, or an equivalent report for custom counties) for waived services for 2006. Identify clients that had claims from vouchers and check your payments for those clients.

Do all clients that you want to claim for in SSIS have the correct MMIS eligibility?

- ◆ Verify that the MMIS eligibility in SSIS will allow you to claim. Eligibility data must interface from MMIS; you cannot make adjustments in order to claim.
- ◆ If the eligibility data is not in SSIS, or if it isn't what you think it should be, check the unlinked health records report or contact the financial worker.

How current is your claiming for each claim category?

- ◆ Know this to determine your priorities for back claiming.
- ◆ There is no need to wait for claiming in SSIS if you have claims that reach the one-year deadline before that claim category is released. Go ahead and claim those now.
- ◆ Click on the link to a Fiscal Mentor Meeting handout about manual entry of claims in MN-ITS. To identify the time records for LTCC, select menu option "13. Create LTCC Claims (from Time Sheets & Paid Vouchers)."
http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16_138355.pdf

Have you been receiving advances from MMIS?

- ◆ Determine the timing of discontinuing the advance.
- ◆ To stop an advance, call Pat Raschio at 651- 431-3132 or write to her at PO Box 64993, St Paul, MN 55164-0993.

Have you been using MN-ITS or a custom (non-CSIS) system to claim payments?

- ◆ Have you consistently used this system for claiming – all claim categories, all services?

If so:

- ◆ Choose your service date for switching to SSIS claiming and continue all activity related to claims prior to that service date in your legacy system.
- ◆ If you used MN-ITS or your custom system, there is no way for SSIS to know whether or not it has been claimed. If you back claim beyond your cutoff service date and have done a lot of claiming, you're going to get a lot of denied records from MMIS.
- ◆ Use that service date as the start date for your claiming batches and your Claim Exception Report

If not:

- ◆ If you have used MN-ITS or your custom system in an identifiable pattern (i.e., claimed all LTCC and Rule 5), use the process above for those claim categories. If you have not – if your selection process for using the other system was random – you have a couple of choices. You can either identify the payments that were already claimed and remove the HCPCS/Mod, or just know that if they get claimed by SSIS, they will be denied as a duplicate.

SSIS Help Line: (651) 431-4801

ssishelp@state.mn.us

Claiming Organization Tips

- ◆ Review the “claimed through” dates for each claim category. Compare these to service dates of unclaimed records and the projected release date for the claim category.
- ◆ If you have any records that may be rejected for being over one year old, claim those manually in MN-ITS. *See page 2 for tracking what was claimed in MN-ITS.*
- ◆ Start with a small batch for your first submission. This is as much a test of the submission process and connectivity to MMIS as the actual claims in the batch.
- ◆ If your first claim through SSIS is not a face-to-face contact for the TCM’s, these phone contacts must be manually entered in MN-ITS.

- ◆ Create and submit your batches one month at a time, starting with the oldest. This will accurately reflect the order of your face-to-face and phone contacts. Also, you may get back some information on those claims that will assist you in processing the next batch of claims.

Proofing:

- ◆ There are many different ways to organize your plan of attack for claim proofing.
- ◆ Make yourself familiar with the check boxes on the proofing reports. You can limit the kinds of errors that you are reviewing. If you have corrected all that you can or should for a specific error or error category, do not select that check box after you regenerate. (We will be adding the function to mark records that you have already reviewed, so they don’t show up on the proofing.)

Claims History Report

CLIENT ID	LAST NAME	FIRST	MI	RECIP ID	CLAIM DATE	NUMBER	DIAG1	DIAG2	DIAG3	DIAG4	PAT.ACCT.#	PRIOR AUTH	ORIGINAL REF #	STATUS	DATE PAID	AMOUNT PAID	STATUS
LINE	FIRST	SERV	LAST	SERV	PLC	PRCD	MOD1/2/3/4	CORE	SUB	CHG	UNITS	TREAT	PRV#	ACCT#	XREF		
17155701					LARRY												
03/28/2005	000080	3181							10MRRC								
001	12/20/2005	12/20/2005	11	X5475					1	113.35	9.0		T-12202005-			0063-0073575150	
002	12/27/2005	12/27/2005	11	X5475					1	136.02	6.0		T-12272005-			0063-0073575256	
CLAIM 000080 TOTALS																	
										AMT/UNIT:	249.37	11.0					
7211605					SOPHIE												
11/29/2005	000213	319							10MRRC								
001	10/03/2005	10/03/2005	11	X5476					1	22.67	1.0		T-10032005-			0066-0073259581	
002	10/05/2005	10/05/2005	12	X5475					1	45.34	2.0		T-10052005-			0066-0073259251	
003	10/11/2005	10/12/2005	11	X5476					1	204.03	9.0		* T-10112005-			0066-0073259640	
004	10/19/2005	10/19/2005	11	X5476					1	45.34	2.0		T-10192005-			0066-0073259520	
005	10/24/2005	10/24/2005	11	X5476					1	90.68	4.0		* T-10242005-			0066-0073259525	
006	10/28/2005	10/28/2005	11	X5476					1	22.67	1.0		T-10282005-			0066-0073259743	
CLAIM 000213 TOTALS																	
										AMT/UNIT:	430.73	19.0					
7211605					SOPHIE												
03/28/2005	000700	319							10MRRC								
001	10/03/2005	10/03/2005	99	X5415					1	250.00	4.0		V-11042005-031173-10050-001				
002	10/12/2005	10/12/2005	99	X5415					1	125.00	2.0		V-11162005-031270-00003-001				
003	10/17/2005	10/17/2005	99	X5415					1	187.50	3.0		V-11182005-031270-00004-001				
CLAIM 000700 TOTALS																	
										AMT/UNIT:	562.50	9.0					
211605					SOPHIE												
03/28/2005	000701	319							10MRRC								
001	12/03/2005	11/03/2005	99	X5415					1	875.00	14.0		V-11182005-031270-00005-001				
002	11/30/2005	11/12/2005	99	X5415					1	750.00	12.0		V-11282005-031311-00022-001				
003	11/22/2005	11/22/2005	99	X5415					1	250.00	4.0		V-12162005-031431-10035-001				
004	11/03/2005	11/04/2005	11	X5476					1	113.35	5.0		* T-11032005-			0066-0073590425	
005	11/07/2005	11/08/2005	11	X5476					1	158.69	7.0		* T-11072005-			0066-0073590531	
006	11/15/2005	11/17/2005	11	X5476					1	204.03	9.0		* T-11152005-			0066-0073590565	
007	11/22/2005	11/22/2005	11	X5476					1	68.02	3.0		T-11222005-			0066-0073590601	
008	11/28/2005	11/29/2005	11	X5476					1	90.68	4.0		* T-11282005-			0066-0073590652	
009	11/01/2005	11/30/2005	99	X5671					1	248.00	1.0		V-12092005-031389-00014-001				
CLAIM 000701 TOTALS																	
										AMT/UNIT:	2,757.76	59.0					
111605					SOPHIE												
03/28/2005	000702	319							10MRRC								
001	12/01/2005	12/01/2005	99	X5415					1	375.00	6.0		V-12302005-031522-00002-001				
002	12/16/2005	12/16/2005	99	X5415					1	187.50	3.0		V-12302005-031522-00003-001				
003	12/02/2005	12/02/2005	99	X5476					1	68.01	3.0		* T-12022005-			0066-0073259906	

Claiming Preparation Checklist

V4.2

- Staff Claim Qualifications
 - RSC
 - VA/DD-TCM
 - Waiver and AC
 - LTCC
 - CW-TCM
 - MH-TCM

- Staff Provided Rates
 - RSC
 - VA/DD-TCM
 - Waiver and AC
 - LTCC
 - CW-TCM
 - MH-TCM

- Supplemental Eligibility
 - VA/DD-TCM
 - CW-TCM
 - MH-TCM

- Determine claim process and timing

- Reconcile legacy remittance advices

- Review client data for MMIS eligibility and diagnosis codes

- Review payments for HCPCS/Mods and location

V4.3

- Set up County Claim Control

- Set up claiming interface

- Security Roles and Functions
 - Create Claims
 - Manage Claims
 - Create TCM CSR Report
 - Submit TCM CSR Report

- Supplemental Eligibility
 - Inpatient Hospital
 - Do Not Claim
 - MSHO – Do not claim w/comments

CountyLink Additions _____

- ◆ Additional V4.3 Release Training (Fiscal) documents
- ◆ TCM-CSR spec (updated)
- ◆ Health Care Claiming spec (updated)
- ◆ Centralized Training Database calendar
- ◆ V4.3 Release Notes
- ◆ V4.3 Known Defect Report
- ◆ V4.3 Data Definitions Docs (final versions)
- ◆ Fiscal Mentor Meeting agenda for 7/17/07
- ◆ Worker Mentor Meeting agenda for 7/18/07
- ◆ Worker Software Specs (new web page)

DEPARTMENT OF HUMAN SERVICES Temporary Unclassified Opportunity

Social Services Information Systems (SSIS) seeks a **Software Quality Assurance Analyst** to provide software quality assurance and testing services for client/server software. This temporary unclassified position may last up to two years.

Deadline: Saturday, June 30

If you are qualified and want to be considered for the position described below, please submit a resume of your experience and training to Steve Zorn, SSIS QA Supervisor, Department of Human Services, 444 Lafayette Road N., P.O. Box 64239, St. Paul MN 55164-0239, or e-mail stephen.m.zorn@state.mn.us.

Social Services Program Advisor (1 Vacancy) \$18.13 - \$26.60 per hour (\$37,855 - \$55,541 per year)

This position is responsible for applying software quality assurance and testing practices to discover SSIS software flaws prior to statewide release of the software. SSIS employs a client/server software architecture. This position requires an understanding of social services practices and software design/development methods to author and execute SSIS software test cases. This position is also responsible for documenting test results and working with other project staff to determine the appropriate resolution to software flaws.

Other duties include:

- ◆ Occasional presentations to committees and other groups.
- ◆ Offering recommendations regarding potential impact of various decisions and resolution options.
- ◆ Serving as a backup for SSIS user support personnel.

This position requires excellent human relations and interpersonal communication skills, the ability to work in a team environment, and general knowledge of DHS and the relationship of county and state human services programs. Preferred candidates will have personal computer experience in a local area network environment, software testing experience, and knowledge of county social services programs.

Contact: SSIS QA Supervisor Steve Zorn, 651-431-4288 or stephen.m.zorn@state.mn.us.