



SSIS Fiscal Flyer

Winging Toward Integration

Issue 46

Social Services Information System

August 22, 2007

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

Claiming reminders

- Be sure to enter the UMPI number in the County Claim Control File. When MMIS makes the switch from MMIS Provider # to NPI/UMPI there must be an UMPI entered or the submission will fail. All Social Service claims submitted through SSIS will require that ID. Do not enter any NPI numbers. (The UMPI field is not case sensitive.)

MMIS Provider #	Federal Tax ID	NPI / UMPI /	Claiming County
378965456	41-1236754	A123789456	Faribault
123789456	41-234567	a987654321	Martin

County Claim Control

MMIS provider #: 378965456 Federal tax ID: 41-1236754

NPI / UMPI: A123789456 ISA control number: 63

Claiming county: Faribault

- If making changes on a saved batch header record, regenerate the batch to make sure the contents of the batch still match the batch record.
- When processing Targeted Case Management claim categories, the best practice is to process and submit batches one month at a time in chronological order. This will correctly order face-to-face and phone contact claims in MMIS.
- Before submitting replacement claims, verify that the claim status in MMIS has been updated to reflect the remittance advice processing. Until SSIS is processing the remittance advice, the claim status in SSIS will remain *to be paid* or *to be denied*. If you submit a replacement before the status changes in MMIS to *paid* it will be denied as a duplicate. Replacement claims cannot currently be submitted through SSIS.

Claiming continued on page 2

VA/DD claims submission shutdown date nears

August 29 is the final day to **transmit** VA/DD claims using CSIS. Beginning August 30, 2007, CSIS VA/DD claims transmission will be disabled. After this date ALL remaining VA/DD claims must be submitted using SSIS or MN-ITS.

TCM CSR changes in effect

After **06/30/2007**, Time Records for BRASS code 592 can be counted on line 1 if the client:

- Is 18 or older but less than 21 **AND**
- Does **NOT** have an active Waiver or AC recipient eligibility in effect on the time record Service Date **AND**
- Has an active VA/DD supplemental eligibility in effect on the time record service date.

If there is no VA/DD Supplemental Eligibility or if the client has CW TCM supplemental eligibility entered, that will be counted on Line 3 of the TCM CSR report.

Also for Line 1, if changing an Adult Services (General) workgroup to a DD or APS workgroup, you will still need to change the workgroup on at least one time record in order for the client to be counted in the TCM CSR and to eliminate the error on the proofing report.

Claiming from page 1

- The Claim Time Report under Tools>General Reports>Health-care Claims includes a column that will tell if a time record has a legacy claim date (from CSIS) on the record. If a worker is doing back claiming and can't figure out why a claim is not being created, and there are no proofing messages for that client or time record, run this report for the batch time period. *(Speaking from experience – this may be the only reason a claim is not being created!)*
 - ☞ Another use for this report – if using county sub-service for MSHO clients, run this report for the dates of the batch (it must have been generated). Add the county sub-service column and see if any claims with an MSHO sub-service were created. If a claim was created and should not have been, add the Do Not Claim Supplemental Eligibility to the client and regenerate the batch.
- Check location codes on payments to make sure they will convert to a valid MMIS location for that service. For example, location in SSIS of field/home converts to home in MMIS and is not valid for transportation. See table below:

SSIS "Location" Conversion to MMIS "Place of Service"

Each claim requires a "Place of Service". The SSIS "Location" is converted to a MMIS "Place of Service" for Time records and Payments as defined in the table below.

SSIS Location Code	MMIS Place of Service Code
0 Nursing facility	32 Nursing facility
1 Field/home	12 Home
2 Office	99 Other unlisted facility
3 Health center/clinic/hospital	99 Other unlisted facility* <i>See Note</i>
4 School	03 School
5 Law enforcement	99 Other Unlisted Facility
7 Board and care facility	33 Custodial Care Facility
8 Other	99 Other Unlisted Facility
9 Residential treatment facility	99 Other Unlisted Facility
A Clinic	11 Office
B Inpatient Hospital	21 Inpatient Hospital
C Outpatient Hospital	22 Outpatient Hospital
Blank Can occur only on Time records	99 Other Unlisted Facility

Note: The SSIS Location Code 'Health center/clinic/hospital' (code value 3) was inactivated in v4.0 and split into the three new codes, A, B and C. The conversion for 'Health center/clinic/hospital' is to accommodate Time records created prior to v4.0.

MAXIS IV-E End Date affects claiming

Occasionally, when a MAXIS worker closes IV-E for a child who was placed voluntarily, MAXIS sets the IV-E End Date to 180 days from the IV-E Removal Date instead of using the Placement End Date. This may cause problems for claiming IV-E Reimbursement on the IV-E Abstract if the child remained in care past 180 days.

Counties seeing this problem should have the MAXIS worker contact the MAXIS help desk for assistance.



DHS's scent free policy extends to training labs

TrainLink confirmation letters now advise class registrants that:

"The Minnesota Department of Human Services enforces a scent free environment in all of its training sessions. This ban accommodates persons with chemical sensitivities. Persons who wear scented products may be prohibited from attending class. Your cooperation will be greatly appreciated by those affected."

Circulate newsletters to county workers

Please distribute SSIS mailings to all interested workers in your county. The Project Update and Fiscal Flyer newsletters go to Worker and Fiscal distribution lists, respectively.

Schedule these SSIS uploads to submit required data

All counties need to complete an 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 amount for AFCARS).

The following schedule describes the specific information that SSIS needs each month. Generally, this does not change from year to year. Only one upload is required for each month, even if the information is being used for more than one purpose. *See 2007-08 Upload dates on p. 4.*

January	This upload is for the NCANDS reporting period (last federal fiscal year: Oct. 1 - Sept. 30). Title IV-E Abstract Report due 20th SEAGR due 30th TCM CSR due 30th
February	General update of information for statewide research and reporting. CMHRS for July through December
March	Quarterly AR/SDM update.
April	This upload is for the AFCARS reporting period (October 1 of the previous calendar year - March 31). Title IV-E Abstract Report due 20th SEAGR due 30th TCM CSR due 30th
May	General update of information for statewide research and reporting.
June	Quarterly AR/SDM update.
July	General update of information for statewide research and reporting. Title IV-E Abstract Report due 20th SEAGR due 30th TCM CSR due 30th
August	General update of information for statewide research and reporting. CMHRS for January through June
September	This upload is for the SELF reporting period that ends August 31 (be sure to complete the SELF Client Data report in the ALS workgroup for each client receiving SELF funded services for the current reporting year)
October	This upload is for the AFCARS reporting period that starts April 1 and ends September 30. Title IV-E Abstract Report due 20th SEAGR due 30th TCM CSR due 30th
November	This upload is for the ESEA reporting period that starts October 1 and ends October 31.
December	Quarterly AR/SDM update.

**Upload
dates for the
coming year.**

September 28, 2007
October 31, 2007
November 30, 2007
December 31, 2007
January 31, 2008
February 29, 2008
March 31, 2008
April 30, 2008
May 30, 2008
June 30, 2008
July 31, 2008
August 29, 2008

Please schedule the uploads on your calendar! Also, keep SSIS informed if your county's designated upload worker changes. We do contact the responsible worker and/or backup worker if an upload is late.

CountyLink Additions _____

- ◆ V4.4 Data Models—*draft*
- ◆ Ref. 3500—Quarterly Image of IBM X3500 *updated*
- ◆ Ref. 236—Quarterly Image of IBM X236 *updated*
- ◆ MA & Waivered Program Eligibility spec *updated*
- ◆ Health Care Claiming spec (Parts 1-3) *updated*
- ◆ Fiscal Mentor Meeting minutes, 7/17/07
- ◆ "Piecing it all Together" Fiscal Mentor Meeting handout *expanded*

SSIS Help Line: (651) 431-4801

ssishelp@state.mn.us

**Updates offered in place of
cancelled Fiscal Mentor Meeting**

The Fiscal Mentor Meeting scheduled for Monday, September 17 in St. Cloud is cancelled. There were not enough topics to warrant county staff driving to St. Cloud and being away from offices.

However, here are some updates for both Fiscal Mentors and Coordinators:

- Waiver and AC Claiming will be included in Version 4.4 (currently being piloted by Carver, Scott and Washington counties) scheduled for rollout in September 2007. The "Piecing It All Together" handout presented at the last mentor meetings will be updated with details about proofing messages and made available on the web site.
- TCM CSR - - We heard your comments at AMSSA, the last mentor meeting, and your calls to the Help Line concerning the number of proofing messages and other concerns. Changes are being made to address these; we will get details to you in a future Fiscal Flyer. We will also prepare a handout with details about proofing messages and how to handle them. (In some instances they are only informational and you don't need to make any changes.)
- Regional Meetings - - Fiscal Staff are happy to attend your regional meeting to cover specific topics. Please have your meeting convener contact us and/or Harland Carlson to request that we attend and tell us what topic(s) you want covered. (The more specifics you can provide on the questions you want answered, the better we can meet your needs.)

If you have questions about any Fiscal functions, please have your mentor or coordinator contact the SSIS Help Line at 651-481-4801.