



SSIS Fiscal Flyer

Winging Toward Integration

Issue 48

Social Services Information System

September 21, 2007

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Additional Claiming reminders

- Before viewing Time Proofing message #309 - Duration less than half a unit, generate your batch first. Combining time records does not occur until the batch is generated.
- Check your Claim Interface Schedule in Admin.

Name	Value
Claim Submission Scheduled Job Name	DEX_CLAIM_SUBMISSION
Claim Submission Scheduled Start Hour	08
Claim Submission Scheduled End Hour	16
Claim Submission Scheduled Interval in minut...	60
Claim Submission Scheduled Time	
Claim Submission Scheduled Job Name: DEX_CLAIM_SUBMISSION	

- SSIS suggests setting the claims submission job to run more than once a day. Claims Acknowledgement and Claims Status will only update once a day because that's the update frequency from MMIS. Therefore, if claims submission is set for just once a day, you may end up waiting an additional day to get Claims Acknowledgement and Claims Status because it missed the daily timeline for MMIS to acknowledge.

Claiming in MN-ITS for services provided in October

As reported at Fiscal Mentor meetings and in a past Fiscal Flyer, please claim in MN-ITS for services that are nearing the 12-month deadline if the claim category is not yet available in SSIS (LTCC, Rule 5) Note: CW-TCM and MH-TCM can still be claimed in CSIS. Don't lose funding for these services already provided!

If you missed the 12-month deadline, there is a special request process (on paper) to MMIS asking for payments on overdue claims.

CountyLink Additions

- ◆ Regional Meetings: LTCC Supplemental Eligibility Screen
- ◆ Regional Meetings: Health Care Revenue Account Codes
- ◆ Regional Meetings: TCM-CSR Error Messages and Logic
- ◆ Worker Mentor Meeting: Placements handout
- ◆ Worker Mentor Meeting: Implementing IV-E Initial Referrals
- ◆ Claiming Step-by-Step Navigation
- ◆ Wavier and AC Health Care Claiming Requirements
- ◆ Waiver and AC Proofing and Error Messages

Regional Meeting handouts are posted on CountyLink

Presentations on Health Care Revenue Account Codes, LTCC Supplemental Eligibility Screen, and TCM CSR Proofing Changes will be offered at regional meetings on September 21 at Owatonna and on September 28 at Duluth. Handouts are available at the meetings and posted on the SSIS Fiscal web site's [Meetings/Conferences](#) page.



Staff Claim Qualifications Qualified = No vs. no staff claim qualifications entered

There are definitely advantages to determining that a staff person is not qualified for a claim category by specifically entering that the person is not qualified in SSIS Admin/Staff Claim Qualifications. The main advantage of entering a person as *not qualified* is that claiming staff will receive fewer proofing messages that are not pertinent. Another advantage is that others will know your intent -- is this person qualified to claim or not?

Here are three main areas where the proofing messages behave differently if you enter 'No' for Staff Claim Qualifications versus entering nothing. Review how each message displays in the situations below to determine how to track staff for whom you will not be claiming.

1) The message 2018-Staff Claim Qualifications - Qualified = No is under its own check box on the Time Proofing screen with no other messages. Counties can select the check box once, review the results, and then not check the check box again for that batch. If all staff enter their own time and the county hasn't added new staff, a quick sort of the worker column and a scan down the list is all that is needed,

The No Staff Claim Qualifications-2003 proofing message is in the Time Record category with other time record related messages.

2) The messages No Staff Claim Qualifications-2003 and Staff Claim Qualifications-Qualified = No-2018 behave differently in relation to other proofing messages. This is probably the area where the difference in entering Staff Qualifications has the biggest impact.

If a time record is recorded by a worker with a staff qualification record that says 'No,' the person is not qualified for the claim category and no other messages display. In other words, the only message that will display for the time record is the **Staff Claim Qualifications - Qualified =No-2018**. However, if a staff qualification was not entered there is no way for SSIS to know what your intent

was. Therefore, other proofing messages will also display.

3) There are a few proofing messages that require looking for another qualifying time record. For example, for message #2203-first claimable contact must be face-to-face, the process checks to see if there is another time record in that month that is face-to-face. The process also checks whether or not the staff person on the time record has a staff qualification that = 'No' for the claim category. If the person is 'No' on staff qualifications, the process does not consider the face-to-face time record. If there was no staff qualification entered for the person, then the process would consider the face-to-face contact and not display the 2203 message.

Example 1: If there are two time records for a client in a month, one face-to-face by a case aide and one phone contact by a qualified social worker, and the case aide had a staff claim qualification='No' for that claim category, you would get these messages:

Case aide contact - #2018 Staff Claim Qualifications - Qualified = No

Social worker contact - #2203 First claimable contact must be face to face

Example 2: Same situation as Example 1 except that the case aide has no claim qualifications entered. These messages display:

Case aide contact - #2003 No Staff Claim Qualifications

Social worker contact - no message will display

The check boxes and error proofing process were designed to give counties precise messages based on the data available. Our intent was to provide a clear picture of which errors need correction in order to claim. By entering 'No' in Staff Claim Qualifications, SSIS can determine that no claims should be created for that staff person.

Note MMIS reload instructions

An MMIS reload is scheduled during the week of September 24, after Version 4.4 is installed. Please note that once V4.4 is installed on the county server, county staff should not use claiming functionality until after the MMIS reload is completed.

- ◆ Staff can generate and proof the IV-E Abstract Report, but do not submit reports to DHS until after your MMIS reload is completed because waiver related information in the report is derived from MMIS data.
- ◆ Regenerate the IV-E Report after the reload is completed.
- ◆ Counties are advised to not generate the TCM-CSR during this time because the report uses waiver information derived from MMIS data and report counts may be inaccurate.

Counties will receive their last daily load of MMIS eligibility data on Thursday, September 20. MMIS will clear out eligibility folders on county MN-ITS mailboxes on Friday, September 21. The eligibility daily load will be shut off on all county SSIS servers until the reload is completed.

The SSIS Help Line will contact SSIS Coordinators at each county when the reload is completed. County workers will then be able to access claiming functionality and do any MMIS related work with the IV-E Abstract Report and TCM CSR.

MMIS RELOAD SCHEDULE

Tuesday, September 25	Wednesday, September 26	Thursday, September 27	Friday, September 28
Carver (10)	Aitkin (01)	Lincoln/Lyon/Murray (88)	Anoka (02)
Scott (70)	Becker (03)	McLeod (43)	Dakota (19)
Washington (82)	Beltrami (04)	Mahnomen (44)	Olmsted (55)
	Benton (05)	Marshall (45)	Ramsey (62)
	Big Stone (06)	Meeker (47)	St. Louis (69)
	Blue Earth (07)	Mille Lacs (48)	Stearns (73)
	Brown (08)	Morrison (49)	
	Carlton (09)	Mower (50)	
	Cass (11)	Nicollet (52)	
	Chippewa (12)	Nobles (53)	
	Chisago (13)	Norman (54)	
	Clay (14)	Otter Tail (56)	
	Cleanwater (15)	Pennington (57)	
	Cook (16)	Pine (58)	
	Cottonwood (17)	Pipestone (59)	
	Crow Wing (18)	Polk (60)	
	Dodge (20)	Pope (61)	
	Douglas (21)	Red Lake (63)	
	Faribault/Martin (92)	Redwood (64)	
	Fillmore (23)	Renville (65)	
	Freeborn (24)	Rice (66)	
	Goodhue (25)	Rock (67)	
	Grant (26)	Roseau (68)	
	Houston (28)	Sherburne (71)	
	Hubbard (29)	Sibley (72)	
	Isanti (30)	Steele (74)	
	Itasca (31)	Stevens (75)	
	Jackson (32)	Swift (76)	
	Kanabec (33)	Todd (77)	
	Kandiyohi (34)	Traverse (78)	
	Kittson (35)	Wabasha (79)	
	Koochiching (36)	Wadena (80)	
	Lac qui Parle (37)	Waseca (81)	
	Lake (38)	Watsonwan (83)	
	Lake of the Woods (39)	Wilkin (84)	
	LeSueur (40)	Winona (85)	
		Wright (86)	
		Yellow Medicine (87)	