

SSIS Fiscal Flyer

Issue 61

Social Services Information System

July 2, 2008

CMHRS design changes highlighted

The design process for new state reports in SSIS Fiscal included meeting with the DHS Mental Health Division. The following changes have been incorporated in the SSIS CMHRS Report:

- The aggregate section of the CMHRS report is no longer required.
- Group Time - DHS Mental Health Division requires reporting actual time spent with each client for services provided to a group on the CMHRS Report. For example, if four clients are part of a one hour group, one hour is reported for each client, even though each individual client record is allocated 15 minutes in the activity log. Since SSIS Staff Activity did not previously accommodate this, SSIS added five new activity codes for staff time reporting for activity dates starting 1/1/08. They are:

- Group time, .5 hrs
- Group time, 1 hr
- Group time, 1.5 hrs
- Group time, 2 hrs
- Group time, 4 hrs

Any BRASS Service reported on the CMHRS Report for a time record with a Group Time Activity is reported as group time even though the BRASS Code might not traditionally be thought of as a group time service. For example, if a time record has a BRASS Service code of 436 (Adult crisis stabilization) and the time record also contains a Group Time Activity code it will be reported as group time.

When the CMHRS report generates, it will check the Activity on the time record. If the report finds a Group Time Activity, it will ignore the duration on the On Behalf Of Record and use the time from the Activity description instead.

Johnson, Henriette (Faribault)		Time Records				
Client Name	Activity Date	Svc Code	Activity	Reported Min	Regarding Duration (Min)	Worker
Johnson, Henriette	02/17/2008	446	Group time - 1.5 hours	90	26	Contractor

- All Mental Health Contractors must report their time either through SSIS or directly to the DHS Mental Health Division. Contractor time is included on the SSIS CMHRS Report.
***All time in SSIS is considered when generating the CMHRS Report.*

CountyLink Additions & Updates

- ◆ Ref 237: Quarterly Image of SSIS Server, IBM xSeries 237
- ◆ Ref. 3502: Quarterly Image of SSIS Server, IBM xSeries 3502
- ◆ COA Maximums Spec
- ◆ Health Care Claiming: Design spec
- ◆ Federal and State outcome charts for reporting period 10/1/07-3/31/08
- ◆ Fiscal Mentor Meeting agenda, 7/30/08
- ◆ Worker Mentor Meeting agenda, 7/29/08
- ◆ Implementation Memo #84: New Worker Training dates, July-August-September
- ◆ MH-TCM Claiming training module



Tips for excluding overlapping LTCC screenings

If more than one Long Term Care (LTC) screening has been completed within the 35 days prior or 35 days following a screening, the second screening activities must be billed using MN-ITS. To exclude overlapping screenings from SSIS LTCC claim processing:

- Create a LTCC Do Not Claim record for the client with a Start date of the completion of the first screening and the start of the second screening.
- Enter an End date of the last day the subsequent screening could be billed. Entering an End date will allow claims for future screenings to be completed.
- If vendors have submitted one invoice for service provided for multiple screenings, when entering those payment requests into SSIS it may be necessary to break out those services to reflect each screening.
- Run the Do Not Claim Detail Report selecting the Claim category of LTCC. Check "Include Payments for Claimable Services" and "Include Time Records for Claimable Services."
- When all invoices have been received and staff time entered, submit claims for services provided during the Do Not Claim period using MN-ITS.

IV-E license alert

Professional Family Foster Home – Standard (Sheriff's Youth Program), Rule 4, License #802226, IV-E sub codes A & B are **Not** reimbursable for service dates of 1/1/08 – 3/31/08.

The bulletin lists the license as being effective for this quarter but the per diem is \$0.00 because the necessary paperwork was not received by Financial Operation Division by the first quarter bulletin deadline.

LTCC procedure code instructions

Counties must use procedure code T1023 instead of 99450 when submitting claims for face-to-face LTCC assessments completed for persons under age 65 with an activity type date (screening dates) of 04/01/2008 or later. All claims with an activity type date of 04/01/2008 or later submitted with procedure code 99450 will be denied. All claims with an activity type date of 03/31/08 or earlier must be submitted with procedure code 99450.

On claims submitted to MMIS for LTCC screening dates through March 31, 2008, SSIS will include time records and payments only for LTCC service dates through the end of March, regardless of whether or not the 35-day span after the screening date extends into April. For LTCC screening dates beginning on April 1, 2008, SSIS will include time records and payments only for LTCC service dates on April 1 or later, regardless of whether or not the 35-day span before the screening date began in March. For LTCC screenings where the 35-day span before and after the screening date overlaps the effective date of this code change on April 1, 2008 (February 25, 2008 through May 5, 2008), counties will need to submit claims to MMIS using the MN-ITS system.

What does this mean to you?

For counties not using SSIS to submit LTCC claims, this adjustment must be made to your automated or manual process. If you use SSIS to claim LTCC, determine a process to identify these affected claims. If you have any LTCC-related policy questions, call Suzanne Wilson at (651) 431-4889 or e-mail suzanne.m.wilson@state.mn.us. If you have an SSIS question, contact the SSIS Help Line.

MH-TCM claim generations process has bug

There is a bug in the MH-TCM Claims generation process when the start date of the client's MH-TCM supplemental eligibility is a date other than the first of the month and the first face-to face contact is during the initial month of eligibility. The claim generation process for a phone contact in the second or third month has a bug that prevents it from recognizing the face-to-face claim

that was completed in the initial month of eligibility.

The proofing works correctly, so a proofing message does not display when the second or third months have a phone contact only. This bug will be fixed in Version 5.1.

Workers can now search for a forgotten Unique Key

There's a new search feature for workers who have forgotten their TrainLink Unique Key. It's located on the TrainLink Unique Key Request page in County Link ([Unique Key Search](#)). A worker can click on the link, enter his/her email address in the designated box and click *Search*. The unique key and other basic information will appear if there is an active unique key and the

email address was entered when originally signing up for a unique key.

Workers who have never requested a unique key or have changed jobs will still be required to complete the entire request process. This new search will be a time saver for workers who simply forget or misplace their unique keys.

The image shows two screenshots from the Minnesota Department of Human Services website. The top screenshot is the 'Unique Key Request Form' page. It features a navigation bar with links like 'CountyLink Home Page', 'DHS Home Page', 'Bulletins', 'eDocs', and 'A-Z Topics'. Below the navigation, there are tabs for 'County Reports/Results', 'DHS Program Resources', 'DHS Systems & IT Updates', and 'Fiscal Reporting & Accounting'. The main content area is titled 'Training News and Information' and includes a link for '> TrainLink'. Underneath, there is a section for 'Unique Key Request Form' with a red box highlighting the link 'Forgotten your unique key? Unique Key Search'. Below this, there are labels for 'Required fields are marked by asterisks *' and 'Type of Request'. The bottom screenshot shows the 'Children's Services Learning Center' page. It has a 'Main Menu' with sections for 'Training Information' (including 'Class Schedules/Registration' and 'View a Class Roster'), 'Student Information' (including 'Find Your Unique Key', 'Information We Have About You', 'View Your Transcript', 'Your Training Calendar', and 'Your Training/Development Plan'), and 'Other Information'. A red box highlights the 'Find Your Unique Key' link, and a red arrow points from this link to the text on the right: 'This link can also be accessed through the Learning Center Main Menu.'