

SSIS Fiscal Flyer

Issue 62

Social Services Information System

July 21, 2008

Preparing for CMHRS

Because SSIS Version 5.1 is scheduled for state-wide release in mid-August and the due date for the first 2008 CMHRS Report is normally August 15th, DHS's Mental Health Division (MHD) has extended the deadline to August 31st.

The CMHRS Report covers a six-month time span and can create a large number of included records and associated warnings. Here are some things you can do now that will lessen the amount of review needed when you create and proof the report for the first time in SSIS.

CMHRS Errors and Warnings:

Error Category	Message #	Description	Error/ Warning
Client	107	Estimated DOB	Warning
	3010	No Race Entered	Warning
	3013	Hispanic heritage cannot be converted	Warning
PMI #	1018	Client does not have a PMI #	Warning
SSN	3012	No SSN	Warning
Disability	3015	No Disability Entered	Warning
	3016	Disability not specific	Warning
	3017	Age conflicts with Sub-population	Warning
Time Record	3002	Client is an adult and the service is for children	Warning
	3003	Client is a child and the service is for adults	Warning
	3009	Regarding duration is zero minutes	Error
	3014	County of Service not in the region	Error

BEFORE V5.1

► Run a "read" on the repository for your mental health workers with the following errors selected:

- 4027 – Client Disability
- 4031 – At least one race per client
- 4039 – Hispanic Heritage.

(Note: The repository is a separate SSIS executable that you may or may not have installed at your workstation. If you don't have this application, ask the person(s) in your county who is responsible for AFCARS to run this for you.) The results from the read can be printed by worker and distributed for entry in SSIS.

► In Tools/General Reports/Client Data, the three reports that can also help you identify warnings that will be included in the CMHRS Report are:

- Clients with Missing SSN
- Clients in Open Workgroups with Estimated DOB
- Disabilities – Currently Being Evaluated.

SSIS will send each county's Fiscal Coordinator a report of clients with "No known disability" who were selected in the regarding section of a 2008 time record for CMHRS services. Review these records.

CMHRS continued

The “Clients with Missing SSN” and “Clients in Open Workgroups with Estimated DOB” reports can only be sorted by primary worker on the setup screen. Once the grid displays, the usual grid functions are available to access records that need updating for the CMHRS.

The “Disabilities – Currently Being Evaluated” report can be filtered by program on the Setup screen. Select Adult and Children’s Mental Health to limit the number of records returned on that report.

AFTER V5.1 is distributed to your county:

- ▶ Run proofing the first time with only a one-month span for January 2008. If you have a warning for a client, it will display in proofing for every time record for that client during the dates selected. Limiting the time span in the proofing search reduces the number of records that display in subsequent months because the warnings were addressed in the first month.
- ▶ Group proofing records by worker, then client. This groups all warnings for a client together for review.
- ▶ After updating client records or changing time records, the report must be regenerated.
- ▶ If you have any records that are errors, no other warnings will display in proofing until the errors are corrected.
- ▶ As in any report, after the proofing is done review your included records.

CountyLink Updates _____

- ◆ Health Care Claiming: *Requirements spec*
- ◆ COA Maximums spec
- ◆ CMHRS spec
- ◆ Lists of Primary and Alternate Fiscal Mentors

SSIS Frequently-Called Phone Numbers

Main Line	(651) 431-4800	Fax	(651) 431-7521
Help Line	(651) 431-4801		ssishelp@state.mn.us

Notes:

- ▶ MHD will accept the PMI as a unique identifier if no SSN is available
- ▶ Correct as many warnings as possible. Records with warnings are included in the report. These are informational to let you know the areas the Mental Health Division will be looking at when the report is submitted. If they feel there are too many records with missing or incomplete data, they will contact you directly.

After receiving your edit and error report from MHD, make corrections and submit a revised report using SSIS. Contact the Mental Health Division when submitting a report that is outside of the due date for that report.

Every county is required to submit a report. If you have no CMHRS data, submit a blank report.