

SSIS Fiscal Flyer

Issue 63

Social Services Information System

August, 2008

RSC-TCM will be changing from T1016 to T1017, effective 9/1/2008.

The Disability Services Division (DSD) issued a DSD ListServ Announcement on August 1, 2008 notifying counties of a change in HCPCS/modifiers for Relocation Service Coordination (RSC).

The ListServ also notified counties that effective September 1, 2008 RSC-TCM claims that span multiple service dates will be denied.

Payments to vendors for RSC-TCM services must be made using a separate Payment Request for each day of service to prevent claims generated by SSIS from spanning multiple days.

Change the service end date to 8/31/2008 on all service arrangements with HCPCS/modifier T1016 and service end dates of 9/1/2008 or later. Any Service Arrangements with services start dates of 9/1/2008 or later should use the new HCPCS/Modifier of T1017.

HCPCS/Modifier T1017 will be available in V5.1. Enter Staff-provided Rates in SSIS Admin for T1017 if your county uses SSIS to claim for RSC-TCM.

CountyLink Updates

- ◆ Fiscal Mentor Meeting handouts, 7/30/08
- ◆ Fiscal Mentor Manual additions
- ◆ Implementation Memo #85: Version 5.1 Release Training schedule (VPC)
- ◆ MH-TCM Claiming training module
- ◆ V5.0 Package Fix (Release Notes)
- ◆ V5.1 What's New?
- ◆ V5.1 Release Notes
- ◆ V5.1 Known Bugs Report

E-mail Correction:

The e-mail titled "CMHRS Report Prep" sent to each county on August 1st contained an incorrect e-mail address. To request an updated No Known Disability Report, please write to: ssis.fiscal@state.mn.us.

Centralized training database has V5.1

A Version 5.1 environment is now available on the Centralized Training Database. Counties wishing to conduct local training should register for a half-day time slot. Ten user IDs and passwords for database access will be assigned

How to register and prepare:

1. Registrations will be accepted from Worker and Fiscal primary mentors and county trainers.
2. Email your registration to ssisregister@state.mn.us with "Centralized Training Request" in the Subject line, or call 651-431-4800.
3. Indicate which day(s) you would like to conduct training and provide a contact name for the training session.
4. SSIS will check the database's availability and confirm your registration.
5. SSIS will email instructions for installing/testing the Citrix Client and using the Centralized Training database, and a list of assigned user IDs and Passwords for the Citrix Client to the county mentor/trainer.

The county trainer, with assistance from the county IT department, must install and test the Citrix Client four to five days before training and report to SSIS (via email or phone) the success of the install and test.

Title IV-E Abstract Report proofing tips

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.

If error message #1043 "Payment 'IV-E reimbursable:' is Yes, but the MAXIS eligibility test results do not indicate "Eligible."" displays for a payment and MAXIS eligibility information in SSIS indicates eligibility:

- ▶ Compare the SSIS continuous placement # from MAXIS in the Client Eligibility Log (see screen shot on next slide) to the actual SSIS continuous placement #.
- ▶ If the number from the MAXIS record doesn't match what is in SSIS, error message #1043 will display for that payment and will not be claimed.
- ▶ Contact your MAXIS worker to correct the continuous placement # and approve the results in MAXIS.

Database update includes changes to two CD BRASS Services

The database update conducted on August 6th included changes to two services: "375 - Extended care (Category III)" and "376 - Halfway house (Category IV)" ended on 06/30/2008. Any associated County Sub-Svcs are automatically ended on 06/30/2008.

Counties should use Service "352 - Primary outpatient treatment" for tracking "Treatment" and Service "374 - Primary rehabilitation (Category II)" for tracking "Treatment with Room and Board."

New DHS Bulletin:

SSIS & MMIS resume CW-TCM claiming

A new DHS *Bulletin* (dated 8/4/08) announces the resumption of CW-TCM claiming for services provided after February 29, 2008 through March 31, 2009.

SSIS sent a database update to the SSIS application out to counties on August 6. This distribution will change the end date for the CW-TCM HCPC/modifiers listed below from February 29, 2008 to March 31, 2009 and allow counties to submit their CW-TCM claims through SSIS.

- T2023 with a U3 modifier – CW-TCM, face-to-face contact, and
- T2023 with U3 and U4 modifiers – CW-TCM, telephone contact

Suggested steps to retroactively claim CW-TCM in SSIS:

For counties using SSIS for claiming, please use the following process to retroactively claim CW-TCM for services provided from March 1, 2008 through June 30, 2008:

1. Verify that child welfare case management time has been entered for March through June. Workers should have continued to enter case management time (required for child welfare whether claimed or not) but may be behind in that entry.
2. Start with a CW-TCM claim batch for March 2008.
3. Review the proofing messages for this claim batch with particular attention to CW-TCM Supplemental Eligibility errors.
4. If initial CW/TCM Supplemental Eligibility or annual review information was not entered, request that the worker enter this information if the eligibility assessment or review was done. Entering this information for the first appropriate month will result in fewer errors on future claim months. If no initial eligibility or annual review was done, the client is not eligible for reimbursement until the assessment or review is done.

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Adding or removing page breaks on a main grouping in a grid report

At the July 30th Fiscal Mentor Meeting counties requested that the Claims Exception Report have the default set to page break by worker. This will be done in V5.2. Until then, here are the steps to add the page break to this or any other Grid Report.

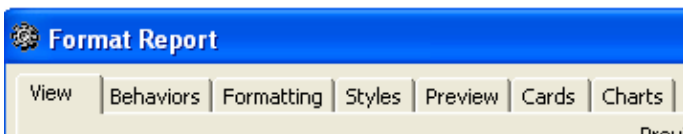
Page break instructions

To **add** a page break after each main grouping on a grid report that is grouped by a field:

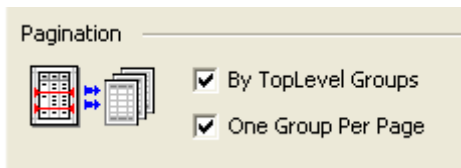
1. Select **Print** to display the Print Preview.
2. Click on the **Design Report** icon on the toolbar (it looks like a gear).



3. Click on the **Formatting** tab.



4. Select the check boxes for **By Top-Level Groups** and **One Group Per Page** in the Pagination section of the Formatting tab.



For more features available on Grid Reports see the Fiscal Mentor Meeting handout titled *SSIS Report Features*, dated 5/9/07.

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5. Correct any other errors. For example, a new worker's staff qualifications for CW-TCM may not have been entered.
6. Submit March CW-TCM claims, checking the Interface log to make sure there are no errors. Also check that the claim status information is returned from the next nightly interface with MMIS.
7. Submit April, then May and then June following the same process outlined above. Continue submitting monthly CW-TCM claims through March 31, 2009.

Please reference the full *Bulletin* at:

http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_142034.pdf

If you have questions on how to submit CW-TCM claims in SSIS, please contact the SSIS Help Line. For questions on MN-ITS claim submission, please contact the MHCP Provider Help Desk at 651-431-2700 or 1-800-366-5411.