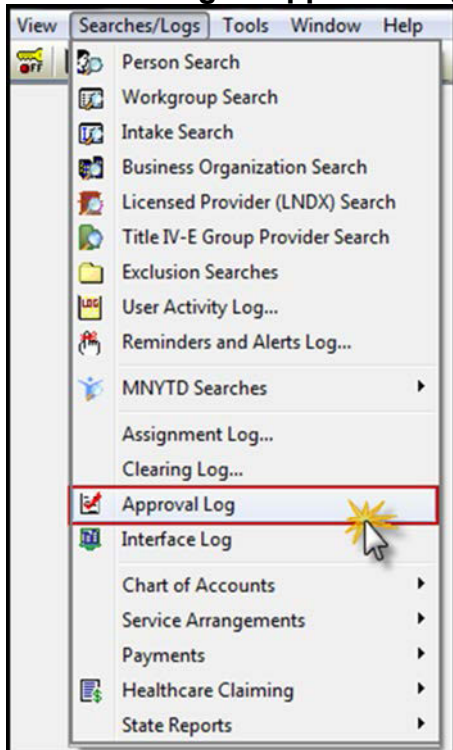


## Minnesota Assessment of Parenting Children and Youth: Approver Functions

After a Minnesota Assessment of Parenting Children and Youth (MAPCY) Assessor completes entry of a MAPCY tool, they refer it for approval and it will display in the Approval Log, in the MAPCY Assessments folder. Approvers must have the **Approver MAPCY** role in SSIS; Information on roles is available in the [Security Administration – General Security](#) module. When the MAPCY status is 'Pending agency approval' it will appear in the approval log under MAPCY Assessments folder. A Standard MAPCY can be approved from either the Setup tab or the Score tab

You cannot *approve* a MAPCY that you've *assessed*. Additionally, Approvers should: determine if the Child's Needs and Parenting Indicators are congruent within each Domain, ensure documentation within the MAPCY is sufficient, and communicate and collaborate with the assessors and other approvers to ensure consistency across the agency. Approvers should aim to review and approve a MAPCY within 5 days of it being sent for approval.

### Searches/Logs - Approval Log

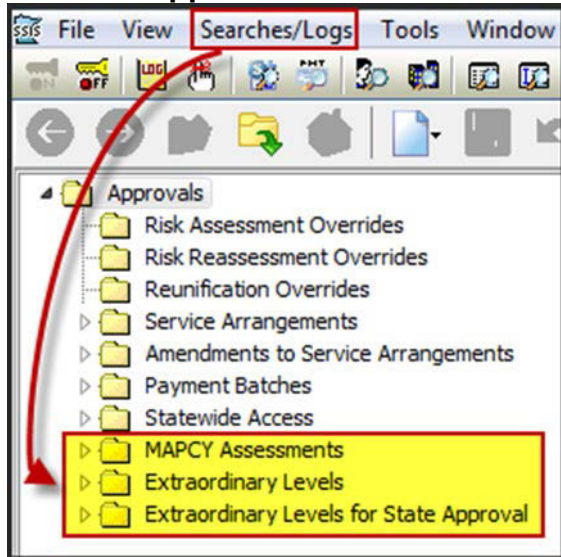


**To view MAPCY Assessments and Extraordinary Levels (EL) folder on the Approval log:**

1. Select **Searches/Logs**

2. Select **Approval Log**. Two MAPCY folders now display: **MAPCY Assessments** and **Extraordinary levels**.

### Approvals- MAPCY Assessments, Extraordinary Levels, And Extraordinary levels for State Approval folders



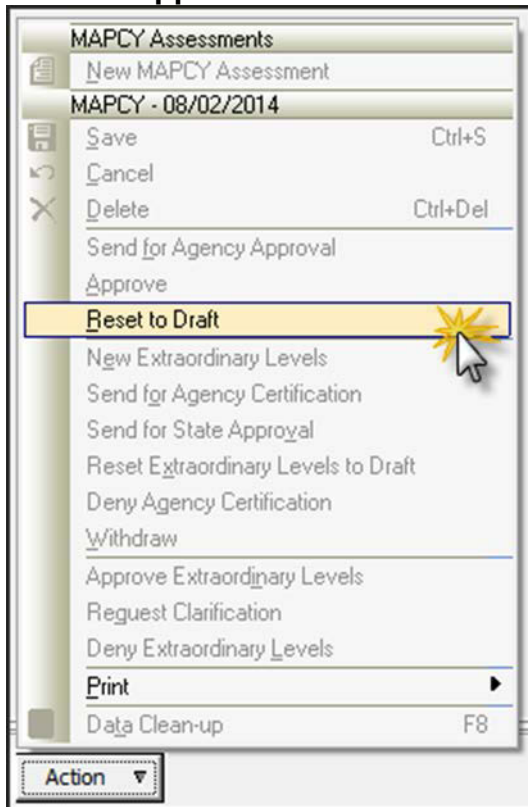
#### **To Approve a standard MAPCY:**

1. Expand the **MAPCY Assessments** folder in the Approval Log; the Standard MAPCYs waiting for approval display.
2. Highlight the desired MAPCY in the grid; that MAPCY then displays in the detail panel below. Review the Document tab and the Scoring tab.
3. From the Scoring tab, access the Action menu, and select **Approve**.

#### **Hints:**

- Once the MAPCY has been approved the status will change from 'Pending agency approval' to 'Agency approved'.
- When an Agency Approver changes the status for Standard MAPCY from Pending Agency Approval to Agency Approved the System creates Reminder for the Assessor.
  - Reminder: "MAPCY (Eff. Date) is Agency Approved. Send MAPCY Assessment Notice to caregiver. If this agency is not making the payment to the caregiver, also send written notice of benefit level to the paying agency."

## MAPCY Approver- Reset to Draft



Reset to Draft of a Standard MAPCY is also an option in the Action menu for an Approver. This should be used if the approver does not approve the MAPCY Assessment and indicates that changes may be needed in the MAPCY by the Assessor.

1. Expand the **MAPCY Assessments** folder in the Approval Log; the Standard MAPCYs waiting for approval display when this folder is expanded.
2. Highlight the desired MAPCY in the grid; that MAPCY then displays in the detail panel below. Review the Document tab and the Scoring tab.
3. From the Scoring tab, access the Action menu, and select **Reset to Draft**.

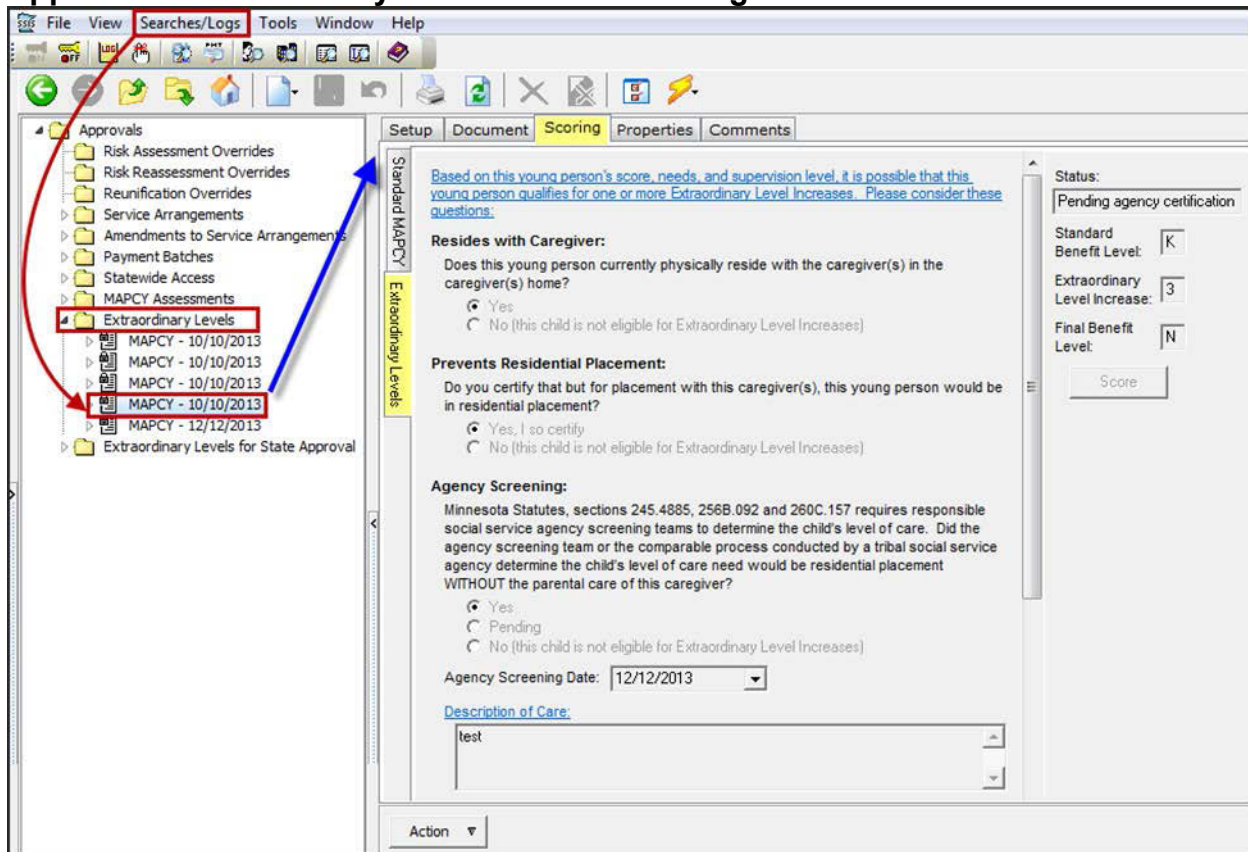
**Hint:** When an Agency Approver changes the status for Standard MAPCY from Pending Agency Approval to Draft (System creates Reminder for the Assessor. Reminder: "MAPCY (Eff. Date) is reset to draft. Review the comments and resubmit for Agency Approval.")

### Extraordinary Level Certification

For eligible children with the highest needs, extra-ordinary level increases can be requested by the responsible agency and must be approved by DHS. When the Extraordinary Level is 'Pending agency certification' it will appear in the Approval log under the Extraordinary Levels folder. The Extraordinary Level can only be approved

from the Score tab. The approver has the option of: Send for State Approval, Reset Extraordinary Levels to draft, Deny Agency Certification, or Withdraw.

### Approvals- Extraordinary levels folder – Pending Certification

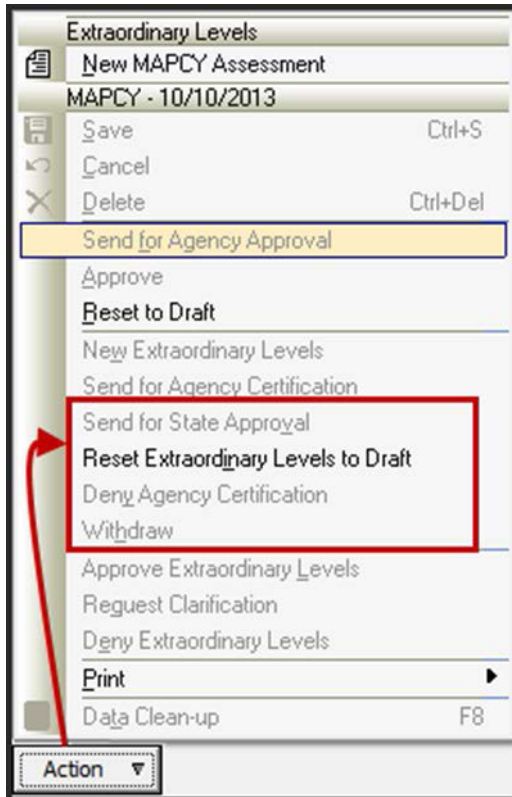


#### To Certify an Extraordinary Level request:

1. Expand the **Extraordinary Levels** folder in the Approval Log; the extraordinary levels pending agency certification display. MAPCYs waiting for approval display.
2. Highlight the desired extraordinary levels; that MAPCY then displays in the detail panel below. Review the Document tab and the Scoring tab.
3. From the Scoring tab, access the Action menu, and select **Send for State Approval**.

**Hint:** Once the Extraordinary Level has been sent for state approval the status will change from 'Pending agency certification' to 'Pending state approval'.

### Action menu - Extraordinary Levels Approver options

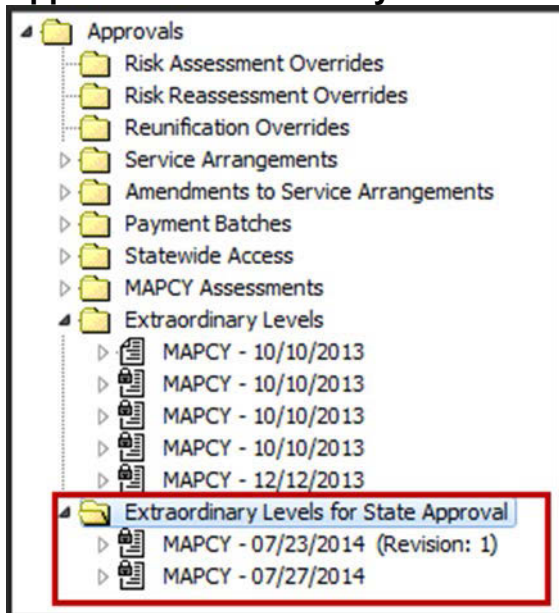


### Extraordinary Level Approval by the State

Once an Extraordinary Level has been Sent for State Approval, a notification is sent to the State SSIS database letting the state approver know that there is an Extraordinary Level to be reviewed. The state approver goes into the appropriate county database and reviews the Extraordinary Level from the approval log.

The Extraordinary Level appears in the approval log under Extraordinary Levels for State Approval folder. The Extraordinary Level can be approved only from the Score tab.

## Approvals- Extraordinary Levels for State Approval



The state approver has the options of: Approve Extraordinary Level, Request Clarification, or Deny Extraordinary Level. If the state approver requests clarification, the Extraordinary Level will need to be reset to draft, the necessary changes made and it is resent for agency certification. If the state approver denies the Extraordinary Level it can be reset to draft, changes made and send for agency certification.

### Extraordinary Approval – Action menu - Options for State Approver

Type	Name
MAPCY Assessment	MAPCY - 09/01/2014
DOC Assessment	DOC Assessment - 01/01/2014
DOC Assessment	DOC Assessment - 01/06/2014

Setup Document Scoring Properties Comments

Standard MAPCY  
Extraordinary Levels

week of services by a professional service provider, including respite care, a Personal Care Attendant (PCA), MA Waiver service provider, in-home nursing, or similar services where the caregiver can leave the child to another's supervision. However, due to the young person's previous aggressive/assaultive behaviors towards service providers, the caregiver cannot access approved services that include a parental relief component. This indicator does not apply if the caregiver has arranged to function as a designated waiver service provider for the child in their care.

Neither Service Access III nor IV

**Night Supervision (CHECK ONE):**

Intensive Supervision - Night I

Based on a written safety plan developed by the agency or a medical, mental health, behavioral, or other professional, an ongoing basis on the welfare of the child.

Intensive Supervision - Night II

Based on a written safety plan developed by the agency or a medical, mental health, behavioral, or other professional, required on an ongoing basis on the welfare of the child.

Neither Service Access III nor IV

**Sibling**

Sibling

This caregiver is

Sibling

This caregiver is

Neither Service Access III nor IV

by that this

Status: Pending state approval

Standard Benefit Level: I

Extraordinary Level Increase: 1

Final Benefit Level: J

Score

**MAPCY/DOC Assessments**

- New MAPCY Assessment
- New DOC Assessment
- Print Grid Ctrl+Alt+P
- MAPCY - 09/01/2014
- Save Ctrl+S
- Cancel
- Delete Ctrl+Del
- Send for Agency Approval
- Approve
- Reset to Draft
- New Extraordinary Levels
- Send for Agency Certification
- Send for State Approval
- Reset Extraordinary Levels to Draft
- Deny Agency Certification
- Withdraw
- Approve Extraordinary Levels
- Request Clarification
- Deny Extraordinary Levels
- Print
- Data Clean-up F8

Action

### Reminders for Extraordinary Levels

1. When an Agency Approver changes the EL status for Extraordinary Level from Pending Agency Certification to Reset to draft, system creates Reminder for the Agency Assessor.

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request was reset to Draft. Review the comments and resubmit for Agency Certification if appropriate.

2. When an Agency Approver changes the EL status for Extraordinary Level from Pending Agency Certification to Not Agency Certified, system creates Reminder for Agency Assessor.

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request is Not Agency Certified.

3. When an Agency Approver changes the EL status for Extraordinary Level from Pending Agency Certification to Pending State Approval, system sends Reminder to the Agency Assessor. (And Notification to the State Approver, which is handled separately).

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request is certified and has been submitted to DHS for review. Extraordinary Level response will be available within 15 days.

4. When State Approver changes the EL status for Extraordinary Level from Pending State Approval to Clarification Needed, system creates a Reminder to the Agency Assessor and Agency Approver.

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request status: Clarification Needed. Review the comments and either recertify the EL Request and resubmit to DHS, or withdraw the request by <mm/dd/yyyy>, or the request will be denied.

5. When State Approver changes the EL status for Extraordinary Level from Pending State Approval to State Approved, system creates a reminder to the Agency Assessor and Agency Approver.

**Reminder:** MAPCY (Eff Date: mm/dd/yyyy) EL Request is State Approved. "Extraordinary Level Approval Notice" was sent to the caregiver and saved in Person Documents. Notify paying agency of Final Benefit Level if applicable, unless that agency is DHS.

6. When the State Approver changes the EL status for Extraordinary Level from Pending State Approval to Denied, (State Approver Denies) system creates a reminder to the Assessor and Approver.

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request is Denied. DHS will send “Extraordinary Level Denial Notice – Requirements Not Met” to the caregiver, and save it in Person Documents.

7. When SSIS system does an automatic denial after 30 days (Timed Out Denial – when clarification needed is not recertified), system creates a reminder to the Agency Assessor and Approver.

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request was Auto-Denied; 30 day deadline expired. DHS will send “Extraordinary Level Denial Notice – Auto-Denial” to the caregiver and save it in Person Documents.

8. When the Agency Approver changes the EL Status from Pending State Approval to Withdrawn, system will send a reminder to the Agency Assessor. (and Notification to the State Approver, which is handled separately)

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request has been withdrawn by the Agency Approver. Send “Extraordinary Level Withdrawal Notice” to caregiver.

9. When the Agency Approver changes the EL Status from Clarification Needed to Withdrawn, system will send a reminder to the Agency Assessor (and Notification to the State Approver, which is handled separately)

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request has been withdrawn by the Agency Approver. Send “Extraordinary Level Withdrawal Notice” to caregiver.

## Alerts

10. When State Approver changes the EL status for Extraordinary Level from Pending State Approval to Clarification Needed, system creates an Alert to the Assessor after 15 days.

**Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request status: Clarification Needed. Review the comments and either recertify the EL Request and resubmit to DHS, or withdraw the request by <mm/dd/yyyy>, or the request will be denied.