



Minnesota Department of **Human Services**

DATE: March 31, 2016

TO: County Human Services Agencies
Attention: Fiscal Supervisors and other interested staff

FROM: Chris Ricker
Health & Human Service Finance Manager
Financial Operations Division

SUBJECT: First Quarter 2016 Fiscal Memo

I hope the New Year has been kind to you thus far. This is your 1st quarter 2016 fiscal memo. Below are 15 topics covering human service fiscal and reporting items and five related PDF attachments. I am pleased to announce the inclusion of another article (number 15) from the Alcohol and Drug Abuse Division (ADAD).

1. Health & Human Services (HHS) Finance Trainings

Our third training was held on March 23. The title of the training was IMRMS & the DHS-2550 Quarterly Cost Report Training. The training was recorded and archived for continuous accessibility. The training begins with the IMRMS time study operation then moves into program and activity codes. At 1 hour and 31 minutes the DHS-2550 discussion begins. The training can be viewed at:

<http://stream5.video.state.mn.us:8080/strobe/DHS-imcasststcmfiscaltrng032316.html>

Also, the links to the hand outs and the recorded training can be found on CountyLink, under the Fiscal Reporting & Accounting tab and then under the FOD Training section. There were no questions asked at the end of the training.

If you have any questions on this training, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us

2. Calendar Year 2015 Reporting – Thank You!

Julie has informed me that all counties submitted all required fiscal reports for the 4 quarters of calendar year 2015 on time. Yes, 100% on time! That is a grand total of 2,496 reports. My thanks to you and your staff. Kudos letters signed by DHS Commissioner Emily Johnson Piper were sent to your county board of commissioner’s chair with a copy sent to your county director and to the fiscal

supervisor. If you have not seen your letter yet, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us for a copy of the letter.

3. Health Care Program Invoice Credit

Under the Affordable Care Act (ACA), Medicaid eligible Single Adult recipients with no children became eligible for 100% federal financial participation (FFP) in 2014. Due to late clarification from Centers for Medicare & Medicaid Services (CMS) regarding the effective date, we have shorted the counties on some recoveries. We will be correcting this by crediting each county's invoice starting with the March 2016 invoice. The total amount to be credited for all counties is \$208,648.44 for claims originally paid January 1, 2014 – August 26, 2014 relating to obligations prior to January 1, 2014.

If you have questions on the health care program invoice credit, please contact Health Care Accounting Supervisor, Becky Path at (651) 431 3771 or rebecca.path@state.mn.us

4. Calendar Year 2015 & 2016 Allocation Updates

The CY2016 Child Care Basic Sliding Fee allocation has been updated to include the carry-forward from CY2015.

The CY2015 Child Protection Worker Grant has been updated to include the performance measure earnings.

If you have any questions on allocations, please contact David Hanson at (651) 431-3737 or david.m.hanson@state.mn.us

5. Calendar Year 2016 SEAGR Report Changes

One new BRASS code was added for calendar year 2016. BRASS code 457 – Child Psychoeducation. For a full description of this or any other BRASS code, please see bulletin no. 15-32-09, Changes to the DHS BRASS Manual for Calendar Year 2016. Also, the title of BRASS code 196 was changed from Adoptions to Adoptions & Kinship. There were no BRASS codes deleted nor were there any revenue code changes for calendar year 2016.

If you have any questions on BRASS accounting (SEAGR), please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

6. Calendar Year 2016 DHS Financial Operations Division (FOD) Report Due Dates and Other Reminders

Please see the attached PDF titled **Calendar Year 2016 DHS Financial Operations Division** for calendar year 2016 DHS FOD report due dates for 20 and 30 day quarter end reports. Also included is calendar year 2016 county confirmation report availability on document direct/Info Pac, and when you can expect to receive your county specific SEAGR report quarter end bundles.

If you have any questions on these reminders, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

7. County Confirmation Report Changes

I mentioned upcoming changes to the county confirmation report in the 4th quarter fiscal memo dated December 18, 2015. I am pleased to report that those changes did occur. December 2015 and January 2016 reports have been re-run to reflect the changes and the February 2016 reports were run correctly the first time.

Here are the changes to the report:

Line 1 was renamed STATE ACCESS. Line 2 was renamed STATE COST EFF HLTH. The subtotal line description was changed from INC MAINT GAMC to INC MAINT STATE.

Line 18 – MH-TCM Adult (State) COFARS/BRASS Revenue was changed from 740/NA/F31 to 740/S32/NA.

Line 19 – MH-TCM Child (State) COFARS/BRASS Revenue was changed from 740/NA/F64 to 740/S32/NA.

Line 37 – Alternative Care COFARS/BRASS Revenue was changed from 760/S45/NA to 760/S45/F48.

Three new program lines were added:

38. Moving Home Minnesota (MHM) Services. COFARS/BRASS Revenue 760/S44/F47 (25% state, 75% federal)

39. Moving Home Minnesota Supplemental Services. COFARS/BRASS Revenue 760/S44/F47 (50% state, 50% federal)

The subtotal line for lines 38 and 39 is GRANT FUNDED PROGRAMS

40. Public Health Nursing. COFARS/BRASS Revenue 450/NA

The subtotal line description is TOTALS.

If you have any questions on the county confirmation report, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

8. New Invoice Field Codes

Eight new invoice field codes have been established for use starting with first quarter 2016 payments. Note, not all will be used this soon – in first quarter. These new invoice field codes were created after the calendar year 2016 invoice field code bulletin was published so you will not see these referenced in there.

60.PERIODATAMATCH – this invoice field code is for state funded expenditures related to periodic data match (PDM) for health care eligibility.

If you have any questions on this specific invoice field code, please contact David Hanson at (651) 431-3737 or david.m.hanson@state.mn.us

72.TANFMFIPTTEEN14 – this invoice field code is for federal funded expenditures related to home visits for teen parents under the MFIP program.

If you have any questions on this specific invoice field code, please contact Jerry Medicott at (651) 431-3781 or gerald.medlicott@state.mn.us

74.AMHACTSTRUP59 – this invoice field code is for state funded expenditures related to adult mental health assertive community treatment services.

74.AMHHOURSUPRT31 – this invoice field code is for state funded expenditures related to the adult mental health grant for housing with support.

74.AMHMOOSELAKE59 – this invoice field code is for state funded expenditures related to the Moose Lake Alternative services.

74.CMHSCREENING63 – this invoice field code is for state funded expenditures related to the children's mental health screening grant.

74.MHBGINITFUND62 – this invoice field code is for federal funded expenditures related to the adult mental health initiative fund.

74.TRIBALCRISIS59 – this invoice field code is for state funded mental health crisis service expenditures for children and adults.

If you have any questions on the above six mental health invoice field codes, please contact Craig Beske at (651) 431-3780 or craig.beske@state.mn.us

9. Calendar Year 2016 BRASS Based Report (DHS-2895) BRASS Code Grid

Attached for your reference is the calendar year 2016 DHS-2895 grid (**CY2016 2895 grid.pdf**). This grid lists the different 2895 grants and the eligible BRASS codes for that grant. You might find this as a useful tool when completing your web-based 2895 to avoid double claiming on a BRASS code. There were quite a few changes for calendar year 2016 2895 forms. Please see the attached PDF titled **CY2016 change summary for 2895** for a detailed listing of the changes by grant number.

If you have any questions regarding the DHS-2895, please contact Craig Beske at (651) 431-3780 or craig.beske@state.mn.us

10. Child Protection Worker Grant

The performance payments for calendar year (CY) 2015 were sent to agencies at the end of February. The invoice field code on the payment was 71.CHILDPROTECT04.Q315.R.State. For SEAGR reporting purposes, this should be receipted to SEAGR revenue code S04.

There are two performance measures associated with the grant. To earn the first measure the agency must have a timely face-to-face contact with at least 90 percent of all alleged child victims of screened-in maltreatment reports. The second measure is earned by meeting the 90% threshold of monthly visits by case worker for children in foster care.

Unearned performance funds from agencies who did not meet the performance measures are reallocated to those agencies who did meet the measures. The reallocation pool was substantial so many agencies received a significant increase to their final CY2015 allocation. The final allocations are available on CountyLink. Click on the Fiscal Reporting & Accounting tab then scroll down to the Allocation amounts for 2015, click on Child Protection 2015 (PDF) Revised. You will then want to look at the First Contact Performance and Monthly Visit Performance columns. Agencies may use these funds for extra child protection expenditure paid in CY2015, if available, or for the enhancement of child protection services in CY2016.

We recommend that agencies review their CY2015 budget plans for the child protection worker grant funds and the expenditures related to the plan. If agencies were unable to spend all the funding should plan to spend the unspent funds in CY2016. The legislation prohibits counties from supplanting agency funds with the child protection worker grant so these fund should be reserved in some way and not reduce the agency general fund obligations for child protection services.

DHS is beginning to review expenditure data in SEAGR to identify agencies who may not have spent all child protection worker grant funds. This initially will look at CY2015 spending in the children service program area (program 1) compared to CY2014 and CY2013. We will also review the net county share derived in the Funding Estimate Detail Report in SEAGR for CY2015 and compare this to CY2014 and CY2013.

If you have any questions on the child protection worker grant, please contact David Hanson at (651) 431-3737 or david.m.hanson@state.mn.us

11. Northstar Care for Children Fiscal Reconciliation Updates

Initial Fiscal Reconciliation status

The initial fiscal reconciliation is now completed through Q2 2015. The Q3 2015 has some new challenges as the 6 month grace period for children in unlicensed homes comes to an end. Expenditures for children in unlicensed homes for more than 6 months are excluded from Northstar and therefore become a pure agency cost. These expenditure will not count towards meeting the agency obligation for Northstar Care for Children. We will be meeting with a stakeholder group which includes counties and tribes to determine the best way to factor this into the Q3 2015 fiscal reconciliation. We will provide details of these findings at the summer AMSSA conference.

Line 41 of the fiscal reconciliation worksheet shows the amount that is either due the agency or owed to the state. In the case where agencies have an amount due, a payment has gone out and agencies should record the revenue in revenue code S03. This is the same code we have had agencies record the estimated reconciliation payments which have been made. In the case where there is an amount due DHS, an invoice will be sent to the agencies in the next couple of days. When the agency pays this amount it should be recorded as an expenditure under BRASS codes 175x or 178x. It is recommended to split the invoice amount between 175x and 178x based on the ratio of Adoption Assistance and Northstar Kinship Assistance on the fiscal reconciliation (Column I lines 24 and 25). In many cases this will all be Adoption Assistance.

Final Fiscal Reconciliation coming

DHS will soon be working on the Q1 2015 final fiscal reconciliation. Agencies have one year to resolve any issue related to claims to earn Title-IVE. This process needs to run its course before the final fiscal reconciliation can be completed. All adjustments also need to be finalized before computing the final fiscal reconciliation. We estimate that this will be completed in Q3 of 2016.

Northstar rate starting July 1, 2016

The rates are not changing for July 1, 2016 based on current law. The current rates will continue for another year. SSIS will have an update in early July which will allow counties to begin entering service arrangements.

If you have any questions about the Northstar Fiscal Reconciliation, please contact David Hanson at (651) 431-3737 or david.m.hanson@state.mn.us

12. Periodic Data Match Allocation

The 2015 Legislature appropriated \$26,000 in state fiscal year (SFY) 2016 and \$1,276,000 in SFY2017 for grants to counties for costs related to periodic data matching (PDM) for Medical Assistance and MinnesotaCare recipients under Minnesota Statutes, section 256B.0561. The legislation further specifies, these funds be allocated between counties in proportion to each county's number of cases in the prior year in the affected programs.

The periodic data match effort has been delayed, and it is now expected to occur in SFY2017. Accordingly, an amount equal to the sum of the SFY2016 and SFY2017 appropriation amounts (\$1,302,000) will be allocated to counties for SFY2017. The entire allocated amount will be paid to counties as soon as the FY2016 county case counts are available. The payment will be identified with the following SWIFT invoice field code 60.PERIODATAMATCH.xxxx.x.STATE.

For reporting purposes, do not net these dollars off of your Income Maintenance expenditures reported on the DHS-2550.

To assist county fiscal staff with their planning and budgeting, attached is an estimate of the SFY2017 Periodic Data Match allocation to counties. This estimated allocation is based on actual FY2015 Medical Assistance and MinnesotaCare monthly case counts. The final SFY2017 allocation will be based on the actual FY2016 monthly case counts.

If you need additional clarification on how to report expenditures funded by PDM dollars on the 2550, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us. For questions regarding the periodic data match effort, please contact Karen Gibson, Health Care and Eligibility Access Division at (651) 431-2297 or karen.gibson@state.mn.us.

13. Financial Operations Division Bulletins Published Since Last Fiscal Memo

- Bulletin 16-32-01 (January 12, 2016) Information to Assist Counties and Tribes with Preparation & Submission of Fiscal Reports. If you have any questions on this bulletin, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us
- Bulletin 16-32-02 (January 12, 2016) DHS Publishes Stand Invoice Field Codes for Calendar Year 2016. If you have any questions on this bulletin, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us
- Bulletin 16-32-03 (January 15, 2016) Human Service 2016 Allocations. If you have any questions on this bulletin, please contact David Hanson at (651) 431-3737 or david.m.hanson@state.mn.us
- Bulletin 16-32-04 (March 22, 2016) Local Collaborative Time Study (LCTS) Fiscal Operations. If you have any questions on this bulletin, please contact Bonnie Spray at (651) 431-3785 or bonnie.spray@state.mn.us

- Bulletin 16-32-05 (March 29, 2016) Updated Instructions for Completing the SEAGR Report (DHS-2557). If you have any questions on this bulletin, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

14. Personnel Changes

Phyllis Meath will be taking over the Title IV-E position previously held by Deb Jensen. Phyllis previously worked with counties in administering the DD-SILS and Family Support Group (FSG) grants. She will continue to help cover these programs until a replacement is hired.

Please refer to the attached Health & Human Service Finance staff listing for complete contact information on all FOD Health & Human Services staff.

15. MMIS process for placement authorization into Institutions for Mental Disease (IMDs)

In December 2015 the Alcohol and Drug Abuse Division (ADAD) notified counties, tribes, and providers of the updated list of Substance Used Disorder Treatment providers identified as Institutions for Mental Disease (IMDs).

In January 2016, ADAD provided webinars and ITV communications regarding the MMIS process associated with placement authorization of Medicaid enrollees into IMD providers. In response to requests for clarification of that process, here is the current process:

After the Rule 25 assessment is provided and placement is determined:

County identified staff person:

- enters the MMIS Service Agreement (SA); a 944 edit will post;
- saves the SA in a *suspended status*.

County Chemical Health Case manager (or other county identified staff person):

- completes and forwards the Intra-County Notice of Chemical Dependency IMD Placement form (**DHS-4125-ENG**) to the Financial/Income Maintenance Worker or county identified staff person;
- provides the client's authorized dates of service for the IM span.

Financial/Income Maintenance Worker (or other county identified staff):

- creates the appropriate IM span;
- notifies the Chemical Health Case manager that the SA may now be approved.

County identified staff person:

- updates the SA (F9), resolving the 944 edit;
- approves the SA.

The SA authorization letter goes to the provider, allowing the provider to submit claims.

The process is complete if the dates of service do not deviate from the Service Agreement and resulting IM Span. However if the dates of service change, then both the IM span and the SA need to be updated.

DHS relies on provider and county staff to manage this communication of placement, admission, and discharge dates. The County Notice of IMD Status form (**DHS-4145-ENG**), is not the appropriate form for this communication.

Using the process above, with the DHS-4125, and timely creation of the IM span both prevents client enrollment into a state contracted managed healthcare plan while the client is residing in an IMD, and allows providers to submit claims.

Providers have recently reached out to DHS for assistance in resolving IMD specific data entry issues that prevent claims submission.

Staff in the Health Care Eligibility and Access Division (HCEA) recently sent communication asking County Supervisors and CCDTF Coordinators from the responsible “placing” county to take specific action to resolve the data entry issues.

If you have any questions regarding this process, please contact Diane Hulzebos at (651) 431-2470 or diane.hulzebos@state.mn.us

16. Next Quarterly Memo Publication Date

The publication date of the next quarterly memo is scheduled for Friday, June 17, 2016 because the AMSSA conference is June 22nd – 24th at Breezy Point. If you have any suggestions on quarterly memo topics, please contact Julie Spurgeon. Also, if you are receiving this memo and would no longer like to receive it, or know someone that you would like to receive it directly from DHS, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

Calendar Year 2016 DHS Financial Operations Division (FOD) Report Due Dates & Other Reminders

20 and 30 Day Quarter End Report Due Dates

Quarter 1 (January – March 2016)	20 day reports are due Wednesday, April 20, 2016	30 day reports are due Friday, April 29, 2016
Quarter 2 (April – June 2016)	20 day reports are due Wednesday, July 20, 2016	30 day reports are due Friday, July 29, 2016
Quarter 3 (July – September 2016)	20 day reports are due Thursday, October 20, 2016	30 day reports are due Friday, October 28, 2016
Quarter 4 (October – December 2016)	20 day reports are due Friday, January 20, 2017	30 day reports are due Monday, January 30, 2017

If the 20th or the 30th falls on Saturday, Sunday or a holiday, the report is due on the preceding business day. This change is to ensure DHS FOD has sufficient time to complete our federal report/claim.

Please note the that SEAGR report import process is an overnight process meaning that you must or should submit your report by the end of business on the 29th. However, Julie can request a special import on the 30th if you let her know after you have submitted your report.

Calendar Year 2016 County Confirmation Report Availability on Document Direct/InfoPac

MONTH	CCR Available (Monday)
January	February 1, 2016
February	February 29, 2016
March	March 28, 2016
April	April 25, 2016
May	June 6, 2016
June	July 5, 2016 TUESDAY
July	August 1, 2016
August	August 29, 2016
September	September 26, 2016
October	October 24, 2016
November	December 5, 2016
December	January 3, 2017 TUESDAY

SEAGR Report Quarter End Bundles (FOD output reports sent to counties)

Quarter 1 (January – March 2016)	Monday, May 9, 2016
Quarter 2 (April – June 2016)	Monday, August 8, 2016
Quarter 3 (July – September 2016)	Monday, November 7, 2016
Quarter 4 (October – December 2016)	Monday, February 6, 2017

Please note that the above dates are anticipated dates. If quarter end processing has complications, the reports could be delayed. If you have any questions, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

DHS-2895 Grid - CY2016

Grant numbers 4, 10 and 14 are pre-2016 grants

BRASS	Service	Grant 1	Grant 2	Grant 3	Grant 5	Grant 6	Grant 7	Grant 8	Grant 9	Grant 11	Grant 12	Grant 13	Grant 15	Grant 16
		AMHI	PATH	CSP	CMH Screening	CMH Respite	Child Crisis	Adult Crisis	Tribal Crisis	Moose Lake Alternative	Transition to Community	Housing with Support	Mankato Crisis Center	ACT Startup
111	Mental Health Screening	--	--	--	111	--	--	--	--	--	--	--	--	--
197	Local Collaborative Undiff. Services	--	--	--	197	--	--	--	--	--	--	--	--	--
401	Information and Referral	--	--	--	401	--	--	--	--	--	--	--	401	--
402	Community Education and Prevention	402	402	402	402	--	--	--	--	402	402	--	402	--
403	Client Outreach (CSP)	403	403	403	--	--	--	--	--	403	--	403	--	--
404	Client Outreach (FCSS)	--	--	--	404	--	--	--	--	--	--	--	--	--
405	Child Outpatient Diagnostic Assessment/Psychological Testing	--	--	--	405	--	--	--	--	--	--	--	--	--
407	Early Identification and Intervention	--	--	--	407	--	--	--	--	--	--	--	--	--
408	Adult Outpatient Diagnostic Assessment/Psychological Testing	408	--	408	--	--	--	--	--	408	--	--	--	--
416	Transportation	416	--	416	416	416	416	416	416	416	416	416	416	--
418	Client Flex Funds	418	--	418	--	--	--	--	--	418	418	418	418	--
420	Peer Support Services	420	--	420	--	--	--	--	--	420	--	420	420	--
430	Other Family Community Support Services	--	--	--	430	--	--	--	--	--	--	--	--	--
431	Adult Mobile Crisis Services	431	--	431	--	--	--	431	431	431	--	--	431	--
432	Children's Mental Health Crisis Services	--	--	--	--	--	432	--	432	--	--	--	--	--
434	Other Community Support Program Services (CSP)	434	434	434	--	--	--	--	--	434	434	434	--	--
436	Adult Residential Crisis Stabilization	436	--	436	--	--	--	436	436	436	--	--	436	--
437	Supportive Employment	437	--	437	--	--	--	--	--	437	--	--	--	--
438	Assertive Community Treatment (ACT)	438	--	438	--	--	--	--	--	438	438	--	--	438
443	Housing Subsidy	443	443	443	--	--	--	--	--	443	443	443	--	--
446	Basic Living/Social Skills and Community Intervention	446	446	446	--	--	--	--	--	446	446	446	--	--
451	Emergency Response Service	451	--	451	451	--	--	--	--	451	451	--	451	--
452	Adult Outpatient Psychotherapy	452	--	452	--	--	--	--	--	452	452	--	--	--
453	Child Outpatient Psychotherapy	--	--	--	453	--	--	--	--	--	--	--	--	--
454	Adult Outpatient Medication Management	454	--	454	--	--	--	--	--	454	454	--	454	--
455	Child Outpatient Medication Management	--	--	--	455	--	--	--	--	--	--	--	--	--

DHS-2895 Grid - CY2016

Grant numbers 4, 10 and 14 are pre-2016 grants

BRASS	Service	Grant 1	Grant 2	Grant 3	Grant 5	Grant 6	Grant 7	Grant 8	Grant 9	Grant 11	Grant 12	Grant 13	Grant 15	Grant 16
		AMHI	PATH	CSP	CMH Screening	CMH Respite	Child Crisis	Adult Crisis	Tribal Crisis	Moose Lake Alternative	Transition to Community	Housing with Support	Mankato Crisis Center	ACT Startup
457	Child Family Psychoeducation	--	--	--	457	--	--	--	--	--	--	--	--	--
458	Approved Pilot Projects	--	--	--	--	--	--	--	--	--	458	--	--	--
462	Family-Based Services	--	--	--	462	--	--	--	--	--	--	--	--	--
467	Child Day Treatment	--	--	--	467	--	--	--	--	--	--	--	--	--
468	Adult Day Treatment	468	--	468	--	--	--	--	--	468	--	--	--	--
469	Partial Hospitalization	469	--	469	--	--	--	--	--	469	--	--	--	--
474	Adult Residential Treatment	474	--	474	--	--	--	--	--	474	474	--	--	--
489	Child Respite Care	--	--	--	489	489	--	--	--	--	--	--	--	--
490	Child Rule 79 Case Management	--	--	--	490	--	--	--	--	--	--	--	--	--
491	Adult Rule 79 Case Management	491	--	491	--	--	--	--	--	491	491	--	--	--
493	Adult General Case Management	493	493	493	--	--	--	--	--	493	--	493	--	--
624	Home-Based Support Services	--	--	--	--	--	--	--	--	--	624	--	--	--
634	Semi-Independent Living Services (SILS)	--	--	--	--	--	--	--	--	--	634	--	--	--
641	Environmental Accessibility Adaptations, Specialized Supplies and Equipment	--	--	--	--	--	--	--	--	--	641	--	--	--
644	Housing Access Services	--	--	--	--	--	--	--	--	--	644	--	--	--
647	Independent Living Skills	--	--	--	--	--	--	--	--	--	647	--	--	--
681	Adult Foster Care	--	--	--	--	--	--	--	--	--	681	--	--	--
689	Respite Care	--	--	--	--	--	--	--	--	--	689	--	--	--
691	AC/EW/CAC/CADI/BI Case Management	--	--	--	--	--	--	--	--	--	691	--	--	--

Calendar Year 2016 DHS-2895 BRASS Based Fiscal Report - change summary

Grant 1 - AMHI

The grant name was changed from Adult Mental Health Initiative
Added BRASS code 493 - Adult General Case Management

Grant 2 - PATH

The grant name was changed from PATH (Homeless) Program

Grant 3 - CSP

The grant name was changed from Adult Community Support Program - Rule 78
Added BRASS code 493 - Adult General Case Management

Grant 5 - CMH Screening

The grant name was changed from Children Mental Health Combined
Added BRASS code 457 - Child Family Psychoeducation
Removed BRASS code 432 - Children's Mental Health Crisis Services

Grant 6 - CMH Respite

The grant name was changed from Children Mental Health Respite Care Services

Grant 7 - Child Crisis

The grant name was changed from CMH Mobile Crisis Services
Removed BRASS code 430 - Other Family Community Support Services (FCSS)

Grant 8 - Adult Crisis

The grant name was changed from Adult Mental Health Regional Crisis Grant
Removed BRASS code 401 - Information and Referral
Removed BRASS code 402 - Community Education and Prevention
Removed BRASS code 418 - Client Flex Funds
Removed BRASS code 420 - Peer Support Services
Removed BRASS code 451 - Emergency Response Services
Removed BRASS code 454 - Adult Outpatient Medication Management

Grant 9 - Tribal Crisis

This is a new grant in CY2016. MFIP Family Connections is not a valid grant in CY2016.
Added BRASS code 416 - Transportation
Added BRASS code 431 - Adult Mobile Crisis Services
Added BRASS code 432 - Children's Mental Health Crisis Services
Added BRASS code 436 - Adult Residential Crisis Stabilization
Removed BRASS code 158 (6) - Approved Pilot Projects
Removed BRASS code 158 (7) - Approved Pilot Projects

Grant 11 - Moose Lake Alternative

This is a new grant in CY2016

Added BRASS code 402 - Community Education and Prevention
Added BRASS code 403 - Client Outreach (CSP)
Added BRASS code 408 - Adult Outpatient Diagnostic Assessment/Psychological Testing
Added BRASS code 416 - Transportation
Added BRASS code 418 - Client Flex Funds
Added BRASS code 420 - Peer Support Services
Added BRASS code 431 - Adult Mobile Crisis Services
Added BRASS code 434 - Other Community Support Program Services (CSP)
Added BRASS code 436 - Adult Residential Crisis Stabilization
Added BRASS code 437 - Supported Employment
Added BRASS code 438 - Assertive Community Treatment (ACT)
Added BRASS code 443 - Housing Subsidy
Added BRASS code 446 - Basic Living/Social Skills and Community Intervention
Added BRASS code 451 - Emergency Response Service
Added BRASS code 452 - Adult Outpatient Psychotherapy
Added BRASS code 454 - Adult Outpatient Medication Management
Added BRASS code 468 - Adult Day Treatment
Added BRASS code 469 - Partial Hospitalization
Added BRASS code 474 - Adult Residential Treatment
Added BRASS code 491 - Adult Rule 79 Case Management
Added BRASS code 493 - Adult General Case Management

Grant 12 - Transition to Community

The grant name was changed from Transitions to Community Initiative

Grant 13 - Housing With Support

The grant name was changed from Housing Support Grant

Grant 16 - ACT Startup

This is a new grant for CY2016

Added BRASS code 438 - Assertive Community Treatment (ACT)

There were no changes to the following grant for CY2016

Grant 15 - Mankato Crisis Center

The following grants are not being used in CY2016

(The grants are available for CY2015 revisions)

Grant 4 - Adult Mental Health Integrative

The grant name was changed to AMH Integrated (pre-2016)

Grant 10 - Adult Mental Health Initiative - Regional

The grant name was changed to AMHI -Regional (pre-2016)

Grant 14 - Children & Adult MH Crisis Response Service

The grant name is being changed to A & C Crisis (pre-2016)

Estimated FY 2017 Periodic Data Match Allocation		FY 2015 Actual Case Months				Estimated County Allocation
Name	No.	Minnesota Care	Medical Assistance	Total MHCPs	County Percentage	
AITKIN	01	743	8,053	8,796	0.33%	\$4,297
ANOKA	02	13,845	142,535	156,380	5.91%	\$76,948
BECKER	03	1,494	16,338	17,832	0.67%	\$8,723
BELTRAMI	04	1,974	29,025	30,999	1.17%	\$15,233
BENTON	05	1,411	19,395	20,806	0.79%	\$10,286
BIG STONE	06	192	2,103	2,295	0.09%	\$1,172
BLUE EARTH	07	1,733	28,127	29,860	1.13%	\$14,713
BROWN	08	786	9,557	10,343	0.39%	\$5,078
CARLTON	09	963	16,223	17,186	0.65%	\$8,463
CARVER	10	2,214	25,376	27,590	1.04%	\$13,541
CASS	11	1,766	18,805	20,571	0.78%	\$10,156
CHIPPEWA	12	642	6,436	7,078	0.27%	\$3,515
CHISAGO	13	2,056	21,320	23,376	0.88%	\$11,458
CLAY	14	1,766	24,627	26,393	1.00%	\$13,020
CLEARWATER	15	390	3,659	4,049	0.15%	\$1,953
COOK	16	407	4,099	4,506	0.17%	\$2,213
COTTONWOOD	17	532	4,999	5,531	0.21%	\$2,734
CROW WING	18	3,176	37,872	41,048	1.55%	\$20,181
DAKOTA	19	14,626	150,757	165,383	6.25%	\$81,375
DODGE	20	561	6,809	7,370	0.28%	\$3,646
DOUGLAS	21	1,670	14,588	16,258	0.61%	\$7,942
FARIBAULT	22	573	6,829	7,402	0.28%	\$3,646
FILLMORE	23	812	7,848	8,660	0.33%	\$4,297
FREEBORN	24	1,436	15,074	16,510	0.62%	\$8,072
GOODHUE	25	1,624	18,750	20,374	0.77%	\$10,025
GRANT	26	340	2,659	2,999	0.11%	\$1,432
HENNEPIN	27	44,533	611,179	655,712	24.75%	\$322,246
HOUSTON	28	538	6,478	7,016	0.27%	\$3,515
HUBBARD	29	1,020	10,204	11,224	0.42%	\$5,468
ISANTI	30	1,721	16,820	18,541	0.70%	\$9,114
ITASCA	31	1,729	22,463	24,192	0.91%	\$11,848
JACKSON	32	298	3,766	4,064	0.15%	\$1,953
KANABEC	33	786	8,544	9,330	0.35%	\$4,557
KANDIYOHI	34	1,817	20,486	22,303	0.84%	\$10,937
KITSON	35	194	1,673	1,867	0.07%	\$911
KOOCHICHING	36	563	7,515	8,078	0.31%	\$4,036
LAC QUI PARLE	37	235	2,629	2,864	0.11%	\$1,432
LAKE	38	361	4,523	4,884	0.18%	\$2,344
LAKE OF THE WOODS	39	194	2,017	2,211	0.08%	\$1,042
LE SUEUR	40	909	9,559	10,468	0.40%	\$5,208
LINCOLN	41	301	2,253	2,554	0.10%	\$1,302
LYON	42	1,023	11,663	12,686	0.48%	\$6,250
MCLEOD	43	1,128	13,730	14,858	0.56%	\$7,291
MAHNOMEN	44	187	3,309	3,496	0.13%	\$1,693
MARSHALL	45	370	3,004	3,374	0.13%	\$1,693
MARTIN	46	652	8,887	9,539	0.36%	\$4,687

Estimated FY 2017 Periodic Data Match Allocation		FY 2015 Actual Case Months				Estimated County Allocation
Name	No.	Minnesota Care	Medical Assistance	Total MHCPs	County Percentage	
MEEKER	47	1,095	9,679	10,774	0.41%	\$5,338
MILLE LACS	48	1,371	13,959	15,330	0.58%	\$7,552
MORRISON	49	1,675	16,678	18,353	0.69%	\$8,984
MOWER	50	1,084	17,894	18,978	0.72%	\$9,374
MURRAY	51	293	2,947	3,240	0.12%	\$1,562
NICOLLET	52	768	10,821	11,589	0.44%	\$5,729
NOBLES	53	846	10,348	11,194	0.42%	\$5,468
NORMAN	54	257	2,825	3,082	0.12%	\$1,562
OLMSTED	55	4,260	54,689	58,949	2.23%	\$29,035
OTTER TAIL	56	2,792	25,543	28,335	1.07%	\$13,931
PENNINGTON	57	424	4,720	5,144	0.19%	\$2,474
PINE	58	1,365	13,726	15,091	0.57%	\$7,421
PIPESTONE	59	398	3,500	3,898	0.15%	\$1,953
POLK	60	1,082	14,431	15,513	0.59%	\$7,682
POPE	61	354	4,025	4,379	0.17%	\$2,213
RAMSEY	62	23,681	316,946	340,627	12.87%	\$167,567
RED LAKE	63	113	1,402	1,515	0.06%	\$781
REDWOOD	64	684	7,056	7,740	0.29%	\$3,776
RENVILLE	65	765	6,880	7,645	0.29%	\$3,776
RICE	66	2,248	27,612	29,860	1.13%	\$14,713
ROCK	67	330	3,232	3,562	0.13%	\$1,693
ROSEAU	68	587	4,980	5,567	0.21%	\$2,734
ST. LOUIS	69	5,984	96,596	102,580	3.88%	\$50,518
SCOTT	70	4,995	43,975	48,970	1.85%	\$24,087
SHERBURNE	71	3,400	32,430	35,830	1.35%	\$17,577
SIBLEY	72	553	6,443	6,996	0.26%	\$3,385
STEARNS	73	4,882	67,050	71,932	2.72%	\$35,414
STEELE	74	1,251	15,152	16,403	0.62%	\$8,072
STEVENS	75	384	3,094	3,478	0.13%	\$1,693
SWIFT	76	359	3,881	4,240	0.16%	\$2,083
TODD	77	1,046	11,840	12,886	0.49%	\$6,380
TRAVERSE	78	90	1,173	1,263	0.05%	\$651
WABASHA	79	716	8,610	9,326	0.35%	\$4,557
WADENA	80	557	7,572	8,129	0.31%	\$4,036
WASECA	81	642	7,355	7,997	0.30%	\$3,906
WASHINGTON	82	7,445	77,685	85,130	3.22%	\$41,924
WATONWAN	83	465	5,032	5,497	0.21%	\$2,734
WILKIN	84	198	2,166	2,364	0.09%	\$1,172
WINONA	85	1,516	19,684	21,200	0.80%	\$10,416
WRIGHT	86	4,870	43,727	48,597	1.84%	\$23,957
YELLOW MEDICINE	87	442	4,600	5,042	0.19%	\$2,474
Total		202,558	2,444,523	2,647,081	100.00%	\$1,302,000

HEALTH & HUMAN SERVICE FINANCE

DHS Financial Operations Division

As of March 31, 2016

Chris Ricker: Manager of Health & Human Service Finance

(651) 431-3545 or chris.ricker@state.mn.us

Directs the policies, planning, staff, units, and overall operations of Health Care Accounting, Economic Support, Time Studies and Rates, and Grants and Allocations units. Directly supervises the staff in the Program Specialists Unit.

Sara Warner: Administrative Assistant

(651) 431-3776 or sara.warner@state.mn.us

Provides administrative support to managers, supervisors and division staff

Julie Spurgeon: County Human Service Accounting and Reporting Fiscal Manager

(651) 431-3782 or julie.spurgeon@state.mn.us

Administers fiscal reporting by counties to DHS for human service activity including management of the SEAGR Report (DHS-2557), BRASS, Social Services Fund Report (DHS-2556), MA county confirmation report, standard Invoice Field Codes, and the annual County Human Service Cost Report; Provides technical assistance to counties and DHS staff regarding accounting and fiscal reporting to DHS; Approves county requests for fiscal report deadline extensions.

Becky Path: Health Care Accounting Supervisor

(651) 431-3771 or rebecca.path@state.mn.us

Supervises the Health Care Accounting staff responsible for submission of federal quarterly reports for Medicaid and CHIP (CMS 64/21), 1099s, tax liens on MMIS providers, and county MMIS billings.

Sarah Britten: Accounting Officer Senior

(651) 431- 3753 or sarah.e.britten@state.mn.us

Fund accountant for Moving Home Minnesota, Consolidated Chemical Dependency Treatment Fund (CCDTF), and manages 1099 process for MMIS providers who receive a paper warrant.

Robyn Hietpas: Fund Accountant for MA

(651) 431-3768 or robyn.j.hietpas@state.mn.us

Fund accountant for Medicaid and responsible for submission of CMS 64 federal quarterly report. Also acts as fund accountant for the Consumer Support Grant and Alternative Care Program.

Evan Kearney: Fund Accountant for Children's Health Insurance Program (CHIP)

(651) 431-3777 or evan.kearney@state.mn.us

Fund accountant for CHIP (Children's Health Insurance Plan) and responsible for submission of CMS 21 federal quarterly report. Also assists in compiling, calculating and validating the Accounts Payable (IBNR) report to federal and state agencies.

Ermias Kifle: Fund Accountant for MA Administration

(651) 431-3755 or ermias.kifle@state.mn.us

Fund accountant for Medical Assistance Administration and Health Information Technology and coordinates county invoices and advances.

Jim Schorey: Accounting Officer Senior

(651) 431- 3754 or jim.schorey@state.mn.us

Develops reporting and structures to support most of the unit operations. Compiles, calculates, and validates the Accounts Payable (IBNR) report to federal and state agencies.

Shawn Tobias: Economic Support Unit Supervisor

(651) 431-3727 or shawn.tobias@state.mn.us

Supervises the fiscal policy, operations and staff involved in the fiscal management of Economic Support, Interim Assistance and Child Care programs and systems.

Cindy Barnier: Economic Support Accounting Technician

(651) 431-3752 or cindy.barnier@state.mn.us

Performs Interim Assistance Payment Program accounting functions; Complete and submit federal Social Security Administration (SSA) forms; research and resolve client and SSA inquiries; and review, code, and process payments to clients and SSI providers. Responds to requests for copies of redeemed state warrants (includes MAXIS & MEC²). Process and report on MAXIS Miscellaneous refunds. Provides additional accounting support for Economic Support Unit.

Rick Hallanger: MAXIS Operations Accountant

(651) 431-3756 or richard.hallanger@state.mn.us

Responsible for MAXIS and MEC² operations and drawing of federal funding and submission of wire transfers for MAXIS and MEC² daily activity in various accounts.

Matt Hanson: Child Support and SNAP Fiscal Manager

(651) 431-3747 or matthew.hanson@state.mn.us

Responsible for Child Support and SNAP administrative reimbursement, federal fiscal reporting, and FSET fiscal activities.

Peter Stahley: TANF and Child Care Fiscal Manager

(651) 431-3748 or peter.l.stahley@state.mn.us

Responsible for overall TANF and Child Care activity including preparation of TANF and Child Care federal fiscal reports; Responsible for MAXIS benefit issuance and MAXIS county invoices.

David Hanson: Grants & Allocations Unit Supervisor

(651) 431-3737 or david.m.hanson@state.mn.us

Supervises the fiscal policy, operations, and staff involved with the fiscal management of social service grants and allocations.

Craig Beske: Mental Health Grants Fiscal Manager

(651) 431-3780 or craig.beske@state.mn.us

Administers the Children's Mental Health and Adult Mental Health grants.

Rhonda Lord: Foster Care Maintenance and Adoption Assistance Accountant

(651) 431-3787 or rhonda.lord@state.mn.us

Administers the Title IV-E foster care maintenance claiming, auditing, and payment system. Provides accounting support for the Relative Custody Assistance and Subsidized Adoption programs.

Phyllis Meath: Community Partnerships Fiscal Manager

(651) 431-3484 or phyllis.meath@state.mn.us

Administers the Children's Trust Fund, Child Care Quality and Availability grants, Family Support Grant, and DD-SILS.

Phyllis Meath: Title IV-E Fiscal Management Analyst

(651) 431-3484 or phyllis.meath@state.mn.us

Administers overall Title IV-E accounting and claiming including federal reporting and preparation of the quarterly Title IV-E federal claim. Provides fiscal policy expertise and analytical resources for fiscal management of the federal Title IV-E program.

Jerry Medicott: Block Grant and Consolidated Fund Fiscal Manager

(651) 431-3781 or gerald.medlicott@state.mn.us

Administers the VCA grant which includes Title XX social service block grant, MFIP Consolidated Fund Support Services, and the ICWA grant.

Linda Mueller: Refugee Program Fiscal Manager

(651) 431-3786 or linda.mueller@state.mn.us

Responsible for federal fiscal budgets and reports for the Refugee Programs and county activity and vendor contracts used to administer the Refugee Programs in Minnesota.

Lynn Nguyen: Economic Opportunities Grants Fiscal Manager

(651) 431-3483 or lynn.t.nguyen@state.mn.us

Administers the Community Services Block Grant, Emergency Service Grant Program, Supportive Housing Program, Emergency Assistance Food Program, MN Economic Opportunity Grants, Transitional Housing Program Grants, Community Food and Nutrition, and Emergency Food and Shelter.

VACANT: Children and Family Service Fiscal Manager

Contact David Hanson at (651) 431-3737 or david.m.hanson@state.mn.us

Administers Title IV-B Parts 1 and 2, Alternative Response grants, SELF grant, and Family Group Decision Making grant.

DiAnn Robinson: Time Studies & Rates Unit Supervisor

(651) 431-3739 or diann.robinson@state.mn.us

Supervises the fiscal policy, operations, and staff involved in the fiscal management of division time studies and TCM rate setting activity.

Heide Moris: County Federal Administrative Reimbursement Specialist

(651) 431-3774 or heide.moris@state.mn.us

Project manager for the Income Maintenance Cost Allocation (IMCA) system, the Income Maintenance Random Moment Time Study (IMRMS), the associated cost report (DHS-2550), and the associated federal administrative reimbursement.

Bridgit Olson: Federal Time Studies Program Accountant

(651) 431-3800 or bridgit.olson@state.mn.us

Project manager for the following time studies: Social Service Time Study (SSTS), Placing Agencies Time Study (PATs), Group Facilities (GRF), Mental Health Certified Facilities (MHC) projects and their associated federal administrative reimbursement, as well as Targeted Case Management rate setting for child welfare (CW-TCM), mental health (MH-TCM) and vulnerable and developmentally disabled adults (VA/DD).

Bonnie Spray: Tribal & Collaborative Reimbursement Specialist

(651) 431-3785 or bonnie.spray@state.mn.us

Project manager for the following time studies: Local Collaborative Time Study (LCTS), Medicaid Administrative Tribal Time Study (MATTS), Social Services Administrative Tribal Time Study (SSATTS) and their associated federal administrative reimbursement.