



SSIS Fiscal V17.1 Release Training

03/01/2017

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SSIS Fiscal Trainer**

V17.1 Release Training

- ❖ CFC Report
 - ◇ New Proofing Message
 - ◇ Changes in existing Proofing Messages
 - ◇ New Report – Agency Title IV-E Child Support Adjustments
- ❖ Northstar Care Fiscal Reconciliation
 - ◇ Two new tabs
 - ◇ Days & Counts Summary
 - ◇ Days & Counts Breakdown
 - ◇ New columns available on the History Summary tab

V17.1 Release Training cont.

- ❖ Healthcare Claiming
 - ◇ New Eligibility Type - GR
- ❖ SSIS Administration
 - ◇ Title IV-E tab changes
- ❖ Reminders & Resources



Child Foster Care Report



New Proofing Message #1189

- ❖ “Required background checks must be complete when the “Rule Code” is “OT2” or “OSH” and “IV-E Reimbursable” = “Yes.” This edit does not apply to Northstar claims.”

The screenshot displays a software interface for managing claims. On the left, there is a sidebar with two sections: 'Errors And Warni...' and 'Error Help'. The 'Errors And Warni...' section contains a warning message: "License: Required background checks must be complete when the 'Rule Code' is 'OT2' or 'OSH' and 'IV-E Reimbursable' = 'Yes.' This edit does not apply to Northstar claims." The 'Error Help' section provides a description: "All federal Title IV-E required background checks passed" indicator on the License must be "Yes" and the month of the "Last required background check completion date" must be on or before the month of the "Service Start Date" to claim IV-E. (Message #1189)

The main area of the interface shows a table of claims. The table has the following columns: Svc Code, Spec Cost Code, Service Start Date, Service End Date, Warrant/Eff Date, Amount, and Primary Worker. There are two rows of data, both for Client Name: Reported-License, Wynonna. The first row has Svc Code 181, Service Start Date 02/01/2015, Service End Date 02/28/2015, Warrant/Eff Date 05/15/2015, Amount \$985.04, and Primary Worker Holte, Deanna. The second row has Svc Code 181, Service Start Date 03/01/2015, Service End Date 03/31/2015, Warrant/Eff Date 04/30/2015, Amount \$1,347.57, and Primary Worker Holte, Deanna. Both rows have a warning message: "License: Required background checks must be complete when the 'Rule Code' is 'OT2' or 'OSH' and 'IV-E Reimbursable' = 'Yes.' This edit does not apply to Northstar claims."

License Record – New Fields

- ❖ New fields for Providers with IV-E Facility Type:
 - ❖ Tribally licensed/approved family foster home
 - ❖ Out-of-state family foster home
- ❖ Agencies must keep documentation on file for all required background checks

The screenshot shows a 'License' form with the following fields and values:

- Type: Child foster care (dropdown), Corporate License (checkbox, unchecked)
- Classification: Emergency (checkbox, unchecked), Interim (checkbox, unchecked), Permanent (checkbox, checked)
- License Status: Status: Granted (dropdown), Updated: 12/28/2016 (dropdown)
- Capacity: 6 (input), License #/Version: 1234589 (input)
- Effective Date: 09/28/2016 (dropdown), Expiration Date: 01/01/2018 (dropdown)
- Preferences: Clients: No preference (checkbox, checked), Developmentally delayed (checkbox, unchecked), Emotionally disturbed/mentally ill (checkbox, unchecked)
- Min/Max Age: 0 (input), 20 (input), Gender: Either (dropdown)
- IV-E Facility Type: Tribally licensed/approved family foster home (dropdown)
- License Issuance: Licensed By: Tribe (dropdown), Issued By: Tribe (dropdown), County Name: Watonwan (dropdown), Tribe: Mile Lac Band of Chippewa Indians (dropdown)
- Background Check: All federal Title IV-E required background checks passed: (radio buttons, Yes selected), Last required background check completion date: 12/28/2016 (dropdown)
- Note: All documentation must be on file with the local agency

A red circle highlights the background check fields: 'All federal Title IV-E required background checks passed:' and 'Last required background check completion date:'.

License Record - Example

License

Type: Corporate License

Classification: Emergency Interim Permanent

License Status: Status: Updated:

Capacity: License #/Version: Effective Date: Expiration Date:

Preferences: Clients: No preference Developmentally delayed Emotionally disturbed/mentally ill

Min/Max Age: Gender:

IV-E Facility Type:

License Issuance: Licensed By: Issued By: County Name: Tribe:

[All federal Title IV-E required background checks passed:](#) Yes No

[Last required background check completion date:](#)

Note: All documentation must be on file with the local agency.

- ❖ Title IV-E may be claimed beginning the first of the month of the Last required background check completion date, as long as all other requirements are met
- ❖ For this example, Payments with Service Start Dates prior to 12/01/2016 are not eligible to claim Title IV-E, even though the Effective Date of the license is 09/28/2016

Flipping Claims - #1189

- ❖ Claims WILL flip if:
 - ❖ The new fields are not completed for Tribally licensed and Out of State licensed foster homes, OR
 - ❖ The Service Start Date on the Payment is before the first of the month in which the Last required background check was completed
- ❖ Report dollar amounts on the IV-E Recoveries tab for claims that display in Payment Proofing because they are too old to create a negative claim automatically
- ❖ Run Claimed Payment Proofing prior to generating your report to see which claims may flip

Family Foster Care Provider Data Clean Up

- ❖ Emails sent in January to either Northstar contacts or Primary Fiscal Mentors
- ❖ Included a list of Bus Orgs if:
 - ◇ A Title IV-E claim was submitted in 2016, and
 - ◇ The Rule Code on the Title IV-E claim is:
 - ◇ OT2 - Tribally licensed/approved family foster home, or
 - ◇ OSH - Out of state child family foster home
- ❖ Contact the Out of State and Tribal agencies to collect the federal required background check documentation, if you have not already
- ❖ Begin completing these fields for Tribally licensed and Out of State family foster homes

Changes in Existing Proofing Messages for Best Interest Dates

- ❖ Clarification from Policy
 - ❖ When generating the Child Foster Care Report, SSIS now looks for the earliest Court Detail record to find the Best Interest Date
- ❖ Proofing Messages Affected

- ❖ 1100
- ❖ 1101
- ❖ 1156

Child Court Detail	Child Court Proofing	IV-E Recoveries	IV-E Remittance Advice
Child Foster Care Claims	Payment Proofing	Claimed Payment Proofing	Child Court Ratios
<input type="checkbox"/> Continuous Placement	<input type="checkbox"/> Client	<input type="checkbox"/> Service Dates	<input type="button" value="Search"/> <input type="button" value="Clear All"/> <input type="button" value="Select All"/> <input type="button" value="Restore Defaults"/>
<input checked="" type="checkbox"/> Court Actions	<input checked="" type="checkbox"/> IV-E Eligibility	<input type="checkbox"/> Other Errors	
<input type="checkbox"/> Extended Foster Care	<input type="checkbox"/> IV-E Reimbursement	<input type="checkbox"/> MAPCY / DOC Warnings	
<input type="checkbox"/> Placement	<input type="checkbox"/> IV-E Service Type	<input type="checkbox"/> Other Claim Warnings	
<input type="checkbox"/> Placement Authority	<input type="checkbox"/> License # / IV-E Sub-Code		
<input type="checkbox"/> MAPCY / DOC	<input type="checkbox"/> Rule Code		

1	Svc Code	Spec Cost Code	Service Start Date	Service End Date	Warrant/Eff Date	Amount	Primary Worker
Client Name : Claimed Proofing, Denice							
	181		03/01/2015	03/11/2015	04/06/2015	\$314.71	
Court Actions: A "Best Interest Statement" is required for a "Court Ordered" placement when IV-E Reimbursable = "Yes." This edit does not apply to Northstar claims.							
Client Name : Claimed Proofing, Egan							
	181		03/01/2015	03/11/2015	04/06/2015	\$314.71	
Client Eligibility: The "Best interest stmt" from MAXIS (02/10/2015) does not match SSIS (02/20/2015) and IV-E Reimbursable = "Yes." This edit does not apply to Northstar claims.							
Court Actions: The "Effective Date" (02/10/2015) of a Court Ordered placement must be on or after the Best Interest Date (02/20/2015) when IV-E Reimbursable = "Yes." This edit does not apply to Northstar claims.							

Flipping Claims – Best Interest Dates

- ❖ Claims WILL flip if the earliest Best Interest Date is after the Service Start Date on the claim
- ❖ Report dollar amounts on the IV-E Recoveries tab for negative claims that display in Payment Proofing because they are too old to create a negative claim automatically
- ❖ Run Claimed Payment Proofing prior to generating your report to see which claims will flip



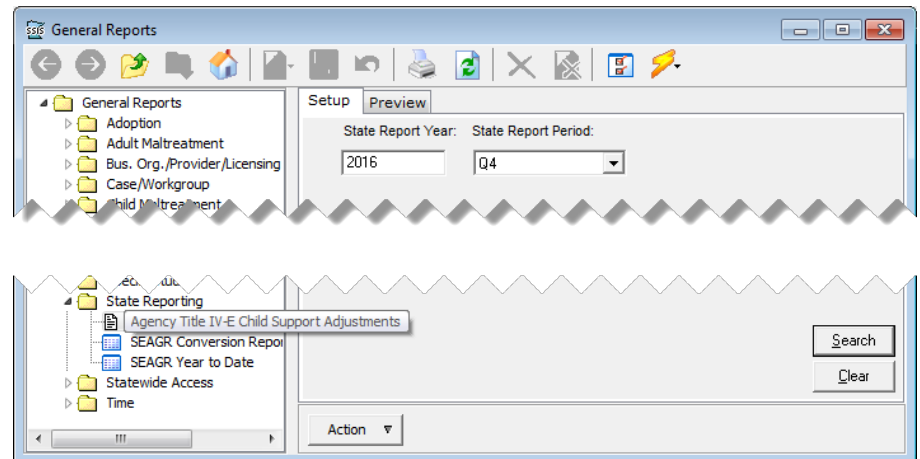
Child Foster Care Report Proofing Handouts

- ❖ Child Foster Care Report – Proofing Message List
 - ◇ Sorted numerically
 - ◇ Separated by Proofing Category

- ❖ Child Foster Care Report - Proofing Message Detail
 - ◇ Sorted numerically
 - ◇ Reference for working through Payment Proofing & Claimed Payment Proofing

New Report – Agency Title IV-E Child Support Adjustments

- ❖ Tools>General Reports>State Reporting
- ❖ Use this report to reconcile the IV-E Child Support Adjustment Amount and FFP Child Support Adjustment Amount on the IV-E Remittance Advice tab in the Child Foster Care Report
- ❖ Includes details for IV-E Child Support dollars adjusted if no Title IV-E Claims were submitted for the client
 - ❖ Details for IV-E Child Support Adjustment Amounts are only available for the 2016 Q4 CFC Report and later



Agency Title IV-E Child Support Adjustments – Report Example #1

Setup Preview

100%

1

Child Foster Care Report - Title IV-E Child Support Adjustments

State Report Period: 2016 Q4

Initial Adjustment

PRISM Case #	PRISM Payment #	PMI #	Disbursement Type	Disbursement Date	Disbursement Amount	Initial Adjustment 2016 Q4	Net Adjustment 2016 Q4 for 2016 Q4
0014123456789	20161111111111111111	01234567, 01243567, 01253467	PAF	11/30/2016	\$30.00	\$30.00	\$30.00
0014987654321	20162222222222222222	01234567, 01243567, 01253467	PAF	10/30/2016	\$30.00	\$30.00	\$30.00
0014555555555	20164444444444444444	01901901	PAF	10/30/2016	\$12.50	\$12.50	\$12.50
0014123456789	20167777777777777777	01234567, 01243567, 01253467	PAF	09/30/2016	\$30.00	\$30.00	\$30.00
0014555555555	20168888888888888888	01901901	PAF	09/30/2016	\$12.50	\$12.50	\$12.50
Total 2016 Q4 Initial Adjustment Amount						\$115.00	\$115.00

Final Adjustment

PRISM Case #	PRISM Payment #	PMI #	Disbursement Type	Disbursement Date	Disbursement Amount	Initial Adjustment 2015 Q1	Final Adjustment 2015 Q1	Net Adjustment 2016 Q4 for 2015 Q1
					\$0.00			
Total 2015 Q1 Final Adjustment Amount						\$0.00	\$0.00	\$0.00

Total 2016 Q4 IV-E Child Support Adjustment Amount							\$115.00
Total 2016 Q4 FFP Child Support Adjustment Amount							\$57.50

01/24/2017 - 09:45 am Page 1 of 1 Bjorn - SSIS

Page 1 of 1

Agency Title IV-E Child Support Adjustments – Report Example #2

Setup		Preview							
<p>95% 1 [Navigation Icons]</p>									
<p>Child Foster Care Report - Title IV-E Child Support Adjustments</p> <hr/> <p>State Report Period: 2018 Q3</p> <hr/>									
<p>Initial Adjustment</p>									
PRISM Case #	PRISM Payment #	PMI #	Disbursement Type	Disbursement Date	Disbursement Amount	Initial Adjustment 2018 Q3	Net Adjustment 2018 Q3 for 2018 Q3		
001455555555	2017333333333333	01901901	PAF	07/30/2018	\$12.50	\$12.50	\$12.50		
Total 2018 Q3 Initial Adjustment Amount						\$12.50	\$12.50		
<p>Final Adjustment</p>									
PRISM Case #	PRISM Payment #	PMI #	Disbursement Type	Disbursement Date	Disbursement Amount	Initial Adjustment 2016 Q4	Final Adjustment 2016 Q4	Net Adjustment 2018 Q3 for 2016 Q4	
0014123456789	201611111111111111	01234567, 01243567, 01253467	PAF	11/30/2016	\$30.00	\$30.00	\$0.00	(\$30.00)	
0014987654321	201622222222222222	01234567, 01243567, 01253467	PAF	10/30/2016	\$30.00	\$30.00	\$0.00	(\$30.00)	
0014555555555	201644444444444444	01901901	PAF	10/30/2016	\$12.50	\$12.50	\$12.50	\$0.00	
0014123456789	201677777777777777	01234567, 01243567, 01253467	PAF	09/30/2016	\$30.00	\$30.00	\$20.00	(\$10.00)	
0014144444444	201755555555555555	01211117, 01222227, 01233337	PAF	09/30/2016	\$30.00	\$0.00	\$30.00	\$30.00	
0014555555555	201688888888888888	01901901	PAF	09/30/2016	\$12.50	\$12.50	\$12.50	\$0.00	
Total 2016 Q4 Final Adjustment Amount						\$115.00	\$75.00	(\$40.00)	
<p>Total 2018 Q3 IV-E Child Support Adjustment Amount</p>								(\$27.50)	
<p>Total 2018 Q3 FFP Child Support Adjustment Amount</p>								(\$13.75)	
12/01/2018 - 04:32 pm				Page 1 of 1				Bjorn - SSIS	

IV-E Child Support Adjustment Amounts

- ❖ New fields added in V16.4
- ❖ Reviewed by Financial Operations Division (FOD) twice
- ❖ Adjusted if there are no Title IV-E Claims for clients included in the IV-E Child Support Amount disbursements

Child Foster Care Claims	Payment Proofing	Claimed Payment Proofing	Child Count Ratios
Child Count Detail	Child Count Proofing	IV-E Recoveries	IV-E Remittance Advice
Rule Code 1, 8 and Other			
Maintenance			
IV-E Maintenance Amount:	\$72,504.45	FFP Maintenance Amount:	\$36,748.65
IV-E Recovery Amount:	(\$670.00)	FFP Recovery Amount:	(\$335.00)
IV-E Child Support Amount:	(\$115.00)	FFP Child Support Amount:	(\$57.50)
IV-E Child Support Adjustment Amount:	\$115.00	FFP Child Support Adjustment Amount:	\$57.50
Net IV-E Maintenance Amount:	\$71,834.45	FFP Maintenance Reimbursement Amount:*	\$36,414.00
FFP Administration Reimbursement Amount:			\$48.00
FFP Total Reimbursement Amount:*			\$42,993.00

*Annotated fields are rounded

- ❖ See [SSIS V16.4 Fiscal Release Training](#) for more details

Questions?



Northstar Care Fiscal Reconciliation



Two New Tabs!!

Expenditure Breakdown	Days and Counts Breakdown	History Summary	Agency Output
Expenditure Summary	Days and Counts Summary	1st Fundamental Calculation	2nd Fundamental Calculation

- ❖ Days & Counts Summary
- ❖ Days & Counts Breakdown

Note: These tabs do not display for any Northstar Care Fiscal Reconciliations approved prior to V17.1.



Days and Counts Summary Tab

iii	Payment Period	FFC Days of Care	RCA Days of Care	MnPD Days of Care	MnPD Child Count	NKA Days of Care	NKA Child Count	AA Days of Care	AA Child Count	Total Days of Care	Total Child Count
▼	2016 Q2	562,283	139,538	25,740	286	38,013	467	698,214	6,772	1,463,788	7,525
		562,283	139,538	25,740	286	38,013	467	698,214	6,772	1,463,788	7,525

- ❖ Totals display for ALL agencies included in the approved Northstar Care Fiscal Reconciliation
- ❖ Optional columns:
 - ❖ Payment Year

Days and Counts Breakdown Tab

Agency		IV-E Reimbursable										
Northstar FFC Days of Care	Legacy FFC Days of Care	RCA Days of Care	MnPD Days of Care	MnPD Child Count	NKA Days of Care	NKA Child Count	Northstar AA Days of Care	Northstar AA Child Count	Legacy AA Days of Care	Legacy AA Child Count	Total Days of Care	Total Child Count
Agency : County A												
+ IV-E Reimbursable : Non Title IV-E												
1,502	362	58	0	0	80	0	77	1	795	9	2,874	15
+ IV-E Reimbursable : Title IV-E												
581	121	0	0	0	375	5	0	0	1,639	18	2,716	18
2,083	483	58	0	0	455	5	77	1	2,434	27	5,590	33
+ Agency : County B												
15,608	4,213	4,721	0	0	554	8	3,859	43	42,994	414	71,949	465
450,935	111,348	139,538	25,740	286	38,013	467	72,666	782	625,548	5,990	1,463,788	7,525

- ❖ Includes unduplicated child counts
 - ❖ Ex. If a client has both Title IV-E and Non-Title IV-E Payments, the client is only counted once and is included in the Title IV-E line
- ❖ Optional columns:
 - ❖ Adjustments
 - ❖ Agency Code
 - ❖ Total AA Days of Care
 - ❖ Total AA Child Count
 - ❖ Total FFC Days of Care

New Columns - History Summary Tab

Payment Period	State Non-Federal Amount	Agency Non-Federal Amount	Total Non-Federal Amount	Agency FFC Utilization Amount	Agency MnPD Utilization Amount	Total Agency Utilization Amount
2013 Q1	\$36,345	\$43,066	\$79,411	\$0	\$0	\$0
2013 Q2	\$34,912	\$43,618	\$78,530	\$0	\$0	\$0
	\$145,016,039	\$191,344,154	\$336,360,193			

More Columns Too!!

Note: These columns display \$0 for any Northstar Care Fiscal Reconciliations approved prior to V17.1.



Questions?



Healthcare Claiming



New Eligibility Type from MMIS

- ❖ GR – Group Residential Housing/Supplemental Service Rate
 - ❖ Eligibility Type “GR” displays in the client’s Healthcare Eligibility from MMIS Eligibility Spans folder
 - ❖ Used with Eligibility Spans with Major Program “UN”

Major Program Code	Major Program	Eligibility Type	Status	Begin Date	End Date	MMIS Case Number
UN	Screened - not Placed on Waiver/AC	Group Residential Housing/Supplemental Service Rate	Pending	01/01/2017		
MA	Federally-Paid Medical Assistance	Children Ages 19 and 20	Closed	01/01/2010	11/30/2016	

Major Program: UN - Screened - not Placed on Waiver/AC

Eligibility Type: GR - Group Residential Housing/Supplemental Service Rate

Status: P - Pending MMIS Case Number:

Begin Date: 01/01/2017 End Date:

SSIS Administration



Title IV-E Tab Changes

- ❖ All fields are now available in the grid

County Preferences

General | Retention Period | COA Structure | Yearly Settings | Agreement Language | **Title IV-E** | County Claim Control

Type	Effective Date	Agreement With	Tribe	State Level Agreement
Type	12/05/2007	Tribe	Leech Lake Band of Ojibwe	Yes
Effective Date	09/16/2008	Tribe	Mille Lacs Band of Chippewa Indians	Yes
End Date	01/09/2008	Tribe	Red Lake Band of Chippewa Indians	Yes
Agreement With	12/05/2007	Tribe	White Earth Band of Ojibwe	Yes
Tribe	09/27/2016	Tribe	Alaskan Native	No
State Level Agreement				
FC Agreement	01/01/2005	Tribe	Fond du Lac Band of Chippewa Indians	No
FC Agreement	09/27/2012	Tribe	Grand Portage Band of Chippewa Indians	No
Umbrella County	12/01/2015			
Umbrella County	09/27/2016			

IVE Maintenance Agreement

Foster Care Maintenance agreement effective date: 01/01/2005

Foster Care Maintenance agreement end date:

Foster Care Maintenance agreement with: Tribe

Tribe: Fond du Lac Band of Chippewa Indians

State level maintenance agreement: Yes No

Action

- ❖ *Note: Access the Title IV-E tab from SSIS Administration > Tools > County Preferences*

Questions?



What should you remember?

- ❖ Regenerate Healthcare Claim Batches
- ❖ Generate or Regenerate Q1 2017 State Reports
- ❖ Review V17.1 documents
 - ◇ Release Notes
 - ◇ What's New in 17.1
 - ◇ Known Defects*
 - ◇ Handouts
 - ◇ *Child Foster Care Report - Proofing Message List*
 - ◇ *Child Foster Care Report - Proofing Message Detail*



Available Resources

- ❖ SSIS Help Desk
 - ❖ Email – dhs.ssishelp@state.mn.us
 - ❖ Phone – (651) 431-4801
- ❖ Northstar Policy Questions
 - ❖ Email – northstar.care@state.mn.us
- ❖ SSIS website
- ❖ Fiscal & Worker Mentors

Questions?



