

Date: March 31, 2017

To: County Human Service Agencies

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

RE: 1st Quarter 2017 Memo

I hope the new year has been kind to you both professionally and personally. This is your 1st quarter 2017 fiscal memo. Below are fifteen topics regarding human service fiscal and reporting issues and four attachments.

1. Calendar Year 2016 Fiscal Reporting – Thank you!

Julie has informed me that all counties submitted all required reports for the 4 quarters of calendar year 2016 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.

2. Title IV-E Foster Care Per Diem Rates & Percentages and Title IV-E Checklist Forms

DHS publishes the quarterly Title IV-E Foster Care Per Diem Rates & Percentages Report for participating facilities on CountyLink. To access this list, go to CountyLink, click on the Fiscal Reporting & Accounting tab, scroll down to Title IV-E Foster Care Per Diem Rates & Percentages Report and finally click on the quarter that you want to view.

Form DHS-2825 (Notice of Contracted Per Diem Rates) needs to be completed and submitted to DHS FOD when the lead county establishes or amends the contract. The updated form can be found at the end of bulletin #16-32-09 on CountyLink under Bulletins, 2016 Bulletins, General Fiscal Reporting and Accounting (32). A fillable PDF of this form can also be accessed via eDocs. To access eDocs, go to CountyLink, click on eDocs and in the Enter document number box, type in DHS-2825 and click on Search box.

The Title IV-E Checklist (DHS-6634) is required and must be submitted when requesting Title IV-E eligibility approval for new facilities and/or programs. This form can also be found in bulletin #16-32-09 or in eDocs. Please refer to the directions listed for the DHS-2825. In the search box on eDocs be sure to enter DHS-6634.

If you have any questions regarding Title IV-E foster care per diem rates and percentages or the Title IV-E checklist please contact Rhonda Lord at (651) 431-3787 or rhonda.lord@state.mn.us

3. SSIS Relative Custody Assistance (RCA) Reports

Effective January 1, 2015, Relative Custody Assistance was replaced by Northstar Kinship Assistance. FOD continues to receive inquiries on whether or not quarterly RCA reports still need to be submitted.

The rule is that after you have submitted your final RCA claim, you must submit 5 quarterly reports with 0 claims. Because the report period spans five quarters, this ensures every possible claim has been submitted. After the fifth report with no claims, notify the SSIS Help Desk at (651) 431-4801 or dhs.ssishelp@state.mn.us that you no longer need to submit the RCA Report.

4. 2016 Allocation Updates

The calendar year 2016 Child Protection Grant Allocation has been updated and can be found on CountyLink under the Fiscal Reporting & Accounting tab, Allocation amounts for 2016, Child Protection 2016 (PDF) Revised 2-8-17. The original allocation was changed to include the performance bonus funds.

For additional information on this allocation update, please contact Christi Tosarello at (651) 431-3740 or Christine.Tosarello@state.mn.us

5. Calendar Year 2017 DHS Financial Operations Division (FOD) Report Due Dates and Other Reminders

Please see the attached document for calendar year 2017 DHS FOD report due dates for 20 and 30 day quarter end reports, calendar year 2017 county confirmation report availability on document direct/Info Pac, and the SEAGR report quarter end bundles.

If you have any questions regarding report due dates, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

6. MMIS Warrant Reminder

Please keep in mind that MMIS warrant (payment) dates are typically every other Tuesday but there are exceptions – especially for calendar year 2017. When a holiday falls on a Monday immediately preceding a Tuesday warrant date, the payment will be delayed one day (to Wednesday). This will occur on the following dates:

February 22, 2017

May 31, 2017

September 6, 2017

December 27, 2017

Please see the attached 2017 MMIS Payment & Claim cut off calendar.

If you have questions regarding MMIS warrant dates, please contact the Minnesota Health Care Programs Provider Help desk (651) 431-2700 or 1-800-366-5411.

7. Calendar Year 2017 SEAGR Report Changes

There were no BRASS codes added or deleted for calendar year 2017. There are two new revenue codes added and some revenue descriptions will be changed for calendar year 2017:

Revenue Code	Current Description	Calendar Year 2017 Description
S70	Other Social Service General Revenue	(New revenue in 2017)
F70	Other Social Service General Revenue	(New revenue in 2017)
S02	Relative Custody Assistance	Other (DHS Approved)
S30	Adult Mental Health Integrated Fund	Adult Crisis
F62	Adult Mental Health Integrated Fund	Adult Mental Health Initiative Fund

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

8. Calendar Year 2017 BRASS Based Report (DHS-2895) BRASS Code Grid

Attached for your reference is the calendar year 2017 DHS-2895 grid. 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.

Two grants are being removed from the 2895 reporting process. With these grants being issued via contract, the expenditure reporting and payment processes will be managed using DHS' Electronic Grants Management System (EGMS). Grants moving to EGMS in CY2017:

Grant 2: PATH (Homeless) Program

Grant 13: Housing with Supports

These grants will still appear in the 2895 system but can only be used (accessed) to revise a calendar year 2016 report.

The Child Crisis Grant (grant 7), Adult Crisis Grant (grant 8) and the Tribal Crisis Grant (grant 9) are being merged into a single grant starting in 2017 and will be called Crisis Services (grant 17).

New Grant: Crisis Services (grant 17)

Eligible BRASS Codes:

416 Transportation

431 Adult Mobile Crisis Services (Crisis Assessment)

432 Children's Mental Health Crisis Services

436 Adult Residential Crisis Stabilization

For any revisions to calendar year 2016 reports, the Child Crisis Grant (grant 7), Adult Crisis Grant (grant 8) and the Tribal Crisis Grant (grant 9) will be accessible for revisions only.

Grant 12: Transition to Community

BRASS Code 420 (Peer Support Services) has been added to the eligible codes.

Funding and reporting of the Community Alternative Response Team (CART) program has been separated from the AMHI grant. The new grant name is CART.

Grant 18: CART

Eligible BRASS Codes:

491 – Adult Rule 79 Case Management

493 – Adult General Case Management

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

9. Fraud Prevention Investigations (FPI) Program

There have been a number of questions during the last year regarding Fraud Control (Criminal Fraud) and Fraud Prevention Investigations (FPI) expenditures on the DHS-2550 (Income Maintenance Quarterly Expense Report).

Fraud control expenditures are costs associated with the investigation and/or prosecution of welfare fraud and can be claimed by any county in Section C of the DHS-2550. Fraud control costs are allocated to the various programs based on case counts from the DHS PIN (Program Integrity Network) database through the Income Maintenance Cost Allocation (IMCA) system. Payments for FFP (federal financial participation) earned for fraud control costs are included in a rolled up payment for each federal program (i.e. MA, SNAP and TANF).

The Fraud Prevention Investigations (FPI) program is a separate program that focuses on the prevention of fraud whereas the Fraud Control program focuses on the investigation and prosecution of welfare fraud. Costs for both programs can be claimed by counties and are reported on the DHS-2550. Counties must have an FPI grant contract in place with DHS to be able to claim FPI costs. Counties may contact Mary McCarthy from MN DHS at (651) 431-3495 with any FPI contract questions or inquiries.

The FPI program is different from Fraud Control in that it is 100% funded by MN DHS up to the contract amount for each county. FPI is funded by MA, SNAP, TANF, Child Care and state funds within the limits of available appropriations per Minnesota Statute 256.983. FPI program costs which include direct costs claimed by the counties and administrative overhead calculated by DHS are allocated to the various programs based on case counts from the DHS PIN (Program Integrity Network) database through the Income Maintenance Cost Allocation (IMCA) system. Once costs have been allocated to the benefiting programs, counties receive 50% reimbursement from MA and SNAP. Counties will also receive 50% reimbursement from TANF and 100% reimbursement from Child Care until the statewide appropriated amounts have been reached. Lastly, the balance of the FPI program costs after the MA, SNAP, TANF and Child Care reimbursements have been calculated shall be paid with State Share funds. Counties shall receive 100% reimbursement for FPI costs UP TO their FPI contract amount for any given state fiscal year. If a county's FPI costs exceed their contract amount, they shall only receive the 50% reimbursement from SNAP & MA.

A summary of costs, earnings and payments compared to the contract amounts will be available each quarter on CountyLink after the quarterly payments have been made. This summary will allow counties to track and account for all funded and non-funded FPI costs throughout the state fiscal year. You can identify FPI payments using the below 5 invoice field codes:

TANF	60.TANFFRAUDPREVI.QQYY.R.93558
Child Care	60.FRAUDPREVINVCC.QQYY.R.STATE
State Share	60.FRAUDPREVINVES.QQYY.R.STATE
SNAP	63.SNAPADMINCMAIN.XXXX.R.10561 (FPI is part of the larger SNAP payment, see IMCA payment report)
MA	65.MAADMINISTRAID.QQYY.R. 93778 (FPI is part of the larger MA payment, see IMCA payment report)

If you have any questions regarding FPI costs, earnings, payments and tracking please contact Shawn Tobias at (651) 431-3727 or shawn.tobias@state.mn.us

10. GRH Claims/Recoveries Functionality Being Rolled Out In MAXIS

Over the next few months changes to MAXIS will be rolled-out which will enable counties to enter vendor and/or client GRH claims. It also means that counties will be responsible to post all GRH recoveries/refunds to MAXIS. This will enable a more accurate and complete accounting of all GRH overpayments and their recoveries. Details of the timelines and steps counties need to take to ensure a smooth transition will be communicated through SIR notices, AMSSA regional meetings and DHS trainings. Currently, Anoka, Dakota and Goodhue counties are pilot counties beginning next month with the rest of the state to begin entering claims on July 1st.

As a result of counties being able to enter GRH claims and recoveries, ALL GRH recoveries/refunds should be processed by counties and not sent into DHS. Please inform your facilities of this change effective July 1st except for the three pilot counties. If DHS receives a check for a GRH recovery/refund, we will forward it and the details to the appropriate county for them to enter the claim and recovery. If DHS deposits a check with a GRH recovery/refund, we will contact the county to get the appropriate claim # or have them setup a claim, then DHS will post the payment against the claim.

Once a county enters a GRH claim and/or a payment in MAXIS it will flow to all appropriate claims/recovery Info Pac reports. Regarding any posted GRH recovery/refund, DHS will then invoice the county on the monthly MAXIS invoice for the state share similar to the way we handle GA recoveries on MAXIS. There will be no billable share for recoveries/refunds that DHS posts to MAXIS.

Please see SIR notices for additional details or contact Shawn Tobias at (651) 431-3727 or shawn.tobias@state.mn.us with any questions or concerns.

11. Change of Federal Financial Participation for Newly and Not Newly Eligible - Medical Assistance MMIS Recipient Claims

Change of Federal Financial Participation to 95% for Newly Eligible Medical Assistance Recipient Claims

Under the Affordable Care Act, Adults without children between the ages of 21 and 65 who meet income guidelines are eligible for Medical Assistance. This group is sometimes referred to as the AX eligibility group or the Expanded MA recipients or as Newly Eligible. The MA/AX group was eligible for MA in Minnesota beginning March 1, 2010 as part of Minnesota's expansion of MA. Until January 1, 2014, this group was eligible for 50% federal funding. From claims dates of service 1/1/14 – 12/31/16, this same group, MA/AX, was eligible for 100% federal funding for eligible claims. This group is referred to as newly eligible because this group was not eligible for federally funded Medical Assistance in 2009 when the Affordable Care Act went into law.

Beginning with claims dates of service 1/1/17 – 12/31/17, MA/AX recipients' claims receive 95% Federal Financial Participation.

How will Minnesota be getting 95% Federal funding for the Newly Eligible AX group impact county finances in 2017?

For eligible claims with dates of service between January 1, 2017 and December 31, 2017:

- County cutbacks on Mental Health Targeted Case Management (MH-TCM) and Vulnerable Adult and Developmentally Delayed (VADD-TCM) claims will be 5 percent.
- County share of contracted vendor claims for TCM will be 5 percent.
- County share of Long Term Care claims will be 1 percent.
- County share of Consolidated Chemical Dependency Treatment Fund claims excluding room and board will be 1.5 percent
- County share of MA/AX county recoveries will be 2.5 percent.

Change of Federal Financial Participation to 86% for Not Newly Eligible - Medical Assistance MMIS Recipient Claims

Claims with a date of service of January 1, 2017 - December 31, 2017 for a recipient with eligibility type NA (not newly eligible) will be eligible for 86% Federal Financial Participation (FFP). Enhanced federal financial participation for this group continues, changing annually. See table below. Individuals who are assigned the major program MA or EH with the eligibility type NA (not newly eligible) have all of the following characteristics:

- Childless adults age 21 – 64 years old
- Certified disabled by Social Security Administration (SSA) or State Medical Review Team (SMRT)
- Social Security can be either Supplemental Security Income (SSI) or Retirement Survivor Disability Insurance (RSDI) but cannot be receiving Medicare. Persons who receive RSDI for a disability are eligible for Medicare after having been disabled for 2 years.
- Have MAGI household income prior to 5% disregard of less than 100% of federal poverty guidelines. MAGI income is a new way of determining income eligibility for MA recipients and involves the Minnesota Adjusted Gross Income (MAGI) from the recipient's previous year's taxes.

MA/NA recipients are considered "Not Newly Eligible" because this group of people could have had coverage as MA DX (disabled person) as of 12/1/09. The MA/AX category which were covered under early expansion of MA

(states could choose to do this) is considered Newly eligible to Medicaid because this group of people were formerly receiving either GAMC or MinnesotaCare state funded coverage for non-disabled childless adults below certain income guidelines.

MA/NA recipients will have their eligibility determined by METS not in MAXIS/MMIS. MMIS will still have recipients who are disabled and have their income calculated non-MAGI and will be coded as MA/DX. MA/DX federal financial participation will still be 50%. Disabled recipients needing DD, BI, CAC and CADI waiver services will still need to have that eligibility determined by the county.

How will Minnesota be getting 86% Federal funding for the Not Newly Eligible NA group impact county finances in 2017?

For eligible claims paid with date of service 1/1/17 – 12/31/17:

- County cutbacks on Mental Health Targeted Case Management (MH-TCM) and Vulnerable Adult and Developmentally Delayed (VADD-TCM) claims will be 14%
- County share of contracted vendor claims for TCM will be 14%
- County share of Long Term Care claims will be 2.8%
- County share of Consolidated Chemical Dependency Treatment Fund claims excluding room and board will be 4.2 percent
- County share of MA/NA county recoveries will be 7%

The federal percentage for both the newly eligible and not newly eligible groups change over a period of time from 2014 – 2020. The table below outlines the changes for both groups.

	FMAP Rates for ACA Medicaid Expansion						
	2014	2015	2016	2017	2018	2019	2020
Newly Eligible Adults AX	100%	100%	100%	95%	94%	93%	90%
Not Newly Eligible NA	75%	80%	85%	86%	90%	93%	90%

For questions about the Federal Financial Participation on claims, please contact Financial Operations Health Care Accounting Supervisor Becky Path at (651) 431-3771 or rebecca.path@state.mn.us

12. Health & Human Services (HHS) Finance Trainings

We’d like to apologize for the short notice and cancellation of the Financial Operations Division (FOD) and Health Care Administration (HCA) training on MMIS Financial Control Obligations that was scheduled for March 30, 2017. The cancellation was due to the DHS agency-wide technical issues which prevented us from accessing server connections affecting e-mail and video connections. I am pleased to announce that the training has been rescheduled for Monday, May 1, 2017 starting at 10:30 AM.

At this time, our videoconferencing team is sending out availability requests to your counties. Once the list of available sites is finalized, Julie Spurgeon will send out the details and again ask for your confirmation of which site you would like to reserve. If you have any questions about the content of the training, please contact Becky Path at rebecca.path@state.mn.us or (651) 431-3771. For scheduling and access questions, please contact Julie Spurgeon at julie.spurgeon@state.mn.us or (651) 431-3782.

13. Financial Operations Division Bulletins Published Since Last Fiscal Memo

- Bulletin 16-32-10 (December 7, 2016) County Contributions to the Minnesota Child Welfare Training System for 2016. If you have any questions on this bulletin, please contact Phyllis Meath at (651) 431-3484 or phyllis.meath@state.mn.us
- Bulletin 17-32-01 (January 17, 2017) 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 17-32-02 (January 17, 2017) DHS Publishes Standard Invoice Field Codes for Calendar Year 2017. If you have any questions on this bulletin, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us
- Bulletin 17-32-03 (February 1, 2017) Income Maintenance Random Moment Study (IMRMS) Operational Procedures; Programs/Activity Definitions. If you have any questions on this bulletin, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us
- Bulletin 17-32-04 (February 1, 2017) DHS Issues Instructions for Preparing the Income Maintenance Quarterly Expense Report, Form DHS-2550. If you have any questions on this bulletin, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us
- Bulletin 17-32-05 (February 8, 2017) Title IV-E Group Residential Facilities (GRF) Time Study-Operations & Activity Codes. If you have any questions on this bulletin, please contact please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or Amber Ganyaw at (651) 431-3800 or amber.ganyaw@state.mn.us
- Bulletin 17-32-06 (February 8, 2017) Title IV-E Group Residential Facility Cost Report (DHS-2901) Instructions. If you have any questions on this bulletin, please contact please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or Amber Ganyaw at (651) 431-3800 or amber.ganyaw@state.mn.us
- Bulletin 17-32-07 (February 9, 2017) Pre-Northstar Foster Care Program Maintenance Rates. If you have any questions on this bulletin, please contact Phyllis Meath at (651) 431-3484 or phyllis.meath@state.mn.us
- Bulletin 17-32-08 (March 20, 2017) Social Service Time Study - Operations and Activity Codes. If you have any questions on this bulletin, please contact please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or Amber Ganyaw at (651) 431-3800 or amber.ganyaw@state.mn.us
- Bulletin 17-32-09 (March 30, 2017) Mental Health Certified Facilities (MHC) Time Study-Operations and Activity Codes. If you have any questions on this bulletin, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or Amber Ganyaw at (651) 431-3800 or amber.ganyaw@state.mn.us
- Bulletin 17-32-10 (March 30, 2017) Group Residential Facilities with Mental Health Certification (MHC) – Cost Report Instructions. If you have any questions on this bulletin, please contact please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or Amber Ganyaw at (651) 431-3800 or amber.ganyaw@state.mn.us

- Bulletin 17-32-11 (March 31, 2017) Title IV-E Placing Agencies Time Study (PATS) – Operations and Activity Codes. If you have any questions on this bulletin, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or Amber Ganyaw at (651) 431-3800 or amber.ganyaw@state.mn.us
- Bulletin 17-32-12 Placing Agencies Time Study Cost Report (DHS-3298) Instructions. If you have any questions on this bulletin, please contact Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or Amber Ganyaw at (651) 431-3800 or amber.ganyaw@state.mn.us

14. Personnel Changes

Amber Ganyaw started on December 28, 2016. Amber is the new Local Collaborative Time Study (LCTS) Program Accountant. She replaces Bonnie Spray.

Christi Tosarello joined FOD on February 8, 2017. She is the new Children and Family Service Fiscal Manager, replacing Jerry Medicott who left us in December for a job with another state agency. A little fun fact is that Christi worked in FOD once before in our Accounts Payable area.

David Hanson, the Grants & Allocations Unit Supervisor, last “official” day with FOD was February 21, 2017. David is now working in the Children and Family Services Management Operations area under Ralph McQuarter. We will certainly miss David and his expertise but in his new position, we will continue to work with him! Until David’s replacement is hired, please direct your questions to Chris Ricker at (651) 431-3545 or chris.ricker@state.mn.us

Bridgit Olson’s last day with FOD is April 4, 2017. Bridgit has accepted a new job with another state agency. Until a replacement is hired, please direct any Social Service Time Study (SSTS), Placing Agencies Time Study (PATS), Group Facilities (GRF) and Mental Health Certified Facilities (MHC) fiscal questions and Targeted Case Management (TCM) questions to DiAnn Robinson at (651) 431- 3739 or diann.robinson@state.mn.us. Time study questions should be directed to Heide Moris at (651) 431-3774 or heide.moris@state.mn.us or to Amber Ganyaw at (651) 431-3785 or amber.ganyaw@state.mn.us

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

15. Next quarterly memo publication date

The publication date of the next quarterly memo is scheduled for Friday, June 23, 2017. This is a week early due to the AMSSA conference. 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 at (651) 431-3782 or julie.spurgeon@state.mn.us

Calendar Year 2017 DHS Financial Operations Division (FOD) Report Due Dates & Other Reminders

20 and 30 Day Quarter End Report Due Dates

Quarter 1 (January – March 2017)	20 day reports are due Thursday, April 20, 2017	30 day reports are due Friday, April 28, 2017
Quarter 2 (April – June 2017)	20 day reports are due Thursday, July 20, 2017	30 day reports are due Friday, July 28, 2017
Quarter 3 (July – September 2017)	20 day reports are due Friday, October 20, 2017	30 day reports are due Monday, October 30, 2017
Quarter 4 (October – December 2017)	20 day reports are due Friday, January 19, 2018	30 day reports are due Tuesday, January 30, 2018

If the 20th 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 that the 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 2017 County Confirmation Report Availability on Document Direct/InfoPac

MONTH	Have Claims entered by (Thursday)	CCR Available (Monday)
January	January 19, 2017	January 30, 2017
February	February 16, 2017	February 27, 2017
March	March 16, 2017	March 27, 2017
April	April 13, 2017	April 24, 2017
May	May 25, 2017	June 5, 2017
June	June 22, 2017	July 3, 2017
July	July 20, 2017	July 31, 2017
August	August 17, 2017	August 28, 2017
September	September 14, 2017	September 25, 2017
October	October 26, 2017	November 6, 2017
November	November 21, 2017 TUESDAY	December 4, 2017
December	December 21, 2017	January 2, 2018 TUESDAY

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

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

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

Payment & Claim Cut-off Calendars Minnesota Health Care Programs (MHCP)



Submit claims at **any** time: Bill early and bill often. **Do not wait until cut-off** day to submit claims. MHCP processes claims 24 hours a day, 7 days a week. The cutoff date and time are the day and time MHCP must receive a provider's claims to ensure they will appear on the following RA. **Confirmation that MHCP received a claim is not a guarantee of payment.**

MHCP places PDF RAs and X12 835 files in your MN-ITS Mailbox by the end of the business day every other Friday.

Provider Web Site: www.dhs.state.mn.us/provider
MN-ITS: <http://mn-its.state.mn.us>
Provider Call Center: 1-800-366-5411 or 651-431-2700
TTY: 711

February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Claim Cut-off 11:59 pm	3	4
5	6	7 EFT	8	9	10 PDF RA & X12 835 in Mailbox	11
12	13	14	15	16 Claim Cut-off 11:59 pm	17	18
19	20 Holiday	21	22 EFT	23	24 PDF RA & X12 835 in Mailbox	25
26	27	28				

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Holiday	3	4	5 Claim Cut-off 11:59 pm	6	7
8	9	10 EFT	11	12	13 PDF RA & X12 835 in Mailbox	14
15	16 Holiday	17	18	19 Claim Cut-off 11:59 pm	20	21
22	23	24 EFT	25	26	27 PDF RA & X12 835 in Mailbox	28
29	30	31				

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Claim Cut-off 11:59 pm	3	4
5	6	7 EFT	8	9	10 PDF RA & X12 835 in Mailbox	11
12	13	14	15	16 Claim Cut-off 11:59 pm	17	18
19	20	21 EFT	22	23	24 PDF RA & X12 835 in Mailbox	25
26	27	28	29	30 Claim Cut-off 11:59 pm	31	

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May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 EFT	3	4	5 PDF RA & X12 835 in Mailbox	6
7	8	9	10	11 Claim Cut-off 11:59 pm	12	13
14	15	16 EFT	17	18	19 PDF RA & X12 835 in Mailbox	20
21	22	23	24	25 Claim Cut-off 11:59 pm	26	27
28	29 Holiday	30	31 EFT			

April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 EFT	5	6	7 PDF RA & X12 835 in Mailbox	8
9	10	11	12	13 Claim Cut-off 11:59 pm	14	15
16	17	18 EFT	19	20	21 PDF RA & X12 835 in Mailbox	22
23	24	25	26	27 Claim Cut-off 11:59 pm	28	29
30						

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 PDF RA & X12 835 in Mailbox	3
4	5	6	7	8 Claim Cut-off 11:59 pm	9	10
11	12	13 EFT	14	15	16 PDF RA & X12 835 in Mailbox	17
18	19	20	21	22 Claim Cut-off 11:59 pm	23	24
25	26	27 EFT	28	29	30 PDF RA & X12 835 in Mailbox	

Payment & Claim Cut-off Calendars Minnesota Health Care Programs (MHCP)



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August 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Claim Cut-off 11:59 pm	4	5
6	7	8 EFT	9	10	11 PDF RA & X12 835 in Mailbox	12
13	14	15	16	17 Claim Cut-off 11:59 pm	18	19
20	21	22 EFT	23	24	25 PDF RA & X12 835 in Mailbox	26
27	28	29	30	31 Claim Cut-off 11:59 pm		

July 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Holiday	5	6 Claim Cut-off 11:59 pm	7	8
9	10	11 EFT	12	13	14 PDF RA & X12 835 in Mailbox	15
16	17	18	19	20 Claim Cut-off 11:59 pm	21	22
23	24	25	26	27	28 PDF RA & X12 835 in Mailbox	29
30	31	EFT				

September 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Holiday	5	6 EFT	7	8 PDF RA & X12 835 in Mailbox	9
10	11	12	13	14 Claim Cut-off 11:59 pm	15	16
17	18	19 EFT	20	21	22 PDF RA & X12 835 in Mailbox	23
24	25	26	27	28 Claim Cut-off 11:59 pm	29	30

Payment & Claim Cut-off Calendars Minnesota Health Care Programs (MHCP)



Submit claims at **any time**: Bill early and bill often. **Do not wait until cut-off day** to submit claims. MHCP processes claims 24 hours a day, 7 days a week. The cutoff date and time are the day and time MHCP must receive a provider's claims to ensure they will appear on the following RA. **Confirmation that MHCP received a claim is not a guarantee of payment.**

MHCP places PDF RAs and X12 835 files in your MN-ITS Mailbox by the end of the business day every other Friday.

Provider Web Site: www.dhs.state.mn.us/provider
MN-ITS: <http://mn-its.state.mn.us>
Provider Call Center: 1-800-366-5411 or 651-431-2700
TTY: 711

November 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 PDF RA & X12 835 in Mailbox	4
5	6	7	8	9 Claim Cut-off 11:59 pm	10 Holiday	11
12	13	14 EFT	15	16	17 PDF RA & X12 835 in Mailbox	18
19	20	21	22	23 Claim Cut-off 11:59 pm Holiday	24 Holiday	25
26	27	28 EFT	29	30		

October 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 EFT	4	5	6 PDF RA & X12 835 in Mailbox	7
8	9	10	11	12 Claim Cut-off 11:59 pm	13	14
15	16	17 EFT	18	19	20 PDF RA & X12 835 in Mailbox	21
22	23	24	25	26 Claim Cut-off 11:59 pm	27	28
29	30	31 EFT				

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 PDF RA & X12 835 in Mailbox	2
3	4	5	6	7 Claim Cut-off 11:59 pm	8	9
10	11	12 EFT	13	14	15 PDF RA & X12 835 in Mailbox	16
17	18	19	20	21 Claim Cut-off 11:59 pm	22	23
24	25 Holiday	26	27 EFT	28	29 PDF RA & X12 835 in Mailbox	30
31						

2017 Mental Health Grants

Eligible BRASS Codes

	Report via 2895 # ->	Grant 1	Grant 3	Grant 5	Grant 6	Grant 11	Grant 12	Grant 15	Grant 16	Grant 17	Grant 18
BRASS	Service	AMHI	CSP	CMH Screening	CMH Respite	Moose Lake Alternative	Transition to Community	Mankato Crisis Center	ACT Startup	Crisis Services	CART
	Invoice Field Code ->	74.ADLTMMHSYSIN59. (State)	74.ADLTMHR78CSP25. (State)	74.CMHSCREENING63. (State)	74.CMHRESPICARE63. (State)	74.AMHMOOSELAKE59. (State)	74.TRNSCOMMUNIT32. (State)	74.AMHMNKCRSCTR59. (State)	74.AMHACTSTRUP59. (State)	74.MHCRISISGRNT30. (State)	74.MHBGCARTFUND62. (Fed)
111	Mental Health Screening	--	--	111	--	--	--	--	--	--	--
197	Local Collab. Undiff.	--	--	197	--	--	--	--	--	--	--
401	Info/Referral	--	--	401	--	--	--	401	--	--	--
402	Education/Prevention	402	402	402	--	402	402	402	--	--	--
403	Client Outreach	403	403	--	--	403	--	--	--	--	--
404	Client Outreach	--	--	404	--	--	--	--	--	--	--
405	Child Assessment	--	--	405	--	--	--	--	--	--	--
407	Early ID/Inter.	--	--	407	--	--	--	--	--	--	--
408	Adult Assessment	408	408	--	--	408	--	--	--	--	--
416	Transport.	416	416	416	416	416	416	416	--	416	--
418	Client Flex Funds	418	418	--	--	418	418	418	--	--	--
420	Peer Support	420	420	--	--	420	420	420	--	--	--
430	FCSS	--	--	430	--	--	--	--	--	--	--
431	Crisis Assessment	431	431	--	--	431	--	431	--	431	--
432	CMH Crisis	--	--	--	--	--	--	--	--	432	--
434	Other CSP	434	434	--	--	434	434	--	--	--	--
436	Crisis Stabilization	436	436	--	--	436	--	436	--	436	--
437	Supportive Employment	437	437	--	--	437	--	--	--	--	--
438	ACT	438	438	--	--	438	438	--	438	--	--
443	Housing Subsidy	443	443	--	--	443	443	--	--	--	--
446	Basic Liv./Social	446	446	--	--	446	446	--	--	--	--
451	Emerg. Response	451	451	451	--	451	451	451	--	--	--
452	Outpat. Psychotherapy	452	452	--	--	452	452	--	--	--	--
453	Outpat. Psychotherapy	--	--	453	--	--	--	--	--	--	--
454	Adult Medication Mgmt.	454	454	--	--	454	454	454	--	--	--
455	Child Medication Mgmt.	--	--	455	--	--	--	--	--	--	--
457	Child Family Psychoeducation	--	--	457	--	--	--	--	--	--	--
458	Approved Pilot Projects	--	--	--	--	--	458	--	--	--	--
462	Family Based Serv.	--	--	462	--	--	--	--	--	--	--
467	Child Day Treatment	--	--	467	--	--	--	--	--	--	--
468	Adult Day Treatment	468	468	--	--	468	--	--	--	--	--
469	Partial Hospitalization	469	469	--	--	469	--	--	--	--	--
474	Ault Res. Trtmnt.	474	474	--	--	474	474	--	--	--	--
489	Child Respite	--	--	489	489	--	--	--	--	--	--
490	Child Rule 79 Case Mgt.	--	--	490	--	--	--	--	--	--	--
491	Adult Rule 79 Case Mgt.	491	491	--	--	491	491	--	--	--	491
493	Adult Gen. Case Mgt.	493	493	--	--	493	--	--	--	--	493
624	Home-Based Support Serv.	--	--	--	--	--	624	--	--	--	--
634	Semi-Independent Living	--	--	--	--	--	634	--	--	--	--
641	Environmental Accessibility	--	--	--	--	--	641	--	--	--	--
644	Housing Services	--	--	--	--	--	644	--	--	--	--
647	Independent Living Skills	--	--	--	--	--	647	--	--	--	--
681	Adult Foster Care	--	--	--	--	--	681	--	--	--	--
689	Respite Care	--	--	--	--	--	689	--	--	--	--
691	AC/EW/CAC/CADI/CI Case Mgt.	--	--	--	--	--	691	--	--	--	--

changes CY16 to CY17

Grant 2 deleted - PATH to be managed via EGMS

Grants 7,8,9 deleted - Adult, Children's & Tribal Crisis now merged as Grant 17

Grant 12 Transition - added BRASS 420

Grant 13 deleted - Housing with Support to be managed via EGMS

Grant 17 added: Crisis Services - is a merge of CY16 Child, Adult, and Tribal Crisis grants

Grant 18 added CART (Hennepin Co)

HEALTH & HUMAN SERVICE FINANCE

DHS Financial Operations Division

As of March 31, 2017

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.

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, Child Care and Consolidated Fund 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; Responsible for the MFIP Consolidated Fund Support Services Grant.

VACANT: TANF and Child Care Program Accountant

Contact Shawn Tobias at (651) 431-3727 or shawn.tobias@state.mn.us

Responsible for the general operation of the TANF and child care programs, specifically the Fraud Prevention Investigations (FPI) program, MFIP Consolidated Fund, EGMS contract payments and child care county payments.

VACANT: TSS Systems Accountant

Contact Shawn Tobias at (651) 431-3727 or shawn.tobias@state.mn.us

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

VACANT: Grants & Allocations Unit Supervisor

Please contact Chris Ricker at (651) 431-3545 or chris.ricker@state.mn.us until a replacement is hired.

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.

Shannon Kubinski: Economic Opportunities Grants Fiscal Manager

(651) 431-3759 or shannon.kubinski@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.

Rhonda Lord: Foster Care Maintenance and Permanency Programs

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

Administers the Title IV-E foster care, Northstar Care for Children payments. Provides accounting support for the Relative Custody Assistance, Northstar Kinship Assistance and Subsidized Adoption programs.

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.

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: Community Partnerships Fiscal Manager

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

Administers the Family Support Grant and DD-SILS Grant.

Christi Tosarello: Children and Family Service Fiscal Manager

(651) 431-3740 or christine.tosarello@state.mn.us

Administers Title IV-B Parts 1 and 2, Alternative Response grants, SELF grant, Family Group Decision Making grant, VCA grant which includes the Title XX Social Service Block Grant, Child Protection Worker Grant and ICWA grants.

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.

Amber Ganyaw: Tribal & Collaborative Reimbursement Specialist

(651) 431-3785 or amber.ganyaw@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.

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.

VACANT: Federal Time Studies Program Accountant

Contact DiAnn Robinson at (651) 431-3739 or diann.robinson@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).