



# SSIS Fiscal Flyer

## Winging Toward Integration

Issue 29

Social Services Information System

September 12, 2006

[Click here for the SSIS Fiscal home page on CountyLink](#)

### Reminder: MMIS Advance requests due

Over 40 counties still have not turned in a *Confirmation of MMIS Monthly Advance Option* form.

- If your county mailed the form to SSIS at its previous address, please fax a duplicate copy. SSIS's forwarded mail is delayed.
- If you have not completed the form, please submit it promptly.

**The form needs to be completed and returned even if your county is not requesting an advance.**

Please fax your completed form c/o Sue Markinov at 651-431-7521. Contact the SSIS Help Line at 651-431-4801 if you have questions.

The link to the instructions and *Confirmation of MMIS Monthly Advance Option* form for custom and paper counties:

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs\\_id\\_059497](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs_id_059497)

The link to the instructions and *Confirmation of MMIS Monthly Advance Option* form for CSIS Counties:

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs\\_id\\_059371](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs_id_059371)

### Follow steps to change interface schedules

Changing the schedule for the payment request, payment batch status, payment confirmation, or vendor import interface settings has two steps:

1. Make the appropriate changes on the Interface Settings tab.
2. Select **Schedule Interface** from the **Action** menu.

The schedule change is transferred to the server when the Schedule Interface menu option is selected. The schedule change will not take effect until the menu option Schedule Interface has been selected.

### Use current payment system for some Child Care services

SSIS will not complete the Child Care Fund report. The BRASS service codes *Basic Sliding Fee Child Care-211* and *Minnesota Family Investment Program (MFIP) Child Care-212* should continue to be paid from the system that counties currently use. SSIS should not be used to make the payments for these services.

CSIS counties that are not on MEC2 need to continue using CSIS to make these payments and produce the Child Care Fund Report.

**Project Update #150 (7/25/03)** contained information about how to report social services workers' time related to Child Care Assistance Funds and workgroups in SSIS. Child care paid under the BRASS service code of *Other Child Care-214* should be paid out of SSIS.

CSIS Coordinators received an e-mail with additional details specific to CSIS counties.

### CountyLink Additions

*CountyLink is undergoing an upgrade. Many SSIS pages have missing documents until the glitches get worked out. Thank you for your patience.*

### Payment Interface Questions—Who Ya Gonna Call?

As counties complete the Payment Interface process, payment requests will be generated from SSIS. For CSIS and paper counties, this means that all payment information, with the exception of child care fund, must be in the SSIS application beginning October 1, 2006. Custom counties should coordinate the date of their first production batch in SSIS with their Payment Interface Buddy.

The Payment Interface Buddies have been the first point of contact during the setup process. Once setup is completed, the SSIS Help Line should be the first point of contact. This is necessary so that Buddies are available for counties completing the setup as well as other projects to which they are assigned. If necessary, Help Line will consult with the Payment Interface Buddy. The new SSIS Help Line number is 651-431-4801.

**SSIS Help Line: (651) 431-4801**

**SSIS Fax: (651) 431-7521**

**SSIS Main Line: (651) 431-4800**

**[ssishelp@state.mn.us](mailto:ssishelp@state.mn.us)**

## Payment Request Processing

This updated document is for counties who have completed the test batch and are entering payments into SSIS. It is designed to more closely match how counties may process payments in production. It is not necessary to follow this exact order (e.g., you may run the payment edit report after approving the batch), though it is SSIS's recommended sequence. (Note: The Attachments referenced are within the original **Payment Interface Checklist** on CountyLink.)

### From Worker/Fiscal:

- ⇒ Create New Payment Batch. (See Attachment D)
- ⇒ Create Payment Requests.
- ⇒ Print grid from Payments Tab in your batch for proofing or for your Board Report
- ⇒ Run Payment Batch Edit Report
- ⇒ Make corrections on Payment Requests
  - Re-run edit report as needed
  - Re-print payments grid
- ⇒ Approve Batch (See Attachment F) or send for approval.
- ⇒ Submit Batch. (See Attachment G)

### From Admin:

- ⇒ Wait for your scheduled interface to run OR select Run Current Interface Job on Payment Request Settings and Payment Batch Status Settings Tabs: (See Attachment I)

### From Worker/Fiscal:

- ⇒ Check Payment Batch Status. (Attachment J)
  - Batch Status should be 'Submitted'
  - Submission Status should be 'Successful'
- ⇒ If Submission Status is Errors then correct Errors and Re-submit Batch. (Attachment K)

### From County Accounting System:

- ⇒ Process Batch and Print Checks

### From Worker/Fiscal:

- ⇒ Confirmation Validation.
  - Wait for your scheduled interface to run OR select Run Current Interface Job on Payment Confirmation Settings Tab
- ⇒ Check Payment Batch Status.
  - Batch Status should be 'Paid'
  - Submission Status should be 'Successful'

- *If you have questions while running your production batch, contact SSIS Help Line at 651-431-4801.*
- *Remember: Modifications that impact your general ledger require corresponding entries in your County Accounting System.*
- *Enhanced Grids have many different options that make this information available in many different ways.*

SSIS Version 4.1 (Part B) **INSTALLATION SCHEDULE**

Tuesday, September 19 3:00 PM	Wednesday, September 20 3:00 PM	Friday, September 22 3:00 PM
Aitkin	Anoka	Dakota
Kandiyohi	Becker	Hennepin
Koochiching	Beltrami	Jackson
	Benton	Kittson
	Big Stone	Lake
	Blue Earth	Lake of the Woods
	Brown	LeSueur
	Carlton	Lincoln/Lyon/Murray
	Cass	McLeod
	Chippewa	Mahnomen
	Chisago	Momson
	Clay	Mower
	Clearwater	Nobles
	Cook	Olmsted
	Cottonwood	Otter Tail
	Crow Wing	Pine
	Dodge	Pipestone
	Douglas	Folk
	Farbault/Martin	Pope
	Fillmore	Ramsey
	Freeborn	Red Lake
	Goodhue	Redwood
	Grant	Renville
	Houston	Rice
	Hubbard	Rock
	Isanti	Roseau
	Itasca	Sherburne
	Kanabec	Sibley
	Lac qui Parle	Steams
	Marshall	Stevens
	Meeker	Swift
	Mille Lacs	Traverse
	Nicollet	Wabasha
	Norman	Wadena
	Pennington	Watsonwan
	St. Louis	Wilkin
	Scott	Wmونا
	Steele	
	Todd	
	Waseca	
	Wright	
	Yellow Medicine	

Note: Carver and Washington County are not listed.

### HCPC Code Changes Affect Service Arrangements

The new procedure codes from Phase II of the Conversion HCPC codes to National HIPAA Procedure Codes go into effect on 10/1/2006. The new procedure codes will be available in SSIS when Version 4.1B is distributed.

Keep this in mind when setting up 2006 Service Arrangements; end the service arrangements that use the old HCPC codes on

9/30/2006. The new service arrangement can be created with the new procedure code once your county receives Version 4.1B.

*Reminder:* You can duplicate the old Service Arrangements and just change the dates, HCPC code, and adjust your units and amount.

Existing service arrangements with old procedure codes that end

after 9/30/2006 need to be updated to end on 9/30/2006. New service arrangements must be created once the procedure codes are available.

A list of the HCPC codes that are affected by the Phase II Conversion and a copy of **Bulletin #06-56-02** will be included in the next Fiscal Flyer.