For accessible formats of this information or assistance with additional equal access to human services, write to DHS.ssishelp@state.mn.gov, call 651-431-4801, or use your preferred relay service.

DEPARTMENT OF HUMAN SERVICES

SSIS Fiscal

New Payment

April 2023

There are two types of Payments in SSIS:

- Payment Requests
- Posted Payments

Payment Requests record details of services provided by a Vendor and the financial information for making the payment. SSIS submits the payment requests in a batch to the agency accounting system to issue warrants. The agency accounting system creates the warrant for the vendor and sends a payment confirmation back to SSIS.

Posted Payments are used to manually record a payment that has already been made in the agency accounting system. Payment information, including warrant information, is entered into SSIS for tracking claiming and reporting. Posted Payments are not included in a Payment Batch because they are not interfaced between SSIS and the agency accounting system. Instead, Posted Payments are created from a Payment Search.

Best Practice: New Payment Requests are typically created from a Payment Batch. A Payment Request can be created from Payment Search then added to a Payment Batch before it is submitted to the agency's accounting system.

Create a Payment Batch for Payment Requests:

1. Access **Payment Batch Search** and search for an existing batch or create a new batch.
2. To create a new batch access **Action** and select **New Batch**.
3. Enter the batch **Description**. It is recommended to consult with agency mentors for guidance regarding agency specific naming conventions.
4. Enter **Control amount** (the target sum of all payments). This should match the Running Total when finished.
5. Enter anticipated warrant date in **Sch. Warrant date** field.
    - This is an optional field. The date auto fills on each Payment Request in the Batch if entered.
    - The actual warrant date updates when confirmation is received from the agency's accounting system.
6. **Save**.

To enter a New Payment Request in Payment Batch or a New Posted Payment from Payment Search:

1. Access **Action** and select **New Payment**.
    - If entering a Posted Payment, select **Posted Payment** from the Payment type drop-down list.
2. Enter **Service start date** and **Service end date**.
3. Enter the **Service Arrangement #** or complete a Service Arrangement search to find the Service Arrangement if applicable.
    - Most information auto fills when associating a Service Arrangement; however, if a Payment is not associated to a Service Arrangement, all payment details must be manually entered at the time the Payment is created.
4. If client specific, search for **Client name** or enter **SSIS Person #.**
5. Select a **Workgroup** if client specific.

    Best Practice: Select the Workgroup to sort reports and grids by primary worker.

6. Search for and select a **Service vendor**, enter **County vendor #** or **SSIS bus org #.**
7. **Payee vendor** auto fills from selected **Service vendor**.

- Highlight the **Payee vendor** and press **Delete** to pay the Service vendor directly if applicable.

8. Select the **LNDX** Link or the **License** from the **License #** drop-down assigned to the service vendor if applicable.
   - License information is required for IV-E and Northstar claiming purposes.
9. Select **IV-E sub code** if applicable.
   - IV-E sub code is used for IV-E and is only available for group providers.
10. Select **Program**.
    - Program is a breakdown of the BRASS Program defined within SSIS for state reporting.
11. Select **Service**.
    - If 180/181 is selected, a process runs to verify a valid placement is entered for the child and verifies the dates of service and service vendor match the Placement.
12. Select the **County sub-service** if applicable.
    - County sub-services are determined and set up by each individual agency.
    - Use County sub-services to track expenditures for grants, identify payments and time records for healthcare claiming purposes or other tracking requirements.
13. Select **HCPCS/modifier** if applicable.
    - HCPCS/modifier is required on all Payments for Healthcare Claiming.
14. Select a **Location**, mandatory if **HCPCS/Modifier** is selected.
15. Select **Special cost code** if applicable.
    - Use Special cost code to identify special costs related to a BRASS Service or to pay a rate other than the Basic per diem and Supplemental per diem for Services 180/181.

Reference: Refer to the Special Cost Code for Payments and Reporting handout on the SSIS Fiscal Documentation webpage.

16. Select **Paying county**
    - Visible only in regions.

Hint: Information for steps 17 - 20 and 22 auto fills if Service 180 (Treatment Foster Care) or 181 (Child Family Foster Care) is selected. This information is not editable, unless a Special cost code is used, and certain restrictions still apply depending on the Special cost code selected.

17. **MAPCY level**
    - If Service 180/181 is selected, **MAPCY level** or **DOC points** display based on placement classification for the client and service dates selected.
    - If other services are selected, MAPCY level is the default and is not editable.
18. **Supplemental per diem** auto fills if Service 180/181 is selected based on the MAPCY or DOC assessment for the client.
    - If other services are selected, this field remains blank and is not editable.
19. **Basic per diem** auto fills based on the child's age if Service 180/181 is selected.
    - If other services are selected, this field remains blank and is not editable.
20. Select **Unit type** if applicable.
    - This field auto fills for some services based on the Service selected and may or may not be editable.
21. Click the **Calculator** icon next to the **Units** field to have SSIS calculate the number of units, or manually enter the number of units.
22. Enter **Rate** if applicable.

- This field is calculated and not editable if Service 180/181 is selected and no Special cost code is selected.

23. Select the **SEAGR unit type** if applicable.
24. Enter the number of **SEAGR units** if applicable.
    - SEAGR units are enabled if SSIS cannot calculate SEAGR units.
25. Click the **Calc** button next to the **Amount** field to have SSIS calculate the Amount, or manually enter the Amount.
26. Enter the **Warrant/eff. date**.
    - If the Payment Request is created in a Payment Batch, the Warrant/eff. date auto fills with the **Sch. warrant date** from the Payment Batch.

Hint: Warrant/eff. date is the date the check is scheduled to be issued, or in the case of a Posted Payment, this is the date the warrant was issued.

27. Select the **Accrual code** if applicable.
    - Accrual codes set by your agency tell your agency accounting system to count expenses at the time they incur, irrespective of when the money is paid.
28. Select the **County defined date** if applicable.
29. Search for and select a **Chart of accounts**, or manually enter it.
30. **Submitted date** updates after the Payment Batch is submitted to the agency accounting system.
    - This field remains blank for Posted Payments because they do not interface with the agency accounting system.
31. For Posted Payments, enter the **Warrant/GL number** and **Warrant/GL amount**.

Hint: Warrant/eff. date, Warrant/GL amount and Warrant/GL number are updated when SSIS receives the electronic confirmation from the agency accounting system for Payment Requests submitted and paid using a Payment Batch.

32. Select **Yes** or **No** for **IV-E reimbursable**.

Best Practice: Select Yes for Payments related to foster care services, unless you know the client is not IV-E Eligible.

33. Enter **Invoice number** if applicable.
34. Enter **Invoice date** if applicable.
35. Select a **1099** option if applicable.
    - Defaults from the Service Vendor record.
36. Search and select an **Arrangement group** if applicable.
37. Enter a **Contract number** if applicable.
38. Enter information into the **County defined field** if applicable.
39. Click the **Copy from service** button on **Remittance adv. desc./reason** field to use the description of the **Service** or enter text.

Hints:

- Information entered in this field displays on the remittance advice.
- The Copy from service button is disabled on Posted Payments.

40. **Save.**
41. Access **Action** and select **Send for Approval.**

Hints:

- Run the Payment Batch Edit Report and correct any issues prior to sending for approval.
- Approver and Approval date update when the Payment Request is approved.
- Posted Payments do not go through the approval process and this field remains blank.