

SSIS Worker/Fiscal - 14.4.2.2

File View Searches/Logs Tools Window Help Testers


Northstar MAPCY Overview with SSIS Data Entry

SSIS Worker Mentor Meeting

November 18, 2014
St. Cloud, Minnesota

SSIS Worker Mentor Meeting November 2014 SSIS V14.4 Northstar MAPCY SSIS Entry
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When to Complete a MAPCY



- As a reminder:
 - Beginning January 1, 2015, all children entering foster care must have a MAPCY completed within 30 days of the date of placement.
- Additionally, children who are currently in placement and have a DOC Assessment must have a MAPCY completed if:
 - Their placement setting changes, and/or
 - If the status of their placement changes from foster care to an alternative permanency finding.

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Qualifying MAPCY Settings

Children who enter one of the following placement settings after January 1, 2015, or whose existing placement setting changes to any of the following placement settings after January 1, 2015, become Northstar eligible and require a MAPCY tool:

- Family foster homes BRASS Code 181
- Therapeutic foster home BRASS Code 180
 - Includes foster homes licensed through a private agency
 - Includes corporate foster homes ('CAD!' homes)
 - Includes youth in Extended Foster Care settings
- Youth in Supervised Independent Living BRASS Code 188
- Children experiencing a status change to TPLPC
- Children experiencing a status change to adoption.

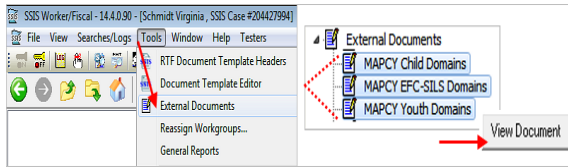
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OHP Setting Northstar Eligibility

In order for placement settings to be Northstar eligible, each must meet at least one of the following criteria:

- The foster care home is licensed for foster care, or
- The foster care licensure is in process (licensure must be obtained within six months of the date of placement), or
- The foster care home is a pre-adoptive placement (with an approved home study and signed Adoption Placement Agreement) with licensure in process, or
- The placement setting is regarding a youth in agency approved Supervised Independent Living and the Extended Foster Care requirements are met.

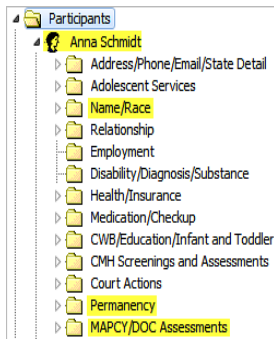
Blank MAPCY – Tools Menu



It may be easiest to complete the MAPCY tool first on paper with the provider, and then enter the selections made into SSIS.

The easiest way to print a blank MAPCY is from **Tools – External Documents**.

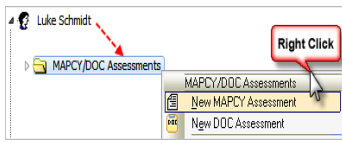
Merge Data into a New MAPCY



Ensure these entries are accurate and complete before opening a MAPCY:

- Client Node
 - o Legal name, DOB and Gender
 - o Hispanic Heritage and ICWA status
- Name/Race folder
 - o All relevant Races
 - o American Indian/Alaskan Native if ICWA
- Permanency folder
- MAPCY/DOC Assessments folder
 - o Most recent DOC Assessments

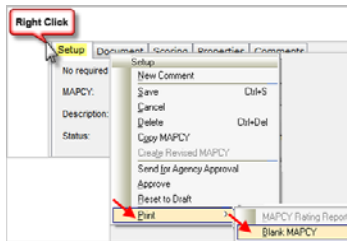
MAPCY Assessment SSIS Location



The new MAPCY Assessment has been added to the same location in the Tree View as the DOC Assessment folder.

Right-click on the **MAPCY/DOC Assessments** folder and select **New MAPCY Assessment** to open a MAPCY.

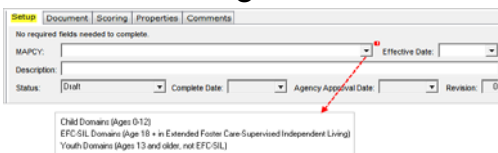
Blank MAPCY – Setup Tab



A blank MAPCY tool may also be printed from the **Setup** tab after opening a **Blank MAPCY**.

Right-click on the **Setup** tab, select **Print**, and select **Blank MAPCY**.

MAPCY Age Domains



Select the desired **MAPCY** tool based on age and enter the **Effective Date**:

- **Child Domains** Ages 0-12
- **Youth Domains** Ages 13 & older (not EFC-SIL)
- **EFC-SIL Domains** Ages 18-21 including Independent Living or Extended Foster Care

MAPCY Setup Tab Fields 1

Assessor	
Assessor:	Walswick, Angela
Full name:	Angela Walswick
Phone:	(651)431-4793
E-mail:	angela.m.walswick@state.mn.us
Child or Youth	
Child or Youth:	Candy Normap
Name:	Candy Normap
Actual or estimated age:	17 years
Actual or estimated date of birth:	10/04/1997
Gender:	Female
Hispanic heritage:	No
Qualifies under ICWA:	No
Race information:	Caucasian
Most recent DDC:	

- Enter the **Assessor's** name in the corresponding field.
- Note that the **Child or Youth's** name autofills.
- If merge fields are blank, return to the Tree View folder to add the information.

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MAPCY Setup Tab Fields 2

Placement Information	
Placements:	Placement
Setting:	Foster family home - non-relative
Caregiver 1:	Nanema Jolivue
Caregiver 2:	Buppa John
Bus org - provider:	Buppa Nanema Foster Care
Placement W/S program:	CM
Days in placement:	58
SSIS Bus Org #:	184507772
Placement workgroup #:	204833448
Caregiver 1 person #:	184507626
Caregiver 2 person #:	184607611
Continuous Placement	
Continuous placement:	3/1/2014
Supervising agency:	County social services
Caregiver address	
Caregiver 1 address:	Physical location
Formatted address:	1301 Elliot Avenue Minneapolis, MN 55423

- Select the current OHP setting in the **Placements** field.
- Select the current **Continuous placement** in the corresponding field.
- Select the **Caregiver 1 address**.
- Click **Save**.

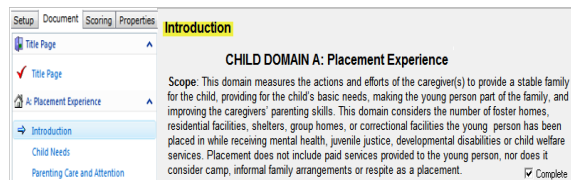
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MAPCY Document Tab Navigation

Navigation and functionality in the MAPCY tool are the same as in service plans.

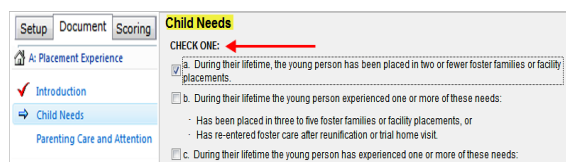
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MAPCY Introduction Node



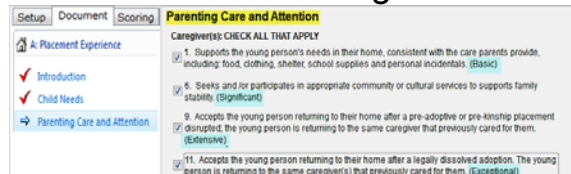
Read each **Introduction** screen carefully; no data entry is required. Each provides information specific to completing that domain. Note that the **Complete** checkbox is already selected for each Introduction node.

MAPCY Child Needs Node



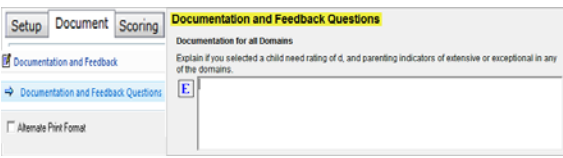
Each **Child Needs** screen allows for the selection of only one checkbox relative to a particular topic area. Select the correct checkbox, click **Complete**, and view the corresponding **Parenting Care & Attention** node.

MAPCY Parenting Node



Complete the **Parenting Care and Attention** screen. Read these screens carefully; some instruct selecting all applicable checkboxes, while others instruct making only one selection. Click **Complete**.

Documentation Feedback Node

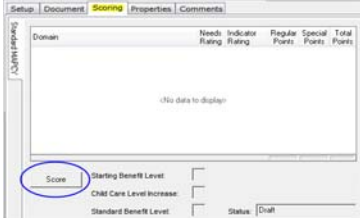


After domains **A – H** are complete, complete the **Documentation and Feedback Questions** screen if a child rating of **D** or higher was selected in any of the domains, or if a rating of **extensive** or **exceptional** was selected for any of the parenting indicators.

Describe why these selections are appropriate for the child and/or are pertinent to the parenting of the child. Click **Complete**, and click **Save**.

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MAPCY Scoring Tab

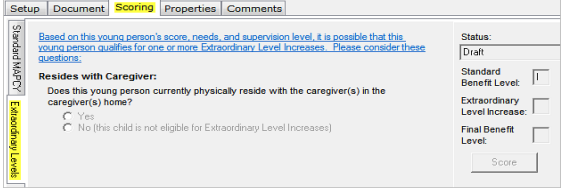


Click the **Scoring** tab, and click the **Score** button to score the benefit level of the MAPCY.

Scoring of the MAPCY is automatic in SSIS. An **Effective Date** must be entered on the **Setup** tab, and all relevant checkboxes selected on the **Document** tab's screens, or the tool will not score.

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Extraordinary Levels



If the checkboxes selected on the MAPCY indicate that the child may qualify for Extraordinary Levels, then the **Extraordinary Levels** tab displays to the left of the screen beneath the **Standard MAPCY** tab.

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Approval Reminders

- An Agency Assessor cannot approve their own MAPCY.
- In order to Approve a MAPCY, the employee must be given new MAPCY rights in Admin.
- An Agency Approver cannot approve Extraordinary Levels; this can only be approved at the state level.



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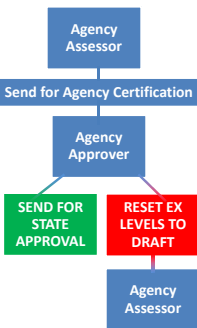
MAPCY Approval Process



Once the MAPCY is Approved, the Assessor receives an SSIS Reminder.

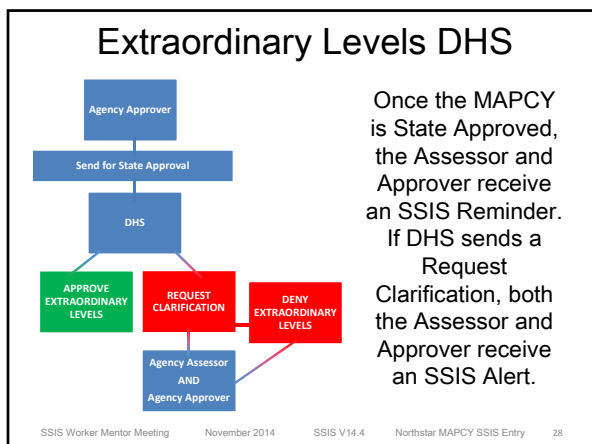
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Extraordinary Levels Process



Once the MAPCY State Approval is pending, the Assessor receives an SSIS Reminder.

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Pending Agency Approval Status


Once a MAPCY has been Sent for Agency Approval, the **Status** field on the **Setup** tab reflects: **Pending agency approval**.

Similarly, if Extraordinary Levels have been Sent for State Approval (after Agency Certification), Pending state approval displays in the Status field beneath the Extraordinary Levels section.

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Initial MAPCY Timeframe

- **Best Practice:**
 - Complete the MAPCY tool within 30 days of the date of placement.
 - The primary caseworker for the child is ideally the individual completing the MAPCY tool.
 - The MAPCY is always completed in conjunction with the foster care providers.
 - Input from providers is necessary to accurately complete the MAPCY tool.
 - Complete Agency Approval within 5 days of receipt of the Standard MAPCY.



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State Approval Timeframe

- **Upon state receipt of Extraordinary Levels:**
 - DHS has 15 days to Approve Extraordinary Levels.
 - If DHS requires further information in order to provide approval, the state will send a Request Clarification with associated Comments.
 - The Agency Assessor and Approver receive an SSIS Alert, and have 30 days to send any additional documentation to DHS.
 - Once received, DHS again has 15 days to Approve or Deny the Extraordinary Levels request.

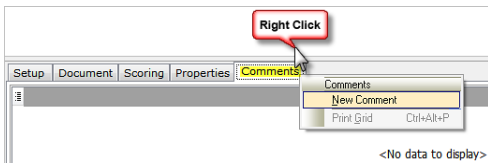


Pending Approval Rate of Pay

- **Hint:**
 - While State Approval is pending from DHS for Extraordinary Levels, in the interim providers can be paid the Standard MAPCY rate.
 - Once State Approval is obtained, the additional Extraordinary Levels rate is paid retroactively to the provider.



MAPCY Comments Tab



Comments entered regarding a MAPCY or any associated Extraordinary Levels follow the MAPCY tool throughout its approval process.

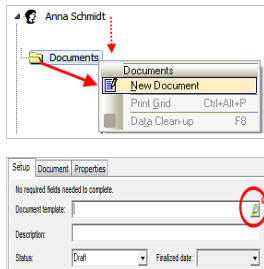
To enter a Comment, right-click on the **Comments** tab and select **New Comment**.

Using MAPCY Comments

Comments may be used with either the **Standard MAPCY** or **Extraordinary Levels**. Comments may be entered by the Agency Assessor, Agency Approver, or State Approver.

Entering descriptions or explanations regarding MAPCY domains may expedite the approval process.

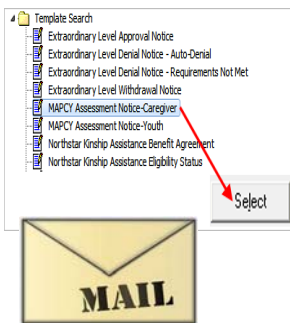
Client Node Documents Folder



A new **Documents** folder displays beneath the Client node. This folder is to house documents associated with MAPCY Assessments, as well as Northstar Kinship and Adoption.

To view the available documents, right-click on the **Documents** folder and select **New Document**. Click the magnifying glass search button.

MAPCY Documents

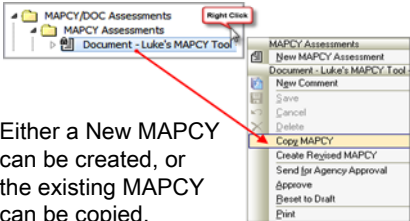


Note the documents that display beneath the **Template Search**.

The first document provided to a caregiver following a MAPCY Approval is the **MAPCY Assessment Notice-Caregiver**.

To access it, click the **Select** button.

MAPCY Reassessment



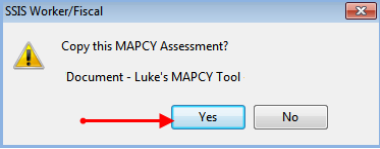
Either a New MAPCY can be created, or the existing MAPCY can be copied.

To copy the existing MAPCY (after reviewing with the foster parents), right-click on the MAPCY node in the Tree View and select **Copy MAPCY**.

The initial MAPCY is reviewed at six months, and then annually thereafter.

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MAPCY Reassessment Timeline 1



Make any changes to the MAPCY screens as discussed with the foster parents.

Review the MAPCY initially at six months.

If the child remains in placement, review the MAPCY annually thereafter.


Click **Yes** in the Dialog box, and edit the dates on the Setup tab.

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MAPCY Reassessment Timeline 2

The MAPCY is also reassessed if:

- The child's needs warrant a review,
- The placement setting changes,
- The providers change, or
- If requested by the provider.



- Reviewing the MAPCY is optional if the child's status changes from foster care to kinship or adoption; the same MAPCY may be used if it is not yet time for the annual review.

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Reassessment Information

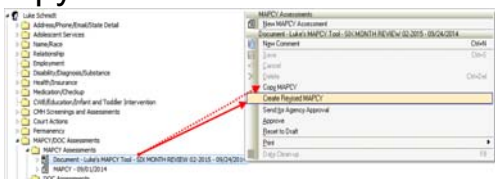
Reassessment Information: For a foster child, reassessments are required six months after placement and annually afterwards. For a child receiving benefits through an Adoption or Kinship Benefit Agreement, reassessments may be requested by the caregiver [MN Statute 256N.24, Subd. 9 and 10].

You may ask for a reassessment if at least six months has passed since the last assessment. Foster parents may ask for a reassessment in less than six months with written documentation that describes significant changes in the child's needs.



The timelines for reassessment of the MAPCY are also included in the MAPCY Assessment letter sent to foster parents, and are reflected in MN Statute.

Copy MAPCY vs. Create Revised



- **Copy:** To create a MAPCY for the same child with a different effective date.
 - Example: Reassess a child in the same foster home.
- **Revised:** to make a change on a MAPCY for the same effective date.
 - Foster parent appeal results in higher level retroactive to the date of placement.
