SSIS General Report Identifies Due Dates for Placement Reviews

One of the AFCARS data fields that federal staff notified DHS needs improved entry is the Date of most recent periodic review of a placement. Whether Administrative or Court, a review is needed at least every six months to meet both federal and state child placement policy and practice requirements.

There is a report in SSIS, available at Tools, General Reports, Placement, Placement Reviews that identifies the next review due date for all placements. Use this report to identify placements that have overdue reviews – at least according to data entered into the system.

Select the Grid report, then Click on the Next Review Date column header to get a listing ordered by the date the next review is (or was) due. Supervisors and staff can run this report on a monthly (or more frequent) basis to see what is overdue or due soon.

If the problem is that the data wasn’t entered into the system, go to the child’s Permanency node in the tree, select the current Continuous Placement, then go to the Reviews tab and, using the Action button, select a New Administrative Review or a New Court Review.

Choose the actual date of the review and Save the record. This will make the data available for the AFCARS report.

Please call the SSIS Help Desk at 651-431-4801 or email questions to dhs.ssishelp@state.mn.us.
### Foster Care and Waiver Services

#### Policy Clarification and How to enter Payments in SSIS

The SSIS Help Desk has received many questions about how to make payments for children with disabilities in out of home placement with the family foster home or group residential facility is providing foster care and Medical Assistance waiver services. This is a clarification of current policy.

**SSIS questions?** Contact the [SSIS Help Desk](mailto:)

**Policy questions?** Contact Deborah Beske Brown Agency Policy Specialist, Family Support and Placement Services at DHS [deborah.beske.brown@state.mn.us](mailto:deborah.beske.brown@state.mn.us), or Lisa Antony-Thomas, Waiver Management Policy Analyst, Fiscal Policy Team at DHS [lisa.antony-thomas@state.mn.us](mailto:lisa.antony-thomas@state.mn.us)

#### Policy Clarification

When children with disabilities need out-of-home care, they are usually placed in either Foster Family settings or Group Residential Facilities. Foster Care Maintenance and Medical Assistance work together to pay for the child’s daily care and services. Details are in the table below:

<table>
<thead>
<tr>
<th>Foster Family Settings</th>
<th>Child Foster Care Maintenance (including Title IV-E)</th>
<th>Medical Assistance Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilities or Setting</strong></td>
<td><strong>First</strong>, establish the Child foster care maintenance rate with:</td>
<td><strong>Second</strong>, establish the MA Waiver Services using the Rate Management System (RMS). Include the totality of the staffing hours.</td>
</tr>
<tr>
<td>Foster family settings</td>
<td>• Basic Rate - determined by the child’s age, and</td>
<td><strong>Third</strong>, subtract the Supplemental amount (MAPCY or DOC) from the RMS calculated amount.</td>
</tr>
<tr>
<td>• Licensed under Minnesota Rules, parts 2960.3000 to 2960.3100,</td>
<td>• Supplemental Rate - determined either using the Difficulty of Care Assessment (DOC), or MN Assessment of Parenting Children and Youth (MAPCY).</td>
<td></td>
</tr>
<tr>
<td>• Known as family foster homes.</td>
<td>The Basic Rate provides for the child’s food, clothing, shelter, daily supervision, school supplies and personal incidentals.</td>
<td></td>
</tr>
<tr>
<td>Foster residence settings</td>
<td>The Supplemental Rate uses an individual assessment to determine the supplemental benefit a caregiver receives on behalf of the child to parent a child with special needs.</td>
<td></td>
</tr>
<tr>
<td>• Meeting the additional requirements in parts 2960.3200 to 2960.3230,</td>
<td><strong>Fourth</strong>, Use the manual banding option in RMS to enter the calculated amount in the non-framework section of RMS.</td>
<td></td>
</tr>
<tr>
<td>• Known as corporate foster care, or waiver homes</td>
<td>Using this method there may be a shift in the source of the funds, but the provider receives the same total amount to provide care to the child. Foster care (including Title IV-E) must be the first payer of services, MA Waiver comes second.</td>
<td></td>
</tr>
<tr>
<td>Treatment foster care settings</td>
<td><strong>First</strong>, establish the Child foster care maintenance rate with:</td>
<td><strong>Second</strong>, establish the MA Waiver Services using the Rate Management System (RMS). Include the totality of the staffing hours.</td>
</tr>
<tr>
<td>• Meeting the additional requirements in parts 2960.3300 to 2960.3340,</td>
<td>• Basic Rate - determined by the child’s age, and</td>
<td><strong>Third</strong>, subtract the Supplemental amount (MAPCY or DOC) from the RMS calculated amount.</td>
</tr>
<tr>
<td>• Known as treatment foster homes</td>
<td>• Supplemental Rate - determined either using the Difficulty of Care Assessment (DOC), or MN Assessment of Parenting Children and Youth (MAPCY).</td>
<td></td>
</tr>
<tr>
<td>Family foster homes licensed or approved by a tribe.</td>
<td>The Basic Rate provides for the child’s food, clothing, shelter, daily supervision, school supplies and personal incidentals.</td>
<td></td>
</tr>
</tbody>
</table>

| Group Residential Facilities                                                          | **First**, establish the Child foster care maintenance rate with:                                                   | **Second**, establish the MA Waiver Services using the Rate Management System (RMS). Include the totality of the staffing hours. |
| Group Residential Facilities, licensed under Minnesota Rules, parts 2960.0130 to 2960.0220 | • Basic Rate - determined by the child’s age, and                                                                   | **Third**, subtract the Supplemental amount (MAPCY or DOC) from the RMS calculated amount. |
| Shelter Programs                                                                      | • Supplemental Rate - determined either using the Difficulty of Care Assessment (DOC), or MN Assessment of Parenting Children and Youth (MAPCY). |
| • Meeting the additional requirements in parts 2960.0510 to 2960.0530                 | The Basic Rate provides for the child’s food, clothing, shelter, daily supervision, school supplies and personal incidentals. |
| • Known as Rule 8                                                                      | **Fourth**, Use the manual banding option in RMS to enter the calculated amount in the non-framework section of RMS.   |
| Mental health treatment                                                               | Using this method there may be a shift in the source of the funds, but the provider receives the same total amount to provide care to the child. Foster care (including Title IV-E) must be the first payer of services, MA Waiver comes second. |
| • Meeting the additional requirements in parts 2960.0510 to 2960.0530                 | **First**, establish the Child foster care maintenance rate with:                                                   | **Second**, establish the MA Waiver Services using the Rate Management System (RMS). Include the totality of the staffing hours. |
| • Known as Rule 5                                                                      | • Basic Rate - determined by the child’s age, and                                                                   | **Third**, subtract the Supplemental amount (MAPCY or DOC) from the RMS calculated amount. |
|                                                                                       | • Supplemental Rate - determined either using the Difficulty of Care Assessment (DOC), or MN Assessment of Parenting Children and Youth (MAPCY). |
|                                                                                       | The Basic Rate provides for the child’s food, clothing, shelter, daily supervision, school supplies and personal incidentals. |**Fourth**, Use the manual banding option in RMS to enter the calculated amount in the non-framework section of RMS.   |
|                                                                                       | Using this method there may be a shift in the source of the funds, but the provider receives the same total amount to provide care to the child. Foster care (including Title IV-E) must be the first payer of services, MA Waiver comes second. |
### Foster Care and Waiver Services

**Policy Clarification and How to Enter Payments in SSIS (continued)**

**How Do You Set Up Service Arrangements/Payments for Waiver Services**

<table>
<thead>
<tr>
<th>Scenario’s From Table on page 2</th>
<th>Child Foster Care Maintenance (including Title IV-E)</th>
<th>Medical Assistance Waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Foster homes</strong></td>
<td>Create a Service Arrangement/Payment in SSIS:</td>
<td><em>Use these steps if the provider bills your agency for the waiver services. If the provider submits claims directly, via provider portal, they should not be billing your agency for the waivers services.</em></td>
</tr>
<tr>
<td><strong>Family foster homes licensed or approved by a tribe</strong></td>
<td>1. Select Service 181 – Child family foster care</td>
<td><strong>Create a second Service Arrangement/Payment in SSIS for remaining amount:</strong></td>
</tr>
<tr>
<td><strong>Foster residence settings</strong></td>
<td>a. The Basic per diem field displays the Basic maintenance amount based on the client’s age</td>
<td>1. Select the appropriate BRASS Service</td>
</tr>
<tr>
<td>Known as corporate foster care or waiver homes</td>
<td>b. The Supplemental per diem field displays the amount based on the DOC Assessment or MAPCY for the client</td>
<td>2. Select the appropriate HCPCS/Mod</td>
</tr>
<tr>
<td></td>
<td>2. Take note of the amount in the Supplemental per diem field. This amount is subtracted from the rate set by the Rate Management System (RMS)</td>
<td>3. Subtract the “Supplemental per diem” amount from the first Service Arrangement/Payment from the RMS calculated amount</td>
</tr>
<tr>
<td></td>
<td><strong>Create a second Service Arrangement/Payment in SSIS for remaining amount:</strong></td>
<td>a. Enter this amount in the Rate field</td>
</tr>
<tr>
<td></td>
<td>1. Select the appropriate BRASS Service</td>
<td><strong>Hint: This Payment creates a claim for Waiver/AC claim batches, as long as all other criteria are met.</strong></td>
</tr>
<tr>
<td></td>
<td>2. Select the appropriate HCPCS/Mod</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Subtract the “Supplemental per diem” amount from the first Service Arrangement/Payment from the RMS calculated amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Enter this amount in the Rate field</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Hint: This Payment creates a claim for Waiver/AC claim batches, as long as all other criteria are met.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Treatment foster care settings</strong></td>
<td>Create a Service Arrangement/Payment in SSIS:</td>
<td>Social Services staff calculates the MA Waiver services using RMS.</td>
</tr>
<tr>
<td></td>
<td>1. Select Service 180 – Treatment foster care</td>
<td><strong>Create a second Service Arrangement/Payment in SSIS for remaining amount:</strong></td>
</tr>
<tr>
<td></td>
<td>a. The Basic per diem field displays the Basic maintenance amount based on the client’s age</td>
<td>1. Select the appropriate BRASS Service</td>
</tr>
<tr>
<td></td>
<td>b. The Supplemental per diem field displays the amount based on the DOC Assessment or MAPCY for the client</td>
<td>2. Select the appropriate HCPCS/Mod</td>
</tr>
<tr>
<td></td>
<td>2. Take note of the amount in the Supplemental per diem field. This amount is subtracted from the rate set by the Rate Management System (RMS)</td>
<td>3. Subtract the “Supplemental per diem” amount from the first Service Arrangement/Payment from the RMS calculated amount</td>
</tr>
<tr>
<td></td>
<td><strong>Create a second Service Arrangement/Payment in SSIS for remaining amount:</strong></td>
<td>a. Enter this amount in the Rate field</td>
</tr>
<tr>
<td></td>
<td>1. Select the appropriate BRASS Service</td>
<td><strong>Hint: This Payment creates a claim for Waiver/AC claim batches, as long as all other criteria are met.</strong></td>
</tr>
<tr>
<td><strong>Group Residential Facilities</strong></td>
<td>Create a Service Arrangement/Payment in SSIS:</td>
<td>Social Services staff calculates the MA Waiver services using RMS.</td>
</tr>
<tr>
<td><strong>Shelter Programs</strong></td>
<td>1. Look up the provider on the Title IV-E Group Provider Search under Searches/Logs</td>
<td><strong>Create a second Service Arrangement/Payment in SSIS for remaining amount:</strong></td>
</tr>
<tr>
<td><strong>Mental Health Treatment</strong></td>
<td>2. Find the appropriate rate for the provider and services</td>
<td>1. Select the appropriate BRASS Service</td>
</tr>
<tr>
<td></td>
<td>3. Select the appropriate service.</td>
<td>2. Select the appropriate HCPCS/Mod</td>
</tr>
</tbody>
</table>

**No additional steps needed. The rate on the Title IV-E Group Provider Search includes the Title IV-E and Medical Assistance percentages.**
JUST ADDED! More Class Dates and Locations for SSIS Basics
(*Formerly SSIS New Worker Training)

JUST ADDED: September Classes in Brainerd
Instructor: Angela Walswick
- SEP 22 8:30-4:30 Intake Basics
- SEP 23 8:30-4:30 Case & Workgroup Basics
- SEP 24 8:30-4:30 Child Services Basics

September-October Classes in Rochester
Instructor: Renetta Walk
- SEP 29 8:30-4:30 Intake Basics
- SEP 30 8:30-4:30 Case & Workgroup Basics
- OCT 1 8:30-4:30 Child Services Basics

JUST ADDED: October Classes in Metro
Instructor: Renetta Walk
- OCT 6 8:30-4:30 Intake Basics
- OCT 7 8:30-4:30 Case & Workgroup Basics
- OCT 8 8:30-4:30 Child Services Basics

JUST ADDED: October Classes in Bemidji
Instructor: Renetta Walk
- OCT 20 8:30-4:30 Intake Basics
- OCT 21 8:30-4:30 Case & Workgroup Basics
- OCT 22 8:30-4:30 Child Services Basics

JUST ADDED: October Classes in Duluth
Instructor: Angela Walswick
- OCT 20 8:30-4:30 Intake Basics
- OCT 21 8:30-4:30 Case & Workgroup Basics
- OCT 22 8:30-4:30 Child Services Basics

October Classes in Metro
Instructor: Angela Walswick
- OCT 27 8:30-4:30 Intake Basics
- OCT 28 8:30-4:30 Case & Workgroup Basics
- OCT 29 8:30-4:30 Child Services Basics

JUST ADDED: November Classes in Willmar
Instructor: Renetta Walk
- NOV 3 8:30-4:30 Intake Basics
- NOV 4 8:30-4:30 Case & Workgroup Basics
- NOV 5 8:30-4:30 Child Services Basics

JUST ADDED: November Classes in Metro
Instructor: Angela Walswick
- NOV 10 8:30-4:30 Intake Basics
- NOV 12 8:30-4:30 Case & Workgroup Basics
- NOV 13 8:30-4:30 Child Services Basics

November Classes in Bemidji
Instructor: Renetta Walk
- NOV 17 8:30-4:30 Intake Basics
- NOV 18 8:30-4:30 Case & Workgroup Basics
- NOV 19 8:30-4:30 Child Services Basics

JUST ADDED: November Classes in Rochester
Instructor: Angela Walswick
- NOV 29 8:30-4:30 Intake Basics
- NOV 30 8:30-4:30 Case & Workgroup Basics
- NOV 31 8:30-4:30 Child Services Basics

JUST ADDED: December Classes in Brainerd
Instructor: Renetta Walk
- DEC 1 8:30-4:30 Intake Basics
- DEC 2 8:30-4:30 Case & Workgroup Basics
- DEC 10 8:30-4:30 Child Services Basics

December Classes in Metro
Instructor: Angela Walswick
- DEC 8 8:30-4:30 Intake Basics
- DEC 9 8:30-4:30 Case & Workgroup Basics
- DEC 10 8:30-4:30 Child Services Basics

JUST ADDED: December Classes in Duluth
Instructor: Renetta Walk
- DEC 15 8:30-4:30 Intake Basics
- DEC 16 8:30-4:30 Case & Workgroup Basics
- DEC 17 8:30-4:30 Child Services Basics

JUST ADDED: December Classes in Willmar
Instructor: Angela Walswick
- DEC 15 8:30-4:30 Intake Basics
- DEC 16 8:30-4:30 Case & Workgroup Basics
- DEC 17 8:30-4:30 Child Services Basics

Instructor Contact Info
angela.m.walswick@state.mn.us (651) 431-4793
renetta.walk@state.mn.us (651) 431-4917

If classes are full, please still register!
Waitlisted registrations help determine what additional classes will be offered.
Class Locations

Bemidji Lab
County Administration Building
701 Minnesota Ave. NW, Room 213
Bemidji, MN 56601

Brainerd Lab
11630 State Ave—Bldg #20
Brainerd, MN 56401
This is a secure building. Use phone in main hallway to contact Security for access to the building.

Duluth Lab
Government Service Center (GSC)
320 W. 2nd St – 3rd Floor
Computer Training Lab
Duluth MN 55802

Metro Lab
DHS – Lafayette Building
Training Center
444 Lafayette Road North
St. Paul, MN 55155

Rochester Lab
Olmsted County Public Health Building
2100 Campus Drive SE, Room 244
Rochester, Minnesota 55904

Willmar Regional Training Lab
COB Building
400 Benson Avenue
Willmar, MN 56201

CountyLink Updates

Fiscal Mentor Meeting Handouts
DHS Systems and IT Updates > SSIS resources > Fiscal Mentor Program > Meeting Information

Northstar Care Fiscal Reconciliation - 3-slide Handout
Northstar Care Fiscal Reconciliation - Slide Presentation
Preparing for 2016 in SSIS Admin - 3-Slide Handout
Preparing for 2016 in SSIS Admin - Slide Presentation
2. Northstar Care Fiscal Reconciliation Manual Process - Example Output
ICD-10 and Essential Community Support Guidance - Slide Presentation
ICD-10 and Essential Community Support Guidance - 3-slide Handout
Reports to Help Close Out 2015 and Prepare for 2016 - 3-slide Handout
Reports to Help Close Out 2015 and Prepare for 2016 - Slide Presentation
SSIS Training Update - 3-slide Handout
SSIS Training Update - Slide Presentation
SSIS Update

Data Definitions Documents
DHS Systems and IT Updates > SSIS resources > Support > Data Definitions

Version 15.3 Documents
15.3 to 15.2 Schema Comparison Report
Version 15.3: Data Model – 54 pages (Effective 07/27/15)
Version 15.3: Data Model – 15 pages (Effective 07/27/15)
V15.3 Code Table Listing – SSIS.ACTIVITY
V15.3 Code Table Listing – SSIS.BRASS_PROGRAM
V15.3 Code Table Listing – SSIS.BRASS_SVC
V15.3 Code Table Listing — SSIS.BRASS_SVC_HIST
V15.3 Code Table Listing – SSIS.BRASS_SVC_WG_TYPE
V15.3 Code Table Listing – SSIS.CODE
V15.3 Code Table Listing – SSIS.HCPCS_MOD
V15.3 Code Table Listing – SSIS.HCPCS_MOD_SVC
V15.3 Code Table Listing – SSIS.MMIS_CODE
V15.3 Code Table Listing – SSIS.RELATION
V15.3 Code Table Listing – SSIS.SCHOOL_DISTRICT
V15.3 Code Table Listing – SSIS.SPECIAL_COST
V15.3 Code Table Listing – SSIS.SUBPROG
V15.3 Code Table Listing – SSIS.TR_ACTIVITY
SSIS Fiscal New Worker (FNWT)

2-day Training

This course is designed for the new Fiscal worker and can also be used as a refresher course for current staff working with fiscal tasks such as Service Arrangements, Payments and Healthcare Claims. Participants work directly in SSIS during the two-day class.

Upcoming Class Dates & Locations

October 14-15 — Willmar
December 9-10 — Metro (St. Paul)

Register Now on TrainLink

Attention: These last sessions in 2015 will be cancelled if fewer than seven registrants enroll. Currently, there are less than seven enrolled for each session.

See Implementation Memo 161 for more information on all FNWT sessions scheduled in 2015.

Have New Mentors?

If you have a new mentor, be sure to email us their phone, email, and status as a Primary or Alternate mentor.

Mary Klinghagen,
Fiscal Mentor Coordinator

Lisa Litchfield,
Worker Mentor Coordinator