



SSIS Fiscal

SSIS Exclusions

November 2022



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Exclusions

Entering Exclusions on Payments and Time Records excludes them from generating claims and proofing, with the exception of the Child Foster Care (CFC) Report.

Workers review proofing messages in Healthcare Claim batches, Relative Custody Assistance (RCA) Reports and CFC Reports to determine if the information in SSIS is accurate or if changes are needed. Workers enter Exclusions on Time Records and Payments if they determine the information is accurate and a claim should not be created. Entering an Exclusion removes the Payment or Time Record from displaying in proofing. This allows the worker to review proofing messages without seeing errors they have already researched.

Exclusions can also be entered on Time Records or Payments to prevent them from creating a Healthcare Claim or RCA claim. For example, a Time Record may pass all the edits in SSIS to create a Targeted Case Management (TCM) claim, but the worker knows that the contact was not eligible. Since the Time Record passed all rules in SSIS, a Healthcare Claim would generate unless the worker entered an Exclusion for the Time Record.

Payments with Exclusions are not included in generating RCA or Healthcare Claims, however, there is an exception to that rule for the CFC Report. Exclusions entered on Payments are ignored during the generate process of the CFC Report. Title IV-E claims and/or Northstar claims may still generate for these Payments. For example, if an Exclusion exists on a Payment for the CFC Report because the client is not IV-E eligible, a Northstar claim may still generate. The Exclusion entry still removes the Payment from displaying in proofing.

SSIS recommends reviewing the Exclusion Search as part of your proofing process for Healthcare Claim batches, the RCA Report and the CFC Report to ensure Exclusions are still valid.

Hints:

- *Add multiple Exclusions if there are multiple reasons to exclude the Payment or Time Record*
- *Add the function Create Exclusion to a user's Role in Admin so the user can create, edit and delete Exclusions*

Examples when to use Exclusions for the CFC Report, RCA Report, and Healthcare Claiming include:

Child Foster Care Report

- Initial Clothing was paid before the Placement started
- Service Dates not valid with license dates
- No MAXIS IV-E Eligibility information exists and IV-E reimbursable = Yes on the Payment

RCA Report

- Client turned 18 during the Service Dates of the Payment and the worker has already split the Payment. Enter the Exclusion on the Correcting Entry Adjustment that includes the client's 18th birthday.

Healthcare Claiming

- The client is not eligible for Medical Assistance (MA) during the dates of service
- The Time Record status is Attempted
- The Payment is for supplies or modifications that have been claimed using MN-ITS

When to use Exclusions vs. Do Not Claim Determinations for Healthcare Claiming

- Both options, Exclusions and Do Not Claim Determinations, stop Time Records and/or Payments from creating Healthcare Claims.
- Enter an Exclusion for a single Time Record or Payment. Exclusions can be deleted if no longer valid and the Time Record or Payment is now eligible for claiming.
- Enter a Do Not Claim Determination on a client for a specific Claim Category and period of time. Do Not Claim Determinations include multiple Time Records and Payments with one entry. Do not delete Do Not Claim Determination records unless entered in error.

Healthcare Claiming Examples	Use
Attempted Contact is not claimable	Exclusion
No TEFRA override	Do Not Claim
Client has a TPL or PPHP (MCO)	Do Not Claim
The contact is not a qualifying CW-TCM Contact	Exclusion

Hint: For Healthcare Claiming, complete a Void and Resubmit or Void and Finalize to reverse a claim if Exclusions are added to Time Records or Payments after a claim was generated and submitted.

Enter Exclusions on Payments from:

- Healthcare Claiming
 - Payment tab on a Healthcare Claim
 - Payment Proofing in the Healthcare Claim Batch
- RCA Report
 - Payment tab on a RCA Claim
 - Payment Proofing in the RCA Report
 - Claimed Payment Proofing in the RCA Report
- CFC Report
 - Payment tab on a CFC Claim
 - Payment Proofing in the CFC Report
 - Claimed Payment Proofing in the CFC Report

- Child Count Proofing in the CFC Report
- Payment Search
- Payments folder under Fiscal Details
- New Payment Request (Included in a batch or not)
- New Posted Payment
- Payment Modifications

Exclusion tab on a Payment with the Action Menu

Exclude From	Reason	Create Date	Additional Information
Child Foster Care Report	No IV-E license	12/23/2015	

Exclude From: Create Date:

Reason:

Additional Information:

Exclusions

- New Exclusion - Child Foster Care Report
- New Exclusion - Healthcare Claiming
- New Exclusion - RCA Report
- Print Grid Ctrl+Alt+P
- Exclusion - Child Foster Care Report**
- Save Ctrl+S
- Cancel
- Delete Ctrl+Del
- Data Clean-up F8

Action ▾

Enter an Exclusion on a Payment

1. Select the Payment that should be excluded from Healthcare Claiming, the RCA Report and/or the CFC Report
2. Access **Action** and select one of the following:
 - **New Exclusion – Child Foster Care Report**
 - **New Exclusion – Healthcare Claiming**
 - **New Exclusion – RCA Report**
3. The **Exclude From** defaults to the selection above
4. **Create Date** defaults to today’s date and is editable
5. Select the **Reason** for the Exclusion
 - The list of Reasons display based on the Exclusion type selected
6. Enter **Additional Information**
 - Details regarding the reason the record is being excluded
 - Additional Information helps the worker determine if the Exclusion is still valid when reviewing the Exclusion Search
7. **Save**

SSIS Payment Screen - Exclusion Tab

Exclude From	Reason	Create Date	Additional Information
Child Foster Care Report	Not IV-E eligible	02/19/2016	More details regarding this Exclusion, if applicable
Child Foster Care Report	Not IV-E reimbursable	02/19/2016	More details why the client is not IV-E Reimbursable, if applicable
Healthcare Claiming	Claimed - TPL	02/19/2016	More details here, ex. Paid or Denied by TPL

Exclude From: Create Date:

Reason:

Additional Information:

Action

Enter Exclusions on Time Records from:

- Time Proofing in a Healthcare Claim Batch
- Time Record tab of a Healthcare Claim in a Healthcare Claim Batch
- Time Record tab of a Healthcare Claim in the Fiscal Details folder
- Time Record tab of a Healthcare Claim when using Healthcare Claim Searches

Hints:

- *Time Records can be excluded from Healthcare Claiming only.*
- *Workers cannot create, view, edit or delete Exclusions from the Chronology folder.*

Time Record Screen with Action Menu

The screenshot shows a software interface for entering time records. At the top, there is a date field set to 6/17/2013 and a time field set to 12:00 AM. Below this is the 'Activity' section, which includes a 'Workgroup' dropdown menu (currently showing 'Beaufaux Phoebe CW Case Management 3/16/2012'), a 'Program' dropdown (100 - Child Welfare (General)), a 'Service' dropdown (193 - General case management), and an 'Activity' dropdown (Client contact). There are also fields for 'Duration' (1 hour, 0 minutes) and 'Cnty Acctg'. To the right of the 'Service' dropdown is a 'Regarding:' section with a list of names: Monica Geller, Phoebe Beaufaux, and Joey Tribianni. The 'No. of Persons' field is set to 1. Below the 'Activity' section is a 'Note' field with a blue 'E' icon. At the bottom of the screen is the 'Contact' section, which includes a 'Purpose' dropdown (text), a 'Status' dropdown, a 'Method' dropdown, and a 'Location' dropdown. An 'Action' menu is open over the 'Method' dropdown, showing options: 'New Exclusion - Healthcare Claiming', 'OK', 'Cancel', 'Delete', 'Print', 'Edit', and 'Data Clean-up'. The 'Contact With:' field is also visible, with a list of names: Monica Geller, Phoebe Beaufaux, Joey Tribianni, and Rachel Green. The bottom right corner of the screen shows 'Time Record: 1 of 1'.

Enter an Exclusion on a Time Record

1. Select the Time Record to exclude from Healthcare Claiming
2. Access **Action** and select **New Exclusion – Healthcare Claiming**
3. The **Exclude From** defaults to **Healthcare Claiming**
4. **Create Date** defaults to today's date and is editable
5. Select the **Reason** for the Exclusion
 - The list of Reasons are filtered to display Reasons related to Healthcare Claiming
6. Enter **Additional Information**
 - Details regarding the reason the record is being excluded

- Additional Information helps the worker determine if the Exclusion is still valid when reviewing the Exclusion Search

7. Save

Time Record Screen - Exclusions Tab

Tribianni, Joey - 06/17/2013 Exclusions

Exclude From	Reason	Create Date	Additional Information
Healthcare Claiming	Hold for authorization - MCO	10/11/2013	

Exclude From: Healthcare Claiming Create Date: 10/11/2013

Reason: Hold for authorization - MCO

Additional Information:

Action Time Record: 1 of 1

When not to add an Exclusion:

Do not add an Exclusion to the Time Record or Payment if a proofing message can be corrected, for example:

- An RCA Payment Worksheet will be completed and Finalized that encompasses the service dates of the Payment
- You received a warning message that the Payment Amount does not match the amount on the Finalized RCA Payment Worksheet
 - Even though you received this warning message, a claim has been created and if you add an Exclusion to this Payment, the claim would be removed when you regenerate the RCA Report
- Best Interest Date is mismatched and the financial worker is going to update the MAXIS information to the correct date
 - Once the dates match, the Payment will be claimed on the CFC Report
- The MMIS Service Agreement will be updated and the Time Record or Payment can be claimed once it is complete

Exclusion Searches

Review Exclusions periodically to verify the Exclusions are still valid. There are different options available to review Exclusions. You can review Exclusions directly from Healthcare Claiming and the RCA Report, however you cannot review Exclusions from the CFC Report. There is also a Payment Exclusion Search

and a Time Exclusion Search available to review Exclusions. Listed below are various ways to search for and review Exclusions:

To Access Exclusions from a Healthcare Claiming Batch:

- **Healthcare Claim Batch**
 - Payment Proofing
 - Time Proofing

To Access Exclusions on the RCA Report:

- Payment Proofing
- Claimed Payment Proofing

Hint: There is no Exclusion checkbox on the Payment Proofing or Claimed Payment Proofing tabs of the CFC Report. Exclusions for the CFC Report can only be reviewed using the Exclusion Search.

To Access Exclusion Searches:

1. From the **Task Panel**, select **Searches**
 - As an alternate option, you may select **Searches/Logs** from the Toolbar
2. Select **Exclusion Searches**
3. Select the appropriate Exclusion Search
 - **Payment Exclusion Search**
 - **Time Exclusion Search**

Hint: The Payment Exclusion Search is also available from the Payment section of the Task Panel.

Payment Exclusion Search

Use the Payment Exclusion Search to find Payments excluded from Healthcare Claiming, the RCA Report and the CFC Report. You can search for Exclusions based on either the Exclusion criteria and/or the Payment criteria.

Payment Exclusion Search

Searches: Max results: Search on open 0.30 Secs, 20 Results

Exclusion Criteria

Excluded From: Reason:

Create Date Range: From: To:

Payment Criteria

Date Type: Date Range: From: To:

Vendor Type: Business Name: County Vendor #: SSIS Bus Org #:

Client First Name: Client Last Name: County Person #: SSIS Person #:

Client Name

Svc Code	Spec Cost Code	Service Start Date	Service End Date	Warrant/Eff Date	Amount	Primary Worker
Client Name : Dirt, Mike T VII						
180		01/01/2006	01/31/2006	06/02/2009	\$721.37	
Client Name : Elmore, Willow Weeping						
188	99	01/01/2011	01/31/2011	01/01/2011	\$250.00	
188		01/17/2011	05/15/2011	01/01/2011	\$3,200.00	

Payment | Comments | Payment Batch | Exclusions

Exclude From	Reason	Create Date	Additional Information
Title IV-E Abstract Report	No best interest statement by day 180	06/10/2013	Best interest statement obtained on day 189
Title IV-E Abstract Report	Other	06/28/2013	

Action

Payment Exclusion Search:

1. Navigate to the **Payment Exclusion Search**
2. Select the **Excluded From**, if applicable
 - Options include:
 - **Child Foster Care Report**
 - **Healthcare Claiming**
 - **RCA Report**
 - To search for all areas, leave this field blank
3. Select **Reason** from drop-down, if applicable
 - Options are filtered based on what is selected in the **Excluded From** field
 - To search for multiple Reasons, leave this field blank
4. Select a Date Range and enter **From** and **To** dates, if applicable
 - The **Create Date Range** in the **Exclusion Criteria** section searches for dates when the Exclusions were created
 - The **Date Type** and **Date Range** in the **Payment Criteria** section search for dates listed on the Payment, either **Service Dates** or **Warrant/Eff Date**
5. Enter additional **Payment Criteria**, such as Vendor information or Client information, if applicable
6. Click **Search**

Time Exclusion Search

Use the Time Exclusion Search to find Time Records excluded from Healthcare Claiming. You can search for Exclusions based on either the Exclusion criteria and/or the Time Record criteria.

Time Exclusion Search

The screenshot shows a web-based search interface. At the top, there are search parameters: 'Searches', 'Max results: 500', and 'Search on open'. Below this are two main sections: 'Exclusion Criteria' and 'Time Record Criteria'. The 'Exclusion Criteria' section has a dropdown for 'Excluded From' (set to 'Healthcare Claiming') and a 'Reason' dropdown. The 'Time Record Criteria' section has a 'Date Range' dropdown (set to 'Custom') and fields for 'From' and 'To' dates. There are also fields for 'Client First Name', 'Client Last Name', 'County Person #', and 'SSIS Person #'. A 'Search' button is located to the right of these fields. Below the search criteria is a table of results. The table has columns: 'Svc Code', 'Activity Date', 'Activity', 'Regarding Duration (Min)', 'Method', 'Status', 'Location', and 'Worker'. The results are grouped by client name: 'Client Name : CWTOM, Laura Region', 'Client Name : CWTOM, Lynn Regions', 'Client Name : CWTOM, Mary Regions', and 'Client Name : CWTOM, Skye Regions'. The first row shows a record for '193' on '2/4/2010 12:00:01 AM' with 'Client contact' activity, '36' minutes duration, 'Face to face' method, 'Completed' status, 'Child's residence' location, and 'Kjos, Leode J' worker. Below the table is a section for 'CWTOM, Laura Region - 02/04/2010 Exclusions'. This section has a table with columns: 'Exclude From', 'Reason', 'Create Date', and 'Additional Information'. The first row shows 'Healthcare Claiming' as the reason, 'Other' as the reason, '10/22/2013' as the create date, and 'No Annual Review' as additional information. An 'Action' dropdown is at the bottom left.

Time Exclusion Search:

1. Navigate to the **Time Exclusion Search**
2. **Excluded From** defaults to Healthcare Claiming
 - Time Records can only be excluded from Healthcare Claiming
3. Select **Reason** from drop-down
 - Options are filtered based on what is selected in the **Excluded From** field
 - To search for multiple Reasons, leave this field blank
7. Select a Date Range and enter **From** and **To** dates, if applicable
 - The **Create Date Range** in the **Exclusion Criteria** section searches for dates when the Exclusions were created
 - **Date Range** in the **Time Record Criteria** section searches for dates listed on the Time Records
4. Enter Client information, if desired
5. Click **Search**

Delete Exclusion

After reviewing Exclusions, a worker can determine that the Exclusion is no longer valid and delete the Exclusion from the Payment or Time Record. Once the Exclusion is deleted, the Payment or Time Record creates claims and/or displays in proofing.

To Delete an Exclusion:

1. Select the Time Record or Payment with an Exclusion to be deleted
2. Click on the **Exclusions tab**

- If there are multiple Exclusions, select the one to delete
- 3. Access **Action**
- 4. Select **Delete**
 - A message displays to verify that you want to delete the Exclusion
- 5. Select **Yes**
 - If this is not the Exclusion you want to delete, select **No**

***Hint:** If an Exclusion was deleted in error, enter a new Exclusion.*