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# SSIS Fiscal

Prevention Services State Report

August 2025

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For accessible formats of this information or assistance with additional equal access to human services, email us at [dcyf.ssishelp@state.mn.us](mailto:dcyf.ssishelp@state.mn.us), call 651-431-4801, or use your preferred relay service. (11/24)

## Prevention Services State Report

The Prevention Services State Report (PSSR) is a quarterly report that provides required information to DCYF FOD for Title-IVE claims on prevention services. This report includes the two services included in Minnesota's Five-Year Title IV-E Prevention Plan: Parents as Teachers and Motivational Interviewing.

Revisions cannot be made to the PSSR. Agencies may correct any of the current quarter's information with the following quarter's report submission. Adjustments to the four previous quarters' payments and child counts are included in the current quarter's report. **Agencies are required to submit the report to the state even if no data is included.**

It is recommended that agency staff proof and correct errors regularly throughout the quarter; do not wait until the due date to begin proofing the report. As with all proofing, once errors have been resolved, run the proofing process again. You must regenerate the PSSR report to create or remove claims from the report. If you are unable to determine why the payment or time record displays in proofing be sure to talk with your Fiscal and Worker Mentors. If your mentors are not able to resolve the error, have your mentor contact the SSIS Help Desk at [dcyf.ssishelp@state.mn.us](mailto:dcyf.ssishelp@state.mn.us) for assistance.

The PSSR can be found from the menu bar under **Searches/Logs -> State Reports** or from the task panel under State Reports:

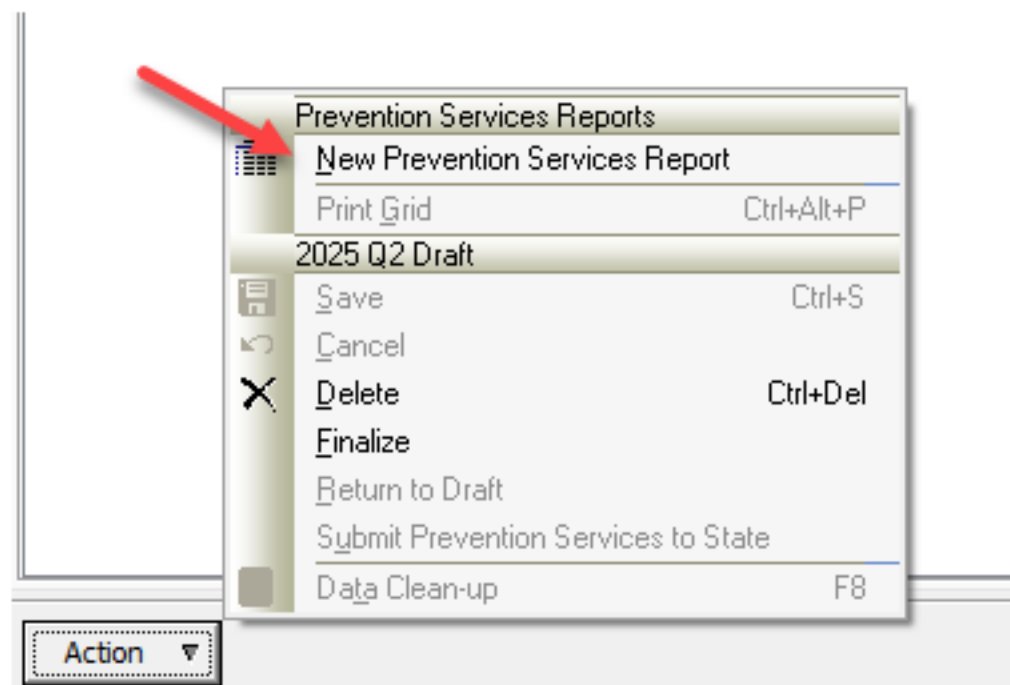




**Reminder:** To create the Prevention Services State Report the user must have the function **Create Prevention Services State Report** added to their role in SSIS Administration. To submit the report to the state the user must have the function **Submit Prevention Services State Report** added to their role in SSIS Administration.

## Create New Prevention Services State Report

Like other reports in SSIS if you have the appropriate functions in your role, you can create the report by using the Action menu, the Lightning Bolt menu, or **right click** on Prevention Services State Report in the tree view.



The PSSR Report Header includes the report year and period, status, agency contact, and other report information. **SSIS will require that the County contact and phone number fields be completed before submission.**

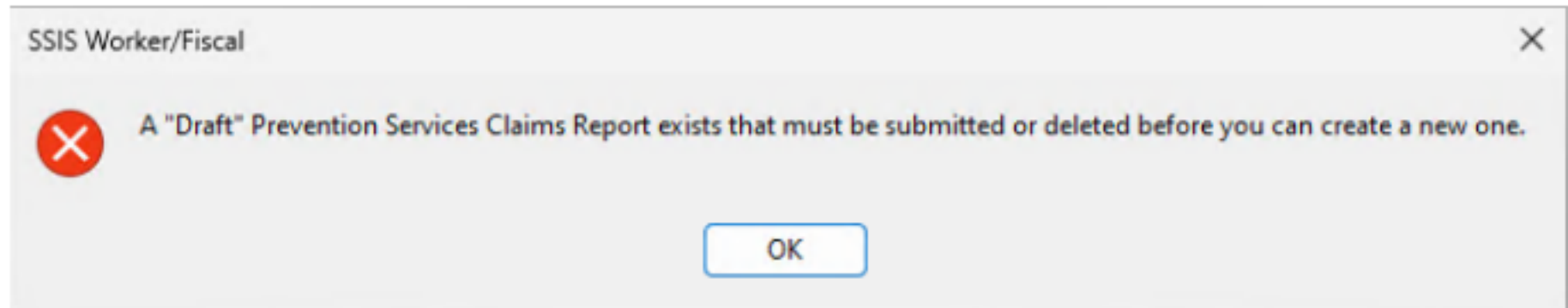
Report type:	<input type="text" value="Prevention Services"/>	Generated date:	<input type="text" value="4/14/2025 10:25:37 AM"/>
Year:	<input type="text" value="2025"/>	Period:	<input type="text" value="Q2 (Apr 1 - Jun 30)"/>
Status:	<input type="text" value="Draft"/>	Revision:	<input type="text" value="0"/>
County contact:	<input type="text" value="Laura"/>	Status Date:	<input type="text" value="4/14/2025 10:25:06 AM"/>
		Submitted by:	<input type="text"/>
		Phone:	<input type="text" value="(123)456-7890"/>
			<input type="button" value="Generate"/>

After reviewing the report header for accuracy, select the **Generate** button in the Header. This populates the PSSR with data. There should be five tabs below the header:

- Prevention Services Claims
- Payment Proofing
- Time Proofing
- Child Count Summary
- Child Count Details



**Reminder:** If a **draft** PSSR exists for **any** report period, SSIS will not allow you to create a second one (even for a different quarter). This is to ensure that claims show up in only one quarterly report. You'll need to finalize or delete the existing draft before creating a new one.



## Prevention Services Claims Tab

The PSSR opens on the **Prevention Services Claims** tab by default. These are the child-specific claims for the agency's Prevention Services time and payments. It includes payments and time records from the most recent five quarters (current quarter plus prior four quarters). The current FFP rate is 50% for Prevention Services.

Client Name	IV-E Service Type	Service Start Date	Service End Date	Contact/Activity Date	Warrant/Eff Date	Total PSR Amount	Total Non-Reimbursable Amount	Total IV-E Amount	Total FFP Amount
Client Name : Earlycar, Lake									
	Prevention Services			10/15/2024		\$225.81	\$0.00	\$225.81	\$112.91
							\$0.00		\$112.91
Client Name : Fair, Melon									
	Prevention Services	11/15/2024	11/15/2024		12/15/2024	\$150.00	\$0.00	\$150.00	\$75.00
	Prevention Services	12/01/2024	12/01/2024		12/15/2024	\$300.00	\$0.00	\$300.00	\$150.00
							\$0.00		\$225.00
Client Name : Fair, Strawberry									
	Prevention Services			11/15/2024		\$56.45	\$0.00	\$56.45	\$28.23
	Prevention Services	10/15/2024	10/15/2024		11/15/2024	\$300.00	\$0.00	\$300.00	\$150.00
							\$0.00		\$178.25
							\$0.00		\$516.14

## Column Headings

There are 45 column headings available under the Prevention Services Claims tab with 9 of them being automatically selected by default. Like with other reports in SSIS you can customize your view and grids to meet your preferences.

Prevention Services Claims | Payment Proofing | Time Proofing | Child Count Summary | Child Count Details

Client Name: [Dropdown]

IV-E Service Type	Service Start Date	Service End Date	Contact/Activity Date	Warrant/Eff Date	Total PSR Amount	Total Non-Reimbursable Amount	Total IV-E Amount	Total FFP Amount
[Dropdown]			10/15/2024		\$225.81	\$0.00	\$225.81	\$112.91
						\$0.00		\$112.91
	11/15/2024	11/15/2024		12/15/2024	\$150.00	\$0.00	\$150.00	\$75.00
	01/2024	12/01/2024		12/15/2024	\$300.00	\$0.00	\$300.00	\$150.00
						\$0.00		\$225.00
			11/15/2024		\$56.45	\$0.00	\$56.45	\$28.23
	11/15/2024	10/15/2024		11/15/2024	\$300.00	\$0.00	\$300.00	\$150.00
						\$0.00		\$178.23

## Claim Summary – Payment

Successful claims meet all the Title IV-E Prevention Services requirements. You can view the Claim Summary for each successful claim to see details about it. The Total IV-E Amount x FFP % (currently 50%) = Total FFP Amount.

Navigation icons: Back, Forward, Refresh, Home, Print, Copy, Paste, Close, Search, etc.

Prevention Services Reports

- 2025 Q2 Draft
- 2025 Q1 Submitted - Pending
- 2024 Q4 Submitted - Pending
  - Prevention Services Claims
    - PSSR, Melon - 11/15/2024
    - PSSR, Melon - 12/01/2024
    - PSSR, Strawberry - 10/15/2024
    - Earlypsr, Lake - 10/15/2024
    - Pssr, Pear - 11/15/2024
    - Pssr, Strawberry - 11/15/2024
  - Payment Proofing
  - Time Proofing
  - Child Count Summary
  - Child Count Details

PSSR, Strawberry - 10/15/2024 - 10/15/2024 | Payment

**Claim Summary**

Client Name: PSSR, Strawberry

Total PSR Amount: \$300.00 | Eligible Amount: \$300.00 | Total Non-Reimbursable Amount: \$0.00

Total IV-E Amount: \$300.00 | Total FFP Amount: \$150.00

Service Start Date: 10/15/2024 | Service End Date: 10/15/2024 | Warrant / Eff Date: 11/15/2024

IV-E Service Type: I - Prevention Services

FFP Type: Minnesota

Client Details

SSIS Person #: 212890801 | PMI #: | Date of Birth: 1/1/2021 | Reported Age: 3

Claim Details

Maximum Allowed: \$700.00 | Paid Over Maximum: \$0.00

IV-E PSR%: 100.00% | IV-E PSR Amount: \$300.00 | FFP PSR Amount: \$150.00

IV-E Non-Reimbursable %: 0.00% | IV-E Non-Reimbursable Amount: \$0.00

Service Vendor Details

Name: Funkadelics | County Vendor #: 11025 | SSIS Bus Org #: 211905458

PSR Claim #: 212935222 | Payment #: 212871101 | Flipped:  Yes  No

Original PSR Claim #: | State Report #: 212894781

## Claim Summary – Time Record



**Reminder:** If more than one client is selected in the “regarding” box of the time record and you don’t specify an allocated time amount the time record will split the time evenly between all selected clients. Your reimbursement calculations will reflect the even time record split.

## Payment Proofing Tab

This tab displays payments for user selected categories with errors that prevent Payments from being included in the Prevention Services State Report. The goal of proofing is to identify errors and warnings to optimize reimbursement and maintain accurate payment information in SSIS.

There are six categories of errors and warnings:

- Client
- Service Dates
- IV-E Service Type
- Prevention Services Eligibility
- Other Errors
- Other Claim Warnings

All six categories are checked by default. Select or deselect as desired, then click “Search”. How many and which ones you choose to address separately or together depends on your work process and preferences. If you have many errors to review, we recommend reducing the number of categories selected together. There may also be different staff that you will ask to correct different categories. **We recommend that you search every category at least once before you submit your report.**



**Hint:** Parents as Teachers affiliates do not have licenses, so this report does not have functionality to check for their current affiliate status. The agency will need to use the [PAT National Center web site](#) to locate PAT affiliates. DCYF Financial Operations Division will verify that a PAT provider that was paid was an active affiliate during the dates of service before they reimburse the agency for their claims. For more information on PAT click here: [FFPSA Prevention candidates and placement prevention services.](#)

## Column Headings

There are 32 column headings available under Payment Proofing with 6 of them being automatically selected by default. Like with other reports in SSIS you can customize your view and grids to meet your preferences.

Svc Code	Service Start Date	Service End Date	Warrant/Eff Date	Amount	Primary Worker
(48)	11/01/2023	11/01/2023	11/15/2023	\$150.00	
	11/01/2023	11/01/2023	11/15/2023	\$150.00	
	11/01/2023	11/01/2023	11/15/2023	\$150.00	Zodhs-Arleth, Laura
	11/01/2023	11/01/2023	11/15/2023	\$150.00	
	11/01/2023	11/01/2023	11/15/2023	\$150.00	

Click on an error record to open the Data Clean-up Tab and display the proofing messages.

Report type: Prevention Services | Generated date: 5/3/2025 9:07:01 AM  
 Year: 2024 | Period: Q4 (Oct 1 - Dec 31) | Revision: 0  
 Status: Draft | Status Date: 5/3/2025 7:19:37 AM | Submitted by: |  
 County contact: | Phone: | Generate

Prevention Services Claims | **Payment Proofing** | Time Proofing | Child Count Summary | Child Count Details

Client  
 Service Dates  
 I/E Service Type  
 Prevention Services Eligibility  
 Other Errors  
 Other Claim Warnings

Svc Code	Service Start Date	Service End Date	Warrant/Eff Date	Amount	Primary Worker
Client Name : Earlyps, Ocean 103	11/01/2023	11/01/2023	11/15/2023	\$150.00	
Client Name : Earlyps, Puddle <b>103</b>	11/01/2023	11/01/2023	11/15/2023	\$150.00	
Client Name : Earlyps, River 103	11/01/2023	11/01/2023	11/15/2023	\$150.00	Zachs-Arleth, Laura
Client Name : Earlyps, Sea 103	11/01/2023	11/01/2023	11/15/2023	\$150.00	
103	11/01/2023	11/01/2023	11/15/2023	\$150.00	

Click on the Error you want to work on in the Data Clean-up Tab and the Error Help message will show below along with the Error Message number that you can use to reference the table below.

Report type: Prevention Services | Generated date: 5/3/2025 9:07:01 AM  
 Year: 2024 | Period: Q4 (Oct 1 - Dec 31) | Revision: 0  
 Status: Draft | Status Date: 5/3/2025 7:19:37 AM | Submitted by: |  
 County contact: | Phone: | Generate

Prevention Services Claims | **Payment Proofing** | Time Proofing | Child Count Summary | Child Count Details

Client  
 Service Dates  
 I/E Service Type  
 Prevention Services Eligibility  
 Other Errors  
 Other Claim Warnings

Svc Code	Service Start Date	Service End Date	Warrant/Eff Date	Amount	Primary Worker
Client Name : Earlyps, Ocean 103	11/01/2023	11/01/2023	11/15/2023	\$150.00	
Client Name : Earlyps, Puddle <b>103</b>	11/01/2023	11/01/2023	11/15/2023	\$150.00	
Client Name : Earlyps, River 103	11/01/2023	11/01/2023	11/15/2023	\$150.00	Zachs-Arleth, Laura
Client Name : Earlyps, Sea 103	11/01/2023	11/01/2023	11/15/2023	\$150.00	
103	11/01/2023	11/01/2023	11/15/2023	\$150.00	

**Error Help**

**Help Description**  
 To determine Prevention Services eligibility a workgroup is required on the payment record. (Message #1431)

**\*Note: The blue hyperlinks do not currently take you to where the correction needs to occur. This functionality will be added in a future release. The table below can assist in identifying where to go to fix the errors.**

## Payment Proofing Messages

Proofing Message #	Short Message	Long Message	Possible Solution(s)
#107	Est. date of birth	The client has an "Est. date of birth." The client must have an actual "Date of birth."	Worker: Enter an actual date of birth for the client.  The client will need to be cleared through your normal clearing process.
#1202	The services dates are too old to claim.	The service dates on the Payment cannot be more than eight quarters before the report end date.	Worker: Verify the service dates on the Payment are correct.
#1400	The client is not Prevention Services eligible.	The client must have a status of "Prevention Services – Eligible" on their Prevention Services Candidacy.	Worker: Verify that the client is Prevention Services eligible and update their Prevention Services Candidacy if applicable.
#1401	The client is not approved for Parents as Teachers.	The Parents as Teachers indicator must be checked on the client's Prevention Services Candidacy.	Worker: Verify that the client is approved for Parents as Teachers and update their Prevention Services Candidacy if applicable.

Proofing Message #	Short Message	Long Message	Possible Solution(s)
#1402	The service dates do not match a current eligibility record.	The service dates on the payment do not meet a timeframe in which the client is eligible for Prevention Services.	<p>Worker: Verify that the client is Prevention Services eligible and update their Prevention Services Candidacy if applicable.</p> <p>Fiscal: Verify the payment dates match the service dates on the vendor's invoice.</p> <ul style="list-style-type: none"> <li>• Split the payment, if appropriate.</li> <li>• If payment is not eligible change the IV-E reimbursable indicator on payment to No.</li> </ul>
#1403	The service start date needs to be on or after October 1, 2024.	The Service Start Date of the payment needs to be on or after October 1, 2024.	<p>Fiscal: Verify the payment dates are correct.</p> <ul style="list-style-type: none"> <li>• If payment is not eligible change the IV-E reimbursable indicator on payment to No.</li> <li>• Split the payment by service dates, if appropriate.</li> </ul>

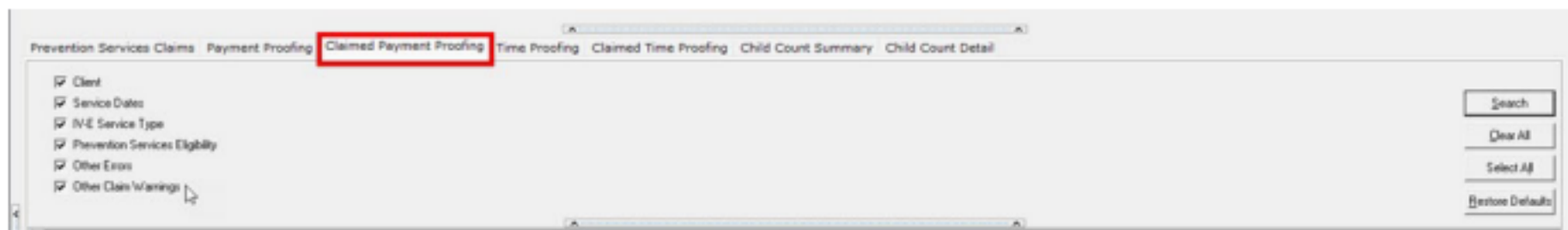
Proofing Message #	Short Message	Long Message	Possible Solution(s)
#1404	The "County sub-service" must be "401 – Parents as Teachers"	The "County sub-service" must be "401 – Parents as Teachers"	Fiscal: Add the sub-service to the payment if the client received the Parents as Teachers service and Save.
#1405	The Program selected on the Payment is not '110 – Child Protective Services'.	The Program selected on the Payment must be '110 – Child Protective Services' to claim.	Fiscal: Verify correct program is selected on the payment.
#1406	Client age does not meet Prevention Services eligibility criteria.	The client must be 5 or under on the dates of service to claim Prevention Services.	<p>Fiscal: Verify the child's age as of the service dates on the payment.</p> <ul style="list-style-type: none"> <li>• Split the payment, if appropriate.</li> <li>• If payment is not eligible change the IV-E reimbursable indicator on payment to No.</li> </ul>
#1407	The hourly rate must be \$350.00 or less.	The hourly rate must be \$350.00 or less.	Fiscal: Verify rate is correct. Split the payment up to the eligible amount, if appropriate.

Proofing Message #	Short Message	Long Message	Possible Solution(s)
#1408	The warrant effective date needs to be on or after October 1, 2024.	The warrant effective date needs to be on or after October 1, 2024.	Fiscal: Verify warrant date on Payment Requests in SSIS and/or agency accounting system for Posted Payments. <ul style="list-style-type: none"> <li>• If payment is not eligible change the IV-E reimbursable indicator on payment to No.</li> <li>• Split the payment, if appropriate</li> </ul>
#1409	"IV-E Reimbursable" indicator is marked "No".	Verify "IV-E Reimbursable" = "No" is accurate for this payment.	Fiscal/Worker: Verify the IV-E reimbursable indicator on the Payment is correct.
#1424	No In-Home Family Support Plan with Prevention Services case plan exists for this client.	An approved In-Home Family Support Plan with Prevention Services case plan must be entered into the system.	Worker: Enter the approved In-Home Family Support Plan.
#1426	The Prevention Services Eligibility Determination for this client has expired.	The Prevention Services Eligibility Determination for this client must be re-determined every 12 months.	Worker: Review the Prevention Services Eligibility Determination for the client and update if needed/appropriate.
#1427	The Unit Type on the Payment must be one of the hourly options.	The Unit Type on the Payment must be one of the hourly options to claim Prevention Services.	Fiscal/Worker: Determine the correct Unit type for the Payment.

Proofing Message #	Short Message	Long Message	Possible Solution(s)
#1428	No active Prevention Services case plan exists for the dates of service.	A quarterly review of the Prevention Services case plan is needed prior to the dates of service.	Worker: Verify that the Prevention Services case plan was reviewed timely.
#1429	Client is not cleared to the database.	Client must be cleared to the agency and state database to claim Prevention Services.	Worker/Fiscal: Clear the client using your normal clearing process.
#1430	The "Service Start Date" and "Service End Date" must be within the same month.	The service dates on the payment must be within the same calendar month.	Worker: Verify Service Start Date and Service End Date.  Fiscal: Split the Payment by service dates, if appropriate.
#1431	Payment record is not associated with a workgroup.	To determine Prevention Services eligibility a workgroup is required on the payment record.	Fiscal: Add the workgroup to the payment and Save.

## Claimed Payment Proofing

This tab examines successful claims from the previous four quarters. It displays previously successful claims that will no longer be successful, something has changed and unless further changes occur, these claims will flip.



These flipping claims use the same checkbox categories as the Payment Proofing tab. It's highly beneficial to check the Claimed Payment Proofing tab before generating. After generating, SSIS displays the results but not the reasons and at that point, it may require considerable research to determine why a previously successful claim flipped and whether anything can be done to undo the flip. If you make changes to avoid a flip, then running proofing again will cause the potential flip to drop off the proofing. But if it's already flipped and changes were made to the payment record, a new claim won't be created until the Generate button is pressed again.



**Hint:** We recommend that after creating a new Prevention Services State Report, **Save** should be your first step rather than Generate. We recommend examining the Claimed Payment Proofing tab **before** using the Generate button and only after that pressing the PSSR **Generate** button.

## Time Proofing Tab

This tab displays time records for the user selected categories with errors that prevent the Time records from being included in the Prevention Services State Report. The goal of proofing is to identify errors and warnings to optimize reimbursement and maintain accurate reporting information in SSIS.

Prevention Services Claims | Payment Proofing | **Time Proofing** | Child Count Summary | Child Count Details

<input checked="" type="checkbox"/> Client	<input checked="" type="checkbox"/> Prevention Services Eligibility	<input checked="" type="checkbox"/> Service Dates
<input checked="" type="checkbox"/> Time Record	<input checked="" type="checkbox"/> Staff Not Qualified	<input checked="" type="checkbox"/> Other Errors
<input checked="" type="checkbox"/> Do Not Claim	<input checked="" type="checkbox"/> Exclusions	

Search  
Clear All  
Select All  
Restore Defaults

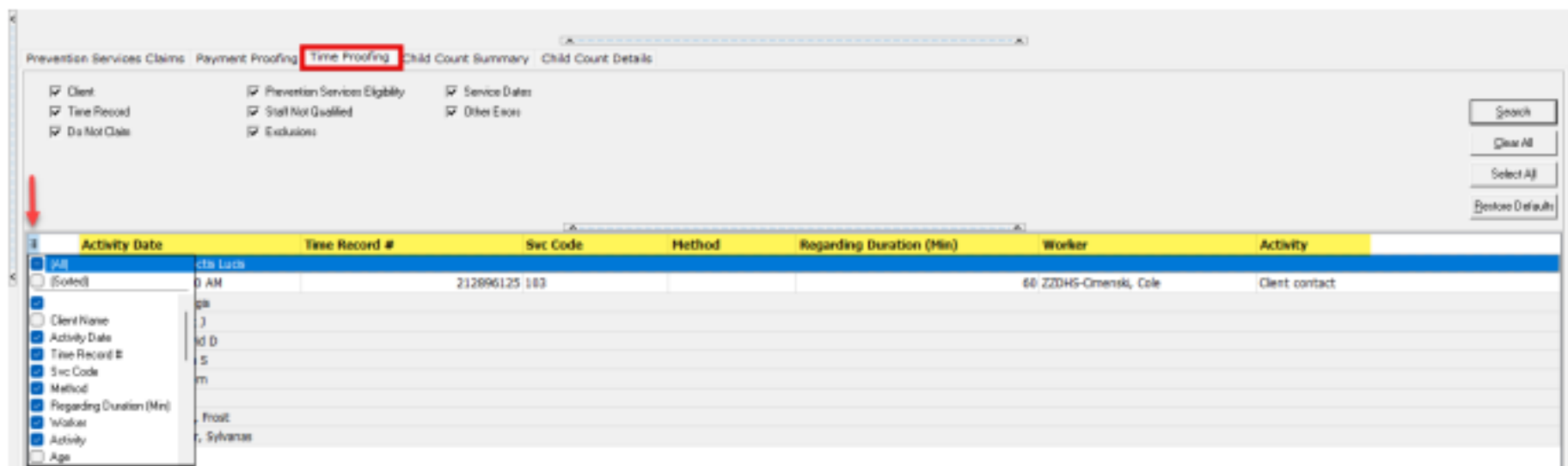
There are eight categories of errors under Time Proofing:

- Client
- Time Record
- Do Not Claim
- Prevention Services Eligibility
- Staff Not Qualified
- Exclusions
- Service Dates
- Other Errors

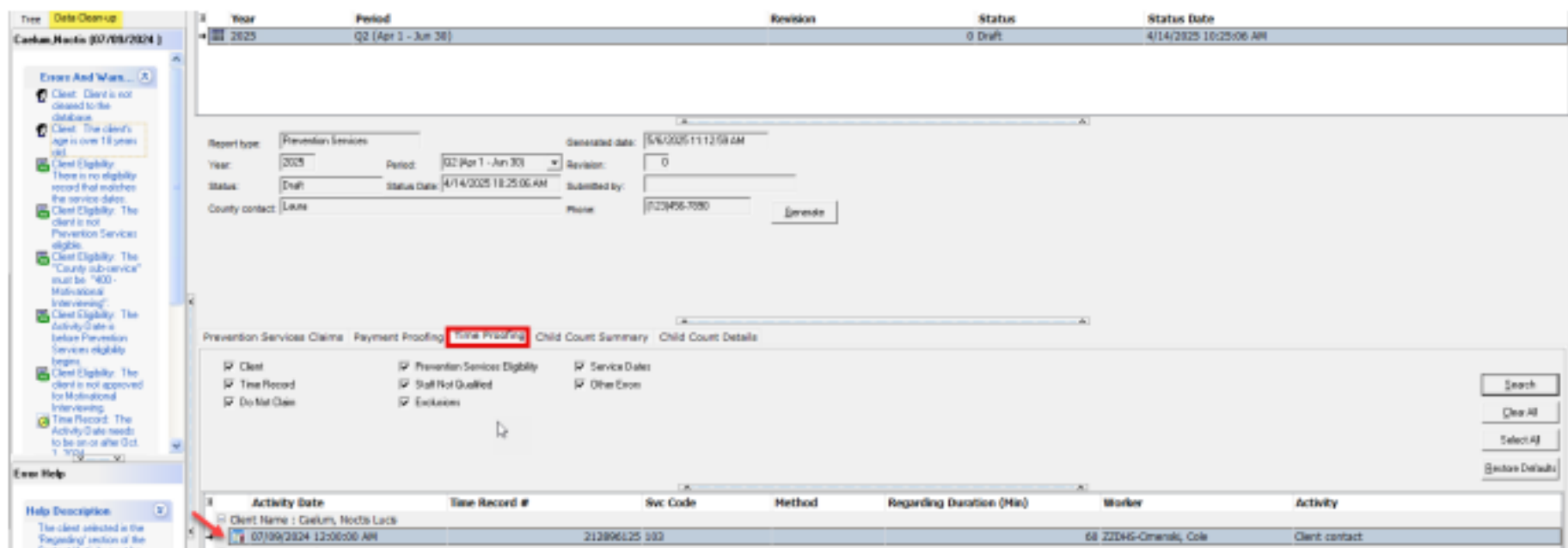
All eight categories are checked by default. Select or deselect as desired, then click “Search”. How many and which ones you choose to address separately or together depends on your work process and preferences. If you have many errors to view, we recommend reducing the number of categories selected together. There may also be different staff that you will ask to correct different categories. **We recommend that you search every category at least once before you submit your report.**

## Column Headings

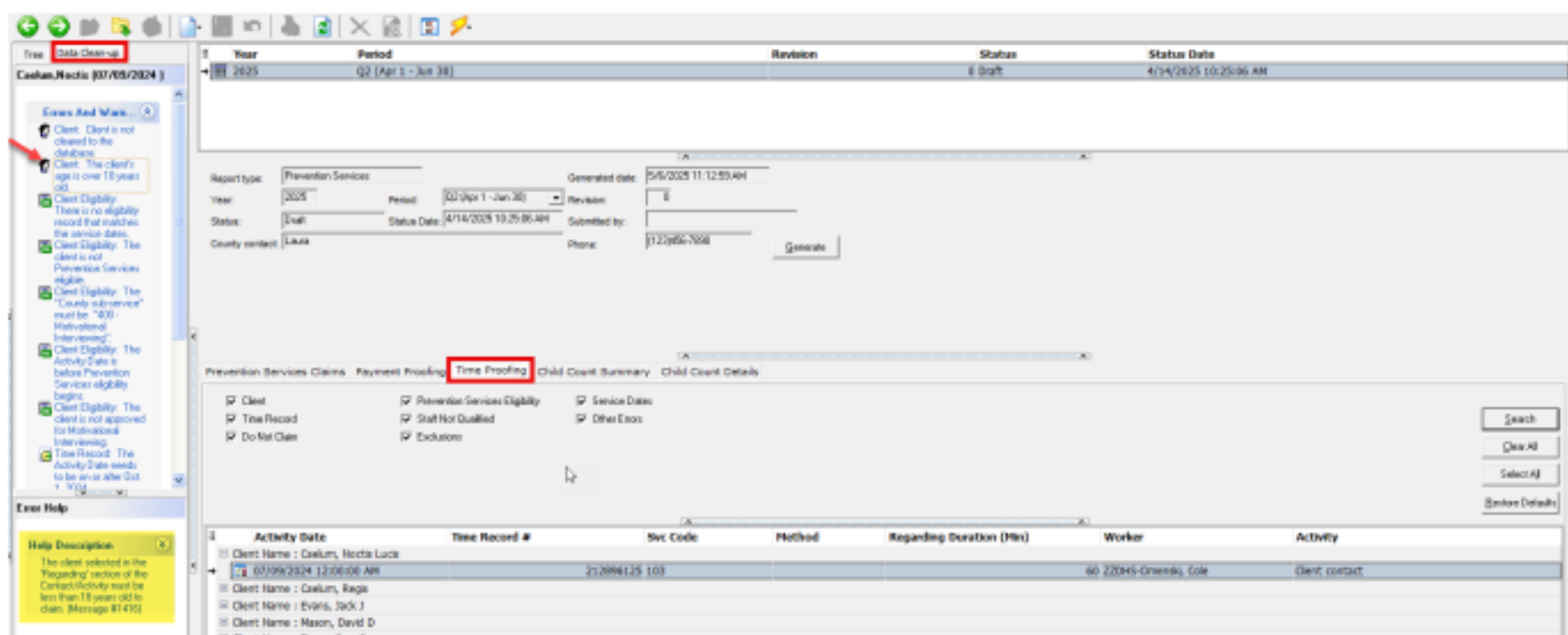
There are 27 column headings available under Time Proofing with 7 of them being automatically selected by default. Like with other reports in SSIS you can customize your view and grids to meet your preferences.



Click on an error record to open the Data Clean-up Tab and display the proofing message.



Click on the Error you want to work on in the Data Clean-up Tab and the Error Help message will show below along with the Error Message number that you can use to reference the table below.



**\*Note:** The blue hyperlinks do not currently take you to where the correction needs to occur. This functionality will be added in a future release. The table below can assist in identifying where to go to fix the errors.

## Time Proofing Messages

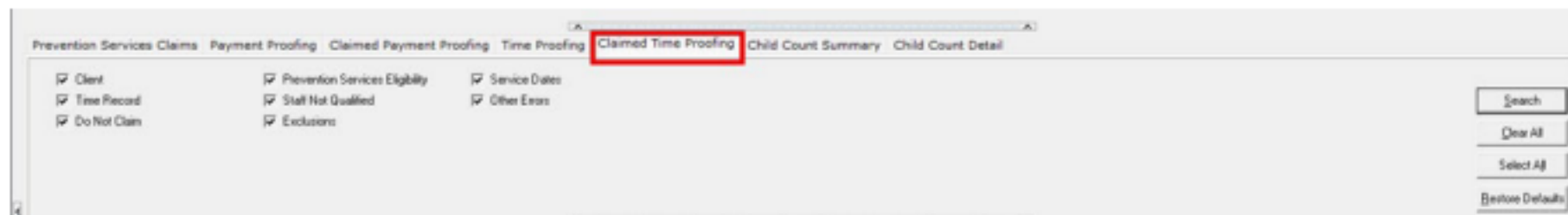
Proofing Message #	Short Message	Long Message	Possible Solution(s)
#107	Est. date of birth	The client has an "Est. date of birth." The client must have an actual "Date of birth."	Worker: Enter an actual date of birth for the client.  The client will need to be cleared through your normal clearing process.
#1410	The client is not approved for Motivational Interviewing.	The Motivational Interviewing indicator must be checked on the client's Prevention Services Candidacy.	Worker: Check the client's Prevention Services Candidacy screen for accuracy.
#1411	The Activity Date is before Prevention Services eligibility begins.	The client must have status of "Prevention Services – Eligible" prior to the Activity Date.	Worker: Confirm the client is eligible for Prevention Services and that the activity date is correct.
#1412	The Activity Date needs to be on or after October 1, 2024.	The Activity Date of the Time Record needs to be on or after October 1, 2024.	Worker: Confirm the Activity Date of the Time Record is correct and update if appropriate.
#1413	The "County sub-service" must be "400 – Motivational Interviewing".	The "County sub-service" must be "400 – Motivational Interviewing".	Worker: Update the Time Record with the correct County sub-service if appropriate.
#1414	Staff member is not qualified for Prevention Services.	The staff member must have a "Prevention Services" qualification in SSIS Admin.	Worker: Contact your system administrator if corrections need to be made to a staff member's qualifications in SSIS Admin.

Proofing Message #	Short Message	Long Message	Possible Solution(s)
#1415	The Contact/Activity duration does not meet the minimum standard for Motivational Interview claiming.	The minimum Contact/Activity duration required for Motivational Interviewing claiming is 15 minutes.	Worker: Verify length of contact and update the Time Record duration if appropriate.
#1416	The client's age is over 18 years old.	The client selected in the "Regarding" section of the Contact/Activity must be less than 18 years old to claim.	Worker: <ul style="list-style-type: none"> <li>• Verify date of birth for the client.</li> <li>• Verify correct client is selected in the "regarding" section of the Contact/Activity.</li> </ul>
#1417	The Workgroup selected on the Contact/Activity is not in 'Case Management.'	The Workgroup selected on the Contact/Activity must be a Workgroup Type of 'Case Management.'	Worker: Verify the correct Workgroup is selected on the Contact/Activity.
#1418	The Workgroup selected on the Contact/Activity is not for 'Child Protective Services.'	The Workgroup selected on the Contact/Activity must be a Workgroup Program of 'Child Protective Services.'	Worker: Verify the correct Workgroup is selected on the Contact/Activity.
#1419	The Program selected on the Contact/Activity is not '110 – Child Protective Services.'	The Program selected on the Contact/Activity must be '110 – Child Protective Services' to claim.	Worker: Verify the correct Program is selected on the Contact/Activity.
#1420	The Method selected on the Contact/Activity does not meet the requirement for Motivational Interview claiming.	The Method selected on the Contact/Activity must be 'Face to face' for Motivational Interview claiming.	Worker: Verify the correct Method is selected on the Contact/Activity.

<b>Proofing Message #</b>	<b>Short Message</b>	<b>Long Message</b>	<b>Possible Solution(s)</b>
#1421	The Status selected on the Contact/Activity does not meet the requirement for Motivational Interview claiming.	The Status selected on the Contact/Activity must be 'Completed' for Motivational Interview claiming.	Worker: Verify the Status on the Contact/Activity is correct.
#1422	The agency Motivational Interviewing rate is not active.	Agency must update SSIS Admin with their current Motivational Interviewing rate.	Worker: Contact your agency SSIS Admin to update the Motivational Interviewing rate in SSIS Admin.
#1423	The Activity selected on the Contact/Activity does not meet the requirement for Motivational Interview claiming.	The Activity selected on the Contact/Activity must be 'Client contact' for Motivational Interview claiming.	Worker: Verify the correct Activity is selected on the Contact/Activity.
#1424	No In-Home Family Support Plan with Prevention Services case plan exists for this client.	An approved In-Home Family Support Plan with Prevention Services case plan must be entered into the system.	Worker: Verify the In-Home Family Support Plan with Prevention Services case plan is entered and approved.
#1425	No active Prevention Services case plan exists for the Contact/Activity dates of service.	A quarterly review of the Prevention Services case plan is needed prior to the Contact/Activity date.	Worker: Verify that the Prevention Services case plan was reviewed timely.
#1426	There is no eligibility record that matches the service dates.	The client does not have a Prevention Services eligibility record or records during the time of service.	Worker: Verify that the client has an active Prevention Services eligibility record(s) during the dates of service.
#1429	Client is not cleared to the database.	Client must be cleared to the agency and state database to claim Prevention Services.	Worker/Fiscal: Clear the client using your normal clearing process.

## Claimed Time Proofing Tab

This tab examines successful claims from the previous four quarters. It displays previously successful claims that will no longer be successful, something has changed and unless further changes occur, these claims will flip.



These flipping claims use the same checkbox categories as the Time Proofing tab. It's highly beneficial to check the Claimed Time Proofing tab before generating. After generating, SSIS displays the results but not the reasons and at that point, it may require considerable research to determine why a previously successful claim flipped and whether anything can be done to undo the flip. If you make changes to avoid a flip, then running proofing again will cause the potential flip to drop off the proofing. If a claim has already flipped and changes have been made to the time record, a new claim won't be created until the Generate button is pressed again.



**Hint:** We recommend that after creating a new Prevention Services State Report, **Save** should be your first step rather than Generate. We recommend examining the Claimed Time Proofing tab **before** using the Generate button and only after that pressing the PSSR **Generate** button.

## Child Count Summary Tab

This tab shows you the child counts for your agency that received Prevention Services in the quarter being reported on. Line A shows the IV-E eligible children receiving PAT. Line B shows the IV-E eligible children receiving Motivational Interviewing. Line C shows the Unique children receiving Prevention Services.

Report type:  Generated date:   
 Year:  Period:  Revision:   
 Status:  Status Date:  Submitted by:   
 County contact:  Phone:

Prevention Services Claims | Payment Proofing | Time Proofing | **Child Count Summary** | Child Count Details

Quarter:

Child Count Type	09/24	10/24	11/24	Average
Type : All Children				
A. IV-E Eligible Child, Receiving PAT	0	1	1	0.66666667
B. IV-E Eligible Child, Receiving MI	0	1	2	1
C. Unique Children Receiving Prevention Services	0	2	3	1.66666667

## Child Count Details Tab

The child count detail tab shows the most recent 5 quarters of monthly data, child by child. This can make it easier to pick out unusual patterns or potential clients that need to be investigated if you aren't getting the claims you expect to see for a particular month or quarter.

Report type:  Generated date:   
 Year:  Period:  Revision:   
 Status:  Status Date:  Submitted by:   
 County contact:  Phone:

Prevention Services Claims | Payment Proofing | Time Proofing | Child Count Summary | **Child Count Details**

Client Name	11/24	10/24	09/24	08/24	07/24	06/24	05/24	04/24	03/24	02/24	01/24	12/23	11/23	10/23	09/23
Client Name : EarlyPSR, Lake															
B. IV-E Eligible Child, Receiving MI	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Unique Children Receiving Prevention Services	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Client Name : PSRR, Melon															
A. IV-E Eligible Child, Receiving PAT	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Unique Children Receiving Prevention Services	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Client Name : PSRR, Pear															
B. IV-E Eligible Child, Receiving MI	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Unique Children Receiving Prevention Services	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Client Name : PSRR, Strawberry															
A. IV-E Eligible Child, Receiving PAT	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
B. IV-E Eligible Child, Receiving MI	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. Unique Children Receiving Prevention Services	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0



**Reminder:** A client will only be counted on the Child Count Summary and Child Count Details tabs if they have a Prevention Services Claim.