

# SSIS Fiscal Flyer

Issue 71

Social Services Information System

January 30, 2009

## What's new in Version 5.2?

### Clearing

All appropriate error messages display when attempting to merge two clients with overlapping supplemental eligibility records. During the reconciliation process, the user must accept all the changes. If the user decides not to accept the changes, the record remains on the Clearing Log marked for Reconcile.

### Eligibility Reports

The Generic Eligibility Report was removed.

### Fiscal – Claiming

- ◆ A new claim category of Void has been added for the implementation of Void and Finalize as well as Void and Resubmit.
- ◆ An optional column HCPCS/Modifiers has been added to the Payment grid of a claim and the Payment proofing grid in Claiming.

### Fiscal – Claiming Interface

An Interface Log Type option of All Claim Interfaces has been added to the Interface Log screen.

### Fiscal – Claiming Reports

- ◆ The Claims Exception Report now prints with a default page break by Worker.
- ◆ The Claiming Time Report has been renamed to Client Time Detail.

### Fiscal – Payments

- ◆ Users are now able to choose Service Arrangement Description and Service Description as optional columns in the grid of a client's Fiscal Details Payments folder.
- ◆ Service Description was also added as an optional column for the following Payments node containers: Service Arrangement, Bus Org., Service Arrangement Group, Payment Batch, Payments Search grid, and Advanced Payment Search grid.

### Upload Update

The next upload is due **today**, January 30. This upload is for the NCANDS reporting period (last federal fiscal year: October 1 - September 30).

### Proofing and State Reports

Some counties experience performance problems when proofing state reports such as the CMHRS Report.

If proofing is taking a long time to run, please contact the SSIS Help Line. SSIS can monitor the process and ensure that it is still running and that the correct indexes are used to maximize efficiency. We can also end the job on the server if necessary.

The windows Task Manager on the workstation that is running the proofing search displays "Not responding" during different stages in the search process. **This is normal.**

This does not indicate that the task is not running on the server. The search continues to run on the server even when the task manager on the workstation says "Not responding" for the SSIS program. It will also continue running on the server if the user chooses to "End Task" on SSIS in the windows Task Manager of the workstation.

Do not "End Task" on SSIS and then run proofing again. This will cause the proofing search to be running multiple times on the SSIS server.

### SSIS Frequently-Called Phone Numbers

Main Line	(651) 431-4800	Fax	(651) 431-7521
Help Line	(651) 431-4801		ssishelp@state.mn.us

V5.2 continued on p.2

V5.2 from on p.1

- ◆ A new location code of Child's Residence was added to all location fields in Contact Activity, Service Arrangements, and Payment entry.

### **Fiscal – Payment Reports**

An optional column of Original Payment # has been added to the following reports: Payments by Account, Payments by Client, Payments by Service Arrangement, Payments by Service Vendor, Payments by Warrant/GL Number, and Payments by Workgroup.

### **Fiscal – SEAGR**

- ◆ The following optional columns have been added to the Included Time grid and the Included Payments grid: Cnty Sub-Svc Description, Cnty Sub-Svc Number, and Workgroup.
- ◆ DHS Financial Operations Division approved allowing a difference of \$1.00 or less between total Staff Expended and the Staff provided social services expenditures so that counties will no longer get an error message when they attempt to finalize the SEAGR.
- ◆ Time entered for staff with an Employee Type of External placement case manager is not included on the SEAGR.

### **Fiscal – Service Arrangements**

A new location code of Child's Residence was added to all location fields in Contact/ Activity, Service Arrangements, and Payment entry.

### **Fiscal – TCM CSR**

- ◆ Age calculations for clients receiving Service 490 and 491 have changed on the TCM CSR. Service date is the actual activity date rather than the first day of the month. If a client turns 18 during the month and received both Service 490 while they were still 17 and Service 491 when they turned 18, the client will be counted on both Line 1 and Line 2 for that particular month.
- ◆ Time entered for staff with an Employee Type of External placement case manager or Volunteer is not included on the TCM CSR. Time entered for staff with a blank Employee Type is no longer included on the TCM CSR.
- ◆ Performance improvements for TCM CSR report generation and proofing are implemented.

### **IV-E Eligibility**

- ◆ Calculating the due date for the judicial determination of best interests for placements that were initially voluntary on the IV-E Eligibility Worksheet was revised so it starts with the Voluntary Placement Agreement signature date instead of the IV-E Removal Date.
- ◆ See Fiscal Flyer #69 for package release changes to the Title IV-E Abstract Report.  
[http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16\\_143874.pdf](http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16_143874.pdf)

### **Reports**

Email Report is available as a menu option and a toolbar button on the Preview tab for generated banded reports. This option will create a .PDF file in a draft email.

### **Security – Admin**

The option External placement case manager is available in the Employee type field on the User screen. This option is needed to enter non-county staff for recording monthly contacts with children in continuous placements.

### **Staff Activity**

- ◆ If staff attempt to edit or delete time records that are linked to a claim they will receive a warning message stating that the staff activity record is part of a Healthcare Claim. The worker can still proceed with the change or deletion if desired.
- ◆ A new location code of Child's Residence was added to all location fields in Contact/Activity, Service Arrangements, and Payment entry. Child's Residence refers to place where child is residing, whether a foster home, group home, or institution, regardless of whether the child was placed in-state or out-of-state.
- ◆ The date field on the Contact/Activity screen no longer defaults to the current date and time. Date/time will need to be manually entered.
- ◆ The Admin Activity Mentor/Coordinator has been added to the list of available activities. Agencies will need to go to Admin Activities in Programs & Services and select Yes in Visible in County if they want the activity available for time entry.

## CMHRS proofing reminders

- ◆ Run proofing the first time with only a one-month span for July 2008. If you have a warning for a client, it will display in proofing for every time record for that client during the dates selected. Limiting the time span in the proofing search reduces the number of records that display in subsequent months because records were corrected in the first month.
- ◆ Group proofing records by worker, then client. This groups all warnings for a client together for review.
- ◆ After updating client records or changing time records, the report must be regenerated.
- ◆ If you have any records that are errors, no other warnings will display in proofing until the errors are corrected.
- ◆ As in any report, after the proofing is done review your included records.

After receiving your edit and error report from the Mental Health Division (MHD), make corrections and submit a revised report using SSIS. Contact the MHD when submitting a report that is outside of the due date for that report.

*Every county is required to submit a report. If your county has no staff-provided Mental Health services to report, please generate and submit a blank report.*

## CountyLink Updates

- ◆ Lists of Worker mentors and MPAC members
- ◆ Fiscal Advisory Group web page including charter, roster, and meeting minutes
- ◆ SSIS Claiming Helpful Hints and Proofing Messages
- ◆ VA-CEP Tip Sheet (1/28/09)
- ◆ CMHRS Prep
- ◆ Fiscal Reports and Descriptions
- ◆ Claiming training module
- ◆ SDM training module
- ◆ Clearing training module
- ◆ V5.2 Release Notes
- ◆ V5.2 Known Bugs Report
- ◆ V5.2 What's New?

## **Federal requirements for the Title IV-E ratio**

Title IV-E administrative earnings are available for the provision of eligible administrative activities for all children on the county's caseload. These earnings are determined by Social Service Time Study (SSTS) process which includes the application of the Title IV-E ratio. Federal guidelines require that the Title IV-E ratio is based only on children in substitute care for whom a **maintenance** payment is made.

A child is included in the child counts, numerator and/or denominator, for the month that the maintenance payment was made, regardless of the dates of service for that payment. If no maintenance payment is made, the child is not included in the child counts for that month.

If you have any questions about the calculation of the SSTS reimbursement, please contact Joan Manske at (651) 431-3800 or [joan.manske@state.mn.us](mailto:joan.manske@state.mn.us). For questions about the calculation of the Title IV-E Ratio, please contact Deb Jensen at (651) 431-3740 or [deb.jensen@state.mn.us](mailto:deb.jensen@state.mn.us).