

Date: December 28, 2017

To: County Human Service Agencies
Attention: Fiscal Supervisors and other interested staff

From: Chris Ricker
Health & Human Service Finance Manager
Financial Operations Division

RE: 4th Quarter 2017 Memo

As we wrap up another calendar year, my staff and I would like to wish you a safe and happy new year. This is your 4th quarter 2017 fiscal memo. Below are 15 topics regarding human service fiscal and reporting issues and four attachments.

1. Health & Human Services (HHS) Finance Trainings

On December 7, 2017, the Financial Operations Division (FOD) Grants and Allocations Unit (G&A) hosted a training on the Enterprise Grant Management System (EGMS). EGMS is a web-based application that DHS uses for managing the financial aspects for many of your contracts. Any questions on EGMS should be sent via e-mail to DHS.EGMShelp@state.mn.us

As a reminder, you can view any of the finance trainings that we have presented. The trainings can be found on CountyLink > Fiscal Reporting and Accounting > FOD Training. From here you can select the recording and handouts for each of the trainings we have completed so far. If you experience problems accessing the training, you can request a copy of the training on DVD from Julie. Please contact Julie at (651) 431-3782 or julie.spurgeon@state.mn.us to request a copy of the DVD if you are having trouble accessing.

Save the date! The next HHS Finance training is scheduled for Tuesday, February 27, 2018 from 9:30 – 11:30 AM. The FOD Health Care Accounting Unit will be presenting training information on the County Confirmation Report and the Health Care Program Invoice. More information will be sent in early January with details about the content of the training, registration and viewing details. In the meantime, if you have any specific questions or content ideas for this training, please contact Becky Path at (651) 431-3771 or rebecca.path@state.mn.us or Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

2. Estate Recovery Refunds

The DHS Special Recovery Unit (SRU) has been working on a county refund project. The project is necessary for the state and county medical assistance programs to comply with retro-active changes to the Minnesota Statutes, section 256B.15 regarding estate recovery. The retroactive changes created a situation where counties over-collected on some estate recoveries. DHS SRU has identified the cases requiring refunds, calculated the refund amount, and notified the county estate recovery worker and supervisor of the need for a refund in the case. DHS FOD will credit the county accounts for the federal and state share of the over-recoveries on each

county's monthly bill. Your agency will then be responsible for refunding the estate for each total over recovery (consisting of the state, federal, and county share). Please work with your county estate recovery worker to identify the appropriate party for the refund.

If you have questions regarding Estate Recoveries please contact the DHS Special Recovery Unit at (651) 431-3152. If you have questions regarding the county billing process and the credits you will receive, please contact DHS Health Care Accounting Supervisor, Becky Path at (651) 431 3771 or rebecca.path@state.mn.us

3. Requesting Provider Number Consolidation in MMIS

Counties should use caution when requesting provider number consolidation in MMIS. Please be sure to engage all internal stakeholders as well as the appropriate state staff before requesting a provider number consolidation. There may be some unintended consequences if these consolidations are not fully thought through.

Issues that have occurred in past consolidations:

A county being unable to submit Targeted Case Management claims through SSIS to MMIS because the county had consolidated to a provider number other than the county identified Minnesota Health Care Provider number for billing.

Expenditures for a county not being reported on the County Confirmation MMIS mainframe info Pac reports because the change to the NPI number was made without the knowledge of DHS Financial Operations that maintains the county reports in MMIS.

If your county is considering consolidating provider numbers in MMIS, please discuss the request first at the county level so all areas are aware of the ramifications, then discuss the change with Financial Operations County Fiscal Liaison Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us who can help your county connect with other DHS staff who need to be involved.

4. Northstar Care Fiscal Reconciliation Update

a. 2016 Q4 Initial Fiscal Reconciliation Completed

In late December we were able to complete the Initial Northstar Care Fiscal Reconciliation for counties for 2016 Q4 (October-December). You can find the newly approved Reconciliation in SSIS, including the results for your county. We are in the process of making payments (and sending out invoices if applicable).

As with 2016 Q3 (July-September), county shares for this quarter are primarily based on the most recent six quarters (current and five prior quarters) of nonfederal foster care spending. It also includes the county portion of MnPD for counties involved with the Minnesota Permanency Demonstration. This improved methodology appears to have improved results, reducing the lag time between increases or decreases in county spending and matching increases or decreases in county share. However, for a specific county, this may result in an increased county share compared to the previous methodology. Even if so, it will also be more responsive to future decreases in county foster care spending.

b. Working to Catch Up

By the very nature of Fiscal Reconciliations, we are always "behind." We begin with data four months after the end of any particular quarter, and take the subsequent two to three months to complete the processing work.

However, as you know, we are more “behind” than we intend to be. If we were on our intended schedule, instead of just completing 2016 Q4 (October-December), we would be completing the Initial Reconciliation for 2017 Q2 (April-June).

Although more behind than initially planned, we have caught up somewhat. We were four quarters behind a year ago, and are now only two quarters behind for counties.

The new functionality now available in SSIS with release v17.4 is helpful as we work through this. We intend to catch up on county and tribal Initial Reconciliations during calendar year 2018.

c. Other Plans

In 2018, we plan to release an updated Northstar Care fiscal bulletin to replace #14-32-18 (dated December 18, 2014). We also plan to post a guide to the new, improved Agency Output now available in SSIS.

We plan to begin completing Final Fiscal Reconciliations after getting caught up on Initial Fiscal Reconciliations. Final Reconciliations involve updated data – instead of using data “as of” the following quarter, they use data “as of” a year later. When we do Final Reconciliations, we anticipate small changes for most agencies. However, if you have large changes in data, your agency will see larger shifts.

d. Questions

If you have questions or concerns or need further assistance, please contact Phyllis Meath at (651) 431-3484 or phyllis.meath@state.mn.us or Carly Christenson at (651) 431-3737 or carly.christenson@state.mn.us

For help with SSIS aspects of Northstar Care Fiscal Reconciliations, Child Foster Care Report, RCA Report, and related items, please contact the SSIS Help Desk at (651) 431-4801 or dhs.Ssishelp@state.mn.us

5. Relative Custody Assistance (RCA) and Northstar Care Commissioner Transitions

a. Background

There are actions that some counties need to take; please review the following regarding Relative Custody Assistance (RCA).

As you know, we are phasing out the programs that preceded Northstar Care. A commissioner transition moves a child from one of the previous legacy programs to Northstar Kinship Assistance (NKA) or Northstar Adoption Assistance (NAA), but never to Northstar Foster Care.

A commissioner transition can apply to one of these three previous programs:

1. Relative Custody Assistance (RCA)
2. Minnesota Permanency Demonstration Project (MnPD)
3. Legacy Adoption Assistance (LAA)

Many counties are already finished and nearly all others are working on these. As a result, DHS is well down the road to moving all eligible children from RCA to Northstar Kinship Assistance. Between transitioning about 70 kids each month and others terminating or aging out (no transitions for RCA kids who are 16 or older), we plan to wrap up in 2018.

b. RCA Report

Counties will need to continue making RCA payments for those who are 16 and older until they age out or are terminated. We intend to release an updated bulletin on the RCA Report in early 2018; it will replace #14-32-08 (dated May 29, 2014). This bulletin will include instructions for how to stop submitting the RCA

Report four quarters after all RCA children have been transitioned or aged out. However, note that **all** RCA children must include children who are on RCA and **have a payment of zero** (see next point below).

c. RCA Children without Payments to be Added for Future Commissioner Transitions

In February, 2018, DHS will be working toward transitions for all children who are on RCA and **have a payment of zero** due to child income offsets and/or the income of the relative custodians.

What does your county need to do?

Ensure that all RCA Payment Worksheets for these children are up-to-date **no later than Friday, February 2, 2018**.

What will happen next?

Children with up-to-date Worksheets with a payment of zero will become eligible to begin the commissioner transition process by being added to the SSIS commissioner transition log. As with the other commissioner transitions, children who are 16 or older will not be eligible for a transition.

Under Northstar Kinship Assistance, most children are expected to receive a monthly payment since the income of relative custodians is not counted and child income offsets are treated more generously than under RCA.

d. RCA Children that Were Incorrectly Closed

Some counties incorrectly closed RCA for children who had a payment of zero. Instead, these children should have been continued on RCA with a payment of zero, with annual updates in case this calculation changed.

What does your county need to do?

Create an updated RCA Payment Worksheet for these children that reflects a payment of zero. Please complete these worksheets **no later than Friday, February 2, 2018**. These children will be eligible for a commissioner transition.

What will happen next?

Children with up-to-date Worksheets with a payment of zero will be eligible to begin the commissioner transition process by being added to the transition log. As with the other commissioner transitions from RCA, children who are 16 or older will not be eligible for a transition.

Under Northstar Kinship Assistance, most children are expected to receive a monthly payment since the income of relative custodians is not counted and child income offsets are treated more generously than under RCA.

e. Timeline

Updated RCA Payment Worksheets for children with a payment of zero must be finalized in SSIS no later than **Friday, February 2, 2018**.

DHS will use current Worksheets as the basis for loading those children onto the commissioner transition log in the subsequent period.

NOTE: The SSIS log reflects a small number of children who are "on hold" for various reasons. DHS intends to work with counties and tribes to resolve these situations.

f. Future Commissioner Transitions

As we wrap up commissioner transitions from RCA, DHS will next pursue commissioner transitions from MnPD, and then from legacy Adoption Assistance after that. Due to the large numbers involved, even after they have finally begun, it will take considerable time to complete transitions from legacy Adoption Assistance for all eligible children.

g. Questions

If you have questions or concerns or need further assistance, please contact John Sellen at (651) 431-4995 or john.sellen@state.mn.us, Phyllis Meath at (651) 431-3484 or Phyllis.meath@state.mn.us, or Carly Christenson at (651) 431-3737 or carly.christenson@state.mn.us

Policy questions on Northstar Care commissioner transitions should be directed to Mical Peterson at (651) 431-4728 or mical.peterson@state.mn.us

For help with SSIS aspects of the RCA Report, Northstar Care commissioner transitions, and so on, please contact the SSIS Help Desk at (651) 431-4801 or dhs.Ssishelp@state.mn.us

6. Change of Federal Financial Participation for Newly and Not Newly Eligible - Medical Assistance MMIS Recipient Claims for Calendar Year 2018

Change of Federal Financial Participation to 94% for Newly Eligible Medical Assistance Recipient Claims

Under the Affordable Care Act, Adults without children between the ages of 21 and 65 who meet income guidelines are eligible for Medical Assistance. This group is sometimes referred to as the AX eligibility group or the Expanded MA recipients or as Newly Eligible. The MA/AX group was eligible for MA in Minnesota beginning March 1, 2011 as part of Minnesota's expansion of MA. Until January 1, 2014, this group was eligible for 50% federal funding. From claims dates of service 1/1/14 – 12/31/16, this same group, MA/AX, was eligible for 100% federal funding for eligible claims. This group is referred to as newly eligible because this group was not eligible for federally funded Medical Assistance in 2009 when the Affordable Care Act went into law. AX claims with dates of service 1/1/17 – 12/31/17 were eligible to receive 95% Federal Financial Participation.

Beginning with claims dates of service 1/1/18 – 12/31/18, MA/AX recipients' claims receive 94% Federal Financial Participation.

How will Minnesota getting 94% Federal funding for the Newly Eligible AX group impact county finances in 2018?

For eligible claims with dates of service between January 1, 2018 and December 31, 2018:

County cutbacks on Mental Health Targeted Case Management (MH-TCM) and Vulnerable Adult and Developmentally Delayed (VADD-TCM) claims will be 6 percent.

County share of contracted vendor claims for TCM will be 6 percent.

County share of Long Term Care claims will be 1.2 percent.

County share of Consolidated Chemical Dependency Treatment Fund claims excluding room and board will be 1.8 percent

County share of MA/AX county recoveries will be 3 percent.

Change of Federal Financial Participation to 90% for Not Newly Eligible - Medical Assistance MMIS Recipient Claims

Claims with a date of service of January 1, 2018 - December 31, 2018 for a recipient with eligibility type NA (not newly eligible) will be eligible for 90% Federal Financial Participation (FFP). Enhanced federal financial participation for this group continues, changing annually. See table below. Individuals who are assigned the major program MA or EH with the eligibility type NA (not newly eligible) have all of the following characteristics:

- Childless adults age 21 – 64 years old
- Certified disabled by Social Security Administration (SSA) or State Medical Review Team (SMRT)
- Social Security eligibility must be Retirement Survivor Disability Insurance (RSDI) Disability Insurance (RSDI) but cannot be receiving Medicare. Persons who receive RSDI for a disability are eligible for Medicare after having been disabled for 2 years.
- Have MAGI household income of less than 100% of federal poverty guidelines. MAGI income is a new way of determining income eligibility for MA recipients and involves the Minnesota Adjusted Gross Income (MAGI) from the recipient’s previous year’s taxes.

MA/NA recipients are considered “Not Newly Eligible” because this group of people could have had coverage as MA DX (disabled person) as of 12/1/09. The MA/AX category which were covered under early expansion of MA (states could choose to do this) is considered Newly eligible to Medicaid because this group of people were formerly receiving either GAMC or MinnesotaCare state funded coverage for childless adults below certain income guidelines.

MA/NA recipients will have their eligibility determined by METS not in MAXIS/MMIS. MMIS will still have recipients who are disabled and have their income calculated non-MAGI and will be coded as MA/DX. MA/DX federal financial participation will still be 50%. Disabled recipients needing DD, BI, CAC and CADI waiver services will still need to have that eligibility determined by the county.

How will Minnesota getting 90% Federal funding for the Not Newly Eligible NA group impact county finances in 2018?

For eligible claims paid with date of service 1/1/18 – 12/31/18:

- County cutbacks on Mental Health Targeted Case Management (MH-TCM) and Vulnerable Adult and Developmentally Delayed (VADD-TCM) claims will be 10 percent.
- County share of contracted vendor claims for TCM will be 10 percent.
- County share of Long Term Care claims will be 2 percent.
- County share of Consolidated Chemical Dependency Treatment Fund claims excluding room and board will be 3 percent.
- County share of MA/NA county recoveries will be 5 percent.

The federal percentage for both the newly eligible and not newly eligible groups change over a period of time from 2014 – 2020. The table below outlines the changes for both groups.

	FMAP Rates for ACA Medicaid Expansion						
	2014	2015	2016	2017	2018	2019	2020
Newly Eligible Adults AX	100%	100%	100%	95%	94%	93%	90%
Not Newly Eligible NA	75%	80%	85%	86%	90%	93%	90%

For questions about the Federal Financial Participation on claims, please contact Financial Operations Health Care Accounting Supervisor Becky Path at (651) 431-3771 or rebecca.path@state.mn.us

7. Calendar Year 2018 Allocations Bulletin

The calendar year 2018 allocations bulletin will be published soon. As a reminder, allocations can be found on CountyLink > Fiscal Reporting and Accounting > Allocation amounts for 2018.

If you have any questions on calendar year 2018 allocations please contact Carly Christenson at (651) 431-3737 or carly.christenson@state.mn.us

8. Calendar Year 2018 DHS Financial Operations Division (FOD) Report Due Dates and Other Reminders

Please see the attached document for calendar year 2018 DHS FOD report due dates for 20 and 30 days quarter end report, calendar year 2018 county confirmation report availability on document direct/Info Pac, and the SEAGR report quarter end bundles.

If you have any questions regarding report due dates, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

9. MMIS Warrant Reminder

Please keep in mind that MMIS warrant (payment) dates are typically every other Tuesday but there are exceptions. When a holiday fall on a Monday immediately preceding a Tuesday warrant date, the payment will be delayed one day (to Wednesday). This will occur on the following five dates in 2018:

February 21, 2018 May 30, 2018 September 5, 2018 November 14, 2018 December 26, 2018

Please see the attached [CY2018 Payment & Claim Cut-off Calendar](#)

If you have questions regarding MMIS warrant dates, please contact the Minnesota Health Care Programs (MHCP) Provider Help Desk at (651) 431-2700 or 1-800-366-5411.

10. Calendar Year 2018 SEAGR Report BRASS Code Changes

Four new BRASS codes are being added for calendar year 2018. BRASS code 463 – Intensive Treatment in Foster Care, BRASS code 464 – Clinical Care Consultation, BRASS code 476 – Inpatient Community-Based Psych Under 21, and BRASS code 496 – Mental Health Clinical Service Plan Development.

The title of seven (7) BRASS codes are being changed and the definitions for 24 BRASS codes have been changed.

For details on the new BRASS codes being added, BRASS code title changes, and BRASS code definition changes, please refer to [bulletin number 17-32-19](#).

There are no BRASS codes being deleted nor are there any revenue changes for calendar year 2018.

If you have any questions on BRASS accounting (SEAGR), please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

11. Calendar Year 2018 BRASS Based Report (DHS-2895) BRASS Code Grid

Attached for your reference is the calendar year 2018 DHS-2895 grid. This grid lists the different 2895 mental health grants and the eligible BRASS codes for that grant. You might find this as a useful tool when completing your web-based 2895 to avoid double claiming on a BRASS code.

If you have any questions regarding mental health grant reporting on the DHS-2895, please contact Craig Beske at (651) 431-3780 or craig.beske@state.mn.us

12. Invoice Field Codes for Calendar Year 2018

The invoice field code bulletin for 2018 has been created and is in the routing process. Julie hopes to have it published and posted to the DHS website by mid-January. This bulletin provides you with the standard invoice field codes used by DHS Financial Operations Division (FOD) when sending payments to your county human services agency.

Once the calendar year 2018 bulletin is published Julie will send to you the invoice field code payment and document source summary. This is a companion to the bulletin but is currently not an official piece of the invoice code bulletin.

The Pass-Through Entity Requirements (Uniform Guidance) page on CountyLink has been updated with FY18 FAIN numbers, federal award dates, etc. FOD will continue to update this page as new grant awards are issued.

13. Financial Operations Bulletins Since Last Fiscal Memo

[Bulletin 17-32-19](#) (October 5, 2017) Budgeting, Reporting and Accounting for Social Services (BRASS) Manual for calendar years (CY) 2018 – 2019. To inform county and tribal staff of CY 2018 – 2019 valid BRASS Code changes and changes to the BRASS manual. If you have questions on BRASS Codes and definitions, please contact Mary Klinghagen at (651) 431-4792 or mary.klinghagen@state.mn.us BRASS accounting, SEAGR report (DHS-2557) and other financial reporting, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

[Bulletin 17-32-20](#) (December 11, 2017) County Share of costs for the Minnesota Child Welfare Training System for calendar year 2017. Provide the amount of each county's annual contribution to the Minnesota Child Welfare Training System, which will be withheld from the county's Social Services Time Study (SSTS) earnings in November 2017. If you have any questions on this bulletin, please contact Phyllis Meath at (651) 431-3484 or phyllis.meath@state.mn.us

14. Personnel Changes

Jeffrey Carpenter started on November 8, 2017. Jeffrey is the new Fund Accountant for the Children's Health Insurance Program (CHIP). Jeffrey replaces Evan Kearney who left DHS to return to school. Jeffrey can be reached at (651) 431-3777 or jeffrey.carpenter@state.mn.us

Melissa Meger started on November 13, 2017. Melissa is the new Local Collaborative Time Study (LCTS) Program Accountant. She replaces Amber Ganyaw who is now the Federal Time Studies Program Accountant – replacing Bridgit Olson who left in April. Melissa can be reached at (651) 431-3800 or melissa.meger@state.mn.us

Molly Klismith started on December 20, 2017. Molly is the Time Studies & Rates Unit Supervisor, replacing DiAnn Robinson who left in July to work in the Mental Health Division. Molly can be reached at (651) 431-3739 or molly.klismith@state.mn.us

Please refer to the attached Health & Human Service Finance staff listing for complete information on all FOD HHS staff.

15. Next Quarterly Memo Publication Date

The publication date of the next quarterly memo is tentatively scheduled for Friday, March 30, 2018.

If you have any suggestion on quarterly memo topics, please contact Julie Spurgeon. Also if you are receiving this memo and would no longer like to receive it, or know someone that you would like to receive it directly from DHS, please contact Julie at (651) 431-3782 or julie.spurgeon@state.mn.us

Calendar Year 2018 DHS Financial Operations Division (FOD) Report Due Dates & Other Reminders

20 and 30 Day Quarter End Report Due Dates

Quarter 1 (January – March 2018)	20 day reports are due Friday, April 20, 2018	30 day reports are due Monday, April 30, 2018
Quarter 2 (April – June 2018)	20 day reports are due Friday, July 20, 2018	30 day reports are due Monday, July 30, 2018
Quarter 3 (July – September 2018)	20 day reports are due Friday, October 19, 2018	30 day reports are due Tuesday, October 30, 2018
Quarter 4 (October – December 2018)	20 day reports are due Friday, January 18, 2019	30 day reports are due Wednesday, January 30, 2019

If the 20th falls on Saturday, Sunday or a holiday, the report is due on the preceding business day. This change is to ensure DHS FOD has sufficient time to complete our federal report/claim.

Please note the that SEAGR report import process is an overnight process meaning that you must or should submit your report by the end of business on the 29th. However, Julie can request a special import on the 30th if you let her know after you have submitted your report.

Calendar Year 2018 County Confirmation Report Availability on Document Direct/InfoPac

MONTH	Have Claims entered by (Thursday)	CCR Available (Monday)
January	January 18, 2018	January 29, 2018
February	February 15, 2018	February 26, 2018
March	March 15, 2018	March 26, 2018
April	April 12, 2018	April 23, 2018
May	May 24, 2018	June 4, 2018
June	June 21, 2018	July 2, 2018
July	July 19, 2018	July 30, 2018
August	August 16, 2018	August 27, 2018
September	September 13, 2018	September 24, 2018
October	October 25, 2018	November 5, 2018
November	November 22, 2018	December 3, 2018
December	December 20, 2018	December 31, 2018

SEAGR Report Quarter End Bundles (FOD output reports sent to counties)

Quarter 1 (January – March 2018)	Monday, May 7, 2018
Quarter 2 (April – June 2018)	Monday, August 6, 2018
Quarter 3 (July – September 2018)	Monday, November 5, 2018
Quarter 4 (October – December 2018)	Friday, February 8, 2019

Please note that the above dates are anticipated dates. If quarter end processing has complications, the reports could be delayed. If you have any questions, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

Payment & Claim Cut-off Calendars Minnesota Health Care Programs (MHCP)



Submit claims at **any** time: Bill early and bill often. **Do not wait until cut-off day** to submit claims. MHCP processes claims 24 hours a day, 7 days a week. The cutoff date and time are the day and time MHCP must receive a provider's claims to ensure they will appear on the following RA. **Confirmation that MHCP received a claim is not a guarantee of payment.**

MHCP places PDF RAs and X12 835 files in your MN-ITS Mailbox by the end of the business day every other Friday.

Provider Web Site: <https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/>

MN-ITS: <http://mn-its.state.mn.us>

Provider Call Center: 800-366-5411 or 651-431-2700

TTY: 711

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Claim Cut-off 11:59 pm	2	3
4	5	6 EFT	7	8	9 PDF RA & X12 835 in Mailbox	10
11	12	13	14	15 Claim Cut-off 11:59 pm	16	17
18	19 Holiday	20	21 EFT	22	23 PDF RA & X12 835 in Mailbox	24
25	26	27	28			

January 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Holiday	2	3	4 Claim Cut-off 11:59 pm	5	6
7	8	9 EFT	10	11	12 PDF RA & X12 835 in Mailbox	13
14	15 Holiday	16	17	18 Claim Cut-off 11:59 pm	19	20
21	22	23 EFT	24	25	26 PDF RA & X12 835 in Mailbox	27
28	29	30	31			

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Claim Cut-off 11:59 pm	2	3
4	5	6 EFT	7	8	9 PDF RA & X12 835 in Mailbox	10
11	12	13	14	15 Claim Cut-off 11:59 pm	16	17
18	19	20 EFT	21	22	23 PDF RA & X12 835 in Mailbox	24
25	26	27	28	29 Claim Cut-off 11:59 pm	30	31

Payment & Claim Cut-off Calendars Minnesota Health Care Programs (MHCP)



Submit claims at **any time**: Bill early and bill often. **Do not wait until cut-off day** to submit claims. MHCP processes claims 24 hours a day, 7 days a week. The cutoff date and time are the day and time MHCP must receive a provider's claims to ensure they will appear on the following RA. **Confirmation that MHCP received a claim is not a guarantee of payment.**

MHCP places PDF RAs and X12 835 files in your MN-ITS Mailbox by the end of the business day every other Friday.

Provider Web Site: <https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/>
MN-ITS: <http://mn-its.state.mn.us>
Provider Call Center: 800-366-5411 or 651-431-2700
TTY: 711

May 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 EFT	2	3	4 PDF RA & X12 835 in Mailbox	5
6	7	8	9	10 Claim Cut-off 11:59 pm	11	12
13	14	15 EFT	16	17	18 PDF RA & X12 835 in Mailbox	19
20	21	22	23	24 Claim Cut-off 11:59 pm	25	26
27	28 Holiday	29	30 EFT	31		

April 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 EFT	4	5	6 PDF RA & X12 835 in Mailbox	7
8	9	10	11	12 Claim Cut-off 11:59 pm	13	14
15	16	17 EFT	18	19	20 PDF RA & X12 835 in Mailbox	21
22	23	24	25	26 Claim Cut-off 11:59 pm	27	28
29	30					

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 PDF RA & X12 835 in Mailbox	2
3	4	5	6	7 Claim Cut-off 11:59 pm	8	9
10	11	12 EFT	13	14	15 PDF RA & X12 835 in Mailbox	16
17	18	19	20	21 Claim Cut-off 11:59 pm	22	23
24	25	26 EFT	27	28	29 PDF RA & X12 835 in Mailbox	30

Payment & Claim Cut-off Calendars Minnesota Health Care Programs (MHCP)



Submit claims at **any time**: Bill early and bill often. **Do not wait until cut-off day** to submit claims. MHCP processes claims 24 hours a day, 7 days a week. The cutoff date and time are the day and time MHCP must receive a provider's claims to ensure they will appear on the following RA. **Confirmation that MHCP received a claim is not a guarantee of payment.**

MHCP places PDF RAs and X12 835 files in your MN-ITS Mailbox by the end of the business day every other Friday.

Provider Web Site: <https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/>
MN-ITS: <http://mn-its.state.mn.us>
Provider Call Center: 800-366-5411 or 651-431-2700
TTY: 711

August 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Claim Cut-off 11:59 pm	3	4
5	6	7 EFT	8	9	10 PDF RA & X12 835 in Mailbox	11
12	13	14	15	16 Claim Cut-off 11:59 pm	17	18
19	20	21 EFT	22	23	24 PDF RA & X12 835 in Mailbox	25
26	27	28	29	30 Claim Cut-off 11:59 pm	31	

July 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Holiday	5 Claim Cut-off 11:59 pm	6	7
8	9	10 EFT	11	12	13 PDF RA & X12 835 in Mailbox	14
15	16	17	18	19 Claim Cut-off 11:59 pm	20	21
22	23	24 EFT	25	26	27 PDF RA & X12 835 in Mailbox	28
29	30	31				

September 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Holiday	4	5 EFT	6	7 PDF RA & X12 835 in Mailbox	8
9	10	11	12	13 Claim Cut-off 11:59 pm	14	15
16	17	18 EFT	19	20	21 PDF RA & X12 835 in Mailbox	22
23	24	25	26	27 Claim Cut-off 11:59 pm	28	29
30						

Payment & Claim Cut-off Calendars Minnesota Health Care Programs (MHCP)



Submit claims at **any time**: Bill early and bill often. **Do not wait until cut-off day** to submit claims. MHCP processes claims 24 hours a day, 7 days a week. The cutoff date and time are the day and time MHCP must receive a provider's claims to ensure they will appear on the following RA. **Confirmation that MHCP received a claim is not a guarantee of payment.**

MHCP places PDF RAs and X12 835 files in your MN-ITS Mailbox by the end of the business day every other Friday.

Provider Web Site: <https://mn.gov/dhs/partners-and-providers/policies-procedures/minnesota-health-care-programs/provider/>
MN-ITS: <http://mn-its.state.mn.us>
Provider Call Center: 800-366-5411 or 651-431-2700
TTY: 711

November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 PDF RA & X12 835 in Mailbox	3
4	5	6	7	8 Claim Cut-off 11:59 pm	9	10
11	12 Holiday	13	14 EFT	15	16 PDF RA & X12 835 in Mailbox	17
18	19	20	21	22 Claim Cut-off 11:59 pm Holiday	23 Holiday	24
25	26	27 EFT	28	29	30 PDF RA & X12 835 in Mailbox	

October 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 EFT	3	4	5 PDF RA & X12 835 in Mailbox	6
7	8	9	10	11 Claim Cut-off 11:59 pm	12	13
14	15	16 EFT	17	18	19 PDF RA & X12 835 in Mailbox	20
21	22	23	24	25 Claim Cut-off 11:59 pm	26	27
28	29	30 EFT	31			

December 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 Claim Cut-off 11:59 pm	7	8
9	10	11 EFT	12	13	14 PDF RA & X12 835 in Mailbox	15
16	17	18	19	20 Claim Cut-off 11:59 pm	21	22
23	24	25 Holiday	26 EFT	27	28 PDF RA & X12 835 in Mailbox	29
30	31					

**2018 Mental Health Grants
Eligible BRASS Codes**

BRASS	Service	Report via 2895 # ->									
		Grant 1 AMHI	Grant 3 CSP	Grant 5 CMH Screening	Grant 6 CMH Respite	Grant 11 Moose Lake Alternative	Grant 12 Transition to Community	Grant 15 Mankato Crisis Center	Grant 16 ACT Startup	Grant 17 Crisis Services	Grant 18 CART
111	Mental Health Screening	111
197	Local Collaborative Undifferentiated Services	197
401	Information and Referral	401	401
402	Community Education and Prevention	402	402	402	..	402	402	402
403	Adult Client Outreach	403	403	403
404	Client Outreach (FCSS)	404
405	Child Outpatient Diagnostic Assessment/Psychological Testing	405
407	Early Identification and Intervention	407
408	Adult Outpatient Diagnostic Assessment/Psychological	408	408	408
416	Transportation	416	416	416	416	416	416	416	..	416	..
418	Client Flex Funds	418	418	418	418	418
420	Peer Support Services	420	420	420	..	420
430	Other Family Community Support Services (FCSS)	430
431	Adult Mobile Crisis Services	431	431	431	..	431	..	431	..
432	Children's Mental Health Crisis Services	432	..
434	Community Support Program Services	434	434	434	434
436	Adult Residential Crisis Stabilization	436	436	436	..	436	..	436	..
437	Supported Employment and Individualized Placement and Support Service	437	437	437
438	Assertive Community Treatment (ACT)	438	438	438	438	..	438
443	Housing Subsidy	443	443	443	443
446	Basic Living/Social Skills and Community Intervention	446	446	446	446
451	Emergency Response Service	451	451	451	..	451	451	451
452	Adult Outpatient Psychotherapy	452	452	452	452
453	Child Outpatient Psychotherapy	453
454	Adult Outpatient Medication Management	454	454	454	454	454
455	Child Outpatient Medication Management	455
457	Child Family Psychoeducation	457
458	Approved Pilot Projects	458
462	Family-Based Services	462
467	Child Day Treatment	467
468	Adult Day Treatment	468	468	468
469	Partial Hospitalization	469	469	469
474	Intensive Residential Treatment Services (IRTS)	474	474	474	474
489	Child Respite Care	489	489
490	Child Rule 79 Case Management	490
491	Adult Rule 79 Targeted Case Management	491	491	491	491	491
493	Adult General Case Management	493	493	493	493
624	Home-Based Support Services	624
634	Semi-Independent Living Services (SILS)	634
641	Environmental Accessibility Adaptations, Specialized Supplies and Equipment	641
644	Housing Access Services	644
647	Independent Living Skills	647
681	Adult Foster Care	681
689	Respite Care	689
691	AC/EW/CAC/CADI/BI Case Management	691

HEALTH & HUMAN SERVICE FINANCE

DHS Financial Operations Division

As of December 28, 2017

Chris Ricker: Manager of Health & Human Service Finance

(651) 431-3545 or chris.ricker@state.mn.us

Directs the policies, planning, staff, units, and overall operations of Health Care Accounting, Economic Support, Time Studies and Rates, and Grants and Allocations units. Directly supervises the staff in the Program Specialists Unit.

Julie Spurgeon: County Human Service Accounting and Reporting Fiscal Manager

(651) 431-3782 or julie.spurgeon@state.mn.us

Administers fiscal reporting by counties to DHS for human service activity including management of the SEAGR Report (DHS-2557), BRASS, Social Services Fund Report (DHS-2556), MA county confirmation report, standard Invoice Field Codes, and the annual County Human Service Cost Report; Provides technical assistance to counties and DHS staff regarding accounting and fiscal reporting to DHS; Approves county requests for fiscal report deadline extensions.

Becky Path: Health Care Accounting Supervisor

(651) 431-3771 or rebecca.path@state.mn.us

Supervises the Health Care Accounting staff responsible for submission of federal quarterly reports for Medicaid and CHIP (CMS 64/21), 1099s, tax liens on MMIS providers, and county MMIS billings.

Sarah Britten: Accounting Officer Senior

(651) 431-3753 or sarah.e.britten@state.mn.us

Fund accountant for Moving Home Minnesota, Consolidated Chemical Dependency Treatment Fund (CCDTF), and manages 1099 process for MMIS providers who receive a paper warrant.

Robyn Hietpas: Fund Accountant for MA

(651) 431-3768 or robyn.j.hietpas@state.mn.us

Fund accountant for Medicaid and responsible for submission of CMS 64 federal quarterly report. Also acts as fund accountant for the Consumer Support Grant and Alternative Care Program.

Jeffrey Carpenter: Fund Accountant for Children's Health Insurance Program (CHIP)

(651) 431-3777 or jeffrey.carpenter@state.mn.us

Fund accountant for CHIP (Children's Health Insurance Plan) and responsible for submission of CMS 21 federal quarterly report. Also assists in compiling, calculating and validating the Accounts Payable (IBNR) report to federal and state agencies.

Ermias Kifle: Fund Accountant for MA Administration

(651) 431-3755 or ermias.kifle@state.mn.us

Fund accountant for Medical Assistance Administration and Health Information Technology and coordinates county invoices and advances.

Jim Schorey: Accounting Officer Senior

(651) 431- 3754 or jim.schorey@state.mn.us

Develops reporting and structures to support most of the unit operations. Compiles, calculates, and validates the Accounts Payable (IBNR) report to federal and state agencies.

Shawn Tobias: Economic Support Unit Supervisor

(651) 431-3727 or shawn.tobias@state.mn.us

Supervises the fiscal policy, operations and staff involved in the fiscal management of Economic Support, Interim Assistance and Child Care programs and systems.

Cindy Barnier: TSS Systems Accountant

(651) 431-3756 or cindy.barnier@state.mn.us

Responsible for MAXIS, MEC² and PRISM operations and drawing of federal funding and submission of wire transfers for MAXIS and MEC² daily activity. Accounts for EGA allocation and monthly MAXIS invoices.

VACANT: Child Support and SNAP Fiscal Manager

Contact Shawn Tobias at (651) 431-3727 or shawn.tobias@state.mn.us

Responsible for Child Support and SNAP administrative reimbursement, federal fiscal reporting, and FSET fiscal activities.

Rhonda Lord: TANF and Child Care Program Accountant

Rhonda Lord (651) 431-3787 or rhonda.lord@state.mn.us

Responsible for the general operation of the TANF and child care programs, specifically the Fraud Prevention Investigations (FPI) program, MFIP Consolidated Fund, EGMS contract payments and child care county payments.

Peter Stahley: TANF, Child Care and Consolidated Fund Fiscal Manager

(651) 431-3748 or peter.l.stahley@state.mn.us

Responsible for overall TANF and Child Care activity including preparation of TANF and Child Care federal fiscal reports; Responsible for MAXIS benefit issuance and MAXIS county invoices; Responsible for the MFIP Consolidated Fund Support Services Grant.

Katie Davis: Economic Support Accounting Technician

(651) 431-3752 or kathryn.davis@state.mn.us

Performs Interim Assistance Payment Program accounting functions; Complete and submit federal Social Security Administration (SSA) forms; research and resolve client and SSA inquiries; and review, code, and process payments to clients and SSI providers. Responds to requests for copies of redeemed state warrants (includes MAXIS & MEC²). Process and report on MAXIS Miscellaneous refunds. Provides additional accounting support for Economic Support Unit.

Carly Christenson: Grants & Allocations Unit Supervisor

(651) 431-3737 or carly.christenson@state.mn.us

Supervises the fiscal policy, operations, and staff involved with the fiscal management of social service grants and allocations.

Craig Beske: Mental Health Grants Fiscal Manager

(651) 431-3780 or craig.beske@state.mn.us

Administers the Mental Health grants which include Adult, Children, Substance Abuse, and Problem Gambling.

Shannon Kubinski: Economic Opportunities Grants Fiscal Manager

(651) 431-3759 or shannon.kubinski@state.mn.us

Administers the Community Services Block Grant, Emergency Service Grant Program, Supportive Housing Program, Emergency Assistance Food Program, MN Economic Opportunity Grants, Transitional Housing Program Grants, Community Food and Nutrition, and Emergency Food and Shelter.

Rhonda Lord: Foster Care Maintenance and Permanency Programs

(651) 431-3787 or rhonda.lord@state.mn.us

Administers the Title IV-E foster care, Northstar Care for Children payments. Provides accounting support for the Relative Custody Assistance, Northstar Kinship Assistance and Subsidized Adoption programs.

Phyllis Meath: Title IV-E & Northstar Care Fiscal Management Analyst

(651) 431-3484 or phyllis.meath@state.mn.us

Administers overall Title IV-E and Northstar Care accounting and claiming including federal reporting and preparation of the quarterly Title IV-E federal claim. Provides fiscal policy expertise and analytical resources for fiscal management of the federal Title IV-E program and Northstar Care.

Linda Mueller: Resettlement Program Fiscal Manager

(651) 431-3786 or linda.mueller@state.mn.us

Responsible for federal fiscal budgets and reports for the Resettlement Programs and county activity and vendor contracts used to administer the Resettlement Programs in Minnesota.

Lynn Nguyen: Community Partnerships Fiscal Manager

(651) 431-3483 or lynn.t.nguyen@state.mn.us

Administers Day Training and Habilitation (DT&H), Developmental Disabilities Semi-Independent Living Skills (DD-SILS), Family Support Grant, and Periodic Data Match (PDM).

Christi Tosarello: Children and Family Service Fiscal Manager

(651) 431-3740 or christine.tosarello@state.mn.us

Administers the Alternative Response, Child Protection, Family Group Decision Making, Indian Child Welfare Act (ICWA), and Support for Emancipation and Living Functionally (SELF) grants. Also administers the Vulnerable Children and Adults Act (VCA), which includes the Title XX Social Service Block Grant and Title IV-B parts 1 and 2.

Molly Klismith: Time Studies & Rates Unit Supervisor

(651) 431-3739 or molly.klismith@state.mn.us

Supervises the fiscal policy, operations, and staff involved in the fiscal management of division time studies and TCM rate setting activity.

Amber Ganyaw: Federal Time Studies Program Accountant

(651) 431-3785 or amber.ganyaw@state.mn.us

Project manager for the following time studies: Social Service Time Study (SSTS), Placing Agencies Time Study (PATS), Group Facilities (GRF), Mental Health Certified Facilities (MHC) projects and their associated federal administrative reimbursement, as well as Targeted Case Management rate setting for child welfare (CW-TCM), mental health (MH-TCM) and vulnerable and developmentally disabled adults (VA/DD).

Heide Moris: County Federal Administrative Reimbursement Specialist

(651) 431-3774 or heide.moris@state.mn.us

Project manager for the Income Maintenance Cost Allocation (IMCA) system, the Income Maintenance Random Moment Time Study (IMRMS), the associated cost report (DHS-2550), and related federal administrative reimbursement; the White Earth Nation (WEN) Eligibility Worker time study and the associated cost report and related federal administrative reimbursement.

Melissa Meger: Tribal & Collaborative Reimbursement Specialist

Melissa Meger at (651) 431-3800 or melissa.meger@state.mn.us

Project manager for the following time studies: Local Collaborative Time Study (LCTS), Medicaid Administrative Tribal Time Study (MATTs), Social Services Administrative Tribal Time Study (SSATTs) and their associated federal administrative reimbursement.