



Date: June 30, 2020

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

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

RE: Second Quarter 2020 Fiscal Memo

Happy summer everyone and I hope this memo finds all of you safe and healthy!

All Financial Operations Division (FOD) staff are continuing to work remotely. At this time we don't have a firm anticipated return date to the Andersen Building in St. Paul. While we feel working remotely has been successful overall, we realize there are some items where continuity has suffered and we are working diligently to get these things taken care of. If you discover any issues, please reach out to me or Julie Spurgeon and let us know so that we can investigate and take the necessary steps to resolve any issues. I can be reached at chris.ricker@state.mn.us and Julie can be reached at julie.spurgeon@state.mn.us

Below, please find 21 articles and 4 attachments that my staff and I have put together for you.

1. DHS COVID-19 Resources Reminders

Decisions on how we operate in this new normal are coming out from all the different divisions within DHS and best as we try, FOD is not able to keep up with them all. One great source of information is to read the updates on the [DHS Public website home page](#). Be sure to scroll down to the area below **Sign up for email updates** section for the latest news. We also suggest that you continue to monitor your e-mail in box for updates as well as other electronic notices from DHS regarding bulletins, e-memos, etc.

2. Second Quarter 2020 DHS Financial Operations Division (FOD) Report Due Dates and Other Reminders

Second quarter 2020 (April – June 2020) 20 day reports are due by 4:30 PM on Monday, July 20, 2020. Thirty day reports are due by 4:30 PM on Thursday, July 30, 2020. Please see the attached county checklist for DHS Fiscal 20 and 30 days quarter end reports.

SEAGR report quarter end bundles (FOD output reports sent to counties) should be e-mailed to county fiscal supervisors by the end of the day on Monday, August 10, 2020.

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

3. MAXIS Monthly Billings Update

Our apologies! Unfortunately, there was a delay in MAXIS billings in CY2020 and we regret not informing all of you until now. We began billing again in June for the months of February to May and should have the May billing out by 06/30/20. Credit balance payments are done quarterly and the 03/31/20 credit balance payments will go out by 06/30/20. June billings and credit balance payments will go out in July.

We will be printing and mailing the details for the February through April invoices by 06/30/20. The May details are scheduled to be mailed out on 07/02/20. If counties would like to receive the billing details or have any questions, please send an e-mail to Katie Davis at kathryn.davis@state.mn.us

If you have any questions regarding MAXIS monthly billings, please Pete Stahley at (651) 431-3727 or peter.l.stahley@state.mn.us

4. Reporting COVID-19 Federal Funding on DHS Quarterly Time Study Cost Reports

This article addresses the federal revenue offset that needs to be reported on your quarterly time study cost reports if federal funds are received and used to pay for salary and fringe or other expenses claimed on your costs reports. These federal funds are federal revenue from a source other than the time studies. This article includes information that was previously provide in the *COVID-19 How to claim when staff are redirected* memo sent out by FOD in April 2020. The information previously supplied is still correct. The LCTS information included in this article reflects current LCTS policy outlined in the LCTS Fiscal Operations bulletin #16-32-04.

There is a lot of federal revenue being made available such as FEMA (Federal Emergency Management Agency), PHER (Public Health Emergency Response), and the CARES Act (Coronavirus Aid, Relief & Economic Security Act), to name a few. If counties are able to take advantage of these new funding sources, please remember that you would only report the revenue offset after you received this federal funding for costs reported on a previous cost report, such as the DHS-2550 Income Maintenance Expense report and/or DHS-2556 Social Service Fund Report. Reporting federal revenue offsets would

be the same for Local Collaborative partners participating in the Local Collaborative Time Study (LCTS) who receive federal funding used to fund expenditures reported on the cost reports DHS-3220.1 LCTS Public School Web-based Cost Schedule, DHS-3220.2 LCTS Corrections Web-based Cost Schedule and DHS-3220.3 LCTS Public Health Web-based Cost Schedule.

NOTE: The offset of revenue does not need to occur with the new COVID-19 revenue that counties were informed of in March, 2020. This revenue from Public Health is state funding. Revenue offsets on your quarterly reports are required for federal funding only.

All costs and revenues must be reported on a cash basis on all of the DHS time study cost reports. If work is performed in Q1 2020 and is federally reimbursed by another source in Q2 2020, then the revenue must offset costs reported on the Q2 2020 cost report.

Income Maintenance

The Income Maintenance Fund consists of all county Human Services financial activity supervised by DHS that is Income Maintenance related and is not Social Services, Public Health, Corrections, or Veterans' services related.

1) Federal Revenue Received by the County Related to the Work Performed by Income Maintenance Staff

Any federal revenue received by the county related to COVID-19 work performed by IMRMS participants should be reported in Section A, IMRMS Time Study Expenditures, Line 4000 Revenue Offset on the DHS-2550 Income Maintenance Quarterly Expense Report.

For payroll purposes, please continue to report the salary and fringe as normal. For IMRMS participants, their salary and fringe is reported in Section A, IMRMS Time Study Expenditures, Line 6100 Salary and Fringe on the DHS-2550 Income Maintenance Quarterly Expense Report.

The same offsetting methodology above would be applicable for an employee who is not an IMRMS participant. Report the revenue offset in the same section (not the same line) as the employee's salary and fringe on the DHS-2550. For example, for an employee that is considered administrative overhead (e.g., accounting and clerical staff, the portion of salary and fringe determined by an FTE split for employees who work across human service agency funds), their salary and fringe is reported in Section E, Income Maintenance Administrative Overhead Expenditures, Line 6100, Salary and Fringe on the DHS-2550 Income Maintenance Expense report. The corresponding federal revenue received by the county related to the work performed by this employee should be reported in Section E Income Maintenance Administrative Overhead Expenditures, Line 4000 Revenue Offset.

2) Federal Revenue Received by the County used for Other Administrative Expenses

If other administrative expenses are funded by Federal COVID-19 revenue sources and are being reported on the DHS-2550, the same procedures mentioned above would be followed. For example, if supplies were reported in Section E, Income Maintenance Administrative Overhead Expenditures, Line 6400 Direct Material and Supplies on the DHS-2550 Income Maintenance Expense report, the

corresponding federal revenue received by the county should be reported in Section E Income Maintenance Administrative Overhead Expenditures, Line 4000 Revenue Offset.

Social Services

The Social Service Fund consists of all county Human Services financial activity supervised by DHS that is Social Services related and is not Income Maintenance, Public Health, Veterans or Corrections related (with the exception of Juvenile Probation/Corrections substitute care paid by some Social Service agencies).

1) Federal Revenue Received by the County Related to the Work Performed by Social Service Staff

For payroll purposes, please continue to report the salary/fringe as normal. Some counties use Section 1, Line 2, Payroll & Related Benefits (Personal Services) to report the payroll and fringe cost for the social services area. This includes the payroll costs of the SSTS participants and the Overhead/Administrative payroll costs of the social services area. Other Counties separate their payroll costs between Section 1, Line 2, and Line 8. Line 2, Payroll & Related Benefits (Personal Services) is used to report the SSTS participants. Line 8, Administrative Allocation (not included in Lines 1-7) is used for the Overhead/Administrative payroll costs (based on an FTE split) of the social services area, the non-SSTS salaries (these would be administrative salaries) and Social Service Supervisors who are 100% directly charged to the Social Service area.

Federal funding related to work performed by personnel funded by the county's Social Service Fund Report must be net off of personnel costs reported on the DHS-2556. The federal funding should be net off of costs reported in the same section and same line of the cost report in which the staff's salary and fringe is reported - **revenue follows expenditures**. This would be Line 2, Payroll & Related Benefits (Personal Services) **OR** Lines 2 Payroll & Related Benefits (Personal Services) **and** Line 8, Administrative Allocation (not included in Lines 1-7). Netting the federal revenue off of the employee's salary and fringe is necessary as there is not a separate line for revenue offset.

2) Federal Revenue Received by the County used for Other Administrative Expenses

If other administrative expenses for COVID-19 are being reported, the same procedures mentioned above would be followed. For example, if supplies were reported on Section 1, Line 4 Direct Material and Supplies on the DHS-2556 Social Service Fund Report, the corresponding federal revenue received by the county must be included as a deduction on the DHS-2556 in order to report only net costs. This is necessary to avoid double reporting costs that have already been federally reimbursed.

LCTS Partners: Education, Public Health and Corrections

The method for reporting federal revenue offset outlined below is the same for LCTS Education, Corrections and Public Health partners' cost reports: DHS-3220.1 LCTS Public School Web-based Cost Schedule, DHS-3220.2 LCTS Corrections Web-based Cost Schedule and DHS-3220.3 LCTS Public Health Web-based Cost Schedule.

If any amounts in Section 1 Expenditures on the cost report are federally funded, fully or partially, via COVID-19 related federal funding or other federal funding sources, the federal funds must be reported in Section 2 Federal Revenue Offset on the cost report.

Cash basis rules still apply – **with one exception**: If you receive federal funding as an annual lump sum, or any frequency other than quarterly, it is your responsibility to match the expenses reported with the associated federal revenue in the same period that the expenses are reported, even if the federal revenue was received in a different period. In other words, you do not want one quarter's worth of expenditures in Section 1 – and an entire year's worth of the federal revenue offset in Section 2. The expenses and any associated federal revenue offset must be matched quarter for quarter – in the period that the expense is reported. If you are uncertain as to whether this exception applies to a particular federal revenue source or if you have questions on how to treat federal revenue you have identified as an exception – please contact Jennifer Walsh who is the Program Accountant at DHS for the LCTS, at jennifer.walsh@state.mn.us

Reporting Federal Revenue that is Funding Agency Staff who Work across Funds/Administrative Overhead that is Allocated Based on an FTE Split

Salaries of county employees such as the director, supervisors, and all other staff who work across funds (e.g., administrative staff) must be allocated by the department structure based upon an FTE split. Allocation of salaries is allowable only at the fund level (e.g., Income Maintenance Fund or Social Service Fund. Child Support is a program and not a “fund”. The Child Support Program resides within the Income Maintenance Fund). An agency's structure varies from county to county. One county's human service agency structure could encompass Income Maintenance and Social Services; while another agency structure could include Income Maintenance, Social Services, Public Health and Veterans. In addition to salary and fringe, the guidance below also applies to agency administrative overhead expenditures that are allocated across funds.

Any federal revenue that is fully or partially funding salaries of employees who work across funds, or fully or partially funding agency overhead expenditures needs to be split between the agency structure based on FTE. The same percentage split used for the allocation of expense should be used for the related federal funding. After the allocation of the federal revenue has been determined, please follow the methodology noted above for reporting federal revenue offset on the various cost reports.

If you have any questions about reporting federal revenue on any of the DHS time study cost reports noted above, please contact Molly Klismith at molly.klismith@state.mn.us or Julie Spurgeon at julie.spurgeon@state.mn.us or Cindy Bayles at cindy.bayles@state.mn.us

5. Calendar Year 2021 Allocations

Most calendar year 2021 allocation amounts and allocation summary information are now available on [CountyLink](#) under the Fiscal Reporting and Accounting tab under the **Allocation amounts for 2021** heading. Please be aware the allocation amounts listed are still considered preliminary. Remaining allocations should be available in the next week or so. Final allocation amounts should be completed by the end of September. Please be sure to check CountyLink for any allocation updates.

If you have any questions regarding allocations, please refer to the allocation summary information for each allocation and contact the person listed as the contact for that particular allocation.

E-memo [#20-20 \(June 16, 2020\)](#) announced the eligibility guidelines and administrative allowance for the Consolidated Chemical Dependency Treatment Fund (CCDTF) for state fiscal year (SFY) 2021 (July 1, 2020 – June 30, 2021). As a courtesy, we are attaching the SFY2021 CCDTF Administrative Allowance spreadsheet for your review.

6. State Fiscal Year 2021 Targeted Case Management (TCM) Rates

The state fiscal year (SFY) 2021 program specific Targeted Case Management (TCM) Group Rates sheet has been e-mailed to county fiscal supervisors. The TCM Group Rates sheet includes rates for the period of July 1, 2020 through June 30, 2021. We are in the process of uploading the rates sheet to [CountyLink](#) and FOD will e-mail your county's SFY 2021 TCM rates letter to your county director which will include additional information related to the federal share.

If you have any questions regarding your TCM rates, please contact Amber Ganyaw at amber.ganyaw@state.mn.us

7. Federal Medical Assistance Percentage (FMAP) increases for some services

Beginning Jan. 1, 2020, and for the duration of the COVID-19 federal emergency, the Families First Coronavirus Response Act (Public Law No. 116-127, section 6008) provides a temporary increase of 6.2 percent in the FMAP rate for the following services for children, parents or guardians with children under 19, individuals 65 and older and individuals blind or disabled:

The 6.2 percent increase does not apply to adults without children and other populations already receiving an enhanced FMAP.

The 6.2 percent increase does not apply to Medicaid administrative reimbursement via the time studies.

Due to their unique financing, when we apply the 6.2% increase to the following services, it results in additional payments being made to counties:

- Rule 5 Children's Residential includes Institutions for Mental Disease which received a 6.2 percent state funds rate increase and were replaced on the June 9, 2020, MMIS warrant.

- County-provided Targeted Case Management services (Child Welfare, Mental Health and Vulnerable Adult-Developmental Disability)

MMIS has reprocessed and paid the additional amounts (claims paid with warrant dates Jan. 7, 2020 through May 12, 2020). You can see this on the June 23, 2020 remittance advice. Claims paid from May 27, 2020 forward until the end of the quarter when the COVID-19 federal emergency has ended (defined by federal government) will be paid at the higher 56.2 percent rate without the need for additional adjustments.

If you have any questions, contact the MHCP Provider Call Center at 651-431-2700 or 800-366-5411.

If you have any questions regarding Medicaid administrative reimbursement via the time studies, please contact Molly Klismith at molly.klismith@state.mn.us

8. COVID-19 additional Medical Assistance Services Funding – County Impacts

In March 2020, States were awarded additional federal funding for the duration of the COVID-19 emergency. One of the requirements of using the federal funding is that the state had to make sure that the county (political subdivision) also shared in the benefit of the additional federal funding.

Due to the unknown duration of the additional financing, DHS has operationalized the changes in a variety of ways; some utilizing our systems like MMIS and other adjustments are being made manually.

Process	System	Manual Adjustments	InfoPac reports in Document Direct
County billing for services the county has a share such as Targeted Case Management contracted vendor and Long Term Care Services for recipients less than 65.	MMIS not planned to be updated for the 56.2% FMAP	Yes, updated on March bill for current month. Health Care Accounting Staff will update the percentages for services on monthly bill going forward. January and February credits began being adjusted on the May billing sent to counties in June. A sample calculation spreadsheet sent to assist counties in reconciling.	MW0117 will not match the SWIFT invoice. The SWIFT invoice is correct.
CD MOE billing	N/A	Adjustments need to be done to reduce the percentage that counties pay for regular MA claims through funding code 020 from 15% to 13.14%	CD MOE MW2244 & 2245 reports will not be updated as programming in MMIS and the CD subsystem were not updated. SWIFT invoice will be correct.

Process	System	Manual Adjustments	InfoPac reports in Document Direct
<p>County billed TCM (CW, MH, VADD) and Rule 5 Children’s Residential Treatment</p> <p>New funding codes 130, 135, 136, 138, 142 created for higher percentage.</p>	<p>MMIS Funding codes were added to MMIS to pay the correct 56.2% of the claim to counties. MMIS – higher 56.2% paid effective 5/27/2020 warrant. Reprocessed claims from January 2020 – the first warrant in May were on the June 23, 2020 warrant.</p>	<p>N/A</p>	<p>County Confirmation reports MW7012 – 7016 were updated beginning with May CCR reports that are published in June. County payments will be “cutback” by 43.8% instead of 50% resulting in the higher payment to counties from MMIS.</p>

If you have questions about the status of these changes, please contact Becky Path, Health Care Accounting Supervisor at rebecca.path@state.mn.us

9. Chemical Dependency Maintenance of Effort Billing Status Update

Chemical Dependency Maintenance of Effort (CD MOE) billing statements have been a challenge to get issued timely due to the additional work involved in separating out the Substance Use Disorder Institutional Mental Disease (SUD IMD) claims attributable to the SUD IMD federal payback and the regular claims being billed. Health Care Accounting apologizes for the billing delays and we’d like to thank those counties who continue to pay their invoices in part or whole.

Three major events have affected CD MOE Billing and have added to their complexity:

1. SUD IMD federal payback/refinancing of IMD claims
2. Chemical Dependency Consolidated Treatment Fund conversion to Integrated Behavioral Health Fund and the impact of the state legislation on county share
3. COVID-19 increase in regular Federal Medical Assistance Percentage (FMAP) from 50% to 56.2% for funding code 020.

The April billing was sent in mid-June instead of late May as it normally would have been. The May billing is planned to be sent out in late June. The June billing will be sent out in late July and will be the last billing that will need to have the SUD IMD claims separation. The remainder of the SUD IMD federal repayment was on the June 23, 2020 MMIS warrant.

Also due to the implementation of the Integrated Behavioral Health Fund (IBHF) state legislation, counties will no longer be billed for a share of any SUD room & board and SUD treatment for recipients on Medical Assistance for SUD services provided to recipients on or after July 1, 2020. In March 2020, due to the COVID-19 emergency, there was a change in federal FMAP for claims paid January 2020

through the end the quarter of the COVID-19 emergency as defined by the federal government. Health Care Accounting will be making adjustments to correct the billing from 15% of the non-federal share for claims with dates of service before 7/1/2020 to 13.14%. Counties will be due a credit of 1.86% on regular MA treatment claims (non-enhanced). These adjustments will be made on future CD MOE billings for past months.

Calendar Year 2020 CD MOE Billing Table:

Month of service	Invoice Date	Date of the accompanying memo distinguishing the amount due to normal business versus the SUD IMD federal payback on the invoice	IBHF rules will be in effect for claims with dates of service after 7/1/2020	COVID-19 FMAP for regular FMAP funding code 020 adjusted for additional 6.2% federal
January	3/12/2020	3/24/2020	No	Yes, need to adjust
February	4/3/2020	4/7/2020	No	Yes, need to adjust
March	5/7/2020	5/20/2020	No	Yes, need to adjust
April	6/22/2020	6/23/2020	No	Yes, need to adjust
May	July	July	No	Yes, need to adjust
June	August	August	No	Yes, need to adjust
July	August/Sept	No longer needs to be sent	Yes	Unknown at this time

If you have any questions about billing policy, please contact Becky Path, Health Care Accounting Supervisor, at rebecca.path@state.mn.us and if you have questions about specific bills, please contact Jeffrey Carpenter, CD MOE billing accountant, at jeffrey.carpenter@state.mn.us

10. Updates to Substance Use Disorder Fiscal Policy

Substance Use Disorder (SUD) changes beginning this summer include the following:

[Minnesota Statute 254B.03 Subdivision 4](#) was amended to remove the county share for the following SUD services effective with claim dates of services 7/1/2020 and after:

- Treatment for Medical Assistance recipients including Withdrawal Management, inpatient and outpatient SUD services
- Room & Board services for all recipients

Counties will continue to be billed 22.95% of the services for treatment for recipients who are not enrolled in Medicaid for dates of service on or after 7/1/2020.

OLD MMIS funding code	OLD County Share %	NEW MMIS funding code	NEW County share %	Funding code description
020	15%	060	0%	SUD services for MA recipients: parents, disabled, aged, children
300	3%	311	0%	SUD services for MA recipients single adults under Affordable Care Act
720	22.95%	725	22.95%	Non-MA recipient SUD treatment
720	22.95%	726	0%	All recipients SUD fee for service Room & Board

Effects of the behavioral health fund legislation for counties include:

1. Reduced billing for county shares of services – because of the delay in both claims payment and county maintenance of effort (MOE) billing, the reduced county share might not be realized until fall 2020.
2. CD admin allowance is *based* on non-federal share of SUD services. If more recipients are enrolled in Medicaid which would result in lower non-federal amounts, counties may see a decrease in CD admin allowance. It may take counties longer to get to the first \$50,000 in claims possibly resulting in the payments being more evenly spread out throughout the year. The method by which the Behavioral Health Division determines the overall CD allocation amount is set in law and has not changed. Legal reference below regarding formula for CD admin allowance:

[MS 254B.02 Chemical Dependency Allocation Process - Subd. 5. Administrative adjustment.](#)

The commissioner may make payments to local agencies from money allocated under this section to support administrative activities under sections [254B.03](#) and [254B.04](#). The administrative payment must not exceed the lesser of: (1) five percent of the first \$50,000, four percent of the next \$50,000, and three percent of the remaining payments for services from the special revenue account according to subdivision 1; or (2) the local agency administrative

payment for the fiscal year ending June 30, 2009, adjusted in proportion to the statewide change in the appropriation for this chapter.

The 1115 federal Institution for Mental Disease (IMD) waiver allows certain IMD providers claims to be paid with federal funding which will have the effect of reducing county share for IMD treatment.

Recipients in a federally funded IMD waiver will stay on major program MA and treatment claims will have no county share.

- Other SUD IMDs not participating in the waiver will be state funded and counties will be billed 22.95% of the treatment portion of the claim as the county share.

The development work to allow for Direct Access has not yet been fully completed; implementation is forthcoming. In the meantime, service agreements will still need to be entered by counties for claims to be paid.

- Once direct access is implemented (possibly in fall 2020) the county of financial responsibility used to determine the county share will be derived from MMIS recipient eligibility spans rather than the service agreements in MMIS.

If you have questions about Substance Use Disorder financing, please contact Becky Path, Health Care Accounting Supervisor at rebecca.path@state.mn.us

11. CountyLink – Fiscal Reporting and Accounting – New Additions

As you know, [CountyLink](#) is a website that helps DHS communicate business information to county and tribal workers who administer human service programs. One of the main types of information on CountyLink is business information that is considered public information (i.e. manuals, bulletins, project updates, etc.).

Financial Operations Division (FOD) is adding new content to the Fiscal Reporting and Accounting tab on [CountyLink](#). On the left side navigation bar, we have added the category titled **Handbooks, Manuals and Reference Guides**. FOD will start moving some bulletins as they come up for renewal to this section. By moving the bulletins to CountyLink, FOD staff will be able to post updates and other changes to manuals and other reference materials in a timelier manner. County fiscal supervisors will be sent an e-mail announcing when documents are added to this section on CountyLink.

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

12. Social Service Fund Report (DHS-2556) – Reminder! Changes for CY2021

As mentioned in the second quarter 2019 and the third quarter 2019/MCHSA conference follow-up fiscal memo (article #9), I wanted to remind you again of an upcoming change. As part of the goals and scope of the DHS Fiscal/County Project, effective **January 1, 2021**, counties will be required to separate SSTS cost pool salary and fringe benefits between SSTS participants and Non-SSTS

participants. (First report due April 2021.) This change is similar to the current practice in the Income Maintenance area and how the random moment participants are reported.

Direct salary and fringe benefit costs associated with staff required to participate in the random moment time study (SSTS) paid from the Social Service Fund will be reported on a separate line. The purposes of this change are to have consistencies between reports, have a better understanding of the costs, have the ability to use these costs for legislative fiscal notes and maintain being good fiscal stewards of federal dollars.

Because this reporting change may necessitate accounting changes at your county, DHS is encouraging counties to begin planning for this and to reach out to your county colleagues.

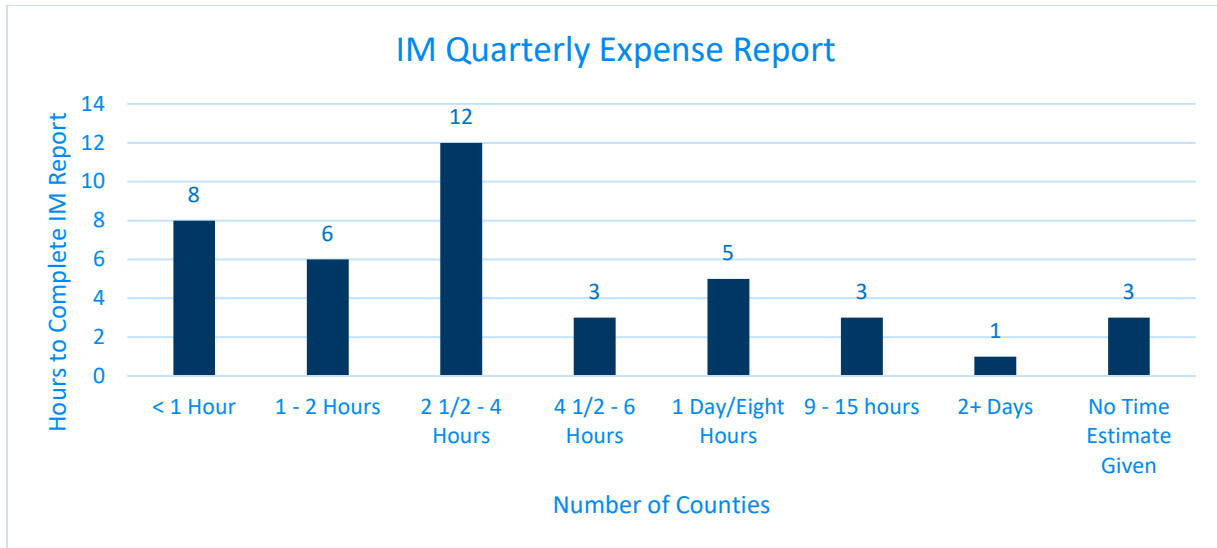
We have recently received budget questions if this change will affect the SSTS cost pool and the SSTS reimbursement. The non-SSTS payroll cost for the Social Service Fund Report (SSFR DHS-2556) will continue to be part of the SSTS cost pool; the formula that makes up the SSTS cost pool is **not** changing. As a reminder, use your green sheet information as an aid/resource to budget your SSTS revenue. (This information is provided to counties on a quarterly basis from Julie Spurgeon.)

Please look for further details in the future regarding these new reporting requirements. If you have any questions, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us or Cindy Bayles at (651) 431-6127 or cindy.bayles@state.mn.us

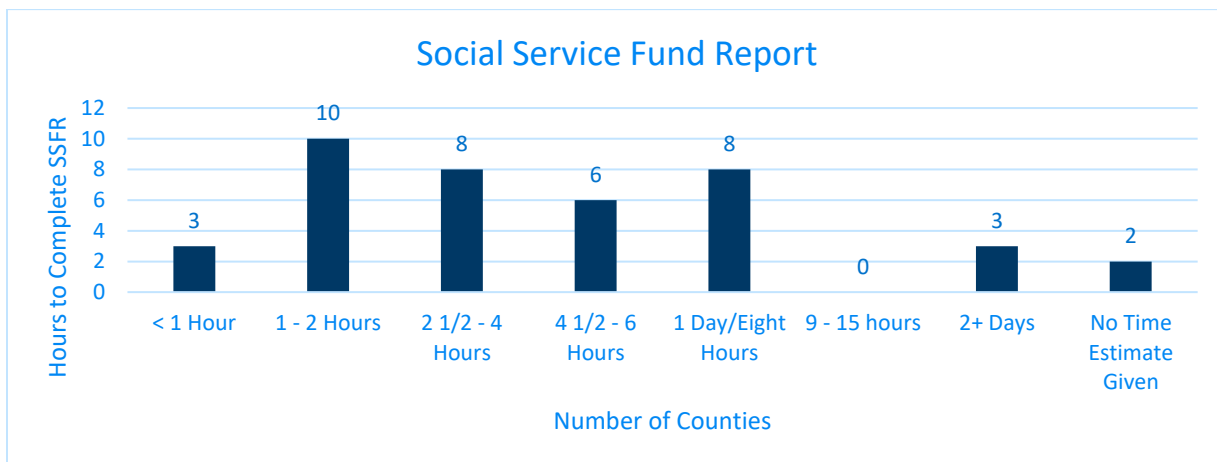
13. Income Maintenance Quarterly Expense Report (DHS-2550) and Social Service Fund Report (DHS-2556) Fiscal Survey Update

Thank you to all the counties who completed the survey and sent in responses. Forty-one counties responded to the Income Maintenance Expense Report (DHS-2550) survey and 40 counties responded to the Social Service Fund Report (DHS-2556) survey (this is out of 78 reporting agencies). Some great feedback and suggestions for changes were made. If you did not respond to the surveys, please feel free to reach out to Cindy Bayles at cindy.bayles@state.mn.us and respond to the surveys through July 10, 2020. We would like to share the results of one of the questions:

Currently, how much time does it take to complete, proof and submit the Income Maintenance Quarterly Expense report?



Currently, how much time does it take to complete, proof and submit the Social Service Fund Report?



14. Income Maintenance and Social Service Time Studies Follow Up

As many of you are aware, the Income Maintenance Random Moment (IMRMS) and the Social Services Time Study (SSTS) are undergoing changes – an ongoing project. Updates to the written materials will take place when new program areas are established, or when services are updated/changed. The county time study coordinators are informed by a separate e-mail when significant changes are made.

The written materials, handbooks, and updates for the Income Maintenance Random Moment Study (IMRMS) and Social Service Time Study (SSTS) can be found on [CountyLink](#) under the Fiscal & Accounting tab. Go to the bottom of the left navigation bar and click on the specific time study. Please see the SSTS sample screens on the next page.

ARCHIVE

HandBook, Manuals & Reference Guides

FOD Training

NorthStar Care for Children

Pass-Through Entity Requirements

Quarterly Fiscal Memo

TCM Rates

Title IV-E Ratios

Time Study - IMRMS

Time Study - LCTS

Time Study - SSTS

> Fiscal Reporting and Accounting

Fiscal Reporting and Accounting

Allocation amounts for 2021

[Adult Protection Grant 2021](#)

Basic Sliding Fee 2021

Child Protection 2021

DD-SILS 2021

[Emergency General Assistance 2021](#)

Family Assessment Response 2021

Family Support Grant 2021

Mental Health Grants 2021

MFIP Consolidated Fund 2021

SSTS page – after clicking on Time Study – SSTS ↓

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TCM Rates

Title IV-E Ratios

Time Study - IMRMS

Time Study - LCTS

Time Study - SSTS

> Fiscal Reporting and Accounting > Time Study - SSTS

Time Study - SSTS

http://stream5.video.state.mn.us:8080/MNIT/social_services_time_study_02-19-20.html

OR

http://stream5.video.mn.gov/MNIT/social_services_time_study_02-19-20.html

[SSTS Activity Categories, Codes and Definitions – Revised 6/3/2020](#)

[SSTS FAQ's 6/3/2020](#)

[SSTS Participant Handbook – Effective 4/1/2020](#)

[SSTS Validator Handbook – Effective 4/1/2020](#)

[SSTS Outlook Forwarding Directions](#)

SSTS Participant Video: TrainLink – [Income Maintenance Services](#) Search under Course Catalog for "timestudy2"

Frequently asked questions (FAQs) and updates were posted on June 3, 2020 as well as updates to the code definitions for the IMRMS and the SSTS.

If you have any questions regarding the IMRMS Time Study and codes, please contact Molly Klismith at (651) 431-3739 or molly.klismith@state.mn.us. Questions regarding the SSTS Time Study and codes should be addressed to Amber Ganyaw at (651) 431-3785 or amber.ganyaw@state.mn.us

15. Title IV-E Children's Residential Facility (CRF)

Counties are reminded that they can request reimbursement for out-of-state placements in CRFs, retroactive five quarters. County workers should require the facility complete the [Out of State Child Caring Institutions- Congregate Care FFPSA Title IV-E Safety Check Verification for Title IV-E Reimbursement Form](#) which affirms compliance with background study requirement during the date the child was in residence at the facility.

This form must be child-specific and kept in the case file of the child for which you are seeking federal Title IV-E reimbursement. It also helps you claim Title IV-E funding appropriately for each child's placement. **Please ensure you are providing accurate and complete placement and background compliance dates and information to ensure appropriate documentation for federal Title IV-E Foster Care Eligibility Reviews.**

If you have questions about this form please contact Amber Buckner at amber.buckner@state.mn.us or Sheena Lossing at sheena.lossing@state.mn.us or refer to the [SSIS Update - Issue 529 \(6/10/2020\)](#) for further information.

16. Northstar Care Fiscal Update

Retirements, promotions, and new staff have affected our work on Northstar Care Fiscal Reconciliations. The details of staff changes are discussed in article 19 in this memo.

As a result of these changes, we have slipped slightly from our usual schedule. We anticipate that the initial Northstar Care Fiscal Reconciliation for counties for 2019 Q4 as of 2020 Q1 will be completed in July. As required by statute, this reconciliation (and later ones) will use the somewhat revised methodology for the 1st Fundamental Calculation discussed in the previous quarter's memo dated April 9, 2020 and available on [CountyLink](#).

We will attempt to complete the subsequent initial county reconciliation back on schedule, with a goal to complete 2020 Q1 as of 2020 Q2 in August.

At that point we will prioritize catching up on tribal initial reconciliations, and then will begin going back to do final reconciliations.

If you have questions or concerns or need further assistance, please contact Sheena Lossing at (651) 431-3781 or sheena.lossing@state.mn.us, or Dave Piechowski at 651-431-3484 or dave.piechowski@state.mn.us or Erin Kintop at (651) 431-3765 or erin.a.kintop@state.mn.us.

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

17. Invoicing for DHS Central Office Expenses related to TCM, Rule 5 and LCTS

Once again, invoices will be sent out late summer for state fiscal year (SFY) 2020 central office expenses related to each of the respective funding streams. **When your county pays the invoice** (not the date of the invoice or when you receive it) you must report the amount paid as a **reduction of revenue** on the SEAGR Report. Do not claim the amount paid as an expenditure under any BRASS code on SEAGR.

Invoice for CW-TCM – Reduce your revenue reported in **F05** on SEAGR by the amount paid to DHS for central office expenditures related to CW-TCM.

Invoice for CMH-TCM – reduce your revenue reported in **F64** on SEAGR by the amount paid to DHS for central office expenditures related to CMH-TCM.

Invoice for AMH-TCM – reduce your revenue reported in **F31** on SEAGR by the amount paid to DHS for central office expenditures related to AMH-TCM.

Invoice for VA/DD-TCM – reduce your revenue reported in **F42** on SEAGR by the amount paid to DHS for central office expenditures related to VA/DD-TCM.

Invoice for Rule 5 – reduce your revenue reported in **F66** on SEAGR by the amount paid to DHS for central office expenditures related to Rule 5.

Invoice for LCTS – reduce your revenue reported in **F07** on SEAGR by the amount paid to DHS for central office expenditures related to LCTS.

If you have questions related to SEAGR reporting of the invoices please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

18. Parental Fee Collection Refunds

The Parental Fee Unit, at DHS, will soon begin the process of calculating refunds due to counties. The refunds represent the county share of parental fee collections and are a reimbursement of county social service fund expenditures incurred on behalf of children on MA where DHS is assessing a parental fee. The refunds will consist of two payments. One represents the state share of collections, and the other represents the federal share. Detailed reports identifying the impacted children within each agency, will be mailed to county fiscal supervisors by October 31, 2020 and refunds should be received by October 31, 2020.

The invoice field code for the payments will be 00.PARENTFEECOLLE. Because the invoice field code begins with 00, it is up to your agency to decide if this payment should go directly to the general fund (so not to be reported on the quarterly social service fund or SEAGR report) or if you are going to receipt it into your social service fund (to be reported on the quarterly social service fund and SEAGR report).

If you have any questions related to the payments or parental fee reports, please contact Brenda Nelson, Parental Fee Unit Supervisor at (651) 431-4270 or brenda.nelson@state.mn.us. Any questions on the social service fund or SEAGR report should be directed to Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

19. Personnel Changes

As mentioned in the 1st quarterly memo, the Grants and Allocations Unit in the Financial Operations Division would be experiencing some staff turnover due to retirements and job changes in April. This unit will continue to experience some further staff changes over the coming months. We will update you with changes as they occur.

Linda Mueller, Resettlement Program Accountant, and Phyllis Meath, Title IV-E & Northstar Care Fiscal Management Analyst both retired.

Linda's position, Resettlement Program Accountant, has not been filled yet. Phyllis's position, Title IV-E & Northstar Care Fiscal Management Analyst, has been filled by Sheena Lossing who was the Foster Care Maintenance and Permanency Program Accountant.

Sheena will be administering the overall Title IV-E and Northstar Care accounting and claiming including federal reporting and preparation of the quarterly Title IV-E federal claim. We are very pleased to have Sheena in her new role! Until Sheena's previous position can be filled, please direct questions to both Sheena at sheena.lossing@state.mn.us and Erin Kintop at erin.a.kintop@state.mn.us

In addition, Dave Piechowski started as the Title IV-E Family First Prevention Services Act (FFPSA) Fiscal Management Analyst in early June 2020. Dave brings with him many years of grant management experience and will be working collaboratively with stakeholders and internal partners to implement system changes and ensure Title IV-E claiming considerations are being met with the implementation of the FFPSA. Please give Dave a warm welcome if you are able! dave.piechowski@state.mn.us

Finally, Shannon Kubinski, Economic Opportunities Grants Accountant within the Grants and Allocations Unit has moved to the Budget and Cost Allocations Unit and will be continuing to utilize her expertise there! Until another Grant Accountant is in place, please contact Erin Kintop at (651) 431-3765 or erin.a.kintop@state.mn.us with any questions or concerns.

Attached is the current Health and Human Service Finance staff listing for your reference.

20. Financial Operations Bulletins Since Last Fiscal Memo

- [Bulletin #20-32-01](#) (May 14, 2020) Relative Custody Assistance Reporting Requirements. For counties that still have or have recently had children on RCA, the requirement for reporting the Relative Custody Assistance (RCA) program payments, including completion of the RCA Report on a quarterly basis. If you have any questions on this bulletin, please contact Erin Kintop at (651) 431-3765 or erin.a.kintop@state.mn.us
- [Bulletin #20-32-02](#) (May 14, 2020) Pre-Northstar Foster Care Program Maintenance Rates. Maintenance and difficulty of care payment rates by age category for the Pre-Northstar Legacy foster care program. If you have any questions on this bulletin, please contact Erin Kintop at (651) 431-3765 or erin.a.kintop@state.mn.us

- [Bulletin #20-32-03](#) (May 14, 2020) Northstar Care for Children Basic and Supplemental Payment Rates and Initial Clothing Allowance. Basic and Supplemental payment rates for Northstar Care for Children, and Initial Clothing Allowance for all children in foster care, effective July 1, 2020 through June 30, 2021, and related fiscal considerations. If you have any questions on this bulletin, please contact Erin Kintop at (651) 431-3765 or erin.a.kintop@state.mn.us

21. Next Quarterly Memo Publication Date

The publication date of the next quarterly memo is tentatively scheduled for Wednesday, September 30, 2020.

If you have any suggestions 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

COUNTY CHECKLIST FOR DHS FISCAL REPORTS

The following reports are due from all county human service agencies:

- | | |
|---|--------------------------|
| _____ 1. Income Maintenance Expense Report (DHS-2550) | quarter + 20 days |
| _____ 2. Social Service Fund Report (DHS-2556) | quarter + 20 days |
| _____ 3. Child Foster Care Report | quarter + 20 days |
| _____ 4. Relative Custody Assistance (RCA) Report | quarter + 20 days |
| _____ 5. MFIP Consolidated Fund Support Services Fiscal Report (DHS-2902) | quarter + 20 days |
| _____ 6. Targeted Case Management Client Statistical Report (DHS-3150.2) | quarter + 30 days |
| _____ 7. SEAGR Report (DHS-2557) | quarter + 30 days |

The following reports are due from participating county agencies:

- | | |
|---|----------------------------|
| _____ 1. LCTS Cost Reports (DHS- 3220.1, 3220.2, 3220.3) | quarter + 20 days |
| _____ 2. LCTS Annual Spending Report | March 1st each year |
| _____ 3. Food Stamp Employment & Training Administration and Services (DHS-2726d) | quarter + 30 days |
| _____ 4. BRASS-Based Grant Fiscal Report (DHS-2895)
A (DHS-2895) is required for each grant program specified by DHS | quarter + 30 days |

If the 20th or 30th falls on Saturday, Sunday or a holiday, the report is due on the preceding business day.

SFY2021 CCDTF Administrative Allowance

Calculation of SFY2021 Admin Allowance			Calculation of SFY2021 Admin Allowance		
Code	Tribe or County		Code	Tribe or County	
A1	Bois Forte	\$ 22,440.14	39	Lake of the Woods	\$ 3,820.76
A2	Fond du Lac	\$ 22,243.14	40	Le Sueur	\$ 25,363.46
A3	Grand Portage	\$ 2,214.32	41	Lincoln	\$ 5,026.68
A4	Leech Lake	\$ 70,380.52	42	Lyon	\$ 30,518.65
A5	Lower Sioux	\$ 7,455.12	43	McLeod	\$ 27,821.97
A7	Prairie Island	\$ 1,510.50	44	Mahnomen	\$ -
A8	Red Lake Tribe	\$ 71,615.57	45	Marshall	\$ 12,243.66
A9	Shakopee	\$ -	46	Martin	\$ 29,927.15
B1	Upper Sioux	\$ 256.55	47	Meeker	\$ 23,564.54
B2	White Earth	\$ 54,317.03	48	Mille Lacs	\$ 23,759.26
88	Mille Lacs	\$ 16,249.61	49	Morrison	\$ 33,171.12
1	Aitkin	\$ 15,270.58	50	Mower	\$ 42,424.03
2	Anoka	\$ 223,931.08	51	Murray	\$ 13,365.94
3	Becker	\$ 33,790.21	52	Nicollet	\$ 25,069.18
4	Beltrami	\$ 40,068.96	53	Nobles	\$ 12,769.57
5	Benton	\$ 37,543.17	54	Norman	\$ 2,366.61
6	Big Stone	\$ 7,433.40	55	Olmsted	\$ 110,438.02
7	Blue Earth	\$ 63,407.42	56	Otter Tail	\$ 62,146.34
8	Brown	\$ 29,591.39	57	Pennington	\$ 13,072.65
9	Carlton	\$ 27,624.22	58	Pine	\$ 30,763.11
10	Carver	\$ 21,159.39	59	Pipestone	\$ 9,849.36
11	Cass	\$ 24,384.05	60	Polk	\$ 38,887.39
12	Chippewa	\$ 14,791.02	61	Pope	\$ 14,911.75
13	Chisago	\$ 34,160.95	62	Ramsey	\$ 261,834.57
14	Clay	\$ 50,611.02	63	Red Lake	\$ 370.84
15	Clearwater	\$ 7,999.95	64	Redwood	\$ 17,466.27
16	Cook	\$ 5,732.61	65	Renville	\$ 13,066.40
17	Cottonwood	\$ 18,178.43	66	Rice	\$ 49,687.67
18	Crow Wing	\$ 60,351.37	67	Rock	\$ 8,050.44
19	Dakota	\$ 153,074.89	68	Roseau	\$ 10,296.45
20	Dodge	See MN Prairie #74	69	St. Louis	\$ 186,347.38
21	Douglas	\$ 38,206.93	70	Scott	\$ 33,769.48
22	Faribault	\$ 16,476.25	71	Sherburne	\$ 40,855.10
23	Fillmore	\$ 12,166.71	72	Sibley	\$ 16,605.88
24	Freeborn	\$ 32,108.12	73	Stearns	\$ 119,136.19
25	Goodhue	\$ 38,078.68	74	MN Prairie (Steele, Dodge and Waseca combined)	\$ 66,638.14
26	Grant	\$ 5,442.26	75	Stevens	\$ 8,579.10
27	Hennepin	\$ 749,152.55	76	Swift	\$ 16,396.67
28	Houston	\$ 11,640.64	77	Todd	\$ 18,207.30
29	Hubbard	\$ 26,268.84	78	Traverse	\$ 3,177.66
30	Isanti	\$ 25,969.69	79	Wabasha	\$ 21,077.30
31	Itasca	\$ 45,292.79	80	Wadena	\$ 17,184.89
32	Jackson	\$ 9,596.38	81	Waseca	See MN Prairie #74
33	Kanabec	\$ 18,262.33	82	Washington	\$ 84,545.47
34	Kandiyohi	\$ 44,923.85	83	Watsonwan	\$ 15,698.63
35	Kittson	\$ 2,269.87	84	Wilkin	\$ 7,089.63
36	Koochiching	\$ 15,507.26	85	Winona	\$ 35,937.86
37	Lac qui Parle	\$ 9,700.15	86	Wright	\$ 57,444.00
38	Lake	\$ 10,460.11	87	Yellow Medicine	\$ 14,365.25
Total =					\$ 3,964,419.81

HEALTH & HUMAN SERVICE FINANCE

DHS Financial Operations Division

As of June 30, 2020

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 staff in the Human Service Cost Reporting Unit.

Julie Spurgeon: Human Service Cost Reporting

(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, changes to County Confirmation Reports, and county MMIS billings.

Jeffrey Carpenter: Fund Accountant for Moving Home Minnesota (MHM) and CCDTF/BHF

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

Fund accountant for Moving Home Minnesota, Consolidated Chemical Dependency Treatment Fund (CCDTF)/Behavioral Health Fund (BHF). Also assists in compiling, calculating and validating Account Payable (IBNR) report to federal and state agencies.

Robyn Hietpas: Health Care Financial Analyst

(651) 431-3768 or robyn.j.hietpas@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. Provides county support for changes to the County Confirmation Report (CCR).

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.

Shannon Singleton: Fund Accountant for Children's Health Insurance Program (CHIP)

(651) 431-3753 or shannon.singleton@state.mn.us

Fund accountant for CHIP (Children's Health Insurance Plan) and responsible for submission of the CMS 21 federal quarterly report. Reports and manages 1099 process for MMIS providers who receive a paper warrant.

Amy Welke: Fund Accountant for MA

(651) 431-3754 or amy.l.welke@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.

Peter Stahley: Economic Support Unit Supervisor

(651) 431-3727 or peter.l.stahley@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: Economic Support Accounting Technician

(651) 431-3756 or cindy.barnier@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.

Jacob Carrigan: Child Support and SNAP Program Accountant

(651) 431-3747 or jacob.carrigan@state.mn.us

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

Katie Davis: TSS Systems Accountant
(651) 431-3752 or kathryn.davis@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 to counties. Performs cash and payables reconciliation between DHS and MMB.

Rhonda Lord: TANF and Child Care Program Accountant
(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.

VACANT: Economic Support Fiscal Accountant
Contact Peter Stahley at (651) 431-3727 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.

Erin Kintop: Grants & Allocations Unit Supervisor

(651) 431-3765 or erin.a.kintop@state.mn.us

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

Josh Jones: Behavioral Health Grants Accountant
(651) 431-3748 or joshua.jones@state.mn.us

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

Sheena Lossing: Title IV-E & Northstar Care Fiscal Management Analyst
(651) 431-3781 or sheena.lossing@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.

Lynn Nguyen: Community Partnerships Program Accountant
(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).

Dave Piechowski: Title IV=E Family First Prevention Services Act (FFPSA) Fiscal Management Analyst
(651) 431-3484 or dave.piechowski@state.mn.us

Oversees fiscal implementation considerations and necessary system and Title IV-E claiming changes as a result of the Family First Prevention Services Act (FFPSA) implementation.

Christi Tosarello: Children and Family Service Programs Accountant
(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.

VACANT: Economic Opportunities Grants Accountant
Contact Erin Kintop at (651) 431-3765 or erin.a.kintop@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.

VACANT: Foster Care Maintenance and Permanency Programs Accountant
Contact Erin Kintop at (651) 431-3765 or erin.a.kintop@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.

VACANT: Resettlement Program Accountant
Contact Erin Kintop at (651) 431-3765 or erin.a.kintop@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.

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).

Jennifer Walsh: Federal Time Studies Program Accountant

(651) 431-3800 or jennifer.walsh@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), White Earth Nation (WEN) Eligibility Worker time study and their associated federal administrative reimbursement.

VACANT: County Federal Administrative Reimbursement Specialist

Contact Molly Klismith at (651) 431-3739 or molly.klismith@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.