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SSIS update

Social Services Information System

Issue 319
January 14, 2011

Fiscal Focus

Version 5.4c coming soon

SSIS will send a database release (Version 5.4c) to counties next week. This special release will include three (3) new Special Cost Codes to use on Service Arrangements and payments for Extended Foster Care – Supervised Independent Living (EFC-SIL). The new Special Cost Codes are:

- 16 EFC-SIL – Additional maintenance expenses
- 97 EFC-SIL – Damage Deposit
- 98 EFC-SIL – Other non-maintenance expenses

These special cost codes are effective January 1, 2011. Please review the Tip Sheet titled “Extended Foster Care – Supervised Independent Living Payments” that begins on page 2 of this SSIS Update.

CountyLink Updates_____

- Facility Investigations training job aid

Upload Update_____

The January upload is due on January 31. This upload is for general update of info for statewide research and reporting.

Other January deadlines include:

- 20th - Title IV-E Abstract Report due
- 30th - SEAGR due
- 30th - TCM CSR due

Mentor survey seeks feedback

On Tuesday, January 18, SSIS Fiscal and Worker mentors and coordinators will receive an email link to an online survey developed by the SSIS Mentor Program and the Child Welfare Training Unit. The goal is to better understand who the SSIS mentors are and which agency and DHS supports they rank as the most beneficial. DHS seeks a better sense of the strengths and weaknesses of these current supports and their use by mentors and end users.

Please take the time to complete the online survey by **Monday, January 31.**

Thank you for helping shape and improve our ongoing training support!

TIP SHEET

Extended Foster Care - Supervised Independent Living (EFC-SIL) Payments

Bulletin [#10-68-12](#), *Fostering Connections Guidance and Changes to Foster Care for Youth Ages 18-21*, provides information regarding IV-E reimbursement for youth in supervised independent living placement settings.

The bulletin includes the following about supervised Foster Care Maintenance Payments:

For youth age 18 or older living independently in a supervised setting, there may be no direct caregiver providing food, clothing, shelter, daily supervision, school supplies, personal incidentals or reasonable travel for home visits or school stability. In those situations, the agency may pay all or part of the foster care maintenance payment directly to the youth. This flexibility to pay all or part of the maintenance payment allows the agency to help individual youth adjust to independent living and learn to budget and pay bills.

The purpose of this document is to describe how to determine the monthly maximum IV-E allowable amount and make maintenance payments in SSIS to claim IV-E reimbursement for youth in EFC-SIL.

Bulletin [#10-32-08](#), *Title IV-E Foster Care Abstract and Claiming Process*, states the following regarding what can be claimed for maintenance:

Maintenance costs of providing food, clothing, shelter, daily supervision, school supplies, personal incidentals, and reasonable travel to the child's home for visitation

BRASS Service

Use BRASS Service 188 - Supervised independent living (18-20) for payments related to the placement of youth who are in a supervised independent living situation.

- Service 188 is effective beginning 01/01/2011.
- The service dates and the warrant date on the payment must be on or after 01/01/2011.

Service Vendor

The "Service Vendor" on Payments may be the youth, a landlord, or other vendor as deemed appropriate by the local agency and does not need to be licensed.



*Reference: The "Foster Care Settings" section of the *Fostering Connections Guidance and Changes to Foster Care for Youth Ages 18-21* bulletin [#10-68-12](#) (listed above) states that the vendor does not need to be licensed for EFC-SIL payments.*

TIP SHEET

DOC Assessment

A DOC assessment must be completed and entered into SSIS for each of these youth. DOC points are used to calculate the maximum IV-E allowable amount (see information on page 2). The DOC Assessment record contains the "DOC points," which will be included on the IV-E Abstract and submitted to DHS Financial Operations Division (FOD).

- DOC points must be entered in the clients' DOC Assessments folder under the client node in SSIS to be included on the IV-E Abstract.



Hint: Unlike BRASS Services 180 and 181, which require "DOC points" to be entered on the payment, payments for Service 188 do not have a value in the "DOC points" field of the payment. Instead, SSIS looks at the DOC Assessment entry when the IV-E Abstract is generated and adds the DOC points to the IV-E claim..

Service Dates

Payments for Service 188 can have service dates that cross months. When the IV-E Abstract is generated, the claim will be split by month. Example 4 on page 5 shows a payment for a dorm that includes several months of service.

Payments cannot, however, cross a calendar year. The local agency will need to create two payments to prevent the service dates from crossing years.

Maximum IV-E Allowable Amount

[Bulletin #10-32-11](#), *Foster Care Maintenance and DOC Rates for CY 2011*, contains the Daily Basic Maintenance Foster Care Rates and the DOC rate.

Rates for 2011 for youth 18-20 are as follows:

Daily Basic Maintenance Foster Care Rate	\$24.63
Daily DOC Point Rate	\$ 0.22 per DOC point
Initial Clothing	\$798

Calculate the maximum IV-E allowable amount for a service period using DOC plus the per diem as follows:

$$((\text{AssessedDOCPoints} \times \text{DOCPointRate}) + \text{BasicPerDiem}) \times \text{DaysOfService}$$

Using 2011 rates, the following formula can be used

$$((\text{AssessedDOCPoints} \times .22) + 24.63) \times \text{DaysOfService}$$

Examples for April 1 – April 30 dates of service

DOC assessment = 100 points

$$((100 \times .22) + 24.63) \times 30 = \$1,398.90$$

Maximum IV-E allowable amount = \$1,398.90

DOC assessment = 0 points

$$((0 \times .22) + 24.63) \times 30 = \$738.90$$

Maximum IV-E allowable amount = \$738.90

TIP SHEET

Maintenance Payments for EFC-SIL

Each agency will decide how they want to make payments for young people in supervised independent living settings, which may vary for each child. Several examples are included later in this document.

The information below has been developed to help counties and tribes accurately report SEAGR information and allow claiming of multiple maintenance payments on the IV-E Abstract. Additional information regarding SEAGR and the IV-E Abstract are included in the State Report Impacts section at the end of this document.

For each month of service, there will be a “primary payment” for each youth. This payment will usually cover rent or room and board, but may also include other maintenance expenses such as utilities, food, etc. Depending on the situation, there may be multiple monthly payments for maintenance expenses. When multiple payments are made for a service month, the local agency needs to decide which payment should be the primary payment.

Primary payments should be made using BRASS Service 188 **without** a special cost code. SEAGR Units, along with the dollar amount will be reported on SEAGR for these payments.

Additional maintenance payments should be made using BRASS Service 188 **with** the special cost code shown below. This Special Cost Code is considered part of the maintenance payment and is reimbursed as part of basic per diem plus DOC. Only the dollar amount will be reported on SEAGR for these payments.

IV-E Reimbursable for EFC-SIL		
Code	Description	Start Date
16	EFC-SIL - Additional maintenance expenses	01/01/2011

IV-E Claims for EFC-SIL Maintenance Payments

The primary payment, as well as each additional maintenance payment with special cost code 16 selected, will be included on the IV-E Abstract. One maintenance claim will be created for each of these payments.

Other Payments for EFC-SIL

Payments for Initial Clothing and Educational Transportation are reimbursable for youth in supervised independent living using the same rules that apply to traditional foster care settings. These expenses are considered maintenance but are not limited to the basic per diem plus DOC.

- The maximum amount allowable for initial clothing is listed in Bulletin #10-32-11 (listed above).
- Educational Transportation is allowable based on policies set by the county for a reasonable expense.

A maintenance claim must exist for the service dates to claim initial clothing or educational transportation. Select the Special Cost Codes listed below to make payments for these expenses:

IV-E Reimbursable		
Code	Description	Start Date
01	Initial Clothing	01/01/2004
15	Educational Transportation	10/01/2008

TIP SHEET

Counties may choose to pay additional expenses for youth in EFC-SIL that are not considered eligible maintenance costs. These payments are not IV-E reimbursable.

Select one of the following Special Cost Code to make these payments:

Not IV-E Reimbursable		
Code	Description	Start Date
97	EFC-SIL - Damage Deposit	01/01/2011
98	EFC-SIL – Other non-maintenance expenses	01/01/2011

Service Arrangements for EFC-SIL

Service Arrangements can be created for EFC-SIL payments. The information in this document about EFC-SIL payments also applies to Service Arrangements.

Examples

Some examples are listed below to help counties determine how to make these payments.

Note: The Special Cost Code column shows two options:

- No Indicates the Special Cost Code field is blank. Units will be reported on SEAGR
- Yes-16 Indicates the Special Cost Code “16-EFC-SIL - Additional maintenance expenses” is selected on the payment. Units are not reported on SEAGR

Payment purpose	Vendor	BRASS Service	Special Cost Code	IV-E Claims
Example 1	One maintenance payment each month			
Monthly maintenance expenses (primary payment)	The youth or other vendor as deemed appropriate by the local agency	188	No	One maintenance claim for each monthly payment
Example 2	One payment each month for rent plus one or more additional payments			
Rent (primary payment)	The landlord, the youth or another vendor as deemed appropriate by the local agency	188	No	One maintenance claim for rent
Other maintenance expenses	The youth or any another vendor as deemed appropriate by the local agency	188	Yes 16	An additional maintenance claim for each additional payment

TIP SHEET

Payment purpose	Vendor	BRASS Service	Special Cost Code	IV-E Claims
Example 3	One payment each month for the majority of the maintenance expense plus an additional monthly payment			
Monthly maintenance expenses (primary payment)	The youth or another vendor as deemed appropriate by the local agency	188	No	One maintenance claim for the primary payment
Other maintenance expense	Any vendor as deemed appropriate by the local agency	188	Yes 16	An additional maintenance claim for each additional payment
Example 4	One payment each semester for a dorm. (There may or may not be additional payments)			
Dorm payment (primary payment)	The college, youth or other vendor as deemed appropriate by the local agency	188	No	One maintenance claim for each month of service
	Unit type = Day Service dates = Start Date through to the End Date of the semester (or move in/move out days)  <ul style="list-style-type: none"> • Click the Units calculator to calculate the number of units. • Enter the total Amount to be paid. • Use the Calc button to calculate the Rate per day. 			
Other maintenance expense	The youth or any another vendor as deemed appropriate by the local agency	188	Yes 16	An additional maintenance claim for each additional payment
Example 5	Local agency has worked with college to make monthly payments for dorm, cafeteria or meal plans, etc. (There may or may not be additional payments)			
Dorm payment (primary payment)	The college, youth or other vendor as deemed appropriate by the local agency	188	No	One maintenance claim for each payment
Other maintenance expense	The youth or any another vendor as deemed appropriate by the local agency	188	Yes 16	Maintenance claim for each additional payment

TIP SHEET

State Report Impacts

IV-E Abstract

The IV-E Abstract in SSIS is being redesigned to accommodate claiming of payments with Service 188 for youth ages 18 through 20. The new process will create supplemental IV-E claims for payments with Service 188 back to 01/01/2011. The expected release date of these changes is late 2011.

EFC-SIL payments for services provided from October 1, 2010 through December 31, 2010 for eligible youth ages 18 through 20 that were coded with Service 146 can be submitted to FOD as a manual claim.

Maintenance Claims for EFC-SIL

Payments for Service 188 will be submitted to FOD as maintenance claims if the "Special Cost Code" field is blank or "16 - EFC-SIL - Additional maintenance expenses" is selected. If multiple maintenance payments using Service 188 are made for a youth, each payment will be submitted as a maintenance claim. FOD is changing their system to allow for these claims.

A youth cannot have maintenance payments for Service 188 and another substitute care service that would be included on the Family Foster Home Abstract or the Group Facility Abstract for the same service dates. Following is a list of other substitute care services that are included on the Family Foster Home Abstract or the Group Facility Abstract:

171	Child shelter
180	Treatment foster care
181	Child family foster care
183	Children's group residential care
185	Correctional facilities
483	Children's residential treatment

SEAGR

Making only one payment for Service 188 for a service period that does not have a special cost code ensures the information reported on SEAGR is accurate. Payments for Service 188 that do not have a special cost code are reported on SEAGR with both the dollar amount and SEAGR Units. The SEAGR Unit Type for Service 188 is "Day." Additional maintenance payments and non-maintenance payments made using Service 188 with a special cost code are reported on SEAGR with only the dollar amount.