

QUICK LINKS

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dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 358
October 5, 2012

Rule 5 Room and Board reimbursement update

When a payment is made to a children's residential mental health treatment facility for the room and board portion of the facility's per diem, identify payment by using Special cost code 17. The SSIS IV-E abstract report flags this claim to note that this payment is only for the Rule 5 Room and Board portion of the per diem. Special cost code 17 is the indicator that notifies the Financial Operations Division (FOD) to apply an adjusted reimbursement percentage. This adjusted percentage maximizes the reimbursement for your agency.

Currently, if a Rule 5 room and board claim is submitted to FOD without Special cost code 17, the claim is rejected because the amount paid is significantly less than the approved per diem that is allowed. This rejection is listed on your agency's Schedule 2570A – Non-Reimbursable Claims report. You then have 45 days to notify FOD if this claim was for room and board only. FOD manually adds the Rule 5 room and board indicator to the claims that were verified on the 2750A report and reprocesses the claim. If you do not respond to the Schedule 2570A, no reimbursement is received for that claim.

Effective with the Quarter 4, 2012 Title IV-E Abstract Report, FOD will stop rejecting Rule 5 Room and Board claims without the Rule 5 Indicator (no Special cost code 17 on the associated payment) and will pay this claim using percentages that are published in the quarterly per diem rates *Bulletin*. Fewer reimbursement dollars will be received than if the claim was identified using the Rule 5 Indicator. This change will also prompt the IV-E claiming system to retroactively pay all Rule 5 claims still pending for the past seven quarters that were rejected on the Schedule 2570A with the error message "Rule 5 IVE Claims must be manually verified for Payment" using the percentages that are published in the *Bulletin*.

Tip: To avoid submitting Rule 5 Room and Board claims without the Rule 5 indicator, (no Special Cost Code 17 on the associated payment), run Payment Proofing with the Claim Warning check box selected. Proofing message #1204 (Basic Per Diem does not Match Approved Per Diem) displays a warning if the per diem on the claim does not match the approved per diem on the IV-E rate *Bulletin*.

CountyLink Additions

- [FA CP Plan Document Tab job aid](#)
- [Worker Advisory Group web page, roster, agenda](#)
- [Fiscal Default Activities](#)
- [Tips and Tricks for the new Editor](#)
- [V12.3 Release Notes \(numerous documents\)](#)

Note: CountyLink Additions documents are always live links taking users directly to SSIS web pages. The new appearance reminds workers of this shortcut, eliminating website searching.

Action menu shortcut key disabled

Starting in Version 12.3, SSIS is disabling the shortcut key for the Action menu (Alt-A or just A depending on where you are in the application). There is a problem with this shortcut related to the HTML editor. It will not be turned back on until at least V13.3.

Upload Update

The next upload is due on Wednesday, October 31. This Repository upload is for the AFCARS and NYTD reporting period (April 1 – Sept. 30).

Additional October deadlines:

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

Worker Advisory Group introduced

SSIS greatly appreciates the numerous, *excellent* nominations for regional representatives on the newly-formed SSIS Worker Advisory Group (WAG). Members from each region and both AICWI (American Indian Child Welfare Initiative) tribes represent a cross-spectrum of child welfare and adult protection program professionals. These representatives include experienced supervisors, social workers, case aides and other staff highly involved in using SSIS in their agencies.

The first SSIS Worker Advisory Group meets Monday, October 8, 2012. Your regional rep will seek input and recommendations regarding prioritizing the needs of your agency as the advisory group and SSIS Worker progresses.

Here are your Worker Advisory Group representatives:

<i>Leech Lake Band of Ojibwe</i>	<i>Earl Robinson</i>
<i>White Earth Band of Ojibwe</i>	<i>Mary Gagnon</i>
<i>Region 1</i>	<i>Peggy Vizenor</i>
<i>Region 2</i>	<i>Kathy Melvin</i>
<i>Region 3</i>	<i>Dave Hemmila</i>
<i>Region 4</i>	<i>Rachel Brause</i>
<i>Region 5</i>	<i>Staci Stoner</i>
<i>Region 6</i>	<i>Charlotte Hand</i>
<i>Region 7</i>	<i>Brenda Mahoney</i>
<i>Region 8</i>	<i>Deb Clem</i>
<i>Region 9</i>	<i>Wendy Morton</i>
<i>Region 10</i>	<i>Marcia Hitz</i>
<i>Region 11</i>	<i>Jodi Kennedy</i>
<i>Region 12</i>	<i>Cynthia Carlson</i>
	<i>Susan Salinas</i>
	<i>Kendrick Lewis</i>
<i>Region 13</i>	<i>Jenny Neujahr</i>
	<i>Jim Koepfer</i>
	<i>Kim Young</i>