

## QUICK LINKS

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[TrainLink registration](#)

[dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

# SSIS update

Social Services Information System

Issue 376

June 28, 2013

### **Title IV-E Abstract Report proofing uses Supervising Agency Effective Date**

The Supervising Agency Effective Date field has been available and required on the Continuous Placement screen since SSIS Version 12.2.

In SSIS Version 13.2, Title IV-E Abstract proofing process uses the Supervising Agency Effective Date on the Continuous Placement to determine if a Title IV-E Maintenance Agreement exists for the service dates of the payment when the supervising agency is Tribal social services or Corrections. Title IV-E Abstract Proofing messages #1123-*No Title IV-E Maintenance Agreement for Supervising Tribe* and #1124-*No Corrections Umbrella or Title IV-E Maintenance Agreement* were updated to reflect this change.

Title IV-E Maintenance Agreements and Corrections Umbrellas are entered in SSIS Admin under Tools>County Preferences>Title IV-E. If no agreement exists for the service dates, Title IV-E reimbursement cannot be claimed.



### **Reminder: Top 30 wish items are needed for WAG**

Only half of all county and tribal agencies have submitted their Top 30 wish list items to the Worker Advisory Group (WAG).

WAG representatives sent reminders to the agencies they represent. Please respond ASAP so that each agency's top priorities are included in the initial round of voting. The internal SSIS WAG team is already tallying votes; we want each agency to have a voice.

We need all agency lists to calculate a statewide Top 30 Wish List, and then assess for design possibilities, resource allocation issues, and Federal, State, and DHS policy requirements.

To view the name and contact information for your regional WAG representative, go to [WAG Roster](#).

### **SSIS FFP information updated**

*Instructions for Completing the Social Service Fund Report* (DHS Bulletin #13-32-10) has been updated. This report is completed by counties on a quarterly basis. Counties receive partial Federal Financial Participation (FFP) for reimbursement of child welfare-related SSIS items. Click on the document link to view the updated instructions and SSIS information: [Instructions for Completing the Social Service Fund Report](#)

Email questions to SSIS Division Director Beth Holmgren at [beth.holmgren@state.mn.us](mailto:beth.holmgren@state.mn.us).

### **IV-E Proofing message #1147-Extension Condition is Overdue is clarified**

IV-E Proofing message #1147-*Extension Review is Overdue* is a warning that a review of the Extension Condition for a youth who is 18, 19 or 20 years old has not been entered in SSIS within the past six months. It is only a warning because the six-month review is a state recommendation; the youth will not lose Title IV-E eligibility or reimbursability if the review is not done on time.

However, federal requirements state that if the youth is 18, 19 or 20 years old, evidence of the youth's extended eligibility is required in order for the youth to be eligible for Title IV-E reimbursement. In the case of a federal or state Title IV-E review, the county or tribal agency that is financially responsible for the youth is required to provide evidence that the youth maintained a valid extension condition for each month Title IV-E funds were claimed. The state recommends that local agencies enter a six-month review of the extension condition in SSIS. This entry ensures that the correct extension condition is in effect and the recommended verification documents are in the case file.

For more information about the types of verification recommended for each extension condition, see [Bulletin #12-68-22](#).

**Report required units of service on SEAGR**

After the Financial Operations Division (FOD) processes the quarterly SEAGR Report, a Service Activity Detail report is emailed to the Fiscal Supervisor in each agency. This report lists the amount reported and includes: Units of Service, Average Cost per Unit, and the Unit Type (Purchased Services only) for Purchased Services, and Staff Costs for each BRASS code.

For any service highlighted in yellow on this report, the agency needs to provide units of service to FOD. If a dollar amount is reported under Purchased Services and a BRASS standard unit type exists, Units of Service cannot be zero. If you do not respond to the email and provide the units of service, they are calculated for you using the statewide average cost per unit for that service.

This situation can occur if:

- A Purchased Service Adjustment on the SEAGR adjustments tab has dollars but no units.
- The only payments for a BRASS service have a Special cost code (units are not reported on most payments that use a Special cost code).
- Payments for a BRASS service have a unit type that cannot convert to the SEAGR unit type and a "0" is entered in the SEAGR units field.

To identify the services that FOD will question *before* you submit your SEAGR Report, go to the SEAGR Report tab, right-click in a column heading, and select Expand All. Review the services that have:

- An amount in the Purchased Services column AND
- A unit type in the Unit Type column AND
- A "0" in the Units of Service column.

To identify the payments that are included for that service, select the Included Payments tab and search for that service. Make corrections to the payments and SEAGR Adjustments as needed.

If you have any questions about how to correct payments or identify services that should have units reported, contact the SSIS Help Line at 651-431-4801 or [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us).

**Upload Update**\_\_\_\_\_

The next upload is due on Friday, June 28. This Upload provides a general update of information for statewide research and reporting.

**Set timeframe for longstanding statewide case access requests**

A number of agencies have reported many statewide case access requests on their approval log and wonder what to do with them and how long they should keep them.

If automatic approval has not been granted through SSIS, it is best practice for the requesting worker to phone the approving agency. This alerts the approving agency of the request and notifies workers of an intention to provide further required documentation (a signed release or a court order). It may often be the case that the requesting worker is not aware that access requests for CD or AMH workgroups automatically accompanied the request to child protection workgroups. In most situations, the CP social worker is only interested in the CP workgroups.

We recommend that local agencies set a time-frame for which they keep these waiting workgroup requests on their approval log (e.g., 60 days). This gives the worker requesting access time to forward the necessary documentation.

Once the determined time frame has passed, select the request in the Approval Log grid, access the Action menu, and select Deny Approval.

The requesting worker receives a deny approve notice on the User Reminders and Alerts log.

For further data practices information, review DHS [Bulletin #10-68-17, Updates to the Social Service Information System and Data Practices Guide](#).

**Register for the next Worker mentor meeting**

Registration for the August 14 Worker mentor meeting in St. Cloud is available on [TrainLink](#).

The meeting agenda will be available shortly on the SSIS>Worker Mentor>[Meeting Information](#) web page.

## Questions answered about Adam Walsh background study requirements

Recently, county agency staff asked about their responsibility for completing the Adam Walsh background studies for children placed in tribally-licensed foster homes where the county is financially responsible for the placement. A Q & A with DHS Title IV-E policy staff is summarized below.

**Note:** This information was sent to county directors in February 2013.

Only tribes with IV-E agreements must adhere to state IV-E licensing standards which include Adam Walsh safety provisions. Information in the Q & A is from the Child Welfare Policy Manual with federal citation on licensing requirements for tribal licensed homes.

**Question:** *Must foster family homes approved through the tribal process meet the same standard as homes licensed by the state?*

**Answer:** The definition of "foster family home" at 45 CFR 1355.20 gives tribal licensing or approval authorities the jurisdiction to license or approve homes that are on or near Indian reservations. This is consistent with ICWA at section 1931(b) which states that for purposes of qualifying for funds under a federally assisted program, licensing or approval of foster or adoptive homes or institutions by an Indian tribe is equivalent to licensing or approval by a State. The authority to license or approve includes the authority to set standards.

- **Source/Date:** ACYF-CB-PIQ-87-01 (3/25/87); Preamble to the Final Rule (65 FR 4020) (1/25/00)
- **Legal and Related References:** The Indian Child Welfare Act of 1978; 45 CFR 1355.20

**Question:** *Are there tribal foster homes that do not need Adam Walsh background checks?*

**Answer:** Homes that were licensed before 7/1/2007 were *grandfathered in* to Adam Walsh.

For homes licensed after 7/1/2007, Adam Walsh background checks are required for the providers. This means:

- (1) The tribe has run a fingerprint based check of the National Crime Information Database.
- (2) The tribe has run a check of the child abuse and neglect registries in all states where the prospective foster parents resided in the last five years.
- (3) Those checks do not reveal any of the prohibited felonies.\*

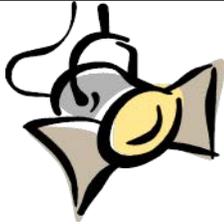
\*Please review the prohibited felonies listed in section 471(a)(20)(A)(i) and (ii) of the Social Security Act.

If a prospective foster parent was convicted of any of the listed felonies, he or she does not meet IV-E requirements and IV-E claiming is prohibited.

**Question:** *What impact does it have on the county of financial responsibility if an Adam Walsh background check has not been completed?*

**Answer:** While tribes in general are not required to run Adam Walsh background checks (except those with Title IV-E agreements), counties cannot be reimbursed for Title IV-E maintenance payments for children placed in homes where the Adam Walsh background checks have not been completed. The Adam Walsh background study requirements are highlighted below. As a result of this effort, we strongly encourage tribes to conduct Adam Walsh background checks for their homes/providers where they know the county is considering placing a child and has financial responsibility for the maintenance payments for that child.

*Adam Walsh cont.*



**Report Spotlight**

**Placement: IV-E Placements by Date Range with DOC Assessments**

**Report Description:**

This report replaces the DOC tab on the legacy IV-E report and displays the DOC assessments used by the Title IV-E Abstract Report for proofing and generating claims. Information displayed on this report includes:

- All IV-E Placements open at least one day during the date range selected along with all DOC Assessments for the child that are in effect during the placement dates.
  - ◊ DOC Assessments in effect during the placement dates include:
    - All DOC Assessments with an effective date on or after the Placement start date and on or before the Placement End Date
    - If a client does not have a DOC assessment entered with an effective date on the placement start date, the most recent DOC assessment in effect preceding the placement displays.

**Available from:**

Tools>General Reports>Placements>IV-E Placements by Date Range with DOC Assessments.  
 Select Action>Print Grid or select the Print icon on the toolbar to print this report.

Note: Age is calculated as of the placement end date or the current date if the placement is still open. If an Estimated Date of Birth exists, the age is blank.

**This report can be used** to review DOC Assessments for all children in a IV-E-eligible placement setting.

**Adam Walsh from page 3**

DHS asks you to please work with the tribe to ensure that Adam Walsh background checks are completed for children your agency is placing in tribal homes. This may either mean that the tribe will complete the Adam Walsh background check for the provider when completing the licensing process, or that your agency can offer to submit the Adam Walsh background check request to DHS.

**Question:** Which Tribes are currently implementing the Adam Walsh background study licensing requirements?

**Answer:**

<u>Tribes</u>	<u>Adam Walsh</u>
Boise Forte	No * Completed by placing county
Fond Du Lac On reservation	Pending
Fond Du Lac Rule 4	Yes
Grand Portage	No * Completed by placing county
Leech Lake	Yes
Lower Sioux	Yes
Mille Lacs Band	Yes
Prairie Island	N/A
Red Lake	Yes
Upper Sioux	Yes
Shakopee	N/A
White Earth	Yes