

SSIS Fiscal Mentor Meeting September 10, 2014

Topic	Discussion	Action
<p>Welcome and General Information – Mary Klinghagen</p>	<p>Mary welcomed everyone and introduced SSIS Staff.</p> <p>Updated Fiscal Mentor and Coordinator lists have been posted to the web. Be sure to check the contacts for your agency and let Mary know of any updates that need to be completed.</p> <p>14.3 will be distributed to Aitkin, Brown, Clearwater and Kittson counties on Sept 10. All other counties will receive 14.3 on Sept 11.</p> <ul style="list-style-type: none"> • Thanks to the pilot agencies of Carver, St. Louis and Southwest Health and Human Services • Gina sends out emails requesting pilot counties for each release – let her know anytime you are interested in piloting. Pilots have been selected for 14.4. • Dan Judd has sent out 14.3 release information <p>FMM Evaluations will be sent out following the meeting. Please be sure to complete them.</p> <p>SSIS Update articles of interest</p> <ul style="list-style-type: none"> • Issue 401 – Adult Mental Health and VA/DD TCM rates have been recalculated by the Financial Operations Division. Be sure to update the Staff-Provided rates in SSIS Admin so the correct rates are pulling into your Healthcare Claims. <p>UPDATE: Effective 9/9/14 MHCP implemented several rate increases for certain services provided on or after 9/1/14. Additional details can be found in the following MHCP Provider News link.</p> <p>http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_010109</p>	

SSIS Fiscal Mentor Meeting September 10, 2014

	<p>Many older Fiscal Mentor Meeting documents have been removed or moved to the Fiscal Mentor Manual. More changes coming in the future to keep our meeting page in order.</p> <p>Remember to share all the information from the meeting with applicable users in your agency.</p>	
<p>Grant Reporting – SEAGR Julie Spurgeon, Ray Truelson, David Hanson</p>	<p>Julie, Ray and David began their Grant Reporting, SEAGR presentation with some background information about grant reporting for the DHS-2895, County Mental Health Maintenance of Effort (MOE), Consortium (Initiative) Reporting and SEAGR (DHS-2557) Reporting. The floor was then opened for member questions.</p> <p>Questions that needed to be researched:</p> <p>Q: How do counties handle the requirement that payments that must be client specific when you are a Member County or Host County for a collaborative?</p> <p>A: If you use the Fiscal Agent reporting method:</p> <ul style="list-style-type: none"> ➤ The host county (fiscal agent) reports (SEAGR/2895) receipt of all funds and expenditures under their county. <p>Drawbacks:</p> <ul style="list-style-type: none"> • Distorted reporting where Host County shows all the activity in revenue and services that is the real effort of all the counties in the consortium. • Host County does not have client information in payments to member counties for children’s services. Member counties must make the client-specific payments and create negative adjustments in the BRASS Services that the host counties are reporting. This meets the SACWIS requirements. 	

SSIS Fiscal Mentor Meeting

September 10, 2014

Fiscal Agent Method:

- Fiscal Agent County receives 100K grant advance / reimbursement for XYZ program.
- Fiscal Agent records 100K receipt of revenue and expends the funds in appropriate BRASS code(s).
- Fiscal Agent reports 100K revenue in SSFR and SEAGR reports.
- Agent reports 100K expenditure of funds in SSFR and SEAGR –
 - ❖ Note: the expenditure would normally be a purchase of service and reported under the actual BRASS code(s) where service was provided. This could require the agent county to gather feedback from member counties.

NOTE: Agent County submits the DHS-2895 for the consortium, if required.

If you use the Member County method:

The host county (fiscal agent) reports (SEAGR/2895) receipt of the funds from DHS, **but keeps and reports only their share** and pass through each county's share for them to properly report. SACWIS requirements state that all payments that are related to Child Welfare are in **SSIS. This includes payments for Children's Mental Health services.** The member method satisfies the SACWIS requirement.

- Fiscal Agent County receives the grant advance for XYZ program. Receipt to agency fund account and do not report on SEAGR.

SSIS Fiscal Mentor Meeting

September 10, 2014

- Fiscal Agent County reimburses each member's eligible expenditures, as well as their own.
- Fiscal Agent County reports the receipt of their revenue and the expenditures in the appropriate BRASS codes on SSFR and SEAGR.
- Each member county reports receipt of revenue in SSFR and SEAGR, plus expenditures in appropriate BRASS codes.

NOTE: Agent and each member submits DHS-2895 if required.

Q: We report payments to the collaborative as an expense and do not report on SEAGR. How do I attach clients to those payments? When paying to collaborative, we have no idea what the money is spent on. Do I need to get this into SSIS?

A: Collaborative money can be handled in many different ways:

Scenario One: The County gets the money and sends it all out.

- Record the receipt of the revenue on Line F07 on the SEAGR Report.
- Record the pass-through non-client specific payments to BRASS Service 197 - Local Collaborative Undifferentiated Services.

Scenario Two: The County gets the money and sends some of it out. The amount retained is to reimburse the County collaborative expenditures.

- Record the receipt of the revenue on Line F07 on the SEAGR Report.
- Record the pass-through non-client specific payments to BRASS Service 197 - Local Collaborative Undifferentiated Services.

SSIS Fiscal Mentor Meeting September 10, 2014

	<ul style="list-style-type: none"> • Record the payments for services provided to the County clients as client-specific payments using the appropriate BRASS Service. <p>Scenario Three: The County gets the money and sends it all out, then is reimbursed for collaborative expenditures.</p> <ul style="list-style-type: none"> • Record the receipt of the revenue on Line F07 on the SEAGR Report. • Record the pass-through expenditures to BRASS Service 197 – Local Collaborative Undifferentiated Services – non-client specific. • The county spends some of the collaborative dollars for services for County clients. Record the payments for services provided to the County clients as client-specific payments using the appropriate BRASS Service. • When the County is reimbursed from the collaborative, record the receipt of the revenue on the Misc. Revenues tab in SEAGR – Line M1. <p>Q: Riverwood is a vendor paid on administrative and payroll costs which does not match with SSIS payment structure which is a rate per client. Paying the agency is for capacity rather than for a service. Do these payments need to be client specific?</p> <p>A: For Children’s Mental Health in SSIS, payments must be client specific.</p> <ol style="list-style-type: none"> 1. Start with non-client specific payment if you don’t have client information. Request names of clients served from the Vendor, MH center. 2. The rate per client may change but the total cost is still the same. One client may be served in a month for the entire amount or multiple clients the next month but the total paid amount is still the same. 3. After receiving services, adjustment reversals and correcting entry adjustments are done to add client information to payments in SSIS making the payments 	
--	--	--

SSIS Fiscal Mentor Meeting

September 10, 2014

client specific.

Q: 1. Gas cards and drug testing need to be client specific. We have not come up with a solution.
2. How do you track these so a client specific posted payment is entered from the county accounting system, or admin funds, into SSIS?

Input from other agencies:

- Do all payments directly out of SSIS.
- Print screens from IFS and then enter into SSIS.
- Wait until the end of the quarter and balance against the general ledger.

Q: MH1 For the Adult Mental Health Initiative. Counties are being told that they should not go above 10% of what is in the column on the MH1 (DHS housing, CSP column, general column)

- Is it by column that counties can't go above 10% or is it by BRASS Code?

A: Counties have had some questions recently as to whether the Adult Mental Health Division has established new limits and/or reporting requirements in situations where there are variances between reported grant expenditures and budgeted amounts. Specifically they have heard about a 10% variance limit and are not sure exactly if this is to be applied by BRASS Code or total Grant amount. Some of the confusion may be traced to the following statement included in the Award Letters:

"The AMHI or county will notify and seek approval from the Adult Mental; Health Division (AMHD) if services are added or discontinued or if the total annual expenditures of any grant (e.g. AMHI, Crisis, PATH, Housing with Supports, CSP, or ICRS) is expected to vary by more than 10%."

The DHS Financial Operations Division has been in

SSIS Fiscal Mentor Meeting September 10, 2014

discussions with the Adult Mental Health Division about these questions, and based on those discussions we can make the following clarification. For Calendar Year (CY) 2014 (with one exception described below) there are no new Budget Revision reporting requirements for overspending or underspending of either individual BRASS Codes or Grants in total. Any communication received to the contrary for CY 2014 can be disregarded. The only exception to this is that DHS requests that your assigned program consultant from the Adult Mental Health Division be notified by any county that expects to have underspending of more than 10% for CY 2014 in any of the following grant categories - AMHI, Crisis, PATH, Housing with Supports, CSP, or ICRS. This exception applies only to each of these Grants in total and not to individual BRASS Codes. This requirement **only applies to underspending** and not to overspending.

The notification of underspending also includes Integrated Fund counties and Non-Integrated Fund AMHI counties. Although DHS does not require Integrated Fund counties and Non-Integrated Fund AMHI counties to report all these individual grant and/or categories of expenditures on separate Forms 2895 the Adult Mental Health Division needs to be informed if any of the individual grants which make up these larger funds is going to be under-utilized for those purposes.

Integrated Fund counties and Non-Integrated Fund AMHI counties may have a question about whether this exception applies to them. In the past, DHS has not required Integrated Fund counties to report all these individual grant expenditures on separate Forms 2895. Similarly, non-Integrated Fund AMHI counties have not been required to report Crisis grant or ICRS grant expenditures on separate Forms 2895. Although DHS has not required this separate grant expenditure breakdown, counties would still be required to notify the Adult Mental Health Division if any of the above listed grant categories are expected to be more than 10% underspent.

SSIS Fiscal Mentor Meeting September 10, 2014

	<p>Any changes for CY 2015 will be announced in the CY2015 Mental Health Bulletin and future award letters.</p> <p>For questions about Mental Health reporting and the DHS-2895, please contact Ray Truelson at (651) 431-3780 or ray.truelson@state.mn.us</p>	
<p>Training Update – Janel Heath</p>	<p>Janel provided a Fiscal Training Update.</p> <p>Two Healthcare Claiming – General Overview iLincs are now available for viewing. These iLincs can be stopped mid-viewing and re-started where you left off.</p> <p>Fiscal New Worker Training sessions are available. Users attending can register using TrainLink.</p> <p>There will not be any Fiscal Release Training for V14.3.</p> <p>A tentative date, 12/02/14, has been scheduled for V14.4 Fiscal Release Training. These iLincs will be recorded.</p> <p>V15.1 Fiscal Release Training for IV-E & Northstar reports will be hands-on. Janel distributed a survey to help in planning lab space for the sessions. One survey is to be completed per agency.</p> <p>V15.2 Fiscal Release Training is tentatively set to be held via iLinc in May, 2015.</p>	<p>A suggestion was made to add the length of the recording to the description of each session.</p>

SSIS Fiscal Mentor Meeting September 10, 2014

<p>SSIS Update – Kate Stolpman</p>	<p>Kate provided an SSIS Fiscal Update of highlights in upcoming SSIS Releases. Most of the Fiscal changes coming in the next releases are related to Northstar Care for Children.</p> <p>Kate talked about the Northstar-related training that is being offered by the MN Child Welfare Training System. There was a request for a link to that information.</p> <p>Agencies who are considering making changes to their County Accounting System or merging with other counties should contact Kate Stolpman when planning. Very limited SSIS resources are available to help with these changes. At this time SSIS won't be able to help you until after September, 2015 due to Northstar priorities.</p>	<p>The Child Welfare Training System site has a listing of trainings offered.</p>
<p>Northstar Update – Lexie Kjos</p>	<p>Lexie provided information about Northstar SA & Payment Changes. The handout for this presentation has been updated to include the latest screenshots. Northstar Service Arrangement & Payment Changes - slide presentation</p> <p>Some key points include:</p> <ul style="list-style-type: none"> • Do NOT create any Service Arrangements for services 180, 181 or 188 with 2015 service dates until you receive V14.4 • Several new Special Cost Codes will be added to accommodate Northstar Care for Children • Placements must be entered in order to add Service Arrangements or Payments for the services of 180, 181, 188 • Many current warning edits on Service Arrangement and Payment entry will become errors in V14.4 • SSIS will run a one-time process to create links between LNDX and existing SSIS License records. Clean up reports will be provided for Providers that don't have a license in SSIS. 	

SSIS Fiscal Mentor Meeting

September 10, 2014

Some things to think about:

- When does your agency create Service Arrangements? Will that process need to change when a MAPCY is required?
- If you are an encumbering agency does that change your decision on when your agency creates Service Arrangements?
- What if a placement has not been entered?
- For Legacy Foster Care, non-Northstar children, the DOC Point field on a Service Arrangement or Payment will no longer be editable. If the DOC Assessment in SSIS is incorrect or missing, what will your process be to get that corrected/entered prior to entering a Service Arrangement or Payment?
- When you encounter error messages during Service Arrangement or Payment entry, who will fix those errors?

Questions that needed to be researched:

Q: Are all Payment warnings included in the Payment Batch Edit Report?

A: Currently the warnings you receive when entering a Payment are not on the Payment Batch Edit report. The Payment Batch Edit report will be going through a redesign in a future release.

Q: What about Probation? We don't have placements for probation but they are service 180.

A: If they are not an Umbrella or they do not have a IV-E Maintenance Agreement with corrections, the children/placements are NOT eligible for Northstar Care for Children benefits.

- No placement entry required in SSIS
- No MAPCY is required
- Payments are made using Special cost code 96 –

SSIS Fiscal Mentor Meeting September 10, 2014

	Additional foster care (non-reimbursable)	
<p>Northstar Cleanup Reports – Sue Nelson</p>	<p>Sue provided insight on Getting Ready for the “New” Northstar Report and the data clean up reports that will be available. The handout for this presentation has been updated to include the latest screenshots. Northstar Report Data Clean Up - slide presentation</p> <p>The quarterly Northstar report has the same timelines as the Title IV-E Abstract Report with the first report for Q1 (1/01/2015 – 03/31/2015) due April 20, 2015.</p> <p>Basic requirements for the Northstar Report include:</p> <ul style="list-style-type: none"> • All payments must be in SSIS • All payments must be client-specific, and the child is the client for those payments • Includes payments for: <ul style="list-style-type: none"> 180 – Treatment Foster Care 181 – Child Family Foster Care 188 – Supervised Independent Living (18 up to 21) <p>Clean up reports will list payments that would display in proofing if you were going to generate the Northstar Report now.</p> <p>After reports are reviewed at your agency and corrections have been made, agencies can request an updated report. This process can be repeated as often as needed. These reports will be available until the new Northstar report is available.</p> <p>There was concern about the licensing website not being up to date. Deb Beske-Brown has been working with licensing and would be a contact person. Licensing says they are not that far behind. SSIS will be displaying licensing information directly from the licensing database and not from the web application.</p> <p>Lexie suggested regularly reviewing the Claimed</p>	<p>Sue will be sending out an email soon asking for a contact person from each agency to receive the clean-up reports.</p>

SSIS Fiscal Mentor Meeting September 10, 2014

	<p>Payment Proofing tab of the Title IV-E Abstract.</p> <p>What can I do now to prepare:</p> <ul style="list-style-type: none"> • Pay attention to warning icons and messages when entering Payments. These could become errors for Northstar. • Run the Payment Batch Edit Report. Warning messages for No Placement, Placement Ended, Bus Org Mismatch on Service Start Date and Bus Org Mismatch on Service End Date for services 180, 181 and 188 will be errors for Payment entry in V14.4. <p>Some things to think about:</p> <ul style="list-style-type: none"> • Who will be responsible for the clean-up of records on the Data Clean-up Reports? • Will process changes need to be made for Service Arrangement and Payment entry? • What will the process be for entering DOC Assessments? • Do you have a clear process for approving MAPCYs timely? • Who will create the LNDX links for foster care licenses? • Who should attend the V14.4 training? • Who should attend the V15.1 training? <p>Questions that needed to be researched: Q: For agencies that do not have secure email, will the clean-up reports be sent out encrypted? A: Emails sent using the DHS secure email are protected even if the recipient does not have secure email.</p>	
<p>Wrap Up & Next Meeting</p>	<p>2015 Fiscal Mentor Meeting dates are:</p> <ul style="list-style-type: none"> • February 11, 2015 • May 13, 2015 	

SSIS Fiscal Mentor Meeting September 10, 2014

	<ul style="list-style-type: none">September 16, 2015 Registration will be available on TrainLink .	
--	--	--