

## Quick Links

[SSIS Resources](#) via CountyLink

SSIS via [DHS-SIR](#)

[TrainLink](#) Registration

Help Desk 651.431.4801  
[dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

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# SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 409 | DEC 1, 2014**

## Pilot Agencies Use New Version 14.4 Features

Agency staff at St. Louis and Wadena began piloting SSIS Version 14.4 on November 12. Some of the 14.4 features that agency staff will help test include:

- **LNDX functionality** that includes all Child Foster Care licenses issued by DHS and DOC, with history. The purpose of this new functionality is to validate the Rule 1 license for family foster care Service Arrangements and Payments.
- **MAPCY and related functionality**, including Extraordinary Level requests.
- **Northstar Adoption Assistance document templates**
- **Northstar Kinship verifications and assistance.**
- **Placement business rules** that promote better data integrity and new fields applicable for Kinship.
- **Service Arrangement and Payment edits** that promote better data integrity and applicable for Northstar.
- **Special Cost Codes** for a variety of payment scenarios.

V14.4 is scheduled for statewide release on December 9-10. Draft pilot documents have been emailed statewide and posted online at the following CountyLink pages:

### Data Definitions

[14.4 to 14.3 Schema Comparison Report](#)

### General SSIS Release Information

[Version 14.4: What's New Final](#) (Word)

[Version 14.4: What's New Final](#) (PDF)

[Version 14.4: Pilot Release Notes](#) (PDF)

[Version 14.4: Pilot Release Notes](#) (Excel)

## NOTICE Claiming Interfaces Briefly Disabled December 8th or 9th

SSIS is required to change MN-ITS mailbox passwords to SSIS user accounts annually to allow Claiming Interfaces to continue between SSIS and MMIS. SSIS staff plan to change passwords for each county on December 8th or 9th.

The effect on counties should be minimal. SSIS staff disables the claiming interfaces for a minute or less for each county as SSIS passwords for MN-ITS mailboxes are changed. If you get a message that the interface is not available, wait for a few minutes and try again. If the interface is not available after an hour, contact the SSIS Help Desk.

**NOTE:** *This process only changes the SSIS user accounts for county MN-ITS mailboxes. County users have their own user IDs and passwords to access their MN-ITS mailboxes that are not affected by the SSIS password change.*

## Version 14.4: Understanding Northstar Care for Children

The 2013 Minnesota Legislature enacted Northstar Care for Children, which becomes effective January 1, 2015. There are three components:

- › Northstar Foster Care
- › Northstar Kinship Assistance
- › Northstar Adoption Assistance

There are many aspects to Northstar Care. Northstar Care creates a Kinship Assistance component to replace Relative Custody Assistance (RCA) and requires a single uniform assessment tool to be used across all three components of foster care, kinship, and adoption assistance.

The assessment tool evaluates the needs of a child and the degree of parenting their caregiver provides. Northstar Care uses the assessment tool to create a uniform benefit set for children age 6 and older, and more equitable benefits for children age 5 and under. Historically, the benefit set for foster care has been significantly more generous than the benefit set for RCA or Adoption Assistance, which has created barriers to permanent families for many young people, particularly those who are older, part of sibling groups, African American, or American Indian.

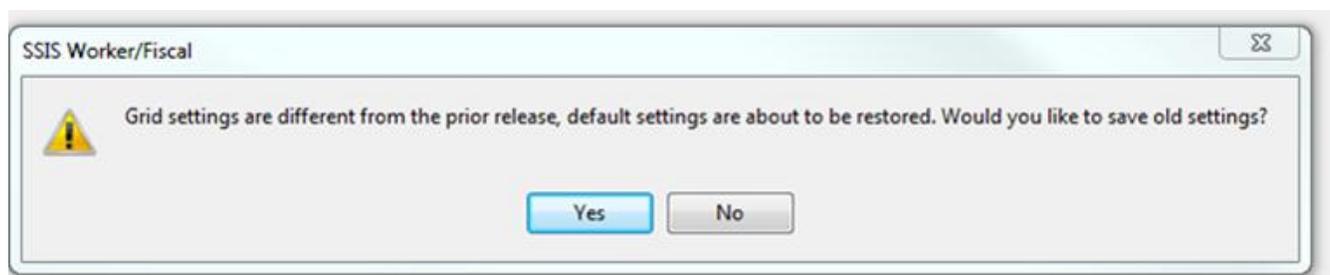
Because the new tool is completed at the local level, while eligibility for the permanency components is at the state level, eligibility determination has been divided from the determination of the level of benefit.

For more information, see [Northstar Care for Children Practice Guide Bulletin](#)

## Version 14.4 : New Grid Settings Message Displays

Previously, when a new version of SSIS was released, users would lose their personal grid settings when grid columns were added or changed unless saved using Manage Grid Settings.

In V14.4, a warning message displays the first time users access a grid having a setting different than the SSIS default setting for the particular grid. This new messages gives the user the option to save their personal setting prior to the application restoring the grid to the SSIS default. When selecting Yes, users are prompted to name and save their grid setting using the Manage Grid Settings functionality. If users select No, the last known grid setting is not saved and the grid displays as the SSIS default. If the grid is already set to the SSIS default, users will not see the new message.



## Version 14.4: Workgroup Information Added to Claims Exception Report

Three optional columns are new to the Claims Exception Report in Version 14.4. Fields added are:

- WG Open Date
- WG Closed Date
- WG Status

These columns can help workers determine if Supplemental Healthcare Eligibility records for CW-TCM, MH-TCM, and VA/DD-TCM should end because the client’s workgroup status is closed. Workgroup information displays based on the Workgroup selected on the Supplemental Eligibility screen. If a workgroup is not selected, the columns display as blank.

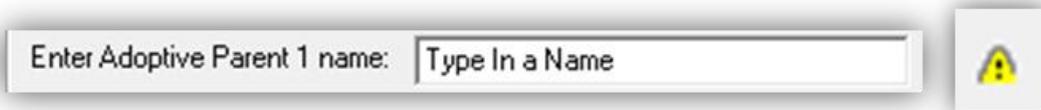
Claim Category	Start Date	End Date	Months Not Claimed	WG Open Date	WG Closed Date	WG Status
Current Primary Worker : Alsdurf, Stacey						
Name : Snow, Samanthz # 1111111111						
MH-TCM	02/01/2007		FEB-07; MAR-07; APR-07; MAY-07; JUN-07; JUL-07; AUG-07; SEP-07; OCT-07; NOV-07; DEC-07; JAN-08; FEB-08; MAR-08; APR-08; MAY-08; JUN-08; JUL-08; NOV-08; DEC-08;	09/29/2000	08/01/2007	Closed

The screenshot above displays an entry from the report with the new optional columns added to the grid. The Workgroup is closed but the MH-TCM Supplemental Healthcare Eligibility is still open. In this example, verify whether or not an End Date should be added to the Supplemental Healthcare Eligibility record.

Agencies might determine that the Supplemental Healthcare Eligibility End Date should be left blank for a particular Claim Category if it is determined that additional Healthcare Claims will be submitted.

## Version 14.4: New Document Setup Tab Field

The new Northstar Adoption Assistance and Kinship Assistance documents use a new field on the Setup tab. This new field is a free-text entry box that merges into the document.



In most cases, the text entry box is also a required field for the document.

Remember that the field acts like other merge fields on the Setup tab:

1. The text cannot be edited within the document editor screen. Return to the Setup tab to make any necessary changes.
2. Use the “Re-Merge Document” function to update the Document tab after making changes to the field.

## Information about ICD-9 and ICD-10 Codes in SSIS

We have received a number of questions regarding ICD-9 and ICD-10 diagnosis code entry since the publication of SSIS Update #406 dated 10/03/14 that addressed ICD-10 diagnosis codes on MMIS Service Agreement letters.

### Diagnosis Codes from MMIS Service Agreement Letters

MMIS Service Agreement letters are generated out of MMIS. A computer code crosswalk identifies the ICD-10 match for the ICD-9 code on each Service Agreement letter that will be active and approved for dates of service on or after 10/1/2015.

### Diagnosis Code Entry in SSIS – Start and End Dates

Users can currently enter an ICD-10 diagnosis code in SSIS with a Diagnosis Start Date that is the current date or a date in the past. Users cannot enter a future Diagnosis Start Date for ICD-9 or ICD-10 codes.

Although it is best practice to enter Diagnosis Start Date and Diagnosis End Date, it is not required. SSIS continues to use the first Billable Diagnosis Code for Healthcare Claiming, regardless of Diagnosis Start and End Dates entered in SSIS.

The screenshot shows a form with the following fields and values:

- Type: ICD-9-CM
- Code: 300.00
- Diagnosis: ANXIETY STATE NOS
- Diagnosis code effective dates: 01/01/1964 to present.
- Client's Diagnosis Information:
  - Diagnosis Start Date: 03/17/2014
  - Diagnosis End Date: (blank)
  - Primary Diagnosis:  Yes  No

Callout 1 (top right): Information from MMIS: "Effective end date "present" for ICD-9 codes will be changed to 09/30/2015."

Callout 2 (bottom center): Information entered in SSIS: ICD-9 Diagnosis End Dates will not be entered automatically

SSIS will not automatically enter a Diagnosis End Date to all ICD-9 codes entered in the client's Disability/Diagnosis/Substance folder; however, the MMIS diagnosis code effective date for ICD-9 codes will end on 09/30/2015 as shown in screenshot above. SSIS receives this information from MMIS.

### Diagnosis Code Searches

SSIS does not have a search for a specific diagnosis code by diagnosis code description only. The Advanced ICD-10 Diagnosis code search allows you to drill down to the correct diagnosis code and description by first selecting the ICD-10 code Chapter, then an ICD-10 Block, and finally selecting the appropriate ICD-10 code and description. See Version 14.1 Fiscal Release Training documentation for information on SSIS changes to ICD-10 code searches.

### Billable Diagnosis Codes and Claiming

Again, SSIS continues to use Billable ICD-9 diagnosis codes for Healthcare Claiming regardless of Diagnosis Start and End Dates. The Billable Diagnosis code is derived from one of the following sources, depending on the Claim Category:

- DD Screening,
- LTC Screening
- Client's Disability/Diagnosis/Substance folder
- Default diagnosis code

### ICD-10 Code Implementation Date

The ICD-10 Code implementation remains scheduled for implementation on 10/01/2015.

## 2015 SSIS Monthly Upload and State Reporting Schedule

### Monthly Uploads

All agencies need to complete one repository upload by the last working day of every month. Uploads may be completed before the due date, but should be done late enough in the month to include necessary data (such as the latest monthly foster care payments for AFCARS). Uploads completed on or after the 21st of the month are acceptable, although later in the month is preferred.

### State Reports

State Reports are submitted separately from the monthly repository uploads and can be submitted before the due date.

<b>January</b>	20th - Title IV-E Abstract Report due 20th - RCA Report due 30th - SEAGR due 30th - TCM CSR due 30th - Repository Upload due - quarterly Child Welfare Data Dashboard update
<b>February</b>	27th - Repository Upload due- general update of information for statewide research and reporting
<b>March</b>	31st - Repository Upload due - general update of information for statewide research and reporting
<b>April</b>	20th - Title IV-E Abstract Report due 20th - RCA Report due 20th - Northstar Report due 30th - SEAGR due 30th - TCM CSR due 30th - Repository Upload due – for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31) and quarterly Child Welfare Data Dashboard update
<b>May</b>	29th - Repository Upload due - general update of information for statewide research and reporting
<b>June</b>	30th - Repository Upload due - general update of information for statewide research and reporting
<b>July</b>	20th - Title IV-E Abstract Report due 20th - RCA Report due 20th - Northstar Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - quarterly Child Welfare Data Dashboard update
<b>August</b>	31st - Repository Upload due - general update of information for statewide research and reporting
<b>September</b>	30th - Repository Upload due - general update of information for statewide research and reporting
<b>October</b>	20th - Title IV-E Abstract Report due 20th - RCA Report due 20th - Northstar Report due 30th - SEAGR due 30th - TCM CSR due 30th - Repository Upload due - for the AFCARS and NYTD reporting period (April 1 – Sept. 30) and quarterly Child Welfare Data Dashboard update
<b>November</b>	30th - Repository Upload due – for federal reporting of social worker contact with children in foster care (last federal fiscal year: Oct. 1 – Sept.30), and for the ESEA reporting period that starts October 1 and ends October 31. The School District Number of the most recently attended school in October is essential for school aged children, 5-17 years of age, in out-of-home care.
<b>December</b>	31st - Repository Upload due - NCANDS reporting period (last federal fiscal year: Oct. 1 -Sept. 30)

## Upcoming Training

### SSIS VA-CEP Training

#### Class Date & Location

December 2, 2014 (St. Paul)  
1:00—4:30 PM

### SSIS Basics Classes

(Formerly SSIS New Worker Training)

#### SEATS ARE LIMITED

##### Day 1

SSIS Basics—Intake

December 9—St. Paul

##### Day 2

SSIS Basics—Case & Workgroup

December 10—St. Paul

##### Day 3

SSIS Basics—Child Services

December 11—St. Paul

For more information, see

[Implementation Memo #155](#)

### SSIS Fiscal New Worker 2-Day Training [FNWT]

No FNWT sessions are scheduled at this time. If you are a new worker, please refer to the [SSIS Training Website](#) for documentation and other helpful resources. The next session is tentatively scheduled for March 25-26, 2015.



### Register

on [TrainLink](#) today!

Registration will close one week  
prior to the class date.

#### NOTICE:

Northstar Care for Children trainings are **IV-E eligible** for claiming on the “Minnesota Child Welfare Training – Travel & Per Diem” line of the DHS-2556 Report.

### Mentor Changes?

Send mentor information changes (contact info, status, etc.) to:

- ✉ [Mary Klinghagen](#)  
Fiscal Mentor Coordinator
- ✉ [Lisa Litchfield](#)  
Worker Mentor Coordinator

If you have a new mentor, be sure to include their phone, email, and status as a Primary or Alternate mentor.

Download the [SSIS Update Topic Index](#) and search for back issues, articles and issue numbers.