

Quick Links

[SSIS Resources](#) via [CountyLink](#)

SSIS via [DHS-SIR](#)

[TrainLink](#) Registration

Help Desk 651.431.4801
dhs.ssishelp@state.mn.us

In This Issue

PAGE ONE

Reimbursement for RCA Payments Based on Submission of a RCA Report

Title IV-E Abstract Report and Special Cost Code 10

PAGES TWO and THREE

Northstar Q&A

PAGES FOUR and FIVE

How to Pay for Bed Holds

PAGE SIX

New iLinc Sessions & 14.4 Documentation

PAGE SEVEN

Tips and Tricks for Rich Text Format (RTF) Headers

PAGE EIGHT

SSIS is Hiring! Fiscal Sr. Business Analyst

NEXT REPOSITORY UPLOAD

JAN 30, 2015

The January upload is for Child Welfare Data Dashboard

SSIS Update

Social Service Information System News from [MN.IT @ DHS](#) | [SSIS](#) | [ISSUE 411](#) | JAN 14, 2015

REMINDER: Reimbursement for RCA Payments Based on Submission of a RCA Report

Beginning with the Quarter 2, 2014 reporting period (April 1 – June 30, 2014), the reimbursement of RCA payments is based on the submission of the RCA Report. Reimbursement is no longer based on expenditures reported on SEAGR under BRASS code 182.

- Each county that makes RCA payments is required to generate the RCA Report and submit it to DHS on a quarterly basis, due 20 days after the end of the quarter.
- All RCA Payments must use BRASS code 182 and have a Finalized RCA Payment Worksheet entered in SSIS with a Worksheet Effective Date on or before the Payment Service Dates in order to create a RCA claim.
- The reimbursement is based on the Eligible amount from the RCA Report. Non-eligible amounts are not included in the reimbursement.
- Expenditures must still be reported on the SEAGR report under BRASS code 182.

Hint: The RCA report will be included as part of the Northstar Care Fiscal Reconciliation process coming in 2015.

Title IV-E Abstract Report and Special Cost Code 10

Title IV-E Eligible payments paid using Special Cost Code 10 will not create a claim on your Quarter 4 (Oct 1 through Dec. 31), 2014 Title IV-E Abstract Report. The new edits for Special Cost Code 10 required to create claims will be included in Version 15.1. These claims will be included in your Quarter 1 (Jan 1 through March 30) 2015 Title IV-E Abstract Report.

If you have any questions, please contact the
SSIS Help Desk at 651.431.4801 dhs.ssishelp@state.mn.us

REMINDER: February 11th Fiscal Mentor Meeting

Register now on [TrainLink](#).

The Fiscal Meeting agenda will soon be posted to CountyLink.

NORTHSTAR



How do I replace the Emergency Foster Care Rate in SSIS with an initial MAPCY (Minnesota Assessment of Parenting for Children and Youth) assessment?

The Emergency Foster Care Rate applies ONLY during the first 30 days of a continuous placement for foster care. After that it expires.

Ordinarily, the assessor sets the effective date of a MAPCY assessment in the set-up screen. However, SSIS will typically override that date upon approval if this is the first approved assessment for a particular home, which would be the case when the Emergency Foster Care Rate has been in effect.

Details are in the table below:

Approved MAPCY Level	SSIS v 14.4 Effective Date	SSIS v 15.1 Effective Date
Level D or higher	Beginning of placement location	Beginning of placement location
Level B or C, with <u>approval date days 1-30 of continuous placement</u>	Day 31 of continuous placement	MAPCY Approval Date
Level B or C, with <u>approval date day 31 or later of continuous placement</u>	Day 31 of continuous placement	Day 31 of continuous placement

It is expected that this implementation of MAPCY will fulfill the legislation in [MN Statutes, section 256N.26, subdivision 6.](#)

See page 3 for more MAPCY information.

Have more questions about Northstar?

Northstar Policy or Program Questions

Send additional program/policy questions related to Northstar Implementation to: northstar.care@state.mn.us
Or call M-F, 9am-3pm (651) 431-4485.

SSIS Entry Questions

For help with SSIS entry, have your Mentor Coordinator contact the SSIS Help Desk at 651-431-4801 or email at dhs.ssishelp@state.mn.us

NORTHSTAR



When will Northstar Care for Children need foster homes to be licensed to earn the new Northstar Care state share?

Unlicensed Foster Homes and Northstar Care Fiscal Reconciliation

Expenditures for foster care (BRASS Codes 180, 181, and 188) are included in the Northstar Care Fiscal Reconciliation Process. BRASS Code 188 - Supervised Independent Living (18 up to 21) settings do not require licensure. However, BRASS Codes 180 - Treatment Foster Care and 181 - Child Family Foster Care require a state or tribal child foster care license.

For BRASS Codes 180 and 181, federal Title IV-E will not pay a federal share until the home is licensed.

Northstar Care state share follows a different policy. After extensive discussions with the Northstar Care Fiscal Workgroup, the Northstar Care state share is available for **up to the first six months of** a placement in an unlicensed home that is **in the process of getting licensed**. After six months of placement, unlicensed homes will be excluded from the Northstar Care Fiscal Reconciliation Process, and therefore will no longer earn the new Northstar Care state share.

This is true for both legacy foster care and Northstar Foster Care, regardless of whether the child is Title IV-E eligible or non-Title IV-E eligible.

Implementation of this policy will begin with the July-September 2015 quarter. Until then, no unlicensed home will be excluded from the Northstar Care Fiscal Reconciliation Process. This timing will ensure that counties and tribes have six months to get all unlicensed homes licensed, whether legacy or Northstar Care. Beginning with the July-September quarter, placements in BRASS Codes 180 or 181 that continue in an unlicensed home beyond six months will no longer be eligible for the new Northstar Care state share.

Have more questions about Northstar?

Northstar Policy or Program Questions

Send additional program/policy questions related to Northstar Implementation to: northstar.care@state.mn.us
Or call M-F, 9am-3pm
(651) 431-4485.

SSIS Entry Questions

For help with SSIS entry, have your Mentor Coordinator contact the SSIS Help Desk at 651-431-4801 or email at dhs.ssishelp@state.mn.us

Can MAPCY assessments, completed during the pilot phase, be copied and used to determine eligibility for Northstar Adoption Assistance or Northstar Kinship Assistance?

MAPCY Changes Require Updating, Rescoring MAPCY Tools

MAPCY pilot agencies wonder whether MAPCY assessments completed during the pilot phase may be copied and used as part of the eligibility determinations for Northstar Adoption Assistance or Northstar Kinship Assistance. As a result of the field test that 24 agencies participated in, significant changes were made to both the indicators and scoring of the MAPCY. These indicator and scoring changes are in SSIS release v14.4. Because of these major scoring changes, MAPCY assessments from prior to release v14.4 cannot be used in eligibility determinations for either Northstar Adoption Assistance or Northstar Kinship Assistance.

Prior MAPCY assessments need to be updated in order to be rescored. This could involve a completely new assessment. However, if there are no changes in circumstances, it can be done using the copy MAPCY function, entering a more recent effective date, reviewing to verify that all indicators are answered appropriately and then rescoring the MAPCY. Once approved, these updated MAPCYs can be used for eligibility determinations.

How to Pay for Bed Holds

There have been questions coming to the SSIS Helpdesk and the Northstar policy email regarding how to set up payments for “bed holds”. Please review the charts on pages 4-5 for answers to these questions.

Client Specific – Temporary Absence

SCENARIO	PAY TO	PAYMENT ENTRY	REPORTING IMPACT
1 Child is TEMPORARILY absent from the child family foster home placement due to hospitalization, home visit, camp, runaway status or other situation. Foster care maintenance is NOT being paid to a different caregiver or facility.	Current family foster care provider	Continue to pay using BRASS code 180 or 181 for 14 days of the temporary absence. <i>Hint: If the child does not return within 14 days, Scenario 2 applies.</i>	Included in the Title IV-E Abstract Report and Northstar Care Fiscal Reconciliation*.
2 Child is no longer TEMPORARILY absent (<i>Scenario 1</i>) from the child foster home placement because it has been longer than 14 days, and foster care maintenance is NOT being paid to a different caregiver or facility.	Current family foster care provider	Continue to pay using BRASS Code 180 or 181. Select Special cost code “96 – additional foster care (non-reimbursable)”	Not eligible for Title IV-E or Northstar reimbursement and is not included in Northstar Care Fiscal Reconciliation*.
3 Child is TEMPORARILY absent from the child foster home placement and foster care maintenance is NOT being paid to the current child foster home provider.	Current family foster care provider	No Payment	N/A
	Second caregiver or facility	Select the appropriate BRASS Code for the service.	Depending on the appropriate BRASS code selected, the payment may or may not be included in the Title IV-E Abstract Report or Northstar Care Fiscal Reconciliation*.

Client Specific – Respite Care

SCENARIO	PAY TO	PAYMENT ENTRY	REPORTING IMPACT
4 Child is TEMPORARILY absent from the child foster home placement, and receiving Respite services. Foster care maintenance is being paid to current provider.	Current family foster care provider	Continue to pay using BRASS Code 180 or 181.	Included in the Title IV-E Abstract Report and Northstar Care Fiscal Reconciliation*.
	Respite provider	Pay using BRASS Code 189.	Not eligible for Title IV-E or Northstar reimbursement and is not included in Northstar Care Fiscal Reconciliation*.

How to Pay for Bed Holds *continued*

Client Specific – Pre-Placement Location

SCENARIO	PAY TO	PAYMENT ENTRY	REPORTING IMPACT
5 Child is in a child foster home placement, but is in a pre-placement location with a different provider and foster care maintenance is NOT being paid to a different caregiver or facility.	Current family foster care provider	Continue to pay using BRASS code 180 or 181 for 14 days of the temporary absence. <i>Hint: If the child does not return within 14 days, Scenario 2 applies.</i>	Included in the Title IV-E Abstract Report and Northstar Care Fiscal Reconciliation*.
6 Child is in a child foster home placement, but is in a pre-placement location with a different provider and foster care maintenance is also being paid to the pre-placement provider.	Current provider	Continue to pay using appropriate BRASS code for current provider.	Included in the Title IV-E Abstract Report and Northstar Care Fiscal Reconciliation*.
	Pre-placement provider	Pay using BRASS Code 180 or 181 for Pre-Placement location. Select Special cost code “96 – additional foster care (non-reimbursable)”.	Not eligible for Title IV-E or Northstar reimbursement and is not included in Northstar Care Fiscal Reconciliation*.

Non-Client Specific – Available for Emergency/Law Enforcement Placements

SCENARIO	PAY TO	PAYMENT ENTRY	REPORTING IMPACT
7 A per diem, monthly payment, or other service fee is being paid to a family foster home. This is not for a specific child, but rather for the purpose of having the home available to accept emergency placements from law enforcement.	A family foster home	Option 1 (preferred): Pay using BRASS Code 196 Licensing and Resource Development.	Non-client specific Payments are not eligible for Title IV-E or Northstar reimbursement and are not included in Northstar Care Fiscal Reconciliation*.
		Option 2 (acceptable): Pay by not selecting a client and use BRASS Code 180 or 181. Select Special cost code “96 – additional foster care (non-reimbursable)”. <i>Hint: By selecting a Special cost code units are not reported to SEAGR.</i>	

* Northstar Care Fiscal Reconciliation: Expenditures included in the Northstar Fiscal Reconciliation process will earn Northstar Care state share reimbursement.

V14.4 Fiscal Release Training Recording (12/22/2014) is available on iLinc

SSIS Worker 14.4 Documentation and New iLinc Sessions

SSIS Worker Documentation for 14.4 Release are available from the [SSIS Home Page](#) under Training > [Release & Pilot](#). This includes job aids and tutorials for the Minnesota Assessment of Parenting Children and Youth (MAPCY) and Northstar Kinship Assistance.

Two [iLincs](#) are available to watch related to Northstar Care or Children changes in SSIS Worker in 14.4: *V14.4 Northstar Kinship Recording and SSIS V14.4 MAPCY Webinar SSIS Recording*.

Additionally, four Northstar recorded iLincs are available for view: Overview, Supervisor, Licensing, and Permanency. Northstar Training Power Point handouts are available from the [MN Child Welfare Training System](#) page.

To access an iLinc recorded training:

1. Click on iLinc
2. Click on the Public Sessions tab.
3. Click on the Join tab.
4. Find the training name.
5. Click on the Open button for that session: it will open in a new window and the training recording will play.

Review County Preference Settings

NOTE: Review Security Functions roles edited from the original published on 12.15.14

2015 Yearly Settings

If you haven't already set up your 2015 SSIS Admin settings, now is the time to do so. Workers cannot create new Service Arrangements, make Payments, or copy the 2014 COA Maximums without entering Yearly Settings for 2015.

The following link can provide you with direction for those settings, see [2015 Yearly Settings and Admin Review](#).

County Preferences to review in Admin:

- Program area retention period
- Add new COA Codes
- Service Agreement language in Admin. If needed, create new default language if different from the SSIS default.
- Update Title IV-E Maintenance Agreements

Review Security Functions

Review security roles and functions for needed additions, deletions or changes, to ensure system integrity. Correct roles for users that may be outdated. Use SSIS Admin General Reports to review your user setup in SSIS Admin.

The following link provides more information, see [General Reports in SSIS Admin](#).

Remove roles for staff that have left the agency. Change the role to <NONE> for Staff no longer employed. Changing the Role field option to <NONE> makes the user inactive and removes their name from the drop-down lists and they will no longer display when "Active workers only" is checked in various searches.

Questions to ask: Do current roles need updating? Can a worker do the job they need to do in SSIS? Are departments correct and are units correctly associated? Are supervisors correctly associated to the units? Do external placement case managers need updating?

Additional settings to check in SSIS Administration:

In SSIS Admin, use Lists in the menu to update county accounting system batch owners using Lists. You can also access and make changes to departments using Department Search, location using Location Search, roles using Role Search, units using Unit Search and users by accessing User Search.

County Specific Accrual Codes

- Time reporting period
- Special Studies
 - Local Agency created
 - End date needed?
 - Change study level?
 - Staff, workgroups and clients associated correctly?

Tips and Tricks for Rich Text Format (RTF) Headers

The new RTF (Rich Text Format) Documents have been introduced to SSIS. As with the previous documents, some of the new documents will require Local Agency headers. Due to the new type of formatting, previously created headers in the SSIS Document Template Editor cannot be used for this. Instead, agencies will need to create new RTF Document Template Headers. Here are some helpful tips for creating these new headers.

TOOLS MENU

RTF Document Template Headers are accessed via the “Tools” menu.



ACTION MENU

Select the “Action” menu to create a new Header. Enter a title in the “Template Name” field.



EDITOR

Select the blue E to open the editor.



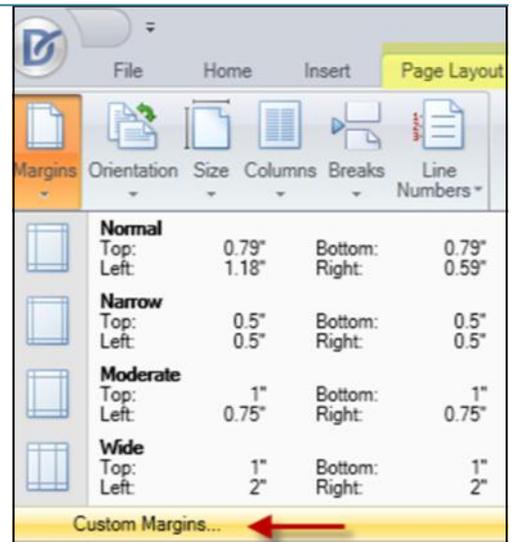
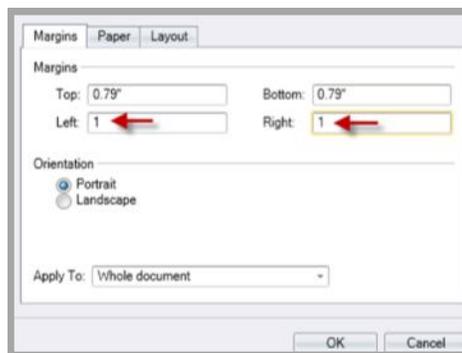
PAGE LAYOUT

Click on the “Page Layout” tab to access the “Margins” setup.

MARGINS

Select “Custom Margins”, and change the “Left” and “Right” margins to one inch.

Click “OK” when finished.



VIEW

Navigate to the “View” tab to access “Document Views”.



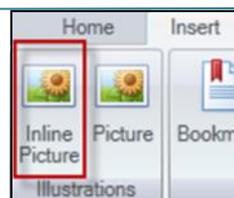
Change the view to “Print Layout”. This will help gauge how well the Header fits within the page width.

INLINE PICTURE (Inserting a logo)

Navigate to the “Insert” tab to access “Illustrations”. Use the “Inline Picture” option to insert a logo.

OR

Insert a table into the Header first; paste the copied image into one of the table cells.



Things to Note

- A RTF Document Template Header cannot be deleted once it is created and saved.
- A RTF Document Template Header can be edited at any time. Use the “Re-Merge Document” option to update an edited Header on an existing RTF Document.
- Use the “Print Layout” document view in RTF Documents in order to see how a Header looks on a specific document.

NOW HIRING: SSIS Fiscal Sr. Business Analyst

Information Technology Specialist 3, \$24.72-\$40.63 hourly, \$51,615 - \$84,835 annually

As a Business Analyst, you will perform business analysis functions using a set of tasks and techniques to successfully act as a liaison among stakeholders in order to understand the structure, policies and operations of an organization and to be able to recommend solutions that enable projects to be successful and goals to be met. In particular, this includes participating in requirements gathering sessions to analyze, define and document business processes, software requirements, data management systems, interface specifications and development of specifications for technology initiatives. You will also work as a liaison between IT and business representatives, analyzing business activities and presenting the findings for analysis of solutions to purchase, implement, or develop. This includes working with development team members by collaborating on the development, testing, deployment and adoption of solutions. In addition, you will be responsible for communicating and consulting with system user populations concerning system changes and implementation planning for changes and releases.

This particular position works closely with county and tribal social services accounting staff as well as policy staff in financial operations, child welfare, aging and adult services, mental health and disability services to implement policy related to social services in the Social Services Information System (SSIS) application.

Minimum Qualifications:

This position requires a minimum of three (3) years of experience in performing IT business analysis functions.

Preferred Qualifications:

- Demonstrated leadership, mentoring skills, analysis, and problem solving skills
- Ability to communicate clearly in writing and orally, present complex information to users in a comprehensive style, and translate technical and system information for non-technical stakeholders
- Proven ability to collaborate and work effectively as part of a team
- Ability to organize and prioritize multiple deadlines and work independently; to define problems as they arise and to recommend alternative solutions
- Demonstrated problem-solving skills in problem definition, information gathering and research, alternatives analysis, applying creative solutions to unique and/or immediate problems, and appropriate resolution implementation
- Local agency social service accounting experience or experience working in social services with the SSIS Fiscal application or in a related DHS policy area (child welfare, aging and adult services, mental health, disability services, financial operations).

For Position Information

Contact Kate Stolpman
at 651-431-4743
or kate.stolpman@state.mn.us

To View the Posting and Apply

Visit [State Jobs—Info Tech Spec 3, Business Analyst](#)
Please forward the posting to candidates you or your
staff may know of and encourage them to apply.