

Quick Links

[SSIS Resources](#) via CountyLink

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[TrainLink](#) Registration

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

In This Issue

PAGE ONE

What is SSIS Basics?

Fiscal 15.1 Articles

***Child Foster Care Report
and Special Cost Code 10***

PAGE TWO

***SSI Benefits or Title IV-E
Reimbursement?***

***Continue to Request Child
Foster Care Data Cleanup
Reports until v15.1.5***

PAGE THREE

***Service Arrangement and
Payment Messages in v15.1***

***Changes for the Title IV-E
Foster Care Per Diem Rates
Bulletin***

PAGE FOUR

***System & User Defined Grid
Settings for the Child Foster
Care Claims Tab***

PAGE FIVE

***Child Foster Care Report
Exclusions***

PAGE SIX

Northstar Q&A

PAGE SEVEN

CountyLink Updates

NEXT REPOSITORY UPLOAD

MAR 31, 2015

General update for
statewide research
and reporting.

SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 415 | MAR 10, 2015**

What is SSIS Basics Training?

SSIS Basics is available for anyone new to using SSIS, or who would like a refresher or overview of SSIS features and functionality. The class takes place over three days, with new staff (ideally) attending both Day 1 and Day 2 consecutively of the same week. Day 3 then covers issues pertinent to staff who work in Child Protection, Child Welfare, or if their work includes the placement of children.

The training is most effective when the training dates are attended together. However, **staff may elect to attend any of the three SSIS Basics Training days, at any time, and in any order.** When you are ready to register, you can do so online using [TrainLink](#).

If a class is full, staff are encouraged to register themselves and be waitlisted on TrainLink. This assists the trainer in filling the training roster if other registrants cancel after the class is closed to registration, and also assists DHS in determining if additional training classes need to be offered in that location.

We appreciate your continued interest in SSIS Training; please do not hesitate to contact your trainer if you have any questions.

See [Implementation Memo #164](#) online (coming soon) for more detailed information.

► FISCAL 15.1 ARTICLE

Child Foster Care Report and Special Cost Code 10

The Title IV-E payments using Special Cost Code 10 did not create a claim or display in proofing on your Quarter 4 (October 1 through December 31) 2014 Title IV-E Abstract Report.

In v15.1, the Quarter 1 (January 1 through March 31), 2015 report, any payments with Special cost code 10 and IV-E Reimbursable = Yes, will now either create a claim or display in proofing on the new Child Foster Care Report. This includes the current quarter and the four previous quarters.

Special Cost Code 10 is used on a payment when the foster parent requests a lesser daily rate even though they are eligible to receive a higher daily rate. SSIS recommends that local agencies negotiate a daily rate versus a monthly rate. Unit type for foster care is day, not month. If a monthly amount is negotiated, the rate changes based on how many days are in the month.

To reduce agency risk exposure, policy staff strongly recommend that agencies document that the foster parent has agreed to a lower rate in a signed agreement. The agreement should indicate that the foster parent understands that a higher payment is available and that they knowingly agree to a smaller amount.

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

► FISCAL 15.1 ARTICLE

SSI Benefits or Title IV-E Reimbursement?

Q: What is the Department's policy, under Title IV-E, on concurrent receipt of Title IV-E benefits and Supplemental Security Income (SSI) for foster care?

A: *There is nothing to prohibit claiming Title IV-E reimbursement for foster care maintenance payments made on behalf of a child who is receiving SSI benefits. A child, if eligible, may receive benefits from both programs simultaneously.*

The decision on whether to apply for SSI and/or Title IV-E benefits for a child should be considered carefully by the Title IV-E agency. In order to make an informed decision, the agency should exchange information regarding eligibility requirements and benefits with local Social Security district offices. Establish procedures in your agency to refer clients and their representatives to the local Social Security district office for consultation and/or application when appropriate. Social Security wants to know if the county chooses to claim IV-E.

When an agency becomes the rep payee and chooses not to claim IV-E for an eligible child, a portion of the SSI benefit is an allowance for the child and must be given to the child. This information about the allowance will be in the Social Security policy for rep payees.

- **Source/Date:** ACYF-CB-PA-94-02 (2/4/94) (revised 6/6/13)
- **Legal and Related References:** Social Security Act - sections 402 (a)(24), 406 (a) and 407 (as in effect on July 16, 1996) and 472 (a), 473 (a) and (c)(2);

Read the [Child Welfare Manual](#) online for more information.

► FISCAL 15.1 ARTICLE

Continue to Request Child Foster Care Data Cleanup Reports until v15.1.5

SSIS initially sent Data Clean-up reports at the end of 2014 to help agencies prepare for the Northstar Report which is now included in the Child Foster Care Report in v15.1.5.

The purpose of these reports is to give local agencies time to make corrections to data before the first Child Foster Care Report is due. Since the Payments that are included in the Child Foster Care Report were not previously included in a formal report, a considerable number of payments could display in Child Foster Care Report proofing if Data Clean-up reports are not used to correct data.

Your agency can continue to request Data Clean-up reports until version 15.1.5 is released. To request a new report, your agency's Northstar Contact should send an e-mail to ssis.fiscal@state.mn.us. Be sure to let us know which Warr/ eff dates to include in your reports.

Please request a date range for an entire month or months.

Available Data Clean-up Reports

- DOC Assessment Needed (EFC-SIL)
- DOC Assessment Needed
- License # Missing
- License Not Granted – OSH & OT2
- License # Not Consistent with IV-E Facility Type
- No Family Foster Home Placement for Payment Service Dates
- Placement Bus Org Provider does not match Payment Service Vendor
- Invalid Placement Setting for Payment Service Dates
- Service Dates not Valid with License Dates – OSH and OT2

Note: *The query for each report is essentially the same as the proofing message in the Child Foster Care Report. However, there might be some records that do not display on the Data Clean-up report that will display in proofing on the Child Foster Care Report.*

► FISCAL 15.1 ARTICLE

Service Arrangement & Payment Messages in v15.1

Three messages for Service Arrangements and Payments were added in this next release, v15.1, and four existing messages were changed to clarify what they mean.

New Messages for Service Arrangements & Payments in v15.1

- *Warning: A MAPCY Assessment was due more than two months ago on "mm/dd/yyyy". The "Supplemental Per Diem" is not reimbursable if the MAPCY Assessment is more than three months overdue.*
- *Warning: The "License #" does not have a License History where "Can Serve Clients" = "Yes" on or before the "Service Start Date".*
- *Warning: The Status of the "License #" is "Closed" as of "mm/dd/yyyy".*

Service Arrangement Messages Changed in v15.1

- *Error: The Placement was previously Legacy and is now Northstar.*

New wording in v15.1

Error: "DOC Points" has a value, but the Placement is not Legacy foster care.

- *Error: The Placement was previously Northstar and is now Legacy*

New wording in v15.1

Error: "MAPCY Level" has a value, but the Placement is not Northstar foster care.

Payment Messages Changed in v15.1

- *Warning: The Placement was previously Legacy and is now Northstar. This Payment will not be included in the Fiscal Reconciliation.*

New wording in v15.1

Warning: "DOC Points" has a value, but the Placement is not Legacy foster care. This Payment will not be included in the Fiscal Reconciliation process.

- *Warning: The Placement was previously Northstar and is now Legacy. This Payment will not be included in the Fiscal Reconciliation process.*

New wording in v15.1

Warning: "MAPCY Level" has a value, but the Placement is not Northstar foster care. This Payment will not be included in the Fiscal Reconciliation process.

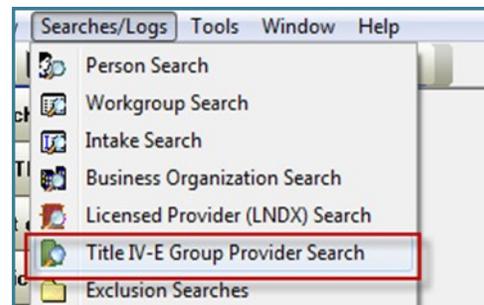
► FISCAL 15.1 ARTICLE

Changes for the Title IV-E Foster Care Per Diem Rates Bulletin

Beginning January 1, 2015 the Department of Human Services (DHS) began publishing the Title IV-E foster care per diem rates and percentages on the DHS public CountyLink website. These rates are no longer published as attachment A on the quarterly Title IV-E foster care per diem rates bulletin. The IV-E per diem rates bulletin, will now only contain the instructions for reporting rate changes, lead county contract renewals and facility closings, and will be published every two years. The rates remain available in SSIS and on the DHS public CountyLink website.

To find the rates in SSIS:

Select Title IV-E Group Provider Search under Searches / Logs



To find the rates on the DHS public CountyLink website:

Select the Fiscal Reporting & Accounting tab and scroll to "The Title IV-E Foster Care Per Diem Rates and Percentages Report", or click on this link: [Q1 2015 Title IV-E Foster Care Per Diem Rates and Percentages](#) .

This report is published quarterly and is updated throughout the quarter as new information is received. The final version of any quarterly report is the information published on the last day of the calendar quarter.

For more information about the per diem rates bulletin and reporting processes, please contact Deb Jensen at (651) 431-3740 or deb.jensen@state.mn.us.

For questions about the Title IV-E Group Provider Search in SSIS, contact the SSIS Help Desk at Dhs.Ssishelp@state.mn.us.

► FISCAL 15.1 ARTICLE

System & User Defined Grid Settings for the Child Foster Care Claims Tab

Due to the changes needed (for Northstar) to the Child Foster Care Report (previously the Title IV-E Abstract report) the Claims tab grid has changed. These changes include new columns, renamed columns, and removed columns.

HINT: In the past when columns or grids changed, you received a warning message asking if you wanted to save your grid settings before continuing.

- ▶ This message no longer displays with v15.1
- ▶ Your settings may not be the same in 15.1 due to the changes to the Child Foster Care Report

Changes to Claims Tab Grid in v15.1 include:

System-defined grid settings removed (*below*)

Manage Grid Settings	
Name	Type
Breakdown by Quarter	System
By Authority & Client	System
By Authority & IV-E Service Type & Rule Code	System
By Provider Type & Authority & Client	System
Default Grid Settings	System
Group Maintenance and Rule 4 Claims	System

User-defined grid settings still exist

- The columns that display and the order of the columns may be different in v15.1
- Refer to the table (*right*) for column name changes in v15.1

HINT: Not all columns and/or fields on the Child Foster Care Claims tab are calculated in V15.1. All calculated fields are a work in progress until V15.1.5. Calculated fields include amount and indicator columns/fields.

CHILD FOSTER CARE CLAIMS TAB

14.4 Grid Column Names [OLD]	15.1 Grid Column Names in alphabetical order
IV-E Claim #	CFC Claim #
	Eligible Amount ^{NEW}
DOC Points	Eligible DOC Points
	Eligible MAPCY Level ^{NEW}
	Exclude Supplemental Level (<i>Indicator</i>) ^{NEW}
	FFP Intake & Plan Amount ^{NEW}
	FFP Maintenance Amount ^{NEW}
	FFP Training Amount ^{NEW}
	FFP Type ^{NEW}
	Flipped (<i>Indicator</i>) ^{NEW}
	IV-E Claim (<i>Indicator</i>) ^{NEW}
Elig I/P Amount	IV-E Intake & Plan Amount
Approved IV-E Intake/Plan %	IV-E Intake & Plan %
Elig Mtn Amount	IV-E Maintenance Amount
Approved IV-E Mtn %	IV-E Maintenance %
Elig Trng Amount	IV-E Training Amount
Approved IV-E Trng %	IV-E Training %
	IV-Sub Code ^{NEW}
Legacy Claim	Legacy IV-E Claim
Reported License	License #
	Maint Claim # ^{NEW}
	Maximum Allowed ^{NEW}
	Northstar Amount ^{NEW}
	Northstar Claim (<i>Indicator</i>) ^{NEW}
Original IV-E Claim #	Original CFC Claim #
	Per Diem Type ^{NEW}
Warrant / Eff Date Qtr	Report Quarter
Svc Code	Service Code
Svc Description	Service Description
	SSIS Bus Org # ^{NEW}
	Total FFP Amount ^{NEW}
	Total IV-E Amount ^{NEW}
Claim Amount	Vendor Payment Amount
Approved MA%	Removed
Approved Per Diem	
Elig MA Amount	
Extended Eligibility	
Provider Type	
Rate	
Rule 5 Boom & Board	
Units	

► FISCAL 15.1 ARTICLE

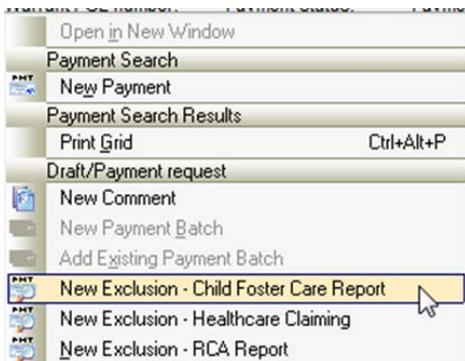
Child Foster Care Report Exclusions

In v15.1 the Title IV-E Abstract Report was renamed to the Child Foster Care Report and includes IV-E and Northstar claims. Because Northstar claims are now included in the Child Foster Care Report, the Exclusions process needed to be changed.

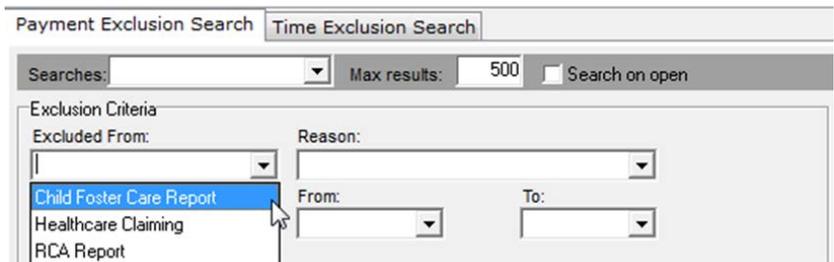
Renaming of Exclusion

The Title IV-E Abstract Exclusion is renamed the Child Foster Care Report Exclusion for both new and existing records. The new name also displays in the Payment Action menu and the Payment Exclusion Search.

Payments Action Menu



Exclusions Search



Child Foster Care Report Generate Process

Exclusions behave differently in the Generate process of the Child Foster Care Report. A claim is created for a Payment even if a Child Foster Care Report Exclusion is entered. This allows claims to be created for Payments that did not meet IV-E requirements but do meet the new Northstar requirements.

For Example:

You enter an Exclusion on a Payment because the child is not IV-E Eligible and the Payment continues to display in proofing for a IV-E claim. However, this Payment meets all the criteria to create a Northstar claim. By ignoring the exclusions in the generate process, a Northstar claim is created and the Payment no longer displays in proofing.

Child Foster Care Report Proofing

The Exclusions checkbox has been removed from the proofing tab for the Child Foster Care Report. Use the Payment Exclusion Search to review Payments with Child Foster Care Exclusions.

HINT: These changes are only related to the Child Foster Care Report. Exclusions for the RCA Report and Healthcare Claiming have not changed.

NORTHSTAR



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

Do I need to do a MAPCY assessment for children who are placed in residential treatment or group homes?

No. The MAPCY assessment is used for children in family foster homes, corporate foster homes, and Extended Foster Care Supervised Independent Living (EFC-SIL). The MAPCY assessment is also used for children moving toward or in adoption or a transfer of permanent legal and physical custody.

Of course, if the child remains in a legacy foster care placement, then the old Difficulty of Care (DOC) assessment is used instead

I have a child in a legacy foster care placement using a DOC assessment. The child is moving to permanency, so I did a MAPCY prior to submitting the Northstar Eligibility Determination. Do I now have to use the MAPCY for foster care payments? Why did the effective date go back to last year? What should I use for the effective date?

For children in legacy foster care placements, MAPCY assessments do not determine their foster care benefits. Foster care payments continue to be based on the DOC assessment.

You do need to do a MAPCY when trying to establish a child's eligibility and monthly payment amounts for Northstar Kinship Assistance or Northstar Adoption Assistance. When doing this after release v15.1, you should use the purpose "Initial Permanency Benefit Level (NAA or NKA)". That will avoid SSIS automatically resetting the effective date. We suggest using today's date as the effective date.

It is helpful for SSIS to automatically reset the effective date for a foster child, but has been a harmless oddity when moving from legacy foster care directly to permanency. With release v15.1, that is no longer a problem.

General SSIS Release Information

DHS Systems and IT Updates > SSIS resources > Support > [Release Notes](#)

- [Version 15.1 What's New - FINAL](#) (PDF)
- [Version 15.1 What's New - FINAL](#) (Word)
- [Version 15.1: Release Notes - FINAL](#) (PDF)
- [Version 15.1: Release Notes - FINAL](#) (Excel)
- [Version 15.1: Known Defects](#) (PDF)
- [Version 15.1: Known Defects](#) (Excel)

Social Service Information System

DHS Systems and IT Updates > SSIS resources > [Fiscal Mentor Program](#)

[Fiscal Mentor Expectations](#)

SSIS Worker Pilot and Release Training

DHS Systems and IT Updates > SSIS resources > Training: Worker & Fiscal > [W-Pilot & Release Training](#)

- MAPCY Updates in 15.1 *coming soon*
- MAPCY Tutorial 15.1 *coming soon*
- Northstar Adoption Assistance Job Aid 15.1 *coming soon*
- Northstar Adoption Workflow *coming soon*

SSIS Vulnerable Adult Common Entry Point Training

DHS Systems and IT Updates > SSIS resources > [Training: Worker & Fiscal](#)

[VA-CEP Tip Sheet](#)

Upcoming Events

SSIS Fiscal New Worker (FNWT)

2-Day Training

This course is designed for the new Fiscal worker and can also be used as a refresher course for current staff working with fiscal tasks such as Service Arrangements, Payments and Healthcare Claims. Participants work directly in SSIS during the two-day class.

Upcoming Class Dates & Locations for FNWT

March 25-26	Metro (St. Paul)
May 6-7	Willmar

See [Implementation Memo 161](#) for more information and all FNWT sessions scheduled in 2015

Q2 SSIS Basics Training

See [Implementation Memo 164](#) (coming soon)
Register Now on [TrainLink](#)

Q2 VA-CEP Training— Coming June 11, 2015

Register Now on [TrainLink](#)

Mentor Changes?

Send mentor information changes 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.