

Quick Links

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

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NEXT REPOSITORY UPLOAD

APRIL 30, 2015

AFCARS and NYTD, plus quarterly Child Welfare Data Dashboard update

SSIS Update

Social Service Information System News from [MN.IT @ DHS](#) | [SSIS](#) | [ISSUE 418](#) | APRIL 17, 2015

Version 15.1 Placement Defects

In SSIS V15.1, some business rules were implemented to help prevent some common Placement entry mistakes. The business rules were intended to:

- Prevent users from saving a Placement that overlaps the dates of another Placement (although it should allow Locations and Absences to overlap Placements)
- Prevent users from creating a new Continuous Placement when the client already has one open
- Warn users when saving a Placement if it does not fall entirely within the dates of an existing Continuous Placement
- Warn users when saving a Continuous Placement if it does not completely cover the dates of any Placement that overlaps the Continuous Placement

Unfortunately, some of the new business rules are appearing inappropriately. Most frequently, a warning message is displaying erroneously but the users entries are still saved appropriately. However, in some situations, a data fix may be required in order to proceed:

- If you need to enter an end reason and end date on a placement that has been submitted to SSIS DHS but an error message is preventing the changes from being saved, submit a data fix request to the SSIS Help Desk. Include the SSIS Person #, Placement start date, end date, and end reason.
- If you need to enter a Location or Absence and an error message is preventing the changes from being saved:

Consider whether the entry can be delayed until SSIS V15.2 is released in late May 2015 (this will not cause AFCARS timeliness issues since it does not involve the entry of a Continuous Placement start or discharge date). If the delay is not possible, then

Submit a data fix request to the SSIS Help Desk. Include the SSIS Person #, Placement Setting, Reason, Placement Start Date, SSIS Workgroup #, SSIS Bus Org #, and Bus Org Name. (Data fix resources are currently limited, so please be aware that the processing time will be longer than usual.)

These business rules will be corrected in SSIS V15.2.

Input Being Sought for 2016–17 BRASS Changes

The current BRASS Manual was updated on August 8, 2014 ([Bulletin #14-32-13](#)).

On 04/09/15 an email was sent to agency directors seeking input on changes, additions or deletions for the Budget, Reporting, and Accounting for Social Services (BRASS) Manual. If there are changes you would like to see to the upcoming 2016-17 BRASS Manual, please be sure to share that information with your agency director or Mary directly at mary.klinghagen@state.mn.us

SEAGR Report Bug

There was a bug with missing revenue lines on the SEAGR State and Federal Revenue schedules that was sent out with the Version 15.1 release. The State and Federal Revenue schedules can be found on the Revenue tab of the SEAGR Report.

This bug was fixed in the Version 15.1.5 release you received on April 8. **In order for the corrected schedules to display, you must delete your Quarter 1, 2015 report and create a new report.** If you have already entered adjustments and/or revenues, print those grids before you delete the report. This will make it easier for you to re-enter those amounts.

Healthcare Eligibility from MMIS Medicare Part D Information Correction

SSIS added Medicare Part D data to the client's Healthcare Eligibility from MMIS Medicare folder in SSIS Version 14.2.

When this information was added, SSIS staff determined that the information received from the data warehouse was displaying multiple Medicare Part D spans for some eligible clients or not displaying any Medicare Part D spans for other eligible clients. This bug was identified as a data warehouse, rather than an SSIS, issue.

Data warehouse staff made changes to the Medicare tables and the Medicare Part D data now displays correctly in client's Medicare folder under their Healthcare Eligibility from MMIS folder in SSIS

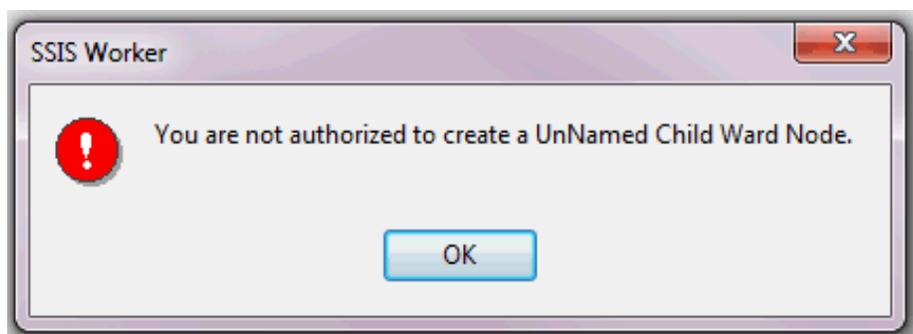


BUG BUSTER

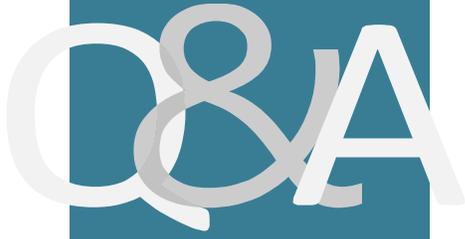
Northstar Kinship Assistance Eligibility Determination

The Bug: In V15.1, creating a new Kinship Assistance Eligibility Determination causes an error message to display, and the document is not created.

The Workaround: In SSIS Administration, add the Function "Create adoption" to the User Role.



NORTHSTAR



What's the Northstar Care payment schedule? When will counties and tribes receive Title IV-E revenue? When is the Northstar Care Fiscal Reconciliation completed?

It won't be true for a while, but when everything is finally running smoothly, you'll submit the report in the first month of the quarter, get Title IV-E revenue in the second month, and we'll reconcile Northstar Care in the third month, all ready to start over again with the next quarter.

REPORTING SCHEDULE

- As you know, the new Child Foster Care Report in SSIS is a quarterly report that replaces the previous Title IV-E Abstract Report.
- For the January-March 2015 quarter only, the deadline has been extended from April 20 to April 28.
- Going forward, it will follow the prior timeline used for submitting the IV-E Abstract – the 20th of the month after each quarter.

TITLE IV-E SCHEDULE

- For the January-March 2015 quarter, DHS Financial Operations Division is planning to disburse federal Title IV-E funds around May 15.
- On an ongoing basis in the middle month of each quarter (May, August, October, February) for the prior quarter.
- This will be similar to the timeline for disbursing Title IV-E from prior to Northstar Care.

NORTHSTAR CARE FISCAL RECONCILIATION SCHEDULE

- The process is outlined in Bulletin [14-32-18](#) (December 18, 2014).
- At the end of the Northstar Care Fiscal Reconciliation process, we'll settle up the net difference - you'll either get more money from DHS or an invoice.
- It will be very, very, very slow at first but will gradually speed up.
- For the January-March 2015 quarter, we plan to have the Fiscal Reconciliation process completed in August.
- We don't yet have target dates for the 2nd, 3rd, or 4th quarters of 2015.
- Eventually it will be in the final month of each quarter (March, June, September, December) for the prior quarter.

FINAL FISCAL RECONCILIATION

- As part of the usual Title IV-E processing, DHS looks at the most recent five quarters and makes all needed adjustments each quarter for all five of those quarters.
- Northstar Care Fiscal Reconciliation involves so many moving parts that it's not practical to follow this model, essentially redoing the process five times for each quarter.
- Instead, we plan to do the fiscal reconciliation twice for each quarter:
 - Once soon after the quarter ends.
 - A second and final time a year later.
- If there are items missing, errors or corrections for a particular quarter, they can be included in any of the subsequent quarter's reports.
- However, they may wait an entire year before they are fully addressed during that final Fiscal Reconciliation.
- As part of this final reconciliation, an agency may receive more money or receive an invoice. It would only involve whatever net difference emerges after everything has been finalized.

NORTHSTAR

Q&A

If a MAPCY assessment is not approved by the due date, does the county or tribe lose out on their reimbursement?

It is always good to get MAPCY assessments done on a timely basis - that will always work best. However, the consequences for minor delays are not as drastic as you seem to believe.

Once a MAPCY is approved, **ALL** dates covered by its effective date may be included for Title IV-E claims and/or included in Northstar Care Fiscal Reconciliation to earn state shares (assuming the other requirements are met). This includes timely MAPCY assessments and late MAPCY assessments alike.

Within SSIS, the Northstar claim indicator means that the payment is included in the Northstar Fiscal Reconciliation process.

EXAMPLE

The initial MAPCY is completed past day 30, let's say day 45. On day 31 the rate paid to the foster parent drops to Level B (Basic Only) until the MAPCY is approved. Until it is approved, for days 31-45, the Basic can be paid but a payment cannot be created in SSIS for more than the Basic per diem. However, the Supplemental amount could be paid as soon as the MAPCY is approved.

Here is what this scenario would look like in SSIS:

Payment History—Q1

1/1/15 – Child goes into Placement (Title IV-E Eligible) - Worker starts MAPCY Assessment

2/7/15 – Payment made to Foster Home for January service dates

Payment #1 1/1/15 – 1/30/15 Paid MAPCY Level D

Payment #2 1/31/15 – 1/31/15 Paid MAPCY Level B
(Day 31 of the Continuous Placement)

2/14/15 – MAPCY is approved at Level F with an effective date of 1/1/15

3/8/15 – Payment made to Foster Home for Feb service Dates

Payment #3 2/1/15 – 2/28/15 Paid MAPCY Level F

Once the MAPCY is approved, MAPCY Adjustment payments need to be made if the MAPCY Level is higher than the level paid.

3/8/15 – Payment made to Foster Home for January service date for the Adjustment to MAPCY Level F

Payment #4 1/1/15 – 1/30/15 Paid using Special Cost Code 19
MAPCY Adjustment from D to F

Payment #5 1/31/15 – 1/31/15 Paid using SCC 19
MAPCY Adjustment from B to F

Child Foster Care Report is generated for Q1 2015

Payments 1-5 create claims for both Title IV-E and Northstar (included in the Northstar Fiscal Reconciliation process), as long as all other requirements are met. These claims include the Basic per diem + Supplemental per diem.

Hint: If Payments #4-5 have not been completed when the Child Foster Care Report is generated, a Payment Proofing Warning message displays if the MAPCY level on the Payment MAPCY is less than the Approved MAPCY level and a MAPCY Adjustment payment does not exist.

NORTHSTAR



If a MAPCY assessment is not approved by the due date, does the county or tribe lose out on their reimbursement?

(continued from previous page)

Overdue MAPCY Reassessments

Suppose we're not talking about the very first MAPCY assessment for that placement, but rather about a subsequent reassessment.

If a MAPCY **reassessment** is overdue by 3 months or more, likely an agency might keep paying the previous amount even though the old assessment has expired. After being overdue by 3 months, the Supplemental per diem amount on the payment is not included in Title IV-E or Northstar claims (not included in the Northstar Care Fiscal Reconciliation process). The Supplemental per diem amount is not eligible for reimbursement and is excluded from the Title IV-E claim and/or Northstar claim. In other words, this is temporarily full agency cost.

However, that changes once the MAPCY is approved. At that point, the agency would need to go back and make any MAPCY Adjustment payments if the MAPCY level is higher, or split payments if the MAPCY level decreased. And the Supplemental payment that had previously been excluded could be included for Title IV-E claims and/or included in the Northstar Care Fiscal Reconciliation process.

EXAMPLE

Reassessment due on July 1, 2015

1/1/15 – Child goes into Placement (Title IV-E Eligible) and MAPCY approved at Level F with effective date of 1/1/15

MAPCY Reassessment due 7/1/15

Payment History — Q3

8/7/15 – Payment made to Foster Home for July service dates

Payment #1 7/1/15 -7/31/15 Paid MAPCY Level F

9/7/15 – Payment made to Foster Home for August service dates

Payment #2 8/1/15 – 8/31/15 Paid MAPCY Level F

10/7/15 – Payment made to Foster home for September Service dates

Payment #3 9/1/15 – 9/30/15 Paid MAPCY Level F

Hint: Warning displays on Payment that MAPCY is overdue

Child Foster Care Report is Generated for Q3 2015

Payments 1-3 create claims for both Title IV-E and Northstar claims (included in the Northstar Fiscal Reconciliation process), as long as all other requirements are met. These claims include the Basic per diem + Supplemental per diem.

Payment History — Q4

11/7/15 – Payment made to Foster home for October service dates

Payment #4 10/1/15 – 10/31/15 Paid MAPCY Level F

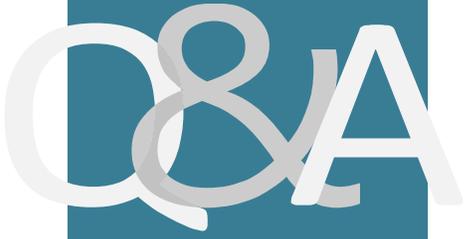
Hint: Warning displays on Payment that MAPCY is overdue

12/7/15 – Payment made to Foster home for November service dates

Payment \$5 11/1/15 – 11/30/15 Paid MAPCY Level F

Hint: Warning displays on Payment that MAPCY is overdue

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

If a MAPCY assessment is not approved by the due date, does the county or tribe lose out on their reimbursement?

(continued from previous page)

Child Foster Care Report is generated for Q4 2015

Payment 4 creates claims for both Title IV-E and Northstar (included in the Northstar Fiscal Reconciliation process), as long as all other requirements are met. This claim includes the Basic per diem + Supplemental per diem.

A Proofing Message Warning displays for Payment #4 stating a MAPCY Assessment was due more than two months ago. The Supplemental per diem is not reimbursable if the MAPCY Assessment is more than three months overdue.

Payment 5 creates claims for both Title IV-E and Northstar (included in the Northstar Fiscal Reconciliation process), as long as all other requirements are met. This claim includes only the Basic per diem amount and the Exclude Supplement amount is selected on the claim.

A Proofing Message Warning displays for Payment #5 stating a MAPCY Assessment was due more than three months ago. The Supplemental per diem is not reimbursable when the MAPCY Assessment is more than three months overdue.

Fiscal contacts the assessor to get the MAPCY Reassessment completed and approved 1/15/16 – MAPCY Approved at Level G with effective date of 7/1/15

Hint: Once the MAPCY is approved, the Supplemental amount is now reimbursable and any prior claims may need to be flipped or reversed:

1. If the MAPCY is at a higher level, MAPCY Adjustment payments need to be made
2. If the MAPCY is a lower level than what was paid, the payments need to be split

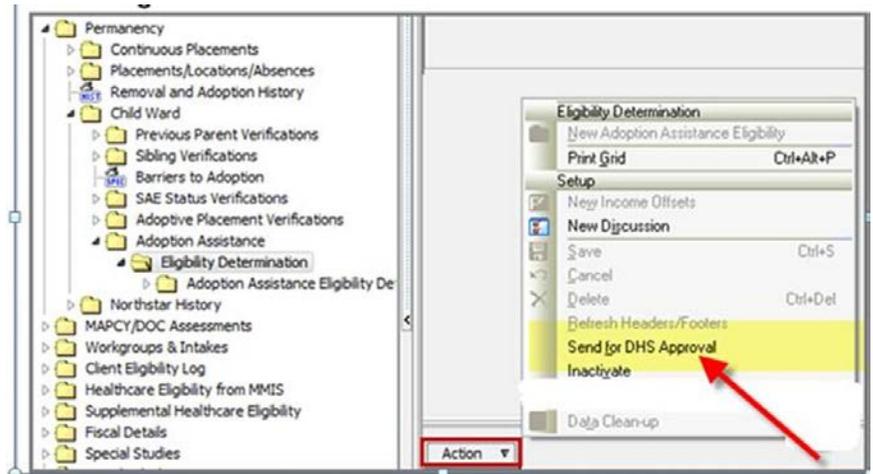
Summary

- Getting MAPCY assessments created and approved within the 30 days cuts down on the amount of MAPCY adjustment payments that may be needed if the MAPCY level is higher and if the MAPCY level is lower.
- Until the initial MAPCY assessment is approved, SSIS will not permit Supplemental amounts to be included in the payments, at least past the initial 30 days of the continuous placement.
- In the short run, overdue MAPCY assessments may reduce the amount that is eligible for reimbursement through Title IV-E and through the Northstar Care Fiscal Reconciliation process.
- However, as long as a MAPCY assessment gets done and approved, everything eventually works out.

Permanency Support Unit – Northstar Tips and Tricks

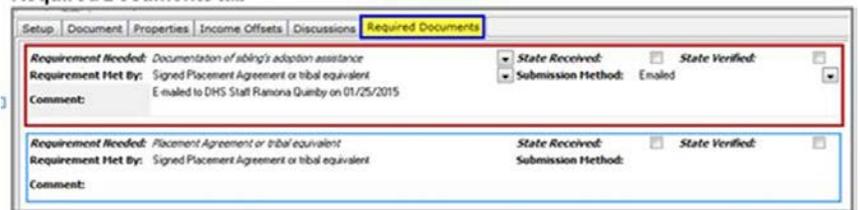
Send for Approval

When you are ready for your Northstar Adoption Assistance Eligibility Determination or Northstar Kinship Assistance Eligibility Determination to be reviewed by DHS, please remember to select “Send for DHS approval” from the action menu.



Required Documents

As you complete your Northstar Adoption Assistance Eligibility Determinations and Northstar Kinship Assistance Eligibility Determinations, SSIS will generate a list of required documents that you will need to send to DHS to support the eligibility determination. Those documents are called required documents.



Please send all required documents at one time.

Removal Order - Northstar Adoption Assistance and Northstar Kinship Assistance

Your required documents tab may direct you to send a removal order. By removal order, we mean the first court order authorizing removal during the current continuous placement episode. Removal orders may also be called emergency protective care orders, ex parte orders and/or orders for immediate custody. By current continuous placement episode, we mean the most recent time that the children entered foster care.

▶ Permanency Support Unit – Northstar Tips and Tricks *(continued from previous page)*

MAPCY Rating Report – Northstar Adoption Assistance and Northstar Kinship Assistance

A current, agency approved MAPCY Rating Report will be a required document for most Northstar Adoption Assistance Eligibility Determinations and all Northstar Kinship Assistance Eligibility Determinations. MAPCY Rating Reports are not required for children who are determined to be eligible for at-risk Northstar Adoption Assistance. This is because at-risk benefits do not include monthly payment.

MAPCYs submitted for the purpose of Northstar Adoption Assistance or Northstar Kinship Assistance may not be from prior to the SSIS Version 14.4 release (December 10, 2014). This is because several indicators were changed.

MAPCYs must have an agency approved status and name the assessor and approver.

****Extraordinary levels require a state approved status****

MAPCY Rating Report		
MAPCY Tool: Youth Domains (Ages 13 and older, not EFC-SIL)		
MAPCY Status: Agency approved	Extraordinary Level Status:	
Effective Date: 03/19/2012	Complete Date: 03/17/2015	Approval Date: 03/17/2015
Child/Youth	Caregivers	Agency Information
Name:	Caregiver 1:	Assessor:
SSIS Person #:	Caregiver 2:	Approver:
Date of Birth:		

Bus Org/Provider	Effective Date	Status	Standard Benefit Level
Valentine Foster Home	08/01/2014	Agency approved	J
Valentine Foster Home		Draft	
Valentine Foster Home	08/02/2014	Pending agency	J

Domain	Needs Rating	Indicator Rating	Regular Points	Special Points	Total Points
A. Placement Experience	d	Extensive	11		11
B. Dynamics in the Caregiver's Home	d	Significant	6		6
C. Supervision, Guidance, & Structure	c	Extensive	11	7	18
D1. Mental Health	d	Exceptional	24	6	30
D2. Physical Health	d				
D3. Development	d				
E. Preserving Connections	b	Significant	3		3
F. Developing Identity	d	Exceptional	7	2	9
G. Education	c	Significant	3	3	6
			65	18	83

Score: Starting Benefit Level: J
 Child Care Level Increase: 0
 Standard Benefit Level: J Status: Agency approved
 Extraordinary Level Increase: 3 Status: State approved
 Standard + Extraordinary: M

MAPCY Assessments
 New MAPCY Assessment
 Print Grid Ctrl+Alt+P
 MAPCY - 08/01/2014
 Save Ctrl+S
 Cancel
 Delete Ctrl+Del
 Send for Agency Approval
 Approve
 Reset to Draft
 New Extraordinary Levels
 Send for Agency Certification
 Send for State Approval
 Reset Extraordinary Levels to Draft
 Deny Agency Certification
 Withdraw
 Approve Extraordinary Levels
 Request Clarification
 Deny Extraordinary Levels
 Print MAPCY Rating Report
 Blank MAPCY

To print a MAPCY Rating Report

1. Select the child's MAPCY.
2. From the Action menu, select **Print**.
Two additional options will display
3. Select **MAPCY Rating Report**.
The rating Report preview displays.
4. Select the print icon; the report prints.

▶ Permanency Support Unit – Northstar Tips and Tricks *(continued from previous page)*

Six Consecutive Months - Northstar Kinship Assistance

One Northstar Kinship Assistance eligibility requirement is that children reside with their licensed prospective relative for at least six consecutive months [Minnesota Statutes, section 256N.22, subdivision 1(a)(2)]. Six months are not calculated by days (181 days), rather by month. The first and last months may include only one day, so long as the time in between those days was consecutive.

Example:

Prospective relative custodian, with whom the child is placed, is licensed on December 31, 2014.

Assuming the child does not move or leave the placement, the six month requirement will be met on May 1, 2015.

Northstar Care Title IV-E Foster Care Eligibility Documentation – Northstar Kinship Assistance

Northstar Kinship Assistance Eligibility Determinations require both a Title IV-E (Foster Care or Adoption) AFDC Relatedness Determination worksheet and Northstar Title IV-E Foster Care Eligibility Documentation certifying that the agency had the necessary records to verify the placement is or was Title IV-E or not Title IV-E eligible for foster care; and, that the agency will take all necessary steps to retain those records until the child turns 28 years of age. This is a new form that was not previously required.

Relative Search Documentation – Northstar Adoption Assistance

All Northstar Adoption Assistance Eligibility Determinations identify relative search documentation as a required document. This requirement is met when yes is selected for Adoption Placement Decision Summary Part C, Question 1.

C. Relative Search

Required documentation: Complete the question in this section (C). If the answer to question C.1 is no, attach a copy of the court order relieving the agency of relative search efforts.

1. Was a relative search conducted as required by Minn. Stat., section 260C.221?

Yes No

Agencies which are not required to use the Adoption Placement Decision Summary will need to submit documentation of their relative search.

TPR/Consent Dates – Northstar Adoption Assistance

Termination of Parental rights and Consent of Parent to Adoption effective dates should be based on when order(s) were signed, unless otherwise specified within the order.

Upcoming Training

V15.1.5 Fiscal Training Updates & Reminders

The recording of the V15.1.5 SSIS Fiscal Release Training session, held on Tuesday, April 7th, is available for viewing on [iLinc](#). This training focuses on the new Child Foster Care Report, which includes what used to be the standalone Title IV-E Abstract Report and what was planned to be the new Northstar report. The Child Foster Care Report includes IV-E and Northstar claims and proofing. We strongly encourage anyone from your agency who is responsible for the proofing and/or submission of the Child Foster Care Report, along with their backup, to view this training if you were unable to attend the live iLinc session on April 7th.

1. Go to iLinc online: <https://minnesota.ilinc.com>
 - a. NO NEED TO SIGN IN
2. Click **Public Sessions**
3. Click the **Join** tab
4. Search for and find the iLinc session: **SSIS V15.1.5 Fiscal Release Training – Recording from 04/07/2015**
5. Click the **Open** button for that session
6. The session will open in a new window

The recorded session is approximately 90 minutes. You can pause the session if needed and resume where you left off when you are able to view the session again.

Reminder: Don't forget to register and attend the V15.1.5 Fiscal iLinc Q&A Session for the Child Foster Care Report. The first two sessions brought in many great questions and were very helpful to all. The next sessions are listed below.

V15.1.5 Fiscal iLinc Q&A Sessions – Child Foster Care Report

Session 3 - Tuesday, April 21, 2015, 1:30 pm—3:00 pm

Session 4 - Thursday, April 23, 2015, 1:30 pm—3:00 pm

See [Implementation Memo 163](#) for more information.

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

May 6-7 — Willmar

June 10-11 — Metro

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

Q2 SSIS Basics Training

See [Implementation Memo 164](#) for more information.

Register Now on [TrainLink](#)

Q2 VA-CEP Training— Coming soon...

Register Now on [TrainLink](#)

Register for the May 13 Fiscal Mentor Meeting

Be sure to register for the May 13th Fiscal Mentor Meeting on [TrainLink](#).

The [meeting agenda](#) is now available online.

Register for the May 27 Worker Mentor Meeting

Be sure to register for the May 27th Worker Mentor Meeting on [TrainLink](#).

The agenda will be posted on the SSIS Worker Mentor Meeting Information page soon.

CountyLink Updates

General SSIS Release Information

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

What's New in SSIS V15.5? ([PDF](#))

Fiscal Mentor Meeting Information

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

[Agenda for May 13, 2015](#)

Fiscal Mentor Program

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

[Primary Fiscal Mentors](#) (Updated 04.01.2015)

[Alternate Fiscal Mentors](#) (Updated 04.01.2015)

[Fiscal Coordinators](#) (Updated 04.01.2015))

SSIS Fiscal Release Training

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

Release Training Curriculum

[Child Foster Care Report – Claim Examples](#)

[Payment Proofing Messages – Child Foster Care](#)

[Special Cost Code for Payments and Reporting](#) - updated

04/08/15

[V15.1.5 Fiscal Release Training - Slides](#) - updated

04/08/15PowerPoint presentation

[V15.1.5 Fiscal Release Training - Handout version](#) - updated

04/08/15

Mentor Changes?

Send mentor information changes to:

[Mary Klinghagen](#),
Fiscal Mentor Coordinator
OR

[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.