SSIS Update

Social Service Information System News *from* **MN.IT @ DHS** | **SSIS** | **ISSUE 426** | AUG 7, 2015

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TrainLink Registration

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NEXT REPOSITORY UPLOAD

AUG 31, 2015

Statewide Research and Reporting

Avoid Duplicate RCA Payments when Clients Transition to NKA

After a child has undergone a commissioner transition from Relative Custody Assistance (RCA) to Northstar Kinship Assistance (NKA), it's important to stop RCA payments and related benefits. Duplicate RCA payments are not included in the Northstar Care Fiscal Reconciliation process and do not earn Northstar Care state shares.

DHS always initiates commissioner transitions. DHS alerts the county's designated Commissioner Transition Point Person each time that DHS adds agency children to the Commissioner Transition log. The Commissioner Transition Point Person's primary role is to coordinate all the tasks that the county needs to perform. DHS is currently working with 14 counties and is slowly expanding the number of counties involved with commissioner transitions.

When added by DHS, a child first shows up on the Commissioner Transition log with a status of "transition identified." The first task is to verify the child (are they still on RCA, are these the correct relative custodians, what is the address, etc.) and send a preliminary notice to the relative custodians. When the agency verification is complete, the status on the Commissioner Transition log changes to "transition verified". Next, DHS issues the official notice to the relative custodians. At this point, the Commissioner Transition log status changes to "transition initiated".

Your agency always receives a copy of the notice sent to the relative custodians, and that notice prominently displays the actual transition date. Once the child's status shifts to "transition initiated" on the Commissioner Transition log, the county must arrange for the following RCA benefits to end the day before the transition date:

- RCA payments
- MFIP payments, for child only case (set MAXIS panel to "d" kinship)
- SNAP benefits, for child only case

MA benefits are not affected by a commissioner transition and continue past the transition date.

Northstar Kinship Assistance payments are issued by DHS. The Commissioner Transition Point Person needs to be aware of the transition date and pass the information along to others as needed, particularly so that the agency does not issue a duplicate RCA benefits for the client for the same dates of service. Currently, there are no edits to catch these duplicate payments in SSIS, but we are exploring possible edits on the RCA Report.

Note: *Communication among the county's Commissioner Transition Point Person, financial workers, fiscal workers, and others involved with commissioner transitions is vital as RCA clients transition to NKA. Payments issued for RCA after a client transitions to NKA are not included in the Northstar Care Fiscal Reconciliation.*

Record MnCHOICES Time and Payments in SSIS

Questions have come to the SSIS Help Desk on how to record time and make payments for MnCHOICES assessments. Here are some answers to the frequently asked questions.

How do I record my time as an intake worker? I just take the phone call and refer out to a certified MnCHOICES Assessor who is not an employee of my agency.

Enter an Information and Referral intake for Adult Services (General) or Child Welfare (General) Services. Do not open an assessment workgroup, but leave the intake open until the results are known.

If required by your agency, enter screening time in the User Activity Log.

If an agency staff person is the qualified MnCHOICES Assessor, how does that Assessor enter her or his time?

Open an Assessment workgroup for Adult Services (General) or Child Welfare (General) for the MnCHOICES Assessment. Use service "105 - Assessment for Long-Term Services and Supports" for children or "605 - Assessment for Long-Term Services and Supports" for adults to record client-specific time in SSIS.

REMINDER: *MnCHOICES policy discourages pre-selecting an assumed program area for an intake or workgroup prior to the completion of the MnCHOICES Assessment. Leave the initial intake open until the results of the assessment are received.*

What do we do with 18-20 year old clients receiving MnCHOICES Assessments and receiving case management services?

This is a program related decision. Medical Assistance (MA-NC) covers ages 18-20 in the children's program. If anticipating long-term case management past age 20 for the client, agencies may consider closing the children's services workgroup at age 18 and opening an adult services workgroup at that time. Local agencies should check with program staff to get the recommended action for each specific situation.

An eligible client who has a MnCHOICES assessment is *not* receiving case management from our agency. How do we make Payments for a service, like PCA service, for this client?

If another agency, for example a PCA agency, provides the case management, a workgroup in SSIS is not needed. Create a Service Arrangement or Payment using service "124 – Home Based Support Services" for children or "624 – Home Based Support Services" for adults. Select a Client on the Service Arrangement or Payment whenever possible. The Workgroup field is not required.

OR If your agency is providing case management services, set up a workgroup for Adult Services (General) or Child Welfare (General). Create a Service Arrangement or Payment using Service 124 or 624. Select the Client and Workgroup on the Service Arrangement or Payment.

Hint: *In order to use the following BRASS Services on a Payment or Time Record you may need to change the default "Cty Settings." Vendor Provided "Yes" means you can select on a Service Arrangement or Payment. Staff Provided "Yes" means you can select on a time record.*

Below are the **defaults** for the BRASS Services:

Service	***Staff Provided***	***Vendor Provided***
105 – Assessment for Long-Term Services and Supports	*Yes*	*No*
605 – Assessment for Long-Term Services and Supports	*Yes*	*No*
124 – Home-Based Support Services	*No*	*Yes*
624 – Home-Based Support Services	*No*	*Yes*

LNDX Bug Resolved

Agencies reported a bug where, in certain situations, LNDX license records were not uploading properly. This issue has been resolved and the LNDX license records are now updating as designed.

If you find any additional issues with LNDX, please notify the SSIS Help Desk.

UPCOMING TRAINING: SSIS Basics

(Formerly SSIS New Worker Training)

August Classes in Brainerd

Instructor: Renetta Walk

- AUG 18 8:30-4:30 Intake Basics
- AUG 19 8:30-4:30 Case & Workgroup Basics
- AUG 20 8:30-4:30 Child Services Basics

September-October Classes in Rochester

Instructor: Angela Walswick

- SEP 29 8:30-4:30 Intake Basics
- SEP 30 8:30-4:30 Case & Workgroup Basics
- OCT 1 8:30-4:30 Child Services Basics

October Classes in Metro

Instructor: Angela Walswick

- OCT 27 8:30-4:30 Intake Basics
- OCT 28 8:30-4:30 Case & Workgroup Basics
- OCT 29 8:30-4:30 Child Services Basics

November Classes in Bemidji

Instructor: Renetta Walk

- NOV 17 8:30-4:30 Intake Basics
- NOV 18 8:30-4:30 Case & Workgroup Basics
- NOV 19 8:30-4:30 Child Services Basics

December Classes in Metro

Instructor: Angela Walswick

- DEC 8 8:30-4:30 Intake Basics
- DEC 9 8:30-4:30 Case & Workgroup Basics
- DEC 10 8:30-4:30 Child Services Basics

Instructor Contact Info

angela.m.walswick@state.mn.us
(651) 431-4793
renetta.walk@state.mn.us
(651) 431-4917

SSIS Basics Class Locations

Bemidji Lab
County Administration Building
701 Minnesota Ave. NW, Room 213
Bemidji, MN

Brainerd Lab
11630 State Ave—Bldg #20
Brainerd, MN 56401
This is a secure building. Use phone in main hallway to contact Security for access to the building.

Metro Lab
DHS – Lafayette Building
Training Center
444 Lafayette Road North
St. Paul, MN 55155

Rochester Lab
Olmsted County Public Health Building
2100 Campus Drive SE, Room 244
Rochester, Minnesota 55904

Willmar Regional Training Lab
Willmar Regional Training
Basement Lab #0020
Kandiyohi County Health &
Human Services Bldg.
2200 23rd St NE
Willmar, MN 56201

Save the Date!

V15.3 Fiscal Release Training – via iLinc

V15.3 training includes changes in Healthcare Claiming to add Essential Community Supports (ECS) to Waiver and AC claiming and the implementation of ICD-10 codes in the Healthcare Claiming process.

Other items covered in V15.3 Fiscal Release Training are changes and enhancements to:

- Service Arrangements & Payments
- Child Foster Care (CFC) Report, which includes Title IV-E and Northstar claims

We will include some Northstar Care Fiscal Reconciliation reminders (high level only) and a new grid feature.

This training has been designed and developed with a fiscal focus, however, any agency staff working in these areas are encouraged to attend.

Training Information

Wednesday, September 9th, 2015

1:30PM – 3:30PM

Registration Process

Please register on iLinc at least one day prior to the training date.

To register on iLinc:

1. Click on: https://minnesota.iLinc.com
2. Click the **Public Sessions** tab
3. Click the check box next to the **"V15.3 SSIS Fiscal Release Training"**
4. Click the **Register** button
5. Complete the required fields
6. Click the **Submit** button

Once you are registered, an e-mail with a join link is sent to use the day of the training.

Handouts will be available on the SSIS Fiscal Release Training webpage by 3pm on Tuesday, September 8th, 2015.

See Implementation Memo #166 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

September 23-24 — Metro (St. Paul)

October 14-15 — Willmar

December 9-10 — Metro (St. Paul)

See *Implementation Memo 161* for more information on all FNWT sessions scheduled in 2015.

Register Now on TrainLink

Register Now for Mentor Meetings!

SSIS Worker Mentor Meeting August 17

SSIS Fiscal Mentor Meeting September 16

Register to attend these Mentor Meetings now on TrainLink.

The Worker Meeting Agenda is now available online and will also be sent to mentors.

The Fiscal Meeting Agenda is coming soon!

Have New Mentors?

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

Mary Klinghagen, **Fiscal Mentor Coordinator**

Lisa Litchfield, **Worker Mentor Coordinator**