

# SSIS Fiscal Mentor Meeting

## September 16, 2015

Topic	Discussion	Action
<p><b>Welcome and General Information – Mary Klinghagen</b></p>	<p>Mary welcomed everyone and introduced SSIS Staff.</p> <p>Be sure to let Mary know if you have any updates to the Fiscal Mentors or Fiscal Coordinators in your agency. We need this information to keep our database used for communications current.</p> <p>Thanks to the pilots for 15.3 who were Aitkin, Dakota and Nobles counties.</p> <p>Reminder: Read the SSIS Release information sent out by Dan Judd and distribute to others in your agency.</p> <p>The next Fiscal Mentor Meeting will be December 17, 2015 and will be <u>SSIS Fiscal Goes Back to the Future</u>. This meeting covers overall Fiscal functionality in SSIS and what mentors need to know to support staff in your agency. This session is great for new mentors as well as long-term mentors. Watch for more details as the meeting gets closer.</p> <p>SSIS Update articles of interest:</p> <ul style="list-style-type: none"> <li>• <a href="#">SSIS Update 423</a> includes an article about the Claiming Interface schedule changes. The interfaces now run on a set schedule but users can run manual interfaces at any time.</li> <li>• <a href="#">SSIS Update 424</a> provides information about the SSIS package release distributed on June 30<sup>th</sup>. Pages one and two of this issue include details of what was included in the package release. Two key items of note: <ul style="list-style-type: none"> <li>○ The calculation for the EFC-SIL monthly maximum changed. This now calculates on a 31-day month, regardless of the number of days actually in the month.</li> <li>○ SSIS fixed a bug in the Child Foster Care Report for negative claims when the</li> </ul> </li> </ul>	

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	<p style="text-align: center;">maintenance percent was not 100% for Rule 4 and group facilities.</p> <ul style="list-style-type: none"> <li>• <a href="#">SSIS Update 426</a> includes instructions on how to report time and enter payments for MnCHOICES.</li> <li>• <a href="#">SSIS Update 427</a> is a great reminder of how ICD-10 functionality works in SSIS as well as some tips for entering those codes. Use of ICD-10 begins October 1, 2015.</li> </ul> <p>The feds are looking at changing the due date of the AFCARS upload to the third Friday of the month. Currently this is the last day of the month. SSIS Fiscal will be sending out an email in the near future to gather input from you about how your data might look with the new deadline. It is VERY IMPORTANT to return the information. We do understand that there will be a catch-up period and everything will be complete again but we need to know how far off the data will be until that catch-up period is complete.</p>	
<p><b>SSIS Update – Kate Stolpman</b></p>	<p>Kate provided a handout, <a href="#">SSIS Update</a>, to explain the plans for SSIS Releases 15.4, 16.1, 16.2 as well as some items that are not release dependent.</p> <p>Release 15.4 Fiscal items include:</p> <ul style="list-style-type: none"> <li>• Flipping claims</li> <li>• Northstar Care Fiscal Reconciliation (processing within DHS)</li> <li>• Accounting system changes</li> </ul> <p>Release 16.1 Fiscal items include:</p> <ul style="list-style-type: none"> <li>• Northstar Care Fiscal Reconciliation output reports</li> <li>• Enhancements for the Child Foster Care Report</li> <li>• EFC-SIL adjustment for rent</li> </ul>	

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	<p>Release 16.2 Fiscal items include:</p> <ul style="list-style-type: none"> <li>• New FC rate for July 1, 2016</li> <li>• More Northstar Care Fiscal Reconciliation</li> <li>• Child Foster Care Report changes</li> </ul> <p>Kate mentioned many required AFCARS changes coming in 2016 as well as the possibility of centralization possibly happening in 16.2. The feds are adding 120 new data elements and eliminating about 10 data elements.</p>	
<p><b>Training Update – Janel Heath</b></p>	<p>Janel provided an <a href="#">SSIS Training Update</a> for Fiscal New Worker training sessions remaining in 2015 include:</p> <ul style="list-style-type: none"> <li>• September 23 &amp; 24 at the Metro lab</li> <li>• October 14 &amp; 15 at the Willmar lab</li> <li>• December 9 &amp; 10at the Metro lab</li> </ul> <p>All session have openings. Each session requires at least seven (7) people registered in order to hold the session. Currently the October and December sessions do not have enough registered. You do not need to be a new Fiscal user to attend training. It is a good refresher if you have not been to training in a while or never attended.</p> <p>An iLinc recording of the V15.3 Fiscal Release Training will be available soon.</p> <p>Janel highlighted several training opportunities planned in the near future that include several new recorded iLincs as well as classroom training for Fiscal Tools for Supervisors.</p>	

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<p><b>Northstar Care Fiscal Reconciliation – John Sellen, David Hanson, Lexie Kjos</b></p>	<p>John, David and Lexie provided an update on <a href="#">Northstar Care Fiscal Reconciliation</a>.</p> <p>Slide 9 provides details for who issues Payments. Slide 14 provides a review in inputs</p> <ul style="list-style-type: none"> <li>• What is included in the historical data</li> <li>• What are current quarter expenditures</li> <li>• Title IV-E revenue</li> <li>• Other inputs</li> </ul> <p>Slide 20 includes a Reporting and Process Schedule.</p> <p><b>Question:</b> Can counties expect a payment for foster care in September? <b>Answer:</b> Possibly. DHS is considering how proceed here, and it will depend in part on timing. If we do, we will also need to consider how best to determine an amount.</p> <p><b>Question:</b> Will the Fiscal Reconciliation settle-up happen in September? <b>Answer:</b> No, that likely won't happen until October.</p> <p>Slide 28 begins the discussion of the Northstar Care Fiscal Reconciliation process of the State/Local Calculation as well as the Proportionate Share Calculation.</p> <p><b>Question:</b> Non-federal portion, what does that include? <b>Answer:</b> Total expenditures amount less Title IV-E earnings. The Title IV-E Earnings are not reduced by Child Support or Recoveries.</p> <p><b>Question:</b> Will historical data be shared with agencies? <b>Answer:</b> Yes, part 2 of the Northstar Fiscal Reconciliation includes the Historical data used as part of the 2 fundamental calculations.</p>	<p>The link to the updated document that reflects the changes mentioned at the meeting is attached and available on the web.</p>

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	<p><b>Question:</b> Will the Proportionate percentages change year to year?</p> <p><b>Answer:</b> Yes, new data will be added and older data dropped. In fact, it is likely to change on a quarterly basis. Eventually, we will be using several years' worth of calendar year data and applying it to the subsequent state fiscal year, but likely adjusting it each quarter.</p> <p>Slide 43 begins the discussion of outputs and interim processes.</p> <p>Slide 59 includes details of Payments issued vs. Shares and the related calculations.</p> <p><b>Question:</b> Money owed is that an expense or a reduction in revenue?</p> <p><b>Answer:</b> Money owed will be invoiced and agencies will pay as an expense.</p> <p><b>Question:</b> Where do you get the Effective Rate percentages?</p> <p><b>Answer:</b> The numerator is the current quarter's agency share, and is derived using the 1st and 2nd Fundamental Calculations. The denominator is the total nonfederal portion of all the payments issued by or on behalf of that agency for that same quarter. Since they depend so heavily on history, you could think of the numerator (agency share) as driven by historical figures and the denominator (total nonfederal portion) as driven by current figures. This gives the Effective rate for the current quarter. Effective rates will vary by agency and will change somewhat from quarter to quarter. Slide 63 shows an example of the calculation.</p> <p><b>Question:</b> Is the Fiscal Reconciliation only for 180, 181 and 188?</p> <p><b>Answer:</b> Yes. DHS has already factored out Rule 5 and Rule 8 so these are not included in the Reconciliation process.</p>	

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	<p><b>Question:</b> License errors that are coming out now that were not there before and there is nothing we can do about them now. What happens with those errors?</p> <p><b>Answer:</b> DHS is looking at Q1 and Q2 first to see how things look before the licensing errors. The Northstar Care Fiscal Workgroup concluded that six months was a reasonable period for licensing, so that's why it's set to six months. But that didn't take effect until the July-September 2015 quarter. DHS will look at the impact of licensing errors, but that is down the road.</p> <p><b>Question:</b> What is the timing based on for the 'final' reconciliation? So for Q1 2016 the initial is completed and done in 2016. What is the one year mark based on?</p> <p><b>Answer:</b> Frequency is based on one year from when the reporting data is available. So for Q1 2016 the 'initial' reconciliation would be approximately June 2016, and 'final' reconciliation would be in about June, 2017.</p> <p><b>Question:</b> Invoicing money to DHS is reported as an expense and paid using what BRASS codes? Will it be included on the SEAGR report?</p> <p><b>Answer:</b> When paying DHS use BRASS Codes</p> <ul style="list-style-type: none"> <li>• 175 – Northstar Kinship Assistance</li> <li>• 178 – Northstar Adoption Assistance</li> </ul> <p>Yes, it will be included on the SEAGR report.</p>	
<p><b>ICD-10 and Essential Community Support Guidance – Stacey Alsdurf</b></p>	<p>The <a href="#">ICD-10 and Essential Community Supports Guidance</a> handout reminds agencies of the implementation of ICD-10 on October 1, 2015. The handout provides detail of how a diagnosis is determined for each claim category in SSIS and what must be entered in order to generate a Healthcare Claim. Also provided is detail of how to enter a diagnosis code in SSIS.</p> <p>Also included were details of what is needed in order to generate a Healthcare claim for Essential Community Supports (ECS) as a part of the Waiver and AC claiming in SSIS.</p>	<p>A future SSIS Update article will be issued that lists all the publications SSIS has done related to ICD-10.</p>

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	<p><b>Question:</b> Agencies are having a difficult time obtaining MH ICD-10 codes.</p> <p><b>Answer:</b> DHS MH policy staff have trained MH professionals on the need to share ICD-10 codes with payers and other providers, may do reassessments early (do not necessarily have to wait for reassessments). Lisa Litchfield commented that CMH policy has requirements for physical documentation in the case file.</p> <p><b>Question:</b> Will DSM-V codes convert to ICD-10?</p> <p><b>Answer:</b> DSM-V does not convert to ICD-10</p> <p><b>Question:</b> Do MMIS Service Agreement letters include more than one ICD-9 or ICD-10 code?</p> <p><b>Answer:</b> MMIS Service Agreement letters only include one ICD-9 or ICD-10 code even if more than one is included on the MMIS Screening Document.</p>	
<p><b>Preparing for 2016 in SSIS Admin – Laura Arleth</b></p>	<p>The <a href="#">Preparing for 2016 in SSIS Admin</a> handout covers some key things to think about as you prepare for 2016.</p> <ul style="list-style-type: none"> <li>• Review your Yearly Settings in SSIS Admin.</li> <li>• Review current Title IV-E Agreements or Umbrellas entered</li> <li>• Review security Functions assigned to users. Are they still appropriate?</li> <li>• Review and setup 2016 Service Arrangements.</li> </ul> <p>An important reminder, do NOT overwrite existing records. It is important to keep the history and audit trail of what has happened for your agency. Be sure to do Action/New when adding new records.</p>	

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<b>Reports to Help Close Out 2015 and Prepare for 2016 - Janel Heath</b>	<p>Janel's <a href="#">Report Spotlight</a> document reviews some reports that will help in closing out 2015 and preparing for 2016. Detail was provided about each of the following reports:</p> <ul style="list-style-type: none"> <li>• Service Arrangement Detail</li> <li>• Service Arrangement Group</li> <li>• Voucher by Vendor</li> <li>• Voucher by Client</li> <li>• Service Arrangements without Placements or Locations</li> <li>• Placements without Service Arrangements</li> <li>• Staff Provided Rates</li> </ul>	
<b>Wrap Up &amp; Next Meeting</b>	<p>The next Fiscal Mentor Meeting is scheduled for December 17, 2015. Registration is available on <a href="#">TrainLink</a>.</p>	