

## State Reports Overview

There are five state reports in SSIS:

- Child Foster Care
- CMHRS (*No longer submitted*)
- RCA
- SEAGR
- TCM CSR

### State Report Framework in SSIS:

Each state report screen uses the standard Tree View and grid layout used throughout SSIS, and contains a header that includes the type of report, year, period, status and person to contact.

Users can generate, complete proofing, edit, finalize, submit and delete State Reports. Security functions assigned to roles in SSIS Admin determine which workers are assigned different tasks mentioned.

The tabs displayed are specific to the state report and can include detail and summary information created when the Generate button is clicked, data entry screens, and proofing tabs.



#### Hints:

- *Agencies should proof state reports to correct errors on a regular basis.*
- *SSIS recommends not waiting until close to the due date of the report to review the proofing tabs of all state reports.*
- *Reports cannot be submitted more than once.*

### Child Foster Care

The Child Foster Care report is a quarterly report that provides required information to DHS Financial Operations Division (FOD) and is also used in the Northstar Care Fiscal Reconciliation process. This report includes both Title IV-E claims and Northstar claims. Title IV-E claims are used to reimburse your local agency for Title IV-E eligible placement costs. Child count ratios are used to calculate Title IV-E administrative earnings and in other rate setting processes. Northstar claims are used to calculate the state, local and proportionate shares for the Fiscal Reconciliation process.

Revisions are not available for the Child Foster Care report. If a revision is needed for the Child Foster Care report, have your mentor/coordinator contact the SSIS Help Desk.

*Note: Adjustments to previous quarter's payments and child counts are included in the current quarter report*

Agencies are required to submit the report even if there is no data.

The Child Foster Care report includes the following tabs:

- Child Foster Care Claims - Client-specific claims for the local agency's foster care payments
- Payment Proofing – Displays payments for user selected categories with errors that prevent Payments from being included in the Child Foster Care Report. Payments with warnings also display, but are included as claims in the report.
- Claimed Payment Proofing – Displays proofing errors/warnings for payments that have been claimed on a previous report
- Child Count Ratios - Monthly, unduplicated counts of children in foster care, for whom the agency has made a maintenance payment in that month, by service date
- Child Count Detail – Displays all children in foster care, counted by month and by line
- Child Count Proofing – Displays errors/warnings that prevent children from being counted in a particular month and a particular line
- IV-E Recoveries - Recovery amounts received by the local agency during the quarter on behalf of IV-E children and vendor payment recoveries that are too old to include as Supplemental Claims
  - This is only used for IV-E Claims. Agencies are not required to report recoveries for Northstar Claims.
- IV-E Remittance Advice – Summary reimbursement amounts for Title IV-E claims for the report period

## **CMHRS**

The CMHRS (Community Mental Health Report System) report was a semi-annual report that provides information about mental health services provided by agencies and the clients receiving those services to the Department of Human Services (DHS) Mental Health Division.



*Hints: Users can generate and proof CMHRS reports through SSIS; however, they are no longer submitted as of 2/15/12 and are not used by Mental Health. Mental Health Staff use the Data Warehouse for reporting purposes.*

## **RCA**

The RCA (Relative Custody Assistance) report is a quarterly report that provides required information to DHS Financial Operations Division (FOD). The information from this report is included in the Northstar Care Fiscal Reconciliation process.

Revisions are not available for the RCA report. If a revision is needed for the RCA report, have your mentor/coordinator contact the SSIS Help Desk.

Agencies are required to submit the report if they have RCA expenses for that quarter.

Payments, as well as Finalized RCA Payment Worksheets for children must be in SSIS in order to create RCA Claims included in this report.

The RCA report includes:

- RCA Claims tab - Client-specific claims for the local agency's RCA payments
- Payment Proofing tab – Displays payments for user selected categories with errors/warnings that are not included in the RCA Report
- Claimed Payment Proofing tab – Displays proofing errors/warnings for payments that have been claimed on a previous report
- Recoveries – Vendor Payment Recoveries that are too old to include as Supplemental Claims

## **SEAGR**

The SEAGR (Social Services Expenditure and Grant Reconciliation) report is a quarterly fiscal report that provides DHS with summarized information by BRASS (Budgeting, Reporting and Accounting for Social Services) Service Code on all staff provided and purchased social services along with state, federal and miscellaneous revenues.

DHS uses the SEAGR report to produce quarterly and yearly reports that are then used by counties, DHS, and the Legislature.

Tribes currently do not submit a SEAGR report.

All expenditures and revenues are reported on a cash basis and include payments with a status of paid and must be net of refunds and cancellations.

Use adjustments to include Time Records and Payments not in SSIS and should be reported.

The SEAGR report includes the following tabs:

- Cost Alloc. - Cost Allocation summary, which includes the total purchased service amount and the total staff provided social services expenditure amount entered by the agency from the Social Service Fund Report (DHS 2556)
- SEAGR Adjustments - Adjustments to the calculated totals, which are entered by the agency
- Revenues - State, federal and miscellaneous revenue schedules, entered by the agency

- SEAGR Report - Summarized totals for staff provided and purchased services by BRASS Service code
- Included Payments – Payments included in this report
- Included Time – Time Records included in this report
- Payment Proofing - Displays payments that have errors/warnings associated to the SEAGR Report for the report period

## **TCM CSR**

The TCM CSR (Targeted Case Management Client Statistical Report) report provides quarterly counts of the number of clients receiving case management services to DHS Financial Operations Division (FOD) for use in rate setting. Counts for both the current quarter and the prior quarter are included on the TCM CSR.

The TCM CSR includes the following tabs:

- TCM CSR Statistics - Unduplicated counts of clients receiving case management services:
  - Line PQ1 And CQ1: Adult Rule 79 (Mental Health) Targeted Case Management (MH-TCM) or Vulnerable Adult/Developmental Disability Targeted Case Management (VA/DD-TCM)
  - Line PQ2 And CQ2: Children’s Rule 79 (Mental Health) Targeted Case Management (MH-TCM)
  - Line PQ3 And CQ3: Child Welfare Targeted Case Management (CW-TCM)
- Client Summary - List of clients included in each count along with the clients that were not included in the counts because they received RSC-TCM services
- Adjustments - Adjustments to the monthly counts, entered by the agency
- RTC - Summary of clients in Regional Treatment Centers (RTC) that received services from a state employee and the host county for that employee is not your county
- Time Proofing – Displays time records for a selected date range with errors/warnings that are not included in the TCM CSR.