

## QUICK LINKS

[SSIS in CountyLink](#)

[SSIS in DHS-SIR](#)

[TrainLink registration](#)

[dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)



Issue 388

January 14, 2014

Update!

Clearing/Merge:

### **Use caution when doing a Person Merge**

When two county clients are being merged via the Clearing Log, some data is occasionally saved incorrectly or is not saved. If the changes to be saved only display on the right side of the Merge screen, make entries on the person to be cleared before merging.

A. The County Person # is not being saved in the merge.

**Workaround:** Re-enter the number after the merge or when the number does not display on the left side for the person to be cleared. Cancel on the Merge screen and enter the number on the client that is being cleared before the merge.

B. The Address Type saves as Other/unknown instead of keeping the previous Type.

**Workaround:** Change the Address Type to the previous option after the merge.

C. Current Legal Name always saves the name of the person on the log instead of the name selected to keep.

**Workaround:** Change the Name of the client to the desired legal name on the County detail screen before merging. Then the client will not need to be cleared a second time.

D. SSN only displays on the SWNDX client (on right side) and is not saved in the merge.

**Workaround:** Enter the SSN on the County detail screen before merging. Then the client will not need to be cleared a second time.

### **Upload Update**

The next upload is due on Friday, January 31.

This Upload provides information for the Quarterly Child Welfare Data Dashboard update.

Additional January deadlines:

17<sup>th</sup> - Title IV-E Abstract Report due

30<sup>th</sup> - SEAGR due

30<sup>th</sup> - TCM CSR due

### **Send policy questions to Amy Lembcke**

During the past year, agency workers have worked with the policy team of Nan Beman and Amy Lembcke. Nan recently retired and Amy is now SSIS's primary policy coordinator.

Prior to working at SSIS, Amy was the Title IV-E foster care policy specialist in the Child Safety and Permanency Division at DHS and worked on the Northstar Care Program legislation. She originally came to DHS in 2005 as a program consultant in the adoptions area, focusing on Adoption Assistance policy. Amy also has previous experience as a permanency worker and child protection worker for Anoka County.

When policy questions related to SSIS arise, please contact Amy at [amy.lembecke@state.mn.us](mailto:amy.lembecke@state.mn.us) or 651-431-4779.

### **Register now for FNWT in Brainerd**

Fiscal New Worker Training (FNWT) at the Brainerd lab is scheduled for February 12 -13, 2014. For more information on this training session, see [Implementation Memo #141](#).

Register on [TrainLink](#) at least one week prior to the class date. Registration closes one week prior to the training session. *FNWT may be cancelled if fewer than seven registrants enroll.*

## Tips to make SEAGR revisions easier

If you submit a revised DHS-2556 Social Service Fund Report, compare the following fields to the Cost Allocation tab of your SEAGR Report for the same quarter to determine if you also need to submit a revised SEAGR Report:

- The amount entered on DHS 2556 Line 1 – “Contracted Services for Clients” and the amount entered in SEAGR for “Total purchased services”
- The amount entered on DHS 2556 Line 24 “Total Staff Costs” and the amount entered in SEAGR for “Staff provided social service expenditures”

If these fields no longer match, contact Julie Spurgeon at Financial Operations Division to discuss the error and determine if a new SEAGR Report has to be submitted.

When you create a SEAGR revision in SSIS, you must re-enter the adjustments and revenues from the submitted report into the revised report. Follow these steps to print information to facilitate data entry:

### Adjustments

On the submitted report that you are revising:

- Select the SEAGR Adjustments tab.
- Right-click on the tab.
- Select Print grid. A grid of all your adjustments displays.
- Print and use to re-enter any adjustments on the revised report.

Cost Alloc.		SEAGR Adjustments	Revenues	SEAGR Report	Included Payments	Included Time	Payment Proofing
ini	<b>Svc Code</b>	<b>Svc Description</b>	SEAGR Adjustments		<b>Total Staff Adj</b>	<b>Total Adj Staff Hours</b>	<b>Total Adj Expense</b>
	104	Child protection investigation	SEAGR Adjustments New Adjustment Print Grid Ctrl+Alt+P 104 - Child protection investigation Save Ctrl+S Cancel Delete Ctrl+Del		\$175.00	0.00	\$175.00
	107	Child welfare assessme			\$75.00	0.00	\$75.00
Count:					\$250.00	0.00	\$250.00

### Revenues

On the submitted report that you are revising:

- Select the Revenues tab.
- Right-click on the State Revenues tab.
- Select Print grid. A grid of all the State revenues entered displays.
- Print and use to re-enter any state Revenues on the revised report.
- Repeat for the Federal Revenues and Misc. Revenues tabs.

Cost Alloc.		SEAGR Adjustments	Revenues	SEAGR Report	Included Payments	Included Time	Pay
		State Revenues		Federal Revenues		Misc. Revenues	
			Print Grid... Save Ctrl+S Cancel		<b>Revenue Description</b>	<b>Amount</b>	
					State Revenue for Child Welfare	\$0.00	
					MA Waivers / Case Management (CAC/CADI/BI/RSC/LT)		
	S02				Relative Custody Assistance		

Continue processing your revised report as usual.

**Note: SEAGR is a cash basis report, so if time records were entered or changed after you submitted the original report, your revised report will not balance to the original report.**

### **Alert SSIS when mentor roles change**

Retirements, internal job changes, resignations and new hires all impact the SSIS Worker Mentor program. Please send updated SSIS Worker Mentor information directly to Lisa Litchfield, SSIS Worker Mentor Coordinator, at [lisa.litchfield@state.mn.us](mailto:lisa.litchfield@state.mn.us). To keep SSIS contact information accurate, please send applicable information such as:

- A mentor left the agency or moved out of the mentor role.
- Will that prior Worker mentor continue in other SSIS roles, e.g., SWNDX contact or Repository Upload?
- Is the new mentor a new hire or a current employee who already knows SSIS?
- Does the new mentor have additional roles, e.g., MNYTD contact or County Coordinator?
- Is the new mentor a Primary or Alternate mentor for your agency?
- Does the new mentor replace a previous mentor who should come off SSIS's contact lists?
- What is the mentor's complete name, phone number, and email address?

If your agency is considering replacing or adding an SSIS mentor and is interested in updated and applicable skill sets, please contact Lisa directly for recommendations.

It is extremely helpful to know what types of support or training new mentors need to develop in their new roles.

### **WAG members' input needed**

Please respond to SSIS Worker Advisory Group (WAG) regional and tribal representatives who are seeking input on the following Wish List items:

1. Ideas for enhancing SSIS accessibility for families related to the OHPP
2. Which documents would optimally be able to transfer from one workgroup to another? Please add which workgroups you would want to transfer them from and to.
3. Do agencies use the General Report called "Clients with TPR's"? Is it used frequently? How is this report used in your agency? Do you have recommendations as to how to improve this report?

### **Waiver Provider Standards changes affect Waiver and AC claimable services**

Effective 1/1/14, agencies can no longer claim for certain Home and Community Based Waiver Services due to the elimination of county contracts with waiver service providers (excluding for case management services and project contracts for home/vehicle modifications.) SSIS updated HCPCS/Modifiers and Service Associations for these changes in Version 13.4. Review the [Waiver Provider Standards Changes](#) handout, presented at Version 13.4 release training. It is posted on the [Fiscal Release Training webpage](#).

This handout lists all of the Waiver and AC HCPCS/Modifiers changes made in SSIS in V13.4 and splits the codes out by the types of changes that were done to support the initiative.

**Note:** If HCPCS/Modifiers are no longer displaying in the drop-down menu for a Payment or Service Arrangement in SSIS, it is possible that the code is no longer claimable as a result of the Waiver Provider Standards initiative.

For more information on the new structure defining county management of HCBS waiver/AC providers, refer to [Bulletin #13-56-04 County/Tribal Review & Oversight of Non-Enrolled Tier 2 and Tier 3 Home and Community-Based Services Waiver/Alternative Care Service Providers](#).

The HCBS Waiver Provider Standards website and [Bulletin #13-56-02](#) provide additional information about this initiative. If you have policy questions on this initiative, send inquiries to Waiver Provider Standards at [dhs.dsd.wps@state.mn.us](mailto:dhs.dsd.wps@state.mn.us).

### **Mentors, mark your calendars!**

The next 2014 SSIS Worker Mentor Meetings are on March 4 and May 13 at the Holiday Inn, St. Cloud. Register now on [TrainLink!](#)