



# Northstar MAPCY Overview with SSIS Data Entry

SSIS Worker Mentor Meeting

November 18, 2014

St. Cloud, Minnesota

# When to Complete a MAPCY



- As a reminder:
  - Beginning January 1, 2015, all children entering foster care must have a MAPCY completed within 30 days of the date of placement.
- Additionally, children who are currently in placement and have a DOC Assessment must have a MAPCY completed if:
  - Their placement setting changes, and/or
  - If the status of their placement changes from foster care to an alternative permanency finding.

# Qualifying MAPCY Settings

Children who enter one of the following placement settings after January 1, 2015, or whose existing placement setting changes to any of the following placement settings after January 1, 2015, become Northstar eligible and require a MAPCY tool:

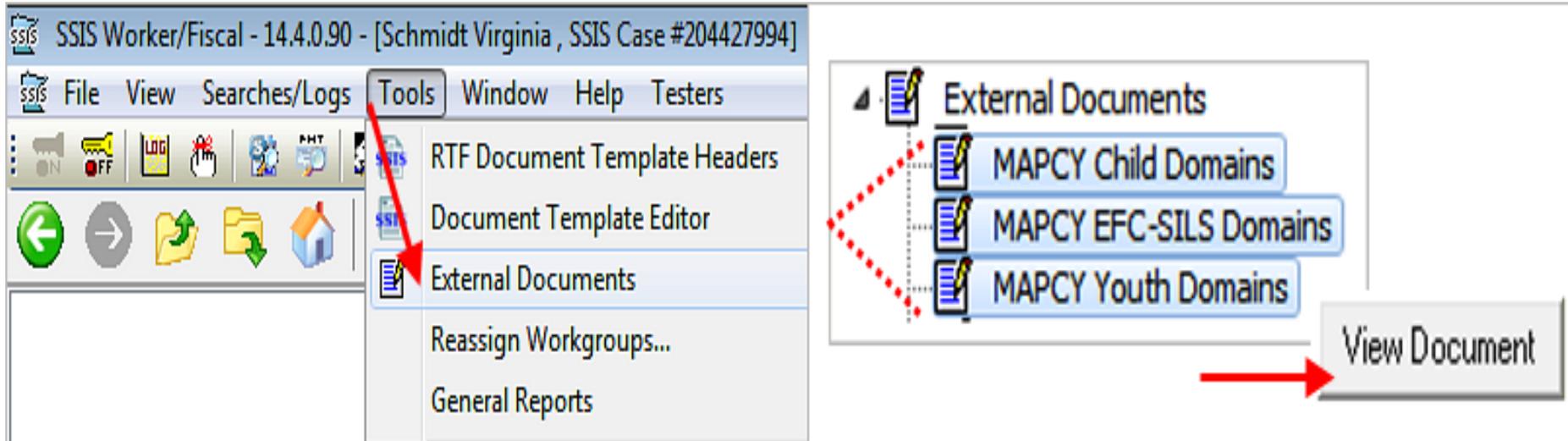
- Family foster homes BRASS Code 181
- Therapeutic foster home BRASS Code 180
  - Includes foster homes licensed through a private agency
  - Includes corporate foster homes ('CADI' homes)
  - Includes youth in Extended Foster Care settings
- Youth in Supervised Independent Living BRASS Code 188
- Children experiencing a status change to TPLPC
- Children experiencing a status change to adoption.

# OHP Setting Northstar Eligibility

In order for placement settings to be Northstar eligible, each must meet at least one of the following criteria:

- The foster care home is licensed for foster care, or
- The foster care licensure is in process (licensure must be obtained within six months of the date of placement), or
- The foster care home is a pre-adoptive placement (with an approved home study and signed Adoption Placement Agreement) with licensure in process, or
- The placement setting is regarding a youth in agency approved Supervised Independent Living and the Extended Foster Care requirements are met.

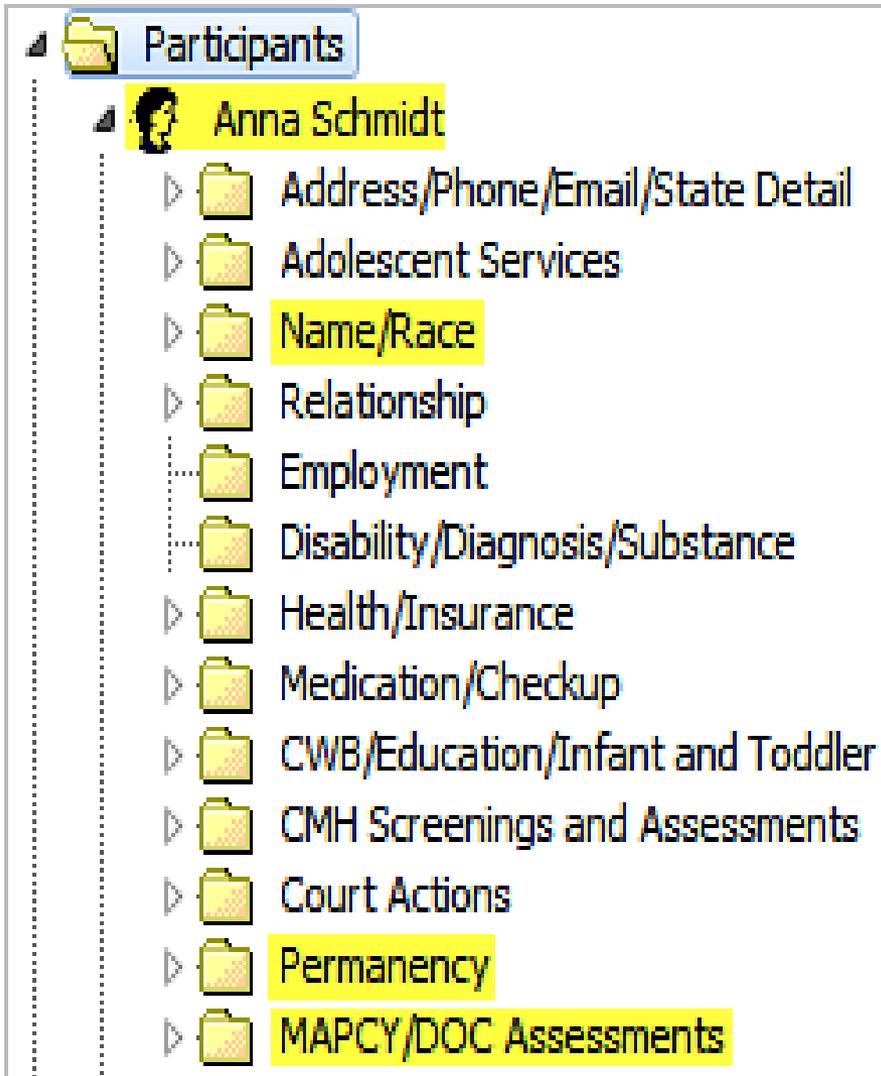
# Blank MAPCY – Tools Menu



It may be easiest to complete the MAPCY tool first on paper with the provider, and then enter the selections made into SSIS.

The easiest way to print a blank MAPCY is from **Tools – External Documents**.

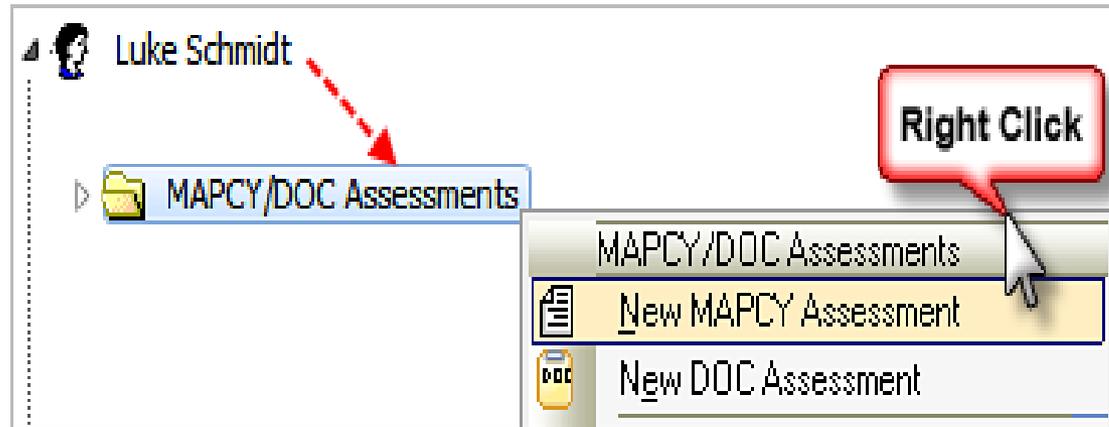
# Merge Data into a New MAPCY



Ensure these entries are accurate and complete before opening a MAPCY:

- Client Node
  - Legal name, DOB and Gender
  - Hispanic Heritage and ICWA status
- Name/Race folder
  - All relevant Races
  - American Indian/Alaskan Native if ICWA
- Permanency folder
- MAPCY/DOC Assessments folder
  - Most recent DOC Assessments

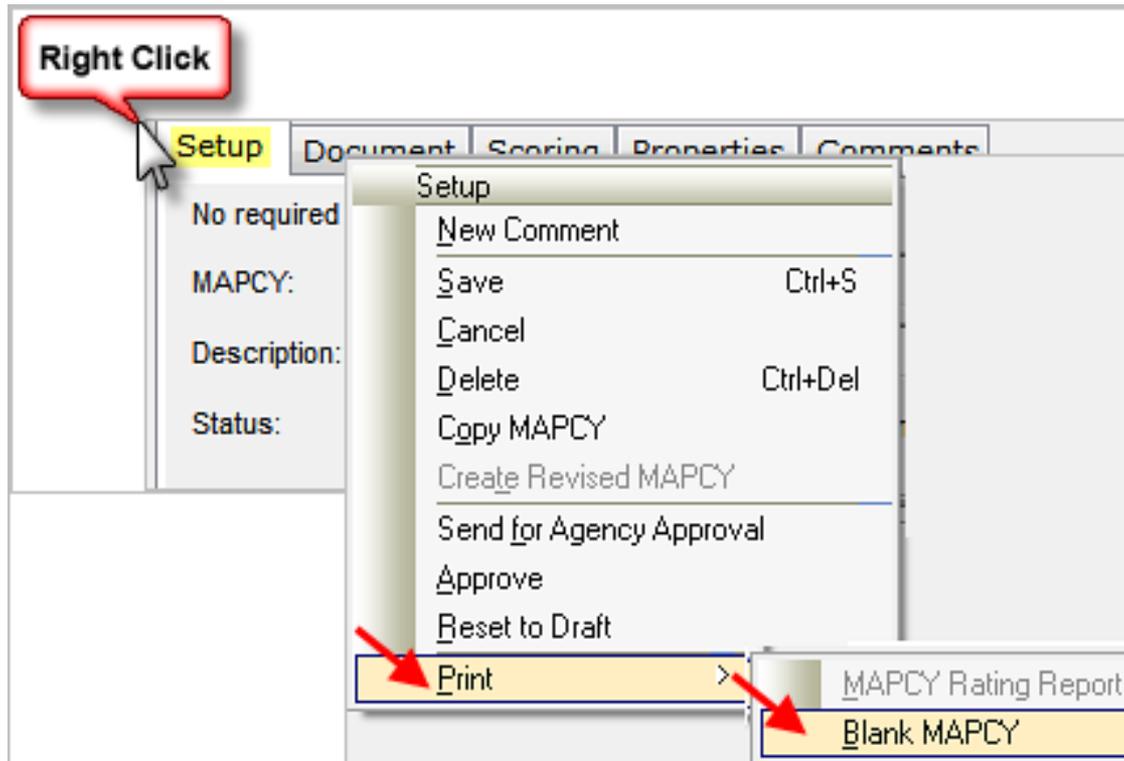
# MAPCY Assessment SSIS Location



The new MAPCY Assessment has been added to the same location in the Tree View as the DOC Assessment folder.

Right-click on the **MAPCY/DOC Assessments** folder and select **New MAPCY Assessment** to open a MAPCY.

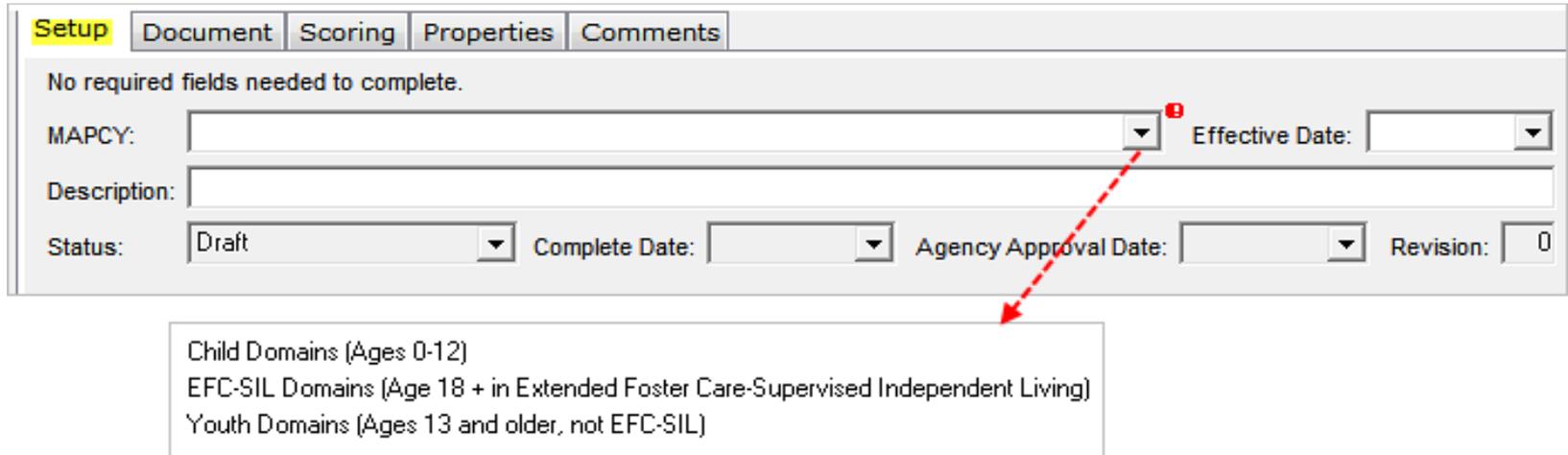
# Blank MAPCY – Setup Tab



A blank MAPCY tool may also be printed from the **Setup** tab after opening a **Blank MAPCY**.

Right-click on the **Setup** tab, select **Print**, and select **Blank MAPCY**.

# MAPCY Age Domains



The screenshot shows the 'Setup' tab of a MAPCY form. The 'MAPCY' dropdown menu is open, showing three options: 'Child Domains (Ages 0-12)', 'EFC-SIL Domains (Age 18 + in Extended Foster Care-Supervised Independent Living)', and 'Youth Domains (Ages 13 and older, not EFC-SIL)'. A red dashed arrow points from the 'MAPCY' dropdown to the 'Effective Date' field.

Setup | Document | Scoring | Properties | Comments

No required fields needed to complete.

MAPCY: [Dropdown] Effective Date: [Dropdown]

Description: [Text Field]

Status: [Draft] Complete Date: [Dropdown] Agency Approval Date: [Dropdown] Revision: [0]

Child Domains (Ages 0-12)  
EFC-SIL Domains (Age 18 + in Extended Foster Care-Supervised Independent Living)  
Youth Domains (Ages 13 and older, not EFC-SIL)

Select the desired **MAPCY** tool based on age and enter the **Effective Date**:

- **Child Domains**      Ages 0-12
- **Youth Domains**      Ages 13 & older (not EFC-SIL)
- **EFC-SIL Domains**      Ages 18-21 including  
Independent Living or Extended Foster Care

# MAPCY Setup Tab Fields 1

Assessor	
Assessor:	Walswick, Angela
Full name:	Angela Walswick
Phone:	(651)431-4793
E-mail:	angela.m.walswick@state.mn.us
Child or Youth	
Child or Youth:	Candy Normap
Name:	Candy Normap
Actual or estimated age:	17 years
Actual or estimated date of birth:	10/04/1997
Gender:	Female
Hispanic heritage:	No
Qualifies under ICWA:	No
Race information:	Caucasian
Most recent DOC:	

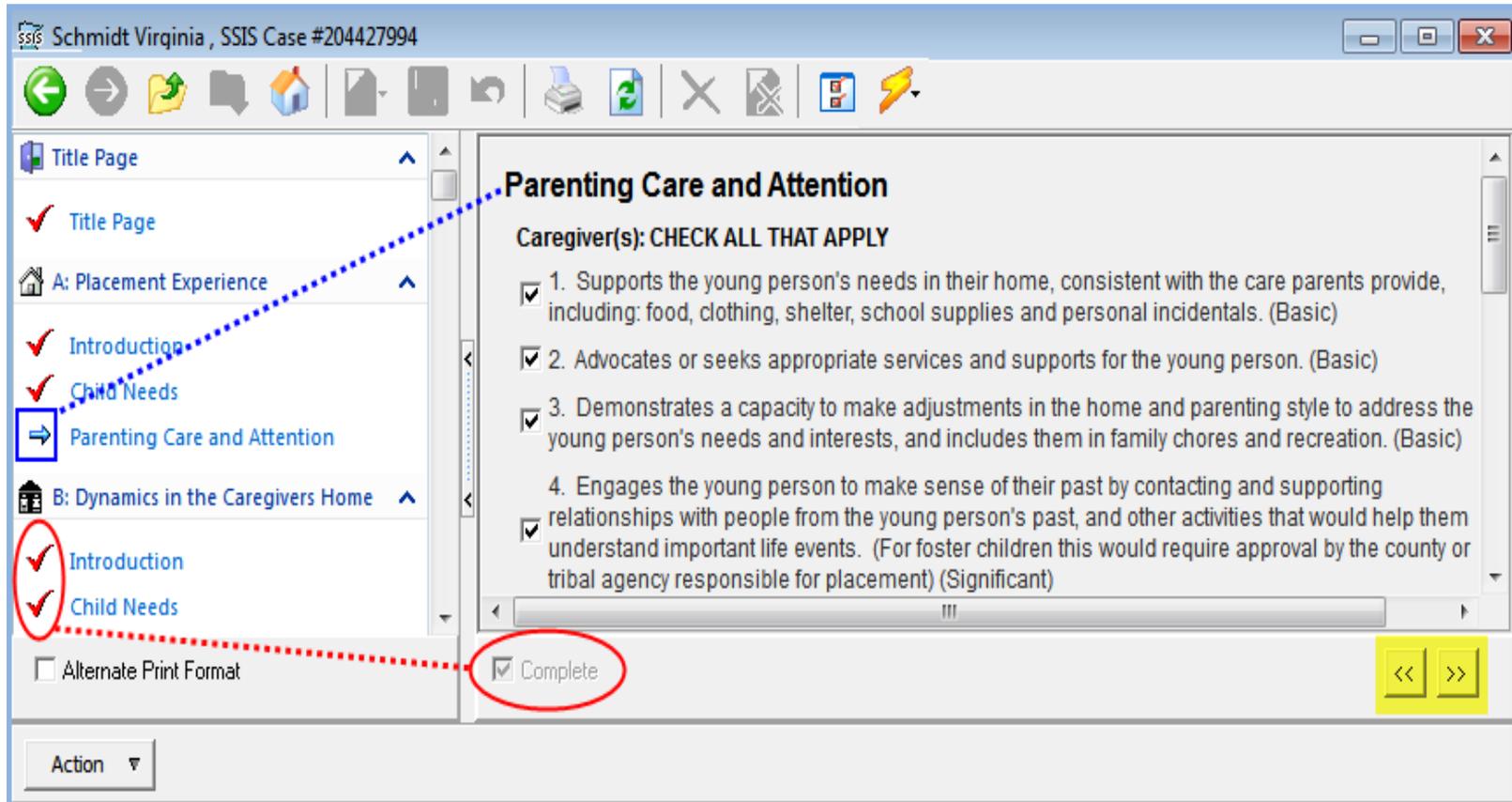
- Enter the **Assessor's** name in the corresponding field.
- Note that the **Child or Youth's** name autofills.
- If merge fields are blank, return to the Tree View folder to add the information.

# MAPCY Setup Tab Fields 2

Placement Information	
<b>Placements:</b>	Placement
Setting:	Foster family home - non-relative
Caregiver 1:	Namma JoAnne
Caregiver 2:	Buppa John
Bus org - provider:	Buppa Namma Foster Care
Placement WG program:	CW
Days in placement:	58
SSIS Bus Org #:	184507772
Placement workgroup #:	204833448
Caregiver 1 person #:	184507628
Caregiver 2 person #:	184507611
Continuous Placement	
<b>Continuous placements:</b>	9/1/2014
Supervising agency:	County social services
Caregiver address	
<b>Caregiver 1 address:</b>	Physical location
Formatted address:	1301 Elliot Avenue Minneapolis, MN 55423

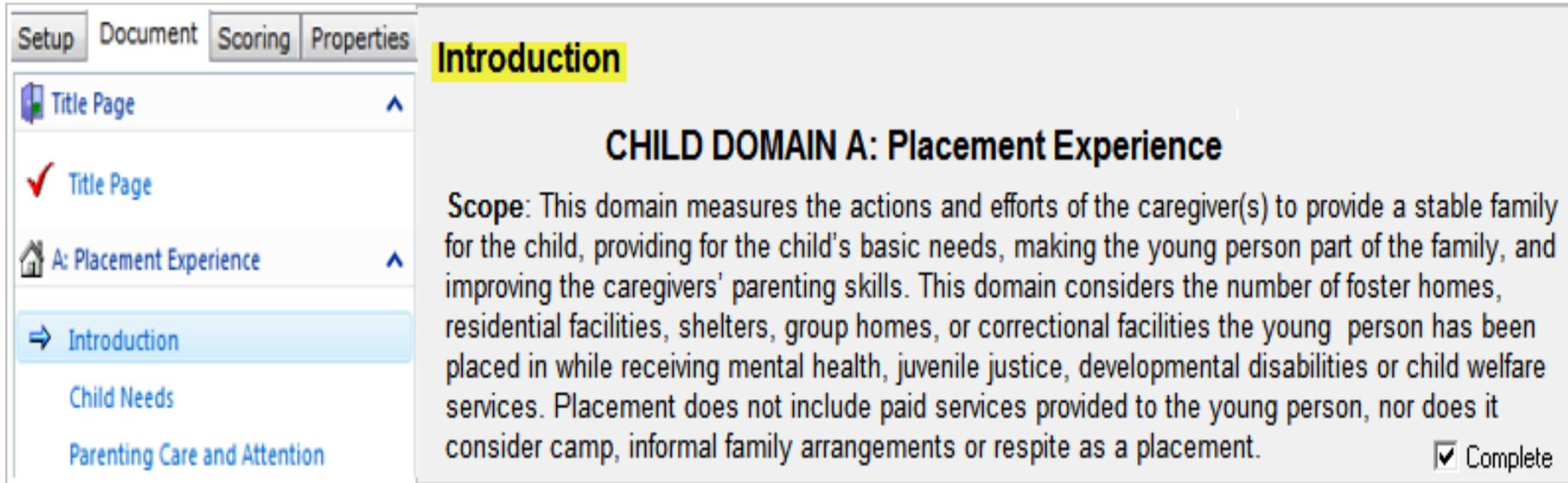
- Select the current OHP setting in the **Placements** field.
- Select the current **Continuous placement** in the corresponding field.
- Select the **Caregiver 1 address**.
- Click **Save**.

# MAPCY Document Tab Navigation



Navigation and functionality in the MAPCY tool are the same as in service plans.

# MAPCY Introduction Node



The screenshot shows a software interface with a navigation pane on the left and a main content area on the right. The navigation pane has tabs for 'Setup', 'Document', 'Scoring', and 'Properties'. Under 'Document', there are several nodes: 'Title Page' (with a checkmark), 'A: Placement Experience' (with a house icon), 'Introduction' (with a right-pointing arrow and highlighted in blue), 'Child Needs', and 'Parenting Care and Attention'. The main content area has a yellow header 'Introduction' and a bold title 'CHILD DOMAIN A: Placement Experience'. Below the title is a paragraph of text describing the scope of the domain, and a 'Complete' checkbox is checked in the bottom right corner.

**Introduction**

**CHILD DOMAIN A: Placement Experience**

**Scope:** This domain measures the actions and efforts of the caregiver(s) to provide a stable family for the child, providing for the child's basic needs, making the young person part of the family, and improving the caregivers' parenting skills. This domain considers the number of foster homes, residential facilities, shelters, group homes, or correctional facilities the young person has been placed in while receiving mental health, juvenile justice, developmental disabilities or child welfare services. Placement does not include paid services provided to the young person, nor does it consider camp, informal family arrangements or respite as a placement.  Complete

Read each **Introduction** screen carefully; no data entry is required. Each provides information specific to completing that domain.

Note that the **Complete** checkbox is already selected for each Introduction node.

# MAPCY Child Needs Node

Setup Document Scoring

A: Placement Experience

✓ Introduction

⇒ Child Needs

Parenting Care and Attention

**Child Needs**

CHECK ONE: ←

a. During their lifetime, the young person has been placed in two or fewer foster families or facility placements.

b. During their lifetime the young person experienced one or more of these needs:

- Has been placed in three to five foster families or facility placements, or
- Has re-entered foster care after reunification or trial home visit.

c. During their lifetime the young person has experienced one or more of these needs:

Each **Child Needs** screen allows for the selection of only one checkbox relative to a particular topic area.

Select the correct checkbox, click **Complete**, and view the corresponding **Parenting Care & Attention** node.

# MAPCY Parenting Node

Setup Document Scoring **Parenting Care and Attention**

A: Placement Experience

- Introduction
- Child Needs
- Parenting Care and Attention

Caregiver(s): CHECK ALL THAT APPLY

- 1. Supports the young person's needs in their home, consistent with the care parents provide, including: food, clothing, shelter, school supplies and personal incidentals. (Basic)
- 6. Seeks and /or participates in appropriate community or cultural services to supports family stability. (Significant)
- 9. Accepts the young person returning to their home after a pre-adoptive or pre-kinship placement disrupted; the young person is returning to the same caregiver that previously cared for them. (Extensive)
- 11. Accepts the young person returning to their home after a legally dissolved adoption. The young person is returning to the same caregiver(s) that previously cared for them. (Exceptional)

Complete the **Parenting Care and Attention** screen.

Read these screens carefully; some instruct selecting all applicable checkboxes, while others instruct making only one selection.

Click **Complete**.

# Documentation Feedback Node

Setup Document Scoring

Documentation and Feedback

Documentation and Feedback Questions

Alternate Print Format

**Documentation and Feedback Questions**

Documentation for all Domains

Explain if you selected a child need rating of d, and parenting indicators of extensive or exceptional in any of the domains.

E

After domains A – H are complete, complete the **Documentation and Feedback Questions** screen if a child rating of **D** or higher was selected in any of the domains, or if a rating of **extensive** or **exceptional** was selected for any of the parenting indicators.

Describe why these selections are appropriate for the child and/or are pertinent to the parenting of the child.  
**Click Complete, and click Save.**

# MAPCY Scoring Tab

Domain	Needs Rating	Indicator Rating	Regular Points	Special Points	Total Points
<No data to display>					

Score

Starting Benefit Level:

Child Care Level Increase:

Standard Benefit Level:

Status: Draft

Click the **Scoring** tab, and click the **Score** button to score the benefit level of the MAPCY.

Scoring of the MAPCY is automatic in SSIS. An **Effective Date** must be entered on the **Setup** tab, and all relevant checkboxes selected on the **Document** tab's screens, or the tool will not score.

# Extraordinary Levels

The screenshot shows a software interface with a top navigation bar containing tabs for 'Setup', 'Document', 'Scoring', 'Properties', and 'Comments'. The 'Scoring' tab is active. On the left side, there is a vertical sidebar with two tabs: 'Standard MAPCY' and 'Extraordinary Levels', with the latter being selected. The main content area displays a blue hyperlink: 'Based on this young person's score, needs, and supervision level, it is possible that this young person qualifies for one or more Extraordinary Level Increases. Please consider these questions:'. Below this is a section titled 'Resides with Caregiver:' with the question 'Does this young person currently physically reside with the caregiver(s) in the caregiver(s) home?'. There are two radio button options: 'Yes' and 'No (this child is not eligible for Extraordinary Level Increases)'. On the right side of the interface, there is a 'Status:' dropdown menu set to 'Draft', three checkboxes for 'Standard Benefit Level', 'Extraordinary Level Increase', and 'Final Benefit Level', and a 'Score' button.

If the checkboxes selected on the MAPCY indicate that the child may qualify for Extraordinary Levels, then the **Extraordinary Levels** tab displays to the left of the screen beneath the **Standard MAPCY** tab.

# Extraordinary Levels Questions

## Agency Screening:

Minnesota Statutes, sections 245.4885, 256B.092 and 260C.157 requires responsible social service agency screening teams to determine the child's level of care. Did the agency screening team or the comparable process conducted by a tribal social service agency determine the child's level of care need would be residential placement WITHOUT the parental care of this caregiver?

- Yes
- Pending
- No (this child is not eligible for Extraordinary Level Increases)

Agency Screening Date:

## Description of Care:

Please provide a brief description of how this caregiver can uniquely and safely support this young person (who would otherwise require residential placement) in living in the community.

## Pre-Rated Extraordinary Level Parenting Indicators:

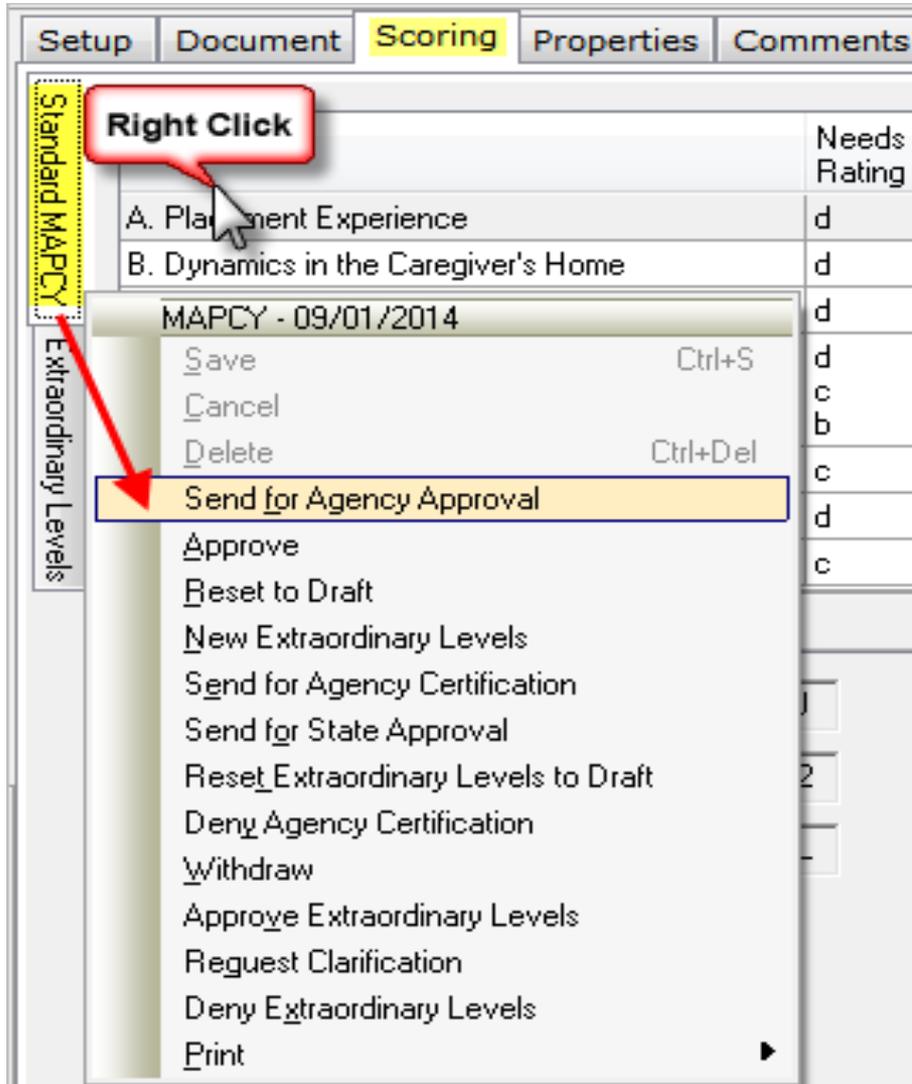
Based on previous responses on the MAPCY, the young person qualifies for the following:

Education, Medically Dependent I

## Night Supervision (CHECK ONE):

To determine eligibility to request Extraordinary Levels, answer the questions on the Extraordinary Levels screen.

# Standard MAPCY Approval



Once the MAPCY is scored, right-click on the **Standard MAPCY** tab and select **Send for Agency Approval**.

There is no need to send a **Standard MAPCY** for State Approval.

# Extraordinary Levels Scoring

Setup Document **Scoring** Properties Comments

Standard MAPCY  
Extraordinary Levels

Description of Efforts to Request Support:

If you selected AT LEAST ONE of the indicators in Service Access, Night Supervision or Medically Dependent, explain the efforts of the legally or financially responsible agency, caregiver(s), parents, and others to request support services in the home and community that would ease the degree of parental duties of the caregiver for the care and supervision of the young person, including medically assistance waived services. When Night Supervision or Medically Dependent II is selected, make available a current copy of the written safety plan or medical care plan, as part of the documentation provided for approval.

**Sibling Magnifier (CHECK ONE):**

Sibling Supervision I  
This young person is one of 2 or more siblings from the same family that this caregiver is currently caring for in their home.

Sibling Supervision II  
This young person is one of 3 or more siblings from the same family that this caregiver is currently caring for in their home.

Neither Sibling Supervision I nor II

Status: Draft

Standard Benefit Level: L

Extraordinary Level Increase: 5

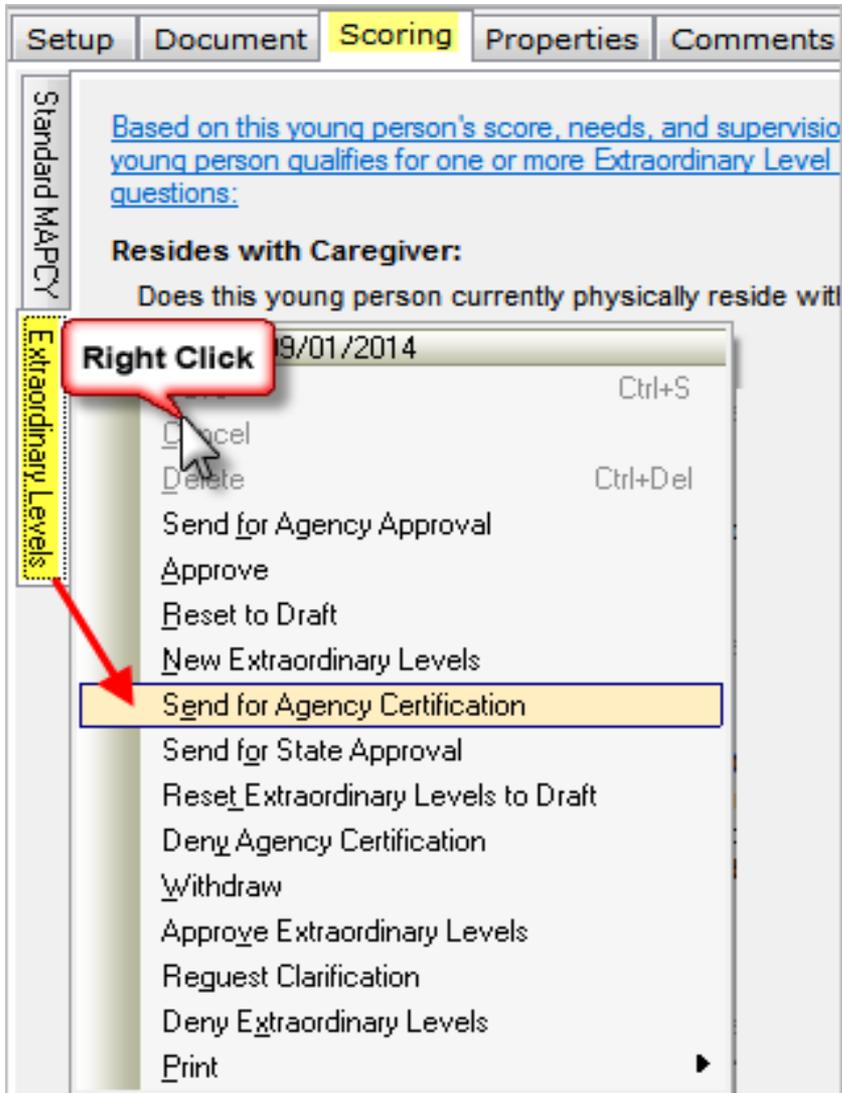
Final Benefit Level: Q

Score

If the MAPCY indicates the possibility of Extraordinary Levels, the **Extraordinary Levels** screen displays when the **Scoring** tab is selected.

Answer the additional questions and click the **Score** button.

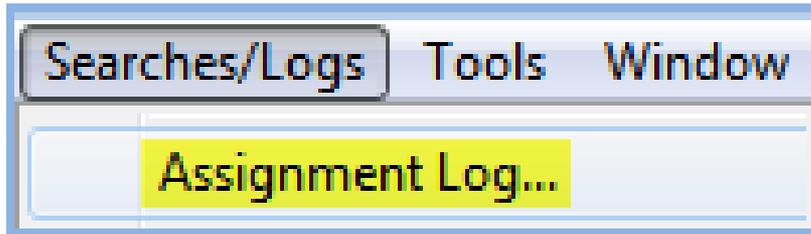
# Extraordinary Levels Tab



If the scored Extraordinary Levels screen indicates that Extraordinary Levels exist, *Agency Certification* must occur first before sending for *State Approval*.

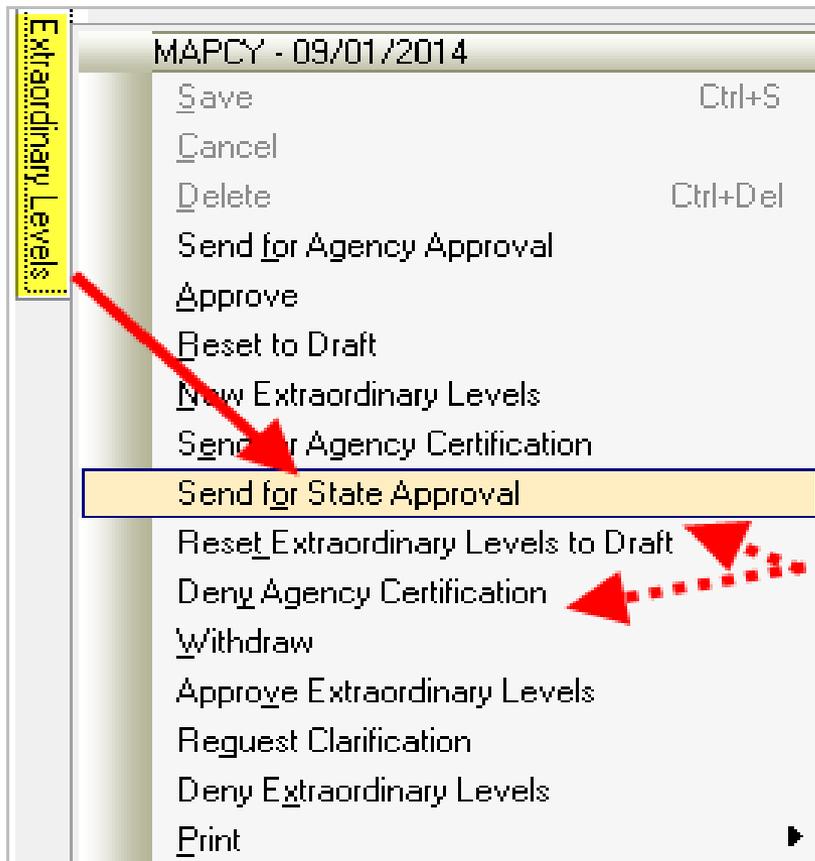
Right-click on the **Extraordinary Levels** tab and select **Send for Agency Certification**.

# Extraordinary Levels Certification



After the Agency Approver has indicated that Agency Certification is approved, the Extraordinary Levels are sent for State Approval.

If the Approver disagrees with the MAPCY, it can be returned to the Assessor for revision by selecting **Reset Extraordinary Levels to Draft**.



# Send For State Approval

The screenshot shows the SSIS Approvals application window. The left sidebar displays a tree view of folders, with 'Extraordinary Levels' expanded and 'MAPCY - 09/01/2014' selected. The main window has tabs for 'Setup', 'Document', 'Scoring', 'Properties', and 'Comments'. The 'Scoring' tab is active, showing a document with text about a young person's score and needs. A context menu is open over the document, listing various actions. The 'Send for State Approval' option is highlighted in yellow. A red arrow points from the 'Extraordinary Levels' folder in the sidebar to the 'Send for State Approval' option in the menu. Another red arrow points from the 'Send for State Approval' option to the 'Deny Agency Certification' option.

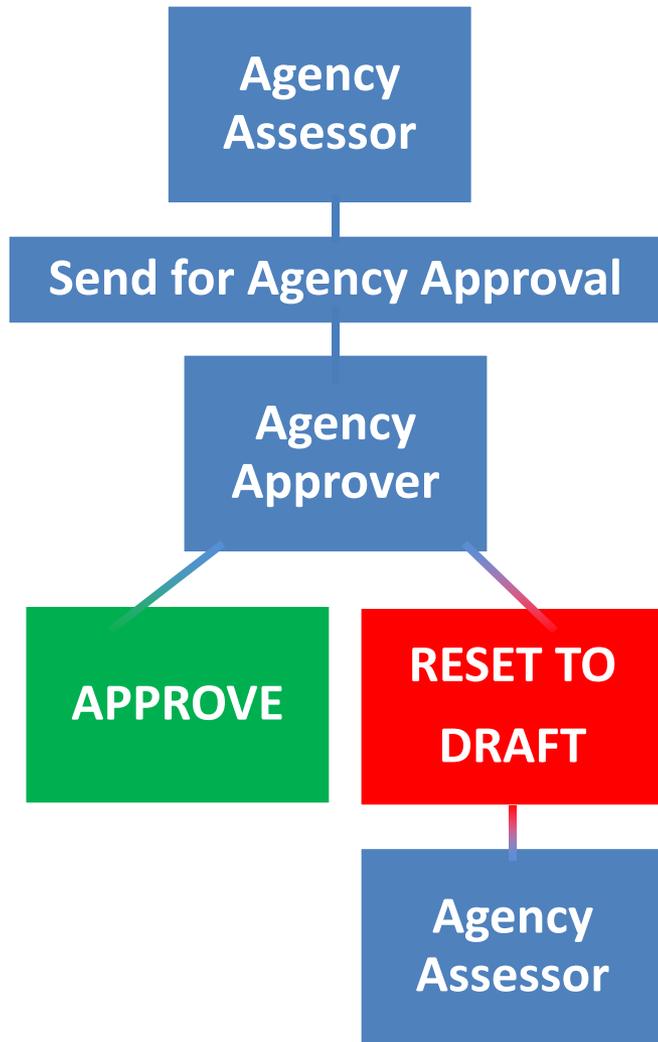
From the Approval Log, right-click on the **Extraordinary Levels** tab and select **Send for State Approval**.

# Approval Reminders

- An Agency Assessor cannot approve their own MAPCY.
- In order to Approve a MAPCY, the employee must be given new MAPCY rights in Admin.
- An Agency Approver cannot approve Extraordinary Levels; this can only be approved at the state level.



# MAPCY Approval Process

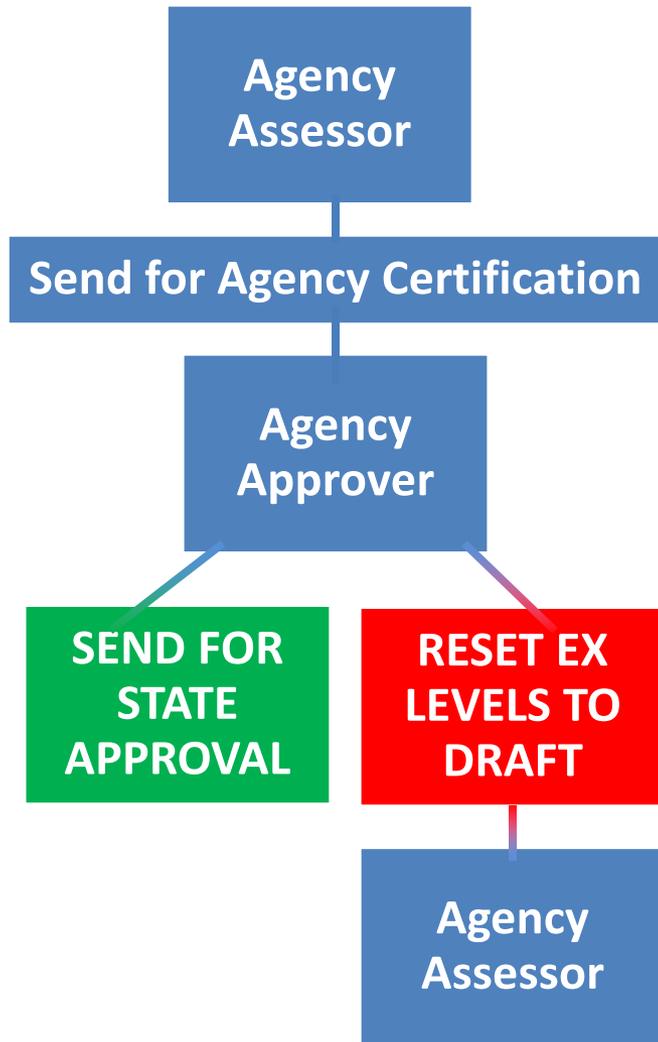


## Standard MAPCY

Once the MAPCY is Approved, the Assessor receives an SSIS Reminder.

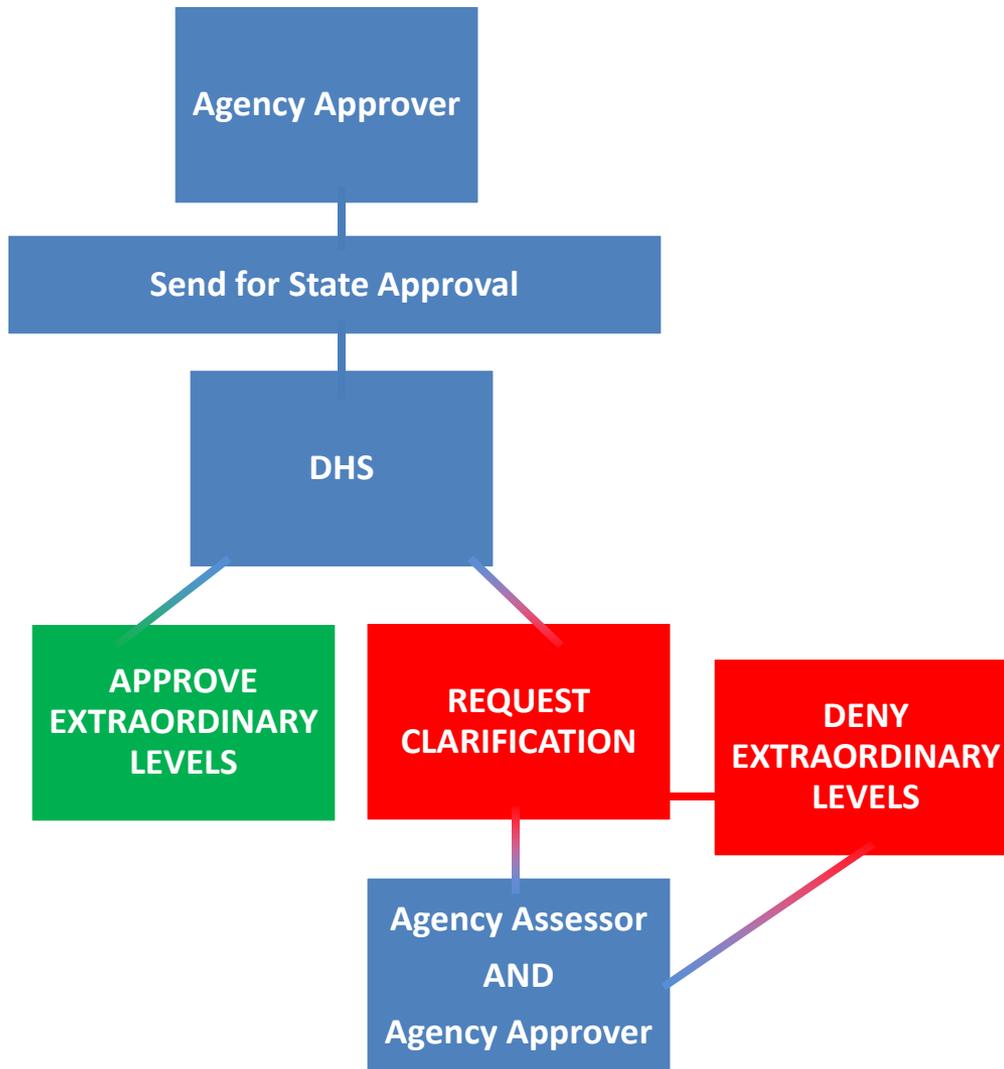
# Extraordinary Levels Process

## Extraordinary Levels



Once the MAPCY State Approval is pending, the Assessor receives an SSIS Reminder.

# Extraordinary Levels DHS



Once the MAPCY is State Approved, the Assessor and Approver receive an SSIS Reminder. If DHS sends a Request Clarification, both the Assessor and Approver receive an SSIS Alert.

# Pending Agency Approval Status

The screenshot displays a software interface with the following elements:

- Setup** (highlighted tab) | Document | Scoring | Properties | Comments
- Message: No required fields needed to complete.
- MAPCY: Child Domains (Ages 0-12) | Effective Date: 09/06/2013
- Description: Child Domains (Ages 0-12)
- Status: Pending agency approval | Complete Date: 09/06/2013 | Agency Approval Date: | Revision: 0
- Extraordinary Levels section:
  - Status: Not eligible | Complete Date: | Certification Date: | State Approval Date: |

Once a MAPCY has been Sent for Agency Approval, the **Status** field on the **Setup** tab reflects: **Pending agency approval**.

Similarly, if Extraordinary Levels have been Sent for State Approval (after Agency Certification), Pending state approval displays in the Status field beneath the Extraordinary Levels section.

# Initial MAPCY Timeframe

- ***Best Practice:***



- Complete the MAPCY tool within 30 days of the date of placement.

- The primary caseworker for the child is ideally the individual completing the MAPCY tool.
- The MAPCY is always completed in conjunction with the foster care providers.
- Input from providers is necessary to accurately complete the MAPCY tool.

- Complete Agency Approval within 5 days of receipt of the Standard MAPCY.

# State Approval Timeframe

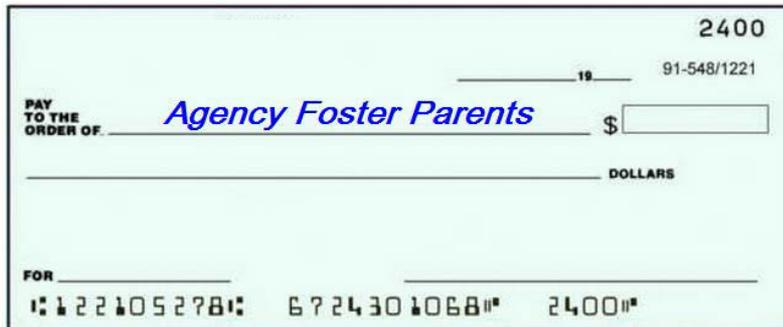
- ***Upon state receipt of Extraordinary Levels:***
  - DHS has 15 days to Approve Extraordinary Levels.
  - If DHS requires further information in order to provide approval, the state will send a Request Clarification with associated Comments.
  - The Agency Assessor and Approver receive an SSIS Alert, and have 30 days to send any additional documentation to DHS.
  - Once received, DHS again has 15 days to Approve or Deny the Extraordinary Levels request.



# Pending Approval Rate of Pay

- *Hint:*

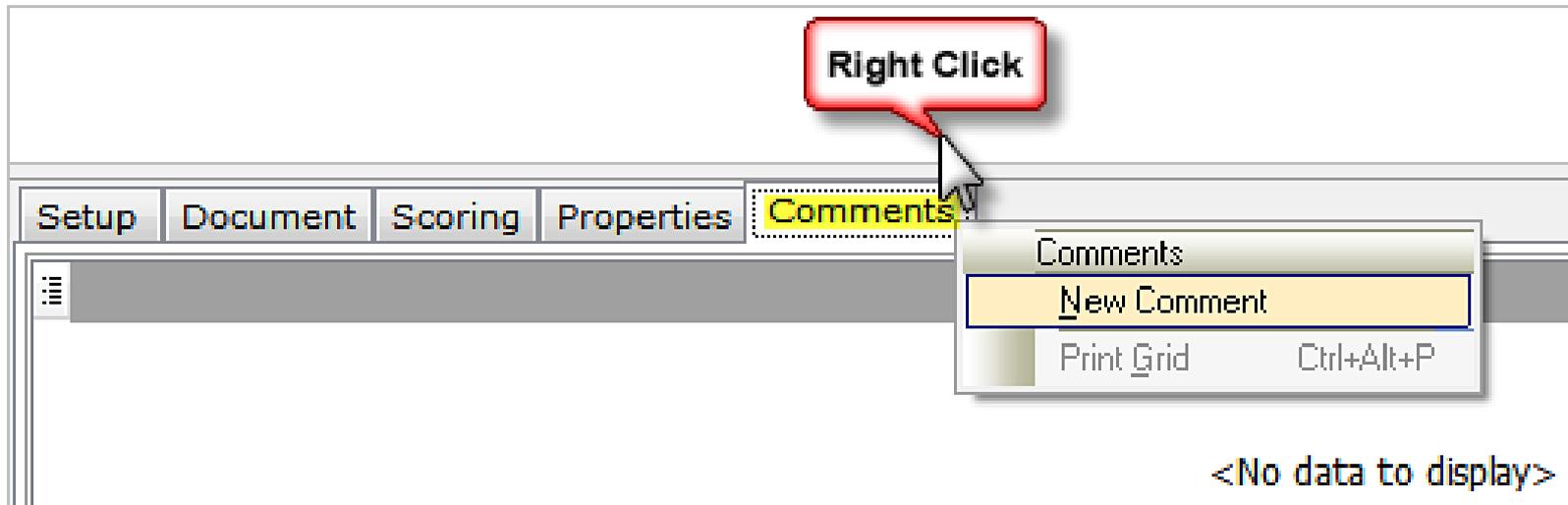
- While State Approval is pending from DHS for Extraordinary Levels, in the interim providers can be paid the Standard MAPCY rate.
- Once State Approval is obtained, the additional Extraordinary Levels rate is paid retroactively to the provider.



A check form with the following details: Amount: 2400; Reference number: 91-548/1221; Payee: Agency Foster Parents; Amount in words: DOLLARS; MICR line: ⑆ 122105278⑆ 6724301068⑆ 2400⑆.



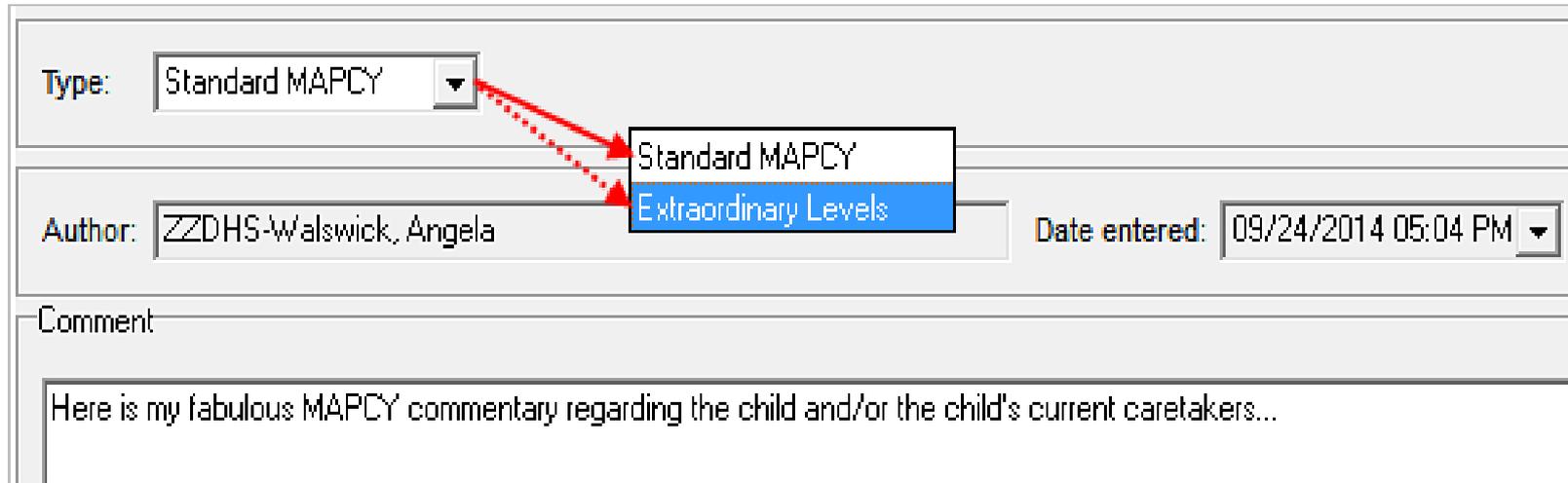
# MAPCY Comments Tab



Comments entered regarding a MAPCY or any associated Extraordinary Levels follow the MAPCY tool throughout its approval process.

To enter a Comment, right-click on the **Comments** tab and select **New Comment**.

# Using MAPCY Comments



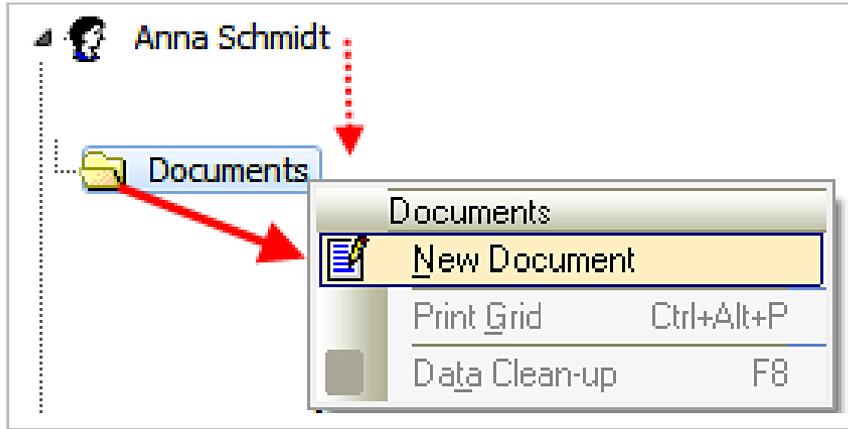
The screenshot shows a web form for entering MAPCY comments. The 'Type' dropdown menu is open, showing two options: 'Standard MAPCY' and 'Extraordinary Levels'. The 'Extraordinary Levels' option is highlighted in blue. Red arrows point from the dropdown arrow to the two options. The 'Author' field contains 'ZZDHS-Walswick, Angela' and the 'Date entered' field contains '09/24/2014 05:04 PM'. The 'Comment' field contains the text: 'Here is my fabulous MAPCY commentary regarding the child and/or the child's current caretakers...'

Comments may be used with either the **Standard MAPCY** or **Extraordinary Levels**.

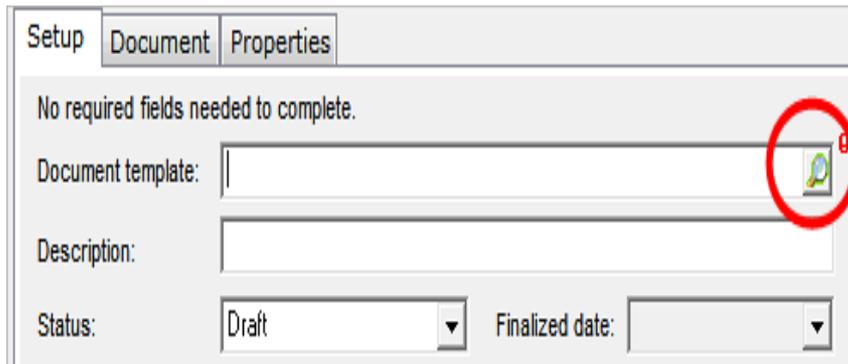
Comments may be entered by the Agency Assessor, Agency Approver, or State Approver.

Entering descriptions or explanations regarding MAPCY domains may expedite the approval process.

# Client Node Documents Folder

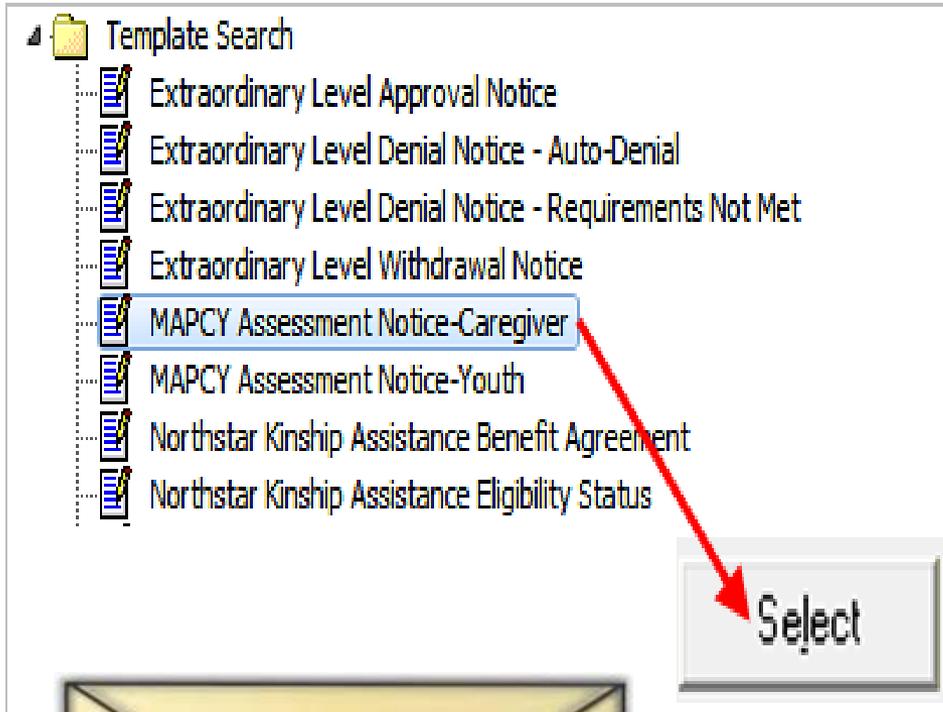


A new **Documents** folder displays beneath the Client node. This folder is to house documents associated with MAPCY Assessments, as well as Northstar Kinship and Adoption.



To view the available documents, right-click on the **Documents** folder and select **New Document**. Click the magnifying glass search button.

# MAPCY Documents



Note the documents that display beneath the **Template Search**.

The first document provided to a caregiver following a MAPCY Approval is the **MAPCY Assessment Notice-Caregiver**.

To access it, click the **Select** button.

# Assessment Notice - Caregiver

Participant

Participant: Anna Schmidt

First name Last name: Anna Schmidt

MAPCY

MAPCY: Child Domains (Ages 0-12)

Addressee 1 name: Namma JoAnne

Addressee 1 address: 1301 Elliot Avenue  
Minneapolis, MN 55423

Addressee 2 name: Buppa John

Effective date: 09/06/2013

Date of MAPCY approval:

Approved benefit level: J

Dollar value per day:

Daily basic rate dollar amount:

Daily supplemental difficulty of care dollar amount:

Agency Contact

MAPCY staff: Angela Walswick

Full name: Angela Walswick

Document credentials: SSIS Trainer

Title: Social Worker

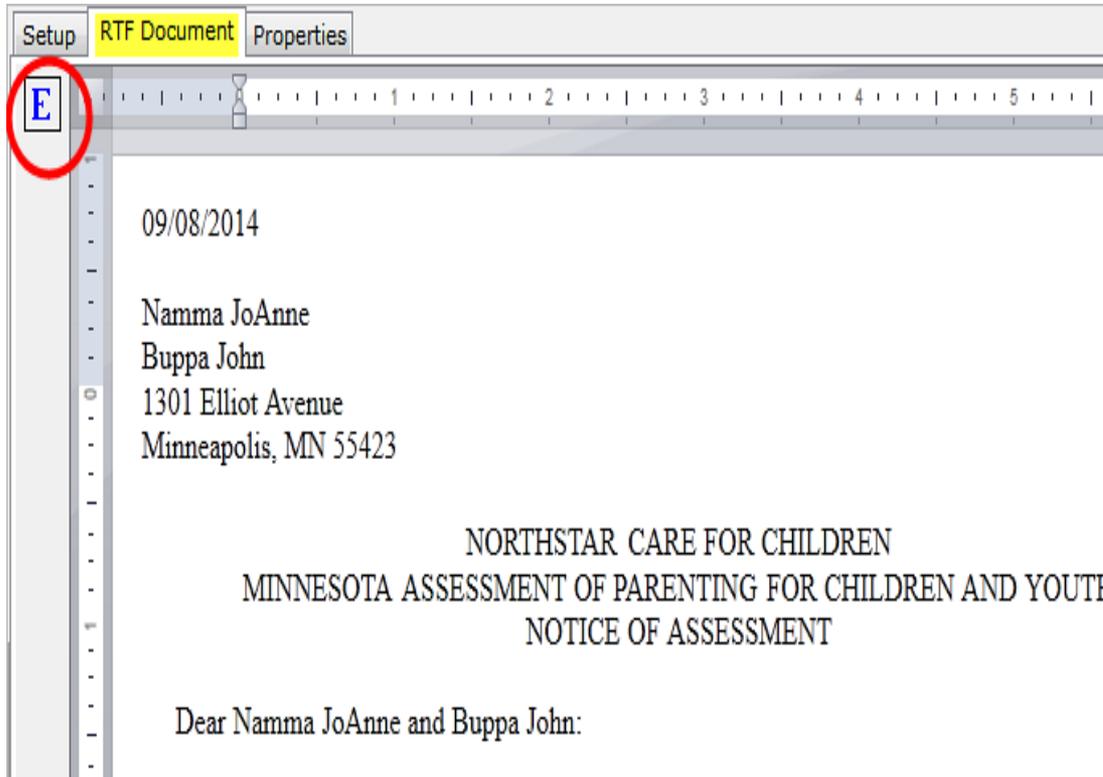
Display the language block? no

Complete the **Setup** tab to access the **RTF Document** tab.

Note the MAPCY fields that display on the **Setup** tab, and that the **Approved benefit level** merges.

Note the required fields in yellow highlight.

# RTF Document Tab and Editor



Click the **blue E Editor** button to open the document in its own window.

Edit the letter to include the **Daily Basic Rate**, any **Supplemental Difficulty of Care** rate, and include the **Total Daily Benefit amount**.



# Provider MAPCY Appeal Rights

## Appeal Rights

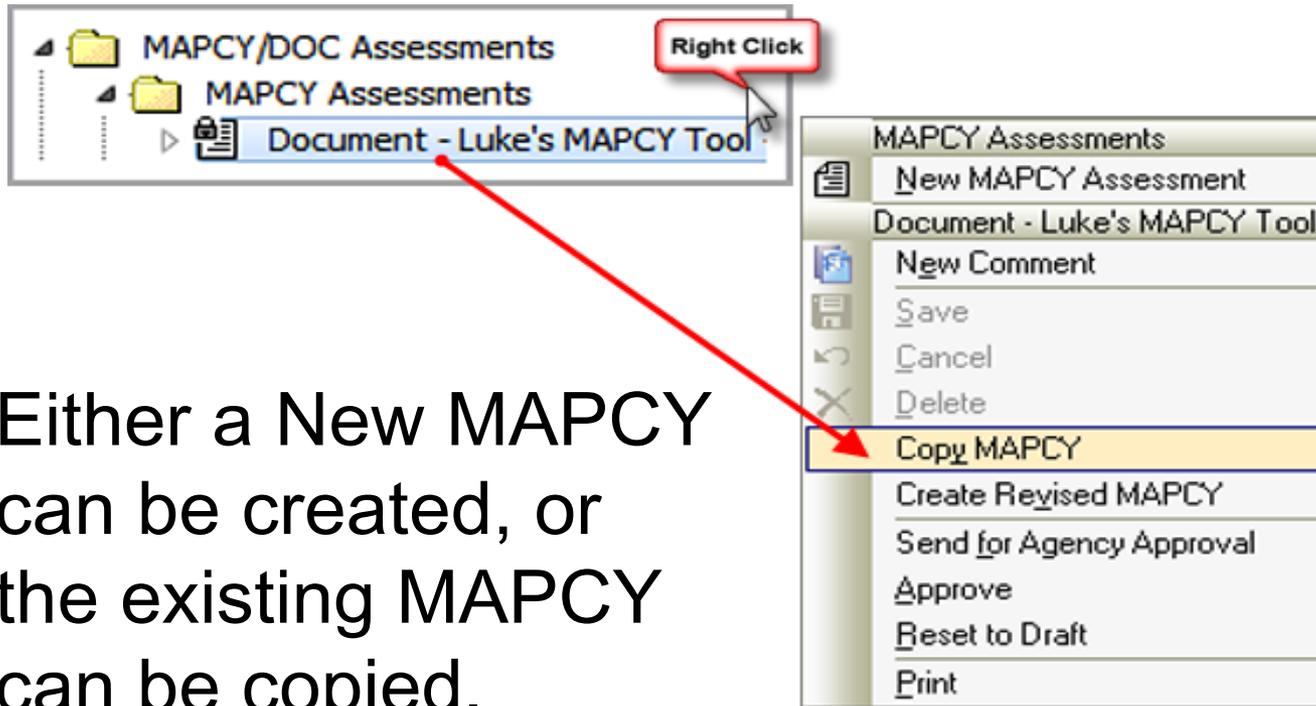
If you disagree with this decision, you have a right to appeal the decision. You must write an appeal within 30 days from the day you received the denial letter. You may represent yourself at the hearing, or you may have someone (an attorney, relative, friend or another person) speak for you. If you appeal the decision after the 30 days, you must show “good cause” or a good reason why you could not send your letter in during the 30 days. The appeals office can accept your appeal with “good cause” up to 90 days from the date of this letter. The human services judge will decide if your reason is a good cause reason.

The MAPCY must be reviewed if requested by the provider.

Providers have the right to Appeal MAPCY decisions just as they do with a DOC Assessment.

The **MAPCY Assessment Notice – Caregiver** outlines the appeal requirements.

# MAPCY Reassessment

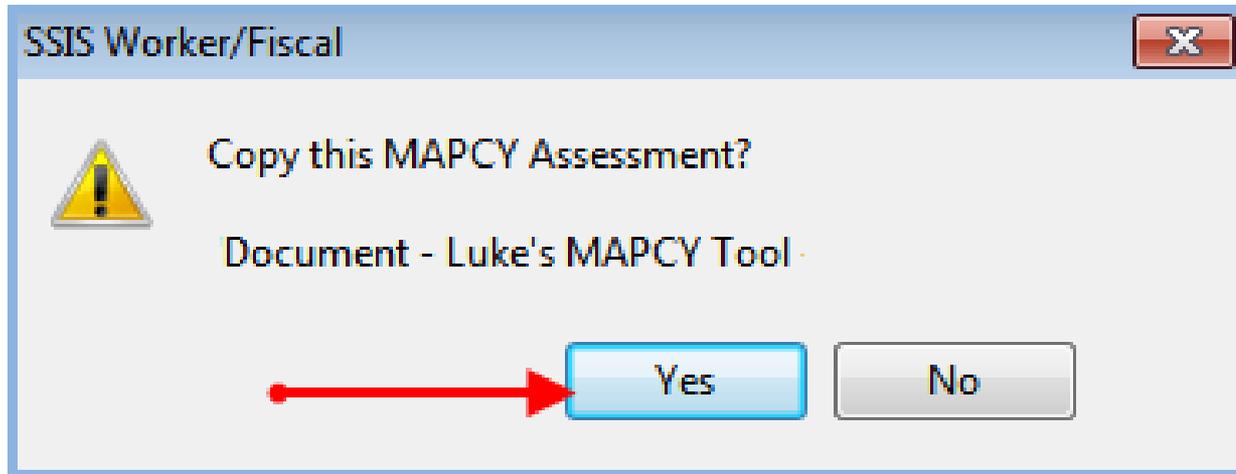


Either a New MAPCY can be created, or the existing MAPCY can be copied.

The initial MAPCY is reviewed at six months, and then annually thereafter.

To copy the existing MAPCY (after reviewing with the foster parents), right-click on the MAPCY node in the Tree View and select **Copy MAPCY**.

# MAPCY Reassessment Timeline 1



Click **Yes** in the Dialog box, and edit the dates on the Setup tab.

Make any changes to the MAPCY screens as discussed with the foster parents.

Review the MAPCY initially at six months.

If the child remains in placement, review the MAPCY annually thereafter.

# MAPCY Reassessment Timeline 2

The MAPCY is also reassessed if:

- The child's needs warrant a review,
- The placement setting changes,
- The providers change, or
- If requested by the provider.



- Reviewing the MAPCY is optional if the child's status changes from foster care to kinship or adoption; the same MAPCY may be used if it is not yet time for the annual review.

# Reassessment Information

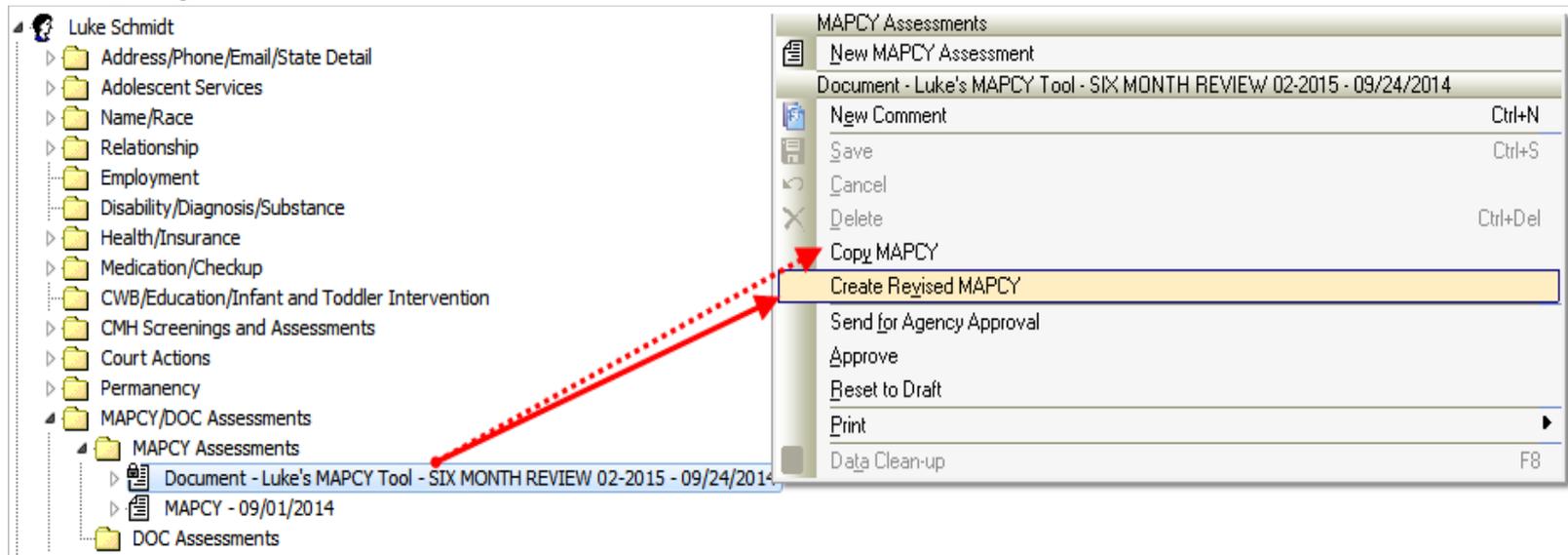
**Reassessment Information:** For a foster child, reassessments are required six months after placement and annually afterwards. For a child receiving benefits through an Adoption or Kinship Benefit Agreement, reassessments may be requested by the caregiver [MN Statute 256N.24, Subd. 9 and 10].

You may ask for a reassessment if at least six months has passed since the last assessment. Foster parents may ask for a reassessment in less than six months with written documentation that describes significant changes in the child's needs.



The timelines for reassessment of the MAPCY are also included in the MAPCY Assessment letter sent to foster parents, and are reflected in MN Statute.

# Copy MAPCY vs. Create Revised



- **Copy:** To create a MAPCY for the same child with a different effective date.
  - Example: Reassess a child in the same foster home.
- **Revised:** to make a change on a MAPCY for the same effective date.
  - Foster parent appeal results in higher level retroactive to the date of placement.