

Minnesota Assessment of Parenting Children and Youth (MAPCY) Tutorial

Contents

Minnesota Assessment of Parenting for Children and Youth Assessment- A key component of Northstar Care for Children	3
Uniform Assessment	3
Pre-Northstar DOC and MAPCY Assessment	3
Eligible settings include	4
Ineligible settings include	4
MAPCY Timelines	5
Emergency Foster Care Payment Rate	5
MAPCY Payment Issues	6
Changes in SSIS:	6
Additional Resources	6
Before Opening a MAPCY in SSIS.....	8
To print a blank MAPCY tool outside of a workgroup:	8
To print a blank MAPCY tool from within a workgroup:.....	9
Setup Tab	11
To open a New MAPCY Assessment:.....	11
To complete a MAPCY Setup tab:	11
Document Tab	15
MAPCY Tool Document Tab - Navigation.....	16
To complete the Document tab screens:.....	17
Minnesota Assessment of Parenting Children and Youth:.....	18
Scoring Tab	18
Scoring Standard MAPCY and Extraordinary Level MAPCY	18
MAPCY Tool – Scoring Tab.....	18
To score a MAPCY:	18
Sending a Standard MAPCY for Approval and an Extraordinary Level Request for Agency Certification	21
To send a Standard MAPCY tool for Agency Approval:.....	22
To request agency certification for Extraordinary Levels:	24
Minnesota Assessment of Parenting Child and Youth:	25
Properties Tab, Comments Tabs, and Action menu options.....	25
To enter a New Comment in a MAPCY tool:	26
MAPCY Action Menu Options: Agency level.....	26
MAPCY Action Menu Options: State level	27
Minnesota Assessment of Parenting Children and Youth:.....	29
Approver Functions.....	29
Searches/Logs - Approval Log.....	29
To view MAPCY Assessments and Extraordinary Levels (EL) folder on the Approval log:	30
Approvals- MAPCY Assessments, Extraordinary Levels, And Extraordinary levels for State Approval folders.....	30
To Approve a standard MAPCY:	30
MAPCY Approver- Reset to Draft	31
Extraordinary Level Certification	31
Approvals- Extraordinary levels folder – Pending Certification	32
To Certify an Extraordinary Level request:.....	32

Extraordinary Level Approval by the State33
Approvals- Extraordinary Levels for State Approval33
Extraordinary Approval – Action menu - Options for State Approver.....34
Reminders for Extraordinary Levels.....35
Alerts37

Minnesota Assessment of Parenting for Children and Youth Assessment- A key component of Northstar Care for Children

Northstar Care for Children is designed to improve permanent outcome for children in Minnesota, particularly for older children in Minnesota. In Minnesota, different rate assessment tools have been used to assess children at different points on the permanency continuum. The Minnesota Assessment of Parenting Children and Youth (MAPCY or Assessment tool) determines the supplemental portion of a child benefit, if any, for children in child foster care setting, for children who move forward to TPLPC or adoption. Minnesota has also paid foster care at one of the highest national rates, while paying some of the lowest rates for adoptive care.

Foster parents who adopted a child in their care experienced a decrease in the child's monthly benefit between 40 to 70 percent. The MAPCY is designed to address the child benefit imbalance for children moving from foster care into presence. The MAPCY assessment tool will be used to determine the supplemental portion of a child benefit, if any, for children: in family foster care, receiving Northstar Kinship Assistance, or receiving Northstar Adoption Assistance. The Minnesota Assessment of Parenting for Children and Youth, or 'MAPCY' tool, replacing the previous supplemental difficulty of care tool, or "DOC", that is utilized for children currently receiving pre-Northstar foster care benefits.

Uniform Assessment

The assessment tool is a less subjective assessment for determining benefits for children in placement; it is a unified rate structure, rate setting process, and assessment tool that follows the child from foster care through to Permanency. The MAPCY tool focuses on assessing the individual needs of the child in conjunction with the level of parenting required. The new MAPCY tool is far more consistent, and less subjective, than the current DOC Assessment. It is a uniform tool with unified benefits – meaning, it is an assessment tool that follows the child from foster care to permanency as is applicable. The MAPCY tool accounts for factors regarding the child's experiences that have not previously been taken into consideration. For example, the assessment tool considers the number of placements a child has experienced.

Pre-Northstar DOC and MAPCY Assessment

Children who are already in placement on January 1, 2015 will continue in care on their current DOC Assessment until such a time as either their placement setting changes (move from one foster home to another), or the status of their placement changes (foster care to TPLPC or adoption) at which time the new MAPCY tool will be completed. There is no change to group

homes, residential treatment, or other similar types of out of home placement settings due to MAPCY. Pre-Northstar Care benefits are retained for children already in placement prior to January 1, 2015. These pre-Northstar benefits will be slowly phased out as these children either exit care, transition to other placement settings, or move into permanency.

Beginning January 1, 2015, all children entering foster care must have a Minnesota Assessment of Parenting Children and Youth or MAPCY tool completed within 30 days of the date of placement. Additionally, a MAPCY will be required for children moving from a pre-Northstar foster care placement when a status change occurs.

A status change includes:

- Move from one foster home to a different foster home
- Foster home to Transfer of Permanent Legal and Physical Custody to a Relative (TPLPC) and Northstar Kinship Assistance benefits(NKA)
- Foster home to Termination of Parental Rights or Consent to Adopt and Northstar Adoption Assistance benefits (NAA)
- Foster Home to EFC-SIL

Eligible settings include

- Family foster homes (Brass Code 181)
- “Shelter care” in a child family foster home/Relative Care
- Therapeutic foster home (Brass Code 180)
- Includes foster homes licensed through a private agency
- Includes corporate foster homes
- Includes youth in Extended Foster Care settings
- Youth in Supervised Independent Living (Brass Code 188)

Ineligible settings include

- respite care (brass code 189),
- Group homes, residential treatment centers, or any other similar placement settings.

The MAPCY assessment process will result in assigning each child one of 17 levels from A to Q with associated payment rates for levels B through Q. Level A is assigned for children who are determined to be an at-risk child for Northstar Adoption Assistance. Level B represents the basic maintenance benefit with no supplemental difficulty of care payment.

Levels B-L can be approved at the local agency level. There are five additional Extraordinary levels for children with higher needs, levels M-Q. Extraordinary levels are certified at the agency level, but must be approved by the state. The standard MAPCY levels, and any Extraordinary levels if applicable, together yield the total monthly provider rate.

Typically the ‘legally responsible’ agency is the same as the ‘financially responsible’ agency regarding a child’s placement. When these entities are different, it is recommended that the

'Assessor' be the 'legally responsible' agency, and the 'Approver' be the 'financially responsible' agency in SSIS. Both agencies must work together when two agencies are involved in a child's placement. If either agency does not have SSIS, paper copies of the MAPCY document may be used.

MAPCY Timelines

- Initially complete for qualifying placements within 30 days of the date of the initial continuous placement.
 - Best practice is to assess and approve the MAPCY by day 30.
 - Best practice for Approval review is within five business days
- Reassessed at six months from the date of the MAPCY assessment,
- Reassessed annually thereafter for children in foster care,
- Reassessed each time the placement setting changes
 - *A new Assessment is not required if a child is moving from foster care to either TPLPC and NKA OR TPR/Consent to Adopt and NAA with the same resource family*
- Reassessed upon request of the placement provider
- Reassessed at the determination of the local agency

Emergency Foster Care Payment Rate

Children who enter foster care due to immediate custody by a police officer or court order may receive the emergency foster care payment rate for up to 30 days. The emergency foster care payment rate will be the basic daily rate plus Level D for the supplemental difficulty-of-care daily rate.

This payment rate will apply if one of the following conditions is met:

1. The child's initial placement must be in foster care in Minnesota;
2. The child's previous placement was more than two years ago; or
3. The child's previous placement was for fewer than 30 days and an assessment was not completed using MAPCY.

When a child is receiving the emergency foster care rate and the MAPCY assessment is not completed within 30 days, the foster care payment rate drops to Level B on day 31 and remains at that level until the MAPCY assessment is completed. Upon completion of the initial MAPCY (including approval), if the rate is higher than Level D, the higher rate must be retroactive to the date of the initial placement. If the rate is lower than Level D, the new rate must take effect on the date that the MAPCY was approved, but not before the 30th day of the emergency level. An agency may choose to complete the MAPCY assessment for any child in foster care and not utilize the emergency foster care rate.

Agencies may choose to pay more than the Level D rate for the initial 30 days; however that portion is then agency share only, and must be delineated with a Special Cost Code of 96. If they choose to pay less than Level D, Special cost Code 10 should be utilized. More information

is available in DHS Bulletin [#14-32-11, Northstar Care for Children Maintenance and Supplemental Difficulty of Care Payment Rates](#), and on the [SSIS home page](#).

MAPCY Payment Issues

- DHS continues to issue payments for legacy Adoption Assistance.
- DHS will issue payments for the new Northstar Kinship Assistance and Northstar Adoption Assistance.
- Agencies will issue Northstar Foster Care payments based upon the MAPCY assessment.
- Agencies will issue payments for legacy foster care until all applicable children either age out of placement or transition into Northstar Care.
- Agencies will continue to issue Relative Custody Assistance payments until it is phased out.
- Agencies will continue to issue Minnesota Permanency Demonstration payments until this program is phased out.
- Service Arrangements change to include MAPCY. Rates are auto-calculated in SSIS and are based on an approved MAPCY only; no manual entry of a rate is permitted, nor can payments for foster care be made without a matching placement entry

Changes in SSIS:

Changes due to the MAPCY tool are notable in several different SSIS locations:

- The MAPCY tool is located in the same Tree View folder that currently houses the DOC Assessment.
- Blank MAPCY tools may be printed from this location, as well as from Tools – General Reports - if desired in order to complete the tool with foster parents, Kinship care providers, and/or adoptive parents.
- Two new folders are on the Approval Log, **MAPCY Assessments** and **Extraordinary levels**.
- MAPCY is included with Service Arrangements.
- Staff need **Approver MAPCY** and/or **Assessor MAPCY** role assigned to them in SSIS Administration prior to being able to open and Assess a MAPCY or Approve a MAPCY. Information on roles is available in the [Security Administration – General Security](#) module

Additional Resources

- Northstar Care for Children Bulletin
- Northstar Care for Children Practice Guide
- [Bulletin # 14-32-11: Northstar Care for Children Maintenance and Supplemental Difficulty of Care Payment Rates](#)
- [Bulletin # 14-32-10: Pre-Northstar Foster Care Program Maintenance Rates](#)
- [SSIS Home page](#): (Worker and Fiscal)

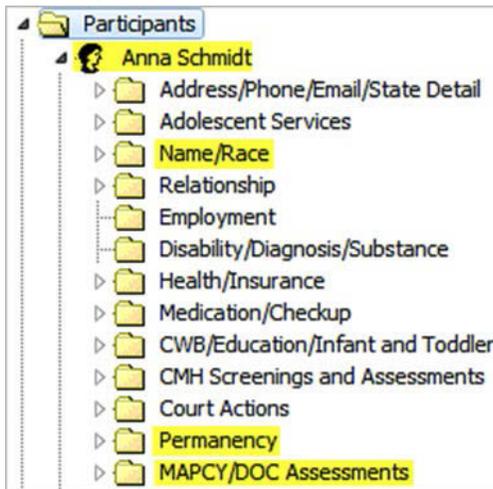


Minnesota Assessment of Parenting Children and Youth:

Before Opening a MAPCY in SSIS

All staff will need **Approver MAPCY** and/or **Assessor MAPCY** role assigned to them in SSIS Administration prior to being able to open and Assess a MAPCY or Approve a MAPCY. Information on roles is available in the [Security Administration – General Security](#) module. To ensure that the child’s information merges correctly into the Setup tab of a new MAPCY tool, review the following client information before opening the MAPCY. Ensure that the information is entered, and update any existing data as needed.

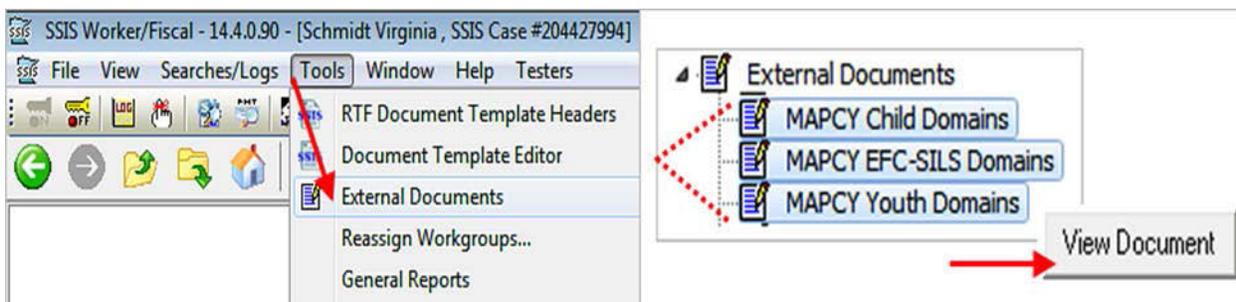
Participants Folder – Client Node and Folders



- Client Node
 - Legal Name, DOB and Gender,
 - Hispanic Heritage and ICWA status
- Name/Race folder
 - All relevant Races
 - American Indian Race if ICWA
- Permanency folder
 - Continuous Placement
 - Placement/Location/Absence
- MAPCY/DOC Assessments folder
 - Prior DOC Assessments

Blank MAPCY tools are available to assist in answering the questions in conjunction with the foster parents. A blank MAPCY tool is available from several locations in SSIS.

Tools – External Documents – Blank MAPCY Tools – View Document Button



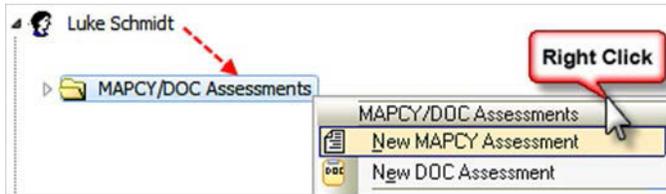
To print a blank MAPCY tool outside of a workgroup:

1. Click **Tools** and select **External Documents** in the Action menu.

2. Expand the **External Documents** folder and scroll to the **MAPCY** selections.
3. Select the desired **MAPCY** tool based upon the age of the child.
4. Beneath the **Details** tab click the **View Document** button.
5. The blank **MAPCY** tool displays.
6. Click the **Print** icon to print the document.

Hint: It may be easiest to print a blank document from External Documents to avoid opening a MAPCY tool in a workgroup before you are ready to enter the data.

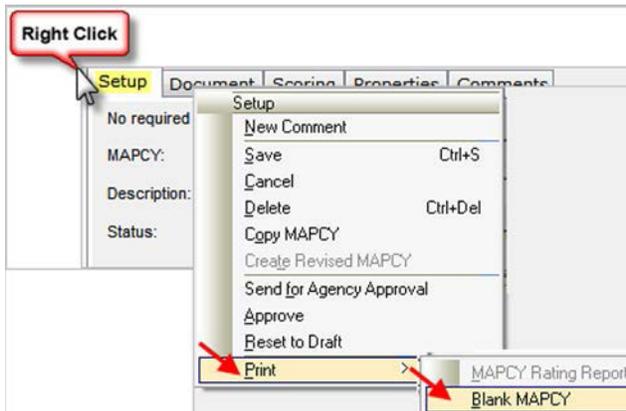
Client Node – MAPCY/DOC Assessments folder – Action Menu – New MAPCY



To print a blank MAPCY tool from within a workgroup:

1. Expand the child’s Client node.
2. Click on the **MAPCY/DOC Assessments** folder.
3. Right-click and select **New MAPCY Assessment** in the Action menu.
4. Select the desired tool in the **MAPCY** field based upon the age of the child.
5. The MAPCY tool displays beneath its own **Setup** tab.

MAPCY Folder – Setup Tab – Action Menu – Print – Blank MAPCY



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

Hint: Click Refresh if the Print Blank MAPCY feature doesn’t initially enable.

7. The blank **MAPCY** tool displays.
8. Click the **Print** icon to print the document.

Hint: The same Print Blank MAPCY option is also available from the following locations within an SSIS workgroup:

- The MAPCY node with the paper icon in the Tree View
- The Scoring node beneath the MAPCY node in the Tree View

- The Scoring tab on the Standard MAPCY screen.

Hint: Right-clicking on the Document tab, or the Document node in the Tree View, will print the completed MAPCY tool, but not a blank document. Only those sections that have the completed check mark will print.

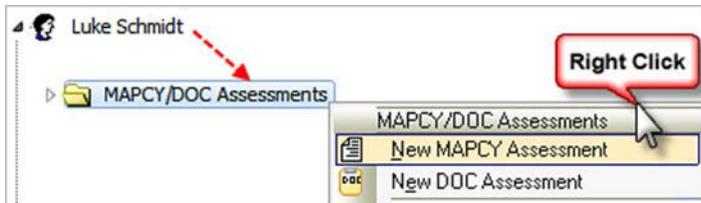
Minnesota Assessment of Parenting Children and Youth:

Setup Tab

Beginning January 1, 2015, all children entering foster care must have a Minnesota Assessment of Parenting Children and Youth or MAPCY tool completed within 30 days of the date of placement. Additionally, a MAPCY will be required for children when a status change occurs: moving to a new child foster care placement, moving from a foster care to a permanency, or if a Commissioner Transition occurs for a child pre- receiving Northstar permanency benefit.

Staff need **Approver MAPCY** and/or **Assessor MAPCY** role assigned to them in SSIS Administration prior to being able to open and Assess a MAPCY or Approve a MAPCY. Information on roles is available in the [Security Administration – General Security](#) module.

Client Node – MAPCY/DOC Assessments Folder – New MAPCY Assessment



To open a New MAPCY Assessment:

1. Beneath the **Participants** folder, expand the Client node.
2. Right-click on the **MAPCY/DOC Assessments** folder.
3. Select **New MAPCY Assessment**.
4. The **Setup** tab displays.

MAPCY Setup Tab – MAPCY Tool Selection

Setup | Document | Scoring | Properties | Comments

No required fields needed to complete.

MAPCY: Effective Date:

Description:

Status: Complete Date: Agency Approval Date: Revision:

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)

To complete a MAPCY Setup tab:

1. In the **MAPCY** field, select which MAPCY tool to complete based upon the age of the child or youth.

2. The MAPCY tool displays beneath its own **Setup** tab.
3. Enter the appropriate date in the **Effective Date** field that corresponds with the first date of placement.
4. The **Description** field is editable.
5. Note that the **Status** field displays as **Draft**. The **Complete Date** field later autofills with the date you send the MAPCY for approval, and the **Agency Approval Date** field later autofills with the date the MAPCY is approved.
6. The **Document** and **Assessment** sections autofill.
7. Select the name of the caseworker completing the MAPCY with the foster care providers in the **Assessor** field.

MAPCY Setup Tab – Assessor field

Assessor

Assessor: Socialworker, Jane

Full name: Jane Socialworker

Phone:

E-mail:

8. The **Child or Youth** field displays the name and related information of the client under the node in which the MAPCY is opened. Review the merge fields to ensure that the information is accurate.

MAPCY Setup Tab – Child or Youth field

Child or Youth

Child or Youth: George G Young

Name: George G Young

Actual or estimated age: 8 years

Actual or estimated date of birth: 01/01/2006

Gender: Male

Hispanic heritage: No

Qualifies under ICWA: No

Race information: Caucasian

Most recent DOC: 35

9. The child's current out of home placement displays in the **Placements** field.

MAPCY Setup Tab – Placement Information field

Placement Information	
Placements:	Placement
Setting:	Pre-kinship home - relative
Caregiver 1:	Judy Valentine
Caregiver 2:	Jay Valentine
Bus org - provider:	Valentine Foster Home
Placement W/G program:	CP
Days in placement:	430
SSIS Bus Org #:	102306250
Placement workgroup #:	203579902
Caregiver 1 person #:	101998199
Caregiver 2 person #:	101998196
Continuous Placement	
Continuous placements:	9/1/2013
Supervising agency:	County social services
Caregiver address	
Caregiver 1 address:	Physical location
Formatted address:	222 Western Ave St Paul, MN 55102

10. Review the merge fields in both the **Placement Information** and **Continuous Placement** sections to ensure that the information is accurate.
11. In the **Caregiver 1 address** field, select an address in the menu if the correct address displays.
12. Click **Save**. Click on the **Document** tab

Hints:

- If data is missing, or inaccurate, on any Setup tab, it must be entered in the Tree View. Return to the corresponding Tree View folder, enter or correct the information, and click Save. Return to the Setup tab, click the Display Setup button, and return to the merge field. If the data doesn't display, click the Refresh button
- If no address, or an incorrect address, displays, this information must be added or corrected in the Business Organization Search. Addresses display in this field only if entered in the Individual Provider's folder, within an Individual Provider's Client node, and in their specific Address/Phone/Email/State Detail folder. Provider addresses entered in the Address/Phone/Email folder do not merge into the MAPCY Setup tab. Administrative rights are required in order to make changes to any Business Organization screen. Note: If there is

no address under the Individual Provider folder for Caregiver 1 then no address will appear, even if there is an address for Caregiver 2.

- Responsible Party and address fields which are required for EFC-SIL templates - Foster Home - Corporate/Shift Staff setting

Minnesota Assessment of Parenting Children and Youth

Document Tab

The Minnesota Assessment of Parenting Children and Youth (MAPCY) tool looks at both the needs of the child, and the parenting required to meet those identified child needs. Because the MAPCY tool documents the child's needs and parenting attention received, whether in foster care, kinship care or adoption, it is important that it be accurately completed with information from both the foster care providers and the child. For detailed guidance, refer to the MAPCY Practice Guide.

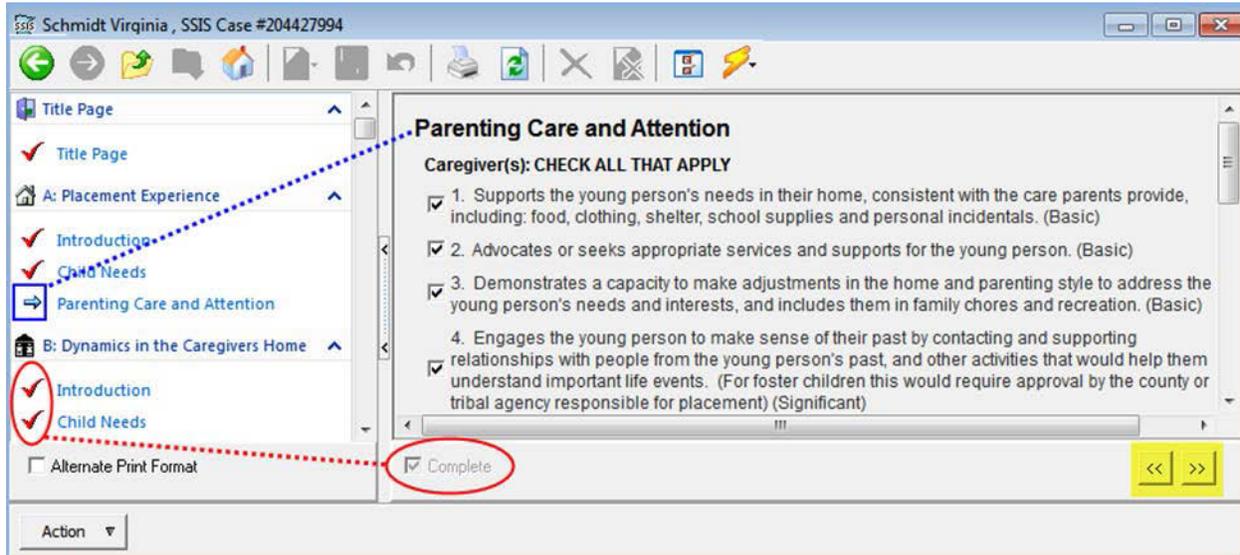
Staff need **Approver MAPCY** and/or **Assessor MAPCY** role assigned to them in SSIS Administration prior to being able to open and Assess a MAPCY or Approve a MAPCY. Information on roles is available in the [Security Administration – General Security](#) module.

If returning to complete the MAPCY tool, you may click the Display Setup button on the Setup tab to verify the specific tool selected. Different domains are assessed depending upon the “sub-tool” selected on the on the Setup tab. For example, child care domains are not included for youth ages 13 and older.

MAPCY Tool - Setup tab - Display Setup

The screenshot shows the 'Setup' tab of the MAPCY tool configuration interface. At the top, there are tabs for 'Setup', 'Document', 'Scoring', 'Properties', and 'Comments'. Below the tabs, a message states 'No required fields needed to complete.' The form contains several fields: 'MAPCY:' with a dropdown menu set to 'Youth Domains (Ages 13 and older, not EFC-SIL)', 'Effective Date:' with a date picker set to '11/22/2014', 'Description:' with a text box containing 'Youth Domains (Ages 13 and older, not EFC-SIL)', 'Status:' with a dropdown menu set to 'Draft', 'Complete Date:', 'Agency Approval Date:', and 'Revision:' with a text box set to '0'. At the bottom left of the form, there is a button labeled 'Display Setup', which is highlighted with a red arrow.

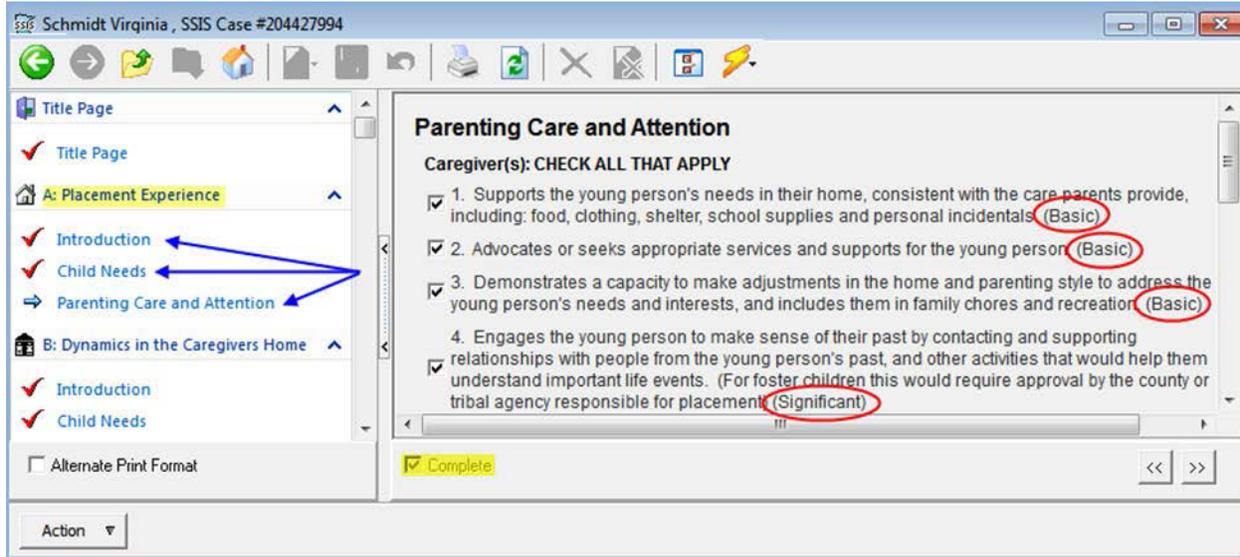
MAPCY Tool Document Tab - Navigation



The functionality of the MAPCY screens is similar to that of SSIS State Service Plans;

- The Navigation bar lists each domain for the selected MAPCY tool.
- The **blue arrow** in the Navigation bar indicates the screen that displays to the right. Navigate between screens by clicking different nodes in the Navigation bar, or clicking the double arrow buttons at the bottom right of the screen.
- Click **Complete** at the bottom of each screen after selecting the relevant checkboxes. Note that if you click **Complete**, and then make a change to that screen, the checkmark no longer displays in the **Complete** checkbox. No data entry is lost if **Complete** is not selected, simply return to the screen and select it.
- When the **Complete** checkbox is selected, a **red checkmark** displays next to that node in the Navigation bar. This indicates that this screen will print as part of the completed MAPCY paper document.
- Navigate between screens by clicking on Navigation bar nodes, or by clicking the double arrow buttons at the bottom right of the screen.

MAPCY Tool Document Tab – Domain Nodes and Screens



To complete the Document tab screens:

1. Read each **Introduction** screen carefully. Note that the Introduction screen requires no data entry. Each Introduction screen provides information specific to completing that domain. Note that the **Complete** checkbox is already selected for each Introduction node.
2. Complete the associated **Child Needs** screen. Only one checkbox can be selected on each Child Needs screen. Click **Complete**.
3. Complete the associated **Parenting Care and Attention** screen. Select either all that apply, or make only one selection, depending upon the directions provided. Click **Complete**.
4. 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. Provide explanations as to why these selections are appropriate for the child and/or pertinent to the parenting of the child. Click **Complete**.
5. When all screens are complete, click **Save**.

Minnesota Assessment of Parenting Children and Youth:

Scoring Tab

Scoring of the **Minnesota Assessment of Parenting Children and Youth (MAPCY)** is done automatically in SSIS. An **Effective Date** must be entered on the **Setup tab**, and all relevant checkboxes must be selected on the **Document tab's** screens, or the tool will not score.

Scoring Standard MAPCY and Extraordinary Level MAPCY

All MAPCYs will have a standard MAPCY score after the document is complete, the Scoring occurs on the Scoring tab. Child and Youth MAPCY Assessments may qualify for an extraordinary level increase. The combination of child Needs and Parenting indicators selected on the MAPCY Document tab indicate that the child may qualify for Extraordinary Levels, then after the **Score** button on the Scoring tab has been selected, an Extraordinary Levels tab displays to the left of the screen beneath the Standard MAPCY tab.

MAPCY Tool – Scoring Tab

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

Starting Benefit Level:
 Child Care Level Increase:
 Standard Benefit Level:
 Status:

To score a MAPCY:

1. Select the **Scoring** tab of the MAPCY.
2. Click the **Score** button on the **Scoring** tab.

Scoring Tab - Standard MAPCY Tab Scoring

Domain	Needs Rating	Indicator Rating	Regular Points	Special Points	Total Points
A. Placement Experience	b	Significant	5		5
B. Dynamics in the Caregiver's Home	b	Extensive	5		5
C. Supervision, Guidance, & Structure	d	Extensive	12	8	20
D1. Mental Health	c	Extensive	16	12	28
D2. Physical Health	d				
D3. Development	c				
E. Preserving Connections	c	Exceptional	8		8
F. Developing Identity	d	Extensive	6	3	9
G. Education	c	Extensive	4	5	9
			56	28	84

Starting Benefit Level:
 Child Care Level Increase:
 Standard Benefit Level: Status:
 Extraordinary Level Increase: Status:
 Final Benefit Level:

Grid

- Once scored, the MAPCY scoring displays. This includes the **Needs Rating** for each **Domain** along with the associated **Points**. A **Starting Benefit Level**, **Child Care Level Increase** (if applicable) and a **Standard Benefit Level** display as scored on the screen.

Hint: If changes must be made to the MAPCY tool, an error message displays.

Scoring Tab – Extraordinary Levels Tab

Setup	Document	Scoring	Properties	Comments
Standard MAPCY	<p>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:</p>			Status: <input type="text" value="Draft"/>
	Extraordinary Levels	<p>Resides with Caregiver: Does this young person currently physically reside with the caregiver(s) in the caregiver(s) home? <input type="radio"/> Yes <input type="radio"/> No (this child is not eligible for Extraordinary Level Increases)</p>		

- If an **Extraordinary Levels** sub-tab displays when the **Score** button on the **Scoring** tab is selected, the child may be eligible for an Extraordinary Level increase.
- Answer any questions that display in the order they display. Note that answering one question may result in additional questions displaying.

Scoring Tab – Extraordinary Levels Tab Score button

The screenshot shows the MAPCY Scoring Tab interface. The 'Extraordinary Levels' sub-tab is selected. The 'Score' button is highlighted with a red box and a mouse cursor. The interface includes tabs for Setup, Document, Scoring, Properties, and Comments. The main content area contains text about ongoing basis to be awake at all times due to medical or safety conditions; caregivers sleep in shifts. There are checkboxes for 'Neither Night Supervision I nor II', 'Restricted Placement (CHECK ONE): Intensive Supervision - Restricted Placement I', and 'Restricted Placement I does not apply'. There are also checkboxes for 'Medically Dependent (CHECK ONE): Intensive Supervision - Medically Dependent II'. The right sidebar shows 'Status: Draft', 'Standard Benefit Level: L', 'Extraordinary Level Increase: []', and 'Final Benefit Level: []'. The 'Score' button is highlighted with a red box and a mouse cursor.

6. When all questions are answered on the Extraordinary Levels sub-tab select the **Score** button.
 - The Extraordinary Levels are scored on the on the Extraordinary Levels sub-tab.
 - If you mistakenly click the score button on the *Standard* MAPCY tab the system will display the Extraordinary Levels tab again.

Scoring Tab – Extraordinary Levels Tab Score

The screenshot shows the MAPCY Scoring Tab interface after scoring. The 'Extraordinary Levels' sub-tab is selected. The 'Score' button is highlighted with a red box. The interface includes tabs for Setup, Document, Scoring, Properties, and Comments. The main content area contains text about ongoing basis to be awake at all times due to medical or safety conditions; caregivers sleep in shifts. There are checkboxes for 'Neither Night Supervision I nor II', 'Restricted Placement (CHECK ONE): Intensive Supervision - Restricted Placement I', and 'Restricted Placement I does not apply'. There are also checkboxes for 'Medically Dependent (CHECK ONE): Intensive Supervision - Medically Dependent II'. The right sidebar shows 'Status: Draft', 'Standard Benefit Level: L', 'Extraordinary Level Increase: 5', and 'Final Benefit Level: Q'. The 'Score' button is highlighted with a red box.

7. Once the Extraordinary level sub-tab is scored, the MAPCY scoring displays. This includes the **Needs Rating** for each **Domain** along with the associated **Points**. The following scoring features display: Starting Benefit Level, Child Care Level Increase, Standard Benefit Level and related Status, Extraordinary level increase and Status, and the Final Benefit Level.

Scoring Tab - MAPCY Tab Scoring Grid

Domain	Needs Rating	Indicator Rating	Regular Points	Special Points	Total Points
A. Placement Experience	d	Extensive	11		11
B. Dynamics in the Caregiver's Home	d	Exceptional	9		9
C. Supervision, Guidance, & Structure	d	Exceptional	15	9	24
D1. Mental Health D2. Physical Health D3. Development	d d d	Extensive	19	12	31
E. Preserving Connections	d	Extensive	8		8
F. Developing Identity	d	Exceptional	7	5	12
G. Education	d	Extensive	5	6	11
			74	32	106

Starting Benefit Level:	<input type="text" value="L"/>	Status: <input type="text" value="Draft"/>
Child Care Level Increase:	<input type="text" value="0"/>	
Standard Benefit Level:	<input type="text" value="L"/>	
Extraordinary Level Increase:	<input type="text" value="5"/>	
Final Benefit Level:	<input type="text" value="Q"/>	

Scoring Tab – Action Menu – Send for Agency Approval

The screenshot shows the 'Scoring' tab in the software. A red box labeled 'Right Click' points to the 'Scoring' tab. A context menu is open over the table, with 'Send for Agency Approval' highlighted in yellow. Other menu items include Save, Cancel, Delete, Approve, Reset to Draft, New Extraordinary Levels, Send for Agency Certification, Send for State Approval, Reset Extraordinary Levels to Draft, Deny Agency Certification, Withdraw, Approve Extraordinary Levels, Request Clarification, Deny Extraordinary Levels, and Print. At the bottom, the 'Standard Benefit Level' is set to 'J' and the 'Status' is 'Pending agency approval'.

Sending a Standard MAPCY for Approval and an Extraordinary Level Request for Agency Certification

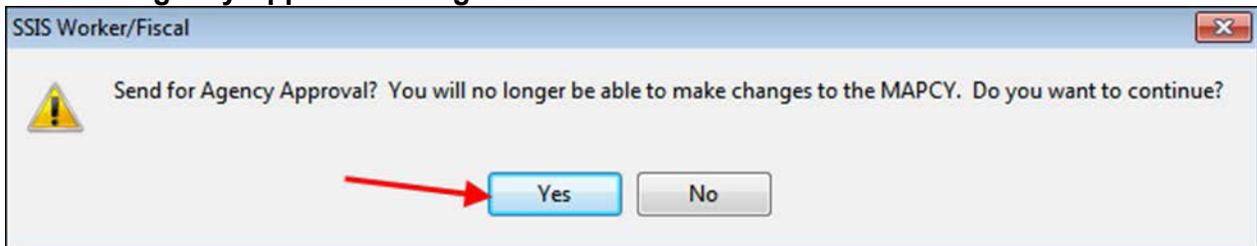
Once complete, the Standard MAPCY tool may be sent for Agency Approval. If there are also Extraordinary Levels, the Assessor must Send for Agency Approval from the Extraordinary

levels sub-tab of the Scoring tab. The request then displays in the Extraordinary levels approval folder on the Approval log.

To send a Standard MAPCY tool for Agency Approval:

1. Right-click on the **Scoring** tab to access the Action menu.
2. Select **Send for Agency Approval**.
 - Note the **Approve** selection in the Action menu. Assessors cannot Approve their own MAPCY Assessments. Selecting this option results in an error message.
 - Note the **Reset to Draft** selection in the Action menu. Selecting Yes in the associated dialog box returns the MAPCY to Draft status. (Note – you cannot set the MAPCY back to draft status unless the current status is “Pending agency approval”)

Send for Agency Approval Dialog Box



3. If you are certain that there are no further edits to be made to the MAPCY tool, select **Yes** in the **Send for Agency Approval** dialog box.

MAPCY Tool Setup Tab – Status and Complete Date Fields

The screenshot shows the 'Setup' tab of the MAPCY tool. At the top, it says 'No required fields needed to complete.' Below this, there are several fields:

- MAPCY:** A dropdown menu with 'Child Domains (Ages 0-12)' selected.
- Effective Date:** A date field with '09/06/2013' selected.
- Description:** A text field with 'Child Domains (Ages 0-12)' entered.
- Status:** A dropdown menu with 'Pending agency approval' selected.
- Complete Date:** A date field with '09/06/2013' selected.
- Agency Approval Date:** An empty date field.
- Revision:** A text field with '0' entered.
- Extraordinary Levels:** A section with a dropdown menu set to 'Not eligible' and three empty date fields for 'Complete Date', 'Certification Date', and 'State Approval Date'.

1. Click on the **Setup** tab. Note that the **Status** field reflects **Pending agency approval**, and the **Complete Date** field reflects the date the MAPCY was sent for approval.
2. The MAPCY tool is sent to the **Approval log** in SSIS. Once the assigned agency approver enters either an approval or denial to the MAPCY tool, the caseworker receives an **SSIS Reminder** indicating the status change to the MAPCY tool. Additionally, the date the MAPCY is approved will autofill in the **Agency Approval Date** field on the **Setup tab**.

When a MAPCY tool is scored and includes Extraordinary Levels, this approval must occur at the state level. The MAPCY is first 'Certified' by the Agency, and then forwarded to DHS for final 'Approval'.

Scoring Tab – Extraordinary Levels Tab – Send for Agency Certification

The screenshot shows the 'Scoring' tab of the MAPCY tool. The 'Extraordinary Levels' section is highlighted. It contains the following text:

Standard MAPCY: [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:](#)

Resides with Caregiver:
Does this young person currently physically reside with the caregiver(s) in the caregiver(s) home?
 Yes
 No (this child is not eligible for Extraordinary Level Increases)

Prevents Residential Placement:
Do you certify that but for placement with this caregiver(s), this young person would be

A context menu is open over the 'Send for Agency Certification' option. The menu items are:

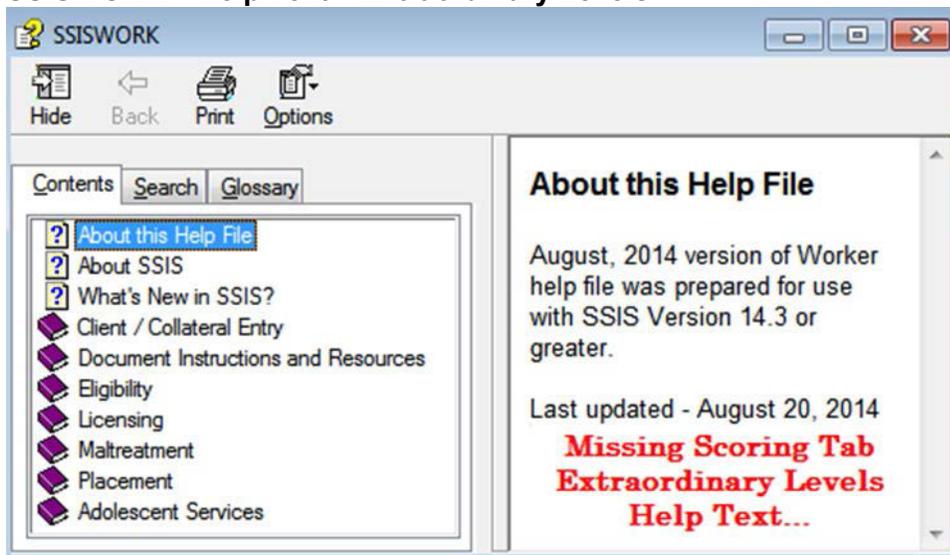
- MAPCY - 09/06/2013
- Save (Ctrl+S)
- Cancel
- Delete (Ctrl+Del)
- Send for Agency Approval
- Approve
- Reset to Draft
- New Extraordinary Levels
- Send for Agency Certification** (highlighted)
- Send for State Approval
- Reset Extraordinary Levels to Draft
- Deny Agency Certification
- Withdraw
- Approve Extraordinary Levels
- Request Clarification
- Deny Extraordinary Levels
- Print

To request agency certification for Extraordinary Levels:

1. From the **Extraordinary Levels** tab, right-click on the **Scoring** tab.
2. Select **Send for Agency Certification** in the Action menu.
3. The assigned Agency Approver reviews the MAPCY, certifies it, and selects **Send for State Approval**.
4. DHS is then notified of the Extraordinary level request.

Hints:

- The state has 15 days to respond to requests for an Extraordinary Levels request.
- DHS may Approve, Deny, or Request Clarification from the local agency.
- If DHS requests clarification, the local agency then has 30 days to send additional clarifying information supporting the Extraordinary Levels request to DHS.
- DHS then has 15 days again to either approve or deny the Extraordinary Levels request from the agency.
- If no clarification is received by DHS from the local agency within 30 days, the EL request will automatically be denied. A new EL request would have to be submitted for approval by the agency to DHS.
- While approval is pending for Extraordinary Levels from the state, the agency can pay according to the most recent approved Standard MAPCY benefit level. If state approval is obtained, the additional Extraordinary Levels rate may be paid retroactively.

SSISWORK – Help Text – Extraordinary Levels

Minnesota Assessment of Parenting Child and Youth: Properties Tab, Comments Tabs, and Action menu options

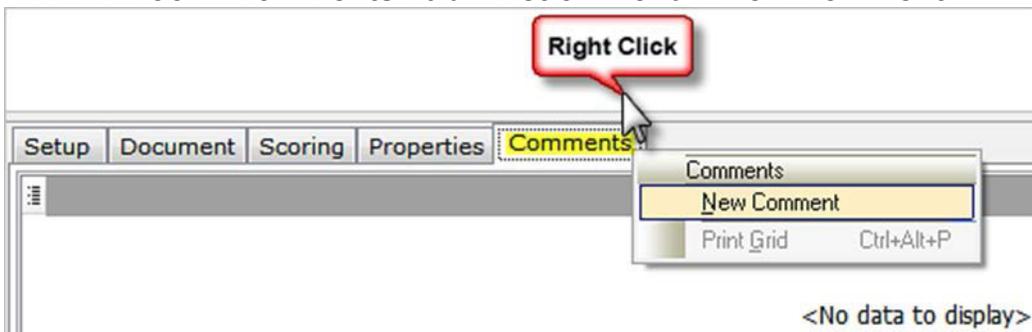
MAPCY Tool Properties Tab

The screenshot displays the 'Properties' tab of the MAPCY tool. It is divided into three main sections:

- MAPCY Properties:** Includes fields for Description (Child Domains (Ages 0-12)), SSIS Document # (207225183), Created Date (9/24/2014 4:35:26 PM), Complete Date, Agency Approval Date, Last Edited Date (9/24/2014 4:51:14 PM), Last Changed Date (9/24/2014 4:51:14 PM), and associated user names (Created By: Zzdhs-Walswick, Angela; Assessed By: Walswick, Angela; Last Changed By: Zzdhs-Walswick, Angela).
- Extraordinary Level Properties:** Includes fields for Complete Date, Agency Certification Date, Clarification Request Date, State Approval Date, Last Changed Date (9/24/2014 4:59:08 PM), Withdrawn Date, Certified By, Clarification Due Date, and State Approved By.
- Template Properties:** Includes fields for Name (Child Domains (Ages 0-12)), Document Template # (278270), Document Identification (v14.4), Format (MAPCY), and Description.

The MAPCY Properties tab indicates the dates when Approval was requested by the Assessor, and Approval was received from the Approver. For extraordinary levels, it also records the dates associated with Agency Certification, and Agency Request for Approval of Extraordinary Levels. No data entry is required on the Properties tab.

MAPCY Tool – Comments Tab – Action Menu – New Comment



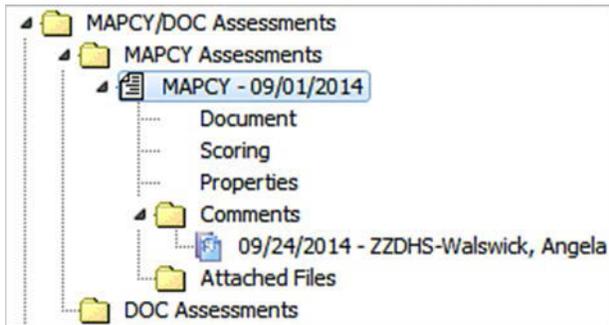
Comments may be added to the MAPCY tool at different stages in the approval process. When the MAPCY includes approval or denial of Extraordinary Levels, the Comments tab is required in certain circumstances.

MAPCY Tool – New Comment

To enter a New Comment in a MAPCY tool:

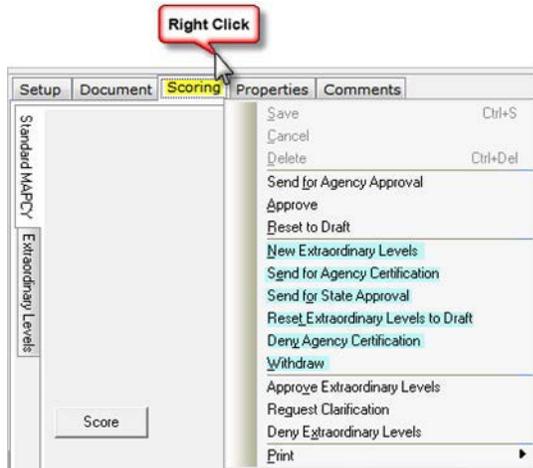
1. Right-click on the **Comments** tab in a MAPCY tool and select **New Comment**.
2. In the **Type** field select whether the comment is regarding the **Standard MAPCY** or **Extraordinary Levels**.
3. The **Author** and **Date entered** fields autofill.
4. Enter text in the **Comment** box.

Tree View – MAPCY/DOC Assessments Folder – Comments Folder and Node



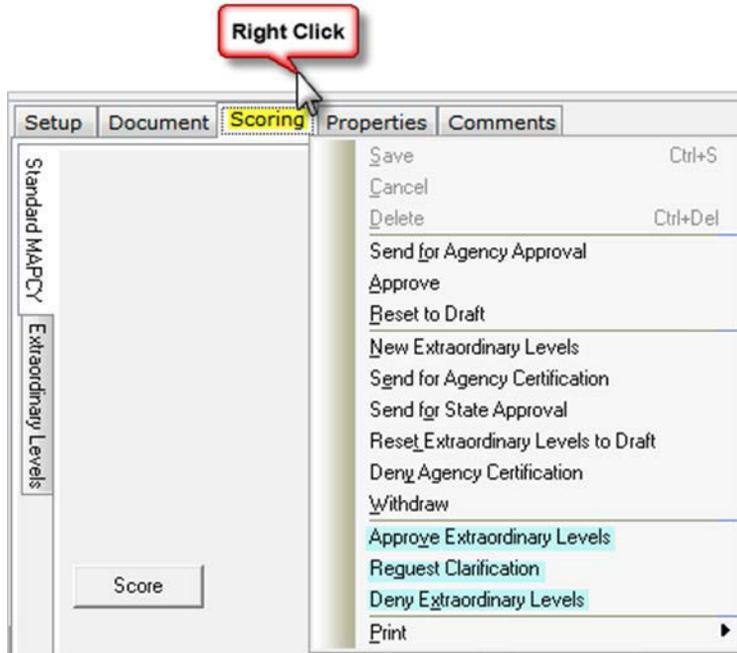
To quickly determine whether a MAPCY has Comments, and the associated dates, expand the Comments folder beneath the MAPCY Assessment in the Tree View.

MAPCY Action Menu Options: Agency level



- New Extraordinary Levels:
 - A prior MAPCY exists and new Extraordinary Levels are being added
- Send for Agency Certification:
 - Assessor sends the MAPCY to the Approver from the Extraordinary Levels Scoring tab
 - Approver can only 'Certify' the Extraordinary Levels, and must forward them on to DHS for final approval.
- Send for State Approval:
 - Once the agency Approver has 'Certified' the Extraordinary Levels, they are sent to DHS for state 'Approval'.
- Reset Extraordinary Levels to Draft:
 - Resets the Extraordinary Levels scoring screen. This resets the EL status to draft but does not change the EL score; only changes it when the user changes a question on the EL screen.
- Deny Agency Certification:
 - Agency Approver denies the Assessor's request for Extraordinary Levels; the MAPCY is never forwarded to DHS
- Withdraw:
 - Withdraws the last electronic request for Approval.

MAPCY Action Menu Options: State level



The highlighted Action menu selections are only available at the state level, and are defined below.

- Approve Extraordinary Levels:
 - DHS Approval sent to the County Approver who previously 'Certified' the Extraordinary Levels indicating that they are 'Approved' – notice is also provided to the Assessor.
- Request Clarification:
 - DHS sends a Request for Clarification to the County Approver and Assessor asking for additional information and/or documentation supporting the request for Extraordinary Level approval.
- Deny Extraordinary Levels:
 - DHS Denial sent to the County Approver who previously 'Certified' the Extraordinary Levels indicating that the request for Extraordinary Levels is denied – notice is also provided to the Assessor.

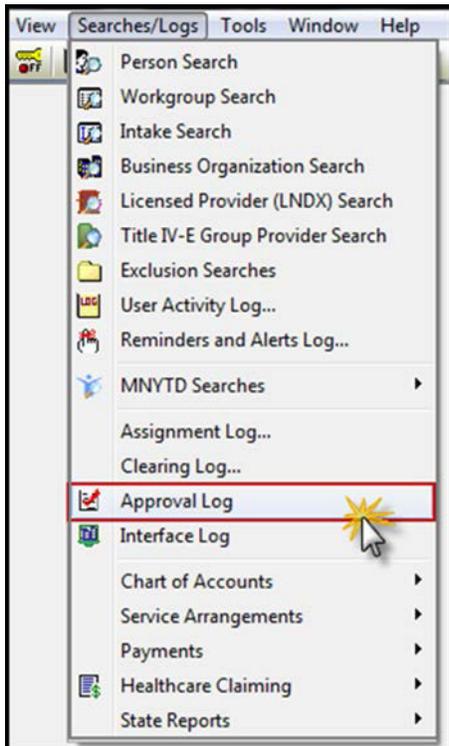
Minnesota Assessment of Parenting Children and Youth:

Approver Functions

After a Minnesota Assessment of Parenting Children and Youth (MAPCY) Assessor completes entry of a MAPCY tool, they refer it for approval and it will display in the Approval Log, in the MAPCY Assessments folder. Approvers must have the **Approver MAPCY** role in SSIS; Information on roles is available in the [Security Administration – General Security](#) module. When the MAPCY status is 'Pending agency approval' it will appear in the approval log under MAPCY Assessments folder. A Standard MAPCY can be approved from either the Setup tab or the Score tab

You cannot *approve* a MAPCY that you've *assessed*. Additionally, Approvers should: determine if the Child's Needs and Parenting Indicators are congruent within each Domain, ensure documentation within the MAPCY is sufficient, and communicate and collaborate with the assessors and other approvers to ensure consistency across the agency. Approvers should aim to review and approve a MAPCY within 5 days of it being sent for approval.

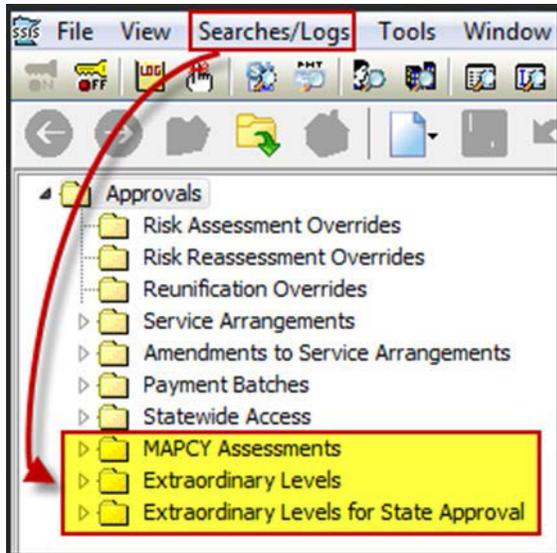
Searches/Logs - Approval Log



To view MAPCY Assessments and Extraordinary Levels (EL) folder on the Approval log:

1. Select **Searches/Logs**
2. Select **Approval Log**. Two MAPCY folders now display: **MAPCY Assessments** and **Extraordinary levels**.

Approvals- MAPCY Assessments, Extraordinary Levels, And Extraordinary levels for State Approval folders



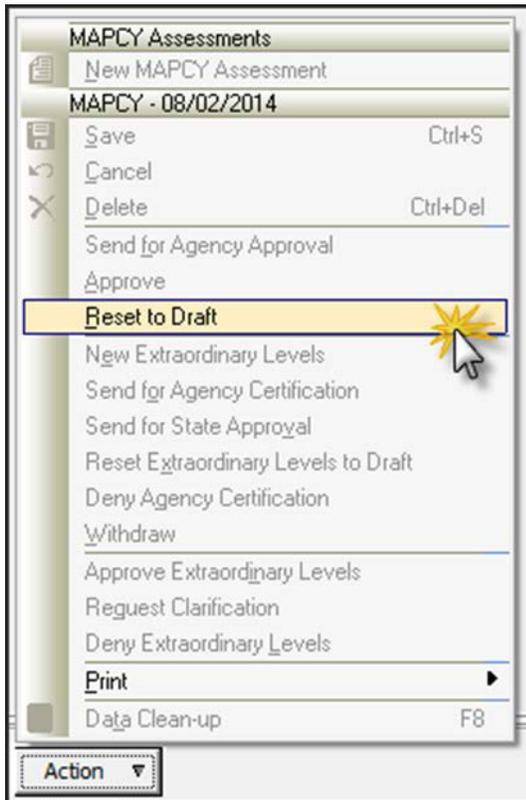
To Approve a standard MAPCY:

1. Expand the **MAPCY Assessments** folder in the Approval Log; the Standard MAPCYs waiting for approval display.
2. Highlight the desired MAPCY in the grid; that MAPCY then displays in the detail panel below. Review the Document tab and the Scoring tab.
3. From the Scoring tab, access the Action menu, and select **Approve**.

Hints:

- Once the MAPCY has been approved the status will change from 'Pending agency approval' to 'Agency approved'.
- When an Agency Approver changes the status for Standard MAPCY from Pending Agency Approval to Agency Approved the System creates Reminder for the Assessor.
 - Reminder: "MAPCY (Eff. Date) is Agency Approved. Send MAPCY Assessment Notice to caregiver. If this agency is not making the payment to the caregiver, also send written notice of benefit level to the paying agency."

MAPCY Approver- Reset to Draft



Reset to Draft of a Standard MAPCY is also an option in the Action menu for an Approver. This should be used if the approver does not approve the MAPCY Assessment and indicates that changes may be needed in the MAPCY by the Assessor.

1. Expand the **MAPCY Assessments** folder in the Approval Log; the Standard MAPCYs waiting for approval display when this folder is expanded.
2. Highlight the desired MAPCY in the grid; that MAPCY then displays in the detail panel below. Review the Document tab and the Scoring tab.
3. From the Scoring tab, access the Action menu, and select **Reset to Draft**.

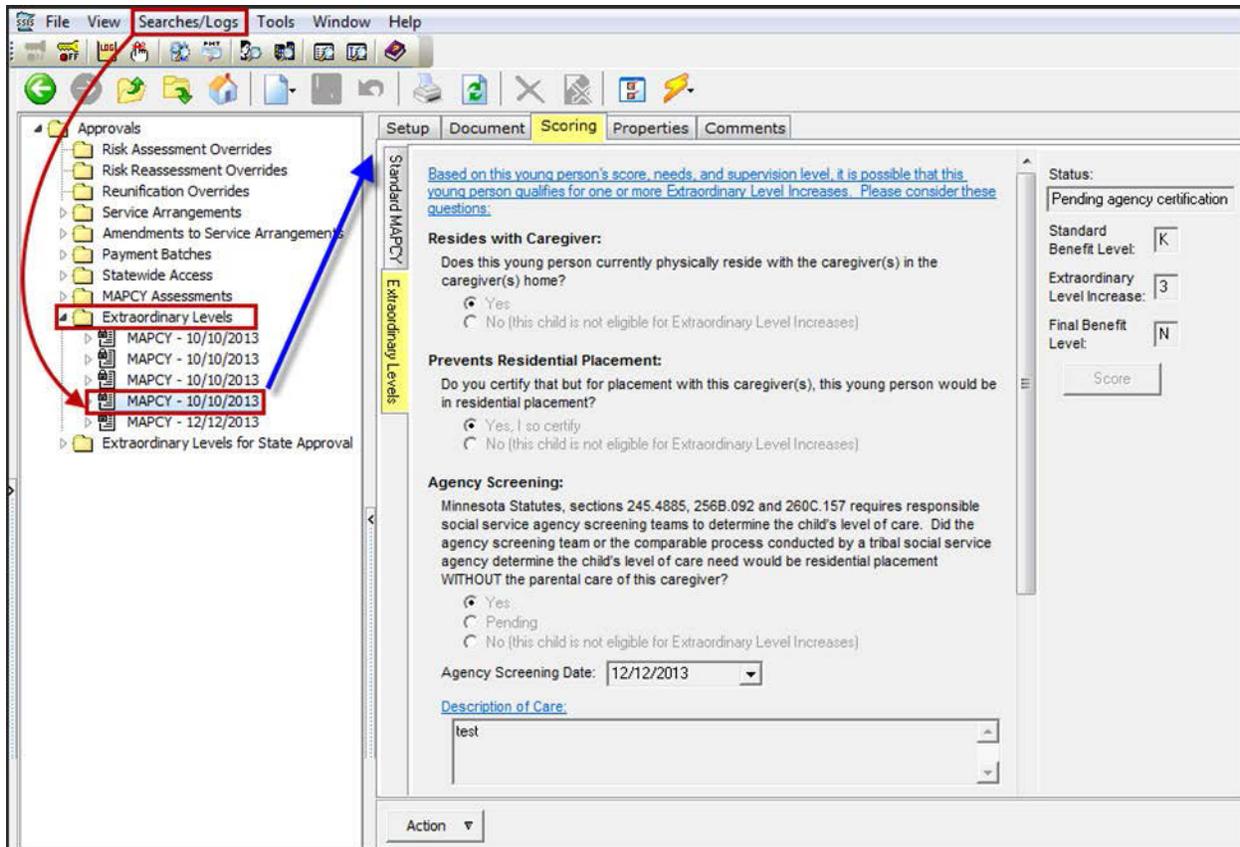
Hint: When an Agency Approver changes the status for Standard MAPCY from Pending Agency Approval to Draft (System creates Reminder for the Assessor. Reminder: "MAPCY (Eff. Date) is reset to draft. Review the comments and resubmit for Agency Approval.")

Extraordinary Level Certification

For eligible children with the highest needs, extra-ordinary level increases can be requested by the responsible agency and must be approved by DHS. When the Extraordinary Level is 'Pending agency certification' it will appear in the Approval log under the Extraordinary Levels folder. The Extraordinary Level can only be approved from the Score tab. The approver has the

option of: Send for State Approval, Reset Extraordinary Levels to draft, Deny Agency Certification, or Withdraw.

Approvals- Extraordinary levels folder – Pending Certification

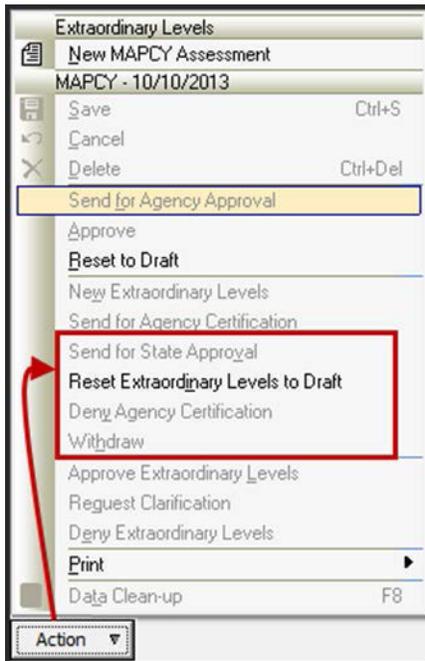


To Certify an Extraordinary Level request:

1. Expand the **Extraordinary Levels** folder in the Approval Log; the extraordinary levels pending agency certification display. MAPCYs waiting for approval display.
2. Highlight the desired extraordinary levels; that MAPCY then displays in the detail panel below. Review the Document tab and the Scoring tab.
3. From the Scoring tab, access the Action menu, and select **Send for State Approval**.

Hint: Once the Extraordinary Level has been sent for state approval the status will change from 'Pending agency certification' to 'Pending state approval'.

Action menu - Extraordinary Levels Approver options

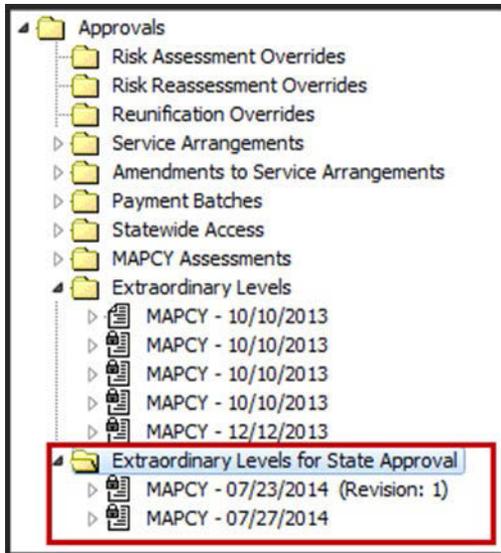


Extraordinary Level Approval by the State

Once an Extraordinary Level has been Sent for State Approval, a notification is sent to the State SSIS database letting the state approver know that there is an Extraordinary Level to be reviewed. The state approver goes into the appropriate county database and reviews the Extraordinary Level from the approval log.

The Extraordinary Level appears in the approval log under Extraordinary Levels for State Approval folder. The Extraordinary Level can be approved only from the Score tab.

Approvals- Extraordinary Levels for State Approval



The state approver has the options of: Approve Extraordinary Level, Request Clarification, or Deny Extraordinary Level. If the state approver requests clarification, the Extraordinary Level will need to be reset to draft, the necessary changes made and it is resent for agency certification. If the state approver denies the Extraordinary Level it can be reset to draft, changes made and send for agency certification.

Extraordinary Approval – Action menu - Options for State Approver

Type	Name
MAPCY Assessment	MAPCY - 09/01/2014
DOC Assessment	DOC Assessment - 01/01/2014
DOC Assessment	DOC Assessment - 01/06/2014

Neither Service Access III nor IV

Night Supervision (CHECK ONE):

Intensive Supervision - Night I

Based on a written safety plan developed by the agency or a medical, mental health, behavioral, or other professional on an ongoing basis on the welfare of the child.

Intensive Supervision - Night I

Based on a written safety plan developed by the agency or a medical, mental health, behavioral, or other professional on an ongoing basis on the welfare of the child.

Neither Service Access III nor IV

Sibling

Sibling

This current Extraordinary Level Request is being reviewed by this caregiver is

Sibling

This current Extraordinary Level Request is being reviewed by this caregiver is

Neither Service Access III nor IV

Action

Reminders for Extraordinary Levels

1. When an Agency Approver changes the EL status for Extraordinary Level from Pending Agency Certification to Reset to draft, system creates Reminder for the Agency Assessor. **Reminder:** MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request was reset to Draft. Review the comments and resubmit for Agency Certification if appropriate.

2. When an Agency Approver changes the EL status for Extraordinary Level from Pending Agency Certification to Not Agency Certified, system creates Reminder for Agency Assessor.

Reminder: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request is Not Agency Certified.

3. When an Agency Approver changes the EL status for Extraordinary Level from Pending Agency Certification to Pending State Approval, system sends Reminder to the Agency Assessor. (And Notification to the State Approver, which is handled separately).

Reminder: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request is certified and has been submitted to DHS for review. Extraordinary Level response will be available within 15 days.

4. When State Approver changes the EL status for Extraordinary Level from Pending State Approval to Clarification Needed, system creates a Reminder to the Agency Assessor and Agency Approver.

Reminder: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request status: Clarification Needed. Review the comments and either recertify the EL Request and resubmit to DHS, or withdraw the request by <mm/dd/yyyy>, or the request will be denied.

5. When State Approver changes the EL status for Extraordinary Level from Pending State Approval to State Approved, system creates a reminder to the Agency Assessor and Agency Approver.

Reminder: MAPCY (Eff Date: mm/dd/yyyy) EL Request is State Approved. "Extraordinary Level Approval Notice" was sent to the caregiver and saved in Person Documents. Notify paying agency of Final Benefit Level if applicable, unless that agency is DHS.

6. When the State Approver changes the EL status for Extraordinary Level from Pending State Approval to Denied, (State Approver Denies) system creates a reminder to the Assessor and Approver.

Reminder: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request is Denied. DHS will send "Extraordinary Level Denial Notice – Requirements Not Met" to the caregiver, and save it in Person Documents.

7. When SSIS system does an automatic denial after 30 days (Timed Out Denial – when clarification needed is not recertified), system creates a reminder to the Agency Assessor and Approver.

Reminder: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request was Auto-Denied; 30 day deadline expired. DHS will send "Extraordinary Level Denial Notice – Auto-Denial" to the caregiver and save it in Person Documents.

8. When the Agency Approver changes the EL Status from Pending State Approval to Withdrawn, system will send a reminder to the Agency Assessor. (and Notification to the State Approver, which is handled separately)
Reminder: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request has been withdrawn by the Agency Approver. Send “Extraordinary Level Withdrawal Notice” to caregiver.

9. When the Agency Approver changes the EL Status from Clarification Needed to Withdrawn, system will send a reminder to the Agency Assessor (and Notification to the State Approver, which is handled separately)
Reminder: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request has been withdrawn by the Agency Approver. Send “Extraordinary Level Withdrawal Notice” to caregiver.

Alerts for Extraordinary Levels

10. When State Approver changes the EL status for Extraordinary Level from Pending State Approval to Clarification Needed, system creates an Alert to the Assessor after 15 days.

Alert: MAPCY (Eff Date: <mm/dd/yyyy>) Extraordinary Level Request status: Clarification Needed. Review the comments and either recertify the EL Request and resubmit to DHS, or withdraw the request by <mm/dd/yyyy>, or the request will be denied.