



Minnesota Department of **Human Services**

DATE: December 19, 2014

TO: County Human Services Agencies
Attention: Fiscal Supervisors and other interested staff

FROM: Chris Ricker
Health & Human Service Finance Manager
Financial Operations Division

SUBJECT: Fourth Quarter 2014 Fiscal Memo

Below, please find eleven items for your review along with several corresponding attachments.

1. Day Training and Habilitation Payments

Third quarter Day Training and Habilitation (DTH) payments were processed on December 9, 2014. The invoice field code used to identify the payment was 75.DAYTRAINHABL41Q314.R.STATE

We first told of you of this funding in the second quarter 2014 fiscal memo dated June 18, 2014. Please refer to article number six for further details. You can find old fiscal memos on CountyLink under the Fiscal Reporting and Accounting tab. Then scroll down to the Quarterly Fiscal Memo section.

If you have any questions on Day Training and Habilitation, please contact Phyllis Meath at (651) 431-3484 or phyllis.meath@state.mn.us

2. Final MMIS Pay Run for Calendar Year 2014

The final MMIS pay run for calendar year 2014 will be initiated on Tuesday, December 30, 2014. This means that ACH deposits should be initiated on this date. Last year, ACH deposits were initiated on December 29, 2013 but many counties reported that their auditor/treasurer didn't receipt the money until January 2, 2014.

If you will recall, last year, we were able to get MMIS to run a second December CCR with only the last pay run information on it. I am unsure if we will do that again this year or not. Last year DHS FOD instructed you to do **either one** of the following:

1. Ask your auditor/treasurer to receipt the December 31, 2013 deposit in December 2013.

2. Take the new CCR that was dated January 14, 2014 and deduct that amount from the original December CCR (reducing December CCR total) and receipting this amount into January 2014.

At this time, we are advising you to receipt your December 30, 2014 monies into your December receipts. Once the final MMIS payment is run, we will notify you, if necessary, of any change.

If you any questions on the final MMIS pay run for December 2014, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

3. Mental Health Maintenance of Effort Updates

We are closing in on the end of another year of Mental Health Maintenance of Effort (MH-MOE). We have updated the progress report and have a new grid with counties MOE performance over the last several years. This information is available on CountyLink in the Mental Health MOE section. Counties which have a cumulative deficit will be contacted by the state to develop corrective action plans to get them back on track.

The CY 2015 Mental Health MOE spending targets are also available on CountyLink. These targets are to assist counties in budgeting to ensure compliance with the MOE requirement.

If you have any questions about the Mental Health MOE please contact Craig Beske at (651) 431-3780 or craig.beske@state.mn.us

4. MNsure system and County of Financial Responsibility (CFR)

The eligibility for nondisabled and nonelderly recipients is mostly determined through the MNsure/Curam system. We have recently been made aware of a problem which could result in the wrong CFR being assigned to a recipient. While MMIS can continue to be updated with the correct CFR following the prescribed gain settle and excluded time procedures, MNsure/Curam eligibility can overwrite the CFR span with more current eligibility/county of residence information. Counties should be advised to keep copies of changes to CFR made in MMIS if needed to provide documentation of change.

Until the issue is resolved, the above could also create MMIS county billing problems if the affected recipient receives a service that includes a county share. As such, we are asking you to closely review your MMIS county billings for accuracy.

Legal references: County of responsibility information is outlined in the Minnesota Unitary Residence and Financial Responsibility Act in Minnesota Statute Chapter 256G. There is also additional information on the Division of Costs for counties in Minnesota Statute, Section 256B. 19. If you have questions regarding claims issues, please contact Becky Path at (651) 431-3771 or rebecca.path@state.mn.us

5. SEAGR Revenue Reporting Issues

Julie would like to remind you about some SEAGR report revenue reporting items. If you report State shared revenue on line 10 (State Shared Revenue) on the Social Service Fund Report (DHS-2556), this same amount **must** be reported on the SEAGR report, State Revenue tab, S55 – State Shared Revenue.

Title IVE-E payments are another area where Julie is having to fix many revenue entries. The invoice ID on the EFT identifies these payments as Title IVE. You must look at the LINE DESCRIPTION field of the EFT to get the complete invoice field code. Generally, the SEAGR revenue codes for these payments are F01 and F28. Many counties are reporting all of the revenues under F01.

If you have any questions regarding Title IV-E payments, please contact Rhonda Lord at (651) 431-3787 or rhonda.lord@state.mn.us. Questions regarding the Social Service Fund or SEAGR Reports should be directed to Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

6. Using Monthly Rates for Youth in Extended Foster Care – Supervised Independent Living (EFC-SIL)

Family foster care payments are based on the daily basic payment rate plus the daily difficulty of care (DOC) payment rate. There is an exception to use a monthly rate for youth in EFC-SIL settings. This is applicable for the 'legacy' pre-Northstar foster care program and for Northstar foster care. When all payments using BRASS service code 188x are entered into SSIS, the total of these payments for the month are compared to the maximum monthly payment rate allowed. The allowable amount, or the payment amount – whichever is smaller, is used for calculation of the Title IV-E reimbursement, if eligible, and also included in the Northstar Fiscal Reconciliation process.

The monthly payment rate to use for setting up service arrangements and for making the EFC-SIL payments is the addition of the monthly basic payment rate and the monthly DOC or MAPCY supplemental payment rate. Here are the monthly payment rates for EFC-SIL:

Pre-Northstar MONTHLY BASIC PAYMENT RATE: \$786

Pre-Northstar MONTHLY DOC PAYMENT RATE for each DOC point: \$6.69

Continue to use these rates for youth that were in EFC-SIL settings on December 31, 2014 and continue to be eligible for extended foster care and reside in EFC-SIL settings on and after January 1, 2015.

Northstar MONTHLY BASIC PAYMENT RATE: \$790

Northstar MONTHLY MAPCY SUPPLEMENTAL PAYMENT RATE: Use the monthly supplemental rate that is listed in DHS bulletin #14-32-11, *Northstar Care for Children Maintenance and Supplemental Difficulty of Care Payment Rates*. Use these rates for youth that are eligible for extended foster care and begin placement in an initial EFC-SIL setting on or after January 1, 2015.

If you have any questions or for more information about the payment rates for EFC-SIL, please contact Deb Jensen at (651) 431-3740 or deb.jensen@state.mn.us

7. Invoice Field Codes for Calendar Year 2015

The invoice field code bulletin for calendar year 2015 is done and is in the routing process. Julie hopes to have it published and posted to the DHS website by mid-January. This bulletin provides you with the standard invoice field codes used by DHS Financial Operations Division when sending payments to your county human services agency.

If you have any questions regarding invoice field codes, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

8. Financial Operations Division Bulletins Published Since Last Fiscal Memo

- Bulletin 14-32-15 (October 2, 2014) **County Contributions to the Minnesota Child Welfare Training System for 2014.** County share of costs for the Minnesota Child Welfare Training System for calendar year 2014. If you have any questions regarding this bulletin, please contact Deb Jensen at (651) 431-3740 or deb.jensen@state.mn.us
- Bulletin 14-32-16 (October 10, 2014) **Social Service Time Study (SSTS) - Operations & Activity Codes.** Social Service Time Study (SSTS) Operational Procedures, Training Material for SSTS coordinators and all staff participants. Includes activity categories, codes and definitions for the SSTS. If you have any questions regarding this bulletin, please contact Bridgit Olson at (651) 431-3800 or bridgit.olson@state.mn.us
- Bulletin 14-32-17 (December 5, 2014) **Title IV-E Foster Care Per Diem Rates for Children's Residential Facilities and Child Placing Agencies.** Quarterly list of Title IV-E eligible children's group residential facilities and Rule 4 child placing agencies. If you have any questions regarding this bulletin, please contact Deb Jensen at (651) 431-3740 or deb.jensen@state.mn.us

9. Personnel Changes

Ray Truelson has retired. Craig Beske, formerly of our receipts center, has joined FOD to replace Ray.

Please refer to the attached Health & Human Service Finance staff listing for complete information on all FOD HHSF staff.

10. Calendar Year 2015 DHS Financial Operations Division (FOD) Report Due Dates and Other Reminders

Please see the attached PDF for calendar year 2015 DHS FOD report due dates for 20 and 30 day quarter end reports, calendar year 2015 county confirmation report availability dates on document direct/InfoPac, SEAGR report quarter end bundles and Income Maintenance Cost Allocation reports.

If you have any questions on these reminders, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

11. Next quarterly memo publication date

The publication date of the next quarterly memo is scheduled for Tuesday, March 31, 2015. If you have any suggestions on topics, please contact Julie Spurgeon. Also, if you are receiving this memo and would no longer like to receive it, or know someone that you would like to receive it directly from DHS, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

HEALTH & HUMAN SERVICE FINANCE

DHS Financial Operations Division

As of December 19, 2014

Chris Ricker: Manager of Health & Human Service Finance

(651) 431-3545 or chris.ricker@state.mn.us

Directs the policies, planning, staff, units, and overall operations of Health Care Accounting, Economic Support, Time Studies and Rates, and Grants and Allocations units. Directly supervises the staff in the Program Specialists Unit.

Sara Warner: Administrative Assistant

(651) 431-3776 or sara.warner@state.mn.us

Provides administrative support to managers, supervisors and division staff

Julie Spurgeon: County Human Service Accounting and Reporting Fiscal Manager

(651) 431-3782 or julie.spurgeon@state.mn.us

Administers fiscal reporting by counties to DHS for human service activity including management of the SEAGR Report (DHS-2557), BRASS, Social Services Fund Report (DHS-2556), MA county confirmation report, standard Invoice Field Codes, and the annual County Human Service Cost Report; Provides technical assistance to counties and DHS staff regarding accounting and fiscal reporting to DHS; Approves county requests for fiscal report deadline extensions.

Becky Path: Health Care Accounting Supervisor

(651) 431-3771 or rebecca.path@state.mn.us

Supervises the Health Care Accounting staff responsible for submission of federal quarterly reports for Medicaid and CHIP (CMS 64/21), 1099s, tax liens on MMIS providers, and county MMIS billings.

Sarah Britten: Accounting Officer Senior

(651) 431- 3753 or sarah.e.britten@state.mn.us

Fund accountant for Moving Home Minnesota, Consolidated Chemical Dependency Treatment Fund (CCDTF), and manages 1099 process for MMIS providers who receive a paper warrant.

Robyn Hietpas: Fund Accountant for MA and CHIP

(651) 431-3768 or robyn.j.hietpas@state.mn.us

Fund accountant for Medicaid and CHIP and responsible for submission of CMS 64/21. Also acts as fund accountant for Consumer Support Grant and Alternative Care Program.

Ermias Kifle: Fund Accountant for MA Administration

(651) 431-3755 or ermias.kifle@state.mn.us

Fund accountant for Medical Assistance Administration and Health Information Technology and coordinates county invoices and advances.

Jim Schorey: Accounting Officer Senior

(651) 431- 3754 or jim.schorey@state.mn.us

Develops reporting and structures to support most of the unit operations. Compiles, calculates, and validates the Accounts Payable (IBNR) report to federal and state agencies.

Shawn Tobias: Economic Support Unit Supervisor

(651) 431-3727 or shawn.tobias@state.mn.us

Supervises the fiscal policy, operations and staff involved in the fiscal management of Economic Support, Interim Assistance and Child Care programs and systems.

Cindy Barnier: Economic Support Accounting Technician

(651) 431-3752 or cindy.barnier@state.mn.us

Performs Interim Assistance Payment Program accounting functions; Complete and submit federal Social Security Administration (SSA) forms; research and resolve client and SSA inquiries; and review, code, and process payments to clients and SSI providers. Responds to requests for copies of redeemed state warrants (includes MAXIS & MEC²). Process and report on MAXIS Miscellaneous refunds. Provides additional accounting support for Economic Support Unit.

Rick Hallanger: MAXIS Operations Accountant

(651) 431-3756 or richard.hallanger@state.mn.us

Responsible for MAXIS and MEC² operations and drawing of federal funding and submission of wire transfers for MAXIS and MEC² daily activity in various accounts.

Matt Hanson: Child Support and SNAP Fiscal Manager

(651) 431-3747 or matthew.hanson@state.mn.us

Responsible for Child Support and SNAP administrative reimbursement, federal fiscal reporting, and FSET fiscal activities.

Peter Stahley: TANF and Child Care Fiscal Manager

(651) 431-3748 or peter.l.stahley@state.mn.us

Responsible for overall TANF and Child Care activity including preparation of TANF and Child Care federal fiscal reports; Responsible for MAXIS benefit issuance and MAXIS county invoices.

David Hanson: Grants & Allocations Unit Supervisor

(651) 431-3737 or david.m.hanson@state.mn.us

Supervises the fiscal policy, operations, and staff involved with the fiscal management of social service grants and allocations.

Deb Jensen: Title IV-E Fiscal Management Analyst

(651) 431-3740 or deb.jensen@state.mn.us

Administers overall Title IV-E accounting and claiming including federal reporting and preparation of the quarterly Title IV-E federal claim. Provides fiscal policy expertise and analytical resources for fiscal management of the federal Title IV-E program.

Rhonda Lord: Foster Care Maintenance and Adoption Assistance Accountant

(651) 431-3787 or rhonda.lord@state.mn.us

Administers the Title IV-E foster care maintenance claiming, auditing, and payment system. Provides accounting support for the Relative Custody Assistance and Subsidized Adoption programs.

Phyllis Meath: Continuing Care Fiscal Manager

(651) 431-3484 or phyllis.meath@state.mn.us

Administers the Child Care Quality and Availability grants, Family Support Grant, DD-SILS and Day Training and Habilitation Services.

Jerry Medicott: Block Grant and Consolidated Fund Fiscal Manager

(651) 431-3781 or gerald.medlicott@state.mn.us

Administers the VCA grant which includes Title XX social service block grant, MFIP Consolidated Fund Support Services, and the ICWA grant.

Linda Mueller: Refugee Program Fiscal Manager

(651) 431-3786 or linda.mueller@state.mn.us

Responsible for federal fiscal budgets and reports for the Refugee Programs and county activity and vendor contracts used to administer the Refugee Programs in Minnesota.

Lynn Nguyen: Economic Opportunities Grants Fiscal Manager

(651) 431-3483 or lynn.t.nguyen@state.mn.us

Administers the Community Services Block Grant, Emergency Service Grant Program, Supportive Housing Program, Emergency Assistance Food Program, MN Economic Opportunity Grants, Transitional Housing Program Grants, Community Food and Nutrition, and Emergency Food and Shelter.

Brad Thomas: Children and Family Service Fiscal Manager

(651) 431-3759 or bradley.thomas@state.mn.us

Administers Title IV-B Parts 1 and 2, Alternative Response grants, Children's Trust Fund, SELF grant, and Family Group Decision Making grant.

Craig Beske: Mental Health Grants Fiscal Manager

(651) 431-3782 or craig.beske@state.mn.us

Administers the Children's Mental Health and Adult Mental Health grants.

DiAnn Robinson: Time Studies & Rates Unit Supervisor

(651) 431-3739 or diann.robinson@state.mn.us

Supervises the fiscal policy, operations, and staff involved in the fiscal management of division time studies and TCM rate setting activity.

Heide Moris: County Federal Administrative Reimbursement Specialist

(651) 431-3774 or heide.moris@state.mn.us

Project manager for the Income Maintenance Cost Allocation (IMCA) system, the Income Maintenance Random Moment Time Study (IMRMS), the associated cost report (DHS-2550), and the associated federal administrative reimbursement.

Bridgit Olson: Federal Time Studies Program Accountant

(651) 431-3800 or bridgit.olson@state.mn.us

Project manager for the following time studies: Social Service Time Study (SSTS), Placing Agencies Time Study (PATS), Group Facilities (GRF), Mental Health Certified Facilities (MHC) projects and their associated federal administrative reimbursement, as well as Targeted Case Management rate setting for child welfare (CW-TCM), mental health (MH-TCM) and vulnerable and developmentally disabled adults (VA/DD).

Danna Reese: Tribal & Collaborative Reimbursement Specialist

(651) 431-3785 or danna.reese@state.mn.us

Project manager for the following time studies: Local Collaborative Time Study (LCTS), Medicaid Administrative Tribal Time Study (MATTS), Social Services Administrative Tribal Time Study (SSATTS) and their associated federal administrative reimbursement.

Calendar Year 2015 DHS Financial Operations Division (FOD) Report Due Dates & Other Reminders

20 and 30 Day Quarter End Report Due Dates

Quarter 1 (January – March 2015)	20 day reports are due Monday, April 20, 2015	30 day reports are due Thursday, April 30, 2015
Quarter 2 (April – June 2015)	20 day reports are due Monday, July 20, 2015	30 day reports are due Thursday, July 30, 2015
Quarter 3 (July – September 2015)	20 day reports are due Tuesday, October 20, 2015	30 day reports are due Friday, October 30, 2015
Quarter 4 (October – December 2015)	20 day reports are due Wednesday, January 20, 2016	30 day reports are due Friday, January 29, 2016

If the 20th falls on Saturday, Sunday or a holiday, the report is due on the preceding business day. This change is to ensure DHS FOD has sufficient time to complete our federal report/claim.

Please note the that SEAGR report import process is an overnight process meaning that you must or should submit your report by the end of business on the 29th. However, Julie can request a special import on the 30th if you let her know after you have submitted your report.

Calendar Year 2015 County Confirmation Report Availability on Document Direct/InfoPac

MONTH	CCR Available (Monday)
January	February 2, 2015
February	March 2, 2015
March	March 30, 2015
April	April 27, 2015
May	May 26, 2015 TUESDAY
June	July 6, 2015
July	August 3, 2015
August	August 31, 2015
September	September 28, 2015
October	October 26, 2015
November	November 23, 2015
December	January 4, 2016

SEAGR Report Quarter End Bundles (FOD output reports sent to counties)

Quarter 1 (January – March 2015)	Monday, May 11, 2015
Quarter 2 (April – June 2015)	Monday, August 10, 2015
Quarter 3 (July – September 2015)	Monday, November 9, 2015
Quarter 4 (October – December 2015)	Monday, February 8, 2016

Please note that the above dates are anticipated dates. If quarter end processing has complications, the reports could be delayed. If you have any questions, please contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us