



Report Spotlight

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What reports will help me close out 2015 & prepare for 2016?

- ❖ Service Arrangement Detail
- ❖ Service Arrangement Group
- ❖ Voucher by Vendor
- ❖ Voucher by Client
- ❖ Service Arrangements without Placements or Locations
- ❖ Placements without Service Arrangements
- ❖ Staff Provided Rates



Service Arrangement Detail

➤ Run the report for 2015 Service Arrangements

Closing out 2015

Are there enough units/dollars available to pay for the remaining 2015 services?

- ❖ Add more if needed

Are there an abundance of units/dollars still available?

- ❖ Are we still waiting for older invoices?

- Contact vendors and request invoices

- ❖ Is the client still receiving services?

- If services stopped:

- ✓ Inactivate Service Arrangement, or

- ✓ Reduce units/dollars to unencumber funds



Service Arrangement Detail

Preparing for 2016

What Service Arrangements need to be set up for 2016?

- ❖ Long-term Placements
 - Foster Care? Transportation? RCA?
 - *Northstar Care Foster Care rates change 7/1/2016*
- ❖ Sliding Fee Daycare
- ❖ Day Treatment

If there was an abundance of units/dollars still available for 2015 services?

- ❖ Do not set up a 2016 Service Arrangement if services stopped
- ❖ If services were reduced, reduce the units/dollars for 2016

Service Arrangement Detail

- ❖ Service Arrangements > Service Arrangement Reporting
- ❖ Customized Grid Report
 - Multi-Row Report = No

Setup		Service Arrangement Detail				
Name	Service Vendor	Start Date	End Date	Svc Code	Status	Cnty Contact
Tribianni,	Hannah's Happy Foster	1/1/2015	12/31/2015	181	Active/Payments	ZZDHS-Heath, Janel
Payments						
Payment Type	Payment Date	Amount	Units	Service start date	Service end date	
Posted payment	06/15/2015	\$842.89	31.00	05/01/2015	05/31/2015	
Posted payment	08/15/2015	\$842.89	31.00	07/01/2015	07/31/2015	
Posted payment	07/15/2015	\$815.70	30.00	06/01/2015	06/30/2015	
Posted payment	02/15/2015	\$842.89	31.00	01/01/2015	01/31/2015	
Posted payment	05/15/2015	\$815.70	30.00	04/01/2015	04/30/2015	
Posted payment	04/15/2015	\$842.89	31.00	03/01/2015	03/31/2015	
Posted payment	03/15/2015	\$761.32	28.00	02/01/2015	02/28/2015	

Note: Users have the ability to add optional columns to the grid.

Service Arrangement Detail

❖ Service Arrangements > Service Arrangement Reporting

❖ Customized Grid Report

- Multi-Row Report = Yes

Service Arrangements									
Service / Δ	Service Vendor	Name	Start Dat	Amount	Units	Cnty Sub-Svc Number	Cnty Sub-Svc Description		
Status	Payee Vendor		Cnty Contact		End Date	Remaining Amount	Remaining Units		
Svc Code	Svc Description		COA Code			Unit Type			
2119681	Hannah's Happy	Tribianni, Joey	1/1/2015	\$9,924.35	365.00				
☐ Active/Payments								\$4,160.07	153.00
181	Child Family Foster Care					11-423-710-3810-6040			Day
Payments									
Payment Type	Payment Date		Amount	Units	Service start date		Service end date		
▶ Posted payment	06/15/2015			\$842.89	31.00	05/01/2015		05/31/2015	
Posted payment	08/15/2015			\$842.89	31.00	07/01/2015		07/31/2015	
Posted payment	07/15/2015			\$815.70	30.00	06/01/2015		06/30/2015	
Posted payment	02/15/2015			\$842.89	31.00	01/01/2015		01/31/2015	
Posted payment	05/15/2015			\$815.70	30.00	04/01/2015		04/30/2015	
Posted payment	04/15/2015			\$842.89	31.00	03/01/2015		03/31/2015	
Posted payment	03/15/2015			\$761.32	28.00	02/01/2015		02/28/2015	



Service Arrangement Group

- Run the report for Service Arrangement Groups that contain 2015 Service Arrangements

Closing out 2015

Did we reach the Maximum yet?

- ❖ Did we not budget enough for these services?
- ❖ Did we over-budget for these services?
 - Have all of the 2015 Service Arrangements been added to the Service Arrangement Group?



Service Arrangement Group

- Use Service Arrangement Groups to track:
 - Budgets, Contracts & Grants

Preparing for 2016

Add all related 2016 Service Arrangements to Service Arrangement Groups

- ❖ Use to track services for:
 - Parenting Groups
 - Sliding Fee Daycare
 - Donations from Local Businesses
 - Teen Support Group Grant



Voucher by Vendor

- Run Voucher by Vendor to generate Pre-Printed Vouchers separated by Vendor for remaining 2015 Service Arrangements as well as new 2016 Service Arrangements

Client Specific

- ❖ Foster Homes
- ❖ Rule 4 Admin
- ❖ Rise, Family Focus, Kindred

Non-Client Specific

- ❖ Volunteer Transportation
 - Send a few to each driver

Voucher by Vendor

❖ Service Arrangements > Service Arrangement Reporting

❖ Non- Client Specific Example

- Volunteer Transportation
- Print multiple copies and drivers can complete as services are provided

Return To: Test County 123 Big Bear Cir Big City, MN 55155	County Use Paid Date: Warrant #: Notes:		
Send To: APPLE/ANDREW RT 1 BEMIDJI, MN 56801			
Voucher / Invoice APPLE/ANDREW			
Cnty Vendor #: 000009025	Phone #: (320) 121-1343		
Additional Instructions:			
Svc Arrangement #: 211968282			
Description: Volunteer Transportation			
Client Name:	SSIS #:		
Contract #:	Service Dates: 1/1/2015 - 12/31/2015		
Service: 616 - Transportation	COA: 11-425-750-3160-6040		
Start Date:	End Date:	Rate:	\$0.4000
# of Units:	Unit Type:	Amount:	
	Mile		
I/We declare under penalties of perjury that I/we are making the within claim; that I/we have examined said claim and that the same is just and true, that the money/service therein charged was actually paid/performed for the purpose therein stated; that the services charged are official and as such are allowed by law; and no part of said claim has been paid.			
Client Signature: _____	Date: _____		
Vendor Signature: _____	Date: _____		
Cnty Worker Signature: _____	Date: _____		
Cnty Supervisor Signature: _____	Date: _____		
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Voucher by Client

- Run Voucher by Client to generate Pre-Printed Vouchers separated by Client for remaining 2015 Service Arrangements as well as new 2016 Service Arrangements

Use this report if clients are required to sign for services

- ❖ Child Care
- ❖ Transportation



Service Arrangements without Placements or Locations

- Run this report to find existing Service Arrangements in which a Placement does not exist for the Service Dates and Service Vendor
- ❖ Substitute Care Services Filters for this report include:

<input checked="" type="checkbox"/>	Children's Residential Treatment
<input checked="" type="checkbox"/>	Child Supported Living Services
<input checked="" type="checkbox"/>	Community Residential Facilities and Services
<input checked="" type="checkbox"/>	State-Operated Inpatient
<input checked="" type="checkbox"/>	Minnesota extended treatment options (State Operated Services)
<input checked="" type="checkbox"/>	Residential Rehabilitation
<input checked="" type="checkbox"/>	Child Shelter
<input checked="" type="checkbox"/>	Treatment Foster Care
<input checked="" type="checkbox"/>	Child Family Foster Care
<input checked="" type="checkbox"/>	Children's Group Residential Care
<input checked="" type="checkbox"/>	Correctional Facilities
<input checked="" type="checkbox"/>	Detention
<input checked="" type="checkbox"/>	Extended care (Category III)
<input checked="" type="checkbox"/>	Halfway house (Category IV)
<input checked="" type="checkbox"/>	Supervised Independent Living (18 up to 21)



Service Arrangements without Placements or Locations

- ❖ Service Arrangement>Service Arrangement Reporting

Setup Service Arrangements without Placements or Locations								
Name	Service Vendor	Start Date	End Date	Svc Code	Special Cost Code	Status	Cnty Contact	
▶ Sunshine, Samantha	CARROT/CAROL	1/1/2015	1/31/2015	181		Draft	ZZDHS-Heath, Janel	

Closing out 2015

Is this Service Arrangement older?

- ❖ Was it created in error? Is it a duplicate?

A Placement or Location should be entered for Service Arrangements on this report, if they were not created in error

- ❖ If there are any Service Arrangements for Service 180 or 181, you cannot create Payments or change the Service Arrangement if no Placement exists for the same Service Dates and Service Vendor



Placements without Service Arrangements

- Run this report to find Placements entered in which a Service Arrangement does not exist for the Service Dates and Service Vendor
 - Similar to Service Arrangements without Placements or Locations – just reversed
- ❖ Includes the same Substitute Care Services Filters as Service Arrangements without Placements or Locations



Placements without Service Arrangements

❖ Tools > General Reports > Placement

Name	DOB	Start Date	End Date	Effective Date	Bus. Org./Provider	Bus. Org. #	County Vendor #	Worker	
Adams, Ratbert	5/1/2002	1/13/2015		1/13/2015	Wolf Foster Home	102306115	33333	Alsdurf, Stacey	△
Ant, Annie	9/3/2005	2/1/2011		2/1/2011	LEO HOFFMAN CENTER	115665906	000026035	Alsdurf, Stacey	
Armageddon, Billie Joe	1/1/2003	1/1/2015		1/1/2015	Wolf Foster Home	102306115	33333	Alsdurf, Stacey	
Cat, Misty	3/1/1995	12/19/2014		12/19/2014	CARROT/CAROL	115663030	000007345	Alsdurf, Stacey	
Quail, Renae	1/22/1997	3/27/2014		3/27/2014	ABNER/THERESA	115665029	000000957	Alsdurf, Stacey	

Closing out 2015

Is this a new Placement?

❖ Should there be a Service Arrangement for this Placement?

❖ Have any invoices been received yet?

Is this an older Placement?

❖ Review these Placements and determine if they are a duplicate

Staff Provided Rates

- Run the report for Staff-Provided Rates that include all of 2015 in the Date Range

Preparing for 2016

Did rates change for 2016 Services?

- ❖ Do Not Change the existing Staff-Provided Rate

- Add a Rate End Date to the existing Staff-Provided Rate
- Create a New Staff-Provided Rate

	Rate	HCPCS Unit Type	Rate Start Date	Rate End Date	Claim Detail
▶	\$6.0000	15 Minutes	10/01/2006	12/31/2015	DD
	\$15.0000	15 Minutes	01/01/2016		DD

Rate:	<input type="text" value="\$6.0000"/>	Per:	<input type="text" value="15 Minutes"/>
Rate Start Date:	<input type="text" value="10/01/2006"/>	Rate End Date:	<input type="text" value="12/31/2015"/>

Do you need to add new Staff-Provided Rates for new Services?

- ❖ Essential Community Supports (ECS)

Staff Provided Rates

❖ SSIS Admin: Tools>General Reports>Programs and Services

Setup | Staff-Provided Rates |

Date Range

Period: This Year

From: 1/1/2015 To: 12/31/2015

Setup Staff-Provided Rates				
HCPCS/Modifier, Description ▲				
Claim Category Detail	Rate	Rate Start Date	Rate End Date	HCPCS Unit Type
☐ HCPCS/Modifier, Description : T1016 TF UC, Waiver case management by paraprofessional				
CAC	\$8.7400	10/01/2006		15 Minutes
	\$7.7777	10/01/2006		15 Minutes
EW	\$8.7400	10/01/2006		15 Minutes
AC	\$8.7400	10/01/2006		15 Minutes
BI	\$8.1257	10/01/2006		15 Minutes
CADI	\$100.0000	12/01/2010		15 Minutes
☐ HCPCS/Modifier, Description : T1016 UC, Waiver case management				
CADI	\$12.7800	10/01/2006		15 Minutes
CAC	\$11.0000	10/01/2006		15 Minutes
DD	\$6.0000	10/01/2006	12/31/2015	15 Minutes
EW	\$6.9690	10/01/2006		15 Minutes
BI	\$13.6900	10/01/2006		15 Minutes
AC	\$10.0000	10/01/2006		15 Minutes



**Any
Questions?**