Minnesota Department of **Human Services**

Memo

**DATE:** December 18, 2015

**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 2015 Fiscal Memo

Where has 2015 gone? This is your 4th quarter 2015 fiscal memo. Below are 15 topics regarding human service fiscal and reporting issues and five PDF attachments.

## 1. Northstar Care for Children Fiscal Reconciliation Update

Counties should have received their fiscal reconciliation for Q1 2015. This was long in coming and we are hopeful that future ones will come out timelier. We are working to get the Q2 2015 fiscal reconciliation sent out by the end of December. We have made another estimated fiscal reconciliation payment for Q3 2015 to help with cash flow. Previous estimates were calculated based on RCA and MPD payments. Quarter 3 (Q3) will also be based on the RCA payments but will also be adjusted by the amount of the Q1 fiscal reconciliation results.

Line 41 of the fiscal reconciliation worksheet shows the amount that is either due the counties or owed to the state. In the case where counties have an amount due, a payment has gone out and counties should record the revenue in revenue code S03. This is the same code we have had counties record the estimated reconciliation payments which have been made. In the case where there is an amount due DHS, an invoice will be sent to the counties in the next couple of days. When the county pays this amount it should be recorded as an expenditure under BRASS codes 175x or 178x. For the Q1 2015 this amount should be recorded under BRASS code 178x Northstar Adoption Assistance.

The Q2 2015 quarterly memo, available on CountyLink, has additional information on the Northstar revenue code or BRASS codes.

If you have any questions or need assistance, please contact David Hanson at (651) 431-3737 or *david.m.hanson@state.mn.us*

## 2. Reporting Title IV-E Revenue on SEAGR

Title IV-E reimbursement on SWIFT electronic fund transfers (EFT) is combined into one payment to counties using the revenue code of F01. Counties need to determine how to split the money received, if applicable, between SEAGR revenue codes F01, Title IV-E Foster Care and F28, Title IV-E Foster Care, Rule 5.

Counties can determine how to report their Title IV-E reimbursement by using the Title IV-E Remittance Advice tab and the new Manage Grid settings on the Child Foster Care Claims tab of the Child Foster Care Report in SSIS.

To determine the amount to be reported on Line F28 – Title IV-E Foster Care (Rule 5) on the Federal Revenue tab on the SEAGR Report:

- Select the new Manage Grid Setting "IV-E Claims – Rule 5 Only" from the Child Foster Care Claims tab
- Report the amount from the "Total FFP Amount" on Line F28

To determine the amount to be reported on Line F1 – Title IV-E Foster Care on the Federal Revenue tab on the SEAGR Report:

- Select the IV-E Remittance Advice tab on the Child Foster Care Report
- Subtract the Rule 5 reimbursement amount reported on Line F28 above from the "FFP Total Reimbursement Amount"
    - The FFP for IV-E Recoveries and IV-E Child Support collections have already been deducted from the "FFP Total Reimbursement Amount"

If you have any questions on the Child Foster Care Report, contact the SSIS Help Desk at *Dhs.Ssishelp@state.mn.us*. For questions on the Northstar Fiscal Reconciliation, please contact David Hanson at (651) 431-3737 or *david.m.hanson@state.mn.us* and for questions on SEAGR reporting, contact Julie Spurgeon at (651) 431-3782 or *julie.spurgeon@state.mn.us*

## 3. 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.

There have been a lot of SEAGR revenue reporting errors in the last couple of quarters. Closer attention should be paid to the invoice field codes included on the SWIFT EFT. Some program payments that you receive can be paid with either state or federal monies.

One example is the Parental Support Outreach Program (PSOP). Currently there are 3 different invoice field codes that can be used for PSOP payments: 71.PSOPCHLDTRFD09 which is federal money, F09; 71.PSOPCHLDTRST05 which is state money, S05; and 71.PSOPGREXPANS05 which is also state money, S05.

There are several revenue codes that have multiple program payments pointing to it. For example, revenue code F09 can get federal PSOP money as well as SSIS Operational payments. What you need to do is add these payments together and enter the total on the corresponding revenue line on your SEAGR report. In the revenue name field, enter as much as you can to describe the revenues you are accounting for (abbreviated) such as PSOP/SSIS.

One last reminder – Day Training and Habilitation should be recorded under revenue S41. The invoice field code for this payment is 75.DAYTRAINHABL41.

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

## 4. Federal Uniform Guidance and Office of Grant Management Policies

Counties have been receiving information on two separate sets of policies related to federal and state grant funding. These are two separate but similar sets of policies – Federal Uniform Guidance (a.k.a. the super circular) and the Office of Grant Management (OGM) policies.

**Federal Uniform Guidance (UG)**

The Uniform Guidance is a reorganization of the federal regulations governing the use of federal funds and are applicable to all agencies which receive federal funds, either directly from the federal government or through a pass-through entity (such as the state of Minnesota). Many of the policies are the same as they were in the federal circulars however there were many small changes to this such as limits and thresholds for procurement and auditing. The regulations were issued December 26, 2013 and may be found in 2 CFR part 200. Federal agencies must have applied these to grants no later than December 26, 2014.

One area the federal government expanded and clarified in the Uniform Guidance is around **monitoring** of grant activity when an agencies passes federal funds through to another entity. When you issue a grant award to another entity which is funded with federal funds you are considered a pass-through entity and have specific responsibilities under the Uniform Guidance. Please see the Uniform Guidance attachment for the requirements related to pass-through entities.

**The Office of Grants Management (OGM)**

OGM issued policies which are applicable to state agencies who issue grants. The policies cover a variety of grant related topics including: conflict of interest; use of grant agreements; fraud and waste; sole source grants; grant monitoring and fiscal reviews. The OGM Policies are for all grant issued by the state regardless of the funding source. They also form a base line of expectation when a county passes the grant fund to another entity.

OGM polices can be found at: http://www.mn.gov/admin/government/grants/policies-statutes-forms/

The Uniform Guidance and OGM Policies converge in the areas around subreceiptient monitoring. If a county is passing federal funds received from the state onto other entity then both policies would apply.

Example: A county passes MFIP employment service funds to a non-profit agency who provides employment services to MFIP clients. MFIP employment services is funded with federal TANF funds and is therefore subject to the Uniform Guidance. The funds are issued by the state and subject to the OGM Policies.

The OGM policies can be helpful to the county in putting together procedures for **monitoring** grants. OGM identified the level of monitoring for grants of different amounts. Generally a desk review of a grantee's invoice during the grant period is sufficient monitoring.

In many cases counties are doing monitoring and merely need to clearly document what they are doing. Reviewing invoices and providing technical assistance are common things which are monitoring in nature. Getting into the practice of documenting these thing will help when someone comes to review monitoring activity.

For additional information on uniform guidance, please contact David Hanson at (651) 431-3737 or *david.m.hanson@state.mn.us*

## 5. County Confirmation Report – Changes are Coming!

At long last some long over-due changes to the county confirmation report will be rolled out soon! We are hoping these changes will be included on the December 2015 county confirmation report (CCR). Some changes you won't notice because they are "behind the scene fixes" but you should notice the exceptions decreasing! The following are the changes that you will see.

Line 1 will be renamed to STATE ACCESS. Line 2 will be renamed STATE COST EFF HLTH. The subtotal line description will change from INC MAINT GAMC to INC MAINT STATE.
Line 18 – MH-TCM Adult (State) COFARS/BRASS Revenue will be changed from 740/NA/F31 to 740/S32/NA.

Line 19 – MH-TCM Child (State) COFARS/BRASS Revenue will be changed from 740/NA/F64 to 740/S32/NA.

Line 37 – Alternative Care COFARS/BRASS Revenue will be changed from 760/S45/NA to 760/S45/F48.

Three new program lines are being added:

38. Moving Home Minnesota (MHM) Services. COFARS/BRASS Revenue 760/S44/F47 (25% state, 75% federal)

39. Moving Home Minnesota Supplemental Services. COFARS/BRASS Revenue 760/S44/F47 (50% state, 50% federal)

The subtotal line for lines 38 and 39 will be GRANT FUNDED PROGRAMS

40. Public Health Nursing. COFARS/BRASS Revenue 450/NA

The subtotal line description will be TOTALS.

Julie will let you know as soon as the changes are made. If you have any questions on the county confirmation report, please contact Julie Spurgeon at (651) 431-3782 or *julie.spurgeon@state.mn.us*

## 6. 2016 Allocation Updates

The allocation for the family support grant has been updated for both CY 2015 and CY 2016. A few counties who have been underspending had their allocation reduced and allocated to expand service in other counties.

The basic sliding fee (BSF) allocation will be overspent on a statewide basis for calendar year 2015. DHS will reallocate unspent funds from counties which spent less than 90% of their allocation and any unspent funds from the portability pool to those counties which have overspent their allocation. The available funds for reallocation will be allocated proportionally to the amount of overspending.

Since BSF are benefits issued to providers on behalf of the counties, DHS will bill the counties for the amount they overspent their allocation after all the reallocations have been finalized. This will likely be done at the end of January or beginning of February.

For additional information on allocations, please contact David Hanson at (651) 431-3737 or *david.m.hanson@state.mn.us*

## 7. Invoice Field Codes for Calendar Year 2016

The invoice field code bulletin for calendar year 2016 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 (FOD) when sending payments to your county human services agency.

Once the calendar year 2016 bulletin is published Julie will send to you the invoice field code payment description and document source summary that was first sent to you in July. This is a companion to the bulletin but is currently not an official piece of the invoice field code bulletin.

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

## 8. Calendar Year 2016 SEAGR Report Changes

One new BRASS code was added for calendar year 2016. BRASS code 457 – Child Psychoeducation. For a full description of this or any other BRASS code, please see bulletin no. 15-32-09, Changes to the DHS BRASS Manual for Calendar Year 2016. The title of BRASS code 196 was changed from Adoptions to Adoptions & Kinship. There were no BRASS codes deleted nor were there any revenue code changes for calendar year 2016.

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

## 9. Calendar Year 2016 BRASS Based Report (DHS-2895) BRASS Code Grid

Attached for your reference is the calendar year 2016 DHS-2895 grid. This grid lists the different 2895 grants and the eligible BRASS codes for that grant. You might find this as a useful tool when completing your web-based 2895 to avoid double claiming on a BRASS code.

Changes for CY2016: **Grant 1 - Adult Mental Health Initiative** – add BRASS code 493 – Adult General Case Management. **Grant 3, Adult Community Support Program – Rule 78** – add BRASS code 493 – Adult General Case Management**. Grant 4 – Adult Mental Health Integrative**, the words **PATH only** were removed from BRASS code 493. **Grant 5 – Children's Mental Health Combined** has been renamed as Child Welfare/Juvenile Justice Screening. BRASS code 457 – Child Family Psychoeducation was added to this grant. **Grant 7 – CMH Mobile Crisis Services** - deleted BRASS codes 416 – Transportation and 430 – Other Family Community Support Services. **Grant 8 – Adult Mental Health Regional Crisis Grant** had the following BRASS codes deleted – 401 – Information & Referral, 402 – Community Education and Prevention, 416 – Transportation, 418 – Client Flex Funds, 420 – Peer Support Services, 451 – Emergency Responses Services, 454 – Adult Outpatient Medication Management. **Grant 10 – Adult Mental Health Initiative – Regional** had BRASS code 493 – Adult General Case Management added to it. **Grant 14 - Children & Adult MH Crisis Response Service** had the following BRASS codes deleted – 401 – Information & Referral, 402 – Community Education and Prevention, 416 – Transportation, 418 – Client Flex Funds, 420 – Peer Support

Services, 430 – Other Family Community Supports Services, 451 – Emergency Responses Services, 454 – Adult Outpatient Medication Management

If you have any questions regarding the DHS-2895, please contact Craig Beske at (651) 431-3780 or *craig.beske@state.mn.us*

## 10. Targeted Case Management (TCM) and Time Study Participation

In response to questions coming in related to TCM claiming and time study participation, I would like to provide the following information.

If an individual bills for TCM in any of the areas (e.g. Child Welfare, Mental Health, etc.) – that does not automatically rule them out of participating in our federal time studies if they are otherwise eligible.

- Myth – Targeted Case Management (TCM) is a time study.
- Fact – TCM is not a time study, it is a federally approved Medicaid service billable through MMIS for various targeted populations.

- Myth – If staff bill for TCM and participate in time studies, it is double dipping.
- Fact – Staff select certain activity codes when they are doing TCM activity at the time of a random moment. The time study methodology is designed to account for TCM claiming, so there is no double dipping when individuals participate in both.

- Myth – The more people we add to the time study – regardless of what they do, the more our earnings will be.
- Fact – Adding individuals who are not performing the types of activity that is paid through the time study lowers the reimbursable percentages and can have a negative impact on earnings.

Our time studies operate under federally-approved cost allocation plans that specify how participants are determined. Please refer to the published guidance provided by the Financial Operations Division in the DHS Bulletins that follow to determine whether staff are eligible for time study participation.

IMRMS – see Attachment A of #15-32-08, *IMRMS Operational Procedures; Programs/Activity Definitions*
http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_196493.pdf

SSTS – see Attachment A of #14-32-16, *SSTS Operations & Activity Codes*
http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_190447.pdf

LCTS – see Attachments C - G of #15-32-10, *LCTS Operations and Activity Codes*
http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_197322.pdf

If you have any questions or concerns about federal time study participation, please contact DiAnn Robinson at (651) 431-3739 or *diann.robinson@state.mn.us*

## 11. Federal Change Coming for Web-based IMRMS, SSTS and LCTS Time Studies

Earlier this month we sent a separate communication to our time study coordinators informing them of a federal change that is set to take effect January 1, 2016. The affected time studies include the Income Maintenance Random Moment Study (IMRMS), the Social Service Time Study (SSTS) and the Local Collaborative Time Study (LCTS).

A number of our cost allocation plans related to federal time studies are currently under review by the federal government. Currently, time study participants have 7 calendar days to respond to a web-based random moment. We have been instructed to shorten the window of time that a participant has to respond from 7 calendar days to 2 business days.

Here's the good news – approximately 95% of our responses are already coming in within the two-day window so we don't expect this to have a major impact on local operations.

Since our coordinators facilitate the time studies locally, they've been given all the details on how this change will play out. We wanted to give you a heads up as well.

If you have any questions or concerns about this change, please contact DiAnn Robinson at (651) 431-3739 or *diann.robinson@state.mn.us*

## 12. Children's Health Insurance Program (CHIP) MMIS Recipient Claims

MMIS Claims with a date of service of October 1, 2015 – September 30, 2019 for a recipient with Major program NM and eligibility type PC (noncitizen pregnant women) will be eligible for 88% Federal Financial Participation (FFP). Enhanced federal funding for interpreter service for the CHIP population is 75% FFP. There is also another group, CHIP hospital presumptive eligibility, with major program MA and eligibility type 2x that is eligible to receive CHIP funding. This presumed eligible CHIP population is also noncitizen pregnant women.

MMIS changes in the CHIP program include new MMIS funding codes for expenditures and recoveries for some CHIP eligible children. **Please see the attached PDF titled New CHIP Fund Codes.**

Individuals with all of the assigned characteristics below are assigned new CHIP funding codes:

- Children up to age 2 years
- Family income of between 275% and 288% of Federal poverty levels (FPL)
- Are not enrolled in Third party insurance coverage (No TPL)
- Major program NM (these are not noncitizens, however)
- Eligibility type CB

All new CHIP funding codes with the exception of recovery codes which are awaiting financial control programming, are in production with 10/6/15 warrant.

**How will Minnesota getting 88% Federal funding for the CHIP population impact county finances?**

For eligible CHIP claims paid with date of service 10/1/15 – 12/31/19:

• County share of MA recoveries will be 6%

Legal citation below for the CHIP Federal Funding increase:

Sec. 2105. **[**42 U.S.C. 1397ee**]** * * *

(b) Enhanced FMAP— *during the period that begins on October 1, 2015, and ends on September 30, 2019, the enhanced FMAP determined for a State for a fiscal year (or for any portion of a fiscal year occurring during such period) shall be increased by 23 percentage points, but in no case shall exceed 100 percent.*

For questions regarding CHIP claims, please contact Becky Path at (651) 431-3771 or *rebecca.path@state.mn.us*

## 13. Calendar Year 2016 DHS Financial Operations Division (FOD) Report Due Dates and Other Reminders

Please see the attached PDF for calendar year 2016 DHS FOD report due dates for 20 and 30 day quarter end reports, calendar year 2016 county confirmation report availability on document direct/Info Pac, and the SEAGR report quarter end bundles.

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

## 14. Personnel Changes

Danna Reese, projet manager for the follwing time studies: Local Collaborative Time Study (LCTS), Medicaid Administrative Tribal Time Study (MATTS), and the Social Services Administrative Tribal Time Study (SSATTS) retired from state service on August 11, 2015. Bonnie Spray joined Financial Operations in early November as Danna's replacement. You can contact Bonnie at (651) 431-3785 or *bonnie.spray@state.mn.us*

Evan Kearney is another new addition to the Financial Operations Divison (FOD). Evan has joined the Health Care Accounting Unit. Evan is the fund accountant for CHIP (Children's Health Insurance Plan) and responsible for the submission of the CMS21 federal quarterly report. You can contact Evan at (651) 431-3777 or *evan.kearney@state.mn.us*

Brad Thomas left DHS to pursue a position at the DNR. Brad was the children and family service fiscal manager administering Title IV-B Parts 1 and 2, Alternative Response grants, SELF grant, and Family Group Decision Making grant. Until a replacement is hired, please contact David Hanson at (651) 431-3737 or *david.m.hanson@state.mn.us* with questions or concerns.

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

## 15. Next quarterly memo publication date

The publication date of the next quarterly memo is scheduled for Thursday, March 31, 2016. If you have any suggestions on quarterly memo 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*

**Uniform Guidance**

Requirements for Pass-Through Entities

A. Ensure subaward is clearly identified to subrecipients

(1) Federal Award Identification.

(i) Subrecipient name (which must match registered name in DUNS);
(ii) Subrecipient's DUNS number (see § 200.32 Data Universal Numbering System (DUNS) *number*);
(iii) Federal Award Identification Number (FAIN);
(iv) Federal Award Date (see § 200.39 Federal award date);
(v) Subaward Period of Performance Start and End Date;
(vi) Amount of Federal Funds Obligated by this action;
(vii) Total Amount of Federal Funds Obligated to the subrecipient;
(viii) Total Amount of the Federal Award;
(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
(x)Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
(xii) Identification of whether the award is R&D; and
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414 Indirect (F&A)
costs).

- FAIN number available in the Invoice Field Code Bulletin
- DHS will make the award documents available on CountyLink

(2) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this Part), or a de minimis indirect cost rate as defined in § 200.414 Indirect (F&A) costs, paragraph (b) of this Part.

B. Evaluate each subrecipient's risk of noncompliance.

- Prior Experience
- Review audit reports
- Has there been a change in personnel
- Financial strength of the organization (many grants vs. a single)
- Do they have documented processes and procedure
- Governance structure of the organization

C. Monitor the activities of the subrecipient to ensure compliance

- Monitor as appropriate to risk assessment
- Are they meeting the goals of the agreement?
- Desk Review and Site Visits

**DHS-2895 Grid - CY2016**

| BRASS | Service | Grant 1<br>AMHI | Grant 2<br>PATH | Grant 3<br>CSP Rule 78 | Grant 4<br>AMH Integrative | Grant 5<br>Child Welfare/ Juvenile Justice Screening | Grant 6<br>CMH Respite | Grant 7<br>CMH Mobile Crisis | Grant 8<br>AMH Reg. Crisis | Grant 9<br>MFIP Family Connections | Grant 10<br>AMHI Regional | Grant 12<br>Transition to Community Init. | Grant 13<br>Housing Support | Grant 14<br>MH Crisis Response | Grant 15<br>Mankato Crisis Ctr. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 111 | Mental Health Screening | -- | -- | -- | -- | 111 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 158 (6) | MFIP | -- | -- | -- | -- | -- | -- | -- | -- | 158 (6) | -- | -- | -- | -- | -- |
| 158 (7) | MFIP | -- | -- | -- | -- | -- | -- | -- | -- | 158 (7) | -- | -- | -- | -- | -- |
| 197 | Local Collab. Undiff. | -- | -- | -- | -- | 197 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 401 | Info/Referral | -- | -- | -- | -- | 401 | -- | -- | -- | -- | -- | -- | -- | -- | 401 |
| 402 | Education/Prevention | 402 | 402 | 402 | 402 | 402 | -- | -- | -- | -- | 402 | 402 | -- | -- | 402 |
| 403 | Client Outreach | 403 | 403 | 403 | 403 | -- | -- | -- | -- | -- | 403 | -- | 403 | -- | -- |
| 404 | Client Outreach | -- | -- | -- | -- | 404 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 405 | Child Assessment | -- | -- | -- | -- | 405 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 407 | Early ID/Inter. | -- | -- | -- | -- | 407 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 408 | Adult Assessment | 408 | -- | 408 | 408 | -- | -- | -- | -- | -- | 408 | -- | -- | -- | -- |
| 416 | Transport. | 416 | -- | 416 | 416 | 416 | 416 | -- | -- | -- | 416 | 416 | 416 | -- | 416 |
| 418 | Client Flex Funds | 418 | -- | 418 | 418 | -- | -- | -- | -- | -- | 418 | 418 | 418 | -- | 418 |
| 420 | Peer Support | 420 | -- | 420 | 420 | -- | -- | -- | -- | -- | 420 | -- | 420 | -- | 420 |
| 430 | FCSS | -- | -- | -- | -- | 430 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 431 | Crisis Assessment | 431 | -- | 431 | 431 | -- | -- | -- | 431 | -- | 431 | -- | -- | 431 | 431 |
| 432 | CMH Crisis | -- | -- | -- | -- | 432 | -- | 432 | -- | -- | -- | -- | -- | 432 | -- |
| 434 | Other CSP | 434 | 434 | 434 | 434 | -- | -- | -- | -- | -- | 434 | 434 | 434 | -- | -- |
| 436 | Crisis Stabilization | 436 | -- | 436 | 436 | -- | -- | -- | 436 | -- | 436 | -- | -- | 436 | 436 |
| 437 | Supportive Employment | 437 | -- | 437 | 437 | -- | -- | -- | -- | -- | 437 | -- | -- | -- | -- |
| 438 | ACT | 438 | -- | 438 | 438 | -- | -- | -- | -- | -- | 438 | 438 | -- | -- | -- |
| 443 | Housing Subsidy | 443 | 443 | 443 | 443 | -- | -- | -- | -- | -- | 443 | 443 | 443 | -- | -- |
| 446 | Basic Liv./Social | 446 | 446 | 446 | 446 | -- | -- | -- | -- | -- | 446 | 446 | 446 | -- | -- |
| 451 | Emerg. Response | 451 | -- | 451 | 451 | 451 | -- | -- | -- | -- | 451 | 451 | -- | -- | 451 |
| 452 | Outpat. Psychotherapy | 452 | -- | 452 | 452 | -- | -- | -- | -- | -- | 452 | 452 | -- | -- | -- |
| 453 | Outpat. Psychotherapy | -- | -- | -- | -- | 453 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 454 | Adult Medication Mgmt. | 454 | -- | 454 | 454 | -- | -- | -- | -- | -- | 454 | 454 | -- | -- | 454 |
| 455 | Child Medication Mgmt. | -- | -- | -- | -- | 455 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 457 | Child Family Psychoeducation | -- | -- | -- | -- | 457 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 458 | Approved Pilot Projects | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 458 | -- | -- | -- |
| 462 | Family Based Serv. | -- | -- | -- | -- | 462 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 467 | Child Day Treatment | -- | -- | -- | -- | 467 | -- | -- | -- | -- | -- | -- | -- | -- | -- |

**DHS-2895 Grid - CY2016**

| BRASS | Service | Grant 1<br>AMHI | Grant 2<br>PATH | Grant 3<br>CSP Rule 78 | Grant 4<br>AMH Integrative | Grant 5<br>Child Welfare/ Juvenile Justice Screening | Grant 6<br>CMH Respite | Grant 7<br>CMH Mobile Crisis | Grant 8<br>AMH Reg. Crisis | Grant 9<br>MFIP Family Connections | Grant 10<br>AMHI Regional | Grant 12<br>Transition to Community Init. | Grant 13<br>Housing Support | Grant 14<br>MH Crisis Response | Grant 15<br>Mankato Crisis Ctr. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 468 | Adult Day Treatment | 468 | -- | 468 | 468 | -- | -- | -- | -- | -- | 468 | -- | -- | -- | -- |
| 469 | Partial Hospitalization | 469 | -- | 469 | 469 | -- | -- | -- | -- | -- | 469 | -- | -- | -- | -- |
| 474 | Ault Res. Trtmnt. | 474 | -- | 474 | 474 | -- | -- | -- | -- | -- | 474 | 474 | -- | -- | -- |
| 489 | Child Respite | -- | -- | -- | -- | 489 | 489 | -- | -- | -- | -- | -- | -- | -- | -- |
| 490 | Child Rule 79 Case Mgt. | -- | -- | -- | -- | 490 | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| 491 | Adult Rule 79 Case Mgt. | 491 | -- | 491 | 491 | -- | -- | -- | -- | -- | 491 | 491 | -- | -- | -- |
| 493 | Adult Gen. Case Mgt. | 493 | 493 | 493 | 493 | -- | -- | -- | -- | -- | 493 | -- | 493 | -- | -- |
| 624 | Home-Based Support Serv. | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 624 | -- | -- | -- |
| 634 | Semi-Independent Living | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 634 | -- | -- | -- |
| 641 | Environmental Accessibility | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 641 | -- | -- | -- |
| 644 | Housing Services | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 644 | -- | -- | -- |
| 647 | Independent Living Skills | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 647 | -- | -- | -- |
| 681 | Adult Foster Care | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 681 | -- | -- | -- |
| 689 | Respite Care | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 689 | -- | -- | -- |
| 691 | AC/EW/CAC/CADI/CI Case Mgt. | -- | -- | -- | -- | -- | -- | -- | -- | -- | -- | 691 | -- | -- | -- |

## New CHIP Fund Codes Table

| New fund code | Parallel fund code | New Fund code description | Major Program | Eligibility type | Effective dates | Add Hospital Presumptive Eligibility MA 2X to new and/or parallel? | Funding split |
|---|---|---|---|---|---|---|---|
| 888 | 896 | CHIP PREG WM FFY 16 | NM | PC | DATES OF SERVICE 10/1/15 – 9/30/19 | new | 88% fed CHIP<br>12% state |
| 805 | 804 | CHIP CTY RCVRY FFY 16 | NM | PC | DATES OF SERVICE 10/1/15 – 9/30/19 | both | 88% fed CHIP<br>6% state<br>6% county |
| 890 | 891 | MCHIP FFY 2016 | NM | CB | DATES OF SERVICE 10/1/15 – 9/30/19 | NA | 88% fed CHIP<br>12% state |
| 889 | 892 | MCHIP RCVRY FFY 2016 | NM | CB | DATES OF SERVICE 10/1/15 – 9/30/19 | NA | 88% fed CHIP<br>6% state<br>6% county |
| 411 | 410 | CHP ADM TRANSP ACS | NM | PC | DATES OF SERVICE 10/1/15 – 9/30/19 | both | 88% fed CHIP<br>12% state |
| 492 | 493 | CHP INTPRTR ACS | NM | PC | DATES OF SERVICE 10/1/15 – no sunset. End use of 493 with claims dated 9/30/15 | both | 75% fed CHIP<br>25% state |

# Calendar Year 2016 DHS Financial Operations Division (FOD) Report Due Dates & Other Reminders

## 20 and 30 Day Quarter End Report Due Dates

| | | |
|---|---|---|
| Quarter 1 (January – March 2016) | 20 day reports are due Wednesday, April 20, 2016 | 30 day reports are due Friday, April 29, 2016 |
| Quarter 2 (April – June 2016) | 20 day reports are due Wednesday, July 20, 2016 | 30 day reports are due Friday, July 29, 2016 |
| Quarter 3 (July – September 2016) | 20 day reports are due Thursday, October 20, 2016 | 30 day reports are due Friday, October 28, 2016 |
| Quarter 4 (October – December 2016) | 20 day reports are due Friday, January 20, 2017 | 30 day reports are due Friday, January 27, 2017 |

If the 20th or the 30th 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 2016 County Confirmation Report Availability on Document Direct/InfoPac

| MONTH | CCR Available (Monday) |
|---|---|
| January | February 1, 2016 |
| February | February 29, 2016 |
| March | March 28, 2016 |
| April | April 25, 2016 |
| May | June 6, 2016 |
| June | July 5, 2016 |
| July | August 1, 2016 |
| August | August 29, 2016 |
| September | September 26, 2016 |
| October | October 24, 2016 |
| November | December 5, 2016 |
| December | January 3, 2017 **TUESDAY** |

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

| | |
|---|---|
| Quarter 1 (January – March 2016) | Monday, May 9, 2016 |
| Quarter 2 (April – June 2016) | Monday, August 8, 2016 |
| Quarter 3 (July – September 2016) | Monday, November 7, 2016 |
| Quarter 4 (October – December 2016) | Monday, February 6, 2017 |

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*

# HEALTH & HUMAN SERVICE FINANCE

DHS Financial Operations Division

*As of December 18, 2015*

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

Fund accountant for Medicaid and responsible for submission of CMS 64 federal quarterly report. Also acts as fund accountant for the Consumer Support Grant and Alternative Care Program.

**Evan Kearney: Fund Accountant for Children's Health Insurance Program (CHIP)**
(651) 431-3777 or *evan.kearney@state.mn.us*

Fund accountant for CHIP (Children's Health Insurance Plan) and responsible for submission of CMS 21 federal quarterly report. Also assists in compiling, calculating and validating the Accounts Payable (IBNR) report to federal and state agencies.

**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 & MEC$^2$). 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 MEC$^2$ operations and drawing of federal funding and submission of wire transfers for MAXIS and MEC$^2$ 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.

**Craig Beske: Mental Health Grants Fiscal Manager**
(651) 431-3780 or *craig.beske@state.mn.us*

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

**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: Community Partnerships Fiscal Manager**
(651) 431-3484 or *phyllis.meath@state.mn.us*

Administers the Children's Trust Fund, Child Care Quality and Availability grants, Family Support Grant, and DD-SILS.

**Jerry Medlicott: 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.

**VACANT: Children and Family Service Fiscal Manager**
Contact David Hanson at (651) 431-3737 or *david.m.hanson@state.mn.us*

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

**VACANT: Title IV-E Fiscal Management Analyst**
Contact David Hanson at (651) 431-3737 or *david.m.hanson@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.

## 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).

**Bonnie Spray: Tribal & Collaborative Reimbursement Specialist**
(651) 431-3785 or *bonnie.spray@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.