



Bulletin

NUMBER

#14-32-13

DATE

August 8, 2014

OF INTEREST TO

County Directors
Social Services Supervisors
and Staff

Agency Fiscal Supervisors

SSIS County/Tribe
Coordinators

BRASS Coordinators

Children's Mental Health
Collaboratives

ACTION/DUE DATE

Please implement changes
explained in the bulletin on
January 1, 2015

EXPIRATION DATE

August 8, 2016

Changes to DHS BRASS Manual for Calendar Year 2015

TOPIC

Budgeting, Reporting and Accounting for Social Services (BRASS) Manual for calendar year (CY) 2015.

PURPOSE

To inform county and tribal staff of CY 2015 valid BRASS Code changes and changes to the BRASS manual. This bulletin replaces #13-32-11 (August 20, 2013).

CONTACT

Please direct questions according to the topic area as follows:

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SIGNED

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Assistant Commissioner Deputy Commissioner

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

INTRODUCTION

The bulletin alerts agencies about changes to BRASS codes and their service definitions for calendar year 2015.

BACKGROUND

The BRASS Code

The Social Services Information System (SSIS) uses BRASS codes as the basis for tracking county social service activity. BRASS looks at the characteristics of the service rather than the characteristics of the client or the funding source. The BRASS Code is a five (5)-digit number (three major digits and two optional), and each digit means something:

First digit stands for Program Area.

Second digit stands for Service Category.

Third digit identifies a specific service.

Fourth and fifth digits are free for agency use (to track detail at agency option).

For most applications, the BRASS Code is used as the Service Code to represent the service provided. These are the codes for completing the quarterly fiscal SEAGR Report.

The changes in this bulletin list the current BRASS codes and their service definitions. This manual is effective January 1, 2015.

SUMMARY OF CHANGES

Two (2) new BRASS codes are being issued for 2015.

175 – Northstar Kinship Assistance

178 – Northstar Adoption Assistance

The title of one (1) BRASS code is being changed for 2015.

188 – Supervised Independent Living (~~18-20~~ 18 up to 21)

The definition has been changed or added for six (6) BRASS codes for 2015.

171 – Child Shelter

181 – Child Family Foster Care

182 – Relative Custody Assistance

183 – Children's Group Residential Care

188 – Supervised Independent Living (~~18-20~~ 18 up to 21)

196 – Adoptions

No (0) BRASS codes are being deleted for 2015.

Budgeting, **R**eporting and
Accounting for
Social **S**ervices

**MINNESOTA DEPARTMENT
OF HUMAN SERVICES**

A Manual of Services and Definitions
for the Minnesota Standard Social Service
Classification Structure

2015 Edition

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SECTION A:

VALID BRASS CODES BY

PROGRAM AREA

VALID BRASS CODES IN CHILDREN'S SERVICES

New codes for 2015 are in **bold** type. Deleted codes are ~~lined out~~ and are no longer valid.

10xx Assessment and Prevention Service Category

- 101x Information and Referral
- 102x Community Education and Prevention
- 104x Child Protection Investigation
- 105x Assessment for Long-Term Services and Supports
- 106x Parent Support Outreach Assessment
- 107x Child Welfare Assessment
- 108x Family Assessment Response
- 109x Concurrent Planning Assessment

11xx Facilitative Service Category

- 111x Mental Health Screening
- 115x Interpreter Services
- 116x Transportation
- 118x Health-Related Services
- 119x Court-Related Services and Activities

12xx-14xx Supportive Service Category

121x Legal Services

124x Home-Based Support Services

125x Homemaking Services

135x Family Support Grant Program

136x Consumer Support Grant

139x Educational Assistance

141x Environmental Accessibility Adaptations, Specialized Supplies and Equipment

144x Housing Services

145x Social and Recreational

146x Adolescent Life Skills Training

147x Independent Living Skills

15xx-16xx Remedial Outpatient Service Category

155x Individual Counseling

156x Group Counseling

158x Approved Pilot Projects

161x Family-Based Crisis Services

162x Family-Based Counseling Services

163x Family-Based Life Management Skills Services

164x Family Assessment Response Services

165x Services for Concurrent Permanency Planning

166x Family Group Decision Making

167x Parent Support Outreach Services

17xx-18xx Remedial Residential Service Category

171x Child Shelter

175x Northstar Kinship Assistance

178x Northstar Adoption Assistance

180x Treatment Foster Care

181x Child Family Foster Care

182x Relative Custody Assistance

183x Children's Group Residential Care

185x Correctional Facilities

186x Detention

188x Supervised Independent Living (~~18~~–2018 up to 21)

189x Respite Care

19xx Case Management and Resource Development Service Category

191x CAC/CADI/BI Case Management

192x Family Assessment Case Management

193x General Case Management

194x Relocation Service Coordination (RSC) - Targeted Case Management

196x Adoptions

197x Local Collaborative Undifferentiated Services

198x Licensing and Resource Development

VALID BRASS CODES IN CHILD CARE

New codes for 2015 are in **bold** type. Deleted codes are ~~lined out~~ and are no longer valid.

20xx Assessment and Prevention Service Category

201x Information and Referral

202x Community Education and Prevention

21xx Facilitative Service Category

211x Basic Sliding Fee Child Care

212x Minnesota Family Investment Program (MFIP) Child Care

214x Other Child Care

22xx-24xx Supportive Service Category

237x Statewide MFIP Employment Services

25xx-26xx Remedial Outpatient Service Category

258x Approved Pilot Projects

27xx-28xx Remedial Residential Service Category

29xx Case Management and Resource Development Service Category

293x General Child Care Case Management

298x Licensing and Resource Development

VALID BRASS CODES IN CHEMICAL HEALTH

New codes for 2015 are in **bold** type. Deleted codes are ~~lined out~~ and are no longer valid.

30xx Assessment and Prevention Service Category

301x Information and Referral

302x Community Education and Prevention

305x Rule 25 Assessment/Rule 24 Financial Eligibility Determination

309x Pre-Petition Screening/Hearing

31xx Facilitative Service Category

316x Transportation

317x Detoxification Transportation

32xx-34xx Supportive Service Category

336x Supportive Services

35xx-36xx Remedial Outpatient Service Category

352x Outpatient Treatment

354x Medication Maintenance

358x Approved Pilot Projects

359x Consolidated Chemical Dependency Treatment Fund (CCDTF)

369x Aftercare

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37xx-38xx Remedial Residential Service Category

370x Chemical Dependency Shelter

371x Detoxification

374x Residential Rehabilitation

39xx Case Management and Resource Development Service Category

393x Service Coordination

VALID BRASS CODES IN MENTAL HEALTH

New codes for 2015 are in **bold** type. Deleted codes are ~~lined out~~ and are no longer valid.

40xx Assessment and Prevention Service Category

- 401x Information and Referral
- 402x Community Education and Prevention
- 403x Client Outreach (CSP)
- 404x Client Outreach (FCSS)
- 405x Child Outpatient Diagnostic Assessment/Psychological Testing
- 407x Early Identification and Intervention
- 408x Adult Outpatient Diagnostic Assessment/Psychological Testing
- 409x Pre-Petition Screening/Hearing

41xx Facilitative Service Category

- 410x Child Level of Care Determination
- 416x Transportation
- 418x Client Flex Funds
- 420x Peer Support Services

42xx-44xx Supportive Service Category

- 430x Other Family Community Support Services (FCSS)
- 431x Adult Mobile Crisis Services
- 432x Children's Mental Health Crisis Services
- 434x Other Community Support Program Services (CSP)
- 436x Adult Residential Crisis Stabilization
- 437x Supported Employment
- 438x Assertive Community Treatment (ACT)
- 439x Child Mental Health Behavioral Aide Services
- 440x Direction of Child Mental Health Behavioral Aides
- 443x Housing Subsidy
- 446x Basic Living/Social Skills and Community Intervention

45xx-46xx Remedial Outpatient Service Category

- 451x Emergency Response Service
- 452x Adult Outpatient Psychotherapy
- 453x Child Outpatient Psychotherapy
- 454x Adult Outpatient Medication Management
- 455x Child Outpatient Medication Management
- 458x Approved Pilot Projects
- 462x Family-Based Services
- 467x Child Day Treatment
- 468x Adult Day Treatment
- 469x Partial Hospitalization

47xx-48xx Remedial Residential Service Category

- 472x State-Operated Inpatient
- 473x Acute Care Hospital Inpatient
- 474x Adult Residential Treatment
- 477x Subacute Psychiatric Care
- 483x Children's Residential Treatment
- 489x Child Respite Care

49xx Case Management and Resource Development Service Category

- 490x Child Rule 79 Case Management
- 491x Adult Rule 79 Case Management
- 492x Child General Case Management
- 493x Adult General Case Management

VALID BRASS CODES IN DEVELOPMENTAL DISABILITIES (DD)

New codes for 2015 are in **bold** type. Deleted codes are ~~lined out~~ and are no longer valid.

50xx Assessment and Prevention Service Category

- 501x Information and Referral
- 502x Community Education and Prevention
- 505x Assessment for Long-Term Services and Supports
- 509x Pre-Petition Screening/Hearing

51xx Facilitative Service Category

- 516x Transportation

52xx-54xx Supportive Service Category

- 525x Homemaking Services
- 531x In-Home Family Support Services
- 534x Semi-Independent Living Services (SILS)
- 535x Family Support Program
- 538x Extended Supported Employment
- 541x Environmental Accessibility Adaptations, Specialized Supplies and Equipment

55xx-56xx Remedial Outpatient Service Category

- 558x Approved Pilot Projects
- 564x Adult Supported Living Services
- 565x Child Supported Living Services
- 566x Day Training and Habilitation

57xx-58xx Remedial Residential Service Category

574x Community Residential Facilities and Services

589x Respite Care

59xx Case Management and Resource Development Service Category

591x DD Waiver Case Management

592x Child (< 21) DD Non-Waiver Case Management

593x Adult (21+) DD Non-Waiver Case Management

595x Public Guardianship

VALID BRASS CODES IN ADULT SERVICES

New codes for 2015 are in **bold** type. Deleted codes are ~~lined-out~~ and are no longer valid.

60xx Assessment and Prevention Service Category

601x Information and Referral

602x Community Education and Prevention

604x Adult Protection Assessment and Investigation

605x Assessment for Long-Term Services and Supports

607x General Assessment

61xx Facilitative Service Category

615x Interpreter Services

616x Transportation

618x Health-Related Services

619x Court-Related Services and Activities

62xx-64xx Supportive Service Category

621x Legal Services

622x Companion Services

623x Chore Services

624x Home-Based Support Services

625x Homemaking Services

627x Customized Living/Residential Care

628x Home Delivered Meals

629x Congregate Meals

634x Semi-Independent Living Services (SILS)

636x Consumer Support Grant

637x Employability

638x Extended Employment

641x Environmental Accessibility Adaptations, Specialized Supplies and Equipment

644x Housing Access_Services

645x Social and Recreational Service

647x Independent Living Skills

648x Money Management

649x Adult Day Care

65xx-66xx Remedial Outpatient Service Category

655x Individual Counseling

656x Group Counseling

658x Approved Pilot Projects

67xx-68xx Remedial Residential Service Category

671x Adult Shelter

681x Adult Foster Care

689x Respite Care

69xx Case Management and Resource Development Service Category

691x AC/EW/CAC/CADI/BI Case Management

693x General Case Management

694x Relocation Service Coordination (RSC) - Targeted Case Management

695x Guardianship/Conservatorship

698x Licensing and Resource Development

SECTION B:

BRASS SERVICE DEFINITIONS

DEFINITIONS FOR CHILDREN'S SERVICES

Included in this list are those codes that are specific to this program area. New definition language for 2015 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

- 101x Information and Referral
- Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.
- 102x Community Education and Prevention
- Activities designed to educate the general public or special high-risk target individuals and their families about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goals are to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and improve people's skills in dealing with high-risk situations.
- 104x Child Protection Investigation
- All activity by the local social service agency from the time a report alleging child maltreatment (abuse or neglect under Minnesota Statutes, section 626.556) is accepted for investigation until the determination is made. The investigation determines whether maltreatment occurred, and whether child protective services are needed. This includes purchased services that aid the agency in conducting the investigation.
- Activities include checking records, coordinating with law enforcement staff, working with the county attorney's office or juvenile court personnel, observing and interviewing children, interviewing parents or other caretakers of children, collateral contacts, assessing risk, and documenting these activities, including filing complete statistical data for DHS. It may also include developing a child protective service plan with the family.

105x Assessment for Long-Term Services and Supports

An assessment to assist persons with long-term or chronic care needs to make decisions about how to meet their goals, preferences and needs by selecting long-term service and support options. The assessment and support planning are intended to prevent or delay institutional placements and to provide access to transition services to move from institutions. The assessment is available to any person regardless of age, disability, income, assets or referral source. Determining whether specialized services are needed is the function of the OBRA Level II Evaluation and is not part of Assessment for Long-term Services and Supports.

Note: For (OBRA) Omnibus Budget Reconciliation Act Level II Evaluation use codes 408x or 505x.

106x Parent Support Outreach Assessment

The Parent Support Outreach Program is for families where a child maltreatment report has been made on the family and the report has been screened out. The program is voluntary on the part of families and is intended to provide early intervention services to address the needs of families at risk of child maltreatment. Activities include reviewing child maltreatment reports for eligibility for the Parent Support Outreach Program, documenting child maltreatment risk factors present in the report, contacting the family to offer services, and completing a strength and needs assessment with the family.

107x Child Welfare Assessment

Activities conducted by county staff to determine a child's need for child welfare services. The assessment includes appraisal of individual conditions, problems, strengths and needs. The child welfare assessment may determine that a child protection assessment is warranted, and may also include the pre-placement review mandated under Minnesota Statutes, section 260C.201, subdivision 3. This includes purchased services that aid the agency in conducting the assessment.

108x Family Assessment Response

All activity by the local social service agency from the time a child maltreatment report is screened into the Family Assessment Response track until the family assessment is completed. Family assessments are holistic and result in an assessment of child safety, child maltreatment risk level, and family needs and strengths. Activities include interviewing families, assessing immediate safety concerns and developing a safety plan if needed, completing a child maltreatment risk assessment, identifying family needs and strengths, and developing a service plan if indicated by the family assessment. Additional activities include connecting families to community resources and supports.

109x Concurrent Planning Assessment

Concurrent Permanency Planning is required for all children under age eight (8) and their siblings when a child either is in foster care for more than 90 days or it appears likely that the child will continue in foster care for more than 90 days. Concurrent permanency planning involves assessing the parent's capacity to parent through identifying their strengths and deficits, and gathering information about their physical, social, mental health and intellectual functioning, including the use of mood altering chemicals and exposure to domestic violence. It also involves gathering information about the child's needs that include reviewing the placement history, developmental achievements, medical, mental health and developmental screenings.

111x Mental Health Screening

Service designed to identify children who are at risk of needing mental health services. This service is mandated for children in the child welfare system (ages 3 months to 18 years) who:

- Receive child protective case management services or
- Are in guardianship and adoption case management and parental rights have been terminated or
- Are in out-of-home placement for 30 days or more and are not in a children's mental health work group in the Social Services Information System (SSIS).

Note: This service also includes non-mandated Children's Mental Health screenings.

115x Interpreter Services

Language interpreting services by a qualified language interpreter to ensure accurate communication with non-English speaking persons, or the provision of oral or tactile interpreting services by a qualified sign language interpreter to ensure communication with persons who are deaf, hard of hearing, or deaf-blind.

116x Transportation

Provision of travel and escort to and from community resources and facilities.

118x Health-Related Services

Services include in-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Examples are home health or nursing services, home health therapies, behavior programming, cognitive therapy, psychological testing and explanation of findings, occupational, physical, and speech therapies. Excluded are home health aide and personal care attendant that have separate codes.

Note: The services of a home health aide and personal care assistant should be coded under 124x.

119x Court-Related Services and Activities

Court-related services include custody studies, mediation, supervised visitation, and court-ordered home studies and other court-ordered services and activities. Activities include court appearances and preparation for court such as document preparation and consultation with the county attorney's office, law enforcement and other investigatory agencies.

121x Legal Services

Assistance in resolving civil legal matters and the protection of legal rights.

124x Home-Based Support Services

Services designed to support and maintain children in the home. Services include medically-oriented tasks prescribed by a physician, supervised by a registered nurse, and written in a plan of care. These services provide training or support to caregivers or children with disabilities. Home-based support services also include non-medical care, supervision, and oversight provided to a caregiver for a child with a disability with such tasks as meal preparation, laundry and shopping that are not performed as discrete tasks.

125x Homemaking Services

The provision or teaching of home management skills to individuals and families by a trained homemaker when the individual usually responsible for those activities is temporarily absent or unable to manage the home and care for themselves or others in the home

135x Family Support Grant Program

A grant program that provides funds for a family caring for their child through age 21 who has a disability requiring an institutional level of care. The grant program is for the purpose of purchasing items and services that assist the family to maintain the child in the home. Examples of these items and services are respite care, equipment to modify a home or a vehicle, and family and individual counseling.

136x Consumer Support Grant

The Consumer Support Grant (CSG) is a state funded alternative to such Medicaid reimbursed services as personal care assistant, private duty nurse, or home health aide allowing flexibility in support services to be provided in the home of the recipient. The county providing these services must be enrolled with DHS as a CSG county prior to enrolling consumers.

139x Educational Assistance

The provision of education or training unrelated to employment, for individuals with school adjustment problems in need of special education assistance.

141x Environmental Accessibility Adaptations, Specialized Supplies and Equipment

Specialized supplies and equipment (CAC, CADI, BI only)

Devices, controls, or appliances, specified in the service plan, that enable participants to increase their ability to perform activities of daily living, or to perceive, control, or communicate with their environment. This service also includes items necessary for life support, ancillary supplies and equipment necessary to the proper functioning of such items, and durable and non-durable medical equipment that are not covered under the state plan.

Environmental Accessibility Adaptations

Physical adaptations to the participant's home or primary vehicle, required by the participant's service plan, that are necessary to ensure the health and safety of the participant or enable the participant to function with greater independence in the home, and without which, the participant would require institutionalization. Modifications may include the installation of ramps and grab-bars, widening of doorways, and bathroom modifications. This service also covers assessments, installation, maintenance and repairs if they are more cost-effective than replacement.

144x Housing Services

Services designed to help individuals obtain, maintain, improve or modify existing housing. This can include the direct payment to a landlord for part of the rent, partial utility costs, rent during psychiatric crisis or hospitalization, deposits on housing and utilities, furnishings and supplies, installation costs for utilities, or storage and moving costs.

145x Social and Recreational

Opportunities for personal growth and development which enable individuals to participate in age and culturally-appropriate recreational and leisure time activities that maintain physical and mental vitality. This may include supervision and assistance to a child in accessing community services and participating in community activities.

146x Adolescent Life Skills Training

Individual or group services designed to assist youth, ages 14-21, who are in long term county approved out-of-home placement, to prepare for independent living. Eligible youth can receive services until their 21st birthday. Services include an independent living skills assessment and the development of an independent living plan by a case manager. Other services may include training in daily living skills, service coordination, educational and career assistance, and the funding of activities that promote self-reliance and self-esteem. Funds can be used to pay room and board costs which include damage deposits, rent subsidies, utility and phone hook-up charges for youth leaving placement after age 18. Youth receiving assistance with room and board costs may be required to participate in independent living skills training, case management, and home visits.

Note: If extended foster care use 188 – Supervised Independent Living (18-20).

147x Independent Living Skills

Services that develop and maintain the community living skills and community integration of a person. Independent Living Skills (ILS) must be provided in a person's home and/or community setting typically used by the general public. Of the waivers, this applies to CADI and BI only.

155x Individual Counseling

Application of goal-directed therapeutic processes for personal, family, situational, or occupational problems to provide a positive resolution or improved acceptance in a face-to-face or telephone communication with an individual client. Included is individual counseling for a family member of a child receiving CAC/CADI/BI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan where the purpose of the counseling is to maintain the child in the home.

156x Group Counseling

Application of therapeutic processes for personal, family, situational, or occupational problems in order to provide positive resolution or improved acceptance in a face-to-face setting with a group or family. Included is counseling for the family of a child receiving CAC/CADI/BI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan where the purpose of the counseling is to maintain the child in the home.

158x Approved Pilot Projects

Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.

161x Family-Based Crisis Services

Services to a family in the home, within 24-hours of referral, to help the family resolve a relationship crisis to prevent placing a child outside of the home.

162x Family-Based Counseling Services

Services to a family in the home followed with additional, limited services in an outside setting, if needed, to help the family resolve personal, family or situational problems. These services are provided to prevent placement of a child outside of the home or so that a child can be returned home from placement.

163x Family-Based Life Management Skills Services

Services to a family in the home or in a service provider's home including teaching family parenting skills, consumer education, money management, communication and home management skills to prevent placement of a child outside of the home or so that a child can be returned home.

164x Family Assessment Response Services

Services designed to support families in their efforts to keep children safe and nurtured. Services include providing training or counseling supports for parents and children; emergency basic needs; stable housing and living conditions; activities that enhance parent/child interactions, increase self-sufficiency and reduce or eliminate child maltreatment risk factors.

165x Services for Concurrent Permanency Planning

Services designed to remedy the conditions that led to the child being placed out of the care of the parent, including the provision of any services identified in the out-of-home placement plan. It also includes activities related to placing the child with a permanency resource family, including special services or support provided to the family to maintain the child in the home. Other activities included are full disclosure, finding relatives and assessing relatives for referral for foster care licensing or possible permanent placement, and supervised visitation.

166x Family Group Decision Making

A decision-making process that allows the family to develop a care and protection plan to ensure child safety or to plan for permanency and reunification. The Family Group Decision Making process includes preparation for the family meeting, facilitation of the family meeting, plan development and post meeting activities. Services included are those involved with the preparation and facilitation of the family meeting. Social services required by the plan itself are not included under this code.

167x Parent Support Outreach Services

Services to families designed to reduce or remove barriers to child safety, family and child well-being. Service decisions are based on the needs assessment of the family, and the family's interest in specific services. Service options include case management, counseling, therapy, education, and activities that enhance parent/child interaction. Also included is the provision of basic needs of food, clothing and shelter.

Note: To be used only by Parent Support Outreach Services program.

171x Child Shelter

Services provided in a group residential facility for time-limited placements of 90 days or less to children who are in immediate need of short term, time-limited, out-of-home placement until a plan of care is established. An out-of-home placement plan must be completed by the county or tribe within 30 days of the initial placement. This code includes ~~children who are receiving shelter care in a licensed family foster facility or a residential setting and includes~~ the initial 60-day clothing allowance.

Note: If provided in a licensed family foster home, use Child Family Foster Care (181x).

175x Northstar Kinship Assistance

Northstar Care for Children permanency benefits paid on behalf of children and youth where the court has ordered a transfer of permanent legal and physical custody to a relative. Such benefits include age-determined basic payments and may include supplemental difficulty of care payments as determined by an assessment of the young person's needs and how the caregiver(s) meet(s) some or all of those needs.

178x Northstar Adoption Assistance

Northstar Care for Children permanency benefits paid on behalf of children and youth who have been adopted. Such benefits include age-determined basic payments and may include supplemental difficulty of care payments as determined by an assessment of the young person's need and how the caregiver(s) meet(s) some or all of those needs.

180x Treatment Foster Care

Treatment foster care serves children and youth whose special needs put them at risk of placement in a more restrictive setting. Treatment foster care may be provided to children with severe emotional disturbance, developmental disabilities, or who have a serious behavior problem or serious medical condition. This service is provided by foster parents who are qualified to deliver planned integrated therapeutic services in a foster family setting. This care is provided in a 24-hour-a-day setting following placement of a child by the commissioner or a licensed child-placing agency with legal responsibility pursuant to a court order or voluntary placement agreement. This includes foster homes licensed under Minnesota Rules, parts 2960.3000 to 2960.3340 and family foster homes licensed or approved by a tribe. This includes the initial 60-day clothing allowance.

181x Child Family Foster Care

The 24-hour-a-day care of a child following placement by the commissioner or a licensed child-placing agency with legal responsibility pursuant to a court order or voluntary placement agreement in a home or facility that provides care to one or more children. This includes facilities licensed under Minnesota Rules, parts 2960.3000 to 2960.3230 and family foster homes licensed or approved by a tribe. Foster care is provided to a child or children when unaccompanied by a parent or guardian as a substitute for care, food, lodging, training, education, supervision, or treatment needed that cannot be furnished by a child's parent or guardian in the child's home. This includes the initial 60-day clothing allowance. Foster care includes an emergency placement of a child in the home of a relative who has not yet completed the licensure process. Foster care also includes extended foster care for youth who reside in a family foster home from age 18 up to 21.

Note: For extended foster care in a supervised independent living setting, use Supervised Independent Living (188x).

Note: If respite care is provided in a licensed family foster home or facility, use Respite Care (189x).

182x Relative Custody Assistance

~~A program to provide financial assistance to a relative who has permanent legal and physical custody of a child as a result of a permanency determination under Minnesota Statutes, section 260C.513 (a). The child must be a member of a sibling group that is to be placed together, or must have a physical, mental, emotional, or behavioral difficulty that requires financial support.~~

A program to financially support the permanency of a child through a transfer of permanent legal and physical custody to a relative. Prior to the transfer, a county or tribal social service agency had custody of the child while in out-of-home placement, the child could not return home, and the permanency disposition was consistent with Minnesota Statutes, section 260C.513 (a) or tribal equivalent. To be eligible, the child must either be a member of a sibling group that is to be placed together, or else have a physical, mental, emotional, or behavioral difficulty that requires financial support. For eligible children, the support consists of a financial benefit supplementary to benefits available through the Minnesota Family Investment Program (MFIP). Although paid to the relative custodian(s), the benefit is considered to be the child's income.

183x Children's Group Residential Care

Provision of substitute 24-hour care in a licensed facility (Minnesota Rules, parts 2960.0130 – 2960.0220) which provides services for a group of children who are unable to live in their own homes. The goal is to provide experiences and conditions that promote normal growth, development, and access to therapeutic services to enhance individual or family functioning. Services may emphasize peer relationships with the goal of facilitating reunification or transition to independent living. This service includes the initial 60-day clothing allowance.

Note: If shelter care is provided in a group residential setting, use Child Shelter (171x).

Note: If respite care is provided in a group ~~home~~ residential setting, use Respite Care (189x).

Note: If provided with Mental Health Certification use 483x – Children's Residential treatment.

185x Correctional Facilities

A program of intervention and care for children in a group residential setting licensed or certified as a correctional facility. This service includes the initial 60-day clothing allowance.

186x Detention

A licensed residential program offering temporary care to an alleged delinquent youth with new charges or an adjudicated delinquent with new charges who is at least 10 years old, but younger than 21 years old. The youth is on pre-dispositional status and is held in a detention facility pending court action.

188x Supervised Independent Living (~~18–20~~ up to 21)

Residential service for youth ages ~~18–20~~ 18 up to 21 while transitioning from foster care to independence, provided with an appropriate level of supervision and assistance for the youth's individual needs in accordance with an independent living plan developed with the youth. Appropriate settings include host homes, shared housing, apartments, and college dormitories for youth attending post-secondary educational programs. Room and board costs paid for under this service may include damage deposits, rent subsidies, and utility installation charges. This also includes any increased benefit to the foster youth as a result of having responsibility for his or her child who resides with the youth. Youth who receive this service are required to participate in monthly face to face contacts and case management.

Note: This service is intended for room and board costs when providing extended foster care services to ~~18–20 year olds~~ youth who are capable of living independently in the community with varying degrees of agency supervision.

Note: If SELF (non-residential services) use 146 – Adolescent Life Skills Training.

189x Respite Care

Short-term care provided to individuals due to the temporary absence or need for relief of those persons normally providing the care. Respite care may be provided during the day or overnight in the individual's home or in an out-of-home setting from one hour to several days. This includes crisis nursery services and respite provided in a foster home.

Note: If respite is provided in a foster home, code the activity Respite Care (189x). If a child is assessed to be SED, use Child Respite Care (489x).

191x CAC/CADI/BI Case Management

A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed to promote the securing of appropriate services.

192x Family Assessment Case Management

A systematic process through which a family's multiple needs are addressed. This process involves ongoing assessment, planning, referral, service coordination, and monitoring. This includes consultation and advocacy assistance to secure appropriate services and resources.

193x General Case Management

A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple needs of clients are addressed. It also includes exercising legal consents issued by the commissioner or delegated to the local social service agency to ensure the emotional, health, educational, vocational or other needs, and racial and familial identity of the commissioner's wards.

194x Relocation Service Coordination (RSC) - Targeted Case Management

Relocation service coordination services are provided for relocating persons who reside in institutions to the community. This assistance includes developing and implementing a relocation plan, arranging for additional assessments to help ensure access to needed community services, coordination of referrals, securing vendors, housing and other needed services.

196x Adoptions

Services provided to children without legally responsible parents that will secure a social and legal family membership. This includes services provided to biological parents making an adoptive plan for their child, appropriate home selection, placement and post-placement supervision, and studies on petitions referred by courts. It also includes post-adoption services for minors and their adoptive parents, and services provided to adopted adults seeking information about their history or birth parents.

Note: If paying for Northstar Kinship Assistance, use service code (175x).

Note: If paying for Northstar Adoption Assistance, use service code (178x).

197x Local Collaborative Undifferentiated Services

Services, supports and interventions provided to children and their families as a collaborative activity of a Family Services Collaborative (FSC), a Children's Integrated Mental Health Fund (ChIMHF), or an Interagency Early Intervention Committee (IEIC). This includes revenues and attendant expenses that flow through county social service agency to collaboratives to fund services.

198x Licensing and Resource Development

Licensing of foster homes and various recruitment and development activities to ensure that needed services and resources are available, including recruitment of foster and adoptive parents, studies of potential adoptive homes, and training foster and adoptive parents.

DEFINITIONS FOR CHILD CARE

Included in this list are those codes that are specific to this program area. New definition language for 2014 - 2015 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

201x Information and Referral

Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.

202x Community Education and Prevention

Activities designed to educate the general public or special high-risk target groups about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goal is to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and improve skills in dealing with high-risk situations.

211x Basic Sliding Fee Child Care

The care of a child by someone other than a parent, stepparent, legal guardian, or eligible relative caretaker, or their spouse, in or outside of the child's home for gain or otherwise, on a regular basis, for any part of a 24-hour day. Included are families participating in the portability pool program. Families receiving assistance with child care costs must be engaged in employment, job search, or education leading to employment, and may not be participating in the MFIP or Transition Year Child Care or Transition Year Extension Programs. Payment must be made to the provider except when the care is provided in the child's home, then payment is made to the parent. Funding comes from federal, state and county sources.

Note: This code is only for actual child care. Time spent by county staff to arrange child care is coded to General Child Care Case Management (293x).

212x Minnesota Family Investment Program (MFIP) Child Care

The care of a child who is receiving assistance through the MFIP, Diversionary Work, Transition Year or Transition Year Extension Child Care Programs by someone other than a parent, stepparent, legal guardian, eligible relative caretaker, or their spouse, in or outside of the child's home for gain or otherwise, on a regular basis, for any part of a 24-hour day. MFIP families must be participating in authorized activities which include: orientation, assessments, job search, job support, employment, employment and training, or social services approved in an employment or job search plan, or attendance at an appeal hearing. MFIP or Diversionary Work Program families who are working or in a job search and have received MFIP assistance in at least three of the last six months prior to their case closing, may be eligible for Transition Year benefits. Families receiving assistance with child care costs under Transition Year or Transition Year Extension programs must be engaged in employment or job search. Funding comes from state and federal sources.

Note: This code is only for actual child care. Time spent by county staff to arrange child care is coded to General Child Care Case Management (293x).

214x Other Child Care

The care of a child by someone other than a parent or legal guardian in or outside of the child's home for gain or otherwise, for any part of a 24-hour day, not funded by Basic Sliding Fee or MFIP program child care as authorized by the county social services agency.

Note: This code is only for actual child care. Time spent by county staff to arrange child care is coded to General Case Management (293x).

237x Statewide MFIP Employment Services

Services provided to assist MFIP participants to become employed or self-sufficient. These mandatory and supportive services include service coordination and case management functions, consultation and advocacy services, and activities associated with obtaining a job such as on-the-job training, work experience, educational activities, functional work literacy, and transportation assistance.

258x Approved Pilot Projects

Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.

293x General Child Care Case Management

A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed.

298x Licensing and Resource Development

Licensing of family day care homes or the in-home certification of day care providers and various recruitment and development activities directed toward ensuring that needed services and resources are available.

DEFINITIONS FOR CHEMICAL HEALTH SERVICES

Included in this list are those codes that are specific to this program area. New definition language for 2014 - 2015 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

301x Information and Referral

Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.

302x Community Education and Prevention

Activities designed to educate the general public or special high-risk target groups about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goal is to increase the understanding and acceptance of these problems, to increase awareness of the availability of resources and services, and to improve skills in dealing with high-risk situations.

305x Rule 25 Assessment/Rule 24 Financial Eligibility Determination

Determination by qualified county staff or their designees using established criteria, of an individual's need for chemical abuse or chemical dependency treatment and the appropriate level of care for persons seeking treatment requiring the expenditure of public funds. It includes activities conducted to determine a client's family size, availability of third-party payer, and a responsible relative's ability to pay for the client's chemical abuse or dependency treatment to establish whether the treatment can be paid for by the Consolidated Chemical Dependency Treatment Fund (CCDTF). These activities would include determination of a client's fee for treatment when appropriate under Minnesota Rules, parts 9530.6800 to 9530.7031 (informally known as Rule 24) and its assessment process under 9530.6600 to 9530.6655 (known as Rule 25).

309x Pre-Petition Screening/Hearing

Investigation prior to a commitment hearing which includes a personal interview with the proposed patient or others knowledgeable about the condition of the proposed patient; identification and investigation of the alleged conduct which is the basis for the application; preparation of a report to the county attorney listing reasons for rejecting or recommending alternatives to involuntary placement; and attendance and participation at hearings or commitment proceedings. This service must meet standards specified in the Minnesota Commitment Act (Minnesota Statutes, section 253B.07, subdivision 1).

316x Transportation

Provision of travel and escort to and from community resources and facilities.

317x Detoxification Transportation

Transportation of persons in need of detoxification services to local detoxification programs.

336x Supportive Services

Education provided to family members of a chemically-dependent client receiving treatment which is an adjunct service to family members of an active client and is not provided as part of the vendor treatment services.

352x Outpatient Treatment

An alcohol or drug treatment program for the purpose of providing care to chemically abusive or dependent clients on a nonresidential basis employing individual treatment plans to clients.

354x Medication Maintenance

Administering of medications that act as a deterrent to the use of abuse-prone substances, e.g., antabuse or methadone maintenance.

358x Approved Pilot Projects

Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.

359x Consolidated Chemical Dependency Treatment Fund (CCDTF)

Use of public funds for payment of chemical abuse and dependency treatment provided to eligible clients in licensed treatment facilities that have host county/tribal contracts to provide CCDTF services. These CCDTF services include DHS-licensed treatment for outpatient, and residential services.

369x Aftercare

Support services for chemically-dependent persons and significant others following completion of a formal treatment sequence.

370x Chemical Dependency Shelter

A short-term residential protective setting for adults who are chemically dependent and may be inebriated.

371x Detoxification

A licensed short-term residential protective setting for persons in need of detoxification to facilitate access into a comprehensive care and treatment program.

374x Residential Rehabilitation

A licensed residential chemical dependency rehabilitation program that provides intensive, primary therapeutic services to clients who do not require detoxification, nor can they benefit from an outpatient program. These programs provide chemical dependency services, including group and individual counseling, client education, and other services specific to chemical dependency rehabilitation and other services specific to chemical dependency rehabilitation.

393x Service Coordination

A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed.

DEFINITIONS FOR MENTAL HEALTH SERVICES

Included in this list are those codes that are specific to this program area. New definition language for 2014 – 2015 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

- 401x Information and Referral
- Provision of information to individuals on social and human services, and assistance to individuals in making contact with a resource that can respond to their needs or problems.
- 402x Community Education and Prevention
- Activities designed to educate the general public or special high-risk target individuals and their families about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goals are to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and improve skills in dealing with the high-risk situations.
- 403x Client Outreach (Community Support Program)
- Services designed to locate adults within the community who have or may have serious and persistent mental illness, inform them of available community support services, and assure that they have access to those services. These services must be provided as part of the county's community support program as described in the county mental health plan and approved by DHS.
- 404x Client Outreach (Family Community Support Services)
- Services designed to locate children within the community who have or may have severe emotional disturbance, inform them or their families of available community support services, and assure that they have access to those services.

- 405x Child Outpatient Diagnostic Assessment/Psychological Testing
- Diagnostic assessment of a child including history, mental status, and functional assessment or disposition by a licensed mental health professional. This excludes diagnostic assessments provided as part of day treatment or family community support services, and those provided by staff of a residential or inpatient program. This includes psychological testing by physician/psychologist.
- 407x Early Identification and Intervention
- Services designed to identify persons who are at risk of needing or in need of mental health services and arrangements for intervention and treatment. This service can be provided to both children and adults.
- 408x Adult Outpatient Diagnostic Assessment/Psychological Testing
- Diagnostic assessment of an adult including history, mental status, disposition, psychological testing and explanation of findings by physician/psychologist. This excludes diagnostic assessments provided as part of a day treatment or community support program, and those provided by staff of a residential or inpatient program.
- Note: This code should be used for PASRR Level II screenings under OBRA.*
- 409x Pre-Petition Screening/Hearing
- Investigation prior to a commitment hearing which includes a personal interview with the proposed patient or others knowledgeable about the condition of the proposed patient, identification and investigation of the alleged conduct which is the basis for the application, preparation of a report to the county attorney listing reasons for rejecting or recommending alternatives to involuntary placement, and attendance and participation at hearings or commitment proceedings. This service must meet standards specified in the Minnesota Commitment Act (Minnesota Statutes, section 253B.07, subdivision 1).

410x Child Level of Care Determination

Determination, by a licensed mental health professional, of a child's level of care prior to admission to a treatment center if public funds are used, or to an acute care hospital for treatment of severe emotional disturbance if public funds other than Medical Assistance or MinnesotaCare are used to pay for the services. Requirements for this activity are defined in Minnesota Statutes, section 245.4885, subdivision 1.

Note: provided to persons under age 21.

416x Transportation

Provision of travel and escort to and from community resources and facilities.

418x Client Flex Funds

Non-housing related goods or services purchased on behalf of a client to meet basic physical, mental health or medical needs. Examples include medications, clothing and food.

Note: If housing-related, use 443x Housing Subsidy.

420x Peer Support Services

Non-clinical, recovery-focused activities encouraging empowerment, self-determination, and decision-making provided by a Certified Peer Specialist.

430x Other Family Community Support Services (FCSS)

Community-based services provided under the clinical supervision of a mental health professional to help children with emotional disturbance to function and remain in the community. These services can include any of the following:

- 1) Medication monitoring
- 2) Developing independent living skills
- 3) Developing parenting skills
- 4) Leisure and recreational activities
- 5) Locating respite care and special needs day care
- 6) Assistance in obtaining financial resources including applying for financial benefits
- 7) Crisis assistance/crisis plan development
- 8) Therapeutic support for foster care.

431x Adult Mobile Crisis Services

Face-to-face assessment of an adult who may be experiencing a mental health crisis or a mental health emergency and/or provision of crisis intervention services to a person with mental illness experiencing a mental health crisis or a mental health emergency.

Note: This service is distinct from development of a crisis assistance plan (434) and Crisis Stabilization (436x).

432x Children's Mental Health Crisis Services

Intensive, short-term, face-to-face crisis services provided to children and adolescents who are in crisis and at risk of psychiatric hospitalization. This service includes mobile crisis team services.

Note: This service is distinct from the crisis assistance services component of FCSS (430).

434x Other Community Support Program Services (CSP)

Community-based services not otherwise classified which are provided or coordinated under the clinical supervision of a mental health professional and designed to help adults with serious mental illness to function in the community and remain in the community.

Note: Only use this code if the services a) meet the above definition and, b) do not meet the criteria for another BRASS code.

436x Adult Residential Crisis Stabilization

Individualized services to restore the recipient to their prior functioning level provided immediately following a mental health crisis and as part of the treatment plan for this crisis.

437x Supported Employment

Systematic yet flexible support provided to persons with a serious mental illness to locate and maintain competitive employment in the community.

438x Assertive Community Treatment (ACT)

Intensive, non-residential mental health services provided by a multidisciplinary staff that uses a total team treatment model. This service is available for youth 16 – 21 and adults. The team for youth includes, at a minimum, a medication prescriber, a mental health professional with supervisory experience, a peer specialist and a Licensed Alcohol and Drug Counselor. The adult team includes, at a minimum, a psychiatrist, a mental health professional with supervisory experience, a registered nurse, and vocational and substance abuse specialists. ACT services are available 24 hours a day on a time-unlimited basis. ACT teams assume full responsibility for the client's mental health treatment, including crisis services, medication management, hospital admissions, and case management, in addition to providing psychosocial rehabilitative services.

439x Child Mental Health Behavioral Aide Services

Activities to implement the rehabilitative mental health services goals identified in the child's individual treatment plan that allow the child to acquire developmentally and therapeutically appropriate daily living skills, social skills, and leisure and recreational skills through targeted activities. These activities are described in Minnesota Statutes, section 256B.0943, subdivisions 9(b)(4).

440x Direction of Child Mental Health Behavioral Aides

Activities of a mental health professional or mental health practitioner to guide the mental health behavioral aide in providing services to a client. The direction of a mental health behavioral aide must be based on the client's individualized treatment plan. A description of this activity is provided in Minnesota Statutes, section 256B.0943, subdivision 1(i).

443x Housing Subsidy

Direct payments for rent, utility costs, deposits on housing and utilities; household furnishings and supplies; or storage and moving costs.

446x Basic Living/Social Skills and Community Intervention

Basic living/social skills and community intervention services provided to rehabilitate and enable the recipient to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills, including Adult Rehabilitative Mental Health Services (ARMHS) and other rehabilitative treatments.

Note: Medication education should be reported as 454x Adult Outpatient Medication Management.

451x Emergency Response Services

Response services available on a 24-hour, seven-day-a-week basis for persons having a psychiatric crisis, a mental health crisis, or emergency. Emergency response services include telephone hot lines and similar services.

Note: Face-to-face crisis services should be coded under 431x or 432x.

452x Adult Outpatient Psychotherapy

Psychotherapy provided by or under the clinical supervision of a mental health professional to an adult with mental illness. This service is provided outside of an inpatient or residential setting and excludes psychotherapeutic services provided as part of a day treatment or community support program.

Note: This code should be used for services provided by an OUTSIDE provider within an inpatient or residential treatment setting.

453x Child Outpatient Psychotherapy

Psychotherapy provided to a child with an emotional disturbance under the clinical supervision of a mental health professional. This service is provided outside of an inpatient or residential treatment setting and excludes psychotherapeutic services provided as part of day treatment or family community support services.

Note: This code should be used for services provided by an OUTSIDE provider within an inpatient or residential setting.

454x Adult Outpatient Medication Management

Prescription, medication education and review for an adult as a means of controlling or eliminating severe behavior problems, or the effects of mental illness. This excludes medication management services provided as part of a day treatment, community support program, and services provided by staff of a residential or inpatient program.

455x Child Outpatient Medication Management

Prescription, medication education, and review for a child as a means of controlling or eliminating severe behavior problems or the effects of emotional disturbance. This excludes medication management services provided as part of a day treatment, community support services, or services provided by a residential or inpatient program.

458x Approved Pilot Projects

Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.

462x Family-Based Services

Professional home-based family treatment services are intensive mental health services provided to children at risk of, in, or returning from out-of-home placement due to an emotional disturbance. Services must be designed to meet the specific mental health needs of the child and family and must be provided by a team consisting of a mental health professional with other family/child mental health providers. Services must be flexible, be able to handle crises 24-hours-per-day, and be coordinated with other services. The duration, frequency, and intensity of services are determined through the individual treatment plan.

467x Child Day Treatment

A structured program of group psychotherapy and other intensive therapeutic services that are provided at least one day a week for a minimum three-hour time block by a multidisciplinary staff under the clinical supervision of a mental health professional. The purpose of these services is to stabilize the child's mental health status, and develop and improve the child's daily independent living and socialization skills. Child day treatment services must be coordinated and integrated with, or be part of an education program offered by the child's school, but are not part of inpatient or residential treatment services.

468x Adult Day Treatment

A short-term structured program of group psychotherapy, rehabilitative mental

health, and other intensive therapeutic services provided by a multi-disciplinary team to reduce the effects of mental illness, promote recovery, and enable transition to a lower level of care in the community.

469x Partial Hospitalization

A time-limited structured program consisting of multiple and intensive therapeutic services provided as an alternative or adjunct to inpatient hospitalization. It is provided in an outpatient hospital or facility or community mental health center by a multi-disciplinary staff to a client experiencing an acute episode of mental illness that meets the criteria for an inpatient hospital admission, but has the necessary and appropriate family and community resources to support the client's residence in the community during the treatment. Providers must be Medicare certified.

472x State-Operated Inpatient

The 24-hour comprehensive inpatient services provided to persons with mental illness or emotional disturbance in a Regional Treatment Center or Community Behavioral Healthcare Hospital operated by the State.

473x Acute Care Hospital Inpatient

Short-term medical, nursing, and psychosocial services provided to persons with mental illness or emotional disturbance in an acute care hospital licensed under Minnesota Statutes, Chapter 144.

474x Adult Residential Treatment

A 24-hour residential treatment program under the clinical supervision of a mental health professional in a community residential setting, licensed under Minnesota Rules, parts 9520.0500 to 9520.0690 (Rule 36) other than an acute care hospital or State-Operated Inpatient Treatment Center.

477x Subacute Psychiatric Care

Intensive, short duration stay in a facility licensed under hospital rules for children and adolescents who are in crisis, at risk of psychiatric hospitalization, and in need of sustained intervention greater than Children's Mental Health crisis services. This service may also follow inpatient psychiatric hospitalization as a transition to community-based services. This service is distinct from the crisis assistance services component of FCSS (430x); this service must follow the receipt of Children's Mental Health Crisis Services (432x), or inpatient hospitalization.

483x Children's Residential Treatment

A 24-hour therapeutic program for children with a mental health diagnosis as defined

in Minnesota Statutes, section 245.4882. This program must be licensed under Minnesota rules, parts 2960.0580 – 2960.0700 which includes a mental health certification. This service includes the initial 60-day clothing allowance. Excluded are acute inpatient services in a public or private hospital.

Note: Services provided in shelters operating under Minnesota Rules, parts 2960.0510 – 2960.0530 should be coded under 171x.

489x Child Respite Care

Short-term care provided to children with emotional disturbance due to temporary absence or need for relief of those persons normally providing care. Respite care may be provided during the day or overnight in the individual's home or in an out-of-home setting from one hour to several days. This includes crisis nursery services and respite provided in a foster home.

- 490x Child Rule 79 (Minnesota Rules, parts 9520.0900 to 9520.0926) Case Management
- Activities that are coordinated with family community support services to help children with severe emotional disturbance and their families obtain needed mental health services, social services, educational, health, recreational and related services. Case management services may include assisting in obtaining a comprehensive diagnostic assessment, developing a functional assessment, developing an individual family community support plan, assisting the child and family in obtaining needed services by coordination with other agencies, monitoring the delivery of services, and assuring continuity of care.
- 491x Adult Rule 79 (Minnesota Rules, parts 9520.0900 to 9520.0926) Case Management
- Activities that are coordinated with the community support services program to help adults with serious and persistent mental illness gain access to needed medical, social, educational, vocational, and other necessary services as they relate to the client's mental health needs. These activities include developing a functional assessment, an individual community support plan, referring and assisting the client to obtain needed mental health and other services, ensuring coordination of services, and monitoring the delivery of services.
- 492x Child General Case Management
- A systematic process of ongoing assessment, planning, referral, service coordination and monitoring, consultation and advocacy through which multiple service needs of children are addressed.
- 493x Adult General Case Management
- A systematic process of ongoing assessment, planning, referral, service coordination, and monitoring, consultation and advocacy through which multiple service needs of clients are addressed.

DEFINITIONS FOR DEVELOPMENTAL DISABILITIES [DD]

Included in this list are those codes that are specific to this program area. New definition language for 2014 - 2015 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

- 501x Information and Referral
- Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.
- 502x Community Education and Prevention
- Activities designed to educate the general public or special high-risk target groups, and family members about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goals are to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and to improve skills in dealing with high-risk situations. This includes family training and counseling for persons receiving DD waiver services.
- 505x Assessment for Long-Term Services and Supports
- An assessment to assist persons with long-term or chronic care needs to make decisions about how to meet their goals, preferences and needs by selecting long-term service and support options. The assessment and support planning are intended to prevent or delay institutional placements and to provide access to transition services to move from institutions. The assessment is available to any person regardless of age, disability, income, assets or referral source. Activities include those completed in accordance with the Omnibus Budget Reconciliation Act (OBRA: (a) Pre-Admission Screening (PAS) not covered by Minnesota Statutes, section 256B.0911; (b) Level II Evaluations for PASRR and (c) diagnostic assessments required prior to nursing home admission.

509x Pre-Petition Screening/Hearing

Investigation prior to a commitment hearing which includes a personal interview with the proposed patient or others knowledgeable about the condition of the proposed patient, identification and investigation of the alleged conduct which is the basis for the application, preparation of a report to the county attorney listing reasons for rejecting or recommending alternatives to involuntary placement, and attendance and participation at hearing or commitment proceedings. This service must meet standards specified in the Minnesota Commitment Act (Minnesota Statutes, section 253B.07, subdivision 1).

516x Transportation

Provision of travel and escort to and from community resources and facilities.

525x Homemaking Services

The provision or teaching of home management skills to individuals and families by a trained homemaker when the individual regularly responsible for those activities is temporarily absent or unable to manage the home and care for themselves or others in the home.

531x In-Home Family Support Services

Habilitation services provided to persons with developmental disabilities or related conditions and their families. This includes extended family members who are not providing licensed foster care in the family's home and in the community to enable the person to remain in or return to their home. In-home family support services include training of the person and training of the family to increase their capabilities to care for and maintain the person in their home.

534x Semi-Independent Living Services (SILS)

Services include training, counseling, instruction, supervision and assistance provided to a person with developmental disabilities or a related condition who has been determined not to be at risk of placement in an intermediate care facility for persons with developmental disabilities. Services include assistance with budgeting, meal preparation, shopping, personal appearance and related social support services needed to maintain and improve the person's level of functioning. A one-time living allowance payment to enable the person receiving these services to secure and furnish housing should also be reported under this code.

535x Family Support Program

A payment to a family, caring for their child through 21 years of age who has a developmental disability, for the purpose of purchasing items and services that assist the family to maintain the child in the home. Examples of these items and services are: respite care, equipment to modify a home or a vehicle, family and individual counseling and transportation.

538x Extended Supported Employment

Typically, a Commission on Accreditation of Rehabilitation Facilities (CARF) Accredited supported employment service operated under the auspices of the Minnesota Department of Employment and Economic Development (DEED), which provides work-related services such as: evaluation of suitable community job placement for a person; evaluation of individual support service needs; job development and job placement within integrated community settings or workplaces; intensive job site training and coaching; work-related social skills training; follow-up monitoring; and follow-along support services.

541x Environmental Accessibility Adaptations, Specialized Supplies and Equipment

Physical adaptations to the participant's home or primary vehicle, required by the participant's service plan, that are necessary to ensure the health and safety of the participant or enable the participant to function with greater independence in the home, and without which the participant would require institutionalization. Modifications may include the installation of ramps and grab-bars, widening of doorways, and bathroom modifications. This service also covers assessments, installation, maintenance and repairs if they are more cost-effective than replacement.

558x Approved Pilot Projects

Innovative services, not otherwise specified by BRASS codes, approved by DHS as part of a pilot program under grant or contract.

564x Adult Supported Living Services

Residential-based habilitation services provided to an adult with developmental disabilities or related condition who requires daily intervention and a 24-hour plan of care. This includes the provision of the following waiver services: 24-hour emergency assistance, specialist services, and housing access coordination.

565x Child Supported Living Services

Residential-based habilitation services provided to a child with developmental disabilities or related condition under 18 years of age who requires daily intervention and a 24-hour plan of care and is not living in the parental home. This includes the provision of the following waiver services: 24-hour emergency assistance, and specialist care.

566x Day Training and Habilitation

Services directed at the development and maintenance of life skills and community integration that include supervision, training and assistance in the areas of vocational skill acquisition, work and supported employment (when funded through MA). Some areas of specific skill acquisition may include: self-care, communication, socialization, use of leisure time, behavior management, community survival skills and money management. Also included are therapeutic activities to increase an individual's adaptive living and work skills. These services are usually funded and licensed under Minnesota Statutes, Chapter 245D under the Department of Human Services.

Note: Special Education and related services are not included in this code.

574x Community Residential Facilities and Services

Community-based programs that provide 24-hour care, supervision, food, lodging, training, and habilitation for four or more persons with developmental disabilities or related conditions outside their own homes. Residential programs include both the residential facility and the program of services provided.

589x Respite Care

Short-term care provided to individuals due to the temporary absence or need for relief of those persons normally providing the care. Respite care may be provided during the day or overnight in the individual's home or in out-of-home settings. Crisis-respite includes assessment, intervention plan development, consultation, transition plans, technical assistance and recommendations for revisions to the individual service plan.

591x DD Waiver Case Management

Includes all the case manager's work related to case management service activities such as: coordination of the performance of assessments of the functional skills and needs; the development, review and revision of individual service plans; informing persons and their legal representatives of service options and providers; assisting the person to access services; coordination of service delivery; and the monitoring and evaluation of the outcomes of services. The administrative functions of case management as defined in Minnesota Statutes, section 256B.092, subdivision 1a (a), are not reimbursable under the waiver.

592x Child (< 21) DD Non-Waiver Case Management

Includes all the case manager's work related to both the case management administrative functions and the service activities. Administrative functions include intake, eligibility determinations and reviews, service authorization, conciliations and appeals. Case management service activities include: coordination of the performance of assessments of the functional skills and needs of the person; the development, review and revision of individual service plans; informing persons and their legal representatives of service options and providers; assisting the person to access services; coordination of service delivery; and monitoring and evaluation of the outcomes of services.

Note: Refer to Minnesota Rules, parts 9525.0004 – 9525.0036.

593x Adult (21+) DD Non-Waiver Case Management

Includes all the case manager's work related to both the case management administrative functions and the service activities. Administrative functions include intake, eligibility determinations and reviews, service authorization, conciliations and appeals. Case management service activities include: coordination of the performance of assessments of the functional skills and needs of the person; the development, review and revision of individual service plans; informing persons and their legal representatives of service options and providers; assisting the person to access services; coordination of service delivery; and monitoring and evaluation of the outcomes of services.

Note: Refer to Minnesota Rules, parts 9525.0004 – 9525.0036.

595x Public Guardianship

Exercising legal consent for programs or activities that meet the social, medical, financial and residential needs of the ward in the least restrictive manner while, at the same time, protecting the best interest of the ward. This includes annual and quarterly reviews of physical, mental, and social adjustment progress of each ward.

DEFINITIONS FOR ADULT SERVICES

Included in this list are those codes that are specific to this program area. New definition language for 2014 - 2015 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

601x Information and Referral

Provision of information to individuals on social and human services, and assistance to individuals in making contact with a resource that can respond to their needs or problems.

602x Community Education and Prevention

Activities designed to educate the general public or special high-risk target groups about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goal is to increase the understanding and acceptance of these problems; to increase awareness of the availability of resources and services, and to improve skills in dealing with high-risk situations.

604x Adult Protection Assessment and Investigation

Assessment includes determining if the subject of an adult maltreatment report made to the common entry point meets criteria as a vulnerable adult, whether the allegation meets the definition of maltreatment, and providing protective services to the vulnerable adult. Investigation includes determining whether vulnerable adult maltreatment reports accepted for investigation under Minnesota Statutes, section 626.557 are substantiated.

605x Assessment for Long-Term Services and Supports

An assessment to assist persons with long-term or chronic care needs to make decisions about how to meet their goals, preferences and needs by selecting long-term service and support options. The assessment and support planning are intended to prevent or delay institutional placements and to provide access to transition services to move from institutions. The assessment is available to any person regardless of age, disability, income, assets or referral source. The determination of whether specialized services are needed is the function of the OBRA Level II Evaluation and is not part of Assessment for Long-term Services and Supports.

Note: See codes for 408x or 505x for Level II Omnibus Budget Reconciliation Act (OBRA).

607x General Assessment

Appraisal of an individual's condition regarding personal, social, health, and behavioral problems through client interviews, review of records, and administering test instruments to determine the need for services and an appropriate service plan or care plan.

615x Interpreter Services

The provision of language interpreting services by a qualified language interpreter to ensure communication with non-English speaking persons, or the provision of oral or tactile interpreting services by a qualified sign language interpreter to ensure communication with persons who are deaf, hard of hearing, or deaf-blind.

616x Transportation

Provision of travel and escort to and from community resources and facilities.

618x Health-Related Services

These services include in-home or out-of-home services or activities designed to assist adults and their families to attain and maintain a favorable condition of health. Examples are home health or nursing services, home health therapies, behavior programming, cognitive therapy, psychological testing and explanation of findings, occupational, physical and speech therapies.

Note: The services of a home health aide and personal care assistant should be coded under 624x.

619x Court-Related Services and Activities

Court-related services include, but are not limited to, serving as a court visitor, petitioning, guardianship, conservatorship or other court-ordered services and activities. Activities include court appearances and preparation for court, including document preparation and consultation with the county attorney's office, law enforcement and other investigatory agencies.

621x Legal Services

Assistance in resolving civil legal matters and the protection of legal rights.

622x Companion Services

Non-medical care, supervision, and oversight provided to a functionally-impaired adult, including assistance with such tasks as meal preparation, laundry, and shopping that are not performed as discrete tasks. Light housekeeping tasks incidental to the care and supervision of a recipient may also be provided. These services do not include hands-on medical or personal care, but do include supervision and access to community services.

623x Chore Services

Services such as routine housekeeping tasks, minor household repairs, shopping, lawn care and snow shoveling.

624x Home-Based Support Services

Services designed to support and maintain a client in the home. Services include medically-oriented tasks prescribed by a physician, supervised by a registered nurse, and written in a plan of care; and support provided to caregivers of adults with disabilities or elderly persons.

625x Homemaking Services

The provision or teaching of home management skills to individuals and families by a trained homemaker when the individual regularly responsible for those activities is temporarily absent or unable to manage the home and care for themselves or others in the home.

627x Customized Living/Residential Care

A variety of coordinated services tailored to each person's needs that enables them to remain in a self-contained housing environment such as an apartment building or board and lodging. These services usually consist of case management, three nutritionally balanced meals a day, assistance with personal care and activities of daily living, housekeeping and laundry, emergency call system, and assistance with medication.

628x Home Delivered Meals

Preparation and delivery of one or more nutritionally adequate hot meals daily to the homes of people who are physically unable to prepare their own nourishing meals.

629x Congregate Meals

Preparing and making available nutritionally-adequate hot meals at a center used for serving congregate meals in an environment that provides opportunities for socialization and nutrition education.

634x Semi-Independent Living Services (SILS)

Services that include training, counseling, instruction, supervision and assistance to a client with a functional impairment in accordance with the client's individual service plan on a less-than-daily basis. Services include assistance with budgeting, meal preparation, shopping, personal appearance, and related social support services needed to maintain and improve the client's level of functioning.

636x Consumer Support Grant

The Consumer Support Grant (CSG) is a state-funded alternative to such Medicaid reimbursed services as personal care assistant, private duty nurse, or home health aide, allowing flexibility in support services to be provided in the home of the recipient. The county providing these services must be enrolled with DHS as a CSG county prior to enrolling consumers.

637x Employability

Provision of assistance to obtain, maintain, or improve employment through the use of vocational counseling, employability testing, job-finding assistance, vocational and college training and special employment services for individuals who are disabled because of some social, economic, or mental/physical condition.

638x Extended Employment

Programs providing paid work and other services as a step in the rehabilitation process for those who cannot be readily absorbed in the competitive labor market, or during such time as opportunities for them in the competitive labor market do not exist. It includes the following programs:

- Long-term Employment - paid work on the premises of a rehabilitation facility and training services on or off the premises which do not include work activity
- Work Activity - paid work and training services for the primary purpose of providing basic vocational skills development for persons with a disability and which permit a level of production below that required for a long-term employment program

641x Environmental Accessibility Adaptations, Specialized Supplies and Equipment

Specialized supplies and equipment (CAC, CADI, BI, EW only):

Devices, controls, or appliances, specified in the service plan, that enable participants to increase their ability to perform activities of daily living, or to perceive, control, or communicate with their environment. This service also includes items necessary for life support, ancillary supplies and equipment necessary to the proper functioning of such items, and durable and non-durable medical equipment that are not covered under the state plan.

Environmental accessibility adaptations:

Physical adaptations to the participant's home or primary vehicle, required by the participant's service plan, that are necessary to ensure the health and safety of the participant or enable the participant to function with greater independence in the home, and without which, the participant would require institutionalization.

Modifications may include the installation of ramps and grab-bars, widening of doorways, and bathroom modifications. This service also covers assessments, installation, maintenance and repairs if they are more cost-effective than replacement.

644x Housing Access Services

Services designed to help individuals obtain, maintain, improve or modify existing housing. This can also include the direct payment to a landlord for part of the rent, partial utility costs, rent during psychiatric crisis or hospitalization, deposits for housing and utilities, furnishing and supplies, installation costs for utilities, or storage and moving costs. Transitional support services are included under this code.

645x Social and Recreational Service

The provision of opportunities for personal growth and development which enable individuals to participate in age and culturally appropriate recreational and leisure time activities that maintain physical and mental vitality. This may include supervision and assistance to an adult in accessing community services and participating in community activities.

647x Independent Living Skills

Services that develop and maintain the community living skills and community integration of a person. Independent Living Skills (ILS) must be provided in a person's home and/or community setting typically used by the general public. Of the waivers, this applies to CADI and BI only.

648x Money Management

Assistance to eligible individuals in the management of their income so that they are able to obtain a stable level of economic functioning within the limits of their present financial resources including consumer education, debt adjustment, financial counseling, protective and vendor payments.

649x Adult Day Care

Personal care and assistance with health, physical, social and daily living needs of functionally-impaired adults for less than 24 hours a day to maintain their ability to live in the community. Social/recreational activities, health monitoring, hot meals, and transportation are generally provided as a part of day care services to adults. This includes the provision of this service under the DD waiver.

655x Individual Counseling

Application of goal-directed therapeutic processes on personal, family, situational, or occupational problems in order to provide positive resolution or improved acceptance in a face-to-face or telephone communication with an individual client. Included is individual counseling for a family member of an adult who is receiving CAC/CADI/ BI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan. The purpose of the counseling (for CAC/CADI/BI) is to maintain the adult in the home setting.

656x Group Counseling

Application of therapeutic processes on personal, family, situational, or occupational problems in order to provide positive resolution or improved acceptance in a face-to-face setting with a group or family. Included is counseling for the family of an adult who is receiving CAC/CADI/BI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan. The purpose of the counseling (for CAC/CADI/BI) is to maintain the adult in the home setting.

658x Approved Pilot Projects

Innovative services, not otherwise specified by BRASS codes, approved by DHS as part of a pilot program under grant or contract.

671x Adult Shelter

A short-term residential protective setting for adults in a crisis situation. This may include their children.

681x Adult Foster Care

A licensed, adult-appropriate, sheltered living arrangement for up to four functionally-impaired adults in a family-like environment. Adult foster homes provide food, lodging, protection, supervision and household services. They may also provide personal care, living skills assistance or training, medication assistance, and assistance safeguarding cash resources.

Note: If respite care is provided in a foster home, code the activity to Respite Care (689x).

689x Respite Care

Short-term care provided to individuals due to the temporary absence or need for relief of those persons normally providing the care. Respite care may be provided during the day or overnight in the individual's home or in out-of-home settings for periods of one hour to several days.

691x AC/EW/CAC/CADI/BI Case Management

A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed to promote the securing of appropriate services.

693x General Case Management

A systematic process of ongoing assessment, planning, referral, service coordination, and monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed to promote the securing of appropriate services. This includes targeted case management for vulnerable adults in need of protection.

694x Relocation Service Coordination (RSC) - Targeted Case Management

Relocation service coordination services are provided for relocating persons who reside in institutions to the community. This assistance includes developing and implementing a relocation plan, arranging for additional assessments to help ensure access to needed community services, coordination of referrals, securing vendors, housing and other needed services.

695x Guardianship/Conservatorship

The exercise of legal consent for programs or activities that meet the social, medical, financial and residential needs of the ward in the least restrictive manner while, at the same time, protecting the best interest of the ward. This includes annual and quarterly reviews of the physical, mental, and social adjustment progress of each ward.

698x Licensing and Resource Development

Licensing of foster homes and various recruitment and development activities directed toward ensuring that needed services and resources are available.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-4800 (voice), or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.