

## QUICK LINKS

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[SSIS in DHS-SIR](#)

[TrainLink registration](#)

[dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

# SSIS update

Social Services Information System

Issue 390

February 18, 2014

## Use new RCA Payment Worksheet in V14.1

Currently, counties are directly reimbursed 100% for Relative Custody Assistance (RCA) Payments (BRASS Service 182) through the SEAGR Report. Beginning January 1, 2015, RCA reimbursement will become part of the overall Northstar Care Fiscal Reconciliation Process.

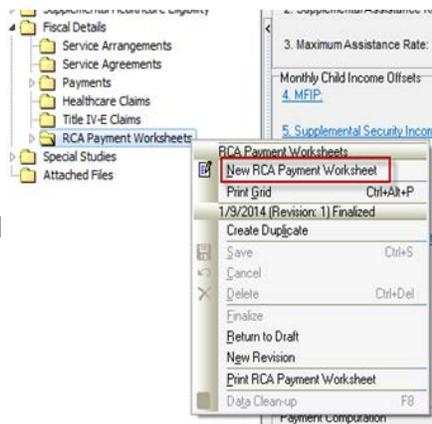
In preparation for Northstar Care for Children, DHS will require additional reporting on RCA Payments beginning in Quarter 2 (April 1 – June 30), 2014. Reimbursement for RCA Payments will be based on a new RCA Report in SSIS that will be available in V14.2. The RCA Report for Q2 2014 is due Friday, July 18, 2014.

To capture RCA reimbursement information, the new RCA Payment Worksheet screen must be completed in SSIS for each child receiving an RCA Payment; all RCA Payments must be entered in SSIS using BRASS Service 182. Unlike the previous version, the new RCA Payment Worksheet automatically does all the required calculations.

To prepare for the shift in reimbursement, start entering your RCA Payment Worksheets in SSIS as soon as you receive Version 14.1. Locate the paper copy of the RCA Agreement and RCA Payment Worksheet in effect for the Service Dates of the RCA Payments that you will be claiming on the RCA Report. Depending on how many RCA clients your agency has, this could be a significant time commitment.

To view RCA Payment Worksheets, a user must have the Fiscal Default Activities or Worker Default Activities Function assigned to his/her Role in Admin. To create or edit an RCA Payment Worksheet, the user must have the Function Create RCA Payment Worksheet assigned to the Role.

To create a new worksheet, access the entry screen from the new RCA Payment Worksheets folder under the Fiscal Details node for each client.



*RCA continued on p. 2*

## Upload Update \_\_\_\_\_

The next upload is due on Friday, February 28.

## V14.1 release training will be held via iLinc on February 25

Both SSIS Fiscal and Worker staff are encouraged to attend V14.1 release training because the topics are applicable to all staff.

Topics that will be covered include:

- Special Studies report
- RCA Payment Worksheet
- Information on the RCA report
- Entry of ICD-10 codes.

The RCA Payment Worksheet and ICD-10 diagnosis entry are available in V14.1 to prepare for future functionality, such as the RCA Report in V14.2 and Healthcare Claim requirements for ICD-10 codes starting October 1, 2014. See [Implementation Memo #145](#) for more information.

## V14.1 statewide implementation: February 24-25

SSIS Version 14.1 installation begins on Monday, February 24, at 4:30 p.m. in **Aitkin, Benton, Clay,** and **Wabasha** Counties. All remaining agencies (with the exception of pilot counties Anoka, Cass, and Dakota) will have Version 14.1 installed on Tuesday, February 25, at 4:30 p.m.

Please ask staff to log off SSIS before the V14.1 installation. Finalized release documentation will be emailed to all agencies. See [What's New in Version 14.1?](#) on CountyLink.

## Register now for Worker Mentor Meeting

It's time to register on [TrainLink](#) for the March 4 Worker Mentor Meeting. The agenda is posted on the [Worker Mentor Meeting](#) page.

## RCA from page 1

The new screen contains all the information from the old paper RCA Payment Worksheet plus some additional fields:

- Date of Birth
- Calculated Age
- PMI#
- Custody Transfer Date
- Assessment Supplemental Level
- Revision
- Worksheet Status
- Retiree Survivor and Disability Insurance (RSDI)\*
- Railroad Retirement Benefits\*
- Black Lung Benefits\*
- Applicable Child Support\*
- Daily RCA Payment Rate.

\* The amounts for these benefits are included in Line #7 – Other income of the child on the old worksheet. If you don't know the breakdown, enter the amount from Line #7 of the old worksheet on Line # 7e – Other Income on the RCA Payment Worksheet screen. For future RCA Payment Worksheets, Monthly Child Income Offsets must be reported by specific benefit.

Paper RCA Payment Worksheet:	RCA Payment Worksheet screen in SSIS:
4. Assistance Payments (MFP, etc.) \$ _____	Monthly Child Income Offsets 4. MFP: \$108.00
5. Supplementary Security Income \$ _____	5. Supplemental Security Income (SSI): \$0.00
6. Veteran's Benefits \$ _____	6. Veterans Benefits (VA): \$0.00
7. Other Income of the child \$ _____	7a. RSDI: \$0.00
	7b. Railroad Retirement Benefits: \$0.00
	7c. Black Lung Benefits: \$0.00
	7d. Child Support: \$0.00
	7e. Other Income: \$0.00

SSIS performs all calculations on the worksheet and Context-Sensitive Help is available.

**It is very important that you have all the RCA Payment Worksheets entered for clients that you make payments for in Quarter 2, 2014. If the worksheet is not entered, you will not be reimbursed.**

If you have policy questions about the RCA Payment Worksheet, refer to [Bulletin #14-32-05 Relative Custody Assistance Reporting Requirements](#). The SSIS Help Desk can also assist you. Call (651) 431-4801 or email [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us).

## CountyLink Additions

- [Worker Mentor Meeting minutes, 12/11/13](#)
- [Implementation Memo #145: V14.1 Release Training \(Fiscal & Worker\)](#)
- [Implementation Memo #146: Fiscal New Worker Training, 2Q 2014](#)

## Alert SSIS when Fiscal mentor roles change

Retirements, internal job changes, resignations and new hires all impact the SSIS Fiscal Mentor program. Please send updated SSIS Fiscal Mentor information to Mary Klinghagen, SSIS Fiscal Mentor Coordinator, at [mary.klinghagen@state.mn.us](mailto:mary.klinghagen@state.mn.us).

Please include the following:

- Name
- Job Title
- Phone number
- Email address
- Primary or Alternate Mentor
- Is this person replacing an existing SSIS Fiscal Mentor? If so please specify.

## Fiscal Mentor Meetings set for 2014

The 2014 Fiscal Mentor Meetings will be held on the following dates at the Holiday Inn & Suites in St. Cloud:

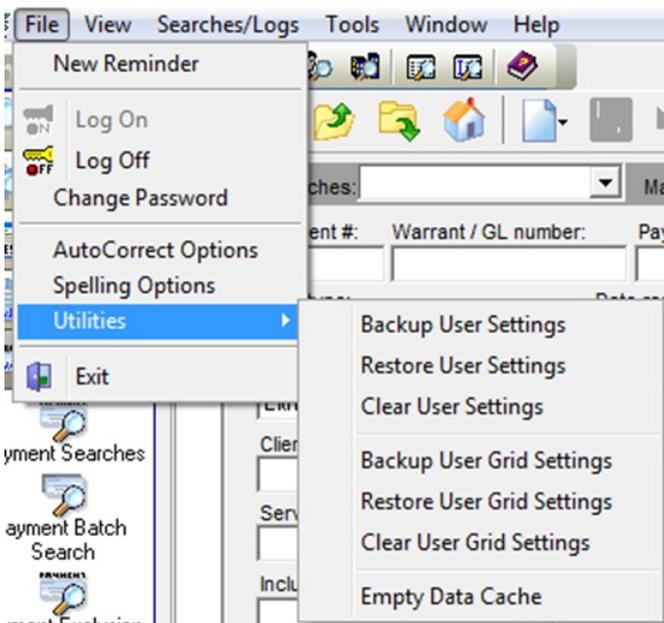
- May 14, 2014
- September 10, 2014
- December 17, 2014.

Be sure to register for the meeting using [Train-Link](#). Agendas will be posted to the Fiscal Mentor Meeting web page 30 days prior to the meeting. Handouts will be posted seven days prior to the meeting.

## Save your grid settings before the Version 14.1 release

Current grid settings (the way the grid looked the last time the user had it open) and Manage Grid Settings will be lost on **all** grids in V14.1 due to the addition of new menu options for Grid Settings under Utilities.

The good news is that after V14.1 is installed in your agency, options to Backup, Restore and Clear User Grid Settings are available under File>Utilities. You will not have to save your grid settings to an .xml file unless you want to share your saved settings with another user.



In V13.4, before V14.1 is released, save your Manage Grid Settings to an .xml file. The .xml files can be opened after V14.1 is installed.

### Save your Grid settings:

1. Create a directory to save your grid settings
2. Right-click on a column heading and select Grid Settings>Manage Grid Settings.
3. Select the grid setting you created.
4. Close the Manage Grid Settings box.
5. Right-click on a column heading and select Grid Settings>Send Grid Settings to>File.
6. Select the directory you created in Step 1.
7. Name your grid setting and save.

### To open your file in V14.1:

1. Right-click on a column heading of the grid you saved your settings for and select Grid Settings>Manage Grid Settings>Open Grid Settings File.
2. Select the directory in which you saved your .xml files.
3. Select your saved grid setting file and select Open.
4. You can re-save the settings in Manage Grid Settings.

