What's New in SSIS Version 14.4? DRAFT

November 2014

Highlights:

Northstar Care for Children

The 2013 Minnesota Legislature enacted Northstar Care for Children. This new program requires a single tool for evaluating the level of care required and, upon implementation will use a level benefit set across all child placement programs of foster care, kinship assistance (formerly relative custody assistance – RCA), and adoption assistance. The purpose of leveling the benefits sets is to enhance the likelihood of permanency for children by removing the perceived financial barrier. Historically, the benefit set for foster care has been more generous than the benefit set for RCA or Adoption Assistance. Northstar Care for Children Practice Guide

Module Changes:

Claiming

The fields WG Open Date, WG Closed Date, and WG Status are available on the Claims Exception Report. This information can assist workers in determining if Supplemental Eligibility records for CW-TCM, MH-TCM, and VA/DD-TCM should be ended when the workgroup has been closed.

Document Templates

"Kinship" and "Kinship Assistance" document categories available for State document templates.

Grids

When new grid columns were added in previous releases, personal settings were lost unless users saved them using the Manage Grid functionality. In V14.4, a message displays for any changed grid, giving users the option to save their personal settings or have the grid restored to the SSIS default.

IV-E Eligibility

Northstar Care Title IV-E Foster Care Eligibility Documentation template in Chronology.

This form must be submitted along with an Eligibility Determination for either Northstar Kinship Assistance or Northstar Adoption Assistance, whether the child is Title IV-E eligible for foster care or not.

Licensing / LNDX

A new LNDX Links folder is available under the License folder in the Business Organization. Search functionality is available that contains all Child Foster Care licenses issued by DHS and DOC. The purpose of this new functionality is to validate the Rule 1 license for family foster care Service Arrangements and Payments.

SSIS will run a one-time process after the V14.4 installation to create links between LNDX and existing SSIS License records. Prior to the one-time linking process, data clean-up reports will be provided to all agencies, listing providers that don't have a license in SSIS. Agencies should add these licenses so that they are linked during the one-time linking process.

Users manually create a LNDX Link if:

- The License information on the screen was missing or incorrect when SSIS ran the linking process upon V14.4 installation.
- A new Bus Org is added
- A new License is granted

The LNDX links folder is available under the License folder from the Bus Org. Access the Bus Org using Bus Org Search or under Case Details in a Licensing workgroup.

Steps to link the license:

- Access the Action menu from the LNDX links folder
- Select **Add Existing LNDX License**
- LNDX search displays, enter search criteria and highlight the correct license record
- Click the **Select** button to create the link

Continue to create SSIS License records for Tribal and Out of State Licenses and continue to use SSIS License records for Licensing workgroups.

MA Eligibility

New eligibility types:

EC – Essential Community Supports

M7 – Basic Help Plan – Group VII

2X – PE CHIP Pregnant Woman

MAPCY

Create New MAPCY

- Enter MAPCY tool/templates (Child, Youth and EFC-SIL versions). The templates are updated for this release.

Inactive Templates

- MAPCYs created prior to V14.4 can no longer be edited. Users must use **Copy MAPCY** or **Create Revised MAPCY** instead (Extraordinary Levels need to be re-entered.)

MAPCY for Emergency Benefit Level

- Create a MAPCY that is within the first 30 days of the continuous placement. If Emergency benefit level applies then the system may update the effective date based on the MAPCY Level.
  Note: Emergency Benefit Level is not applicable for EFC-SIL.

Score the MAPCY Tool

- Users can score the standard MAPCY score in the scoring tab; if they are eligible for Extraordinary level then the Extraordinary level tab appears after scoring.

Extraordinary Levels

- Enter MAPCY Extraordinary Levels if eligible and score the Extraordinary Levels. New questions are added for Extraordinary levels – Medically Dependent, Restricted Placement.

MAPCY and Extraordinary Levels Approval Process

- Agency Assessor will send the Standard MAPCY for Agency Approval. Agency Approver can Approve/Reset to draft the Standard MAPCY.
- Agency Approver will send the Extraordinary level (if any exists) for Agency certification and State Approval. Agency Approver can do Agency certification/Reset to draft/Not agency certified for Extraordinary level.
- State Approver can do State Approval/Deny/Request for more clarification for Extraordinary level.

Notification Letters

- View Document folder under a Person node (for MAPCY Notification letters for the caregivers)

MAPCY Rating Report Enhancements

- Extraordinary Levels are added to the MAPCY Rating report. Only if the Extraordinary level is approved then it will be visible in the report.

Print Blank MAPCY including the Extraordinary Levels

Print Completed MAPCY

- Users need to check “Complete” check box on each page as they finish each Domain. If the Complete checkbox is not checked then it will not display for the printed MAPCY.

Copy MAPCY and Create Revised MAPCY Function

- Create Revised MAPCY Function is used when an Approved MAPCY Benefit Level changes, e.g. after an appeal, and the change needs to go back to the original effective date.
- **Copy MAPCY** and **Create Revised MAPCY** Function are now allowed for MAPCY’s with inactive templates.

MAPCY Alerts and Reminders

- The Agency Approver, Agency Assessor, and the State Approver will get reminders or an alert when there is a status change for the MAPCY and Extraordinary levels.

MAPCY Comments Section

- This will be a new tab next to the Properties tab. The Comments tab will help the user track the status of the Standard MAPCY and Extraordinary level. Agency Assessors, Agency Approvers, and State Approvers will be able to create and read the comments.

Northstar Adoption Assistance

Automation of Northstar Adoption Assistance will be implemented in a future release. Available Northstar Adoption Assistance documents include Northstar Adoption Assistance Eligibility Determination, Northstar At Risk Adoption Assistance Benefit Agreement, and Northstar Adoption Assistance Benefit Agreement. These templates are found in the Document folder under the Person node.

All the Legacy Adoption Assistance documents are Workgroup documents (found in Chronology) and include Adoption Assistance Certification, Adoption Assistance Benefit Agreement and Supplemental Adoption Assistance Needs Assessment. In V15.1, SSIS will inactivate the Adoption Assistance Certification and Adoption Assistance Benefit Agreement. The Supplemental Adoption Assistance Needs Assessment will remain active for families remaining on the legacy program.

Northstar History Tracking

This functionality tracks when a child is being served by a Northstar related service. For Foster Care related services, this functionality will track qualifying foster care placements and whether they are provided under Northstar or Legacy. Not all placements are considered a qualifying placement. Placements such as group homes or residential placement are not qualifying placements, and as such are not tracked as being Northstar or Legacy. The applicable

information can be found in the Northstar History folder under the Permanency node. (**Note:** This functionality is still under construction.)

Northstar Kinship Care

Northstar Care requires development of a new Kinship Care Program, for which some children may have federal Title IV-E eligibility, to replace the current state funded Relative Custody Assistance (RCA) program. The Kinship node can be created from the Permanency folder for a child in an open continuous placement at the point of signing the Kinship Placement Agreement.

Other screens include verifications for siblings, parents, and relative custodians as well as the Kinship Eligibility Determination which includes initial Income Offsets, Required Documents tracking, Discussion Log, and Benefit Agreement automation.

Three new documents have been added to the Person > Documents node related to Kinship:

- Northstar Kinship Placement Agreement
- Northstar Kinship Assistance Eligibility Status
- Northstar Kinship Assistance Benefit Agreement

Placement

New business rules prevent

- The creation of a second continuous placement
- Saving of overlapping dates for continuous placements
- Saving a continuous placement when the dates do not completely cover the dates of any associated placements

A new placement setting **of Pre-kinship home – relative** is available with "Reason" options of **Transfer of permanent legal and physical custody** and **Pre-placement visit**.

New placement end reason codes of **Pre-kinship placement** and **Pre-kinship placement disruption** are available.

More changes are now allowed to the **Placement Setting**, so the Action menu was changed from "**Change foster care to pre-adoptive**" to **"Change Placement Setting (Child with Same Family)".** When the new menu option is selected, the new setting is selected in the "**Change Setting To**" field on the "Change Location" screen.

The relationship **Kin (tribal or ethnic) / previous foster parent** (which was re-named from the previous "Kin/extended family (tribal or ethnic)" to clarify that previous foster parents can be considered kin), is available from the "Relationship" dropdown on the Foster Parent screen.

Northstar History folder under the Permanency node – provides functionality that tracks when a child is being served by a Northstar related service. (**Note: This functionality is still under construction.)**

Programs and Services

New BRASS Service Codes:
175 – Northstar Kinship Assistance
178 – Northstar Adoption Assistance
Both are available under Program 150 – Adoption/Guardianship

Use these service codes only to make payments to the State for these services after the fiscal reconciliation is complete. These service codes are not used for either purchased services or for staff provided time and cannot be overridden.

BRASS Service Description change: 188 – changed from Supervised Independent Living (18-20) to Supervised Independent Living (18 up to 21).

Service Arrangements and Payments

Beginning in V14.4, Service Arrangements and Payments have edits based on information entered into the following 5 fields:

- Service Start Date
- Service End Date
- Client
- Service Vendor
- Service 180 – Treatment Foster Care and 181 – Child Family Foster Care

When all five fields are entered, warnings and errors display if the following conditions are not met. Note: This list only includes **some** examples of the additional business rules and edits. See SSIS Fiscal training materials for more details.

- Service start date must be on or after the Placement Start Date.
- Service end date must be on or before the Placement End Date.
- Service vendor on the Service Arrangement or Payment must be the same as the Bus Org/Provider on the Placement.
- Service start date must be on or after the MAPCY effective date.
- Service start date must be on or after the DOC assessment effective date.
- MAPCY Level must be Agency Approved and/or Extraordinary Level must be Approved by State to pay higher than emergency foster care rates.
    - Refer to DHS Bulletin #14-32-11 for more information on Northstar emergency foster care rates. DHS Bulletin #14-32-11
- DOC Assessment must be entered in SSIS to pay more than the basic per diem.

The **Significant Birthday** field in County Preferences (SSIS Admin) is no longer editable and will always be the first of the month.

The Fiscal Details section of the Service Arrangement and Payment screens is updated with **MAPCY level** and **Supplemental Per Diem** fields. Both fields are not editable.

Changes to fields on the Service Arrangement and Payment screen:

- **License #** links to LNDX data
- **Basic Per Diem** field and **DOC Points** field are not editable
- new fields have been added and others have moved positions.

Adjusted From, DOC Points, MAPCY Level and Supplemental Per Diem are available on the Payment Search results grid and Payment by Reports grids.

Service Plans

Out-of-Home Placement Plan – Safety Plan and Services: Updated phrasing on the Permanency Plan screen and added a new screen titled "Permanent Transfer of Custody to a Relative"

Out-of-Home Placement Plan – Continuing Foster Care: Updated phrasing for one of the options on the Continuing Efforts for Permanency screen, updated phrasing on the Permanency Plan screen, and a new "Permanent Transfer of Custody to a Relative" screen added.

SEAGR

SEAGR line changes:

State Revenue: Line S03 – Northstar Care for Children – State Share. Previously "other (DHS Approved)"

Use to report revenue from State after Fiscal Reconciliation is completed.

Security

The following Kinship related functions are available in SSIS Admin:

View kinship (allows users to view Kinship related nodes)
Create kinship (allows users to view, create, edit, and delete Kinship related nodes)
Access kinship reports (this function is not yet associated with any reports)

Special Cost Codes

Units, Unit type and Rate fields are enabled when a Special Cost Code is selected. The Basic per diem field and DOC points field are no longer enabled. To pay a lower or higher rate a special cost code is required.

The following two special cost codes are only valid for services on or before 12/31/14:

- 11 – Foster care – maintenance only – basic

- 12 – Difficulty of Care – amount only

Special cost code 13 – Difficulty of Care – amount only

- DOC point field displays points from DOC assessment, and is editable

<u>New Special Cost Codes</u>

10 – Reduced foster care rate

- Use this code if the foster parent does not want to receive as much money as they could receive and a lesser rate is negotiated.

95 – Foster care, legally, not financially responsible

- Used to separate payments made by the legally responsible agency to the Service vendor that is later reimbursed by the financially responsible agency.
- Not included in the Title IV-E Abstract Report or the Northstar report (v.15.1)

96 – Additional foster care (non-reimbursable)

- Not included in Title IV-E Abstract Report or the Northstar report