



Bulletin

NUMBER

#16-32-07

DATE

May 17, 2016

OF INTEREST TO

County Directors

Social Services Supervisors

Fiscal Supervisors and
Staff

ACTION/DUE DATE

Please read information
and prepare for
implementation

EXPIRATION DATE

May 17, 2018

Targeted Case Management (TCM) Client Statistical Report (CSR)

TOPIC

Client counts on the TCM CSR

PURPOSE

Intended as a reference to assist counties in understanding
the specifications for the TCM CSR

CONTACT

Please direct questions according to the topic area as
follows:

TCM CSR Report policy and Targeted Case Management
rate questions: Bridgit Olson, (651) 431-3800, or
Bridgit.Olson@state.mn.us

SSIS technical questions: SSIS Help Desk, 651-431-4801,
or dhs.ssishelp@state.mn.us

SIGNED

ALEXANDRA KOTZE
Chief Financial Officer

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.

I. Background

The Targeted Case Management (TCM) Client Statistical Report gathers unduplicated client statistical information for clients receiving child welfare targeted case management (CW-TCM), children's mental health targeted case management (CMH-TCM), adult mental health case management (AMH-TCM) and vulnerable adult and developmentally disabled case management (VA/DD). The number of clients receiving TCM services are organized in the report by each submitting county.

The Targeted Case Management Client Statistical Report (TCM CSR), also known as DHS-3150.2, is designed to collect previous and current quarter information. The TCM CSR report is only accessible within the SSIS application. This report gathers time record and client information. County agencies are required to submit the report through SSIS to DHS on a quarterly basis. To ensure accuracy in the submitted data, proofing and error reports are produced and audited before final submission to DHS.

Upon receipt by DHS, the information on the TCM Client Statistical Report is used in the rate setting process by DHS Financial Operations Division to calculate the Medical Assistance (MA) reimbursement rates for targeted case management (TCM). Therefore, it is essential that all clients receiving services under the specified BRASS code(s) for each particular targeted case management program are counted and that the counts reported are unduplicated.

The unduplicated client count includes all clients, regardless of whether a TCM claim is generated. It is designed to mirror the activity collected in the TCM activity codes on the SSTS. For more information on the SSTS activity codes, please reference bulletin #14-32-16 Social Service Time Study (SSTS) - Operations & Activity Codes.

Legal References

Minnesota Statutes, section 245.4711

Minnesota Statutes, section 256.01, subd 2 (2)

Minnesota Statutes, section 256B

Minnesota Statutes, section 256B.0924

Minnesota Statutes, section 256B.094

Minnesota Statutes, section 256B.0945

Minnesota Statutes, section 626.5572

Attachments

- Attachment A- How clients are Counted on the TCM CSR Report
- Attachment B- Line 1 BRASS codes for TCM Client Count Adult Rule 79 and VA/DD
- Attachment C- Line 2 BRASS Codes for TCM Client Count Children’s Rule 79
- Attachment D- Line 3 BRASS Codes for TCM Client Count Child Welfare
- Attachment E- TCM CSR Report example

Action Required

The TCM CSR is completed in SSIS. It is required that the report be submitted four times a year, by the 30th day of the month following the end of the quarter. If the 30th is a weekend or holiday, the report is due by the last business day preceding the 30th.*

| Time Frame | TCM CSR Report Submission Deadline |
|------------------------------------|---|
| Quarter 1 (January 1- March 31) | April 30* |
| Quarter 2 (April 1- June 30) | July 30* |
| Quarter 3 (July 1- September 30) | October 30* |
| Quarter 4 (October 1- December 31) | January 30* |

For technical assistance and instructions when completing the report in SSIS please contact the SSIS Help Desk at 651-431-4801, or dhs.ssishelp@state.mn.us.

Client Counts

Client counts are one of the factors used in calculating TCM rates. It is beneficial for counties to understand what makes up the client count for each specified area. Although the report is submitted quarterly, the information is reported by each month within the respective quarter.

The clients that are counted on the TCM CSR report have a time record that records an attempted or completed eligible service. The client count results from clients that have been seen by a county or state employee. The TCM CSR report does not count clients that are attached to time records of contracted providers.

The unduplicated client count includes all clients, regardless of whether a TCM claim is generated. It is designed to mirror the activity collected in the TCM activity codes on the SSTS. For more information on the SSTS activity codes, please reference bulletin #14-32-16 Social Service Time Study (SSTS) - Operations & Activity Codes.

Line 1

AMH- TCM- Adult Rule 79

The Adult Mental Health, Rule 79, client counts appear on Line 1 of the TCM CSR report in SSIS. They include:

Unduplicated client counts (by month) of adults:

- Who have received Adult Rule 79 (Mental Health) Case Management services (BRASS code 491x) during the quarter

AND

- Who are 18 or older as of the service date

Rule 79 time records recorded by the county for Regional Treatment Center (RTC) staff are included only if the county is the RTC worker's "host" county

-  *Clients must be counted under the "host" county only to:*
 - *Avoid duplicate counts across counties*
 - *Ensure client counts line up with "host" county RTC costs*

VA/DD-TCM

The Vulnerable Adult and the Developmental Disabilities client count also appear on Line 1 of the TCM CSR report in SSIS. They include:

Unduplicated client counts (by month) of adults:

- Who have received Developmental Disabilities case management services (BRASS code 593x) during the current quarter

AND

- Who are age 21 or older as of the service date

AND

- Are in a DD workgroup or APS workgroup

AND

- Who do NOT have an active Waiver or Alternative Care (AC) recipient eligibility in effect on the time record service date

Unduplicated client counts (by month) of adults:

- Who are Vulnerable Adults in Need of Protective Services who have received general case management service (BRASS code 693x) during the current quarter

AND

- Who are age 18 or older as of the service date

AND

- Are in a DD workgroup or APS workgroup

AND

- Who do NOT have an active Waiver or AC recipient eligibility in effect on the time record service date

Unduplicated client counts (by month) of adults:

- Child Rule 185 Developmental Disabilities Case Management-Non-Waiver (BRASS code 592x)

AND

- who are age 18 or older but less than age 21

AND

- Who do NOT have an active Waiver or AC recipient eligibility in effect on the time record service date

AND

- Have an active VA/DD supplemental eligibility in effect on the time record service date



EXCEPTION: If the client does not have VA/DD Supplemental Eligibility, that client will be counted on Line 3 (Child Welfare Targeted Case Management) of the TCM CSR report.

Adult Rule 79 and VA/DD Adjustments

The report does allow for manual entry of additional counts to the Adult Rule 79, and (VA/DD) Case Management amounts for the current and previous quarter. The following adjustments can be made to the TCM CSR for the current and previous quarter data.

- Adults who are not entered in SSIS (not all agencies utilize SSIS for their adult client population)
- Adults who have received Adult Rule 79 Case Management services in another county by state RTC staff assigned to the reporting county
- Adults treated in county mental health centers and not in SSIS



Negative adjustments are not allowed. Correct the time record if it should not be counted.

Time records indicate the service provided. A common error is time being reported to the wrong service.

Line 2

CMH-TCM

Line 2 on the TCM CSR report shows the Children's Mental Health clients.

Unduplicated client counts (by month) of children:

- Who have received Child Rule 79 Case Management services (BRASS code 490x) during the current quarter

AND

- Who are under the age of 18 as of the service date

Line 3

CW-TCM

Line 3 on the TCM CSR report shows Child Welfare client count.

Unduplicated client counts (by month) of children:

- who have received any of the following Child Welfare-Targeted Case Management (CW-TCM) services during the quarter:
 - Family Assessment Case Management (BRASS code 192x)
 - General Case Management (BRASS code 193x)
 - Child Mental Health General Case Management (BRASS code 492x)

OR

- Child Rule 185 Developmental Disabilities Case Management-Non-Waiver (BRASS code 592x) with the following conditions:

- who are under age 18, with no additional conditions

OR

- who are age 18 or older but less than age 21, with the following conditions:
 - who do have a CW-TCM eligibility in effect on the time record service date

OR

- who do NOT have an active VA/DD-TCM or CW-TCM supplemental eligibility in effect on the time record service date

AND

- who are under age 21 as of the service date



EXCEPTION: If the client does have VA/DD Supplemental Eligibility, that client will be counted on Line 1 (Adult Rule 79 and VA/DD Targeted Case Management) of the TCM CSR report instead of Line 3.

Reporting RTC Staff TCM Information

Clients served by State RTC (Regional Treatment Center) staff assigned to the host county as part of the Adult Mental Health Initiative must be included in the Adult Rule 79 case management counts. The clients are counted if all of the following are met:

- The employee category is a “State” employee and the RTC Indicator is “Yes” in the SSIS Admin program
- The employee came to the reporting county from an RTC (Regional Treatment Center) and was assigned to the reporting RTC host county by the Mental Health Adult Initiative
- The employee has been trained and qualified and is participating in the SSTS.

The County generating the Regional Treatment Center (RTC) report must print the “Clients for Other RTC Host Sites” report and mail to each county listed on the report. The host county will receive information from other counties regarding the State RTC workers and the clients to whom they've provided services. If these clients are not already included in the host county's TCM-CSR Report, they must be added through the adjustment process

SSIS automatically determines which clients to exclude from the TCM-CSR report if services were provided by State RTC staff, but cannot determine which clients may need to be added if the client's services are recorded in another county. The Clients for Other Counties reports printed by the other counties gives the host county enough information to determine which (if any) clients need to be added to the current quarter or prior quarter counts.

Client Count Exclusions

Any client who also received a Relocation Service Coordination (RSC) service (identified by Service Coordination BRASS codes 194x or 694x) during a month will NOT be counted in that month. If there is even one time record with RSC, the client will not be counted at all that month.

The TCM CSR report does not count any clients that are attached to time records of contracted providers. The client count results only from clients that have been seen by a county or state employee as recorded on a time record.



Time records for interns are also not counted. The time entries are counted for eligible SSTS participants whose costs are included in the SSTS cost pool.

Proofing, Errors and Warnings

If errors are found, the time record is not included in the report. Many of the errors concern the age of the client not corresponding to the service provided. For example, a child has been selected for an adult service or vice versa. Time records that contain a client with an estimated date of birth will also produce an error.



If a time record passes proofing it is not necessarily correct. Before submitting, review the information using the Client Summary tab.

Previous Quarter Final

The TCM CSR allows agencies to submit both current and previous quarter client counts. The previous quarter is the last opportunity to make any needed adjustments before the report is submitted.

Current Quarter

The TCM CSR allows agencies to submit both current and previous quarter client counts. The current quarter is the quarter that most recently ended at the time the report is being submitted. After this report is submitted there is one other opportunity to make any needed

adjustments to that quarter. Although the client counts are submitted by quarter the data is organized and counted by each month.



Employee time records need to be completed accurately. Correct time records are required for the client count to be correct. Clients are not counted if the time record does not meet the criteria. Errors often result from time being reported with the wrong service selected. Time records should show the service being provided at that time. The error will continue if adjustments are being made instead of correcting the actual time record.

After Submission Adjustments

Counties are able to resubmit a revised report until the end of the calendar year or until Financial Operations has finalized the data for use in the TCM rate setting.



Agencies are required to contact the SSTS project manager, prior to any “after submission adjustment” is made.

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3725 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency’s ADA coordinator.

Attachment A

How Clients are Counted on TCM CSR Report

| Checks | | | | | | | | | |
|---------------|----------------------|----------------------|-------------------------|------------------------------------|-------------------|---|--------------------|----------|---|
| | Age on activity date | Contractor Provided* | RTC Staff & Host County | Waiver or AC Recipient Eligibility | Suppl Eligibility | WG | RSC** (194 or 694) | Comments | |
| Where Counted | Line 1 BRASS 491 | ≥ 18 | N | Y | N/A | N | N | Y | Excluded in any month RSC service is received |
| | Line 1 BRASS 592 | ≥18 & < 21 | N | N/A | Y | VA/DD | N | Y | Excluded in any month RSC service is received or Waiver/AC eligibility is found |
| | Line 1 BRASS 593 | ≥ 21 | N | N/A | Y | N | APS or DD | Y | Excluded in any month RSC service is received, Waiver/AC eligibility is found or the WG type is not APS or DD |
| | Line 1 BRASS 693 | ≥ 18 | N | N/A | Y | N | APS or DD | Y | Excluded in any month RSC service is received, Waiver/AC eligibility is found or the WG type is not APS or DD |
| | Line 2 BRASS 490 | < 18 | N | N/A | N/A | N | N | Y | Excluded in any month RSC service is received |
| | Line 3 BRASS 192 | <21 | N | N/A | N/A | N | N | Y | Excluded in any month RSC service is received |
| | Line 3 BRASS 193 | <21 | N | N/A | N/A | N | N | Y | Excluded in any month RSC service is received |
| | Line 3 BRASS 492 | <21 | N | N/A | N/A | N | N | Y | Excluded in any month RSC service is received |
| | Line 3 BRASS 592 | <21 | N | N/A | N/A | no CW-TCM or VA/DD supplemental elig exists OR CW-TCM elig exists | N | Y | Excluded in any month RSC service is found |

AC= Alternative Care
 APS= Adult Protection Services

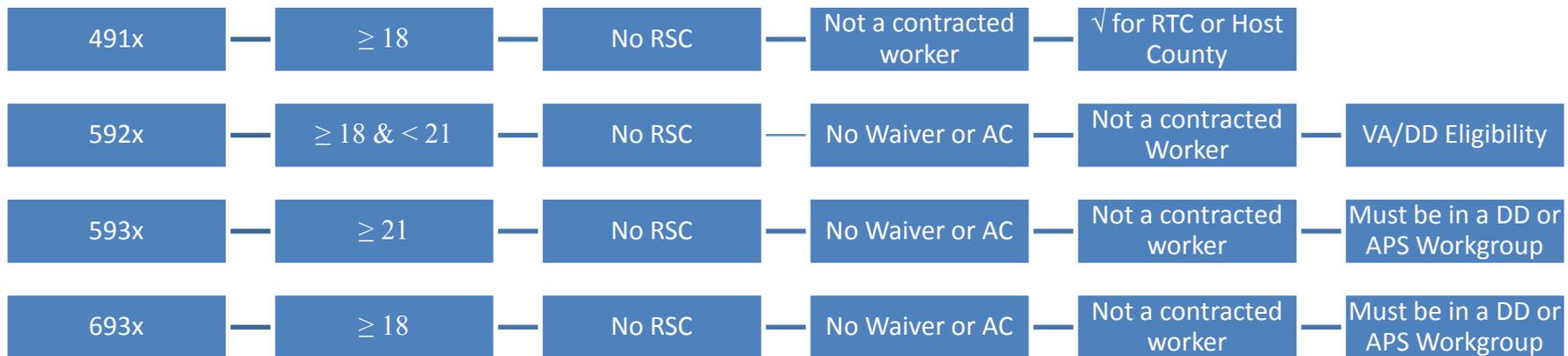
RTC= Regional Treatment Center
 WG= Workgroup

*Contractor provided services are not included in the TCM CSR.

**Clients are excluded in any month Relocation Service Coordination (RSC) is also received. Even if there is one time record with RSC (BRASS code 194x or 694x) the client will not be counted at all that month.

Line 1 BRASS Codes for TCM Client Count

Adult Rule 79 and VA/DD



AC= Alternative Care

APS= Adult Protection Services

RTC= Regional Treatment Center

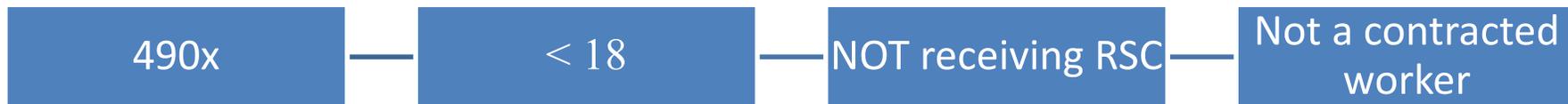
WG= Workgroup

*Contractor provided services are not included in the TCM CSR.

**Clients are excluded in any month Relocation Service Coordination (RSC) is also received. Even if there is one time record with RSC (BRASS code 194x or 694x) the client will not be counted at all that month.

Line 2 BRASS Codes for TCM Client Count

💡 Children's Rule 79



AC= Alternative Care

APS= Adult Protection Services

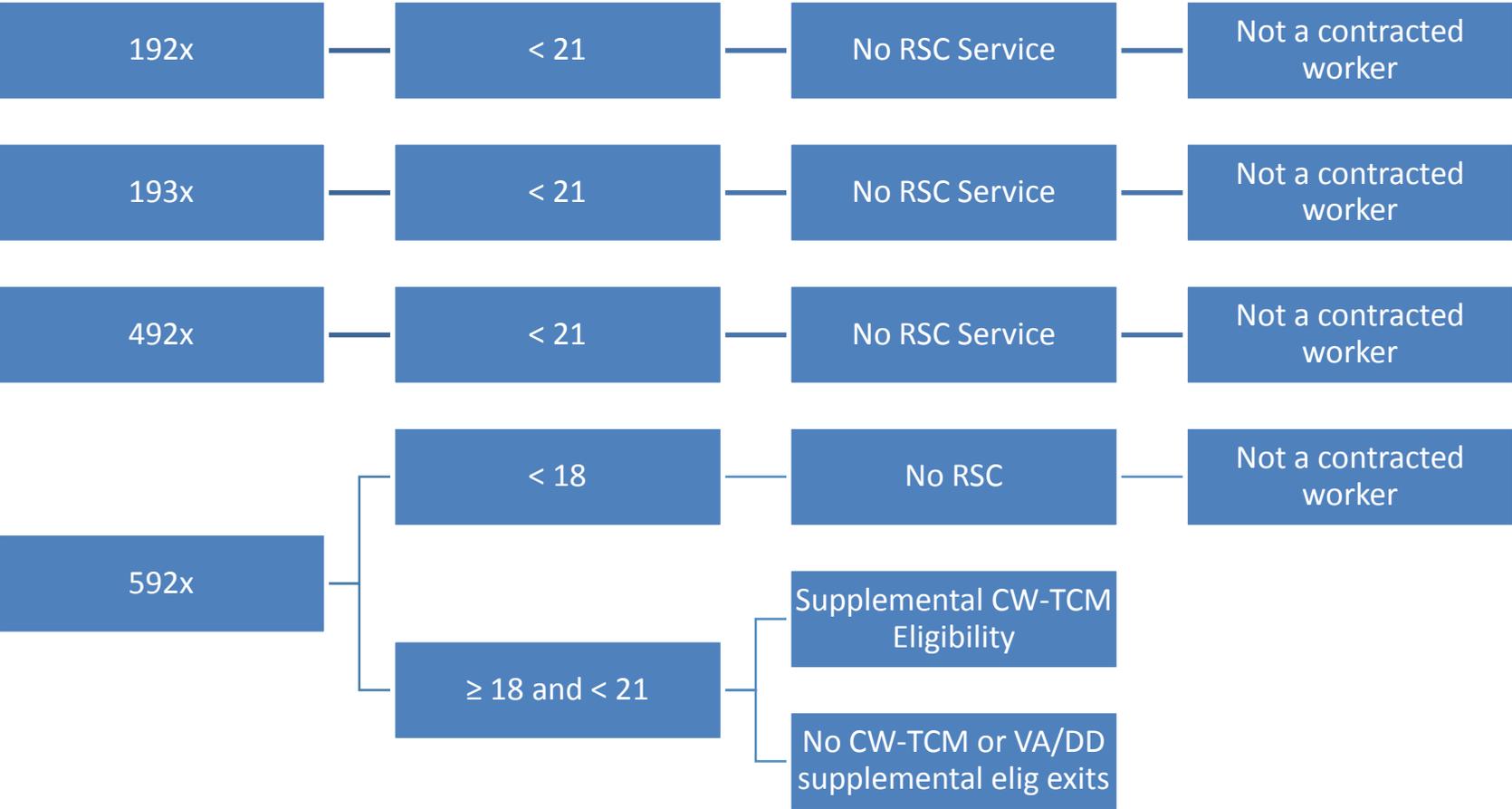
RTC= Regional Treatment Center

WG= Workgroup

*Contractor provided services are not included in the TCM CSR.

**Clients are excluded in any month Relocation Service Coordination (RSC) is also received. Even if there is one time record with RSC (BRASS code 194x or 694x) the client will not be counted at all that month.

Line 3 BRASS Codes for TCM Client Count Child Welfare



AC= Alternative Care APS= Adult Protection Services RTC= Regional Treatment Center WG= Workgroup

*Contractor provided services are not included in the TCM CSR.
 **Clients are excluded in any month Relocation Service Coordination (RSC) is also received. Even if there is one time record with RSC (BRASS code 194x or 694x) the client will not be counted at all that month.

Attachment E

Example

TCM CSR Report:

| TCM CSR Statistics | | | | | | | Client Summary | Adjustments | RTC | Time Proofing | |
|---|--|--------------------------|----------|----------|---------------|--|----------------|-------------|-----|---------------|--|
| Previous Quarter Final | | 10/01/2015 to 12/31/2015 | | | | | | | | | |
| Targeted Case Management | | October | November | December | | | | | | | |
| PQ1. Adult Rule 79 and VA/DD Case Management | | 81 | 79 | 75 | Calculated | | | | | | |
| | | 0 | 0 | 0 | + Adjustments | | | | | | |
| | | 81 | 79 | 75 | Net | | | | | | |
| PQ2. Children's Rule 79 Case Management | | 48 | 47 | 47 | | | | | | | |
| PQ3. Child Welfare - Targeted Case Management | | 209 | 206 | 224 | | | | | | | |
| Current Quarter | | 01/01/2016 to 03/31/2016 | | | | | | | | | |
| Targeted Case Management | | January | February | March | | | | | | | |
| CQ1. Adult Rule 79 and VA/DD Case Management | | 67 | 60 | 66 | Calculated | | | | | | |
| | | 0 | 0 | 0 | + Adjustments | | | | | | |
| | | 67 | 60 | 66 | Net | | | | | | |
| CQ2. Children's Rule 79 Case Management | | 48 | 45 | 39 | | | | | | | |
| CQ3. Child Welfare - Targeted Case Management | | 236 | 208 | 221 | | | | | | | |

Client Summary:

The client summary is a good tool to find potential errors. The Client Summary should be reviewed before submitting to DHS. The example below shows a portion of what the client summary looks like. "Yes and "No" is the indicator of whether or not that client is being counted in that particular month for the respective "Line number."

| Line 1 | | | Line 2 | | | Line 3 | | |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Month 1 | Month 2 | Month 3 | Month 1 | Month 2 | Month 3 | Month 1 | Month 2 | Month 3 |
| No | No | No | No | No | No | Yes | Yes | Yes |
| No | No | No | No | No | No | Yes | Yes | Yes |
| No | Yes | Yes |
| No | No | No | No | No | No | Yes | Yes | Yes |
| No | No | No | No | No | No | Yes | Yes | Yes |
| No | Yes |
| No | No | No | No | No | No | Yes | Yes | Yes |