

# Bulletin

August 15, 2006

Minnesota Department of Human Services, P.O. Box 64986, St. Paul, MN 55164-0986

## OF INTEREST TO

- County Community Health Boards (CHBs)
- Tribal Governments (Tribes)
- County Public Health Directors
- Child and Teen Checkups Coordinators

## ACTION/DUE DATE

Please read; comply with instructions.

October 15, 2006

## EXPIRATION DATE

The policies in this bulletin are ineffective as of August 15, 2008.

## 2006-2007 Contract Requirements For Child and Teen Checkups (C&TC) Administrative Services Are Due October 15, 2006

### TOPIC

2006 –2007 C&TC Administrative Services Contract Requirements.

### PURPOSE

Notify CHBs, Tribal Governments and local public health agencies of the 2006 – 2007 C&TC contract requirements and process.

### CONTACT

Jane Shaw, C&TC Coordinator  
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E-mail: [jane.shaw@state.mn.us](mailto:jane.shaw@state.mn.us)

### ELECTRONIC SUBMISSIONS TO:

Judy Ekern  
Phone: (651) 431-2629  
E-mail: [judy.ekern@state.mn.us](mailto:judy.ekern@state.mn.us)

### SIGNED

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BRIAN J. OSBERG  
Assistant Commissioner  
Health Care

## BACKGROUND

Federal Financial Participation (FFP) is available to reimburse Community Health Boards (CHBs) and Tribal Governments (Tribes) that provide direct support to administer required outreach and follow-up activities for the federal Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. In Minnesota, EPSDT is known as the Child and Teen Checkups (C&TC) Program. This program is designed to ensure that Medical Assistance (MA) and MinnesotaCare enrolled children receive comprehensive health care.

## GENERAL INFORMATION

- This is the second year of the 2006-2007 C&TC Administrative Services Contracts.
- CHBs (both single and multi-county) and Tribes are also referred to as “Contractors” throughout this Bulletin.
- In 2007, multi-county CHBs will continue to bill DHS for C&TC administrative services as a CHB, not as individual counties.
- For contract year 2007, multi-county CHBs will submit any required materials as a CHB, not as individual counties. This includes all 2006 reporting requirements due in 2007.
- The contract bulletin and attachments are being made available electronically to Contractors.
- Required materials should be submitted electronically to DHS for review.
- Contractors are required to obtain prior DHS approval for **new** C&TC outreach, activities, media projects, etc., particularly evaluations and survey activities not identified in the approved contract before implementation. DHS will offer support for new initiatives which are in keeping with C&TC Program goals as well as offer technical and research assistance.
- Contractors are required to notify and obtain approval from DHS before discontinuing approved work plan activities.
- It is recommended that the C&TC Coordinator position be held by a Public Health Nurse (PHN) and be a full-time position when possible. If the C&TC Coordinator position is not held by a PHN, it is required that the C&TC Coordinator be under the direct supervision of a PHN supervisor.
- Contractors can move up to 10% or \$10,000, whichever is less, of their approved contract funds within budget line items for **approved** activities (included in initial contract work plan) without DHS approval. All equipment purchases require prior approval. Budget revisions in excess of \$10,000 require approval and the submission of a revised budget to DHS.

## **RESPONSIBILITIES**

### **Contractors will provide the following C&TC administrative services:**

1. Provide C&TC administrative services to children birth to age 21 enrolled in MA and MinnesotaCare for whom the CHB or Tribe is contractually responsible. Determination of Contractor responsibility is based on County of Financial Responsibility (CFR) for MA enrollees and County of Residence (COR) for MinnesotaCare enrollees residing within each CHB's county(ies) or Tribe's Contract Health Service Delivery Area (CHSDA).
2. Maintain dated documentation of required outreach and follow-up activities in CATCH 3.1 as fully as possible. Document by other means as necessary.
3. Document all activities completed to increase C&TC screening services participation ratios.
4. Determine and document in CATCH 3.1 the willingness of eligible families and children to participate in the C&TC Program.
5. Demonstrate and document in CATCH 3.1 attempts to provide outreach to all eligible families and children through written, oral and/or face-to-face communications.
6. Comply with all C&TC Program administrative and reporting requirements as identified in DHS Bulletin #05-15-02 and its Appendices A through H.9.
7. Maintain fully functional CATCH 3.1 software for use in assisting with the completion of contracted duties and responsibilities, following DHS instructions and requirements.
8. Comply with the C&TC Budget Worksheet (Attachment 1).
9. Perform the tasks identified in the C&TC Work Plan (Attachment 2.1 – 2.5 in DHS Bulletin #05-15-02).
10. Comply with the terms of the finalized contract. (Appendix C for CHBs and Appendix D for Tribes in DHS Bulletin #05-15-02.)
11. Special pilot projects or initiatives must have DHS prior approval, an appropriate evaluation component to monitor the effectiveness of the project outcome, and include a final report to DHS at the conclusion of the project timeframe.

## **ACTION REQUIRED**

All Contractors should submit required materials using the identified appendices below. No other versions will be accepted. Materials will be sent electronically to Contractors.

**All Contractors should complete and submit the following materials electronically, unless otherwise directed, by October 15, 2006 to: [judy.ekern@state.mn.us](mailto:judy.ekern@state.mn.us)**

1. **The 2006 – 2007 Child and Teen Checkups (C&TC) Administrative Services Annual Budget Worksheet, Attachment 1, pages 1 and 2:**
  - **One 2007 budget should be submitted by October 15, 2006 by each Contractor for review and approval. Use the attached budget and attachments. No other versions will be accepted.**
  - To complete the budget worksheet for 2007, single-county CHBs and Tribes should use

Appendix A, "C&TC 2007 Estimated Eligible MA and MinnesotaCare Children Under Age 21, by County and Tribe (Based on 2005 CMS-416 Data)" to determine their available amount for contract year two.

- Multi-county CHBs should use Appendix A-1, "C&TC 2007 Estimated Eligible MA and MinnesotaCare Children Under Age 21, by CHB (Based on 2005 CMS-416 Data)" to determine the contract amount available to the CHB for contract year two. Submit one budget for the CHB.
- C&TC Administrative Services budgets for 2007 may not exceed \$25 per estimated eligible child based on the number of children in Appendices A and A-1.
- DHS will approve the budget electronically. The approved budget will require an authorized signature from the Contractor. **Three (3) signed original copies should be mailed to DHS no later than November 15, 2006.** DHS will sign the budgets and one original signed copy will be returned to the Contractor.
- 2007 budgets do not require a contract amendment.

## 2. The 2006-2007 C&TC Administrative Services Work Plan, Attachments 2.1 – 2.5:

- If no changes are needed to the 2007 C&TC Work Plan, do not submit a work plan for 2007.
- If the C&TC Work Plan methods to complete the required activities will change for contract year 2007, Contractors must update their current work plan (Attachments 2.1 – 2.5) and submit the revised plan electronically for review.
  - All changes should be identified **in red font color**.
  - Revised Work Plans should be submitted in one Word document which includes all five attachments.
  - One revised work plan is submitted for multi-county CHBs. If an activity is to be performed by an individual county of a multi-county CHB, that county should be identified in the work plan for that activity. For other activities, it is assumed that all counties of the CHB will perform them.
  - Revised work plans will be reviewed and approved electronically.
  - **Revised work plan methods to complete required activities will not require a contract amendment.**
- If no revised work plan is received, the work plan approved for 2006 will remain current for contract year 2007.

## 3. Contractor Information, Appendix B:

- Please review Appendix B in your current contract to verify that all information is correct. It is especially important for successful communications throughout the year for DHS to have the correct contact information for the contract authorized representative. Also, without the correct provider identification number, reimbursement will be delayed.
- **If no information has changed, do not re-submit Appendix B.**

- **If any of the information has changed, please revise and submit Appendix B for contract year two.**
- 4. Contractual changes: An amendment to the contract is required for any proposed changes to the C&TC Administrative Services contract signed for 2006-2007.** To initiate any contract changes, contact Jane Shaw, C&TC Coordinator, at DHS for more information.

The budgets for 2007 and other submitted materials will be reviewed in the order they are received. DHS will respond to submitted materials within 30 days of receipt. DHS will notify Contractors when 2007 budgets and any revised C&TC Work Plans or other applicable materials are approved.

**Three (3) original signed copies of the budget and any other applicable materials must be mailed to DHS and received no later than November 15, 2006. Please submit to:**

**Jane Shaw, C&TC Coordinator  
Minnesota Department of Human Services  
PO Box 64986  
St. Paul, MN 55164-0986**

**Budgets not approved and signed by December 31, 2006 will be prorated according to the actual term of the contract.**

#### **BILLING INFORMATION FOR C&TC ADMINISTRATIVE SERVICES**

- Contractors are responsible for certifying expenses for C&TC administrative services performed by the contracting agency.
- Contractors should bill for actual expenditures for services provided under the contract, up to the approved contract amount. Any unused portion of the contract amount is not carried over to the following year.
- It is important to include the fiscal agent and the provider identification number information in the contract. Contractor accounts are set up using the approved contract provider identification number. Only the approved contract provider identification number can be used for billing C&TC Administrative Services.
- If for any reason the provider identification number changes during the contract period, contact Ramona Brady immediately by email at: [ramona.brady@state.mn.us](mailto:ramona.brady@state.mn.us) or by telephone at: **651-431-2621**.
- All claims for C&TC administrative services should be submitted to DHS on the CMS – 1500 claim form or electronically through MN-ITS. The C&TC administrative services HCPCS code X5623 must be used.
- Claims may be submitted up to one year from the date of service. Contractors are strongly encouraged to bill DHS for C&TC administrative services on a monthly basis.

- Contracting agencies needing to establish a provider number to bill DHS for C&TC administrative services or for general billing questions for C&TC Administrative Services, should contact Ramona Brady (see page 5).

## **REPORTING REQUIREMENTS**

**All required 2006 reports will be due no later than April 30, 2007.** These reports will provide important statistics to DHS and assist Contractors with C&TC Program monitoring. **Copies of the required 2006 report documents will be sent electronically to CHBs/Tribes in January 2007.** Please read all report instructions carefully before completing. Please do not send this data now.

### **Required Reports for 2006:**

- 1. 2006 Administrative Services Statistics Report, Appendix E**
- 2. 2006 CATCH Outreach Activity Summary Report**
- 3. 2006 Narrative Report** (demonstrating the extent of outreach activities conducted for the calendar year and clarifying as needed information in other required reports)
- 4. 2006 Provider Outreach Activity Reports, Appendix F**
- 5. 2006 Administrative Services Annual Expenditure Report, Appendix G**
- 6. 2006 Outcomes/Indicators Report, Appendix H.1 through H.9**

## **LEGAL AUTHORITY**

Section 1902 (a) (43), S 1905 (a)(4)(B) and S 1905 (r) of the Social Security Act as amended in Omnibus Budget Reconciliation Act (OBRA) of 1989; Minnesota Rules, parts 9505.1693 to 9505.1748; Minnesota Statute 256B.04, subd.1b.

## **APPENDICES/ATTACHMENTS FOR 2007 C&TC ADMINISTRATIVE SERVICES CONTRACTS**

Attachment 1:	2007 Child and Teen Checkups (C&TC) Administrative Services Annual Budget Worksheet (pages 1 and 2)
Appendix A:	2007 Estimated Eligible MA and MinnesotaCare Children Under Age 21, by County and Tribe
Appendix A-1:	2007 Estimated Eligible MA and MinnesotaCare Children, Under Age 21, by CHB
Appendix B:	2006-2007 Administrative Contract, Contractor Information

### **Special Needs**

This information is available in other forms to persons with disabilities by contacting us at (651)-431-2629 (voice) or toll free at (800) 657-3756.

TTY/TDD users can call the Minnesota Relay at 711 or (800) 627-3529. For the speech-to-speech relay, call (877) 627-3848.

# Child and Teen Checkups (C&TC) Administrative Services

## Annual Budget Worksheet

Budget Year (check one): 2006 \_\_\_\_\_ 2007 \_\_\_\_\_

Submit one budget for CHB/Tribe

Name of CHB/Tribe \_\_\_\_\_

Estimated Number of CHB/Tribe C&TC Eligible Children \_\_\_\_\_ (From Appendix A or A-1)

### A. COMPENSATION COSTS

<b>1. DIRECT STAFFING COSTS:</b> <i>List each position separately. Attach additional sheets, if necessary.</i>					
Position	Annual C&TC Hours	Full-Time Equivalent (FTE)	Salary & Wages	Fringe Benefits	Total Salary/Wages & Fringe Benefits
Supervisor					
Outreach staff					
Clerk: Support Staff					
<b>TOTALS:</b>					

<b>2. EQUIPMENT:</b> <i>C&amp;TC screening equipment is not an allowable expense. Equipment expenses must be prorated for C&amp;TC use. Computer equipment purchases require prior approval. Attach description and justification of equipment expenses.</i>	
<b>TOTAL EQUIPMENT</b>	

<b>3. OTHER DIRECT COSTS</b>	
Office Supplies	
Printing	
Postage	
Telephone	
Office space (rent)	
DHS/MDH training conferences/workshops/meetings fees (Plan for 1 DHS regional C&TC coordinator meetings @ \$30 per person and 1 Screening in Early Childhood regional workshop at \$50 per person. MDH C&TC screening trainings range from \$600/ 2½ day to \$12 per contact hour for ad hoc/updates. Do not include training costs for PHNs not performing C&TC screening services).	
C&TC program outreach supplies ( <b>attach description</b> )	
Other (publications, advertisement costs, etc.) <b>List and attach description</b> _____	
<b>TOTAL OTHER COSTS</b>	



**Child and Teen Checkups (C&TC) Administrative Services  
Budget Worksheet**

**4. SUBCONTRACTS/CONSULTANTS COSTS**

**5. INDIRECT COST** – Use a standard indirect cost allowance equal to **only 10%** of the **direct salary and fringe benefits** of providing the service in lieu of determining the actual indirect cost. Any other indirect cost rate must be based on and supported by a cost allocation plan.

**TOTAL INDIRECT COSTS**

**6. TOTAL COMPENSATION COST** – Sum of 1 through 5)

**B. TRAVEL COSTS**

**TRAVEL:** Reimbursement for **C&TC staff** travel to perform required C&TC administrative service **only**. Health care access is not covered under this contract.

1. Mileage: \_\_\_\_\_ miles at 40.5 cents per mile Total

2. DHS/MDH C&TC designated training conferences/workshops/meetings.  
(Mileage, lodging, meals, per diem to attend conferences/workshops/meetings)

**TOTAL TRAVEL (sum of 1 and 2)**

**C. TOTAL BUDGET REQUEST**  
(Sum of A and B) (Round to the nearest dollar)

**D. C&TC SERVICES COST PER CHILD**  
Divide Total Budget (line C) by the Number of Eligible Children  
(Not to exceed \$25 per eligible child)

**IN WITNESS WHEREOF, CHB/TRIBE and STATE have mutually agreed with this Budget Worksheet.**

**For CHB/TRIBE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For STATE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Child and Teen Checkups, 2007 Estimated Eligible MA and MinnesotaCare  
Children Under Age 21, by County and Tribe (Based on 2005 CMS -416 data)**

#	County	Number of Eligible	#	County - Tribe	Number of Eligible
1	Aitkin	1,934	47	Meeker	1,959
2	Anoka	23,468	48	Mille Lacs	2,862
3	Becker	3,242	49	Morrison	3,199
4	Beltrami	4,462	50	Mower	4,157
5	Benton	3,056	51	Murray	732
6	Big Stone	561	52	Nicollet	2,189
7	Blue Earth	4,322	53	Nobles	2,520
8	Brown	1,905	54	Norman	822
9	Carlton	2,398	55	Olmsted	10,131
10	Carver	3,113	56	Otter Tail	5,343
11	Cass	2,997	57	Pennington	1,218
12	Chippewa	1,381	58	Pine	3,131
13	Chisago	3,672	59	Pipestone	987
14	Clay	4,812	60	Polk	3,395
15	Clearwater	1,062	61	Pope	997
16	Cook	294	62	Ramsey	59,643
17	Cottonwood	1,343	63	Red Lake	466
18	Crow Wing	6,043	64	Redwood	1,606
19	Dakota	20,804	65	Renville	1,976
20	Dodge	1,375	66	Rice	4,067
21	Douglas	3,029	67	Rock	778
22	Faribault	1,396	68	Roseau	932
23	Fillmore	1,582	69	St. Louis	16,328
24	Freeborn	2,863	70	Scott	5,668
25	Goodhue	2,694	71	Sherburne	5,221
26	Grant	654	72	Sibley	1,402
27	Hennepin	97,132	73	Stearns	10,085
28	Houston	1,284	74	Steele	3,275
29	Hubbard	2,109	75	Stevens	519
30	Isanti	3,178	76	Swift	1,094
31	Itasca	4,458	77	Todd	2,972
32	Jackson	869	78	Traverse	503
33	Kanabec	1,930	79	Wabasha	1,362
34	Kandiyohi	5,055	80	Wadena	2,041
35	Kittson	408	81	Waseca	1,768
36	Koochiching	1,351	82	Washington	9,803
37	Lac Qui Parle	671	83	Watonwan	1,260
38	Lake	929	84	Wilkin	705
39	Lake of the Woods	374	85	Winona	3,181
40	Le Sueur	1,999	86	Wright	6,781
41	Lincoln	491	87	Yellow Medicine	1,003
42	Lyon	2,196	102	Red Lake	2,543
43	McLeod	2,770	103	White Earth	1,924
44	Mahnomen	425	104	Leech Lake	2,523
45	Marshall	970	106	Fond du Lac	1,529
46	Martin	2,195	<b>TOTAL</b>		<b>431,856</b>

**Child and Teen Checkups, 2007 Estimated Eligible MA and MinnesotaCare  
Children Under Age 21, by CHB (Based on 2005 CMS-416 data)**

#	Community Health Board	Number of Eligible
1	Aitkin-Itasca-Koochiching-Community Health Board	7,743
2	Anoka County Community Health & Environmental Services	23,468
3	Becker County Community Health Board	3,242
4	Benton County Community Health Board	3,056
5	Blue Earth Community Health Board	4,322
6	Brown-Nicollet Community Health Board	4,094
7	Carlton-Cook-Lake-St. Louis Community Health Board	19,949
8	Carver County Community Health Services	3,113
9	Cass County Health, Human and Veterans Services	2,997
10	Chisago County Public Health Department	3,672
11	Clay-Wilkin Community Health Services	5,517
12	Cottonwood-Jackson Community Health Services	2,212
13	Countryside Public Health Services (Big Stone, Chippewa, Lac Qui Parle, Swift, Yellow Medicine)	4,710
14	Crow Wing County Public Health Department	6,043
15	Dakota County Public Health Department	20,804
16	Dodge-Steele Community Health Services	4,650
17	Douglas County Public Health	3,029
18	Fillmore-Houston Community Health Board	2,866
19	Freeborn County Community Health Board	2,863
20	Goodhue County Public Health Services	2,694
21	Hennepin County Community Health Department	97,132
22	Human Services of Faribault and Martin Counties	3,591
23	Isanti-Mille Lacs Community Health Board	6,040
24	Kanabec-Pine Community Health Services	5,061
25	Kandiyohi County Public Health	5,055
26	Le Sueur-Waseca Community Health Board	3,767
27	Lincoln-Lyon-Murray-Pipestone Public Health Services	4,406
28	Meeker-McLeod-Sibley Community Health Services	6,131
29	Mid-State Community Health Services (Grant, Pope, Stevens, Traverse)	2,673
30	Morrison-Todd-Wadena- Community Health Board	8,212
31	Mower County Public Health	4,157
32	Multi-County Board of Health-Mahnomen and Norman	1,247
33	Nobles-Rock Public Health Services	3,298
34	North Country Community Health Services (Beltrami, Clearwater, Hubbard, Lake of the Woods)	8,007
35	Olmsted County Public Health Services	10,131
36	Otter Tail County Public Health	5,343
37	Polk County Public Health	3,395
38	QUIN County Community Health Services (Kittson, Marshall, Pennington, Red Lake, Roseau)	3,994
39	Ramsey County Department of Health	59,643
40	Redwood-Renville Community Health Board	3,582
41	Rice County Community Health Services	4,067
42	Scott County Human Services	5,668
43	Sherburne County Public Health	5,221
44	Stearns County Department of Human Services	10,085
45	Wabasha County Public Health	1,362
46	Washington County Public Health and Environment	9,803
47	Watonwan County Human Services	1,260
48	Winona County Community Health Board	3,181
49	Wright County Human Services Board	6,781
<b>TOTAL</b>		<b>423,337</b>

**Minnesota Department of Human Services  
Child & Teen Checkups (C&TC)  
2006-2007 Administrative Services Contract**

**Contractor Information**

Please complete information below: All fields are required.

**Contractor Name and Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

Check One: \_\_\_\_\_County Government Entity \_\_\_\_\_Non-profit Organization

Social Security or Federal I.D. No. \_\_\_\_\_

Minnesota Tax I.D. No. (If Applicable) \_\_\_\_\_

**Contractor's Authorized Representative:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Data Practices Responsible Representative:** \_\_\_\_\_

**Counties Participating in the CHB:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Provider Identification Number for Contractor which will be used to bill for 2006-2007  
C&TC Administrative Services:** \_\_\_\_\_

**Claims will be submitted:** \_\_\_\_\_Monthly \_\_\_\_\_Quarterly \_\_\_\_\_Other: (specify) \_\_\_\_\_

**Fiscal Agent for the Contractor (if applicable):** \_\_\_\_\_

**All proposed changes to the Contractor's Duties and/or other sections of the Child & Teen  
Checkups Administrative Services Contract MUST be described on a separate page(s) and  
submitted with the Contractor Information page for DHS approval.**