

Bulletin

October 10, 2006

Minnesota Department of Human Services □ P.O. Box 64941 □ St. Paul, MN 55164-0941

OF INTEREST TO

- County Directors
- Fiscal Supervisors

ACTION/DUE DATE

Please read the updated information, comply with deadlines and procedures, and use as a continuing reference.

EXPIRATION DATE

The policies in this bulletin are ineffective as of October 01, 2008

INFORMATION TO ASSIST COUNTIES WITH PREPARATION AND SUBMISSION OF FISCAL REPORTS

TOPIC

Consolidated reference information for county fiscal reports required by DHS Financial Operations Division.

PURPOSE

- Updates reference list of DHS Financial Operations Division fiscal reports
- Provides report deadlines
- Provides a checklist for required fiscal reports
- Publishes information on DHS procedures for fiscal reports that are submitted late, incomplete, illegible, or not in required format
- Replaces DHS Bulletin #04-32-08 (July 14, 2004)

CONTACT

David West, DHS Financial Operations Division, County Human Services Cost Accountant, at (651) 431-3782 or david.west@state.mn.us

SIGNED

DENNIS W. ERICKSON
Assistant Commissioner
Finance and Management Operations

BACKGROUND

DHS Financial Operations Division has regularly provided county human service agencies with a current reference list of fiscal reports required by DHS. Feedback indicates that county staff has found these lists useful in scheduling their workflow and planning for busy periods.

Over the years, there has been an improvement in the timeliness and completeness of county fiscal reports. The Department is pleased to acknowledge the fine efforts of county staff throughout the state which have led to this improvement. We have also computerized, simplified, consolidated, and eliminated many reports, notably through MAXIS and SEAGR.

However, the consequences of late reporting should not be underestimated. In some instances, late reporting by even one or two county agencies can prevent money from flowing to all counties. In other cases, the interaction of late reporting and specific federal budgeting procedures have led to federal dollars being delayed, resulting in substantial cash flow problems. Federal program agencies and the State Legislative Auditors continue to exert strong pressure on DHS to ensure that county agencies report in a legible, correct, complete, and timely fashion.

DHS procedures for handling late or unsatisfactory reports are unchanged, and are described in the Report Deadlines and Late or Unsatisfactory Report section beginning on the next page.

LEGAL REFERENCE

Minnesota Statutes, section 256.01

ATTACHED REFERENCE LISTS

Each report is listed with reference instructions, mailing or other submission information, deadline dates, a DHS Financial Operations Division contact, other DHS contacts where relevant, and a brief purpose statement or special information. Attachment E is a consolidated checklist for reports covered in depth in Attachments A through D. Attachment F is a list of reports, since the previous bulletin, that are no longer required (obsolete).

Attachments to this bulletin:

- A. Random Moment Time Study Data
- B. Income Maintenance and Social Service Expense Reports
- C. Social Service Program Fiscal Reports
- D. Economic Self Sufficiency and Health Care Program Fiscal Reports
- E. Checklist for Fiscal Reports
- F. Obsolete Fiscal Reports

MAILING ADDRESS

The full address is on the next page. Please use the "ZIP + 4" extensions to assist in our mail sorting and to ensure timely receipt. It is helpful, but not required, if the DHS contact person is listed as "Attn: name" on the envelope.

Minnesota Department of Human Services
DHS Financial Operations Division
P.O. Box 64940
St. Paul, MN 55164-0940

REPORT DEADLINES AND LATE OR UNSATISFACTORY REPORTS

State statute includes standardized fiscal report deadlines and provides for the Department to take action when reports are late, illegible, incomplete, or not in the required format. DHS procedures are as follows:

If a report is late, illegible, incomplete, or not in the required format, DHS notifies the county human service agency director of the problem. At that point, DHS delays the associated funding by one reporting period (i.e., until the next payment cycle).

Under extenuating circumstances, DHS may release funds despite the report being late, illegible, incomplete, or not in the required format. For instance, if DHS has not provided revised forms or instructions to county agencies until the deadline is upon them, DHS will normally extend the deadline for all county agencies.

If a county agency encounters extenuating circumstances that will cause a report to be late, please contact these DHS Financial Operations personnel:

CONTACT FOR LATE REPORTS

Dave West (651) 431-3728

Backup: Jennifer Berhow (651) 431-3776

However, DHS cannot grant extensions or release funds on a regular basis without having received the associated reports, and in certain cases cannot do so at all.

If a report is late, illegible, incomplete, or not in the required format for two out of three consecutive reporting periods, then DHS notifies the county involved that it must file a corrective action plan with the Department. The plan is due within 45 days of receipt of the notice, and must state how the county plans to correct the problem.

DHS has no intention of using these procedures in a punitive fashion. The goal is a framework within which the overwhelming majority of counties that submit timely, legible, complete, correct reports do not have to carry the weight of a small number of counties that do not. It is important to note that some of these funding streams have actual fiscal sanctions provided for in a Minnesota Rule or in the enabling legislation, which apply to late or unsatisfactory reporting.

ACTION REQUIRED

- **Submit reports.** County agencies must submit required fiscal reports in time for them to be received at DHS by the due date. These reports must be legible, complete, and in the required paper or electronic format. The applicable deadlines are listed in the attachments.

NOTE: Not all county agencies must submit all reports listed. Please see the applicable attachments for information concerning which reports are always required, those required only for participating county agencies, and those reports only required under specific circumstances.

- **If you want to FAX a report.** As a general rule, DHS will **NOT** accept fiscal reports sent by facsimile transmission (FAX). The Department does not have the resources to handle the volume of reports transmitted at the last minute via FAX machine. Also, the uneven quality of reproduction FAX copies does not meet the required format specifications. However, under certain circumstances a FAX may be accepted if a report or moment will be late.

The county must contact those individuals listed on the previous page (not the program accountant) prior to the report deadline and explain the extenuating circumstances that may cause the report to be late. The DHS contact will determine if an extension for the report deadline will be granted. Then, the DHS contact will also determine if a FAXED copy of the report will be accepted. The reason for accepting a FAX will generally be to assist DHS in having timely information for the program accountants. In all cases, an original report must be mailed to DHS at the same time the copy is faxed.

- **If you are going to be late.** If a county agency concludes that a report will be late, the agency is strongly encouraged to contact DHS as discussed on the preceding page.
- **Final deadline.** No report will be accepted beyond one year past original deadline for that period. Amended reports must also be submitted in time to meet this one-year deadline. Submission of a report within this one-year deadline is not a guarantee that legislative appropriations remain -- only timely receipt of reports ensures that they will be included in re-allocation, year-end settlements, and similar procedures which may exhaust limited funding.

QUESTIONS

Please address questions regarding the individual reports to the contact person (s) listed in the attachments. General questions regarding this bulletin should be directed to David West at (651) 431-3782 or david.west@state.mn.us

SPECIAL NEEDS

This information is available in other forms to people with disabilities by contacting us at 651-431-3777 or through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech-to-speech relay service).

**RANDOM MOMENT TIME STUDY DATA
(including LCTS Cost and Spending Reports)**

IM-RMS (INCOME MAINTENANCE RANDOM MOMENT STUDY) MOMENTS

Instructions: Bulletin #06-32-09 dated August 31, 2006

Deadline: Weekly – within 7 calendar days of observation moment.

Mail to: DHS Financial Operations Division, P.O. Box 64940, St Paul, MN 55164-0940.
Electronic responses via MAXIS e-mail comprise 96% of the random moments. The remaining 4%, in paper form should be returned to the attention of Joan Manske.

Contact: Joan Manske, (651) 431-3800 or joan.manske@state.mn.us

Purpose: The IM-RMS observation forms are used to generate quarterly statistical information which is then used to allocate county administrative costs to various federal and state funded programs. The time study information is used to determine each county's federal reimbursement.

SSTS (SOCIAL SERVICES TIME STUDY) MOMENTS - (DHS-SSTS-9904)

Instructions: Bulletin #02-32-12 dated July 15, 2002

Deadline: Within 7 calendar days of the observation moment.

Mail to: DHS Financial Operations Division, P.O. Box 64940, St. Paul, MN 55164-0940

Contact: Joan Manske, (651) 431-3800 or joan.manske@state.mn.us

Purpose: The SSTS random moments are used to generate quarterly statistical information concerning the distribution of activities that are supported by Federal Title IV-E and Title XIX funding sources. Counties are divided into statistically valid groupings. Each group's percentages are computed from this data to determine its claim from these two funding sources, and each county's reimbursement is calculated based on the appropriate distribution formula. The SSTS also provides a portion of data used to calculate CW-TCM (Child Welfare Targeted Case Management), CMH-TCM (Children's Mental Health Targeted Case Management), AMH-TCM (Adult Mental Health Targeted Case Management) rates, and VA/DD (Vulnerable Adult and Developmentally Disabled Adults).

LCTS (LOCAL COLLABORATIVE TIME STUDY)

Instructions: Refer to the LCTS Coordinator's Packet and the training tapes for specific instructions; both are available upon request.

Deadlines: LCTS Random Moments Log/Code Sheets (DHS-3222) are due within 7 days of the moment.

LCTS Cost Reports (DHS-3220, 3220.1, 3220.2, & 3220.3) are due within 20 days after the end of the quarter.

LCTS Annual Spending Report (unnumbered) is due on March 31st following the end of each calendar year.

Mail to: LCTS Project Manager, DHS Financial Operations Division, P.O. Box 64940, St. Paul, MN 55164-0940

Contact: Natalie Brickey (651) 431-3783 or natalie.a.brickey@state.mn.us

Purpose: The LCTS random moments logsheets are used to determine the portion of activities performed by local collaborative partners that can be charged to federal programs, based on the relationship between each activity and the requirements of each federal program. The federal claim is calculated quarterly - based upon the time study results, cost reports submitted by collaborative partners, and applicable Medical Assistance and Title IV-E eligibility ratios for each county.

INCOME MAINTENANCE AND SOCIAL SERVICE EXPENSE REPORTS

INCOME MAINTENANCE EXPENSE REPORT (DHS-2550)

Instructions: Instructional Bulletin #00-32-02, dated February 8, 2000

Deadline: 20 calendar days after the end of each quarter

Mail to: DHS Financial Management, P.O. Box 64940, St Paul, MN 55164-0940 Counties may e-mail an approved electronic (xls) report to Joan Manske as listed below.

Contact: Joan Manske, (651) 431-3800 or joan.manske@state.mn.us
David West, (651) 431-3782 or david.west@state.mn.us

Purpose: The DHS-2550 reports county administrative costs for income maintenance programs. This report is needed for required federal reporting and (in conjunction with the IM-RMS) to determine the correct federal administrative reimbursement for the county. Child and Teen Check-up (C & TC) contracts and Transportation Access Services are not included on the DHS-2550. These services are billed on the HCFA-1500 to MMIS-II.

SOCIAL SERVICES FUND REPORT (DHS-2556)

Instructions: Bulletin #05-32-02, dated March 21, 2005

Deadline: 20 calendar days after each the end of each quarter

Submit to: DHS Financial Operations Division by e-mail to dhs.ssf@state.mn.us
Paper reports can be mailed to P.O. Box 64940, St Paul, MN 55164-0940

Contact: David West, (651) 431-3782 or david.west@state.mn.us

Purpose: The DHS-2556 collects total expenditures and revenues for all social services by line item. This report has four major functions: 1) it constitutes, along with the SEAGR report, the quarterly fiscal CCSA report, 2) is used to prepare the annual Minnesota County Human Service Cost Report and 3) is compiled into the cost pool to claim federal administrative reimbursement for Title IV-E, MA Non-Waiver Social Services, and MA Rule 25, Administration and 4) under certain circumstances can be used to direct charge costs for federal financial participation.

SOCIAL SERVICES EXPENDITURE AND GRANT RECONCILIATION (SEAGR) REPORT (DHS-2557)

Instructions: Bulletin #06-32-02, dated March 13, 2006

Deadline: 30 calendar days after the end of each quarter

Submit to: DHS Financial Operations Division through CSIS, SSIS or by e-mail.

County agencies that use the Community Services Information System (CSIS) to generate the SEAGR Report must transmit the report to Computer Systems Support in St. Cloud. Computer Systems Support will transmit the report to DHS Financial Operations Division. Once CSIS is replaced by the fiscal Social Service Information System (SSIS), then SEAGR will be produced and transmitted to DHS through SSIS.

Non-CSIS/SSIS counties will be provided with a personal computer (PC) spreadsheet program for completing the SEAGR Report. The completed report can be sent by e-mail to DHS Financial operations Division at dhs.ssf@state.mn.us

Contact: David West, (651) 431-3782 or david.west@state.mn.us

Purpose: The DHS-2557 collects expenditures by BRASS service codes and revenues by program area for all social services. This report has three major functions: 1) it constitutes, along with the DHS-2556, the quarterly fiscal CCSA report, 2) is used to prepare the annual Minnesota County Human Service Cost Report, and 3) is used for fiscal reporting of Title XX, CCSA, Child Welfare-Targeted Case Management, Child and Adult Mental Health Grants, Family Assessment Response Grants, Family Group Decision Making, DD SILS, DD Family Support, Relative Custody Assistance, and the Parent Support Outreach Pilot Program.

SOCIAL SERVICE PROGRAM FISCAL REPORTS

BRASS-BASED GRANT FISCAL REPORT (DHS-2895)

Instructions: The form itself has detailed instructions. Grants and programs using this report are listed below.

Deadline: 30 calendar days after the end of each quarter
Submit the report only if participating in programs listed below, or if instructed in a grant award letter.

Mail to: DHS Financial Operations Division, P.O. Box 64940, St Paul, MN 55164-0940

Contact: Program accountant announced for the specific grant. General questions to David West, (651) 431-3782 or david.west@state.mn.us

Purpose: Originally used exclusively for mental health grants, this report was developed for social service grants which are budgeted and spent based upon BRASS codes reported in the SEAGR Report. In cases where a BRASS code may be used in multiple grants, the DHS program accountant needs to know how much of the reported BRASS code expenditure in SEAGR applies to the specific grant. Obviously, the amount reported on the DHS-2895(s) cannot exceed the amount reported in SEAGR for that BRASS code. The following is a current list of grants requiring a DHS-2895:

Children's Mental Health Combined
Adult Mental Health Systems Initiative
Adult Rule 78
Adult Integrated Fund
Homeless Grant (McKinney) PATH

TITLE IV-E FOSTER CARE ABSTRACT

Instructions: Bulletin #02-32-10, dated July 1, 2002 (this bulletin will be updated in October 2006)

Deadline: 20 calendar days after the end of each quarter

Mail to: DHS Financial Operations Division, P.O. Box 64940, St Paul, MN 55164-0940

Contact: Rhonda Lord, (651) 431-3787 or rhonda.lord@state.mn.us

Purpose: The Title IV-E Abstract is used to claim federal Title IV-E foster care maintenance and intake and planning reimbursement and provides statistics required to claim administrative reimbursement. The data is child specific and is separated into major categories by provider type and placement type.

TARGETED CASE MANAGEMENT CLIENT STATISTICAL REPORT (DHS-3150.2)

Instructions: Bulletin #02-32-06, dated May 2, 2002

Deadline: 30 calendar days after the end of each quarter

Mail to: DHS Financial Management, P.O. Box 64940, St Paul, MN 55164-0940

Contact: Joan Manske, (651) 431-3800 or joan.manske@state.mn.us

Purpose: The DHS-3150.2 collects client statistics which are used as part of the rate-setting computation for the Child Welfare - Targeted Case Management (CW-TCM), Children's Mental Health Targeted Case Management, Adult Mental Health Targeted Case Management, and VA/DD Targeted Case Management programs.

COMBINED AUTHORIZATION FOR EXPENDITURE AND CLAIM FOR REIMBURSEMENT FROM THE AMERICAN LEGION AUXILIARY "FORGOTTEN CHILDREN'S FUND" (DHS-0645)

Instructions: Instructional Bulletin #91-32K

Deadline: Within one year of authorization

Mail to: DHS Financial Operations Division, P.O. Box 64940, St Paul, MN 55164-0940

Contact: Rhonda Lord, (651) 431-3787 or rhonda.lord@state.mn.us

Purpose: The purpose of the Forgotten Children's Fund Fiscal Report (DHS-0645) is twofold: 1) DHS authorizes the agency to incur the expenditure on the upper half and 2) the agency reports the actual expenditure on the lower half and submits it to DHS for reimbursement.

CHILD CARE FUND FISCAL REPORT (DHS-4174)

Instructions: DHS Bulletin #05-32-12, dated December 1, 2005

Deadline: 20 calendar days after the end of each month

Mail to: DHS Financial Management, P.O. Box 64940, St Paul, MN 55164-0940

Contact: Natalie Brickey, (651) 431-3783 or natalie.a.brickey@state.mn.us

Purpose: This report collects county expenditure and statistical data for the MFIP and Basic Sliding Fee child care subsidy programs, allowing counties to earn state and federal funding from the Child Care Fund.

MFIP CONSOLIDATED FUND SUPPORT SERVICES FISCAL REPORT (DHS-2902)

Instructions: Bulletin #03-32-13, dated November 3, 2003

Deadline: 20 calendar days after the end of each quarter

Mail to: DHS Financial Management, P.O. Box 64940, St Paul, MN 55164-0940

Contact: Jerry Medlicott, (651) 431-3781 or gerald.medlicott@state.mn.us

Purpose: The DHS-2902 collects expenditures for county MFIP Consolidated Fund Support Services programs, allowing counties to earn their state and federal allocations. The following programs are reported: MFIP Support Services, Diversionary Work Program, and Other Eligible Clients Under 200% of Poverty.

ECONOMIC SELF SUFFICIENCY AND HEALTH CARE PROGRAM FISCAL REPORTS

FOOD STAMP AND EMPLOYMENT & TRAINING ADMINISTRATION and SERVICES (DHS-2726d)

Instructions: Instructional Bulletin # 95-1A and Bulletin #s 95-1-4, 95-1-5, 96-1-4, 97-32-11, 99-32-14, and 03-01-02

Deadline: 20 days after the end of every month

Submit to: DHS Financial Operations Division by e-mail dhs.fsetaccounting@state.mn.us

Contact: LeAnn Husnik, (651) 431-3761 or leann.husnik@state.mn.us

Purpose: The DHS-2726d reports monthly activity by a county for Food Stamp Employment & Training Administration and Services. Food Stamp Employment Training start work grants case and money activity for services provided to clients is reported. The information is needed to determine the correct state, federal and county share for each county for required fiscal and statistical reporting, and for forecasting program activity.

HEALTH CARE RECOVERIES, AC and all other PROGRAM CLIENT PREMIUMS - (ELECTRONIC - NO FORM REQUIRED)

Instructions: Since 1994 counties have been required to report most health care recoveries on-line, using MMIS Financial Control. The exceptions were Alternative Care Premiums, insurance recoveries, medical provider returned checks, and client option spend-down. Starting in 1999 the Prescription Drug Program (formerly Senior Drug) moved to on-line reporting. Starting in January 2002, Alternative Care is billed and collected by the state. See the note below for all programs reported and special instructions.

Deadline: 20 days after the end of each month

Electronic: use MMIS Financial Control

Contact: Mary Raddatz, (651) 431-3359 or mary.raddatz@state.mn.us

NOTE: The following is a comprehensive list of all health care programs that require on-line reporting:

EA – Estate Affidavit

EP – Estate Probate

EV – Estate Voluntary

IA – Ineligibility Appeal

IC – Ineligibility Court Ordered
IV – Ineligibility Voluntary
NN – Non-Recipient Non-Tefra
NS – Non-Recipient Spousal
NT – Non-Recipient Transfer of Assets
RE – Recipient Excess Assets
RW – Recipient Windfall
SD – Prescription Drug Program

Upon receipt, the county should continue to endorse and forward insurance recoveries, medical provider returned checks, and client option spend-down checks with associated recipient identification numbers and purpose of the check.

CHECKLIST FOR FISCAL REPORTS

The following reports are due from all county human service agencies:

- | | |
|--|--|
| _____ 1. SSTS Log Sheet (DHS-SSTS-9904) | random moment date
+ 7 days |
| _____ 2. Income Maintenance Random Moments (IM-RMS) | random moment date
+ 7 days |
| _____ 3. Child Care Fund Fiscal Report (DHS-4174) | month + 20 days |
| _____ 4. Income Maintenance Expense Report (DHS-2550) | quarter + 20 days |
| _____ 5. Social Service Fund Report (DHS-2556) | quarter + 20 days |
| _____ 6. Title IV-E Foster Care Abstract | quarter + 20 days |
| _____ 7. MFIP Consolidated Fund Support Services Fiscal
Report (DHS-2902) | quarter + 20 days |
| _____ 8. Targeted Case Management
Client Statistical Report (DHS-3150.2) | quarter + 30 days |
| _____ 9. SEAGR Report (DHS-2557) | quarter + 30 days |

The following reports are due from participating county agencies:

- | | |
|---|--|
| _____ 1. LCTS Log Sheet (DHS-3222) | random moment date
+ 7 days |
| _____ 2. LCTS Cost Reports (DHS-3220, 3220.1, 3220.2, 3220.3) | quarter + 20 days |
| _____ 3. LCTS Annual Spending Report | March 31st each year |
| _____ 4. Forgotten Children's Fund Report (DHS-0645) | Due within one year
of authorization. |
| _____ 5. BRASS-Based Grant Fiscal Report (DHS-2895)
A (DHS-2895) is required for each grant program specified by DHS | quarter + 30 days |

The following reports should be submitted only if there is activity to report:

Due Monthly (20 days after the end of each month)

- | |
|---|
| _____ 1. Food Stamp Employment & Training Administration and Services (DHS-2726d) |
| _____ 2. Health Care Program Recoveries (electronic) |

**MAIL , OR E-MAIL WHERE AUTHORIZED, ALL REPORTS IN TIME TO ARRIVE BY
THE DUE DATE TO:**

**DHS Financial Operations Division
P.O. Box 64940
St. Paul, MN 55164-0940**

*For more details see Bulletin #06-32-12 (October 10, 2006), or contact Dave West at
(651) 431-3782 or david.west@state.mn.us*

OBSOLETE FISCAL REPORTS

MSA (DHS-400) **(obsolete as of 12/31/05)**

AFDC AND AFDC OVERPAYMENTS (DHS-646) **(obsolete as of 12/31/05)**

AFDC-EA (DHS-646A) **(obsolete as of 12/31/05)**

RECOVERIES AND CANCELLATIONS (DHS-759) **(obsolete as of 12/31/05)**

GA (DHS-1750) **(obsolete as of 12/31/05)**

COUNTY ABSTRACTS (Various Forms) **(obsolete as of 12/31/05)**

DHS (2895) Supported Employment Services Grant **(obsolete)**

Special note:

CHILD CARE CASE RECORD REPORT (unnumbered)

This report is no longer submitted to DHS Financial Operations Division. Contact Janeen Balsimo at (651) 431-2909 or Janeen.balsimo@state.mn.us for more information.