#06-69-01

Bulletin

January 26, 2006

Minnesota Department of Human Services 444 Lafayette Rd. St. Paul, MN 55155

OF INTEREST TO

- County Directors
- Social Services Supervisors
- Fiscal Supervisors

ACTION

Submit a completed CSR according to attached instructions.

DUE DATE

March 31, 2006

Client Summary Reports for CY 2005 are due March 31, 2006

TOPIC
Client Summary Report (CSR) for calendar year 2005.

PURPOSE
This Bulletin provides deadlines and instructions for submitting the CSR for 2005.

CONTACT
Questions concerning the Community Services Information System (CSIS) should be directed to Mary Klinghagen at (651) 772-3792 or mary.klinghagen@state.mn.us. For all other questions, contact Douglas Lerud at (651) 215-3907 or doug.lerud@state.mn.us.

SIGNED

CHARLES E. JOHNSON
Assistant Commissioner
Children and Family Services

BACKGROUND

The annual Client Summary Report (CSR) collects client information that complements the fiscal data provided quarterly in the Social Services Expenditure and Grant Reconciliation (SEAGR) Report (DHS-2557). These two publications constitute the reporting required under the Children and Community Services Act (CCSA).

LEGAL REFERENCES

Minnesota Statutes, section 256.01 and 256M.60.

SUBMISSION INSTRUCTIONS

Each county human services agency must submit a completed 2005 CSR by March 31, 2006. See the enclosed Attachment A for detailed instructions.

CSIS COUNTIES

CSIS is programmed to prepare the CSR from existing data elements collected in 2005. Each county must have CSIS version 04.3 installed prior to running the report.

Counties using CSIS to generate CSR should transmit completed files electronically by March 24, 2006 to Computer Systems Support.

NON-CSIS COUNTIES

Counties will get a copy of the Excel spreadsheet for submitting the CSR data.

Send completed reports to: doug.lerud@state.mn.us

DATA EDITS

DHS will check all data for consistency and send error messages to the county. The county is responsible for correcting errors and submitting corrections within 10 working days.

SPECIAL NEEDS

This information is available in other forms to people with disabilities by contacting us at (651) 282-5329 (voice). TTY/TDD users can call the Minnesota Relay Service at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

ATTACHMENT A

2005 Client Summary Report (CSR)
Detailed Instructions

PART 1. GENERAL FEATURES OF ALL TABLES

Scope of Information. All information reported on the CSR is based on activity included in the Social Services Fund Report (DHS-2556) and the SEAGR Report (DHS-2557). [Both fiscal reports contain the Social Services Fund, but in different detail.] The Social Services Fund consists of all financial activity supervised by the Minnesota Department of Human Services that is not Income Maintenance.

Report Case-Specific Clients Only. Data in all tables should be limited to case-specific clients only; that is, clients who received services during the report period and who can be counted in an unduplicated manner because there is identifying information for them. Generally, this means clients who had open cases at the county agency in 2005. These counts of case-specific clients must be unduplicated for each separate service for the entire year. Please note that the clients to be counted are those who **received services** in 2005.

Who is the Client? A client is defined as the person whose problem, condition or situation is the reason services are being provided.

For all children's services, the client is the child whose problem, condition or situation is the reason services are being provided. If more than one child from the same family receives services, each child receiving services should be reported. If other family members receive services in support of the child, such as parents participating in family-based services, the client is still the child (or children). For the Family-Based Services (108x, 109x, 124x, 125x, 161x, 162x, 163x, 164x, 165x, 166x, 192x, 193x and 462x), also report the number of families in the appropriate column.

For child care services, the client is the person who cares for the child. If there are two parents or caretakers, report both if both are receiving services.

For chemical dependency services, the client is the chemically dependent person or the person being assessed for chemical dependency.

For mental health services, the client is the adult with mental illness or child with emotional disturbance or the person being assessed for mental illness or emotional disturbance.

For developmental disabilities (DD) services, the client is the person with developmental disabilities or the person being assessed for developmental disabilities.

For adult services, the client is the adult whose problem, condition or situation is the reason services are being provided.

*These instructions do not change the CSIS coding procedures. The CSIS is programmed to identify the appropriate client for the CSR. Note that only clients for whom case-specific identifying data are available should be counted and reported. For example, if a county has clients who receive services only at mental health centers and case-specific data are **NOT** available at the county, those clients should **NOT** be reported or counted in the CSR tables.*

BRASS Codes. There is a separate line for each valid BRASS service.

No client counts should be reported for the following BRASS service codes. The lines for these services are shaded on the tables.

Services in Multiple Program Areas:
x01x Information and Referral
x02x Community Education and Prevention
x16x Transportation
x58x Approved Pilot Projects
x98x Licensing and Resource Development

Children's Services:
146x Adolescent Life Skills Training
197x Local Collaborative Unique Services

Child Care:
237x STRIDE/MFIP Employment and Training

Chemical Dependency:
317x Detoxification Transportation
359x Consolidated Chemical Dependency Treatment Fund

Mental Health:
403x Client Outreach (CSP)
404x Client Outreach (FCSS)
407x Early Identification and Intervention
417x Child Transportation
451x Emergency Service
472x Regional Treatment Center Inpatient

Developmental Disabilities:
572x Regional Treatment Center

Adult Services:
627x Assisted Living/Residential Care
628x Home Delivered Meals
629x Congregate Meals

Counties may keep client-specific data for these services, but these should not be reported in the CSR. Client data for the above mental health services must still be reported to the Community Mental Health Reporting System.

Unduplicated Totals. All tables have a column calling for a total unduplicated client count for each service and a subtotal row for each program area. In addition, at the end of each table is a row for the unduplicated total number of clients across **all** program areas. The numbers reported in the TOTAL UNDUPLICATED CLIENTS columns must agree across all tables for each service.

PART 2. INSTRUCTIONS FOR EACH TABLE

Table 1 - Case-Specific Clients by Service and Method of Provision. Report all case-specific clients receiving each service, for both purchased services and staff-provided services. In addition to a count of the clients receiving purchased services and the clients receiving staff-provided services, also report the **unduplicated total** number of clients receiving each service. For example, if seven clients received staff-provided services, and five of them also received purchased services, the number in the Total column would be 7.

An additional count is required in Table 1 for several children's services, specifically the Family-Based Services. For these services (108x, 109x, 161x, 162x, 163x, 164x, 165x, 166x, 192x, 193x and 462x), report the unduplicated number of families associated with the clients counted for each service.

Purchased vs. Staff-Provided Services. These categories are defined the same as columns A and C on the SEAGR Report (DHS-2557). See Bulletin #04-32-02.

Units of Purchased Services. Report the standard BRASS units of purchased services associated with the **case-specific** clients who received each service in 2004. See Bulletin #04-32-02 for definitions of standard units.

Hours of Staff-Provided Service. Report the number of hours of staff time associated with the case-specific clients reported. Hours must be reported in whole numbers and decimal fractions (not minutes).

Table 2 - Case-Specific Clients by Service and Gender. Report the number of males and females receiving each service. If the gender of the client is not known, report the client in the "UNKNOWN GENDER" column.

Table 3 - Case-Specific Clients by Service and Race. If the client has reported only one race - White, African American/Black, American Indian, Asian or Pacific Islander - report that client in the associated filed. If they reported two or more races, record that client in the "Two or More Races" field. If they did not report a race, record that client in the "Unknown Race" field. For all clients indicating Hispanic Heritage, record that in the "Hispanic Heritage" field.

Table 4 - Case-Specific Clients by Service and Age. The construction of the age categories should reflect the fact that the intervals are inclusive; that is, the 0-1 category should include all individuals who are less than age 2, the 2-4 category includes all individuals who are at least 2 and less than 5, etc. To ensure unduplicated counts, calculate the age of each client on the first day during the year that the client receives each service. For example, if a client is 4 years old at the time a service is first provided

and 5 years old when the same service is provided later, the client should be counted as 4 years old (in the 2-4 column) for the entire calendar year for that service. If the same client receives a different service after turning 5 years old, report the client in the 5-7 column with the second service. A client is reported only once, in one age category, per service.

In the subtotal row for each program area, the number in each age category is the unduplicated total of the clients in the respective column. The last subtotal number in each program area should be an unduplicated count of clients in that program area. Similarly, the total of clients across all program areas is the total unduplicated number of clients, not the sum of the six subtotals nor the sum of the total row.