

# Bulletin

July 26, 2007

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

**OF INTEREST TO**

- County Directors
- Fiscal Supervisors
- Social Service Supervisors
- ITS Support Staff

**ACTION/DUE DATE**

Use these instructions when completing the revised Quarterly Client Statistical Report in SSIS beginning April 1, 2007 for Q207.

Non-SSIS user counties required to make system changes to include client count revisions and DHS 3150.2 format changes effective April 1, 2007 for Q2 07.

Return Contact Form Information by 9/30/07.

**EXPIRATION DATE**

Bulletin becomes ineffective 4/1/09.

## Client Statistical Report Revisions Effective April 1, 2007

**TOPIC**

Instructions for completing the Targeted Case Management Client Statistical Report (DHS-3150.2).

**PURPOSE**

- Inform counties of changes in procedures used to determine client statistical counts for Adult MH & VA/DD- TCM, Children's MH-TCM and CW-TCM.
- Update instructions on completing new DHS-3150.2 for SSIS and non SSIS user counties.
- Replaces Bulletin No. 02-32-06 (May 2, 2002)

**CONTACT**

Direct questions relating to the client statistical report to:

Joan Manske  
DHS Financial Operations Division  
651-431-3800 or  
[joan.manske@state.mn.us](mailto:joan.manske@state.mn.us)

For SSIS assistance call the help desk at 651-431-4801.

**SIGNED**

CHRISTINE BRONSON  
Deputy Commissioner  
Department of Human Services

## **BACKGROUND**

The Client Statistical Report (DHS-3150.2) gathers unduplicated client statistical information for 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 information on the Client Statistical Report is currently used to calculate the Medical Assistance (MA) reimbursement rates for targeted case management rate setting. 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.

## **CHANGES**

- Newly developed SSIS fiscal software is now available for counties to compile their Client Statistical Report (DHS-3150.2).
- The SSIS fiscal application is available to all counties including those counties who have their own custom software.
- The format has been revised. Information on the former family preservation services is no longer required. The upper section of the client statistical form (DHS-3150.2) will be used to report prior quarter final information and the lines will be titled PQ1 for adult rule 79 (Minnesota Rules, parts 9520.0900-9520.0926) and VA/DD TCM, PQ2 for children's rule 79 (Minnesota Rules, parts 9520.0900-9520.0926) TCM and PQ3 for child welfare TCM. Current quarter information will be located on the lower portion of the form and the lines will be titled CQ1 for adult rule 79 and VA/DD TCM, CQ2 for children's rule 79 TCM and CQ3 for child welfare TCM. These changes promote consistency between the Client Statistical Report form and the electronic format display in the SSIS fiscal software used to complete the form. All counties must use the updated version of the DHS-3150.2 beginning with the April through June 2007 quarter.
- SSIS counties must prepare a report listing all clients that received service from a worker who has an employee category of "State Employee", the RTC indicator set to "YES" and the host county is not your county in SSIS Admin.
- The adult counts must also include clients who are 18 but under age 21 who have received services under BRASS code 592 and a VA/DD supplemental eligibility exists. This change is effective beginning July 1, 2007.

## **LEGAL REFERENCES**

Minnesota Statutes, section 256B.0924

Minnesota Statutes, sections 256B.094, 256F.05 and 626.5551

Minnesota Statutes, chapters 245, 256 and 256F

Minnesota Statutes, section 256.01, subd 2(17)

Minnesota Statutes, section 256B.0621 (RSC statute)

## ATTACHMENTS

- A. Instructions for completing the DHS-3150.2, Client Statistical Report
- B. Targeted Case Management Client Statistical Report – modified 3/07
- C. County Contact Information for DHS-3150.2 Client Statistical Report

## ACTION REQUIRED

- CSIS counties should use the newly developed SSIS fiscal software to compile the unduplicated client count statistics beginning with Q207. Custom counties may choose to use the SSIS application.
- Counties must also include unduplicated counts of adult clients who received Adult Rule 79 or VA/DD case management services excluding clients receiving relocation service coordination, waiver services or alternative care (AC).
- Report client count statistics on the revised Client Statistical Report (DHS-3150.2 dated April 2007) effective for the April through June 2007 quarter. Counties must use the upper section of the form to report the unduplicated “Prior Quarter Final” client counts for each targeted population. The bottom section is now to be used to report the unduplicated “Current Quarter” client counts for each targeted population.
- Report unduplicated counts of all adults receiving either Adult Rule 79 case management services under BRASS code 491X or case management for ***vulnerable adults in need of protective services*** provided under BRASS codes 593X, and 693X who are not on a waiver or Alternative Care (AC) and are in a DD or APS workgroup excluding adults receiving relocation service coordination under BRASS code 694X.

Note: also include in the adult counts, clients who are 18 but under age 21 who have received services under BRASS code 592 and a VA/DD supplemental eligibility exists effective beginning July 1, 2007.

- Report unduplicated counts of all children receiving children’s Rule 79 case management under BRASS code 490X excluding children receiving waived services or relocation service coordination under BRASS code 194X.
- Report unduplicated counts of all children receiving child welfare targeted case management under BRASS codes 192X, 193X, 492X and 592X excluding children receiving waived services or relocation service coordination under BRASS code 194X.

Note: continue to count child clients ages 18 but less than 21 receiving services under BRASS code 592 who do not have VA/DD supplemental eligibility.

- Prepare a report listing all clients that received service from a worker who has an employee category of “State Employee”, the RTC indicator set to “YES” and the host county is not your county in SSIS Admin.
- Non SSIS user counties
  1. Non SSIS user counties must make program changes to their systems accordingly. Non SSIS user counties must continue to use the “step down” process in order to produce unduplicated client counts and expand this process to children’s MH-TCM. These changes must be implemented beginning April 1, 2007 for quarter 2, 2007.

Exception: changes which include clients who are 18 but under age 21 receiving BRASS code service 592X and have existing VA/DD supplemental eligibility become effective July 1, 2007.

- The “step down” process for adults:
  - a) identify all adults receiving Rule 79 services under BRASS code 491X;
  - b) identify all adults receiving DD services under BRASS code 593X;
  - c) identify all **vulnerable adults in need of protective services** receiving services under BRASS code 693X;
  - d) also include clients who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility after 7/1/07;
  - e) identify and exclude clients who were on an active waiver or alternative care on the case management service date and received BRASS service 592X, 593X or 693X.
  - f) identify and exclude any adults receiving relocation service coordination under either BRASS code 694X or 194X;
  - g) finally, submit an unduplicated count of adults in a, b, c, d less e and f.
- The “step down” process for children receiving Rule 79 MH-TCM:
  - a) identify all children receiving services under BRASS code 490X;
  - b) of the children receiving services under BRASS code 490X, identify and exclude children who are also receiving waived services or relocation service coordination under BRASS code 194X;
  - c) finally, submit an unduplicated count of all children receiving services in “a” less “b”.
- The “step down” process for children receiving CW-TCM:
  - a) identify all children receiving services under BRASS codes 192X, 193X, 492X and 592X;
  - b) identify all children who are age 18 but under age 21 who have received services under BRASS code 592X who do not have VA/DD supplemental eligibility on the case management service date.

- c) of the children receiving services under the CW-TCM BRASS codes listed above, identify and exclude those that are receiving RSC under BRASS code 194X or waived services;
  - d) finally, submit an unduplicated count of all children receiving services in “a” and “b” less “c”.
- 2. Counties not using SSIS for their adult client population must establish a mechanism that will ensure that these unduplicated client counts are included on the client statistical report (DHS-3150.2).
- 3. Non SSIS user counties must submit the client count statistics using the new Client Statistical Report form (Attachment B) effective 4/1/07.
- Do not include counts of adults or children who received case management services solely from contracted vendors.
- Discontinue reporting family preservation information.
- Follow the special procedures outlined in attachment A.

### **SPECIAL NEEDS**

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

Instructions for completing the revised Client Statistical Report (DHS-3150.2) effective 4/1/07.

## **General Information**

1. Enter the county name, number and quarter ending date.
2. The clients served by state RTC staff working in counties as part of the adult mental health Initiative must be included by the host county in the unduplicated counts for Adult Rule 79 (Minnesota Rules, parts 9520.0900-9520.0926) case management.
3. The DHS-3150.2 Client Statistical Report is due 30 days after the quarter ends.
4. The upper section, lines PQ1 through PQ3 contain final information relating to the prior quarter.
5. Counties have one quarter to finalize the statistics reported for the prior quarter. Report the prior quarter's final statistics in the upper section of the form on the applicable lines PQ1 (Adult Rule 79 and VA/DD-TCM), PQ2 (Children's Rule 79 TCM {Minnesota Rules, parts 9520.0900-9520.0926}) or PQ3 (Child Welfare TCM).
6. Report the current quarter counts in the lower section of the form on lines CQ1 through CQ3. Line CQ1 is used to report unduplicated client counts for Adult Rule 79 and VA/DD TCM. Report on line CQ2 unduplicated counts of Children receiving Rule 79 TCM and on line CQ3 report unduplicated CW-TCM client counts.
7. Include name of person preparing report, date and phone number on the last line of the form.

## **“Prior Quarter Final” Section**

All counties are required to complete the upper portion of the DHS-3150.2 which is used to report final statistics for the previous quarter.

## **Targeted Case Management**

In order for the rate setting mechanism for adult mental health targeted case management to work properly, the host county (the county that the RTC employee is assigned to for participation in the SSTs) must include all adults served by state RTC staff on their quarterly Client Statistical Report (DHS-3150.2). The county of financial responsibility must exclude them from their DHS-3150.2 quarterly report if they are not the host county.

PQ1. Adult Rule 79, Vulnerable Adult and Adult DD Targeted Case Management

In order to get an unduplicated count of clients:

- A. Identify the number of adults receiving services under BRASS code 491X for Adult Rule 79 TCM;
  - B. Identify all unduplicated adults receiving DD services under BRASS code 593X and are in an APS or DD Workgroup;
  - C. Identify the unduplicated count of **vulnerable adults in need of protective services** receiving services under BRASS code 693X and are in an APS or DD Workgroup;
  - D. **Effective 7/1/07** identify the unduplicated adults who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility;
  - E. Exclude any adults receiving relocation service coordination under either BRASS code 694X or 194X;
  - F. Identify and exclude clients who were on an active waiver or AC on the case management service date and received BRASS code service 592X, 593X or 693X.
  - G. Finally, submit an unduplicated count of all adults receiving services in A, B, C and D less E and F.
- ♦ On line PQ1, column A for month one, enter the **final** unduplicated total number of adults receiving services under BRASS codes 491X, 593X and 693X for the first month of the **prior** quarter. Also include clients who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility. Exclude any adults who received relocation service coordination under either BRASS Code 694X or 194X or have an active waiver or AC eligibility for the case management service date during month one.
  - ♦ On line PQ1, column B for month two, enter the **final** unduplicated total number of adults receiving services under BRASS codes 491X, 593X and 693X for the second month of the **prior** quarter. Also include clients who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility. Exclude any adults who received relocation service coordination under either BRASS Code 694X or 194X or have an active waiver or AC eligibility for the case management service date during month two.
  - ♦ On line PQ1, column C for month three, enter the **final** unduplicated total number of adults receiving services under BRASS codes 491X, 593X and 693X for the third month of the **prior** quarter. Also include clients who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility. Exclude any adults who received relocation service coordination under either BRASS Code 694X or 194X or have an active waiver or AC eligibility for the case management service date during month three.

## PQ2. Children's Rule 79 Targeted Case Management

- A. Identify the number of children receiving services for Children's Rule 79 case management under BRASS code 490X;
- B. Exclude all children receiving relocation service coordination under BRASS code 194X;
- C. Finally, submit an unduplicated count of all children receiving services in A less B.
  - ◆ On line PQ2, column A for month one, enter the **final** unduplicated number of children receiving services under BRASS code 490X for the first month of the **prior** quarter excluding children who received waived services or relocation service coordination under BRASS code 194X during month one.
  - ◆ On line PQ2, column B for month two, enter the **final** unduplicated number of children receiving services under BRASS code 490X for the second month of the **prior** quarter excluding children who received waived services or relocation service coordination under BRASS code 194X during month two.
  - ◆ On line PQ2, column C for month three, enter the **final** unduplicated number of children receiving services under BRASS code 490X for the third month of the **prior** quarter excluding children who received waived services or relocation service coordination under BRASS code 194X during month three.

## PQ3. Child Welfare Targeted Case Management

In order to get an unduplicated count of clients:

- A. Identify all children receiving services under BRASS codes 192X, 193X, 492X and 592X;
- B. Identify and exclude children who have received relocation service coordination under BRASS code 194X;
- C. Finally, submit an unduplicated count of all children receiving services under A less B.
  - ◆ On line PQ3 column A for month one, enter the **final** total of unduplicated number of children receiving services under BRASS codes 192X, 193X, 492X and 592X for the first month of the **prior** quarter. Effective 7/1/07, also include clients ages 18 but less than 21 receiving services under BRASS code 592X who **do not** have VA/DD supplemental eligibility. Exclude all children who received relocation service coordination under BRASS code 194X during month one.
  - ◆ On line PQ3, column B for month two, enter the **final** total of unduplicated number of children receiving services under BRASS codes 192X, 193X, 492X and 592X for the second month of the **prior** quarter. Effective 7/1/07, also include clients ages 18 but less than 21 receiving services under BRASS code 592X who **do not** have VA/DD supplemental eligibility. Exclude children who received relocation service coordination under BRASS code 194X during month two.



- ◆ On line PQ3, column C for month three, enter the **final** total of unduplicated number of children receiving services under BRASS codes 192X, 193X 492X and 592X for the third month of the **prior** quarter. Effective 7/1/07, also include clients ages 18 but less than 21 receiving services under BRASS code 592X who **do not** have VA/DD supplemental eligibility. Exclude children who received relocation service coordination under BRASS code 194X during month three.

## **“Current Quarter” Section**

### **Targeted Case Management**

In order for the rate setting mechanism for adult mental health targeted case management to work properly, the host county (the county that the RTC employee is assigned to for participation in the SSTs) must include all adults served by state RTC staff on their quarterly Client Statistical Report (DHS 3150.2). The county of financial responsibility must exclude them from their 3150.2 quarterly report if they are not the host county.

#### **CQ1. Adult Rule 79, Vulnerable Adult and Adult DD Targeted Case Management**

In order to get an unduplicated count of clients:

- A. Identify the number of adults receiving services under BRASS code 491X for Adult Rule 79 TCM;
  - B. Identify all unduplicated adults receiving DD services under BRASS code 593X and are in an APS or DD Workgroup;
  - C. Identify the unduplicated count of ***vulnerable adults in need of protective services*** receiving services under BRASS code 693X and are in an APS or DD Workgroup;
  - D. Effective 7/1/07 identify the unduplicated adults who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility;
  - E. Exclude any adults receiving relocation service coordination under BRASS code 694X;
  - F. Identify and exclude clients who were on an active waiver or AC on the case management service date and received BRASS code service 592X, 593X or 693X;
  - G. Finally, submit an unduplicated count of all adults receiving services in A, B C and D less E and F.
- ◆ On line CQ1, column A for month one, enter the unduplicated total number of adults receiving services under BRASS codes 491X, 593X or 693X for the first month of the quarter. Also include clients who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility. Exclude any

adults receiving relocation service coordination under either BRASS code 694X or 194X or have an active waiver or AC eligibility for the same case management service date during month one;

- ◆ On line CQ1, column B for month two, enter the unduplicated number of adults receiving services under BRASS codes 491X, 593X or 693X for the second month of the quarter. Also include clients who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility. Exclude any adults receiving relocation service coordination under either BRASS code 694X or 194X or have an active waiver or AC eligibility for the same case management service date during month two.
- ◆ On line CQ1, column C for month three, enter the unduplicated number of adults receiving services under BRASS codes 491X, 593X or 693X for the third month of the quarter. Also include clients who are 18 but under age 21 who have received BRASS code service 592X and have existing VA/DD supplemental eligibility. Exclude any adults receiving relocation service coordination under either BRASS code 694X or 194X or have an active waiver or AC eligibility for the same case management service date during month three.

#### CQ2. Children's Rule 79 Targeted Case Management

In order to get an unduplicated count of clients:

- A. Identify the number of children receiving services for Children's Rule 79 case management under BRASS code 490X;
- B. Exclude all children receiving relocation service coordination under BRASS code 194X;
- C. Finally, submit an unduplicated count of all children receiving services in A less B.

- ◆ On line CQ2, column A for month one, enter the number of children receiving services under BRASS code 490X for the first month of the quarter excluding children receiving relocation service coordination under BRASS code 194X for month one.
- ◆ On line CQ2, column B for month two, enter the number of children receiving services under BRASS code 490X for the second month of the quarter excluding children receiving relocation service coordination under BRASS code 194X for month two.
- ◆ On line CQ2, column C for month three, enter the number of children receiving services under BRASS code 490X for the third month of the quarter excluding children receiving relocation service coordination under BRASS code 194X for month three.

#### CQ3. Child Welfare-Targeted Case Management

In order to get an unduplicated count of clients:

- A. Identify all children receiving services under BRASS codes 192X, 193X, 492X and 592X;

- B. Identify and include all children who are age 18 but under age 21 who have received services under BRASS code 592X, who do not have a VA/DD eligibility on the service date;
- C. Identify and exclude children who have received relocation service coordination under BRASS code 194X;
- D. Finally, submit an unduplicated count of all children receiving services under A and B less C.
- ◆ On line CQ3, column A for month one, enter the unduplicated number of children receiving services under BRASS codes 192X, 193X, 492X and 592X for the current quarter. Effective 7/1/07, also include clients ages 18 but less than 21 receiving services under BRASS code 592X who do not have VA/DD supplemental eligibility. Exclude all children receiving relocation service coordination under BRASS code 194X for the first month of the quarter.
  - ◆ On line CQ3, column B for month two, enter the unduplicated number of children receiving services under BRASS codes 192X, 193X, 492X and 592X for the current quarter. Effective 7/1/07, also include clients ages 18 but less than 21 receiving services under BRASS code 592X who do not have VA/DD supplemental eligibility. Exclude any children receiving relocation service coordination under BRASS code 194X for the second month of the quarter.
  - ◆ On line CQ3, column C for month three, enter the unduplicated number of children receiving services under BRASS codes 192X, 193X, 492X and 592X for the current quarter. Effective 7/1/07, also include clients ages 18 but less than 21 receiving services under BRASS code 592X who do not have VA/DD supplemental eligibility. Exclude any children receiving relocation service coordination under BRASS code 194X for the third month of the quarter.

## Targeted Case Management Client Statistical Report

County Name	County No.	Quarter Ending
	<b>Prior Quarter Final</b>	
	Column A Month One	Column B Month Two
	Column C Month Three	
<b>PQ1. Adult Rule 79 and VA/DD CM</b> unduplicated counts BRASS Codes 491X, 593X, 693X and applicable 592X		
<b>PQ2. Children's Rule 79 Targeted CM</b> unduplicated counts BRASS Code 490X		
<b>PQ3. Child Welfare Targeted CM</b> unduplicated counts BRASS Codes 192X, 193X, 492X, and applicable 592X		
	<b>Current Quarter</b>	
	Column A Month One	Column B Month Two
	Column C Month Three	
<b>CQ1. Adult Rule 79 and VA/DD CM</b> unduplicated counts BRASS Codes 491X, 593X, 693X and applicable 592X		
<b>CQ2. Children's Rule 79 Targeted CM</b> unduplicated counts BRASS Code 490X		
<b>CQ3. Child Welfare Targeted CM</b> unduplicated counts BRASS Codes 192X, 193X, 492X, and applicable 592X		

Prepared by \_\_\_\_\_

Date \_\_\_\_\_

Phone (    ) \_\_\_\_\_

**Targeted Case Management Statistical Report (DHS-3150.2)**  
Contact Information

County

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County Number

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Individual responsible for preparing the report:

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Phone Number

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Email address

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Send completed form no later than 9/30/07 to:

Joan Manske  
DHS Financial Operations Division  
P.O. Box 64941  
St. Paul, MN 5564-0941