

# Bulletin

December 3, 2007

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

**OF INTEREST TO**

- County Directors
- County Fiscal Supervisors
- Social Services Supervisors
- CSIS and SSIS County Coordinator
- BRASS Coordinator
- Tribal Social Service Directors
- Children's Mental Health Collaboratives

**ACTION/DUE DATE**

Please implement changes explained in the bulletin on January 1, 2008.

**EXPIRATION DATE**

December 31, 2009

## DHS Issues Changes to the BRASS Manual for Calendar Year 2008-2009

**TOPIC**

Budgeting, Reporting, and Accounting for Social Services (BRASS) Manual for calendar years (CY) 2008 and 2009.

**PURPOSE**

To inform county and tribal staff of CY 2008 valid BRASS code changes and changes to the BRASS Manual. This bulletin replaces #05-32-14 (December 19, 2005).

**CONTACT**

The BRASS Manual changes are available on the Department of Human Services (DHS) web site: <http://www.dhs.state.mn.us>

Please direct questions according to the topic area as follows:

BRASS codes and definitions: Mary Klinghagen (651) 431-4792 or [mary.klinghagen@state.mn.us](mailto:mary.klinghagen@state.mn.us)

BRASS accounting, SEAGR Report (DHS 2557) and other financial reporting: Julie Spurgeon (651) 431-3782 or [julie.spurgeon@state.mn.us](mailto:julie.spurgeon@state.mn.us)

**SIGNED**

CHARLES E. JOHNSON  
Assistant Commissioner  
Children and Family Services  
Administration

CHRISTINE BRONSON  
Deputy Commissioner

## BACKGROUND

The attached 2008-2009 BRASS Manual replaces the BRASS Manual, bulletin #05-32-14 issued December 19, 2005. The changes in this bulletin list the current BRASS codes and their service definitions. This manual is effective January 1, 2008.

## SUMMARY OF CHANGES

There are six (6) new BRASS codes that are being issued for 2008.

- 147 Independent Living Skills
- 410 Child Level of Care Determination
- 439 Child Mental Health Behavioral Aide Services
- 440 Direction of Child Mental Health Behavioral Aides
- 466 Mental Health Therapeutic Preschool Program
- 647 Independent Living Skills

Language was changed or added to for 19 other codes.

- |  |                                   |
|--|-----------------------------------|
| 124 Home-Based Support Services                                      | Definition change                 |
| 145 Social and Recreational  | Definition change                 |
| 146 Adolescent Life Skills Training                                  | Definition change                 |
| 163 Family-Based Life Management Skills Services                     | Definition change                 |
| 181 Child Family Foster Care   | Definition change                 |
| 194 Relocation Service Coordination (RSC) - Targeted Case Management | Description change                |
| 211 Basic Sliding Fee Child Care                                     | Definition change                 |
| 212 Minnesota Family Investment Program (MFIP) Child Care            | Definition change                 |
| 405 Child Outpatient Diagnostic Assessment/Psychological Testing     | Definition change                 |
| 416 Transportation   | Description change                |
| 432 Children's Mental Health Crisis Services                         | Definition change                 |
| 472 State-Operated Inpatient   | Description change                |
| 473 Acute Care Hospital Inpatient                                    | Description change                |
| 505 DD Screening   | Description and definition change |
| 618 Health-Related Services  | Definition change                 |
| 624 Home-Based Support Services                                      | Definition change                 |
| 627 Assisted Living/Customized Living/Residential Care               | Description change                |
| 645 Social and Recreational Service                                  | Definition change                 |
| 694 Relocation Service Coordination (RSC) - Targeted Case Management | Description change                |

Bulletin #07-32-17  
December 3, 2007  
Page 3

Two (2) BRASS codes are being deleted for 2008.

417 Child Transportation

Combined with 416

475 Child Acute Care Hospital Inpatient

Combined with 473

**Special Needs**

This information is available in other forms to persons with disabilities by contacting us at 651-431-3777, TDD users can call the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

**B**udgeting, **R**eporting and  
**A**ccounting for  
**S**ocial **S**ervices

**MINNESOTA DEPARTMENT  
OF HUMAN SERVICES**

A Manual of Services, Definitions, and Standards  
for the Minnesota Standard Social Service  
Classification Structure

**2008-2009 Edition**

## **Table of Contents**

	<b><u>Page</u></b>
<b>SECTION A: VALID BRASS CODES BY PROGRAM AREA . . . .</b>	<b>1</b>
<b>SECTION B: BRASS SERVICE DEFINITIONS . . . . .</b>	<b>10</b>
<b>Children’s Services . . . . .</b>	<b>11</b>
<b>Child Care . . . . .</b>	<b>20</b>
<b>Chemical Health Services . . . . .</b>	<b>22</b>
<b>Mental Health Services . . . . .</b>	<b>25</b>
<b>Developmental Disabilities . . . . .</b>	<b>33</b>
<b>Adult Services . . . . .</b>	<b>37</b>
<b>Attachment A: BRASS TECHNICAL MANUAL. . . . .</b>	<b>A-1</b>

**SECTION A:**  
**VALID BRASS CODES BY**  
**PROGRAM AREA**

## VALID BRASS CODES IN CHILDREN'S SERVICES

New codes for 2008-2009 are in **bold** type. Deleted codes are ~~lined-out~~ and are no longer valid.

### *10xx Assessment and Prevention Service Category*

- 101x Information and Referral
- 102x Community Education and Prevention
- 104x Child Protection Assessment/Investigation
- 105x Long Term Care Consultation
- 106x Parent Support Outreach Assessment
- 107x Child Welfare Assessment
- 108x Family Response Assessment
- 109x Concurrent Planning Assessment

### *11xx Facilitative Service Category*

- 115x Interpreter Services
- 116x Transportation
- 118x Health-Related Services
- 119x Court-Related Services and Activities

### *12xx-14xx Supportive Service Category*

- 121x Legal Services
- 124x Home-Based Support Services
- 125x Homemaking Services
- 136x Consumer Support Grant
- 139x Educational Assistance
- 141x Adaptive Aids, or Special Equipment
- 144x Housing Services
- 145x Social and Recreational
- 146x Adolescent Life Skills Training
- 147x Independent Living Skills**

### *15xx-16xx Remedial Outpatient Service Category*

- 155x Individual Counseling
- 156x Group Counseling
- 158x Approved Pilot Projects
- 161x Family-Based Crisis Services
- 162x Family-Based Counseling Services
- 163x Family-Based Life Management Skills Services
- 164x Family Assessment Response Program
- 165x Services for Concurrent Permanency Planning

- 166x Family Group Decision Making
- 167x Parent Support Outreach Services

***17xx-18xx Remedial Residential Service Category***

- 171x Child Shelter
- 180x Treatment Foster Care
- 181x Child Family Foster Care
- 182x Relative Custody Assistance
- 183x Children's Group Residential Care
- 185x Correctional Facilities
- 186x Detention
- 189x Respite Care

***19xx Case Management and Resource Development Service Category***

- 191x CAC/CADI/TBI Case Management
- 192x Family Assessment Case Management
- 193x General Case Management
- 194x Relocation Service Coordination - **Targeted Case Management**
- 196x Adoptions
- 197x Local Collaborative Undifferentiated Services
- 198x Licensing and Resource Development

**VALID BRASS CODES IN CHILD CARE**

***20xx Assessment and Prevention Service Category***

- 201x Information and Referral
- 202x Community Education and Prevention

***21xx Facilitative Service Category***

- 211x Basic Sliding Fee Child Care
- 212x Minnesota Family Investment Program (MFIP) Child Care
- 214x Other Child Care

***22xx-24xx Supportive Service Category***

- 237x Statewide MFIP Employment Services

***25xx-26xx Remedial Outpatient Service Category***

- 258x Approved Pilot Projects



***27xx-28xx Remedial Residential Service Category***

***29xx Case Management and Resource Development Service Category***

293x General Child Care Case Management

298x Licensing and Resource Development

**VALID BRASS CODES IN CHEMICAL HEALTH**

***30xx Assessment and Prevention Service Category***

301x Information and Referral

302x Community Education and Prevention

305x Rule 25 Assessment/Rule 24 Financial Eligibility Determination

309x Pre-Petition Screening/Hearing

***31xx Facilitative Service Category***

316x Transportation

317x Detoxification Transportation

***32xx-34xx Supportive Service Category***

336x Supportive Services

***35xx-36xx Remedial Outpatient Service Category***

352x Primary Outpatient Treatment

354x Medication Maintenance

358x Approved Pilot Projects

359x Consolidated Chemical Dependency Treatment Fund

369x Aftercare

***37xx-38xx Remedial Residential Service Category***

370x Chemical Dependency Shelter

371x Detoxification (Category I)

374x Primary Rehabilitation (Category II)

375x Extended Care (Category III)

376x Halfway House (Category IV)

***39xx Case Management and Resource Development Service Category***

393x General Case Management

## VALID BRASS CODES IN MENTAL HEALTH

### ***40xx Assessment and Prevention Service Category***

- 401x Information and Referral
- 402x Community Education and Prevention
- 403x Client Outreach (CSP)
- 404x Client Outreach (FCSS)
- 405x Child Outpatient Diagnostic Assessment/Psychological Testing
- 407x Early Identification and Intervention
- 408x Adult Outpatient Diagnostic Assessment/Psychological Testing
- 409x Pre-petition Screening/Hearing

### ***41xx Facilitative Service Category***

#### **410x Child Level of Care Determination**

- 416x ~~Adult~~ Transportation
- 417x ~~Child~~ Transportation

### ***42xx-44xx Supportive Service Category***

- 430x Other Family Community Support Services (FCSS)
- 431x Adult Mental Health Crisis Assessment and Intervention Services
- 432x Child Mental Health Crisis Services
- 434x Other Community Support Program Services (CSP)
- 436x Adult Crisis Stabilization
- 438x Assertive Community Treatment (ACT)
- 439x Child Mental Health Behavioral Aide Services**
- 440x Direction of Child Mental Health Behavioral Aides**
- 443x Housing Subsidy
- 446x Basic Living/Social Skills and Community Intervention

### ***45xx-46xx Remedial Outpatient Service Category***

- 451x Emergency Response Service
- 452x Adult Outpatient Psychotherapy
- 453x Child Outpatient Psychotherapy
- 454x Adult Outpatient Medication Management
- 455x Child Outpatient Medication Management
- 458x Approved Pilot Projects
- 462x Family-Based Services
- 466x Mental Health Therapeutic Preschool Program**

- 467x Child Day Treatment
- 468x Adult Day Treatment
- 469x Partial Hospitalization

***47xx-48xx Remedial Residential Service Category***

- 472x ~~Regional Treatment Center Inpatient~~ **State-Operated Inpatient**
- 473x ~~Adult~~ Acute Care Hospital Inpatient
- 474x Adult Residential Treatment
- 475x ~~Child Acute Care Hospital Inpatient~~
- 477x Subacute Psychiatric Care
- 483x Children's Residential Treatment
- 489X Child Respite Care

***49xx Case Management and Resource Development Service Category***

- 490x Child Rule 79 Case Management
- 491x Adult Rule 79 Case Management
- 492x Child General Case Management
- 493x Adult General Case Management

## **VALID BRASS CODES IN DEVELOPMENTAL DISABILITIES**

### ***50xx Assessment and Prevention Service Category***

- 501x Information and Referral
- 502x Community Education and Prevention
- 505x ~~MR/RC~~ DD Screening
- 509x Pre-petition Screening/Hearing

### ***51xx Facilitative Service Category***

- 516x Transportation

### ***52xx-54xx Supportive Service Category***

- 525x Homemaking Services
- 531x In-Home Family Support Services
- 534x Semi-Independent Living Services (SILS)
- 535x Family Support Program
- 538x Extended and Supported Employment
- 541x Adaptive Aids, Supplies or Special Equipment

### ***55xx-56xx Remedial Outpatient Service Category***

- 558x Approved Pilot Projects
- 564x Adult Supported Living Services
- 565x Child Supported Living Services
- 566x Day Training and Habilitation (DAC)

### ***57xx-58xx Remedial Residential Service Category***

- 572x Minnesota Extended Treatment Options (Regional Treatment Center)
- 574x Community Residential Facilities and Services
- 589x Respite Care

### ***59xx Case Management and Resource Development Service Category***

- 591x Rule 185 Case Management - Waiver
- 592x Child Rule 185 Case Management - Non-Waiver - Under Age 21
- 593x Adult Rule 185 Case Management - Non-Waiver - Age 21 and Above
- 595x Public Guardianship

## VALID BRASS CODES IN ADULT SERVICES

### ***60xx Assessment and Prevention Service Category***

- 601x Information and Referral
- 602x Community Education and Prevention
- 604x Adult Protection Assessment/Investigation
- 605x Long Term Care Consultation
- 607x General Assessment

### ***61xx Facilitative Service Category***

- 615x Interpreter Services
- 616x Transportation
- 618x Health-Related Services
- 619x Court-Related Services and Activities

### ***62xx-64xx Supportive Service Category***

- 621x Legal Services
- 622x Companion Services
- 623x Chore Services
- 624x Home-Based Support Services
- 625x Homemaking Services
- 627x Assisted Living/**Customized Living**/Residential Care
- 628x Home Delivered Meals
- 629x Congregate Meals
- 634x Semi-Independent Living Services
- 636x Consumer Support Grant
- 637x Employability
- 638x Extended Employment
- 641x Adaptive Aids, Supplies or Special Equipment
- 644x Housing Services
- 645x Social and Recreational Service
- 647x Independent Living Skills**
- 648x Money Management
- 649x Adult Day Care

### ***65xx-66xx Remedial Outpatient Service Category***

- 655x Individual Counseling
- 656x Group Counseling
- 658x Approved Pilot Projects

***67xx-68xx Remedial Residential Service Category***

671x Adult Shelter  
681x Adult Foster Care  
689x Respite Care

***69xx Case Management and Resource Development Service Category***

691x AC/EW/CAC/CADI/TBI Case Management  
693x General Case Management  
694x Relocation Service Coordination - **Targeted Case Management**  
698x Licensing and Resource Development

**SECTION B:**  
**BRASS SERVICE DEFINITIONS**

## DEFINITIONS FOR CHILDREN'S SERVICES

Included in this list are those codes that are specific to this program area. New definition language for 2008 and 2009 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

- 101x            Information and Referral
- Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.
- 102x            Community Education and Prevention
- Activities designed to educate the general public or special high-risk target individuals and their families about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goals are to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and improve people's skills in dealing with high-risk situations.
- 104x            Child Protection Assessment/Investigation
- All activity by the local social service agency from the time a report alleging child maltreatment (abuse or neglect under Minnesota Statutes, section 626.556) is accepted for assessment or investigation until the determination is made. The assessment determines whether maltreatment occurred, and whether child protective services are needed. This includes purchased services that aid the agency in conducting the assessment.
- Activities include checking records, coordinating with law enforcement staff, working with the county attorney's office or juvenile court personnel, observing and interviewing children, interviewing parents or other caretakers of children, collateral contacts, assessing risk, and documenting these activities, including filing complete statistical data for DHS. It may also include developing a child protective service plan with the family.
- 105x            Long Term Care Consultation (LTCC)
- Assessment of a person's overall care needs by a local county screening team to determine whether community care or nursing home care is more appropriate. The assessment includes notifying clients of cost effective services available and the development of an individual service plan for those remaining in the community. LTCC includes "preadmission screening" (PAS) activities and the determination of the need for nursing facility (NF) level of care, and "screening" for mental illness and mental retardation (OBRA Level I). Determining whether specialized services are needed is the function of the OBRA Level II Evaluation and is not part of LTCC. PAS activities are performed by the county long term care consultation staff and may



be completed by telephone consultation with another health care professional, or as part of a face-to-face LTCC assessment.

*Note: For (OBRA) Omnibus Budget Reconciliation Act Level II Evaluation use codes 408x or 505x.*

106x Parent Support Outreach Assessment

The Parent Support Outreach Program is for families where a child maltreatment report has been made on the family and the report has been screened out. The program is voluntary on the part of families and is intended to provide early intervention services to address the needs of families at risk of child maltreatment. Activities include reviewing child maltreatment reports for eligibility for the Parent Support Outreach Program, documenting child maltreatment risk factors present in the report, contacting the family to offer services, and completing a strength and needs assessment on the family.

107x Child Welfare Assessment

Activities conducted by county staff to determine a child's need for child welfare services. The assessment includes appraisal of individual conditions, problems, strengths and needs. The child welfare assessment may determine that a child protection assessment is warranted, and may also include the pre-placement review mandated under Minnesota Statutes, section 260C.201, subdivision 3. This includes purchased services that aid the agency in conducting the assessment.

108x Family Assessment Response

All activity by the local social service agency from the time a child maltreatment report is screened into the Family Assessment Response assessment track until the family assessment is completed. Family assessments are voluntary, holistic and result in an assessment of child safety, child maltreatment risk level, and family needs and strengths. Activities include interviewing families, assessing immediate safety concerns and developing a safety plan if needed, completing a child maltreatment risk assessment, identifying family needs and strengths, and developing a service plan if indicated by the family assessment. Additional activities include connecting families to community resources and supports.

109x Concurrent Planning Assessment

Concurrent Permanency Planning is required for all children under age eight (8) and their siblings when a child either is in foster care for more than 90 days or it appears likely that the child will continue in foster care for more than 90 days. Concurrent permanency planning involves assessing the parent's capacity to parent through identifying their strengths and deficits, and gathering information about their physical, social, mental health and intellectual functioning, including the use of mood altering chemicals and exposure to domestic violence. It also involves gathering

information about the child's needs that include reviewing the placement history, developmental achievements, medical, mental health and developmental screenings.

115x            Interpreter Services

Language interpreting services by a qualified language interpreter to ensure accurate communication with non-English speaking persons, or the provision of oral or tactile interpreting services by a qualified sign language interpreter to ensure communication with persons who are deaf, hard of hearing, or deaf-blind.

116x            Transportation

Provision of travel and escort to and from community resources and facilities.

118x            Health-Related Services

Services include in-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health. Examples are home health or nursing services, home health therapies, behavior programming, cognitive therapy, psychological testing and explanation of findings, occupational, physical, and speech therapies. Excluded are home health aide and personal care attendant that have separate codes.

*Note: The services of a home health aide and personal care assistant should be coded under 124x.*

119x            Court-Related Services and Activities

Court-related services include custody studies, mediation, supervised visitation, and court-ordered home studies. Activities include court appearances and preparation for court such as document preparation and consultation with the county attorney's office, law enforcement and other investigatory agencies.

121x            Legal Services

Assistance in resolving civil legal matters and the protection of legal rights.

124x            Home-Based Support Services

Services designed to support and maintain children in the home. Services include medically-oriented tasks prescribed by a physician, supervised by a registered nurse, and written in a plan of care. These services provide training ~~and~~ or support to caregivers or children with disabilities. Home-based support services also include non-medical care, supervision, and oversight provided to a caregiver for a child with a disability ~~functionally impaired child~~ with such tasks as meal preparation, laundry and shopping that are not performed as discrete tasks.

- 125x           Homemaking Services
- The provision or teaching of home management skills to individuals and families by a trained homemaker when the individual usually responsible for those activities is temporarily absent or unable to manage the home and care for themselves or others in the home.
- 136x           Consumer Support Grant
- The Consumer Support Grant (CSG) is a state funded alternative to such Medicaid reimbursed services as personal care assistant, private duty nurse, or home health aide allowing flexibility in support services to be provided in the home of the recipient. The county providing these services must be enrolled with DHS as a CSG county prior to enrolling consumers.
- 139x           Educational Assistance
- The provision of education or training unrelated to employment, for individuals with school adjustment problems in need of special education assistance.
- 141x           Adaptive Aids or Special Equipment
- This includes minor physical adaptations to the home, vehicles, or adaptive equipment used to enable persons with mental or physical disabilities to be maintained in their home. Included is equipment for persons court ordered to receive home electronic monitoring and items provided to clients in accordance with the individual service plan or court order.
- 144x           Housing Services
- Services designed to help individuals obtain, maintain, improve or modify existing housing. This can include the direct payment to a landlord for part of the rent, partial utility costs, rent during psychiatric crisis or hospitalization, deposits on housing and utilities, furnishings and supplies, installation costs for utilities, or storage and moving costs.
- 145x           Social and Recreational
- Opportunities for personal growth and development which enable individuals to participate in age and culturally-appropriate recreational and leisure time activities that maintain physical and mental vitality. This may include supervision and assistance to a child in accessing community services and participating in community activities. ~~This includes provision of this service under a DD/MA Waiver.~~

- 146x      Adolescent Life Skills Training
- Individual or group services designed to assist youth, ages 14-21, who ~~have been~~ **are in long term** county approved out-of-home placement ~~one day or longer~~, to prepare for independent living. Eligible youth can receive services until their 21<sup>st</sup> birthday. Services include an independent living skills assessment and the development of an independent living plan by a case manager. Other services may include training in daily living skills, service coordination, educational and career assistance, and the funding of activities that promote self-reliance and self-esteem. Funds can be used to pay room and board costs which include damage deposits, rent subsidies, utility and phone hook-up charges for youth leaving placement after age 18. Youth receiving assistance with room and board costs may be required to participate in independent living skills training, case management, and home visits.
- 147x      **Independent Living Skills**
- Services that develop and maintain the community living skills and community integration of a person. Independent Living Skills (ILS) must be provided in a person's home and/or community setting typically used by the general public. Of the waivers, this applies to CADI and TBI only.**
- 155x      Individual Counseling
- Application of goal-directed therapeutic processes for personal, family, situational, or occupational problems to provide a positive resolution or improved acceptance in a face-to-face or telephone communication with an individual client. Included is individual counseling for a family member of a child receiving CAC/CADI/TBI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan where the purpose of the counseling is to maintain the child in the home.
- 156x      Group Counseling
- Application of therapeutic processes for personal, family, situational, or occupational problems in order to provide positive resolution or improved acceptance in a face-to-face setting with a group or family. Included is counseling for the family of a child receiving CAC/CADI/TBI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan where the purpose of the counseling is to maintain the child in the home.
- 158x      Approved Pilot Projects
- Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.
- 161x      Family-Based Crisis Services
- Services to a family in the home, within 24-hours of referral, to help the family resolve a relationship crisis to prevent placing a child outside of the home.

- 162x      Family-Based Counseling Services
- Services to a family in the home followed with additional, limited services in an outside setting, if needed, to help the family resolve personal, family or situational problems. These services are provided to prevent placement of a child outside of the home or so that a child can be returned home from placement.
- 163x      Family-Based Life Management Skills Services
- Services to a family in the home **or in a service provider's home** including teaching family parenting skills, consumer education, money management, communication **and home management skills to prevent placement of a child outside of the home or so that a child can be returned home.**
- 164x      Family Assessment Response Services
- Services designed to support families in their efforts to keep children safe and nurtured. Services include providing training or counseling supports for parents and children, stable housing and living conditions and activities that enhance parent/child interactions, increase self-sufficiency and reduce or eliminate child maltreatment risk factors.
- 165x      Services for Concurrent Permanency Planning
- Services designed to remedy the conditions that led to the child being placed out of the care of the parent, including the provision of any services identified in the out-of-home placement plan. It also includes activities related to placing the child with a permanency resource family, including special services or support provided to the family to maintain the child in the home. Other activities included are full disclosure, finding relatives and assessing relatives for referral for foster care licensing or possible permanent placement, and supervised visitation.
- 166x      Family Group Decision Making
- A decision-making process that allows the family to develop a care and protection plan to ensure child safety or to plan for permanency and reunification. The Family Group Decision Making process includes preparation for the family meeting, facilitation of the family meeting, plan development and post meeting activities. Services included are those involved with the preparation and facilitation of the family meeting. Social services required by the plan itself are not included under this code.

167x Parent Support Outreach Services

Services to families designed to reduce or remove barriers to child safety, family and child well-being. Service decisions are based on the needs assessment of the family, and the family's interest in specific services. Service options include case management, counseling, therapy, education, and activities that enhance parent/child interaction. Also included is the provision of basic needs of food, clothing and shelter.

*Note: To be used only by Parent Support Outreach Services program.*

171x Child Shelter

Services provided for time-limited placements of 90 days or less to children who are in immediate need of short term, time-limited, out-of-home placement until a plan of care is established. An out-of-home placement plan must be completed by the county within 30 days of the initial placement. This code includes children who are receiving shelter care in a licensed family foster facility or a residential setting and includes the initial 60-day clothing allowance.

180x Treatment Foster Care

Treatment foster care serves children and youth whose special needs put them at risk of placement in a more restrictive setting. Treatment foster care may be provided to children with severe emotional disturbance, developmental disabilities, or who have a serious behavior problem or serious medical condition. This service is provided by foster parents who are qualified to deliver planned integrated therapeutic services in a foster family setting. This care is provided in a 24-hour-a-day setting following placement of a child by the commissioner or a licensed child-placing agency with legal responsibility pursuant to a court order or voluntary placement agreement. This includes foster homes licensed under Minnesota Rules, parts 2960.3000 to 2960.3340 and family foster homes licensed or approved by a tribe. This includes the initial 60-day clothing allowance.

181x Child Family Foster Care

The 24-hour-a-day care of a child following placement by the commissioner or a licensed child-placing agency with legal responsibility pursuant to a court order or voluntary placement agreement in a home or facility that provides care to one or more children. This includes facilities licensed under Minnesota Rules, parts 2960.3000 to 2969.3230 and family foster homes licensed or approved by a tribe. Foster care is provided to a child or children when unaccompanied by a parent or guardian as a substitute for care, food, lodging, training, education, supervision, or treatment needed that cannot be furnished by a child's parent or guardian in the child's home. This includes the initial 60-day clothing allowance. **Foster care includes an emergency placement of a child in the home of a relative who has not yet completed the licensure process.**

- 182x      Relative Custody Assistance
- A program to provide financial assistance to a relative who has permanent legal and physical custody of a child as a result of a permanency determination under Minnesota Statutes, section 260C201, subdivision 11(d)(1). The child must be a member of a sibling group that is to be placed together, or must have a physical, mental, emotional, or behavioral difficulty that requires financial support.
- 183x      Children's Group Residential Care
- Provision of substitute 24-hour care in a licensed facility (Rule 8) which provides services for a group of children who are unable to live in their own homes. The goal is to provide experiences and conditions that promote normal growth, development, and access to therapeutic services to enhance individual or family functioning. Services may emphasize peer relationships with the goal of facilitating reunification or transition to independent living. This service includes the initial 60-day clothing allowance.
- Note: If respite care is provided in a group home, use Respite Care (189x).*
- 185x      Correctional Facilities
- A program of intervention and care for children in a group residential setting licensed or certified as a correctional facility. This service includes the initial 60-day clothing allowance.
- 186x      Detention
- A licensed residential program offering temporary care to an alleged delinquent youth with new charges or an adjudicated delinquent with new charges who is at least 10 years old, but younger than 21 years old. The youth is on pre-dispositional status and is held in a detention facility pending court action.
- 189x      Respite Care
- Short-term care provided to individuals due to the temporary absence or need for relief of those persons normally providing the care. Respite care may be provided during the day or overnight in the individual's home or in an out-of-home setting from one hour to several days. This includes crisis nursery services and respite provided in a foster home.
- Note: If respite is provided in a foster home, code the activity Respite Care (189x). If a child is assessed to be SED, use Child Respite Care (489x).*
- 191x      CAC/CADI/TBI Case Management
- A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed to promote the securing of appropriate services.

- 192x      **Family Assessment Case Management**
- A systematic process through which a family's multiple needs are addressed. This process involves ongoing assessment, planning, referral, service coordination, and monitoring. This includes consultation and advocacy assistance to secure appropriate services and resources.
- 193x      **General Case Management**
- A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple needs of clients are addressed. It also includes exercising legal consents issued by the Commissioner or delegated to the local social service agency to ensure the emotional, health, educational, vocational or other needs, and racial and familial identity of the Commissioner's wards.
- 194x      **Relocation Service Coordination (RSC) - Targeted Case Management**
- Relocation service coordination services are provided for relocating persons who reside in institutions to the community. This assistance includes developing and implementing a relocation plan, arranging for additional assessments to help ensure access to needed community services, coordination of referrals, securing vendors, housing and other needed services.
- 196x      **Adoptions**
- Services provided to children without legally responsible parents that will secure a social and legal family membership. This includes services provided to biological parents making an adoptive plan for their child, appropriate home selection, placement and post-placement supervision, and studies on petitions referred by courts. It also includes post-adoption services for minors and their adoptive parents, and services provided to adopted adults seeking information about their history or birth parents.
- 197x      **Local Collaborative Undifferentiated Services**
- Services, supports and interventions provided to children and their families as a collaborative activity of a Family Services Collaborative (FSC), a Children's Integrated Mental Health Fund (ChIMHF), or an Interagency Early Intervention Committee (IEIC). This includes revenues and attendant expenses that flow through county social service agency to collaboratives to fund services.
- 198x      **Licensing and Resource Development**
- Licensing of foster homes and various recruitment and development activities to ensure that needed services and resources are available, including recruitment of foster and adoptive parents, studies of potential adoptive homes, and training foster and adoptive parents.



## DEFINITIONS FOR CHILD CARE

Included in this list are those codes that are specific to this program area. New definition language for 2008 and 2009 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

- 201x            Information and Referral
- Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.
- 202x            Community Education and Prevention
- Activities designed to educate the general public or special high-risk target groups about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goal is to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and improve skills in dealing with high-risk situations.
- 211x            Basic Sliding Fee Child Care
- The care of a child by someone other than a parent, stepparent, legal guardian, or eligible relative caretaker, or their spouse, in or outside of the child's home for gain or otherwise, on a regular basis, for any part of a 24-hour day. Included are families participating in the ~~At Home Infant Care~~ and portability pool program. Families receiving assistance with child care costs must be engaged in employment, job search, or education leading to employment, and may not be participating in the MFIP or Transition Year Child Care ~~Program~~ or Transition Year Extension Programs. Payment must be made to the provider except when the care is provided in the child's home, then payment is made to the parent ~~as in the case of the At Home Infant Care Program~~. Funding comes from federal, state and county sources.
- Note: This code is only for actual child care. Time spent by county staff to arrange child care is coded to General Child Care Case Management (293x).*
- 212x            Minnesota Family Investment Program (MFIP) Child Care
- The care of a child who is receiving assistance through the MFIP ~~program~~, Diversionary Work ~~Program~~, Transition Year ~~Child Care Program~~ or Transition Year Extension Child Care Programs by someone other than a parent, stepparent, legal guardian, eligible relative caretaker, or their spouse, in or outside of the child's home for gain or otherwise, on a regular basis, for any part of a 24-hour day. MFIP families must be participating in authorized activities which include: orientation, assessments, job search, job support, employment, employment and training, or social services approved in an employment or job search plan, or attendance at an appeal hearing. MFIP or Diversionary Work Program families who are working or in a job search and have received MFIP assistance in at least three of the last six months prior to their case closing, may be eligible for Transition Year benefits. Families ~~reviewing~~ receiving assistance with child care costs under Transition Year or Transition Year

Extension programs must be engaged in employment or job search. Funding comes from state and federal sources.

*Note: This code is only for actual child care. Time spent by county staff to arrange child care is coded to General Child Care Case Management (293x)*

214x      Other Child Care

The care of a child by someone other than a parent or legal guardian in or outside of the child's home for gain or otherwise, for any part of a 24-hour day, not funded by Basic Sliding Fee or MFIP program child care as authorized by the county social services agency.

*Note: This code is only for actual child care. Time spent by county staff to arrange child care is coded to General Case Management (293x).*

237x      Statewide MFIP Employment Services

Services provided to assist MFIP participants to become employed or self-sufficient. These mandatory and supportive services include service coordination and case management functions, consultation and advocacy services, and activities associated with obtaining a job such as on-the-job training, work experience, educational activities, functional work literacy, and transportation assistance.

258x      Approved Pilot Projects

Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.

293x      General Child Care Case Management

A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed.

298x      Licensing and Resource Development

Licensing of family day care homes or the in-home certification of day care providers and various recruitment and development activities directed toward ensuring that needed services and resources are available.

## DEFINITIONS FOR CHEMICAL HEALTH SERVICES

Included in this list are those codes that are specific to this program area. There are no changes for 2008 and 2009 in Chemical Health.

- 301x            Information and Referral
- Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.
- 302x            Community Education and Prevention
- Activities designed to educate the general public or special high-risk target groups about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goal is to increase the understanding and acceptance of these problems, to increase awareness of the availability of resources and services, and to improve skills in dealing with high-risk situations.
- 305x            Rule 25 Assessment/Rule 24 Financial Eligibility Determination
- Determination by qualified county staff or their designees using established criteria, of an individual's need for chemical abuse or chemical dependency treatment and the appropriate level of care for persons seeking treatment requiring the expenditure of public funds. It includes activities conducted to determine a client's family size, availability of third-party payer, and a responsible relative's ability to pay for the client's chemical abuse or dependency treatment to establish whether the treatment can be paid for by the Consolidated Chemical Dependency Treatment Fund (CCDTF). These activities would include determination of a client's fee for treatment when appropriate under Minnesota Rules, parts 9530.6800 to 9530.7031 (informally known as Rule 24).
- 309x            Pre-Petition Screening/Hearing
- Investigation prior to a commitment hearing which includes a personal interview with the proposed patient or others knowledgeable about the condition of the proposed patient; identification and investigation of the alleged conduct which is the basis for the application; preparation of a report to the county attorney listing reasons for rejecting or recommending alternatives to involuntary placement; and attendance and participation at hearings or commitment proceedings. This service must meet standards specified in the Minnesota Commitment Act (Minnesota Statutes, section 253B.07, subdivision 1).
- 316x            Transportation
- Provision of travel and escort to and from community resources and facilities.
- 317x            Detoxification Transportation
- Transportation of persons in need of detoxification services to local detoxification programs.

- 336x      Supportive Services
- Education provided to family members of a chemically-dependent client receiving treatment which is an adjunct service to family members of an active client and is not provided as part of the vendor treatment services.
- 352x      Primary Outpatient Treatment
- An alcohol or drug treatment program provided simultaneously to five or more persons for the purpose of providing primary or post-primary treatment care. The regimen must provide a minimum of 10 hours of total service time scheduled at a minimum of one hour per week and must provide time-limited therapeutic services on a nonresidential basis employing individual treatment plans to clients.
- 354x      Medication Maintenance
- Administering of medications that act as a deterrent to the use of abuse-prone substances, e.g., antabuse or methadone maintenance.
- 358x      Approved Pilot Projects
- Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.
- 359x      Consolidated Chemical Dependency Treatment Fund (CCDTF)
- Use of public funds for payment of chemical abuse and dependency treatment provided to eligible clients in licensed treatment facilities that have host county contracts to provide CCDTF services. These CCDTF services include DHS-licensed treatment for primary outpatient, primary inpatient, extended care and halfway house rehabilitation services.
- 369x      Aftercare
- Support services for chemically-dependent persons and significant others following completion of a formal treatment sequence.
- 370x      Chemical Dependency Shelter
- A short-term residential protective setting for adults who are chemically dependent and may be inebriated.
- 371x      Detoxification (Category I)
- A licensed short-term residential protective setting for persons in need of detoxification to facilitate access into a comprehensive care and treatment program.

- 374x            Primary Rehabilitation (Category II)
- A licensed residential chemical dependency rehabilitation program that provides intensive, primary therapeutic services to clients who do not require detoxification, nor can they benefit from an outpatient program. Category II programs provide at least 30 hours a week per client of chemical dependency services, including group and individual counseling, client education, and other services specific to chemical dependency rehabilitation.
- 375x            Extended Care (Category III)
- A licensed chemical dependency rehabilitation program that offers an extended, long-term combination of in-house chemical dependency services and community ancillary resources. Category III programs provide an average of 15 hours a week per client of chemical dependency services, including group and individual counseling, client education, and other services specific to chemical dependency rehabilitation.
- 376x            Halfway House (Category IV)
- A licensed chemical dependency rehabilitation program that is offered in a halfway house or transitional semi-independent living arrangement with an emphasis on aftercare, community ancillary services, and securing employment. Category IV programs provide at least five hours a week per client of rehabilitation services which may include group counseling, employment counseling, and individual counseling.
- 393x            General Case Management
- A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed.

## DEFINITIONS FOR MENTAL HEALTH SERVICES

Included in this list are those codes that are specific to this program area. New definition language for 2008 and 2009 is shown in **bold type**. Deletions are designated as ~~strikeouts~~.

- 401x            Information and Referral
- Provision of information to individuals on social and human services, and assistance to individuals in making contact with a resource that can respond to their needs or problems.
- 402x            Community Education and Prevention
- Activities designed to educate the general public or special high-risk target individuals and their families about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goals are to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and improve skills in dealing with the high-risk situations.
- 403x            Client Outreach (Community Support Program)
- Services designed to locate adults within the community who have or may have serious and persistent mental illness, inform them of available community support services, and assure that they have access to those services. These services must be provided as part of the county's community support program as described in the county mental health plan and approved by DHS.
- 404x            Client Outreach (Family Community Support Services)
- Services designed to locate children within the community who have or may have severe emotional disturbance, inform them or their families of available community support services, and assure that they have access to those services.
- 405x            Child Outpatient Diagnostic Assessment/Psychological Testing
- Diagnostic assessment of a child including history, mental status, **and functional assessment** or disposition **by a licensed mental health professional.** ~~psychological testing by physician/psychologist.~~ This excludes diagnostic assessments provided as part of day treatment or family community support services, and those provided by staff of a residential or inpatient program. **This includes psychological testing by physician/psychologist.**
- 407x            Early Identification and Intervention
- Services designed to identify persons who are at risk of needing or in need of mental health services and arrangements for intervention and treatment. This service can be provided to both children and adults; however, it is mandated in law only for children. This service includes mental health screening.

408x      Adult Outpatient Diagnostic Assessment/Psychological Testing

Diagnostic assessment of an adult including history, mental status, disposition, and psychological testing by physician/psychologist. This excludes diagnostic assessments provided as part of a day treatment or community support program, and those provided by staff of a residential or inpatient program.

*Note: This code should be used for PASARR Level II screenings under OBRA.*

409x      Pre-Petition Screening/Hearing

Investigation prior to a commitment hearing which includes a personal interview with the proposed patient or others knowledgeable about the condition of the proposed patient, identification and investigation of the alleged conduct which is the basis for the application, preparation of a report to the county attorney listing reasons for rejecting or recommending alternatives to involuntary placement, and attendance and participation at hearings or commitment proceedings. This service must meet standards specified in the Minnesota Commitment Act (Minnesota Statutes, section 253B.07, subdivision 1).

**410x      Child Level of Care Determination**

**Determination, by a licensed mental health professional, of a child's needed level of care prior to admission to a treatment foster care setting, to a residential treatment facility, to a state-operated inpatient treatment center if public funds are used, or to an acute care hospital for treatment of severe emotional disturbance if public funds other than Medical Assistance or MinnesotaCare are used to pay for the services. Requirements for this activity are defined in Minnesota Statutes, section 245.4885, subdivision 1.**

*Note: provided up to age 21.*

416x      ~~Adult~~ Transportation

Provision of travel and escort to and from community resources and facilities.

~~417x      Child Transportation~~

~~Provision of travel and escort to and from community resources and facilities.~~

430x      Other Family Community Support Services (FCSS)

Community-based services provided under the clinical supervision of a mental health professional to help children with emotional disturbance to function and remain in the community. These services can include any of the following:

- 1) Medication monitoring
- 2) Developing independent living skills
- 3) Developing parenting skills
- 4) Leisure and recreational activities
- 5) Locating respite care and special needs day care
- 6) Assistance in obtaining financial resources including applying for

financial benefits

- 7) Crisis assistance/crisis plan development
- 8) Therapeutic support for foster care.

431x      Adult Mental Health Crisis Assessment and Intervention Services

Face-to-face assessment of an adult who may be experiencing a mental health crisis or a mental health emergency and/or provision of crisis intervention services to a person with mental illness experiencing a mental health crisis or a mental health emergency.

*Note: This service is distinct from development of a crisis assistance plan (434) and Crisis Stabilization(436x).*

432x      Children ' s Mental Health Crisis Services

Intensive, short-term, face-to-face crisis services provided to children and adolescents who are in crisis and at risk of psychiatric hospitalization. **This service includes mobile crisis team services.**

*Note: This service is distinct from the crisis assistance services component of FCSS (430).*

434x      Other Community Support Program Services (CSP)

Community-based services not otherwise classified which are provided or coordinated under the clinical supervision of a mental health professional and designed to help adults with serious mental illness to function in the community and remain in the community.

*Note: Only use this code if the services a) meet the above definition and, b) do not meet the criteria for another BRASS code.*

436x      Adult Crisis Stabilization

Individualized services to restore the recipient to their prior functioning level provided immediately following a mental health crisis and as part of the treatment plan for this crisis.

438x      Assertive Community Treatment

Intensive, non-residential mental health services provided by a multidisciplinary staff that uses a total team treatment model. The team includes, at a minimum, a psychiatrist, a mental health professional with supervisory experience, a registered nurse, and vocational and substance abuse specialists. ACT services are available 24 hours a day on a time-unlimited basis. ACT teams assume full responsibility for the client's mental health treatment, including crisis services, medication management, hospital admissions, and case management, in addition to providing psychosocial rehabilitative services.



- 439X Child Mental Health Behavioral Aide Services**  
**Activities to implement the rehabilitative mental health services goals identified in the child's individual treatment plan that allow the child to acquire developmentally and therapeutically appropriate daily living skills, social skills, and leisure and recreational skills through targeted activities. These activities are described in Minnesota Statutes, section 256B.0943, subdivision 9(b)(4).**
- 440x Direction of Child Mental Health Behavioral Aides**  
**Activities of a mental health professional or mental health practitioner to guide the mental health behavioral aide in providing services to a client. The direction of a mental health behavioral aide must be based on the client's individualized treatment plan. A description of this activity is provided in Minnesota Statutes, section 256B.0943, subdivision 1(i).**
- 443x Housing Subsidy**  
The direct payment to a landlord for partial payment of rent, partial utility costs, rent during psychiatric crisis or hospitalization, deposits on housing and utilities, furnishings and supplies, installation costs for utilities, or storage and moving costs.
- 446x Basic Living/Social Skills and Community Intervention**  
Basic living/social skills and community intervention services provided to rehabilitate and enable the recipient to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills, including Adult Rehabilitative Mental Health Services (ARMHS) and other rehabilitative treatments.  
*Note: Medication education should be reported as 454x Adult Outpatient Medication Management.*
- 451x Emergency Response Services**  
Response services available on a 24-hour, seven-day-a-week basis for persons having a psychiatric crisis, a mental health crisis, or emergency. Emergency response services include telephone hot lines and similar services.  
*Note: Face-to-face crisis services should be coded under 431x or 432x.*
- 452x Adult Outpatient Psychotherapy**  
Psychotherapy provided by or under the clinical supervision of a mental health professional to an adult with mental illness. This service is provided outside of an inpatient or residential setting and excludes psychotherapeutic services provided as part of a day treatment or community support program.  
*Note: This code should be used for services provided by an OUTSIDE provider within an inpatient or residential treatment setting.*

- 453x      **Child Outpatient Psychotherapy**  
 Psychotherapy provided to a child with an emotional disturbance under the clinical supervision of a mental health professional. This service is provided outside of an inpatient or residential treatment setting and excludes psychotherapeutic services provided as part of day treatment or family community support services.  
*Note: This code should be used for services provided by an OUTSIDE provider within an inpatient or residential setting.*
- 454x      **Adult Outpatient Medication Management**  
 Prescription, medication education and review for an adult as a means of controlling or eliminating severe behavior problems, or the effects of mental illness. This excludes medication management services provided as part of a day treatment, community support program, and services provided by staff of a residential or inpatient program.
- 455x      **Child Outpatient Medication Management**  
 Prescription, medication education, and review for a child as a means of controlling or eliminating severe behavior problems or the effects of emotional disturbance. This excludes medication management services provided as part of a day treatment, community support services, or services provided by a residential or inpatient program.
- 458x      **Approved Pilot Projects**  
 Innovative services, not otherwise specified in BRASS codes, approved by DHS as part of a pilot program under grant or contract.
- 462x      **Family-Based Services**  
 Professional home-based family treatment services are intensive mental health services provided to children at risk of, in, or returning from out-of-home placement due to an emotional disturbance. Services must be designed to meet the specific mental health needs of the child and family and must be provided by a team consisting of a mental health professional with other family/child mental health providers. Services must be flexible, be able to handle crises 24-hours-per-day, and be coordinated with other services. The duration, frequency, and intensity of services are determined through the individual treatment plan.
- 466x      **Mental Health Therapeutic Pre-school Program**  
**Mental health rehabilitative activities combined to constitute a pre-school program for the purpose of providing structured treatment to a child who is at least 33 months old but who has not yet attended the first day of kindergarten. A preschool program must be licensed under Minnesota Rules, parts 9503.0005 to 9503.0175. Service components comprising a therapeutic preschool program are defined in Minnesota Statutes, section 256B.0943, subdivision 2(b) and 2(c). A preschool program multidisciplinary team must include members as provided in Minnesota Statutes, section 256B.0943, subdivision 7(c).**

- 467x      **Child Day Treatment**  
 A structured program of group psychotherapy and other intensive therapeutic services that are provided at least one day a week for a minimum three-hour time block by a multidisciplinary staff under the clinical supervision of a mental health professional. The purpose of these services is to stabilize the child's mental health status, and develop and improve the child's daily independent living and socialization skills. Child day treatment services must be coordinated and integrated with, or be part of an education program offered by the child's school, but are not part of inpatient or residential treatment services.
- 468x      **Adult Day Treatment**  
 A structured program of group psychotherapy or other intensive therapeutic services that are provided consistent with an individual treatment plan under the clinical supervision of a mental health professional. Day treatment services are not part of inpatient or residential treatment services, but may be part of a community support services program.
- 469x      **Partial Hospitalization**  
 A time-limited structured program consisting of multiple and intensive therapeutic services provided as an alternative or adjunct to inpatient hospitalization. It is provided in an outpatient hospital or facility or community mental health center by a multi-disciplinary staff to a client experiencing an acute episode of mental illness that meets the criteria for an inpatient hospital admission, but has the necessary and appropriate family and community resources to support the client's residence in the community during the treatment. Providers must be Medicare certified.
- 472x      ~~Regional Treatment Center Inpatient~~ **State-Operated Inpatient**  
 The 24-hour comprehensive medical, nursing, or psychosocial services provided to persons with mental illness or emotional disturbance in **an inpatient setting a regional treatment center** operated by the State.
- 473x      ~~Adult~~ **Acute Care Hospital Inpatient**  
 Short-term medical, nursing, and psychosocial services provided to persons with mental illness or emotional disturbance in an acute care hospital licensed under Minnesota Statutes, Chapter 144.
- 474x      **Adult Residential Treatment**  
 A 24-hour residential treatment program under the clinical supervision of a mental health professional in a community residential setting, licensed under Minnesota Rules, parts 9520.0500 to 9520.0690 (Rule 36) other than an acute care hospital or **State-Operated Inpatient Regional Treatment Center**.
- ~~475x      Child Acute Care Hospital Inpatient~~  
~~Short term medical, nursing, and psychological services provided to children with an emotional disturbance in an acute care hospital licensed under Chapter 144.~~

477x

#### Subacute Psychiatric Care

Intensive, short duration stay in a facility licensed under hospital rules for children and adolescents who are in crisis, at risk of psychiatric hospitalization, and in need of sustained intervention greater than Children's Mental Health crisis services. This service may also follow inpatient psychiatric hospitalization as a transition to community-based services. This service is distinct from the crisis assistance services component of FCSS (430x); this service must follow the receipt of Children's Mental Health Crisis Services (432x), or inpatient hospitalization.

483x

#### Children's Residential Treatment

A 24-hour program for children with severe emotional disturbance as defined in Minnesota Statutes, section 245.4882. This program must be licensed under Minnesota Rules, parts 2960.0580 to 2960.0700. This service includes the initial 60-day clothing allowance. Excluded are acute inpatient services in a public or private hospital.

*Note: Services provided in shelters operating under Minnesota Rules, part 9545.1045 should be coded under 171x.*

489x

#### Child Respite Care

Short-term care provided to children with emotional disturbance due to temporary absence or need for relief of those persons normally providing care. Respite care may be provided during the day or overnight in the individual's home or in an out-of-home setting from one hour to several days. This includes crisis nursery services and respite provided in a foster home.

490x

#### Child Rule 79 (Minnesota Rules, parts 9520.0900 to 9520.0926) Case Management

Activities that are coordinated with family community support services to help children with severe emotional disturbance and their families obtain needed mental health services, social services, educational, health, recreational and related services. Case management services may include assisting in obtaining a comprehensive diagnostic assessment, developing a functional assessment, developing an individual family community support plan, and assisting the child and family in obtaining needed services by coordination with other agencies, assuring continuity of care.

491x

#### Adult Rule 79 (Minnesota Rules, parts 9520.0900 to 9520.0926) Case Management

Activities that are coordinated with the community support services program to help adults with serious and persistent mental illness gain access to needed medical, social, educational, vocational, and other necessary services as they relate to the client's mental health needs. These activities include developing a functional assessment, an individual community support plan, referring and assisting the client to obtain needed mental health and other services, ensuring coordination of services, and monitoring the delivery of services.

492x Child General Case Management

A systematic process of ongoing assessment, planning, referral, service coordination and monitoring, consultation and advocacy through which multiple service needs of children are addressed.

493x Adult General Case Management

A systematic process of ongoing assessment, planning, referral, service coordination, and monitoring, consultation and advocacy through which multiple service needs of clients are addressed.

## DEFINITIONS FOR DEVELOPMENTAL DISABILITIES

Included in this list are those codes that are specific to this program area. New definition language for 2008-2009 is shown in **bold type**. Deletions are designated as ~~strikeouts~~.

- 501x            Information and Referral
- Provision of information to individuals on social and human services, and assistance in making contact with a resource that can respond to their needs or problems.
- 502x            Community Education and Prevention
- Activities designed to educate the general public or special high-risk target groups, and family members about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goals are to increase the understanding and acceptance of these problems, increase awareness of the availability of resources and services, and to improve skills in dealing with high-risk situations. This includes caregiver education and training for persons receiving MR/RC waiver services.
- 505x            ~~MR/RC~~ **DD** Screening
- The ~~MR/RC~~ **DD** screening document is used for a full-team screening as established in accordance with Minnesota Statutes, section 256B.092, subdivisions 7 and 8. The service planning team, using the ~~MR/RC~~ **DD** screening document, evaluates a person's level of care needs and their preference and choice for supports and services. Some of the supports and services include: home and community based services, ICF/MR or nursing facility services, other residential services, training and habilitation services or family support. Activities include those completed in accordance with the 1987 Omnibus Budget Reconciliation Act (OBRA), Public Law Number 100-203, Title IV, Subtitle C, Part 2, Section 1919 (e)(7), including: (a) Pre-Admission Screening (PAS) not covered by Minnesota Statutes, section 256B.0911; and (b) diagnostic assessments required prior to nursing home admission.
- 509x            Pre-Petition Screening/Hearing
- Investigation prior to a commitment hearing which includes a personal interview with the proposed patient or others knowledgeable about the condition of the proposed patient, identification and investigation of the alleged conduct which is the basis for the application, preparation of a report to the county attorney listing reasons for rejecting or recommending alternatives to involuntary placement, and attendance and participation at hearing or commitment proceedings. This service must meet standards specified in the Minnesota Commitment Act (Minnesota Statutes, section 253B.07, subdivision 1).
- 516x            Transportation
- Provision of travel and escort to and from community resources and facilities.

- 525x      Homemaking Services
- The provision or teaching of home management skills to individuals and families by a trained homemaker when the individual regularly responsible for those activities is temporarily absent or unable to manage the home and care for themselves or others in the home.
- 531x      In-Home Family Support Services
- Habilitation services provided to persons with mental retardation or related conditions and their families. This includes extended family members who are not providing licensed foster care in the family's home and in the community to enable the person to remain in or return to their home. In-home family support services include training of the person and training of the family to increase their capabilities to care for and maintain the person in their home.
- 534x      Semi-Independent Living Services (SILS)
- Services include training, counseling, instruction, supervision and assistance provided to a person with mental retardation or a related condition who has been determined not to be at risk of placement in an intermediate care facility for persons with mental retardation. Services include assistance with budgeting, meal preparation, shopping, personal appearance and related social support services needed to maintain and improve the person's level of functioning. A one-time living allowance payment to enable the person receiving these services to secure and furnish housing should also be reported under this code.
- 535x      Family Support Program
- A payment to a family, caring for their child under 22 years of age who has a developmental disability, for the purpose of purchasing items and services that assist the family to maintain the child in the home. Examples of these items and services are: respite care, equipment to modify a home or a vehicle, family and individual counseling and transportation.
- 538x      Extended Supported Employment
- Services operated under the auspices of Minnesota Department of Employment and Economic Development Services, usually CARF-certified, which provide work-related services such as: vocational assessments, paid work, in-house manufacturing and production, on-the-job training and supported employment.
- 541x      Adaptive Aids, Supplies or Special Equipment
- Included are minor physical adaptations to the home, adaptations to vehicles, or adaptive equipment used to enable persons with mental or physical disabilities or frailties associated with aging to be maintained in the home. Assistive technology equipment includes devices or equipment which improve a person's ability to perform activities of daily living, control or access their environment or enhance their communication. This includes items provided to clients in accordance with the individual services plan.

- 558x      **Approved Pilot Projects**  
Innovative services, not otherwise specified by BRASS codes, approved by DHS as part of a pilot program under grant or contract.
- 564x      **Adult Supported Living Services**  
Residential-based habilitation services provided to an adult with mental retardation or related condition who requires daily intervention and a 24-hour plan of care. This includes the provision of the following MA waived services: 24-hour emergency assistance, specialist services, and housing access coordination.
- 565x      **Child Supported Living Services**  
Residential-based habilitation services provided to a child with mental retardation or related condition under 18 years of age who requires daily intervention and a 24-hour plan of care and is not living in the parental home. This includes the provision of the following MA waived services: 24-hour emergency assistance, specialist services, and housing access coordination.
- 566x      **Day Training and Habilitation (DAC)**  
Services directed at the development and maintenance of life skills and community integration that include supervision, training and assistance in the areas of vocational skill acquisition, work and supported employment (when funded through MA). Some areas of specific skill acquisition may include: self-care, communication, socialization, use of leisure time, behavior management, community survival skills and money management. Also included are therapeutic activities to increase an individual's adaptive living and work skills. These services are usually funded and licensed under Minnesota Statutes, Chapter 245B under the Department of Human Services. Special Education and related services are not included in this code.
- 572x      **Minnesota Extended Treatment Options (State-Operated Services)**  
Residential and day training and habilitation services provided by state-operated inpatient treatment centers to persons with mental retardation or related conditions.
- 574x      **Community Residential Facilities and Services**  
Community-based programs that provide 24-hour care, supervision, food, lodging, training, and habilitation for four or more persons with mental retardation or related conditions outside their own homes. Residential programs include both the residential facility and the program of services provided.
- 589x      **Respite Care**  
Short-term care provided to individuals due to the temporary absence or need for relief of those persons normally providing the care. Respite care may be provided during the day or overnight in the individual's home or in out-of-home settings. Crisis-respite includes assessment, intervention plan development, consultation, transition plans, technical assistance and recommendations for revisions to the individual service plan.



- 591x Rule 185 (Minnesota Rules, parts 9525.0004 to 9525.0036) Case Management - Waiver
- Includes all the case manager's work related to case management service activities such as: coordination of the performance of assessments of the functional skills and needs; the development, review and revision of individual service plans; informing persons and their legal representatives of service options and providers; assisting the person to access services; coordination of service delivery; and the monitoring and evaluation of the outcomes of services. The administrative functions of case management as defined in Minnesota Statutes, section 256B.092, subdivision 1a (a), are not reimbursable under the waiver.
- 592x Child Rule 185 Case Management - Non-Waiver - Under Age 21
- Includes all the case manager's work related to both the case management administrative functions and the service activities. Administrative functions include intake, eligibility determinations and reviews, service authorization, conciliations and appeals. Case management service activities include: coordination of the performance of assessments of the functional skills and needs of the person; the development, review and revision of individual service plans; informing persons and their legal representatives of service options and providers; assisting the person to access services; coordination of service delivery; and monitoring and evaluation of the outcomes of services.
- 593x Adult Rule 185 Case Management - Non Waiver - Age 21 and Older
- Includes all the case manager's work related to both the case management administrative functions and the service activities. Administrative functions include intake, eligibility determinations and reviews, service authorization, conciliations and appeals. Case management service activities include: coordination of the performance of assessments of the functional skills and needs of the person; the development, review and revision of individual service plans; informing persons and their legal representatives of service options and providers; assisting the person to access services; coordination of service delivery; and monitoring and evaluation of the outcomes of services.
- 595x Public Guardianship
- Exercising legal consent for programs or activities that meet the social, medical, financial and residential needs of the ward in the least restrictive manner while, at the same time, protecting the best interest of the ward. This includes annual and quarterly reviews of physical, mental, and social adjustment progress of each ward.

## DEFINITIONS FOR ADULT SERVICES

Included in this list are those codes that are specific to this program area. New definition language for 2008 and 2009 is shown in **bold** type. Deletions are designated as ~~strikeouts~~.

601x            Information and Referral

Provision of information to individuals on social and human services, and assistance to individuals in making contact with a resource that can respond to their needs or problems.

602x            Community Education and Prevention

Activities designed to educate the general public or special high-risk target groups about problems associated with mental illness, chemical dependency, developmental disabilities, child welfare, or other social problems. The goal is to increase the understanding and acceptance of these problems; to increase awareness of the availability of resources and services, and to improve skills in dealing with high-risk situations.

604x            Adult Protection Assessment/Investigation

Assessment for services includes appraisal of individual conditions, problems and needs for adult protective services. Assessment for investigation includes determining if there is an allegation of maltreatment and ascertaining whether the individual meets the criteria for being a vulnerable adult.

605x            Long -Term Care Consultation (LTCC)

Assessment of a person's overall care needs by a county screening team to determine whether community care or nursing home care is appropriate. The assessment includes notifying clients of cost effective services available and the development of a community support plan for those individuals remaining the community. LTCC includes pre-admission screening activities and the determination of the need for nursing facility (NF) level of care, and screening for mental illness or mental retardation (OBRA Level I). The determination of whether specialized services are needed is the function of the OBRA Level II Evaluation and is not part of LTCC. PAS activities performed by the county long-term care consultation staff may be completed by telephone consultation with another health care professional, or as part of a face-to-face LTCC assessment.

*Note: See codes for 408x or 505x for Level II Omnibus Budget Reconciliation Act (OBRA).*

607x            General Assessment

Appraisal of an individual's condition regarding personal, social, health, and behavioral problems through client interviews, review of records, and administering test instruments to determine the need for services and an appropriate service plan or care plan.

- 615x           Interpreter Services
- The provision of language interpreting services by a qualified language interpreter to ensure communication with non-English speaking persons, or the provision of oral or tactile interpreting services by a qualified sign language interpreter to ensure communication with persons who are deaf, hard of hearing, or deaf-blind.
- 616x           Transportation
- Provision of travel and escort to and from community resources and facilities.
- 618x           Health-Related Services
- These services include in-home or out-of-home services or activities designed to assist adults and their families to attain and maintain a favorable condition of health. Examples are home health or nursing services, home health therapies, behavior programming, cognitive therapy, psychological testing and explanation of findings, occupational, physical and speech therapies. ~~Included are CADI/TBI Independent Living Skills directed at the development and maintenance of community living skills and community integration for disabled adults.~~
- Note: The services of a home health aide and personal care ~~attendant~~ assistant should be coded under 624x.*
- 619x           Court-Related Services and Activities
- Services provided by a court visitor including explaining petitions for guardianship and conservatorship to the proposed ward, or services involved in acting as a conservator. Activities include court appearances and preparation for court, including document preparation and consultation with the county attorney's office, law enforcement and other investigatory agencies.
- 621x           Legal Services
- Assistance in resolving civil legal matters and the protection of legal rights.
- 622x           Companion Services
- Non-medical care, supervision, and oversight provided to a functionally-impaired adult, including assistance with such tasks as meal preparation, laundry, and shopping that are not performed as discrete tasks. Light housekeeping tasks incidental to the care and supervision of a recipient may also be provided. These services do not include hands-on medical or personal care, but do include supervision and access to community services.
- 623x           Chore Services
- Services such as routine housekeeping tasks, minor household repairs, shopping, lawn care and snow shoveling.

- 624x      Home-Based Support Services
- Services designed to support and maintain a client in the home. Services include medically-oriented tasks prescribed by a physician, supervised by a registered nurse, and written in a plan of care; ~~and training~~ and support provided to caregivers of ~~disabled~~ **adults with disabilities** or elderly persons.
- 625x      Homemaking Services
- The provision or teaching of home management skills to individuals and families by a trained homemaker when the individual regularly responsible for those activities is temporarily absent or unable to manage the home and care for themselves or others in the home.
- 627x      Assisted Living/**Customized Living**/Residential Care
- A variety of coordinated services tailored to each person's needs that enables them to remain in a self-contained housing environment such as an apartment building or board and lodging. These services usually consist of case management, three nutritionally balanced meals a day, assistance with personal care and activities of daily living, housekeeping and laundry, emergency call system, and assistance with medication.
- 628x      Home Delivered Meals
- Preparation and delivery of one or more nutritionally adequate hot meals daily to the homes of people who are physically unable to prepare their own nourishing meals.
- 629x      Congregate Meals
- Preparing and making available nutritionally-adequate hot meals at a center used for serving congregate meals in an environment that provides opportunities for socialization and nutrition education.
- 634x      Semi-Independent Living Services (SILS)
- Services that include training, counseling, instruction, supervision and assistance to a client with a functional impairment in accordance with the client's individual service plan on a less-than-daily basis. Services include assistance with budgeting, meal preparation, shopping, personal appearance, and related social support services needed to maintain and improve the client's level of functioning.
- 636x      Consumer Support Grant
- The Consumer Support Grant (CSG) is a state-funded alternative to such Medicaid reimbursed services as personal care assistant, private duty nurse, or home health aide, allowing flexibility in support services to be provided in the home of the recipient. The county providing these services must be enrolled with DHS as a CSG county prior to enrolling consumers.

- 637x      **Employability**
- Provision of assistance to obtain, maintain, or improve employment through the use of vocational counseling, employability testing, job-finding assistance, vocational and college training and special employment services for individuals who are disabled because of some social, economic, or mental/physical condition.
- 638x      **Extended Employment**
- Programs providing paid work and other services as a step in the rehabilitation process for those who cannot be readily absorbed in the competitive labor market, or during such time as opportunities for them in the competitive labor market do not exist. It includes the following programs:
- Long-term Employment - paid work on the premises of a rehabilitation facility and training services on or off the premises which do not include work activity
  - Work Activity - paid work and training services for the primary purpose of providing basic vocational skills development for persons with a disability and which permit a level of production below that required for a long-term employment program
  - Supported Employment - paid work and service hours in a position removed from a rehabilitation facility site.
- 641x      **Adaptive Aids or Special Equipment**
- Included are minor physical adaptations to the home or vehicles, or adaptive equipment used to enable persons with mental or physical disabilities or frailties associated with aging to be maintained in the home. Included is equipment for persons court ordered to receive home electronic monitoring and items provided to clients in accordance with the individual service plan or court order.
- 644x      **Housing Services**
- Services designed to help individuals obtain, maintain, improve or modify existing housing. This can also include the direct payment to a landlord for part of the rent, partial utility costs, rent during psychiatric crisis or hospitalization, deposits for housing and utilities, furnishing and supplies, installation costs for utilities, or storage and moving costs. Transitional support services are included under this code.
- 645x      **Social and Recreational Service**
- The provision of opportunities for personal growth and development which enable individuals to participate in age and culturally appropriate recreational and leisure time activities that maintain physical and mental vitality. This may include supervision and assistance to an adult in accessing community services and participating in community activities. ~~This would include provision of this service under a DD/MA Waiver.~~
- 647x      **Independent Living Skills**
- Services that develop and maintain the community living skills and community integration of a person. Independent Living Skills (ILS) must be provided in a person's home and/or community setting typically used by the general public. Of the waivers, this applies to CADI and TBI only.**

648x	<p>Money Management</p> <p>Assistance to eligible individuals in the management of their income so that they are able to obtain a stable level of economic functioning within the limits of their present financial resources including consumer education, debt adjustment, financial counseling, protective and vendor payments.</p>
649x	<p>Adult Day Care</p> <p>Personal care and assistance with health, physical, social and daily living needs of functionally-impaired adults for less than 24 hours a day to maintain their ability to live in the community. Social/recreational activities, health monitoring, hot meals, and transportation are generally provided as a part of day care services to adults. This includes the provision of this service under the DD waiver.</p>
655x	<p>Individual Counseling</p> <p>Application of goal-directed therapeutic processes on personal, family, situational, or occupational problems in order to provide positive resolution or improved acceptance in a face-to-face or telephone communication with an individual client. Included is individual counseling for a family member of an adult who is receiving CAC/CADI/TBI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan. The purpose of the counseling (for CAC/CADI/TBI) is to maintain the adult in the home setting.</p>
656x	<p>Group Counseling</p> <p>Application of therapeutic processes on personal, family, situational, or occupational problems in order to provide positive resolution or improved acceptance in a face-to-face setting with a group or family. Included is counseling for the family of an adult who is receiving CAC/CADI/TBI Family Support Services on issues pertaining to medical care and treatment as stated in the care plan. The purpose of the counseling (for CAC/CADI/TBI) is to maintain the adult in the home setting.</p>
658x	<p>Approved Pilot Projects</p> <p>Innovative services, not otherwise specified by BRASS codes, approved by DHS as part of a pilot program under grant or contract.</p>
671x	<p>Adult Shelter</p> <p>A short-term residential protective setting for adults in a crisis situation. This may include their children.</p>
681x	<p>Adult Foster Care</p> <p>A licensed, adult-appropriate, sheltered living arrangement for up to four functionally-impaired adults in a family-like environment. Adult foster homes provide food, lodging, protection, supervision and household services. They may also provide personal care, living skills assistance or training, medication assistance, and assistance safeguarding cash resources.</p> <p><i>Note: If respite care is provided in a foster home, code the activity to Respite Care (689x).</i></p>

- 689x      Respite Care
- Short-term care provided to individuals due to the temporary absence or need for relief of those persons normally providing the care. Respite care may be provided during the day or overnight in the individual's home or in out-of-home settings for periods of one hour to several days.
- 691x      AC/EW/CAC/CADI/TBI Case Management
- A systematic process of ongoing assessment, planning, referral, service coordination, monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed to promote the securing of appropriate services.
- 693x      General Case Management
- A systematic process of ongoing assessment, planning, referral, service coordination, and monitoring, consultation and advocacy assistance through which multiple service needs of clients are addressed to promote the securing of appropriate services. This includes targeted case management for vulnerable adults in need of protection.
- 694x      Relocation Service Coordination (RSC) - **Targeted Case Management**
- Relocation service coordination services are provided for relocating persons who reside in institutions to the community. This assistance includes developing and implementing a relocation plan, arranging for additional assessments to help ensure access to needed community services, coordination of referrals, securing vendors, housing and other needed services.
- 698x      Licensing and Resource Development
- Licensing of foster homes and various recruitment and development activities directed toward ensuring that needed services and resources are available.

# **Attachment A**

**B**udgeting

**R**eporting and

**A**ccounting for

**S**ocial

**S**ervices

**BRASS MANUAL**  
**With**  
**Background and Technical Information**

**For the Minnesota**  
**Standard Social Service**  
**Classification Structure**

**MINNESOTA DEPARTMENT**  
**OF HUMAN SERVICES**



## EXECUTIVE SUMMARY

BRASS (Budgeting, Reporting and Accounting for Social Services) is Minnesota's classification structure for standardizing and organizing the categories used by counties for social services planning, budgeting, accounting, financial statements and audits, and for most fiscal and statistical reporting to the Department of Human Services (DHS).

Central to its operation is the BRASS Code. Each of the three major digits of the BRASS Code serves a specific function and together they define a service. The most significant digit is the first one, which indicates the Program Area. The Program Areas represent clusters of activities, procedures, licenses and services. Although the Program Areas entail services that are typically delivered to clients with similar needs, BRASS itself characterizes the service provided rather than overlapping and confusing client characteristics. The Program Areas are:

1. Children's Services
2. Child Care
3. Chemical Health
4. Mental Health
5. Developmental Disabilities
6. Adult Services

Some services may be used in any Program Area, while others take on different definitions depending upon the Program Area. Many services are simply not valid within specific Program Areas.

The BRASS classification structure is intended to include as many DHS reporting requirements as practical. BRASS is designed to be compatible with COFARS (the county accounting structure). The budgeting, reporting, and accounting functions of BRASS will be covered in detail in the following sections of this manual.

Since its implementation in 1991, BRASS has become a mainstay of county communications to DHS, most notably through the quarterly fiscal SEAGR (Social Service Expenditure and Grant Reconciliation) Report. Additionally, the Social Service Information System (SSIS) uses BRASS as the basis for tracking county social service activity. BRASS data is also the basis for major plans such as for the federal Social Service Block Grant (Title XX) and the Children and Community Services Act (CCSA).

DHS has committed itself to relying upon BRASS for service reporting and to revising BRASS Codes on a biennial basis. A BRASS Code bulletin is published every two years with a list of valid codes and their definitions.

**SECTION A:**

**INTRODUCTION**

**AND**

**SUMMARY OF CHANGES**

# INTRODUCTION

## History

The BRASS classification structure was implemented in calendar year 1991. The current framework for BRASS was conceived by DHS staff in 1989 and 1990, and widely discussed with county staff throughout 1990 prior to its adoption. Its historical roots go back to the enactment of the Community Social Services Act (CSSA) in 1979. This landmark legislation established the state CSSA Social Service Block Grant, and paired with it the federal Title XX Block Grant. More importantly, CSSA called upon counties to play the lead role in social services at the local level, with planning, funding, and reporting increasingly channeled through the county en route from DHS to providers and clients, and vice versa.

CSSA created a need for DHS to focus on social service expenditures and activities as a whole, and yet the early attempts to do so proved to be inadequate. The original CSSA Service Taxonomy contained no internal relationships, and the Target Population concept, which grouped expenditures and clients served by client characteristics, proved to be inadequate for management or analysis. Weak from the start, these reporting constructs could not adapt to the changes of the 1980's as county social service activity became more standardized, buttressed on the one side by licensing, statutory and other legal requirements, and on the other side by new categorical funding mechanisms that were targeted to clusters of activities that mirrored the program divisions found within DHS.

In seeking to answer basic questions, such as who got what types of services, how much did they cost, and who paid for them, DHS realized that the solution needed to take advantage of County Financial Accounting and Reporting Standards (COFARS), developed as a recommended modern county accounting structure under the aegis of the State Auditor's Office. Simultaneously, the State Auditor's Office was recognizing that the COFARS accounting structure for social services was incomplete and vague, and began pressing for solutions. In 1987, DHS and counties agreed to a COFARS program structure very similar to the one now incorporated within BRASS.

## **Assumptions**

BRASS is predicated upon four assumptions:

1. No single solution can eliminate all the difficulties, but a coherent service classification structure which embodies as many reporting requirements as practical is necessary.
2. To the extent practical, we should employ the same categories when engaging in four related functions:
  - planning
  - budgeting
  - reporting (both fiscal and client)
  - accounting.
3. In classifying social service activity, what type of service was provided (the BRASS code) is a separate question from who received the service (the client's characteristics), although they are often closely related.
4. Social service categories should reflect the way we do business as much as possible. This includes legal categories (e.g. licenses, rules, statutes), categories used in practice (e.g. placement settings, procedures), funding eligibility criteria, and so on.

## **The Department's Commitment**

In requiring counties to use BRASS, DHS has made two commitments:

1. BRASS is the service classification structure for social services. These are the service categories DHS will ask counties about. There are, of course, situations in which federal funding or other considerations require finer breakdowns than BRASS can accommodate. However, these will be kept to a minimum and will be consistent with BRASS.
2. BRASS will be revised biennially, with opportunities for county reaction and feedback. BRASS revisions will be finalized by summer for implementation in the subsequent calendar year. This will allow counties to budget and develop their plans with advance knowledge of eligible BRASS services. Unless forced by unavoidable federal or legislative requirements, DHS will not revise BRASS in the middle of the two-year cycle.

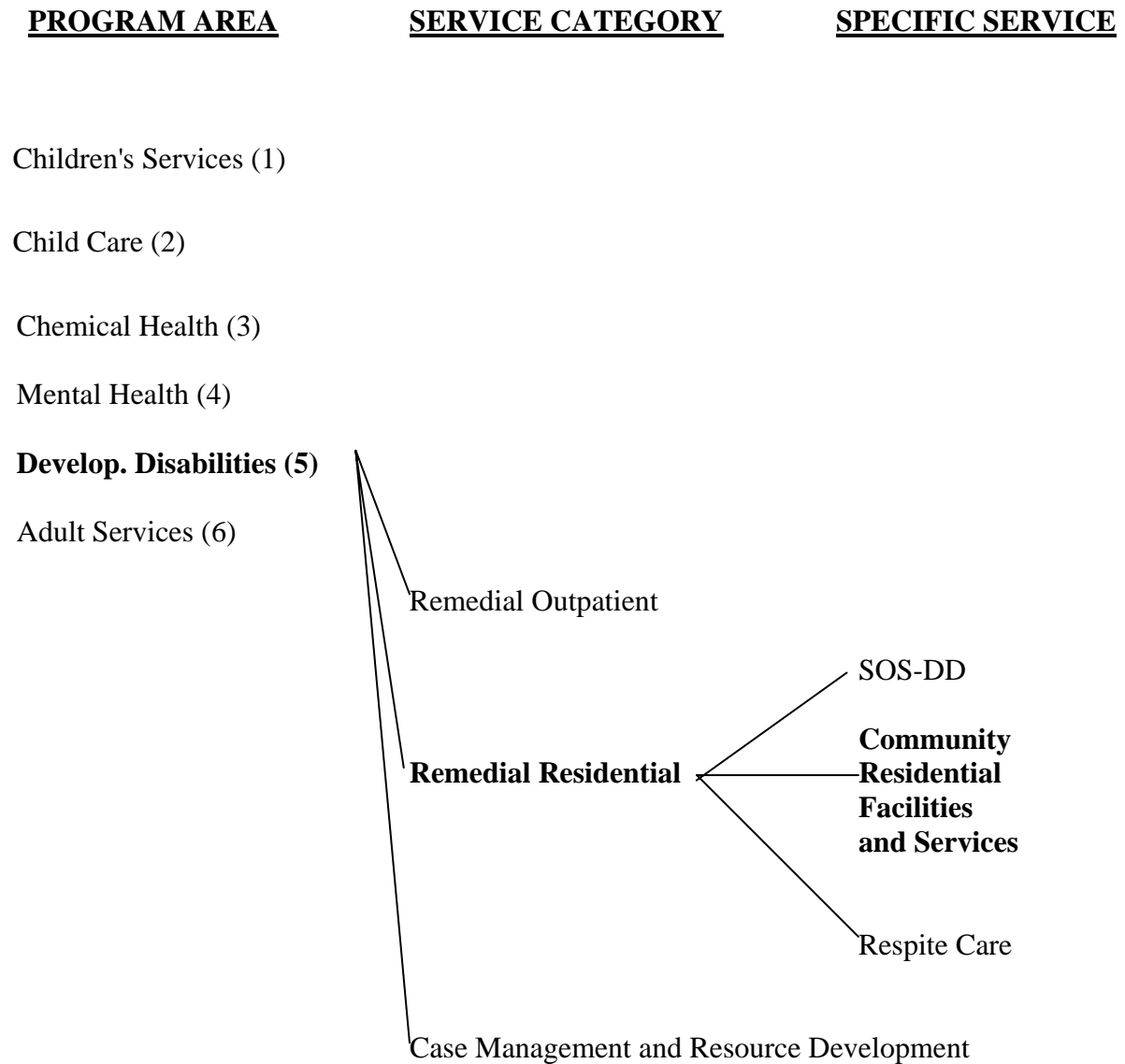
**SECTION B:**

**THE BRASS STRUCTURE**

## THE BRASS CLASSIFICATION TREE

The idea behind BRASS is a logical classification structure that reflects the way we do business, and can evolve along with us and yet still be simple enough for county workers to actually use day to day.

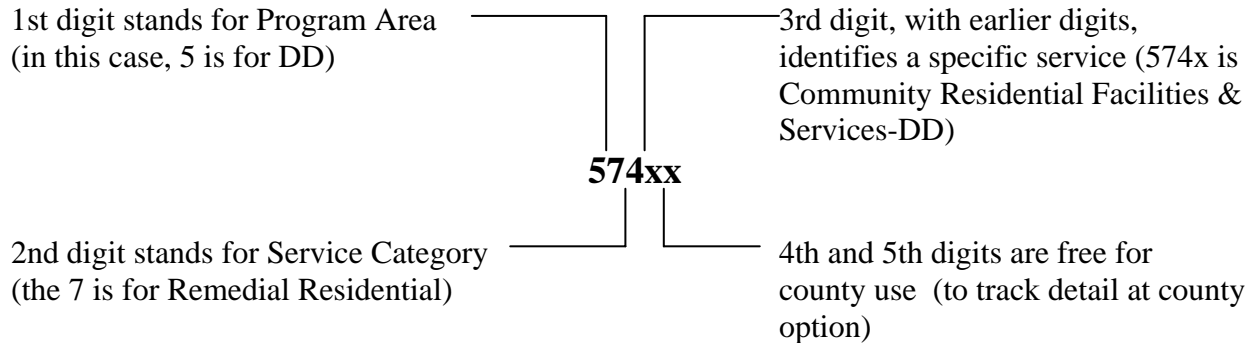
A classification tree works best if its branches correspond to how people think about their business. BRASS uses six Program Areas as the first branch of the tree. The second branch, the Services Categories, is groupings of services. The BRASS Code, explained on the next page, is a simple numerical representation of the tree.



## BRASS BASICS

### The BRASS Code

This system of classifying social service expenditures and statistics is all based upon the BRASS Code. The BRASS Code is a four (4)-digit number (three major digits and two optional), and each digit means something:



Use by County Staff in SEAGR, budgeting, and accounting

For most applications, the BRASS Code is used as the Service Code to represent the service provided. These are the codes for completing the quarterly fiscal SEAGR Report.

For county budgeting purposes, only the first digit needs to be used because only the Program Area needs to be specified. Counties may decide to budget on the other digits, on object of expenditure line items, source of funding, or any other detail within the Program Level at county option. See Requirements for Budgeting and Financial Statements in Section C of this Manual.

For use in the COFARS chart of accounts, the BRASS Code can be rather simply mapped onto the Program Level and Service Level. The diagram below is a quick look at this relationship. A more detailed explanation follows in Section C.

COFARS ACCOUNTING (16 digits)					
FF	-	DDD	-	PPP	- 574X - JJJJ
Fund		Department		Program	Service Object

In short, for most county social service staff, the BRASS Code is the Social Service Code. For those involved with the COFARS financial structure, the BRASS Code can be easily translated into COFARS Levels.

## **THE PROGRAM AREAS**

The first digit of the BRASS Code represents the Program Area. The Program Area is the broadest grouping in BRASS, the first branching on the classification tree. The six Program Areas are as follows:

1xxx = Children's Services

2xxx = Child Care

3xxx = Chemical Health

4xxx = Mental Health

5xxx = Developmental Disabilities

6xxx = Adult Services

### **Program Area Definitions**

The six Program Areas used in BRASS (which correspond to the Program Level used in COFARS) are based on a number of underlying principles. First, they consist of clusters of related activities or procedures directed toward a common situation, problem, disability, or status.

The goal of the BRASS Program Areas is to highlight related services rather than related clients. Therefore, BRASS looks at the characteristics of the service rather than the characteristics of the client. Of course, the difference is not always apparent – for example, most of the time, a client with a mental illness diagnosis receives mental health services. On occasion, such a client might be involved with Detoxification (which belongs in the Chemical Health Program Area) or Child Protection Assessment/Investigation (which belongs in Children's Services).

A county worker who specializes with one type of clientele will probably find that they use one or two Program Areas for nearly all services. Since the services are not keyed to client characteristics, it will sometimes be necessary to refer to services within other Program Areas.



## **CHILDREN'S SERVICES**

BRASS Code: 1xxx

COFARS: 71x

Children's Services include social service activities (including MA waived services) that are directed toward the status unique to children, such as adoptions, foster care, child protection and adolescent life skills training. Also included are the facilitative, supportive, administrative, and other functions necessary to pursue these activities.

Children's Services do not include disability-related services that happen to be provided to children, such as a Rule 25 Assessment (properly in Chemical Health) or Supported Living Services for Children (properly in Developmental Disabilities) or mental health treatment services (properly found in Mental Health).

The key factors in distinguishing Children's Services from Mental Health Services are whether the child has a mental health diagnosis or diagnosable condition and whether the service in question falls within the Comprehensive Mental Health Act. For example, Group Homes under Minnesota Rule 2960.0010 to 2960.0710 do not fall within the scope of this Act; it belongs in Children's Services. Rule 5 Residential Facilities for Children with Emotional Disturbances, on the other hand, are included within the Act and, therefore, belong in the Mental Health Program Area. A secondary determining factor is the credentials of the provider. For example, the difference between Family-Based Services – Children's as opposed to Family-Based Services – Mental Health rests primarily with whether the provider in question is a qualified mental health professional.

Any time child care is being provided, for any purpose, it belongs within the Child Care Program Area and not in Children's Services.

On occasion, a client over the age of 18 may continue to receive Children's Services, such as Child Foster Care, Adolescent Life Skills or Educational Assistance. These services are included within Children's Services.

Children's Services is restricted to the valid services found in the most recent list of Valid BRASS Codes in Children's Services.

## **CHILD CARE**

BRASS Code: 2xxx

COFARS: 72x

The Child Care Program Area consists of child care activities related to employment and training, and child welfare services. MFIP child care and related activities must be coded to this program.

The Child Care Program Area is restricted to the valid services found in the most recent list of Valid BRASS Codes in Child Care.

## ***CHEMICAL HEALTH***

BRASS Code: 3xxx

COFARS: 73x

The Chemical Health Program Area includes social service activities that are directed toward the treatment of problems related to alcohol and drug abuse or dependency, such as a Rule 25 Assessment, Detoxification or CD Halfway House. Also included are the facilitative, supportive, administrative and other functions necessary to pursue these activities.

These services are included in this Program Area, whether they are provided to children or to adults.

The Chemical Health Program Area is restricted to the valid services found in the most recent list of Valid BRASS Codes in Chemical Health.

## ***MENTAL HEALTH***

BRASS Code: 4xxx

COFARS: 74x

The Mental Health Program Area includes social service activities that are directed toward the support and treatment of adults who have been or may be diagnosed as having mental illness and children who have been or may be diagnosed as having emotional disturbance. This includes services such as Community Support Services and Rule 79 Case Management (currently referred to as Mental Health Targeted Case Management – MH-TCM). Also included are the rehabilitative, therapeutic, facilitative, supportive, administrative and other functions necessary to pursue these activities.

Children's Mental Health services included in this Program Area are distinguished from Children's Services by their inclusion in the Comprehensive Mental Health Act, by the child having received a mental health diagnosis, and/or by the credentials of the provider (see the discussion under Children's Services). Some of the services that are specific to Children's Mental Health include those designated Family Community Support Services (FCSS), Family-Based Services - MH and Rule 5 Child Residential Treatment. Many of the Mental Health BRASS Codes are divided between Child and Adult to aid both counties and DHS in tracking data requirements.

The Mental Health Program Area is restricted to the valid services found in the most recent list of Valid BRASS Codes in Mental Health.

## ***DEVELOPMENTAL DISABILITIES***

BRASS Code: 5xxx

COFARS: 75x

The Developmental Disabilities Program Area includes social service activities (including MA waived services) that are directed toward the habilitation and support of adults and children who have been or may be diagnosed as having mental retardation or related conditions. In the case of children, this Program Area also includes services directed toward the support of the families involved. This includes services such as Day Training and Habilitation (DAC), Semi-Independent Living Skills (SILS) and Rule 185 Case Management (both waiver and non-waiver). Also included are the facilitative, supportive, administrative and other functions necessary to pursue these activities. These services are included in this Program Area, whether they are provided to children or to adults.

The Developmental Disabilities Program Area is restricted to the valid services found in the most recent list of Valid BRASS Codes in Developmental Disabilities.

## ***ADULT SERVICES***

BRASS Code: 6xxx

COFARS: 76x

The Adult Services Program Area includes social service activities (including MA waived services) that are directed toward the amelioration of problems and support of adults, and are not in the Chemical Health, Mental Health or Developmental Disabilities Program Areas. This includes Adult Protection Assessment/Investigation, Nursing Home Pre-Admission Screening, Adult Day Care and Congregate Meals.

The key factor in distinguishing Adult Services from Developmental Disabilities is whether the client being served has been or may be diagnosed as having a developmental disability.

Adult Services is restricted to the valid services found in the most recent list of Valid BRASS Codes in Adult Services.

## THE SERVICE CATEGORIES

The second digit of the BRASS Code represents the Service Category, the second branch of the BRASS classification tree. The Service Categories should be of assistance to county and state staff needing to find and use services. They represent an attempt to organize social services into groupings that either have a programmatic commonality or assist in readily combining classes of services for reporting and planning.

Over the years, as BRASS Codes have evolved, codes have been added, consolidated or had definition changes. In some instances the new or changed BRASS Codes may not fit exactly into these service categories.

The BRASS Service Categories include:

x0xx = Assessment and Prevention Services

x1xx = Facilitative Services

x2xx

x3xx = Supportive Services

x4xx

x5xx = Remedial Outpatient Services

x6xx

x7xx = Remedial Residential Services

x8xx

x9xx = Case Management and Resource Development Services

Some of these Service Categories require more than ten services. That is the only reason that, for instance, the Supportive Service Category runs from x2xx through x4xx. The definitions of these Service Categories can be found on the next page.

## Service Category Definitions

- x0xx The Assessment and Prevention Service Category includes those services usually provided prior to the formal opening of a service case, such as prevention, information and referral, and a variety of assessments, screenings and investigations.
- x1xx The Facilitative Service Category includes those services that enable clients to participate in other services. Examples include child care, transportation and interpreter services.
- x2xx The Supportive Service Category includes activities designed to support and maintain  
x3xx clients in the community who do not require rehabilitative or treatment services.  
x4xx
- x5xx The Remedial Outpatient Service Category includes remedial services delivered  
x6xx in an outpatient setting. Remedial activities are those that seek to resolve problems, change behavior, or enable people to subsequently function better in the community.
- x7xx The Remedial Residential Service Category includes remedial services delivered  
x8xx in a residential setting. Remedial activities are those that seek to resolve problems, change behavior, or enable people to subsequently function better in the community.
- x9xx The Case Management and Resource Development Service Category includes services that are administrative in nature or that are not provided directly to the client. Case Management and Local Collaborative Undifferentiated Services are exceptions and are included here because they may encompass many or all of the Service Categories.

**SECTION C:**  
**BRASS REPORTING AND RELATIONAL INFORMATION**

# OVERVIEW AND DHS FISCAL REPORTING

## Overview

This section deals with how BRASS relates to DHS reporting through COFARS, the Social Services Information System (SSIS), county budgeting and financial statements, data and cost allocation procedures, and standard units for reporting purchased services. Additional details may be obtained from DHS bulletins and other related materials.

## Fiscal Reporting and BRASS

BRASS represents the service categories DHS will ask counties about. In some situations, federal funding or other considerations require finer breakdowns than BRASS can accommodate. These will be kept to a minimum and will be consistent with BRASS. DHS has committed itself to revising BRASS on a two-year cycle and to avoid other revisions unless required by federal or legislative requirements.

The primary mechanism for gathering county expenditures and revenue data is the SEAGR Report (DHS-2557). The quarterly fiscal SEAGR Report collects expenditure data based upon BRASS Codes and revenue data broken down by funding source and BRASS Program Area. The SEAGR Report is a cash basis report, serves as the fiscal report for a number of funding streams, and provides financial data necessary for DHS to report to the Legislature on county social services activity.

BRASS Codes are also used in the client-specific Community Mental Health Reporting System (CMHRS) Targeted Case Management Client Statistical Report (TCM CSR) and for various other routine or ad hoc reports and plans.

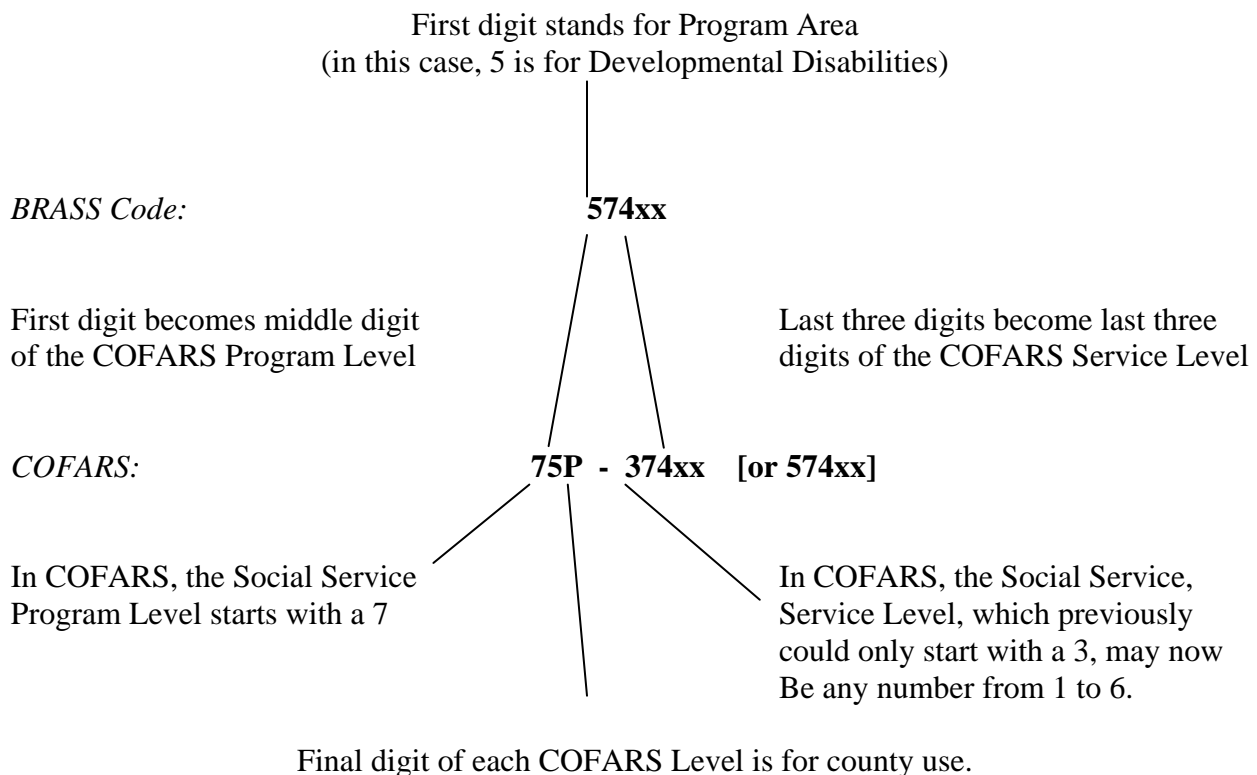
For claiming federal Medical Assistance (MA) funding, county agencies and other health care providers must submit claims using Health Care Procedure Codes (HCPCs) – from here on referred to as Procedure Codes. In general, Procedure Codes are more detailed than BRASS Codes, requiring the extra detail needed for MA claims. DHS has made every effort to keep BRASS consistent with Procedure Codes. Typically, a number of Procedure Codes can be easily rolled into one BRASS Code. Exceptions generally involve the need to track adult versus children's services in BRASS in some situations where this is not required for MA-based claims. Another exception is Child Welfare Targeted Case Management (CW-TCM), where several BRASS services use the same Procedure Code to generate MA billing. Finally, the units of service reported through Procedure Codes are not always identical to those required for BRASS, but they can be mathematically converted. Please see the most recent DHS conversion guidelines in the current SEAGR Bulletin and also current SSIS documentation for assistance.

## TRANSLATING THE BRASS CODE INTO COFARS

COFARS uses a number of different dimensions or levels as the basis of its chart of accounts. The two most important ones for social service planning, budgeting, accounting, and reporting are the Program Level and the Service Level. The Program Level consists of a three-digit number, and the Service Level is represented by a four- or five-digit number.

For social services, the Program Level always begins with a 7 as the first digit. Until recently, COFARS used only a 3 as the first digit of the Service Level for social services in the BRASS translation to COFARS. However, the COFARS manual was changed to allow the use of 1 – 6 as the first digit of the Service Level for social services. Counties can now choose to continue to use a 3 as the first digit of the Service Level or could even use the middle digit of the Program Level as the first digit of the Service Level.

The BRASS Code is simply split between the first digit and the last three digits. This makes sense, since the first digit of the BRASS Code shows the Program Area:



In short, the BRASS Code is easily translated into the COFARS Program and Service Levels by mapping the first digit into the Program Level and the last three into the Service Level. Or, the entire four-digit BRASS code can be placed directly into the COFARS service. The direct use of the four-digit BRASS code in the Service Level is recommended since it avoids translation issues.



## **The COFARS Program Level**

The first digit of the BRASS Code, which represents the Program Area, becomes the middle digit of the COFARS Program Level (the first digit is always 7 for Social Services). BRASS includes six Program Areas, so there are six COFARS Programs:

71P = Children's Services

72P = Child Care

73P = Chemical Health

74P = Mental Health

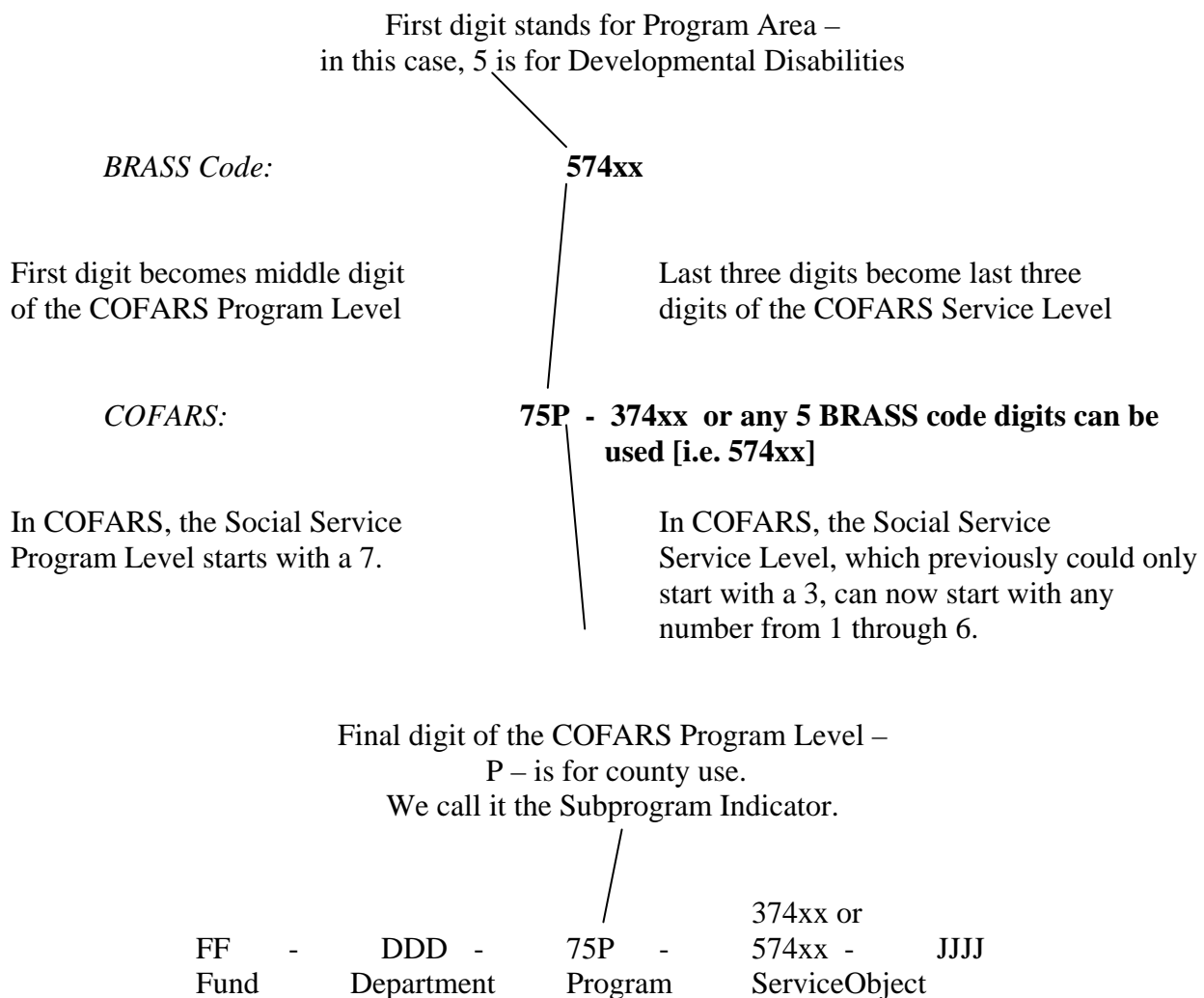
75P = Developmental Disabilities

76P = Adult Services

The final digit, the Subprogram Indicator, is available for county use, and is represented here by a P simply to distinguish it from the x used in the BRASS Codes.

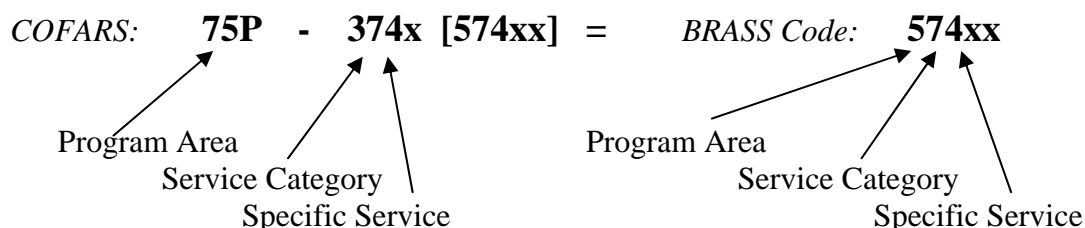
## From the BRASS Code to the 16-Digit COFARS Account

The complete COFARS account designation consists of 16 digits, arranged in five dimensions or levels (Fund, Department, Program, Service, and Object). As previously noted, the four or five-digit BRASS Code is mapped into two of these dimensions: the Program and Service levels. However, the entire 16 digits are still required to encode all the necessary accounting detail. Beginning with the same example, this is how the BRASS Code translates into the 16-digit COFARS account number:



There are three important relationships between BRASS and COFARS that are illustrated by the example on the previous page:

1. The subprogram indicator – P – is not derived from the BRASS Code. This county option digit is the only one in the Program-Service sequence that is not directly tied to the BRASS Code. Of course, county agencies may elect to establish such a relationship, but that would be at the county's discretion.
2. Every BRASS Code has a match in the Program-Service COFARS sequence. In other words, the BRASS Code cannot be determined, or reconstructed, from either the Program Level or the Service Level alone unless the county elects to use 1 – 6 as the first digit of the Service Level. However, these seven digits together are sufficient to match a BRASS Code:



3. A lot of useful detail is carried in the Object Level. BRASS does not pretend to eliminate need for a well-constructed set of object codes.

## REQUIREMENTS FOR BUDGETING AND FINANCIAL STATEMENTS

### Budget Requires Reporting at BRASS Program Level

All county human service agencies are required to develop a social service budget based upon the final six BRASS Program Areas. Please refer to the most recent Instructional Bulletin for the Social Services Fund Report (DHS-2556) for what to include in social services.

The only budget requirement is that the social services budget be broken down into the six final BRASS Program Areas. County agencies may choose to budget on the three-digit BRASS Code, and this may have certain advantages. County agencies may choose to budget at any desired level of detail, including at the subprogram level, the object level, or on any county-specific accounting detail.

### Annual Financial Statements Require Reporting at Department Level

Counties are required by the Government Accounting Standards Board (GASB 34) to only report budget and actual data on financial statements at the Department level. Thus, only one expenditure figure will be reported for all of Social Services for the entire year on the Human Services Special Revenue Fund. This revised financial statement was previously called the Welfare Special Revenue Fund and it required that Social Services be reported using the six BRASS Programs.

Department-level reporting on financial statements represents the minimum reporting required. Counties may expand on the minimum if desired, and report using Program level or finer detail.

## **COST AND DATA ALLOCATION**

### **Allocation Procedures and the Basis of Allocation**

At various points in compiling data within the BRASS classification scheme, allocation processes must be used because direct knowledge of the components is impossible or overly expensive in terms of time and/or money. When expenditures are allocated using such a process, it is known as cost allocation. Whether it involves expenditures, client counts, units of service, or other types of data, the basic concept is the same - a total is collected in a temporary holding tank (an account, file, or whatever), and these totals are subsequently allocated to more detailed component categories based on some standard procedure. This procedure typically calls for the total to be allocated to the component categories proportional to some known factor, which is termed the basis of allocation.

### **BRASS Cost and Data Allocation Overview for the SEAGR Report**

The BRASS classification scheme explicitly provides for the use of allocation processes. See Attachment B of the current SEAGR Bulletin for detailed information on allocation procedures used in building the SEAGR Report.

## **TIME REPORTING, UNITS OF SERVICE AND CONVERSION TABLES**

### **BRASS Time Reporting**

Counties are required to do time reporting in SEAGR using appropriate BRASS Codes, for allocation of administration costs. See the current SEAGR Bulletin Attachment B for a full discussion of the allocation procedures and proper elements of time reporting for hours of staff service.

### **BRASS Purchased Service Units of Service**

Counties are required to report standard units of purchased service for selected BRASS Codes in SEAGR. See the current SEAGR Bulletin Attachment C for purchased service unit types, definitions, conversions from non-standard units, a table for exceptions to standard conversions, and some discussion of problems/solutions to gathering units of service data. Tables within SSIS may also aid in unit tracking and conversions.