#07-69-01

Bulletin

January 8, 2007

Minnesota Department of Human Services 444 Lafayette Road North St. Paul, MN 55164

OF INTEREST TO

- County Directors
- Social Services Supervisors
- Fiscal Supervisors

ACTION

- Submit a completed CSR according to attached instructions.
- CSIS Counties due - February 15, 2007
- Non-CSIS Counties due - March 30, 2007

EXPIRATION DATE

December 31, 2007

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Client Summary Reports are due for CY 2006

TOPIC
Client Summary Report (CSR) for calendar year 2006.

PURPOSE
This Bulletin provides deadlines and instructions for submitting the CSR for 2006.

CONTACT
Questions concerning the Community Services Information System (CSIS) should be directed to Mary Klinghagen at (651) 431-4792 or mary.klinghagen@state.mn.us. For all other questions, contact Christeen Borsheim at (651) 431-3857 or christeen.borsheim@state.mn.us.

SIGNED

CHARLES E. JOHNSON
Assistant Commissioner
Children and Family Services

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

LEGAL REFERENCES
Minnesota Statutes, section 256.01 and 256M.60.

SUBMISSION INSTRUCTIONS
CSIS Counties: Transmit completed CSR data to Computer Systems Support by February 15, 2007.

Non-CSIS Counties: The data is due to DHS by March 30, 2007, utilizing the Excel spreadsheet which will be sent to each county. The completed spreadsheet should be transmitted to: christeen.borsheim@state.mn.us

New for 2006 Reporting: A decision recently made eliminates the need for counties to report clients for Child Care BRASS codes 211x and 212x. No changes are required in the county reporting procedures. If it is more convenient for counties and CSIS to report those clients, this data will be eliminated by DHS.

See the enclosed Attachment A for detailed instructions.

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

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

ATTACHMENT A

2006 Client Summary Report (CSR)
Detailed Instructions

PART 1. GENERAL FEATURES OF ALL TABLES

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

Report Case-Specific Clients Only. Data in all tables should be limited to case-specific clients only; that is, clients who received services during the report period and who can be counted in an unduplicated manner because there is identifying information for them. Generally, this means clients who had open cases at the county agency in 2006. These counts of case-specific clients must be unduplicated for each separate service for the entire year. Please note that the clients to be counted are those who **received services** in 2006.

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

For all children's services, the client is the child whose problem, condition or situation is the reason services are being provided. If more than one child from the same family receives services, each child receiving services should be reported. If other family members receive services in support of the child, such as parents participating in family-based services, the client is still the child (or children). For the Family-Based Services (106x, 108x, 109x, 124x, 125x, 161x, 162x, 163x, 164x, 165x, 166x, 167x, 192x, 193x and 462x), also report the number of families in the appropriate column.

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

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

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

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

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

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

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

No client counts should be reported for the following BRASS service codes. The lines for these services are shaded on the tables. Note: Beginning in 2006 counties need not report client counts for Child Care BRASS codes 211x and 212x.

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

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

Child Care:
211x Basic Sliding Fee Child Care
212x Minnesota Family Investment Program (MFIP) Child Care
237x STRIDE/MFIP Employment and Training

Chemical Dependency:
316x Transportation
317x Detoxification Transportation
359x Consolidated Chemical Dependency Treatment Fund

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

Developmental Disabilities:
572x Regional Treatment Center

Adult Services:

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

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

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

PART 2. INSTRUCTIONS FOR EACH TABLE

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

An additional count is required in Table 1 for several children's services, specifically the Family-Based Services. For these services (106x, 108x, 109x, 124x, 125x, 161x, 162x, 163x, 164x, 165x, 166x, 167x, 192x, 193x and 462x), report the unduplicated number of families associated with the clients counted for each service.

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

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

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

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

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

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

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

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