

Bulletin

March 31, 2008

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

OF INTEREST TO

- County Directors
- Fiscal Supervisors
- Mental Health Center Business Managers

ACTION/DUE DATE

Please complete and transmit required report 30 days after the end of each calendar quarter, beginning with the January – March 2008 quarter.

EXPIRATION DATE

March 31, 2010

Updated Instructions for Completing the SEAGR Report

TOPIC

Instructions for completing the quarterly Social Services Expenditure and Grant Reconciliation (SEAGR) Report (DHS-2557) and supporting schedules for calendar years 2008 and 2009.

PURPOSE

- Updates instructions for completing the revised quarterly report and supporting schedules
- Replaces bulletin #06-32-02 (March 13, 2006)

CONTACT

Julie Spurgeon, DHS Financial Operations Division, County Human Services Cost Accountant, at (651) 431-3782 or julie.spurgeon@state.mn.us

SIGNED

CHRISTINE BRONSON
Deputy Commissioner
Department of Human Services

BACKGROUND

The SEAGR Report is an integrated quarterly fiscal report that provides detail to the long-standing quarterly Social Services Fund Report (DHS-2556). Instructions on the Social Services Fund Report are in bulletin no. 07-32-02 (March 1, 2007).

The SEAGR Report collects financial data based upon BRASS (Budgeting, Reporting, and Accounting for Social Services) codes. The report is computer-generated and is electronically transmitted from counties to the Minnesota Department of Human Services (DHS).

The SEAGR Report gives DHS timely data on all county social services expenditures and revenues. In turn, DHS produces timely output reports for use by counties, DHS, and the legislature, including quarterly statewide reports, and yearly county reports with comparisons to statewide data.

Since BRASS codes are revised on a semiannual basis, the SEAGR Report follows suit. Therefore, these instructions will apply to calendar years 2008 and 2009 reporting. Should legislation or emergency changes require BRASS or SEAGR Report modifications during this two- year period, counties will be promptly notified.

The SEAGR Report has simplified county fiscal reporting by eliminating many previously required reports. In addition, many new fiscal reports, that would otherwise have been required, have been incorporated into the SEAGR process. The following reporting is accomplished through the SEAGR Report during calendar years 2008 and 2009:

- CCSA Block Grant (Children and Community Services Act)
- Title XX Block Grant
- Monitoring for Maintenance of Effort (CW-TCM and Children's Residential Facilities)
- Family Assessment Response Grants
- Family Group Decision Making
- Relative Custody Assistance Program
- Children, and Adult Mental Health Grants
- Developmental Disabilities Semi-Independent Living Services (DD SILS)
- Developmental Disabilities Family Support Program
- Consumer Support Grant
- Parent Support Outreach Program
- Support for Emancipation and Living Functionally Program (SELF)

This bulletin revises the SEAGR Report by:

- Prescribing the use of BRASS service codes authorized for use and published in the 2008-2009 BRASS Manual. See the BRASS Manual, issued as Bulletin No. 07-32-17 (December 3, 2007), for complete information on all codes. There have been six new BRASS codes added, two codes were deleted, and nineteen definition changes, for the current 2008 - 2009 period. There are now 174 reportable codes. Also, the titles of the Relocation Service Coordination (RSC) codes, 194x and 694x were changed to Relocation Service Coordination (RSC) – **Targeted Case Management**. Attachment A lists the new BRASS codes and also instructions for reporting activity for deleted codes.
- Updating Schedule 2557.1 “State Revenues for Social Services” and Schedule 2557.2 “Federal Revenues for Social Services”. Most payments to counties for their Social Service Fund can be fully identified in the current invoice field code bulletin. The invoice field codes are updated yearly with the codes for calendar year 2008 published in bulletin no. 08-32-01 (January 15, 2008). Attachment A lists the revenue changes.
- Updating the general instructions.
- Updating all the attachments. There are significant changes in two of the attachments. Attachment A has been updated listing the six new BRASS codes. The non-standard unit conversion table (Table 2) in Attachment C has been extensively updated. Attachment D has been updated for new MMIS payments such as ACT, CSG, and Contract Processing.

ACTION REQUIRED

- *Complete the SEAGR Report (DHS-2557)*

Effective with the January - March 2008 quarter, each county human service agency must submit its completed SEAGR and applicable supporting schedules using the revised (electronic) form to the DHS Financial Operations Division. This report is due to DHS thirty (30) calendar days after the end of the quarter and must be completed according to the instructions in Attachment A.

This report plus the Social Services Fund Report (DHS-2556) constitute the quarterly Social Service Fund county fiscal reporting. Failure to submit complete, accurate, and timely reports will result in the delay of Title XX and the other grant payments earned through the SEAGR Report. See Attachment E of this bulletin for a complete listing and description of these programs and associated payments. In addition, federal administrative payments accrued through the Social Service Fund Report and Social Service Time Study (SSTS) may also be delayed. Payments based upon late reports will be made on the next regular payment date.

Details on timely reporting policies are found in bulletin no. 06-32-12 (October 10, 2006).

- *Transmit Report*
County agencies that use SSIS (Social Services Information System) to generate the SEAGR Report must transmit the report to SSIS. An overnight batch process releases the report to DHS Financial Operations Division.

Non-SSIS counties will be provided with a excel file for completing the SEAGR Report. The completed report can be sent by e-mail to Julie Spurgeon (use dhs.ssf@state.mn.us).

A county agency amending the SEAGR Report after it has been sent to DHS must contact the Financial Operations Division (Julie Spurgeon) for instructions as to how the change(s) will be submitted.

ATTACHMENTS

- A. Instructions for Completing the SEAGR (Social Services Expenditure and Grant Reconciliation Report (DHS-2557)
- B. Recommended Cost Allocation Procedures for use with the SEAGR Report
- C. Reporting Units of Service for Purchased Services
- D. Receipting MMIS Revenues for SEAGR
- E. Fiscal Reporting Through the SEAGR Report
- F. SEAGR Related Payments
- G. SEAGR Reporting for County Social Service Agencies Participating in Local Collaboratives
- H. SEAGR Report (DHS-2557, revised 3/08)

LEGAL REFERENCES

Minnesota Statutes:

- general, chapters 245, 256, and 256E
- reporting, section 256.01
- program, section 256M (Children and Community Services Act)

SPECIAL NEEDS

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

ATTACHMENT A

INSTRUCTIONS FOR COMPLETING THE SEAGR (SOCIAL SERVICES EXPENDITURE AND GRANT RECONCILIATION) REPORT (DHS-2557)

GENERAL INSTRUCTIONS

- This report will be submitted through SSIS or on computer files (xls). Unless specifically requested by DHS, no signed paper form need be submitted. Counties must keep a signed copy on file for audit and record purposes. Amended reports will be submitted in accordance with instructions from DHS Financial Operations.
- Financial activity on this report is the same as reported on the Social Services Fund Report (DHS-2556). Therefore, refer to the latest social services fund report bulletin no. 07-32-02 (March 1, 2007) for guidance on what is to be reported and specifically what is included in the Social Services Fund. This report is based upon BRASS codes and other information published in the current BRASS Manual (07-32-17).
- All financial activity must be reported on a cash basis. Expenditures and revenue reported must have been actually disbursed or received during the quarter, not accruals owed or earned. Round all amounts to the nearest dollar.
- COFARS (County Financial Accounting and Reporting Standards) conventions are to be followed in completing this report, even for county agencies that have chosen to use another accounting system.
- All expenditures reported must be net of refunds and cancellations. A refund occurs when the payee returns all or part of the money received in the period of disbursal. A cancellation occurs when a warrant or other payment is canceled prior to its being honored.

BRASS AND SEAGR GENERAL UPDATE AND CLARIFYING INFORMATION

The following information should be useful in preparing the SEAGR Report.

Brass code and revenue changes since the last SEAGR Bulletin

See the 2008-2009 BRASS Manual issued as bulletin no. 07-32-17 (December 3, 2007). The following BRASS codes have been added:

- 147x – Independent Living Skills
- 410x – Child Level of Care Determination
- 439x – Child Mental Health Behavioral Aide Services

- 440x – Direction of Child Mental Health Behavioral Services
- 466x – Mental Health Therapeutic Pre-school Program
- 647x – Independent Living Skills

The following BRASS codes have been deleted and any residual activity should be reported as indicated:

- 417x – Child Transportation ----- (report under 416x)
- 475x – Child Acute Care Hospital Inpatient ----- (report under 473x)

There are 19 BRASS codes that have definition or description changes effective as of January 1, 2008. Please refer to the 2008-2009 BRASS Manual issued as bulletin no. 07-32-17 (December 3, 2007).

The following changes have been incorporated into the revenue schedules:

- S37 – name change to DD Screening
- F40 – name change to DD Screening

BRASS reporting and Medical Assistance (MA) services

Social Services and MA are closely associated and overlap in the provision of many services, particularly screenings, case management, and numerous “waivered” type services. Currently Health Care Procedure Codes (HCPCs are the MA equivalent to BRASS codes) are being revised, but when stabilized, SSIS hopes to provide counties with a crosswalk table wherein BRASS codes and matching HCPCs will be listed.

Services of non-county providers processed directly through MMIS

Non-county providers of these types of Medical Assistance (MA) "waivered" services (CAC, CADI, MH-TCM, MR/RC, EW, LTCC and RSC) may deal directly with MMIS in reporting expenditures and seeking reimbursements. This social service activity will therefore not go through the county and not be reported on SEAGR. MMIS generates a County Confirmation Report that summarizes this activity that is not provided or billed by county social services.

Fiscal reporting through the SEAGR Report

A major benefit of the SEAGR Report has been the elimination of other county fiscal reports such as the reports previously required for Title XX, Family Preservation, CSSA, and selected programs within the Mental Health, Developmental Disabilities, and Adult programs. County submission of the old fiscal reports was discontinued because data provided through the SEAGR Report can be processed by DHS Financial Operations Division program accountants to build

equivalent fiscal reports. In addition, the SEAGR Report has become the reporting mechanism for several new programs, each of which would have required a new county report had they not been incorporated into SEAGR. See Attachments E for complete instructions on the reporting of current programs through the SEAGR Report.

Reporting for Collaboratives

Attachment G, entitled "SEAGR Reporting for County Social Service Agencies Participating in Local Collaboratives", contains specific guidance for reporting collaborative activity and should be closely reviewed by county social service agencies involved in planning for, implementing, or participating in a local collaborative. Attachment D of the social services fund report bulletin no. 07-32-02 (March 1, 2007) provides guidance that should be reviewed prior to using Attachment G in this bulletin.

Cash accounting for grant advances to providers

County social service agencies receive some federal and state grant funds from DHS on an advance basis and in turn advance some or all of these funds to providers for services. Counties then report the advance payment to providers as expenditures to DHS, on a cash basis, on SEAGR, the Social Service Fund Report (DHS-2556), and on the BRASS-Based Grant Fiscal Report (DHS-2895).

If the provider does not expend the total amount of the advance during a quarterly reporting period or even during the grant award period there are two reporting options:

1. Report the lesser of the advance or the provider expenditures for the grant period.
2. It is also acceptable for a county to expense and report the entire advance when paid to a provider. However, once the grant period ends it is the county's responsibility to verify the provider expenditures, and if less than the grant advance, report this fact to DHS. DHS will then determine the best course of action to bring the grant earnings and reporting into line.

INSTRUCTIONS FOR COMPLETING DHS-2557 "SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION REPORT"

Counties will be provided a computer spreadsheet (either through SSIS or on computer (excel)) file of the report. The spreadsheet paper copy of DHS-2557 attached at the back of this instruction should be referred to when reading these instructions.

COLUMN ENTRY INSTRUCTIONS:

Service Column:

All valid BRASS services are listed by ascending BRASS service number under each program area.

A. Expenditures Purchased Service

This column total must equal Line 1 of Social Services Fund Report (DHS-2556).

B. Units of Purchased Service

See Attachment C for information on reporting units of service for the purchased service amounts reported in Column A. If the cell in this column is crossed out, no units of service are reported.

C. Expenditures Staff-Provided Service

Enter the staff-provided expenditures for each service. The recommended method for deriving this entry for each service is to multiply the staff unit rate/hour times the number of units in Column D (see Attachment B for more information). The column total must equal Line 8 on the schedule DHS-2556.1.

D. Hours of Staff Service

Enter the hours of staff-provided service. This is to be compiled from all line social service staff on the county payroll (in effect, the staff who participate in the SSTs), and represents the hours that can be coded to a current valid BRASS code as defined in the 2008-2009 BRASS Manual. Hours should be entered to the nearest hundredth of an hour - not minutes. See Attachment B for a full discussion of staff service hours for the SEAGR Report.

E. Total Expenditures

Enter the sum of Column A and Column C.

LINE ENTRY INSTRUCTIONS:

Service Lines:

For individual BRASS services, enter the whole dollar amounts in each appropriate column. Do not enter a dollar sign. In Column B, enter units of time (day, hour, group hour) to the nearest hundredth - not minutes. For other types of units (meal, screening, client-trip) enter the count. In Column D, enter hours to the nearest hundredth - not minutes. Where a county has no service expenditures, leave a blank or enter zero.

Line (1) Children's Services Program Subtotal

Total all Children's Services entries.

Line (2) Child Care Program Subtotal

Total all Child Care entries.

Line (3) Chemical Dependency Program Subtotal

Total all Chemical Dependency entries.

Line (4) Mental Health Program Subtotal

Total all Mental Health entries.

Line (5) Developmental Disabilities Program Subtotal

Total all Developmental Disabilities entries.

Line (6) Adult Program Subtotal

Total all Adult Services entries.

Line (7) BRASS Services Total

Total all BRASS program subtotals Lines (1) through (6).
(Column B will not total)

INSTRUCTIONS FOR COMPLETING SCHEDULE 2557.1 "STATE REVENUES FOR SOCIAL SERVICES"

This schedule reports State revenue receipted during the quarter by source for each BRASS program. Each program has four "other" lines for reporting a revenue not listed. Those marked "Other (DHS Approved)" must be used only for DHS designated revenues. Designated revenues will be issued by letter from DHS Financial Operations Division, and/or will be listed in the current invoice field code bulletin. The invoice field code on the warrant stub will provide SEAGR revenue line numbers upon which to report the "Other (DHS-Approved)" revenue. Provide a brief description of the revenue. For counties with revenues other than those listed, report on the regular "other" lines. Provide a description of the revenue listed on the "other" line. Total the program revenues on the lines provided under the TOTAL column.

Note that consecutive item numbering (left side of schedule) on the revenue schedules (state, federal, and miscellaneous) is not the same as the revenue entry number (e.g., S2 or S44) which is listed under column "ENTRY #" on the schedule. Revenues in SEAGR will be referred to by the revenue entry number, which will always be the same for that particular revenue as long as it is reported.

Attachment D provides guidance for reporting MMIS revenues.

Line S51 Total State Program Revenue by Source

Enter the sum of Lines S7, S16, S23, S33, S43, and S50.

Line S53 CCSA Grant

Enter the revenue received during the reporting quarter.

Line S54 Total Intergovernmental State Revenue

Enter the sum of Lines S51 and S53. This amount must be the same as Line 11 (current quarter) on the DHS-2556.

Line S55 State Shared Revenue

Enter that portion of the reporting quarter's receipts allocated to the Social Services Fund. This must equal the amount listed on Line 10 (current quarter) of the DHS-2556.

Line S56 Total State Revenue

Enter the sum of Lines S54 and S55.

INSTRUCTIONS FOR COMPLETING SCHEDULE 2557.2 "FEDERAL REVENUES FOR SOCIAL SERVICES"

This schedule reports Federal revenue receipted during the quarter by source for each BRASS program. Each program has four "other" lines for reporting a revenue not listed. Those marked "Other (DHS Approved)" must be used only for DHS designated revenues. Designated revenues will be issued by letter from DHS Financial Operations Division, and/or will be listed in the current invoice field code bulletin. The invoice field code on the warrant stub will provide SEAGR revenue line numbers upon which to report the "Other (DHS-Approved)" revenue. Provide a brief description of the revenue. For counties with revenues other than those listed, report on the regular "other" lines. Provide a description of the revenue listed on the "other" line. Total the program revenues on the lines provided under the TOTAL column.

Note that consecutive item numbering (left side of schedule) on the revenue schedules (state, federal, and miscellaneous) is not the same as the revenue entry number (e.g., F5 or F22) which is listed under column "ENTRY #" on the schedule. Revenues in SEAGR will be referred to by the revenue entry number, which will always be the same for that particular revenue as long as it is reported.

Attachment D provides guidance for reporting MMIS revenues.

Line F53 Total Federal Program Revenue by Source

Enter the sum of Lines F11, F21, F27, F37, F45, and F52.

Line F54 MA Non-Waiver SS Administration (SSTS)

Enter the revenue received during the reporting quarter. Do not enter other types of SSTS revenues here. Specifically, Title IV-E and Rule 25 SSTS revenues must be reported separately within their respective programs.

Line F56 Title XX Block Grant

Enter the revenue received during the reporting quarter.

Line F57 Total Intergovernmental Federal Revenue

Enter the sum of Lines F53, F54, and F56. This amount must be the same as Line 12 (current quarter) on the DHS-2556.

INSTRUCTIONS FOR COMPLETING SCHEDULE 2557.3 "MISCELLANEOUS REVENUES FOR SOCIAL SERVICES"

This schedule reports "miscellaneous" revenue receipted during the quarter by source for each BRASS program. The sources -- charges for services, gifts and contributions, and miscellaneous revenue -- are the same for each program. Total program revenues on the lines provided under the TOTAL column.

Line M25 Total "Miscellaneous" Program Revenue by Source

Enter the sum of Lines M4, M8, M12, M16, M20, and M24. This total must equal the sum of Lines 13, 14, and 15 (current quarter) for the DHS-2556. Use the following as additional checks:

The sum of Lines M1, M5, M9, M13, M17, and M21 must equal Line 13 on the DHS-2556.

The sum of Lines M2, M6, M10, M14, M18, and M22 must equal Line 14 on the DHS-2556.

The sum of Lines M3, M7, M11, M15, M19, and M23 must equal Line 15 on the DHS-2556.

ATTACHMENT B

RECOMMENDED COST ALLOCATION PROCEDURES FOR USE WITH THE SEAGR REPORT

The following cost allocation procedures constitute DHS recommended practice. Some discussion of allocation principles is also found in Attachment A of the BRASS Manual, bulletin no. 07-32-17, (December 3, 2007).

STAFF-PROVIDED EXPENDITURES - ALLOCATIONS

The COFARS Program 700 "Social Services Administration" represents staff-provided services (wages and benefits, occupancy, overhead, etc.). It is allocated to the BRASS services on the basis of time-book reporting by line social service staff. The hours involved are shown on the SEAGR Report as Column D, entitled Hours of Staff Service. The allocated dollars are entered in Column C. The recommended steps are as follows:

1. Determine the total eligible amount of agency overhead, administration, and staff provided costs to be allocated. This amount is computed on the Social Service Fund Report, Schedule 2556.1, Line 8.
2. Determine the total number of hours of staff service reported by line social service staff on the county payroll. See the discussion explaining "Hours of Staff Service" in the next section.
3. Calculate the "cost per hour" by dividing the dollar amount from #1 by the hours from #2.
4. Multiply the "cost per hour" (#3) times the hours reported for each service (Column D) to get the expenditures for that service. Enter these amounts in Column C.

A short example using only a few BRASS services follows:

- | | | |
|-----|---|-------------|
| (1) | Line 8 (Schedule 2556.1) = | \$200,000 |
| (2) | Hours of staff service = | 5,000 hours |
| (3) | Cost per hour: (1)/(2) = | \$40 |
| (4) | On the DHS-2557 Columns C and D would be: | |

<u>BRASS SERVICE</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
xxx	40,000	1,000
xxx	20,000	500
xxx	80,000	2,000
xxx	30,000	750
xxx	<u>30,000</u>	<u>750</u>
Total	\$200,000	5,000 Hours

If a county agency uses multiple cost centers, then the above steps could be repeated for each of the cost centers, as needed.

HOURS OF STAFF SERVICE

A standard definition for hours of staff service (column D on the SEAGR Report, DHS-2557) used to allocate "Social Services Administration" has become very important. Consistency among counties, comparability of average staff costs, and even some program grant earnings depend upon staff hours reported. The definition for reporting hours of staff service is provided in Attachment A: Instructions for Completing the SEAGR Report (DHS-2557), page A4 paragraph D reads:

"Enter the hours of staff-provided service. This is to be compiled from all line social service staff on the county payroll (in effect, the staff who participate in the SSTS), and represents the hours that can be coded to a current valid BRASS code as defined in the 2008-2009 BRASS Manual."

There are two key elements to the above definition for reporting staff service time and the following discussions should clarify these elements and help standardize county reporting:

(1) Who are line social service staff?

Generally, following the guidelines for participation in the Social Service Time Study (SSTS) will answer this question. Line staff are non-supervisory, funded by the county's Social Service Fund, are on the county's social service payroll, and hold professional or paraprofessional positions. This would also apply to part time workers and include case aides and family service aides. In rare cases a county public health worker could report their time in SEAGR. See the instructions for the Social Service Fund Report (DHS-2556) in bulletin no. 07-32-02 (March 1, 2007) page A6. Note the conditions that must be met for the public health worker to be part of the SSTS and record their BRASS service time. Individuals under contract, under purchase of service agreements, or funded by a third party source are excluded. Refer to bulletin no. 07-32-13 (July 27, 2007) for more specific information on SSTS participants.

However, counties should use some discretion in applying these guidelines. Service time could be recorded for a supervisor if that individual is not acting in a supervisory capacity and is actually providing a BRASS service in accordance with the service definition. Another example may be the case where a non-professional worker spends time providing *Information and Referral* (x01x). The main factor in both cases is provision of a BRASS service. In both the above cases, it would be logical to report the service time if it was more than incidental and probably of an ongoing nature.

(2) What constitutes hours of service?

Provision of a BRASS service is the key. Analysis of the BRASS code definitions such as Case Management demonstrates that face-to-face contact with a client is not necessary. On the other hand, perusal of the codes also confirms that there is no BRASS code for lunch, work breaks, training that is not program related, and paperwork outside of the context of services. For

example, paperwork for assessments and case management is service related and this time must be coded to a BRASS code. However, paperwork to requisition more assessment forms or to request a new computer to track cases is not providing a BRASS service and this time must not be coded for SEAGR. Thus, using the definition of staff service for SEAGR should lead to the reporting of more hours of service than just face-to-face client contact, but in most cases lead to reporting less than eight hours of staff time per worker, per work day. With knowledge of the BRASS service code definitions, line social service staff should code their time that fits a BRASS code definition and not report their time that does not fit a BRASS code definition.

For CCM (Client Contact Management) and SSIS counties, do not confuse the use of activity codes and BRASS codes. Specifically, use of an activity code alone does not count for staff time on SEAGR. Time must be reported to a BRASS service in order to be included on SEAGR.

WHAT IF A COUNTY NEEDS A MORE ACCURATE COST ALLOCATION IN SEAGR?

Sometimes a county may not be satisfied with the allocation described above on page B1 (referred to hereafter as the "default" method). Any county can override the default allocation. This could involve using an entire different allocation developed by the county or a county may simply need to adjust the allocation for direct charges to a few BRASS codes. In any case, the county should develop an audit trail to substantiate the different allocation or direct charges.

Examples of a different basis of allocation could reflect an unorthodox division of labor, much lower or higher rate of pay, competitive pricing, or a specific case involving predetermined costs based on the BRASS-based Fiscal Report (DHS-2895).

To actually override the default allocation in SEAGR, run the report (in SSIS or in the excel spreadsheet) with only the overhead dollars and staff hours that are to be allocated by the default method. The overhead dollars and hours left off then need to be adjusted back into the report (direct charged) at the appropriate BRASS service(s).

For example, a more accurate cost allocation in SEAGR may be necessary to report the same costs as reported on the BRASS- based DHS-2895 Report. This paper report divides costs within certain BRASS codes into special grant programs. Since the DHS-2895 is more detailed than SEAGR (it subdivides BRASS code costs and SEAGR does not do this), it supersedes the SEAGR Report and counties must insure that SEAGR reflects the same costs by BRASS code as the DHS-2895. This can be done using the exact same process as described in the preceding paragraph. The DHS-2895 provides the audit trail to override the default allocation. The staff costs and hours on the DHS-2895 need to be withheld from allocation until after SEAGR is run. These costs and hours can then be adjusted back into the SEAGR Report in the affected BRASS codes.

"SERVICES TO BE ALLOCATED" EXPENDITURES

If for some reason a county does accumulate social service costs that cannot be recorded under a valid BRASS code, they will have to use some internal method to put these costs into valid codes when building the SEAGR Report. This can be done by “adjustments” after the normal SEAGR data is run. The allocation of these costs could be based upon history, levels of normal costs, or some other consistent methodology. A county should keep a record of this allocation in order to substantiate the costs.

ATTACHMENT C

REPORTING UNITS OF SERVICE FOR PURCHASED SERVICES

Counties must report standard units of service for purchased-service expenditures in Column B of the SEAGR Report. Note that these are standard units for reporting purposes only. County agencies may contract or pay using non-standard units. In fact, for many MA-reimbursable services, other units are used. Conversion tables to these standard units are included later in this Attachment. For some BRASS services a standard unit of service could not be defined, and for other services units of service data was not meaningful. In these cases Column B is crossed out and no units of service need be reported.

STANDARD BRASS PURCHASED-SERVICE UNIT TYPE DEFINITIONS

Standard units are listed on the SEAGR Report in the column entitled Unit Type Purchased Service, next to Column B. Report the number of units in Column B. There are five standard unit types for CY2008:

HOURL. Hours must be reported in whole hours or decimal fractions, consistent with how time for staff-provided services is reported in Column D. HOUR is the most common unit type.

DAY. Days must be reported in whole days and decimal fractions. All residential services have DAY as the unit type if a unit type is required.

GROUP HOUR. This unit is for *Group Counseling* only (156x and 656x). The actual time of service provision (i.e., the counselor's time) must be reported.

MEAL. This unit represents a count of individual meals provided for 628x *Home Delivered Meals* and 629x *Congregate Meals*.

SCREENING. This unit is used for one screening event for 505x *DD Screening*.

Note that CLIENT-TRIP is no longer a unit of service required for 317x *Detoxification Transportation*. The legislative requirement to track the total number of individuals transported to detoxification facilities has been dropped.

If Column B of the SEAGR Report is crossed out, purchased-service units of service are not to be reported. SEAGR will report only dollars (in Column A) for these services when purchased. However, counties may be required to provide client counts for some of these services on the Annual Client Summary Report (CSR). Also note that SEAGR and CSR reporting will not require units for the Mental Health CSP (Community Support Program) services and the FCSS (Family Community Support Services). For these and for other mental health services, counties should continue to provide the permissible unit types for services in the Community Mental Health Reporting System in accordance with the instructions for that system.

There are cases where some of the services included in a particular BRASS service description cannot be expressed in the standard unit. For example, the Initial Clothing Allowance for *Child Family Foster Care* cannot be expressed by DAY. In these and in similar cases use the prescribed unit, but do not report any units for the miscellaneous costs within the service that do not translate into the standard unit.

SPECIAL PROBLEMS IN REPORTING UNITS OF SERVICE

A number of county agencies have indicated that reporting units of purchased service may present special problems in particular situations. The problems identified typically fall into two categories:

1. Fixed Grants to Vendors:

A county agency may contract to a vendor to provide whatever services are required, from none to many, at a fixed cost. No units of service may be known at the time payment is made.

Solutions Available:

- Switch from the fixed grant approach to a fee for service system.
- Separate the fixed grant payment from the collection of units. Arrange for the vendor to report the actual units of service provided at the end of the quarter, and report this data on SEAGR.

2. Late Unit Data:

A county agency may receive units-of-service data from the vendor, but the data routinely comes too late for inclusion in the SEAGR Report.

Solutions Available:

- Arrange for timely reporting. This should be a reasonable contract requirement for county agencies to insist upon.
- If timely reporting is genuinely impractical, DHS will accept the prior quarter's unit data. In other words, report current expenditures, and the units of service provided in the previous quarter. This procedure must be consistently followed quarter after quarter until timely reporting becomes feasible, and must be restricted to the specific vendor(s) and service(s) involved.

CONVERSIONS FROM NON-STANDARD UNITS

One of the major concerns expressed by counties is that many of their vendor contracts or MA reimbursement procedures call for units different from those standard units required to be reported for purchased-services in the SEAGR Report. While DHS encourages counties to write their contracts to conform to these standard units, it is recognized that this is not always

possible or advantageous, as in the case of waived services and child care. Counties may continue to use multiple unit types for single BRASS services for their own record-keeping purposes and in vendor contracts; however, only the one standard unit type for each BRASS service will be accepted on the SEAGR Report.

For those BRASS services where counties are likely to have unit types different from the standard, conversion formulas have been developed. For example, many waived services have two or more Health Care Procedure Codes (HCPCs) in order to accommodate different available time units for MA billing. Therefore, if one BRASS service has two HCPCs, one with a 30-minute unit and one with a day unit, formulas are provided to translate these units into the standard unit (e.g., HOUR).

Most non-standard units that are expressed in time, such as "minute" or "week", can be converted to the standard BRASS unit very simply according to a formula. Table 1 provides the formulas that can be used as general rules for time conversions to HOUR or DAY. Table 2 lists the BRASS services, HCPCs, and formulas that are exceptions to the rules in Table 1. Note that some BRASS services convert to several HCPCs, some have units that follow the general rule, and some of which are exceptions. Only the exceptions are listed in Table 2.

SSIS will automatically translate and convert non-standard units for the SEAGR Report. Counties not using SSIS to submit their SEAGR Report will have to set up their own conversion program or procedures.

TABLE 1
GENERAL RULES FOR CONVERTING TIME UNITS

Time units to **HOURS**:

15-minute units ÷ 4 = HOURS

30-minute units ÷ 2 = HOURS

1-minute units ÷ 60 = HOURS

Time units to **DAYS** (residential services only):

24-hour day units x 1 = DAYS

WEEK units x 7 = DAYS

HALF-MONTH units x 15 = DAYS

MONTH units x 30 = DAYS

QUARTER units x 90 = DAYS

Table 2, listing exceptions to the above conversion rules, follows. The BRASS services listed in Table 2 are identified on the sample SEAGR Report at the end of this bulletin by an asterisk (*) next to the unit type. Table 2 reflects a realignment of HCPCs that corresponds to the current MMIS.

TABLE 2: BRASS UNIT CONVERSION FORMULAS - EXCEPTIONS TO STANDARD CONVERSIONS

BRASS SERVICES	HCPC	BRASS UNIT	OTHER UNIT	CONVERSION FORMULA
CHILDREN'S SERVICES				
105x Long Term Care Consultation		HOUR	SCREENING	HOURS = SCREENING X 5
124x Home-Based Support Services		HOUR	DAY	HOURS = DAY X 6
125x Homemaking Services		HOUR	DAY	HOURS = DAY X 6
156 Group Counseling	S5110	GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	30 MINUTES	GROUP HOURS = 30MIN / 2
CHILD CARE/ STRIDE				
211x Basic Sliding Fee Child Care		HOUR	DAY	HOURS = DAY X 10
		HOUR	WEEK	HOURS = WEEK X 50
		HOUR	1/2-MONTH	HOURS = 1/2-MONTH X 107.5
		HOUR	MONTH	HOURS = MONTH X 215
		HOUR	PART-DAY	HOURS = PART-DAY X 5
212x MFIP Child Care		(THE SAME CONVERSIONS AS 211X ABOVE)		
214x Other Child Care		(THE SAME CONVERSIONS AS 211X ABOVE)		
CHEMICAL DEPENDENCY				
305x Rule 25 Assessment/Rule 24 Financial Eligibility Determination		HOUR	CONTACT	HOURS = CONTACT X 1.5
		HOUR	PERSON	HOURS = PERSON X 1.5
		HOUR	SESSION	HOURS = SESSION X 1.5
352x Primary Outpatient Treatment		HOUR	DAY	HOURS = DAY X 5

TABLE 2: BRASS UNIT CONVERSION FORMULAS - EXCEPTIONS TO STANDARD CONVERSIONS

BRASS SERVICES	HCPC	BRASS UNIT	OTHER UNIT	CONVERSION FORMULA
MENTAL HEALTH				
467x Child Day Treatment		HOUR	DAY	HOURS = DAY X 4
		HOUR	1/2-MONTH	HOURS = 1/2-MONTH X 44
		HOUR	MONTH	HOURS = MONTH X 88
		HOUR	QUARTER	HOURS = QUARTER X 264
		HOUR	PART-DAY	HOURS = PART-DAY X 4
468x Adult Day Treatment		(THE SAME CONVERSIONS AS 467X ABOVE)		
DEVELOPMENTAL DISABILITIES				
531x In-Home Family Support Services	S5116	HOUR	SESSION	NONE
		HOUR	DAY	HOURS = DAY X 8
534x Semi-Independent Living Services (SILS)		HOUR	DAY	HOURS = DAY X 6
		HOUR	WEEK	HOURS = WEEK X 30
		HOUR	1/2-MONTH	HOURS = 1/2-MONTH X 66
		HOUR	MONTH	HOURS = MONTH X 132
564x Adult Supported Living Services		DAY	EACH TIME	NONE
		DAY	15 MINUTES	DAYS = 15 MINUTE / 24
		DAY	30 MINUTES	DAYS = 30 MINUTE /12
		DAY	HOUR	DAYS = HOUR / 8
565x Child Supported Living Services		(THE CONVERSIONS AS 564X ABOVE)		
566x Day Training & Habilitation (DAC)		DAY	30 MINUTES	30 MINUTE / 12
		DAY	GROUP HOUR	DAYS = GROUP HOUR / 6
		DAY	1/2-MONTH	DAYS = 1/2-MONTH X 11
		DAY	MONTH	DAYS = MONTH X 22

TABLE 2: BRASS UNIT CONVERSION FORMULAS - EXCEPTIONS TO STANDARD CONVERSIONS

BRASS SERVICES	HCPC	BRASS UNIT	OTHER UNIT	CONVERSION FORMULA
ADULT SERVICES				
605x Long Term Care Consultation		HOUR	SCREENING	HOURS = SCREENING X 5
622x Companion Services		HOUR	DAY	HOURS = DAY X 6
		HOUR	WEEK	HOURS = WEEK X 30
		HOUR	1/2-MONTH	DAYS = 1/2-MONTH X 66
		HOUR	MONTH	HOURS = MONTH X 132
		HOUR	PART-DAY	HOURS = PART-DAY X 4
624x Home-Based Support Services	S5116	HOUR	SESSION	NONE
	T1021	HOUR	VISIT	NONE
		HOUR	DAY	HOURS = DAY X 6
625x Homemaking Services		HOUR	DAY	HOURS = DAY X 6
634x Semi-Independent Living Services		HOUR	DAY	HOURS = DAY X 6
637x Employability		HOUR	DAY	HOURS = DAY X 6
		HOUR	1/2-MONTH	DAYS = 1/2-MONTH X 66
		HOUR	MONTH	HOURS = MONTH X 132
649x Adult Day Care		HOUR	DAY	HOURS = DAY X 6
		HOUR	WEEK	HOURS = WEEK X 45
		HOUR	1/2-MONTH	DAYS = 1/2-MONTH X 96.75
		HOUR	MONTH	HOURS = MONTH X 193.5
		HOUR	PART-DAY	HOURS = PART-DAY X 4
656 Group Counseling	S5110	GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	15 MINUTES	GROUP HOURS = 15MIN / 4
		GROUP HOUR	30 MINUTES	GROUP HOURS = 30MIN / 2

--

-TABLE C3-

ATTACHMENT D

RECEIPTING MMIS REVENUES FOR SEAGR

MMIS Payments

DHS makes payments to counties through the centralized Medicaid Management Information System (MMIS) for MA waivers, screenings, case management, and other selected services. These payments will not show invoice field codes, and the remittance advice indicates the funding involved. MMIS revenues pertaining to social services should be receipted to one of the six final programs just the same as any other revenue.

MMIS Impact

Although there is not a county share for most MA services billed through the MMIS payment system, there are some exceptions. Counties have the option of paying DHS for the county share in those cases through Social Services programs or through their MA Program. If Social Services pays, use an appropriate BRASS code for the expense.

MMIS allows for direct billing by authorized vendors for services. Therefore, a significant portion of social service (MA) activity is not processed and billed through the county.

MMIS now divides MA service activities into their appropriate programs. This is done on the MMIS County Confirmation Report (CCR). In addition, this monthly report allows counties to post the MMIS payments to the proper revenue accounts, report revenue receipts properly on SEAGR through use of revenue code entry numbers (the same as those used in the invoice field codes), and reconcile daily or weekly recovery entries.

Reporting MMIS Revenues from the County Confirmation Report (CCR) on the SEAGR Supporting Schedules

When completing the SEAGR Report, some of these revenues are added together on summary lines such as "MA Waiver/Case Management." The following table will clarify how they are to be entered on the supporting revenue schedules. A two or three digit code is used as the entry number for reporting a revenue. The first digit is an "S" (for State revenue reported on SEAGR Schedule 2557.1) or an "F" (for Federal revenue reported on SEAGR Schedule 2557.2). On the revenue schedules the entry number is in the column entitled "ENTRY #" and the revenue must be reported on the line next to the specific entry number.

The following information is based upon the CCR current to January 1, 2008. Line numbers and services can change as the CCR is updated with the most current MMIS payments. In any event use the COFARS / BRASS & REV CODES on the far left column on the CCR for receipting and reporting the social service federal and state shares.

710 Children's Services Program (lines 9-15 on the CCR)

Child Welfare Targeted Case Management (CW-TCM)

There is no state share to report

MMIS federal share (column 3) on F5

CAC, CADI, TBI, RSC, and LTCC (when client is a child)

MMIS state share (column 2) on S1

MMIS federal share (column 3) on F6

Consumer Support Grant (CSG)

MMIS state share (column 2) on S68

There is no federal share to report

720 Child Care Program (none)

730 Chemical Dependency Program (none)

740 Mental Health (MH) Program (lines 16-21 on the CCR)

MH-TCM (adult and child)

there is no state share to report

MMIS federal share (column 3) on F31 for adults

MMIS federal share (column 3) on F64 for child

PASARR MH

MMIS state share (column 2) on S27

MMIS federal share (column 3) on F32

MA MN Child Residential treatment

there is no state share to report

MMIS federal share (column 3) on F66

MH Rehabilitation services adult

MMIS state share (column 2) on S64

MMIS federal share (column 3) on F63

Assertive Community Treatment (ACT)

MMIS state share (column 2) on S64

MMIS federal share (column 3) on F63

750 Developmental Disabilities Program (lines 22-25 on the CCR)

PASARR DD

MMIS state share (column 2) on S36
MMIS federal share (column 3) on F39

DD Screening

MMIS state share (column 2) on S37
MMIS federal share (column 3) on F40

DD (MR/RC) Services, MA Day Training and Habilitation (DT&H is usually not county provided)

MMIS state share (column 2) on S38
MMIS federal share (column 3) on F38

760 Adult Services Program (lines 26-35 on the CCR)

Elderly Waiver (formerly ACG), CAC, CADI, TBI, RSC, and LTCC (when client is an adult)

MMIS state share (column 2) on S44
MMIS federal share (column 3) on F47

Consumer Support Grant (CSG)

MMIS state share (column 2) on S68
There is no federal share to report

VA / DD – Targeted Case Management adult

There is no state share to report
MMIS federal share (column 3) on F42 (yes, F42 is in DD on SEAGR)

Contract Processing

There is no state share to report
There is no federal share to report
Report on M21

Alternative Care

MMIS state share (column 2) on S45
There is no federal share to report

Exceptions (Part 4) on the County Confirmation Report

Because of program and system complexities and changes the CCR Part 1 may not include all payments. These services and their payments will usually be listed on the CCR Part 4 (exceptions) until they can be programmed to Part 1.

ATTACHMENT E

FISCAL REPORTING THROUGH THE SEAGR REPORT

The SEAGR Report is the fiscal reporting mechanism for the following grant programs:

- CCSA Block Grant
- Title XX Block Grant
- Monitoring for Maintenance of Effort for Mental Health
- Family Assessment Response Grants
- Family Group Decision Making
- Relative Custody Assistance Program
- Children and Adult Mental Health Grants
- Developmental Disabilities Semi-Independent Living Services (DD SILS)
- Developmental Disabilities Family Support Program
- Consumer Support Grant
- Parent Support Outreach Pilot Program
- Support for Emancipation and Living Functionally Program (SELF)

Further explanation regarding the fiscal reporting of each of these programs within the SEAGR Report is provided in the sections that follow. For ease of reference, each program is on one page.

REPORTING BY CONSORTIUMS

Where any of these grant programs are administered through a consortium of counties, DHS requires that the host county report all costs and grant revenues within the SEAGR Report as outlined in this attachment. This is necessary to avoid errors such as duplicate reporting and incorrect calculation of grant earnings. If any consortium is reporting differently, they must inform DHS Financial Operations Division.

CCSA Block Grant

Overview

The Children and Community Services Act (CCSA) Grant replaced the long-standing Community Social Services Act (CSSA) Grant and a number of other grants, but is funded differently. The CCSA grant has two parts; the state-funded portion and the federal Title XX funded portion. For purposes of this section, only the state portion of the grant will be discussed.

Grant Earnings

Expenditures in all of the BRASS codes reported on the SEAGR Report, except as listed below, are used by DHS in the determination of CCSA Block Grant earnings. Note that of the 174 BRASS services, only 28 are not used for grant earnings - it is therefore easier to list these "unused" codes:

Codes not used for grant earnings: 105, 136, 147, 158, 182, 191, 194, 197, 212, 237, 258, 358, 410, 439, 440, 458, 466, 490, 491, 505, 558, 591, 605, 636, 647, 658, 691, 694

All BRASS codes are eligible to be used in CCSA grant earnings calculations, but DHS Financial Operations Division does not use the above codes since they are nearly always paid by another source. If a county's grant earnings are short of the required amount, the unused codes will be factored back into the calculations. This is a very rare occurrence.

Expenditures from BRASS codes used to compute the state portion of CCSA grant earnings are reduced by categorical funds, SSTs, and Title XX funding, using a program allocation scheme. The quarterly SEAGR output report, entitled Earnings Advisory, reports the resultant CCSA state grant earnings and their recommended program distribution to each county.

Reporting Revenue

The CCSA Block Grant payment to counties is made on or before July 10th of each year. Counties must report state CCSA Block Grant revenue received during the quarter on Entry S53 of the SEAGR Schedule 2557.1. The Invoice Field Code is "CCSAGBLOKGRT53".

Questions

Direct questions regarding the allocations, fiscal reporting, and grant payments for the CCSA Block Grant to Jerry Medlicott, Financial Operations Division, at 651-431-3781 or jerry.medlicott@state.mn.us Direct all other questions regarding the CCSA Block Grant to Ralph McQuarter, Community Partnerships Division, at 651-431-3858.

Title XX Block Grant

Overview

The Title XX Block Grant is a federally funded program for social services expenditures made pursuant to Title XX of the Social Security Act. The Title XX Block Grant is awarded on a calendar year basis. The Title XX grant is technically part of the CCSA Grant (see page E2), but for computation of grant earnings it will continue to be tracked separately in SEAGR.

Grant Earnings

Expenditures in the following BRASS codes reported on the SEAGR Report are used by DHS in the determination of Title XX Block Grant earnings:

101, 102, 104, 106, 107, 108, 109, 115, 116, 119, 121, 125, 139, 145, 146, 147, 155, 156, 161, 162, 163, 164, 165, 166, 167, 171, 183, 189, 192, 193, 196, 198, 201, 202, 211, 214, 293, 298, 301, 302, 305, 309, 316, 317, 336, 352, 369, 370, 371, 374, 375, 376, 393, 401, 402, 403, 404, 407, 409, 410, 416, 430, 431, 432, 434, 436, 438, 439, 440, 446, 451, 452, 453, 462, 466, 467, 468, 469, 474, 483, 489, 492, 493, 501, 502, 509, 516, 525, 531, 534, 564, 565, 566, 574, 589, 592, 593, 595, 601, 602, 604, 607, 615, 616, 619, 621, 622, 623, 625, 627, 628, 629, 634, 637, 645, 647, 648, 649, 655, 656, 671, 689, 693, 698

Expenditures from eligible BRASS codes are reduced by categorical, miscellaneous, and SSTS funds, using a program allocation scheme. The quarterly SEAGR output report, entitled Earnings Advisory, reports the resultant Title XX grant earnings and recommended program distribution to each county.

Reporting Revenue

Title XX Block Grant payments to counties are made on a monthly basis. Counties must report federal Title XX Block Grant revenue received during the quarter on Entry F56 of the SEAGR Schedule 2557.2. The Invoice Field Code is “70TXXSSBLOKGRT56”.

Questions

Direct questions regarding the allocations, fiscal reporting, and grant payments for the Title XX Block Grant to Jerry Medlicott, Financial Operations Division, at 651-431-3781 or jerry.medlicott@state.mn.us Direct all other questions regarding the Title XX Block Grant to Paul Ramcharit, Child Safety and Permanency Division, at 651-431-3877.

Monitoring for Maintenance of Effort

Overview

DHS is charged with monitoring compliance with the maintenance of effort (MOE) requirements for Mental Health. This monitoring is done through the measurement of expenditures in a variety of BRASS codes. The expenditures reported in these codes are compared to the expenditure requirements of these MOE programs to determine if the county is in compliance.

Feedback

Each county will receive a quarterly memo detailing their MOE status for Mental Health.

Reporting

The BRASS codes for Mental Health include all 400 series brass codes.

Questions

Direct questions regarding the maintenance of effort for these programs to Ray Truelson, Financial Operations Division, at 651-431-3780 or ray.truelson@state.mn.us

Family Assessment Response Grants

Overview

Family Assessment Response (FAR) is a strength-based and community-oriented approach to addressing child maltreatment reports that do not allege substantial child endangerment. The goal of FAR is to keep children safe by tailoring the response to reports of child maltreatment to the needs of the child and family. Under FAR, no investigation or determination of child maltreatment is made. Instead, a family assessment is completed to determine the safety of the child, the risk of maltreatment, and to identify family needs and strengths. When the child's safety is at risk or the risk of maltreatment is at an unacceptable level, the agency must provide services to remove or lessen the safety concerns and maltreatment risks.

References

Please refer to the following:

Minnesota Statute section 626.556

Bulletin no. 07-32-11 (September 7, 2007) DHS Announces the 2008 Human Service Allocations

Grant Earnings

Expenditures reported in codes *164x Family Assessment Response Services*, and *192x Family Assessment Case Management* will be used by DHS when determining FAR grant earnings. Note that *108x Family Assessment Response* is not eligible for grant earnings. Since this program has its own BRASS codes, no other fiscal reporting is required from participating counties.

Reporting Revenue

Counties report state FAR payments received during the quarter on Entry S67 of the SEAGR Schedule 2557.1. The Invoice Field Code used for DHS state FAR payments to counties is "71FAMILYRESPONS67". Counties report federal FAR payments received during the quarter on Entry F65 of the SEAGR Schedule 2557.2. The Invoice Field Codes used for DHS federal FAR payments to counties are "71T4B1FAMYRESP65" or "71T4B2FAMYRESP65".

Questions

Direct questions regarding fiscal reporting for the Family Assessment Response Program to Mark Pochardt, Financial Operations Division, at 651-431-3775 or mark.pochardt@state.mn.us. Direct all other questions regarding this program to Carole Johnson, Children Safety & Permanency Division, at 651-431-4699.

Family Group Decision Making

Overview

Family Group Decision Making (FGDM) is a strategy that gathers family members, child welfare and mental health professionals, and others closely involved in children's lives to discuss families' strengths, concerns, and resources, to develop a family safety plan. It is a process for families to make better decisions about caring for their children and keeping their families together. Through FGDM, also known as family group conferencing, participants focus on their strengths to resolve their concerns. Based on family strengths and the children's needs, families create a plan to ensure their children's safety and preserve their family. Since families know their children best, they are able to develop plans that work best for them.

Participation

All counties may provide these services under BRASS code *166x Family Group Decision Making*. See the 2008-2009 BRASS Manual in bulletin no. 07-32-17, dated December 3, 2007, for a complete definition of FGDM activity. However, only counties that have been issued a grant award letter may participate in the federal grant reimbursement. Grant award letters have been issued covering CY2007 and CY2008. The letter provides information on funding, county duties, evaluation, and reporting requirements

Counties wishing to participate in FGDM federal grant support must apply to DHS Children and Family Services Division. See the program contact information below in the *Questions* section.

Grant Earnings

Expenditures reported in BRASS code *166x Family Group Decision Making* will be used by DHS when determining FGDM federal grant earnings. Since this program has its own BRASS code, no other fiscal reporting is required from participating counties.

Reporting Revenue

Counties must report the federal FGDM Program revenue received during the quarter on Entry F08 of the SEAGR Schedule 2557.2. The Invoice Field Code used for DHS payments to counties is "71TITL4B2FGDMR08".

Questions

Direct questions regarding fiscal reporting for the FGDM Program Mark Pochardt, Financial Operations Division, at 651-431-3775 mark.pochardt@state.mn.us Direct all other program and application questions to Jerry Lindskog, Child Safety & Permanency Division, at 651-431-4679 or Gerald.A.Lindskog@state.mn.us

Relative Custody Assistance Program

Overview

This program provides financial assistance for eligible children who are being placed in the permanent legal and physical custody of a relative. The transfer of custody must be completed by court order.

A child is eligible for the Relative Custody Assistance Program (RCAP) if the child is part of a sibling group being placed together or has a physical, mental, emotional, or behavioral disability that requires financial support. Upon establishment of a child's eligibility, the county enters into a RCAP agreement with the relative that specifies the amount of payment and duties of the parties.

The State will reimburse each county on a quarterly basis the amount of cash payments the county pays to the relative custodians. RCAP payments and reimbursements are subject to the availability of state funds. For the most recent information on the Relative Custody Assistance Program, please refer to the Relative Custody Assistance Program flyer DHS-4769-ENG issued August 2007.

Grant Earnings

Expenditures reported in code 182x *Relative Custody Assistance* will be used by DHS when determining RCAP earnings. Since this program has its own BRASS code, no other fiscal reporting is required from participating counties.

Reporting Revenue

Counties must report state Relative Custody Assistance Program revenue received during the quarter on Entry S2 of the SEAGR Schedule 2557.1. The Invoice Field Code used for DHS payments to counties is "71RELCUSTODYAT02".

Questions

Direct questions regarding fiscal reporting for the Relative Custody Assistance Program to Rhonda Lord, Financial Operations Division, at 651-431-3787 or rhonda.lord@state.mn.us
Direct all other questions regarding this program to Paj Daj Chang, Child Safety & Permanency Division, at 651-431-4718.

Children and Adult Mental Health Grants

Overview

All Children and Adult Mental Health Grants are reported through the SEAGR Report along with supplemental usage of the BRASS-Based Grant Fiscal Report (DHS-2895). See Bulletin No. 07-32-04, dated March 21, 2007, titled DHS Summarizes 2007 Mental Health Grant Fiscal Reporting Requirements. This bulletin provides detailed BRASS code and revenue receipting information on all the Children and Adult Mental Health Grants.

Payments/Reporting through SEAGR

Rule 12 (Minnesota Rules, parts 9535.2000-9535.3000) Grants are no longer paid separately. Rule 12 revenue will either be included in a county's Adult Mental Health Initiative Grant or as part of the county's Adult Mental Health Integrated Fund payment.

As stated above in the overview, see the Mental Health Grants bulletin for BRASS reporting and revenue receipting for all Children and Adult Mental Health Grants.

Questions

Direct questions regarding fiscal reporting all Mental Health Program grants to Ray Truelson, Financial Operations Division, at 651-431-3780 or ray.truelson@state.mn.us. Direct all other questions regarding Rule 12 and Adult Mental Health Grants to John Anderson, Mental Health Division, at 651-431-2240. Direct all other questions regarding Children's Mental Health Grants to Gary Cox, Children's Mental Health Division at 651-431-2327.

Developmental Disabilities Semi-Independent Living Services (DD SILS)

Overview

Developmental Disabilities Semi-Independent Living Services (DD SILS) is a state-funded, calendar year program that assists county boards in reducing their use of intermediate care services in regional treatment centers and community facilities for persons with mental retardation (ICF/MR). DD SILS provides a system of support services that enables people with mental retardation or related conditions to live as independently as possible in the community.

Grant Earnings

Expenditures reported in BRASS service 534x *Semi-Independent Living Services (SILS)* will be used by DHS in determining grant earnings.

Reporting Revenue

Counties must report DD SILS revenue received during the quarter on Entry S34 of the SEAGR Schedule 2557.1. The Invoice Field Code used for DHS payments to counties is “75DDSILSPROGRM34”.

Questions

Direct questions regarding fiscal reporting for DD SILS to David Zupfer, Financial Operations Division, at 651-431-3778 or david.zupfer@state.mn.us Direct all other questions regarding DD SILS to Melanie Fry (lead policy), Disabilities Services Division, at 651-431-2426.

Developmental Disabilities Family Support Program

Overview

The Developmental Disabilities Family Support Program is a state-funded, calendar year program established to provide subsidies to families to enable them to care for their dependents with mental retardation or related conditions in their own home.

Grant Earnings

Expenditures reported in BRASS service 535x *Family Support Program* will be used by DHS in the determination of DD Family Support Program grant earnings.

Reporting Revenue

Counties must report state DD Family Support Program revenue received during the quarter on Entry S35 of the SEAGR Schedule 2557.1. The Invoice Field Code used for DHS payments to counties is “75DDFAMSUPTGRT35”.

Questions

Direct questions regarding fiscal reporting for the DD Family Support Program to David Zupfer, Financial Operations Division, at 651-431-3778 or david.zupfer@state.mn.us Direct all other questions regarding the DD Family Support Program to Melanie Fry (lead policy), Disabilities Services Division, at 651-431-2426.

Consumer Support Grant

Overview

The Consumer Support Grant (CSG) is a consumer-directed service alternative to traditional long-term care programs. The CSG pays for goods and services that are beyond the normal cost of caring for a person with functional limitations. The support grants are available to individuals or families as an alternative to existing programs and services, such as the Developmental Disabilities Family Support Program, the Alternative Care Program, Personal Care Attendant services, Home Health Aid services, and other MA home care services.

Participation in the Consumer Support Grant Program is optional for counties. Counties wishing to participate must make application to DHS.

Grant Earnings

Expenditures reported in BRASS codes 136x and 636x *Consumer Support Grant* will be used by DHS when determining CSG grant earnings for those participating counties. Counties will bill for these payments through MMIS.

Reporting Revenue

Counties must report Consumer Support Grant revenue received during the quarter on Entry S68 of the SEAGR Schedule 2557.1. The Invoice Field Code used for DHS payments to counties is “76ADCONSUPGRNT68”.

Payments will be made on a quarterly advance/reimbursement schedule based on actual consumer enrollment in the program. The grant is state funded and administered on a State Fiscal Year period.

Questions

Direct questions regarding fiscal reporting for the Consumer Support Grant to David Zupfer, Financial Operations Division, at 651-431-3778 or david.zupfer@state.mn.us. Direct all other questions regarding the Consumer Support Grant to Melanie Fry (lead policy), Disabilities Services Division, at 651-431-2426, or to Paj Thao (enrollment and operations issues), Disabilities Services Division, at 651-431-2433.

Parent Support Outreach Pilot Program

Overview

The Parent Support Outreach Program (PSOP) identifies at risk families and provides early intervention services to reduce future risk of child maltreatment and other negative developmental outcomes for children. Families in the Program are those with at least one child under age 5 reported for child maltreatment but screened out from receiving a mandatory child protection assessment or investigation. Outreach and community based family support services are offered to families as needed to address child maltreatment risk factors and unmet family needs that threaten the stability of the family and the well being of children. Pilot counties and families participate in an evaluation of program activities and related outcomes.

Participation

All counties may provide PSOP services under BRASS codes 106x *Parent Support Outreach Assessment* and 167x *Parent Support Outreach Services*. See the 2008-2009 BRASS Manual in bulletin no. 07-32-17, dated December 3, 2007 for definitions of this PSOP activity. However, only counties that have applied and been accepted into the pilot may participate in any reimbursement.

Counties wishing to participate in PSOP reimbursement must make application to DHS Children Safety & Permanency Division. See the program contact information below in the *Questions* section.

Grant Earnings

Only expenditures reported in code 167x *Parent Support Outreach Services* will be used by DHS when determining PSOP grant earnings. Note that 106x is not eligible for grant earnings. No other fiscal reporting is required from participating counties.

Reporting Revenue

Counties must report PSOP revenue received during the quarter on Entry F08 of the SEAGR Schedule 2557.2 or in Entry M03 of SEAGR Schedule 2557.3. The Invoice Field Codes used for DHS payments to counties will be either “71T4B2PARNTSUP08” for federal reimbursement or “71MCKNIGHTPSOP03” for other funding.

Questions

Direct questions regarding fiscal reporting for the Parent Support Outreach Pilot Program to Mark Pochardt, Financial Operations Division, at 651-431-3775 or mark.pochardt@state.mn.us. Direct all other questions regarding this program to David Thompson, Children Safety & Permanency Division, at 651-431-4701.

Support for Emancipation and Living Functionally Program (SELF)

Overview

The Support for Emancipation and Living Functionally (SELF) program funds are allocated to Minnesota through the federal Chafee Foster Care Independence Act. The intent of SELF funding is to prevent homelessness and welfare dependency by preparing adolescents in long term out-of-home placement for the transition to adulthood. Counties and tribes apply for and receive about \$800,000 in SELF funds per year.

References

Please refer to the following:

Public Law 106-169 Foster Care Independence Act of 1999;

Minnesota Statutes, section 260C.212, subdivision 1;

Bulletin no. 07-68-14 (November 20, 2007) DHS Proposals for Adolescent Independent Living Skills Fund.

Grant Earnings

Expenditures reported in BRASS code *146x Adolescent Life Skills Training* will be used by DHS when determining SELF grant earnings. This is the only eligible BRASS code used to determine SELF eligible expenses. Since this program has its own BRASS code, no other fiscal reporting is required from participating counties.

Reporting Revenue

Counties must report the Federal SELF Program revenue received during the quarter on Entry F04 of the SEAGR Schedule 2557.2. The invoice field code used for DHS payments to counties is "71.IVESELFGRANT04".

Questions

Direct questions regarding fiscal reporting for the Support for Emancipation and Living Functionally Program to Mark Pochardt, Financial Operations Division, at 651-431-3775 or mark.pochardt@state.mn.us Direct all other questions regarding this program to Claire Hill, Children Safety and Permanency Division, at 651-431-4686 or claire.hill@state.mn.us

ATTACHMENT F

SEAGR RELATED PAYMENTS

Overview

This attachment previously included a schedule of standard payment dates and payment formulas for quarterly advances made to counties by DHS. However, legislation and program changes have rendered any set standards useless. Therefore, no schedule is included, but some general information follows.

Social Service Payments

The CCSA (Children & Community Services Act) Grant is paid once a year at the beginning of the state fiscal year in July. However, Title XX Block Grant funds (technically part of the CCSA) will continue to be paid as they have in the past: approximately one-twelfth of the grant award early each month.

Counties should check with the DHS program accountant for information on payment of other reimbursements or grants. See Attachment E of this bulletin for program accountant contact information for those grants or reimbursements earned through SEAGR. For other payments, consult the invoice field code bulletin no. 08-32-01, dated January 15, 2008. Each payment listed has the DHS Financial Operations Division program accountant name, and their phone numbers are on page 4.

**SEAGR REPORTING FOR COUNTY SOCIAL SERVICE AGENCIES
PARTICIPATING IN LOCAL COLLABORATIVES**

Overview

Most county social service agencies are currently involved in local collaboratives, referred to hereafter as simply collaborative(s), that are built around improved services to children and families. The concept behind these collaboratives is for local agencies (social services, schools, health, corrections, etc.) and other providers of services for children to form a long term, formal partnership to coordinate and/or provide services together, and administer an integrated fund. Collaboratives include three types:

- (1) Family Services Collaboratives that focus on prevention, education, and health; and,
- (2) Children's Mental Health Collaboratives that focus on children with emotional or behavioral disturbances; and,
- (3) Integrated Family Services and Children's Mental Health Collaboratives.

Many Family Service Collaboratives have integrated with Children's Mental Health Collaboratives resulting in one collaborative working towards both sets of goals. Implementation funding for each of these types of collaboratives may be provided by DHS and/or the Minnesota Department of Education (MDE).

What to Report in SEAGR

DHS defines what types of collaborative activity must be reported as part of the Social Service Fund. It is important to remember that both the Social Services Fund Report (DHS-2556) and SEAGR (DHS-2557) report this same Fund.

The primary idea is for county social services to report collaborative revenue and funding that flows through the agency enroute to the collaborative cost center for use as directed by the collaborative governance organization. Refer to the social services fund report bulletin no. 07-32-02 (March 1, 2007) Attachment D for a full discussion of accounting and reporting requirements. The actual revenues and expenses are outlined below and should provide clear reporting guidance.

Costs and revenues related to the collaborative must be reported as part of the Social Service Fund only as follows:

- (1) Report all DHS funding for the Children's Mental Health Collaboratives. This funding is received directly by county social services and must be reported as revenue when received and as an expense when transferred to the collaborative fiscal agent, or if retained by county social services, when expended for actual services.

(2) Report Local Collaborative Time Study (LCTS) reimbursements. The county social service agency is the recipient of these funds in their capacity as the LCTS fiscal reporting and payment agent. The same guidance applies, as per (1) above. Also, see a following section entitled Handling LCTS Funds.

(3) Report county social services funding, including county generated funds, categorical funds, and other traditional social service funds, as well as contributed social service worker time and attendant costs when expended for or transferred to the collaborative.

(4) Report revenues and associated costs where the activity is based upon receipt of funds from the collaborative or from another collaborative partner.

How to Report Collaborative Activity in SEAGR

It is recommended that all purchase of services or transfers (except as noted below) to the collaborative be placed under BRASS code *197x Local Collaborative Undifferentiated Services*. There are several reasons for this: (1) consistent tracking of expenditures by DHS, and (2) it will keep counties from having to guess the appropriate code especially when merely transferring funds, such as LCTS, to the collaborative integrated fund. If necessary, costs or transfers can be put in other BRASS codes if it better serves county social services. An example would be transferring a DHS grant to a collaborative that is earned by the county under specific BRASS codes. Since the collaborative is spending the funds as required by the original grant, the county may put the transfer under the affected BRASS code(s).

Administrative costs (staff provided services in SEAGR) can be allocated normally (see Attachment B) and need not be reported solely under 197x. The table below outlines the current SEAGR reporting requirements for collaborative activity.

<u>Funding Origin of Activity</u>	<u>SEAGR REVENUE ENTRY#</u>	<u>BRASS CODES Collaborative</u>
Local Collaborative Time Study reimbursements	F7	197x - purchased Allocate for staff/admin
Other County Social Services Funds:		
• federal and state categorical or block grants	normal state and federal SEAGR reporting	197x – purchased ** Allocate for staff/admin
• county generated social service funds	N/A	197x - purchased Allocate for staff/admin
Other partner Funds or funds from collaborative for county social services use for Children’s Mental Health Collaboratives (not already reported by county social services)	M15	197x - purchased Allocate for staff/admin

Other partner Funds or funds from collaborative for county social services use for Family Services Collaborative (not already reported by county social services)	M3	197x - purchased Allocate for staff/admin
--	----	--

** This may be where other BRASS codes, that earn the federal or state grant/reimbursement, are more appropriate than using 197x.

Local Collaborative Time Study (LCTS) Requirements

County social service agencies must act as the LCTS fiscal reporting and payment agent for those collaboratives that participate in the Local Collaborative Time Study. The federal LCTS funds are paid directly from DHS to the agent. Proper reporting in SEAGR is described in preceding sections of this attachment. However, the LCTS fiscal reporting and payment agent must also be able to report on the expenditure of these funds for the collaborative. The LCTS Annual Spending Report is used for this purpose and will require more detailed reporting than in SEAGR. Questions concerning this report should be directed to Holly Emerson, Tribal & Collaborative Reimbursement Specialist, at (651) 431-3774 or holly.emerson@state.mn.us

Handling LCTS Funds

As previously explained, LCTS funds are paid to the county social service agency acting as the LCTS fiscal reporting and payment agent. These funds must be receipted and reported under SEAGR revenue code F07. Then, these funds are transferred or expensed under BRASS code #197 to the Collaborative Integrated Fund for use as directed by the collaborative. These transactions finish all normal Social Service Fund (SEAGR) reporting requirements. What follows is a discussion of reporting for a unique situation.

What if LCTS funds are transferred back from the integrated fund to county social services: If the collaborative sends LCTS funds back to the county social service agency, usually under a request for proposal (RFP), these funds can create some reporting problems in SEAGR. These returning funds must be excluded from the SEAGR Report (they were already reported upon initial receipt and upon transfer to the integrated fund). The easiest way to do this is to use a separate fund or accounting area. Use the funds as directed in the RFP, but do not report the receipt or expenditure of these funds in SEAGR – even in administration.

So what's the problem: Even if LCTS funds coming from the integrated fund are excluded from SEAGR, a problem will be created if your social service staff log hours (SSIS) in providing services to accomplish the RFP. Those hours being logged will draw more administrative costs into a BRASS code. Even though it doesn't show on the SEAGR Report, those inflated costs are being paid by the LCTS funds. If the inflated BRASS code(s) are used to earn other grants (i.e. Mental Health), then those inflated costs will result in excess earnings and possible overpayment of the grants.

What to do: County social services must submit a DHS-2895 (BRASS-Based Grant Fiscal Report) with the costs in each BRASS code attributable to the LCTS funds. Identifying the LCTS program hours of service, and reporting the portion of staff costs associated with the hours on the 2895 would do this. The formula is:

LCTS project staff hours in BRASS code (divided by) Total staff hours in BRASS code
(times) Staff cost in BRASS code (equals) Amount to report on 2895

DHS program accountants will use this information to decrease costs in these BRASS codes for other grant earning calculations.

Confused: Contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

Reporting Staff Provided Services for a Collaborative

"Collaborative activity" as referred to previously can include staff-provided services. The key point to remember is that only county social service staff can be included. Staff costs can be allocated by the "default" method described in Attachment B or by any other method that is representative of county social service staff collaborative activity.

Please see the current social service fund report bulletin no. 07-32-07 (March 1, 2007) Attachment D for more discussion of collaborative staff costs.

SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION (SEAGR) REPORT

DHS-2557

Rev 3/08

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

SERVICE	A EXPENDITURES PURCHASED SERVICE	B UNITS OF PURCHASED SERVICE	UNIT TYPE PURCH SVC	C EXPENDITURES STAFF PROVIDED SERVICE	D HOURS OF STAFF SERVICE	E TOTAL EXPENDITURES
1. CHILDREN'S SERVICES						
101 Information and Referral		XXXXXX	XXXX			
102 Community Education and Prevention		XXXXXX	XXXX			
104 Child Protection Assessment/Investigation			HOURL			
105 Long Term Care Consultation (LTCC)			HOURL*			
106 Parent Support Outreach Assessment			HOURL			
107 Child Welfare Assessment			HOURL			
108 Family Assessment Response			HOURL			
109 Concurrent Planning Assessment			HOURL			
115 Interpreter Services			HOURL			
116 Transportation		XXXXXX	XXXX			
118 Health-Related Services		XXXXXX	XXXX			
119 Court-Related Services and Activities			HOURL			
121 Legal Services			HOURL			
124 Home-Based Support Services			HOURL*			
125 Homemaking Services			HOURL*			
136 Consumer Support Grant		XXXXXX	XXXX			
139 Educational Assistance			HOURL			
141 Adaptive Aids or Special Equipment		XXXXXX	XXXX			
144 Housing Services		XXXXXX	XXXX			
145 Social and Recreational		XXXXXX	XXXX			
146 Adolescent Life Skills Training		XXXXXX	XXXX			
147 Independent Living Skills			HOURL			
155 Individual Counseling			HOURL			
156 Group Counseling			GRPHR*			
158 Approved Pilot Projects		XXXXXX	XXXX			
161 Family-Based Crisis Services			HOURL			
162 Family-Based Counseling Services			HOURL			
163 Family-Based Life Management Skills Services			HOURL			
164 Family Assessment Response Services		XXXXXX	XXXX			
165 Services for Concurrent Permanency Planning			HOURL			
166 Family Group Decision Making			HOURL			
167 Parent Support Outreach Services			HOURL			
171 Child Shelter			DAY			
180 Treatment Foster Care			DAY			
181 Child Family Foster Care			DAY			
182 Relative Custody Assistance		XXXXXX	XXXX			
183 Children's Group Residential Care			DAY			
185 Correctional Facilities			DAY			
186 Detention			DAY			
189 Respite Care		XXXXXX	XXXX			
191 CAC/CADI/TBI Case Management			HOURL			
192 Family Assessment Case Management			HOURL			
193 General Case Management			HOURL			
194 Relocation Service Coordination (RSC) - Targeted Case Management			HOURL			
196 Adoptions			HOURL			
197 Local Collaborative Undifferentiated Services		XXXXXX	XXXX			
198 Licensing and Resource Development		XXXXXX	XXXX			

(1) CHILDREN'S SERVICES PROGRAM SUBTOTAL

\$

XXXXXX

XXXX \$

#

\$

SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION (SEAGR) REPORT

DHS-2557

Rev 3/08

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

SERVICE	A EXPENDITURES PURCHASED SERVICE	B UNITS OF PURCHASED SERVICE	UNIT TYPE PURCH SVC	C EXPENDITURES STAFF PROVIDED SERVICE	D HOURS OF STAFF SERVICE	E TOTAL EXPENDITURES
2. CHILD CARE						
201 Information and Referral		XXXXXX	XXXX			
202 Community Education and Prevention		XXXXXX	XXXX			
211 Basic Sliding Fee Child Care			HOURL*			
212 MFIP Child Care			HOURL*			
214 Other Child Care			HOURL*			
237 Statewide MFIP Employment Services		XXXXXX	XXXX			
258 Approved Pilot Projects		XXXXXX	XXXX			
293 General Child Care Case Management			HOURL			
298 Licensing and Resource Development		XXXXXX	XXXX			

(2) CHILD CARE PROGRAM SUBTOTAL \$ XXXXXX XXXX \$ # \$

SERVICE	A EXPENDITURES PURCHASED SERVICE	B UNITS OF PURCHASED SERVICE	UNIT TYPE PURCH SVC	C EXPENDITURES STAFF PROVIDED SERVICE	D HOURS OF STAFF SERVICE	E TOTAL EXPENDITURES
3. CHEMICAL DEPENDENCY						
301 Information and Referral		XXXXXX	XXXX			
302 Community Education and Prevention		XXXXXX	XXXX			
305 Rule 25 Assessment/Rule 24 Financial Elig Determ			HOURL*			
309 Pre-Petition Screening/Hearing			HOURL			
316 Transportation		XXXXXX	XXXX			
317 Detoxification Transportation		XXXXXX	XXXX			
336 Supportive Services			HOURL			
352 Primary Outpatient Treatment			HOURL*			
354 Medication Maintenance			HOURL			
358 Approved Pilot Projects		XXXXXX	XXXX			
359 Consolidated Chemical Dependency Treatment Fund		XXXXXX	XXXX			
369 Aftercare			HOURL			
370 Chemical Dependency Shelter			DAY			
371 Detoxification (Category I)			DAY			
374 Primary Rehabilitation (Category II)			DAY			
375 Extended Care (Category III)			DAY			
376 Halfway House (Category IV)			DAY			
393 General Case Management			HOURL			

(3) CHEMICAL DEPENDENCY PROGRAM SUBTOTAL \$ XXXXXX XXXX \$ # \$

SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION (SEAGR) REPORT

DHS-2557

Rev 3/08

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

SERVICE	A EXPENDITURES PURCHASED SERVICE	B UNITS OF PURCHASED SERVICE	UNIT TYPE PURCH SVC	C EXPENDITURES STAFF PROVIDED SERVICE	D HOURS OF STAFF SERVICE	E TOTAL EXPENDITURES
4. MENTAL HEALTH						
401 Information and Referral		XXXXXX	XXXX			
402 Community Education and Prevention		XXXXXX	XXXX			
403 Client Outreach (CSP)		XXXXXX	XXXX			
404 Client Outreach (FCSS)		XXXXXX	XXXX			
405 Child Outpatient Diagnostic Assessment/Psychological Testing			HOURL			
407 Early Identification and Intervention		XXXXXX	XXXX			
408 Adult Outpatient Diagnostic Assessment/Psychological Testing			HOURL			
409 Pre-petition Screening/Hearing			HOURL			
410 Child Level of Care Determination			HOURL			
416 Transportation		XXXXXX	XXXX			
430 Other Family Community Support Services (FCSS)		XXXXXX	XXXX			
431 Adult Mental Health Crisis Assess & Interv Services		XXXXXX	XXXX			
432 Children's Mental Health Crisis Services		XXXXXX	XXXX			
434 Other Community Support Program Services (CSP)		XXXXXX	XXXX			
436 Adult Crisis Stabilization			HOURL			
438 Assertive Community Treatment (ACT)		XXXXXX	XXXX			
439 Child Mental Health Behavioral Aide Services		XXXXXX	XXXX			
440 Direction of Child Mental Health Behavioral Aides			HOURL			
443 Housing Subsidy			DAY			
446 Basic Living / Social Skills & Community Intervention			HOURL			
451 Emergency Response Service		XXXXXX	XXXX			
452 Adult Outpatient Psychotherapy			HOURL			
453 Child Outpatient Psychotherapy			HOURL			
454 Adult Outpatient Medication Management			HOURL			
455 Child Outpatient Medication Management			HOURL			
458 Approved Pilot Projects		XXXXXX	XXXX			
462 Family-Based Services			HOURL			
466 Mental Health Therapeutic Pre-school Program			HOURL			
467 Child Day Treatment			HOURL*			
468 Adult Day Treatment			HOURL*			
469 Partial Hospitalization			HOURL			
472 State-Operated Inpatient		XXXXXX	XXXX			
473 Acute Care Hospital Inpatient			DAY			
474 Adult Residential Treatment			DAY			
477 Subacute Psychiatric Care			DAY			
483 Children's Residential Treatment			DAY			
489 Child Respite Care		XXXXXX	XXXX			
490 Child Rule 79 Case Management			HOURL			
491 Adult Rule 79 Case Management			HOURL			
492 Child General Case Management			HOURL			
493 Adult General Case Management			HOURL			

(4) MENTAL HEALTH PROGRAM SUBTOTAL

\$

XXXXXX

XXXX \$

#

\$

SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION (SEAGR) REPORT

DHS-2557

Rev 3/08

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

SERVICE	A EXPENDITURES PURCHASED SERVICE	B UNITS OF PURCHASED SERVICE	UNIT TYPE PURCH SVC	C EXPENDITURES STAFF PROVIDED SERVICE	D HOURS OF STAFF SERVICE	E TOTAL EXPENDITURES
5. DEVELOPMENTAL DISABILITIES						
501 Information and Referral		XXXXXX	XXXX			
502 Community Education and Prevention		XXXXXX	XXXX			
505 DD Screening			HOUR			
509 Pre-petition Screening/Hearing			HOUR			
516 Transportation		XXXXXX	XXXX			
525 Homemaking Services			HOUR			
531 In-Home Family Support Services			HOUR*			
534 Semi-Independent Living Services (SILS)			HOUR*			
535 Family Support Program		XXXXXX	XXXX			
538 Extended and Supported Employment		XXXXXX	XXXX			
541 Adaptive Aids, Supplies or Special Equipment		XXXXXX	XXXX			
558 Approved Pilot Projects		XXXXXX	XXXX			
564 Adult Supported Living Services			DAY*			
565 Child Supported Living Services			DAY*			
566 Day Training and Habilitation(DAC)			DAY*			
572 Minnesota Extended Treatment Options (State-Operated Services)		XXXXXX	XXXX			
574 Community Residential Facilities and Services		XXXXXX	XXXX			
589 Respite Care		XXXXXX	XXXX			
591 Rule 185 Case Management -Waiver			HOUR			
592 Child Rule 185 Case Management - Non-waiver - Under Age 21			HOUR			
593 Adult Rule 185 Case Management - Non-waiver - Age 21 and older			HOUR			
595 Public Guardianship			HOUR			
(5) DEVELOPMENTAL DISABILITIES PROG SUBTOTAL	\$	XXXXXX	XXXX	\$	#	\$

SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION (SEAGR) REPORT

DHS-2557

Rev 3/08

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

SERVICE	A EXPENDITURES PURCHASED SERVICE	B UNITS OF PURCHASED SERVICE	UNIT TYPE PURCH SVC	C EXPENDITURES STAFF PROVIDED SERVICE	D HOURS OF STAFF SERVICE	E TOTAL EXPENDITURES
6. ADULT SERVICES						
601 Information and Referral		XXXXXX	XXXX			
602 Community Education and Prevention		XXXXXX	XXXX			
604 Adult Protection Assessment/Investigation			HOURL			
605 Long Term Care Consultation (LTCC)			HOURL*			
607 General Assessment			HOURL			
615 Interpreter Services			HOURL			
616 Transportation		XXXXXX	XXXX			
618 Health-Related Services		XXXXXX	XXXX			
619 Court-Related Services and Activities			HOURL			
621 Legal Services			HOURL			
622 Companion Services			HOURL*			
623 Chore Services			HOURL			
624 Home-Based Support Services			HOURL*			
625 Homemaking Services			HOURL*			
627 Assisted Living/Customized Living/Residential Care		XXXXXX	XXXX			
628 Home Delivered Meals			MEAL			
629 Congregate Meals			MEAL			
634 Semi-Independent Living Services (SILS)			HOURL*			
636 Consumer Support Grant		XXXXXX	XXXX			
637 Employability			HOURL*			
638 Extended Employment		XXXXXX	XXXX			
641 Adaptive Aids or Special Equipment		XXXXXX	XXXX			
644 Housing Services		XXXXXX	XXXX			
645 Social and Recreational Service		XXXXXX	XXXX			
647 Independent Living Skills			HOURL			
648 Money Management			HOURL			
649 Adult Day Care			HOURL*			
655 Individual Counseling			HOURL			
656 Group Counseling			GRPHR*			
658 Approved Pilot Projects		XXXXXX	XXXX			
671 Adult Shelter			DAY			
681 Adult Foster Care			DAY			
689 Respite Care			XXXX			
691 AC/EW/CAC/CADI/TBI Case Management			HOURL			
693 General Case Management			HOURL			
694 Relocation Service Coordination (RSC) - Targeted Case Management			HOURL			
698 Licensing and Resource Development		XXXXXX	XXXX			

(6) ADULT PROGRAM SUBTOTAL \$ XXXXXX XXXX \$ # \$

(7) BRASS SERVICES TOTAL - LINES (1) thru (6) \$ XXXXXX XXXX \$ # \$

ADD ALL BRASS PROGRAM SUBTOTALS

STATE REVENUES FOR SOCIAL SERVICES
SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION REPORT (DHS-2557)
SCHEDULE 2557.1: SOCIAL SERVICE STATE REVENUES

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

1. CHILDREN'S SERVICES

Revenue	Service	Amount
S01	MA Waivers / Case Management (CAC/CADI/TBI/RSC/LTCC)	
S02	Relative Custody Assistance	
S67	Family Response (formerly Alternative Response)	
S03	Other (DHS Approved)	
S04	Other (DHS Approved)	
S05	Other	
S06	Other	
S07	Total State Revenue for Child Welfare	\$

2. CHILD CARE

Revenue	Service	Amount
S08	Basic Sliding Fee Admin	
S09	Basic Sliding Fee Child Care	
S11	MFIP Employment	
S65	MFIP Child Care	
S66	MFIP Admin	
S12	Other (DHS Approved)	
S13	Other (DHS Approved)	
S14	Other	
S15	Other	
S16	Total State Revenue for Child Care	\$

3. CHEMICAL DEPENDENCY

Revenue	Service	Amount
S17	CCDTF Administration	
S19	Other (DHS Approved)	
S20	Other (DHS Approved)	
S21	Other	
S22	Other	
S23	Total State Revenue for Chemical Dependency	\$

4. MENTAL HEALTH

Revenue	Service	Amount
S25	Adult CSP (Rule 78)	
S27	PASARR	
S30	Adult MH Integrated Fund	
S63	Children's MH Combined	
S64	MA/GAMC Reimbursement non-R79 svcs (MH Rehab svcs)	
S59	Other (DHS Approved) Systems Initiative	
S60	Other (DHS Approved)	
S31	Other	
S32	Other	
S33	Total State Revenue for Mental Health	\$

STATE REVENUES FOR SOCIAL SERVICES
SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION REPORT (DHS-2557)
SCHEDULE 2557.1: SOCIAL SERVICE STATE REVENUES

COUNTY NAME: COUNTY NO.: QUARTER ENDING:

5. DEVELOPMENTAL DISABILITIES

Revenue	Service	Amount
S34	Semi-independent Living Services	
S35	DD Family Support	
S36	PASARR	
S37	DD Screening	
S38	MA Waivers / Case Management (DD services)	
S39	Other (DHS Approved)	
S40	Other (DHS Approved)	
S41	Other	
S42	Other	
S43	Total State Revenue for Developmental Disabilities	\$

6. ADULT SERVICES

Revenue	Service	Amount
S44	MA Waivers / Case Mgmt (CAC/CADI/EW/TBI/RSC/LTCC)	
S45	Alternative Care (formerly 180 day)	
S68	Consumer Support Grant	
S46	Other (DHS Approved) SAIL	
S47	Other (DHS Approved)	
S48	Other	
S49	Other	
S50	Total State Revenue for Adult Services	\$
S51	TOTAL STATE PROGRAM REVENUE BY SOURCE	\$
S53	CHILDREN & COMMUNITY SERVICES GRANT	\$
S54	TOTAL INTERGOVERNMENTAL STATE REVENUE	\$
S55	STATE SHARED REVENUE	\$
S56	TOTAL STATE REVENUE	\$

STATE REVENUES FOR SOCIAL SERVICES
SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION REPORT (DHS-2557)
SCHEDULE 2557.2: SOCIAL SERVICE FEDERAL REVENUES

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

1. CHILDREN'S SERVICES

Revenue	Service	Amount
F01	Title IV E Foster Care	
F02	Title IV E Admin/Training (SSTS)	
F03	Refugee Assist Unaccompanied Minor	
F04	SELF	
F05	Child Welfare - Targeted Case Management	
F06	MA Waivers / Case Management (CAC/CADI/TBI/RSC/LTCC)	
F65	Family Response (formerly Alternative Response)	
F07	Other (DHS Approved) LCTS	
F08	Other (DHS Approved) FGDM / PSO	
F09	Other	
F10	Other	
F11	Total Federal Revenue for Child Welfare	\$

2. CHILD CARE

Revenue	Service	Amount
F12	MFIP Child Care	
F13	MFIP Child Care Admin	
F14	MFIP Employment (TANF)	
F15	BSF Child Care Admin	
F16	BSF Child Care	
F17	Other (DHS Approved)	
F18	Other (DHS Approved)	
F19	Other	
F20	Other	
F21	Total Federal Revenue for Child Care	\$

3. CHEMICAL DEPENDENCY

Revenue	Service	Amount
F22	Rule 25 Assessment MA (SSTS)	
F23	Other (DHS Approved)	
F24	Other (DHS Approved)	
F25	Other	
F26	Other	
F27	Total Federal Revenue for Chemical Dependency	\$

4. MENTAL HEALTH

Revenue	Service	Amount
F28	Title IV E Foster Care (Rule 5)	
F60	Children's Mental Health Combined	
F30	Homeless (Adult)	
F31	Adult MH-TCM	
F64	Child MH-TCM	
F32	PASARR	
F62	Adult Mental Health Integrated Fund	
F63	MA Reimbursement (non-R79 and non R5) (MH Rehab svcs)	
F66	MA Reimbursement R5 (from MMIS + set aside)	
F33	Other (DHS Approved)	
	MENTAL HEALTH CONTINUED ON NEXT PAGE	

	MENTAL HEALTH CONTINUED	
F34	Other (DHS Approved)	

STATE REVENUES FOR SOCIAL SERVICES
SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION REPORT (DHS-2557)
SCHEDULE 2557.2: SOCIAL SERVICE FEDERAL REVENUES

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

F35	Other	
F36	Other	
F37	Total Federal Revenue for Mental Health	\$

5. DEVELOPMENTAL DISABILITIES

Revenue	Service	Amount
F38	MA Waivers / Case Management (DD services)	
F39	PASARR	
F40	DD Screening	
F41	Other (DHS Approved)	
F42	Other (DHS Approved) VA/DD-TCM	
F43	Other	
F44	Other	
F45	Total Federal Revenue for Developmental Disabilities	\$

6. ADULT SERVICES

Revenue	Service	Amount
F46	Title III Older Americans	
F47	MA Waivers / Case Management (CAC/CADI/EW/TBI/RSC/LTCC)	
F48	Other (DHS Approved)	
F49	Other (DHS Approved)	
F50	Other	
F51	Other	
F52	Total Federal Revenue for Adult Services	\$
F53	TOTAL FEDERAL PROGRAM REVENUE BY SOURCE	\$
F54	MA NON-WAIVER SS ADMIN (SSTS)	\$
F56	TITLE XX BLOCK GRANT	\$
F57	TOTAL INTERGOVERNMENTAL FEDERAL REVENUE	\$

STATE REVENUES FOR SOCIAL SERVICES
SOCIAL SERVICES EXPENDITURES AND GRANT RECONCILIATION REPORT (DHS-2557)
SCHEDULE 2557.3: OTHER SOCIAL SERVICE REVENUES

COUNTY NAME:

COUNTY NO.:

QUARTER ENDING:

1. CHILDREN'S SERVICES

Revenue	Service	Amount
M01	Charges for Services	
M02	Gifts and Contributions	
M03	Misc. revenue + (MCKTFAMRESP & PSO)	
M04	Total Miscellaneous Child Welfare Revenue	\$

2. CHILD CARE

Revenue	Service	Amount
M05	Charges for Services	
M06	Gifts and Contributions	
M07	Miscellaneous revenue for child care	
M08	Total Miscellaneous Child Care Revenue	\$

3. CHEMICAL DEPENDENCY

Revenue	Service	Amount
M09	Charges for Services	
M10	Gifts and Contributions	
M11	Miscellaneous revenue for chemical dependency	
M12	Total Miscellaneous Chemical Dependency Revenue	\$

4. MENTAL HEALTH

Revenue	Service	Amount
M13	Charges for Services	
M14	Gifts and Contributions	
M15	Miscellaneous revenue for mental health	
M16	Total Miscellaneous Mental Health Revenue	\$

5. DEVELOPMENTAL DISABILITIES

Revenue	Service	Amount
M17	Charges for Services	
M18	Gifts and Contributions	
M19	Miscellaneous revenue for developmental disabilities	
M20	Total Miscellaneous Developmental Disab. Revenue	\$

6. ADULT SERVICES

Revenue	Service	Amount
M21	Charges for Services	
M22	Gifts and Contributions	
M23	Miscellaneous revenue for adult services	
M24	Total Miscellaneous Adult Services Revenue	\$
M25	TOTAL MISCELLANEOUS REVENUE	\$