

## **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 10<sup>th</sup> 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:claire.hill@state.mn.us)