

Bulletin

September 16, 2008

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

OF INTEREST TO

- County Directors
- SSTS Coordinators
- Social Services Supervisors
- Fiscal Supervisors

ACTION/DUE DATE

Replaces bulletin
#08-32-03 dated 2/19/08
and is effective October 1,
2008.

EXPIRATION DATE

September 16, 2010

DHS Reinstates Prior Social Service Time Study (SSTS) Codes effective 10/01/08

TOPIC

SSTS codes and activity definitions effective October 1, 2008 include code title changes, activity clarification, reinstatement of the child welfare targeted case management code and the elimination of codes that were new to the SSTS beginning April 1, 2008.

PURPOSE

Inform SSTS coordinators and recorders of activity codes and related definitions that are effective October 1, 2008 and subsequent training requirements for SSTS participants.

CONTACT

Questions related to the SSTS activity codes can be directed to Joan Manske at (651) 431-3800 or joan.manske@state.mn.us

SIGNED

CHRISTINE BRONSON
Deputy Commissioner
Department of Human Services

BACKGROUND

The Social Services Time Study (SSTS) is revised periodically to implement new rules and regulations, add new programs or expand on existing codes and definitions. It is the federally approved mechanism for reimbursing county agencies for certain social service costs and has been the basis for targeted case management rate setting since 1993. The SSTS is designed to assure the proper distribution of county social service costs among the various federal funding sources, which support social service programs in Minnesota.

Each SSTS participant is required to characterize his or her activity for the moment being recorded according to the service activity definitions defined by the SSTS.

Child welfare targeted case management (CW-TCM) activities were eliminated from the SSTS effective April 1, 2008 to comply with the federal Centers for Medicare and Medicaid Services' (CMS) issuance of an interim final rule on targeted case management.

However, on June 30, 2008 Congress passed a moratorium delaying the effective dates of six Medicaid regulations including the one affecting CW-TCM. The moratorium requires CMS to return to the federal case management policies that were in place prior to the regulation, allowing Minnesota to reinstate the child welfare targeted case management activity code on the SSTS.

LEGAL REFERENCES

Public Law 103-432

Public Law 105-89

Laws of 2007, Chapter 147, HHS Omnibus Bill, Article 19, Section 3, Subd. 4 (1).

United States Code, Title 42, 1396 et seq., as amended

Minnesota Statutes, section 256B.04

Minnesota Statutes, section 256B.0625, subdivision 43

Minnesota Statutes, section 256.01

Minnesota Statutes, section 259.67

Minnesota Statutes, section 256B.0924

Minnesota Statutes, section 256B.094

Minnesota Statutes, section 245.462

The Comprehensive Mental Health Acts, Minnesota Statutes, sections 245.4711 and 245.4881

Minnesota Rules, parts 9520.0900 – 9520.0926

Minnesota Rules, parts 9530.6600 – 9530.6660

ACTION REQUIRED

Training

Training is required whenever changes are made to the SSTS. However, because most participants are familiar with the codes that are being reinstated, coordinators have two options available to satisfy the training requirements.

Option One: Review

All staff who participated in the SSTS for Quarter 1 (January-March) 2008 will meet the training requirement by completing a code review. The review must consist of reading the new bulletin "DHS Reinstates Prior Social Service Time Study (SSTS) Codes Effective 10/1/08". This review must be completed before October 1, 2008 and new training verification forms (SSTS-0702) must be submitted to the Minnesota Department of Human Services (DHS).

Option Two: Full Fledge Training

This training must be provided to all existing SSTS participants who work in the child welfare area who were new to the SSTS in the April-June or July-September 2008 quarters. Since these staff have not previously been trained on the use of code 31, Child Welfare Targeted Case Management, it is imperative that these participants understand the activities included in codes 31, 32, 62 and 68. This training must be completed before October 1, 2008 and new training verification forms (SSTS-0702) must be submitted to DHS.

Highlights to Mention to all Participants

- CW-TCM code 31 is reinstated;
- Determination of foster care candidacy has been removed from the SSTS;
- There are changes to the activity code descriptions for the targeted case management activities;
- Court related activities have moved back to code 62;
- Initial Intake and Investigation of reports of child abuse and/or neglect should be recorded as code 68.

Activity Code Training for all future SSTS Participants

SSTS coordinators are responsible for providing SSTS activity code training for all county social services staff and contracted State Operated Services (SOS) staff that provides Rule 79 (Minnesota Rules, parts 9520.0900 - 9520.0926) Case Management services to county clients. This training must be completed and the training verification form (SSTS-0702) submitted to DHS before staff can begin participating in the SSTS. Training documentation must reach DHS by the first day of the month prior to the beginning of a quarter to ensure that staff appears on the random moment log sheets for the upcoming quarter.

Ongoing Activity Code Training

DHS recommends that SSTS coordinators develop periodic refresher training sessions for existing SSTS participants. This ongoing availability of training will ensure that all staff is well acquainted with the SSTS activity categories, codes, definitions and procedures.

SSTS Categories, Codes, Definitions

A. Categories

The SSTS random moment log is divided into the following five categories:

- Category A – Eligibility Activity
- Category B – Assessments, Case Management and Service Coordination
- Category C – Treatment or Therapy
- Category D – Training
- Category E – Other

This categorized approach directs the SSTS participant to choose a category of activity and then a code number within the category. Attachment B provides a list of the categories and code detail within each category.

B. Codes

The previous SSTS activity code structure related to child welfare activities that was in place prior to April 1, 2008 has been reinstated effective October 1, 2008. The following is a comprehensive listing of all SSTS activity codes that are in effect beginning October 1, 2008.

Code 11 – Title IVE – Eligibility
Code 12 – SSI Eligibility
Code 13 – MA Eligibility
Code 14 – MA Service eligibility
Code 21 – DD Screenings for MA Eligible Clients
Code 22 – Rule 25 Assessments for MA Eligible Clients
Code 23 – Health and Medical Case Management Services for MA Eligible Adults
Code 31 – Child Welfare Targeted Case Management
Code 32 – Children’s Mental Health Targeted Case Management
Code 33 – Adult Mental Health Targeted Case Management
Code 34 – Vulnerable Adult Targeted Case Management
Code 35 – DD Adult Targeted Case Management
Code 41 – Treatment or Therapy for Children and Adults
Code 51 – Child Welfare/Child Protection Training for County Staff
Code 52 – Program Service Training for County Staff
Code 53 – General Training for County Staff
Code 54 – Training Foster and Adoptive Parents or Foster Care Providers
Code 61 – Other Health and Medical

Code 62 – Child Welfare/Child Protection Administration
Code 68 – Other Social Services and Third Party Billings
Code 69 – General Administration

SSTS Random Moment Log Sheet (SSTS-0804)

The SSTS random moment log sheet has been updated to reflect the reinstated codes which will be effective October 1, 2008. Participants must select the category and then the applicable SSTS code number that best represents what they are doing at the time of the random moment. After determining the code number, the participant must record the code number on any line in the response section of the random moment log sheet.

The SSTS Random Moment Log Sheet is used for recording employee's activities. At the time of the random moment the recorder is responsible for ensuring that each employee's chosen code is recorded accurately on the log sheet and then verified by the employee.

After all responses have been recorded, the SSTS recorder must sign the log sheet and mail it to DHS at the address indicated on the bottom of the log sheet. All log sheets must be returned within seven (7) **calendar** days of the random moment.

SPECIAL NEEDS

This information is available in other forms to people with disabilities by contacting us at (651) 431-3735 (voice), or through the Minnesota Relay Services at 1-800-627-3539 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).

SSTS Categories and Codes*Effective October 1, 2008*

Category A Eligibility Activity
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DHS Code No.	Code Description
11	Title IV-E Eligibility
12	SSI Eligibility for Children
13	MA Eligibility
14	MA Service Eligibility

Category B Assessments, Case Management and Service Coordination

DHS Code No.	Code Description
21	DD Screenings for MA Eligible Clients
22	Rule 25 Assessments for MA Eligible Clients
23	Health and Medical Case Management Services for MA Eligible Adults
31	Child Welfare Targeted Case Management
32	Children's Mental Health Targeted Case Management
33	Adult Mental Health Targeted Case Management
34	Vulnerable Adult Targeted Case Management
35	DD Adult Targeted Case Management

Category C Treatment and Therapy

DHS Code No.	Code Description
41	Treatment or Therapy for Children and Adults

Category D Training

DHS Code No.	Code Description
51	Child Welfare/Child Protection Training for County Staff
52	Program Service Training for County Staff
53	General Training for County Staff
54	Training Foster and Adoptive Parents or Foster Care Providers

Category E Other

DHS Code No.	Code Description
61	Other Health and Medical
62	Other Child Welfare/Child Protection Administration
68	Other Social Services and Third Party Billings
69	General Administration

Effective October 1, 2008

SOCIAL SERVICES TIME STUDY Categories and Code Descriptions

Category A. Eligibility Activity

Use the codes in this category when you are performing activities which contribute to or support the determination of a client's eligibility for Title IV-E or Medical Assistance funding.

Examples of such activities include collecting and verifying information, completing and processing of forms, querying systems and records, and compiling documentation to determine or maintain eligibility and continuing reimbursement.

Paper work and travel associated with the activities.

Title IV-E Eligibility - Code 11

Choose this code when performing any activity that contributes to or supports the determination or redetermination of whether or not a child under age 18 is eligible for Title IV-E funding.

SSI Eligibility for Children - Code 12

Use this code when performing activities that contribute to or support the determination or redetermination of whether or not a child under age 18 is eligible for SSI.

MA Eligibility – Code 13

Choose this code when performing activities that contribute to or support the determination or redetermination of whether or not a client is eligible for MA.

MA Service Eligibility – Code 14

Select this code when engaged in activities that contribute to or support the determination of whether a client is eligible for MA services. This includes services such as:

- Initial determination of eligibility for targeted case management
- HCBS Waivered Services
- Adult rehabilitative mental health services (ARMHS)
- Mental health services other than Rule 79

Category B. Assessments, Case Management and Service Coordination

Use these codes for:

- Activities included in the delivery of approved state plan targeted case management services including assessment, development of a care plan, referral and related activities, and monitoring and follow-up.
- Assessment activities such as periodic and ongoing assessments, needs identification and screenings for a client to determine the need of, and eligibility for, specific services.
- Developing and monitoring case plans. Evaluating services to assess the need for continued service, to ensure that the client's needs are being met, and to monitor the quality and effectiveness of services identified in the service plan.
- Service coordination activities that coordinate and link social and other services designed to help persons gain access to needed protective services, social, health care, mental health, habilitative, educational, vocational, legal or other related services. Some examples of these types of service activities would include:
 - Activities necessary to maintain contact with client, family, substitute care providers, social service contacts or other relevant persons regarding the status of the client.
 - Arranging access to necessary services and supports identified in the service plan.
 - Participating in referral and coordination activities such as client specific case meetings, administrative reviews, information conferences and other meetings with professionals, family members or relevant others. Coordinating with other entities such as care facilities, institutions, organizations, and agencies to obtain needed services for clients and families as specified in the case plan.
 - Providing food support outreach to assist the families of clients receiving services to become eligible for, and obtain, food supports. This would include providing them with nutrition information, information on the food support program, referral to the food support program, and coordination and follow up activities with county food support staff.
 - Client specific planning, record keeping and documentation which contributes to the above activities and travel associated with the activities.

DD Screenings for MA Eligible Clients – Code 21

Choose this code when involved in Developmental Disability screenings for MA eligible clients.

Rule 25 Assessments for MA Eligible Clients - Code 22

Use this code for an MA eligible child or adult when determining the need for chemical abuse/dependency treatment, in accordance with Rule 25 (Minnesota Rule, parts 9530.6600-9530.6655).

Health and Medical Services for an MA Eligible Adult – Code 23

Use this code when engaged in coordination activities in category B for **MA eligible** adults 18 and over *who are **not eligible or not yet eligible for Mental Health TCM, VA/DD TCM, or MA Waiver Services***, and when the activities are those designed to help clients attain and maintain a favorable condition of health (mental or physical) by assisting them in identifying and understanding their health needs and securing and monitoring necessary treatment and services, **that are MA reimbursable**.

Child Welfare Targeted Case Management – Code 31

Choose this code when performing activities related to the delivery of targeted case management services for children such as assessments, case planning, service coordination and monitoring.

Children’s Mental Health Targeted Case Management– Code 32

Choose this code when performing activities related to the delivery of targeted case management services for SED children such as assessments, case planning, service coordination and monitoring.

Adult Mental Health Targeted Case Management – Code 33

Choose this code when performing activities related to the delivery of targeted case management services for SPMI adults such as assessments, case planning, service coordination and monitoring.

Vulnerable Adult Targeted Case Management - Code 34

Choose this code when performing activities related to the delivery of targeted case management services for vulnerable adults such as assessments, case planning, service coordination and monitoring.

DD Adult Targeted Case Management - Code 35

Choose this code when performing activities related to the delivery of targeted case management services for adults with DD such as assessments, case planning, service coordination and monitoring.

Note: if you cannot find the type of Category B activity you are performing in any of the codes in Category B, you should also see Code 62 Child Welfare/Child Protection Administration –and Code 68, Other Social Services and Third Party Billings.

Category C. Treatment or Therapy

Treatment or Therapy for Children and Adults - Code 41

Use this code when providing face to face treatment or therapy services to a client, the client's family or to the client's substitute care provider in order to ameliorate or remedy personal problems, behaviors or home conditions specifically identified in the case plan. Examples would include providing services such as rehabilitative mental health services, chemical dependency out patient services, and in-home therapy.

Include client specific paperwork and travel associated with the above activities.

Category D. Training

Child Welfare/Child Protection Training for County Staff - Code 51

Choose this code when you are being trained on issues that fall within the general definition of child welfare. This would generally include training, that concerns the capacity to provide services, or provide access to services, needed to meet the physical, mental, and education needs of children ***under age 18***. This would include children's mental health but exclude training on child protection investigations.

You should also choose this code if you are engaged in activities to prepare for and provide child welfare training to other volunteers or individuals preparing for employment with the county.

Travel and paperwork associated with the above activities should also be included in this code.

Program Service Training for County Staff – Code 52

Select this code when you are being trained or are preparing for, or providing training on, issues related to the delivery of services to clients outside the general definition of child welfare as defined above in Code 51.

Travel and paperwork associated with the above activities.

General Training for County Staff – Code 53

Choose this code for any other training attended by, or provided by, you. Examples would include computer software training, diversity training or any other non program related training.

Travel and paperwork associated with these activities.

Training for Foster and Adoptive Parents or Foster Care Providers – Code 54

Activities by staff to prepare for and provide training for: current or prospective foster, or adoptive parents (including relatives); staff of residential facilities when that facility is providing care to adoptive children or children in substitute care; and staff of group homes or shelters which are licensed as Title IV-E eligible by the state or approved by a tribal government.

Travel and paperwork associated with these activities.

Category E. Other

Other Health and Medical – Code 61

Choose this code when engaged in MA outreach activities. Outreach activities are those efforts directed at seeking out persons or groups who may be eligible for MA, encouraging them to apply for MA, providing them the materials or information on how to apply, and informing them of the MA services that may be available to them. It also includes efforts to inform current MA eligible persons of other MA services available to them and to persuade current recipients to access other MA services. This includes individual and group activities as well as the preparation and distribution of brochures or other promotional material.

Also select this code when you are assisting in determining the capacity of an organization to be a certified provider of MA rehabilitative option services.

Travel and paperwork associated with these activities.

Other Child Welfare/Child Protection Administration – Code 62

Select this code when you are performing administrative activities related to the placement of children into foster care. This includes making placement arrangements for children under age 18 entering substitute care and Title IV-D child support enforcement activities for a child under age 18 in substitute care.

It also includes research gathering and completion of documentation required by the foster care program; performing activities necessary for recruitment, study and approval of individuals as foster care providers or adoptive parents; and licensing of foster care homes and other substitute care facilities.

Also select this code when you are involved in preparing for, or participating in any court related activities on behalf of a child under age 18 receiving child protection services. This would include custody and home studies, activities necessary to prepare a petition or support a petition to seek custody of a child, serving legal papers, seeking court approval for voluntary placement, and preparing for, or participate in, any judicial determination or reviews.

Travel and paperwork associated with these activities.

Other Social Services and Third Party Billings – Code 68

Choose this code when you are delivering services to clients and your activity does not fit into any other category code. Some examples would be:

- Activities related to initial intake and investigation of reports of child abuse and/or neglect
- General information and referral
- Intake screening and investigation
- Semi-Independent Living Services (SILS)
- Child Care

This includes assessments, case management and service coordination activities that do not fit into any of the codes listed for Category B. Some examples of these types of activities would be:

- Mental health case management activities for clients who are not SED, SPMI or MA eligible
- Long Term Care Consultation Assessments (formerly PAS) LTCC
- HCBS Waiver Case Management (Developmental Disabilities, EW, CADI, CAC, TBI)
- Chemical Dependency Case Management
- Relocation Service Coordination
- Home Care Targeted Case Management

Also select this code when you are engaged in activities which will be billed to a third party such as insurance companies, the Medicare Program, programs of another state or county agency, or activity financed by a direct federal grant, such as a research and development grant.

Include travel and paperwork associated with the above activities.

General Administration – Code 69

- Choose this code if you are on break, at lunch, or not at work. This includes vacation, illness, holiday, snow day or any other type of leave.
- Select this code when engaged in service delivery activities unrelated to a specific CASE or CLIENT. Some examples are unit or division program planning and coordination efforts with other county divisions, state offices and agencies.
- Also select this code when performing activities necessary to fulfill job responsibilities outside delivery of services to clients. Some examples would be time reporting, reading e-mail, listening to voice mail messages, organizing your tasks, and attending non client related staff gatherings such as birthday and retirement parties.

SAMPLE LOG SHEET

Effective October 1, 2008

SOCIAL SERVICE TIME STUDY (SSTS) Random Moment Log Sheet

County _____
Cluster _____
Control # _____

Random Moment Time: _____

Category A Eligibility Activity

DHS Code # Code Description

- 11 Title IV-E Eligibility
- 12 SSI Eligibility for Children
- 13 MA Eligibility
- 14 MA Service Eligibility

Each employee must initial next to their name to verify that the proper code has been recorded, unless the response is obtained through means other than direct contact. In that case the recorder must put their own initials next to the employee's name and place an asterisk next to it. In addition, the employee must complete and initial follow-up form and send to recorder.

Category B

Assessments, Case Management and Service Coordination

DHS Code # Code Description

- 21 DD Screenings for MA Eligible Clients
- 22 Rule 25 Assessments for MA Eligible Clients
- 23 Health & Medical Case Mgmt Services for MA Eligible Adults
- 31 Child Welfare Targeted Case Management
- 32 Children's Mental Health Targeted Case Management
- 33 Adult Mental Health Targeted Case Management
- 34 Vulnerable Adult Targeted Case Management
- 35 DD Adult Targeted Case Management

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____

Record DHS code number on any available line:

1	_____	7	_____
2	_____	8	_____
3	_____	9	_____
4	_____	10	_____
5	_____	11	_____
6	_____	12	_____

Category C Treatment and Therapy

DHS Code # Code Description

- 41 Treatment or Therapy for Children and Adults

Category D Training

DHS Code # Code Description

- 51 Child Welfare/Child Protection Training for County Staff
- 52 Program Service Training for County Staff
- 53 General Training for County Staff
- 54 Training Foster and Adoptive Parents or Foster Care Providers

Category E Other

DHS Code # Code Description

- 61 Other Health and Medical
- 62 Other Child Welfare/Child Protection Administration
- 68 Other Social Services and Third Party Billings
- 69 General Administration

Recorders Signature _____

Is the Recorder New? Yes _____ No _____

(If yes, attach Training Verification Form SSTS-0702)

Return this form within seven days to:

SSTS Project Manager
Minnesota Department of Human Services
Financial Operations Division
P.O. Box 64940
St. Paul, MN 55164-0940

SOCIAL SERVICE TIME STUDY (SSTS)

Random Moment Follow-up Sheet

Effective October 1, 2008

Category A Eligibility Activity

DHS Code # Code Description

- 11 Title IV-E Eligibility
- 12 SSI Eligibility for Children
- 13 MA Eligibility
- 14 MA Service Eligibility

A. To be completed by Recorder:

Recorder's Name _____

Employee's Name _____

Category B

Assessments, Case Management and Service Coordination

DHS Code # Code Description

- 21 DD Screenings for MA Eligible Clients
- 22 Rule 25 Assessments for MA Eligible Clients
- 23 Health/Medical Case Mgmt Services-MA Eligible Adults
- 31 Child Welfare Targeted Case Management
- 32 Children's Mental Health Targeted Case Management
- 33 Adult Mental Health Targeted Case Management
- 34 Vulnerable Adult Targeted Case Management
- 35 DD Adult Targeted Case Management

Moment to be recorded:

DAY: _____

DATE: _____

TIME: _____

Category C

Treatment and Therapy

DHS Code # Code Description

- 41 Treatment or Therapy for Children and Adults

B. To be completed by SSTS Participant:

DHS Code Number: _____

Employee's initials: _____

Category D

Training

DHS Code # Code Description

- 51 Child Welfare/Child Protection Training for County Staff
- 52 Program Service Training for County Staff
- 53 General Training for County Staff
- 54 Training Foster and Adoptive Parents or Foster Care Providers

C. The employee should return this form to the recorder indicated in Section A.

Category E

Other

DHS Code # Code Description

- 61 Other Health and Medical
- 62 Other Child Welfare/Child Protection Administration
- 68 Other Social Services and Third Party Billings
- 69 General Administration

D. Retain this form at the county for four years.