

# Bulletin

August 5 July, 2008

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

## OF INTEREST TO

- County Directors
- County Supervisors and Staff
  - Child Care
  - Child Support
  - Fiscal
  - Fraud
  - Income Maintenance
  - Social Services
- County Child Care Administrative Contacts
- County Child Care Client Access Contacts
- Child Care Resource & Referral Agencies
- Employment Service Providers
- Tribal Representatives

## ACTION/DUE DATE

Please read and implement.

## EXPIRATION DATE

The policies in this bulletin are ineffective as of January 1, 2010.

## DHS Shutdown of Child Care Computer Systems

### TOPIC

Instructions for shutting down child care computer systems after conversion to the Minnesota Electronic Child Care (MEC<sup>2</sup>) Integrated System.

### PURPOSE

Inform county agencies about shutting down child care computer systems after conversion to MEC<sup>2</sup> Integrated System.

### CONTACT

For questions regarding the information in this bulletin please contact Guy Budinger at 651-431-4082 ~~or~~ [guy.r.budinger@state.mn.us](mailto:guy.r.budinger@state.mn.us) or Brenda Hennek at 651-431-4059 or [brenda.hennek@state.mn.us](mailto:brenda.hennek@state.mn.us).

### SIGNED

CHARLES E. JOHNSON  
Assistant Commissioner  
Children and Family Services

## SECTION 1. Introduction

This bulletin provides information on shutdown dates for existing Child Care Assistance Program (CCAP) systems. Local agencies began converting CCAP providers to the new MEC<sup>2</sup> system in December 2007 and cases and claims in April 2008. To simplify reporting and CCAP administration, local agencies should convert their caseloads, providers, and claims to the new release of MEC<sup>2</sup> as soon as possible.

## SECTION 2. Background

At county agencies' request, the implementation schedule for the MEC<sup>2</sup> Integration Project allows local agencies six months from the month they go through [the](#) MEC<sup>2</sup> training to convert their CCAP cases to the new MEC<sup>2</sup>. With the original implementation date of February 2008, all counties would have converted to the new system by the beginning of the federal fiscal year, October 1, 2008.

With the two-month delay in implementation of MEC<sup>2</sup>, local agencies that use the full six months to convert their cases will not complete conversion by October 1.

## SECTION 3. Conversion schedule

Having all cases on the same system by October 1 would simplify county and federal reporting; therefore the Department of Human Services (DHS) encourages local agencies to complete conversion by that date, if possible. The federal government has implemented a new case review requirement which is based on child care authorizations. Converting all cases by October 1 will assist both the state and county in meeting this new federal requirement. A separate bulletin will be issued with more information about this new review requirement. Nevertheless, DHS understands that agencies might need the full six months to convert their caseloads.

With the exception of Hennepin County, which has a later training schedule, all counties must be fully converted to the new version of MEC<sup>2</sup> by December 31, 2008.

## SECTION 4. System shutdown

The following sections provide information on closing out operations on existing CCAP systems upon conversion to the new MEC<sup>2</sup> system. Please refer to the section appropriate for your agency.

### **A. The original MEC<sup>2</sup> system:**

Local agencies using the original MEC<sup>2</sup> should notify Transition Support Systems (TSS) when they have converted the full county caseload to the new MEC<sup>2</sup>. (See the contact information on the first page of this bulletin.) TSS security will ~~then convert~~[change](#) the local agency's users' access to the original MEC<sup>2</sup> to inquiry only [when all necessary payments have been made.](#) ~~TSS~~

~~will convert a~~All users' security access will be converted to inquiry-only effective no later than 12/31/08.

Local agencies will not be able to issue payments from the original MEC<sup>2</sup> system after 12/31/08. Because it is simpler to issue payment from the same system that authorized the service, DHS encourages agencies to plan their conversion schedule accordingly and to work with child care providers to submit their final billings promptly. However, the new release of MEC<sup>2</sup> supports manual issuance of payments to providers if they submit billings too late to be paid on the old system.

TSS will maintain the original MEC<sup>2</sup> system online in inquiry mode throughout 2009 so agencies can access historical data. After calendar year 2009, the data will not be available online. Counties may then request historical data through the TSS Help Desk.

**B. CSIS:**

DHS will discontinue support for the Community Services Information System (CSIS) on 12/31/08. Payments from CSIS will not be possible after this date. Because it is simpler to issue payment from the same system that authorized the service, DHS encourages agencies to plan their conversion schedule accordingly and to work with child care providers to submit their final billings promptly. However, the new release of MEC<sup>2</sup> supports manual issuance of payments to providers if they submit billings too late to be paid on the old system.

Counties may choose to maintain CSIS on their own to view and retrieve historical data. Through the CSIS newsletter, support staff Darlene Polsean has provided a list of issues counties should be aware of if they choose to maintain CSIS on their own. Another option for CSIS county agencies is available for data storage: an MS Access database set up with tables for important data. Darlene Polsean will be sending a database template with instructions to all agencies that use CSIS. Agencies are responsible for maintaining this MS Access database if they opt to use it.

Local agencies must maintain data according to records retention policy.

**C. Child Care Management Application (CCMA) and independent systems:**

County agencies must assess their system and data retrieval needs and develop system shutdown plans. Because it is simpler to issue payment from the same system that authorized the service, DHS encourages agencies to plan their conversion schedule accordingly and to work with child care providers to submit their final billings promptly. However, the new release of MEC<sup>2</sup> supports manual issuance of payments to providers if they submit billings too late to be paid on the old system.

After 12/31/08, counties should make all payments through the new MEC<sup>2</sup> system. Counties that issue payments to providers through any other method after that date are responsible for reporting those payments to the U.S. Internal Revenue Service and for preparing and issuing IRS-1099 forms to providers in 2010 for the amount of those payments.

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Local agencies must maintain data according to records retention policy.

**SECTION 45. Reporting**

CCAP program reporting for the MEC<sup>2</sup> Integrated system is automated. Having all providers, cases, and claims on the new system by 9/30/08 ensures that a minimal amount of reporting from a different system, or manual reporting, will be necessary and also contributes to reporting accuracy.

Child Care reporting will be simplified for counties once conversion to MEC<sup>2</sup> Integrated system is complete. Information about county child care reporting will be included in a separate bulletin issued by the CCAP.

**SECTION 65. Special Needs**

This information is available in other forms to people with disabilities by contacting Aaron Coonce at 651-431-4049 or through the Minnesota Relay Service 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).