Minnesota Assessment of Parenting for Children and Youth (MAPCY)

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SSIS Coffee Talk 8/18/20

Agenda

- MAPCY Overview
- SSIS - Placement
- SSIS – Tool
- Scoring and Benefits
- Additional things to know

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MAPCY Overview

MAPCY Overview

- The Minnesota Assessment of Parenting for Children and Youth (MAPCY), is the tool used to determine monthly payment for foster care, kinship assistance and adoption assistance within Northstar Care for Children
- Effective 1/1/15, the MAPCY became the uniform assessment process to determine supplemental benefit levels for children eligible for Northstar Care for Children

Northstar Benefits

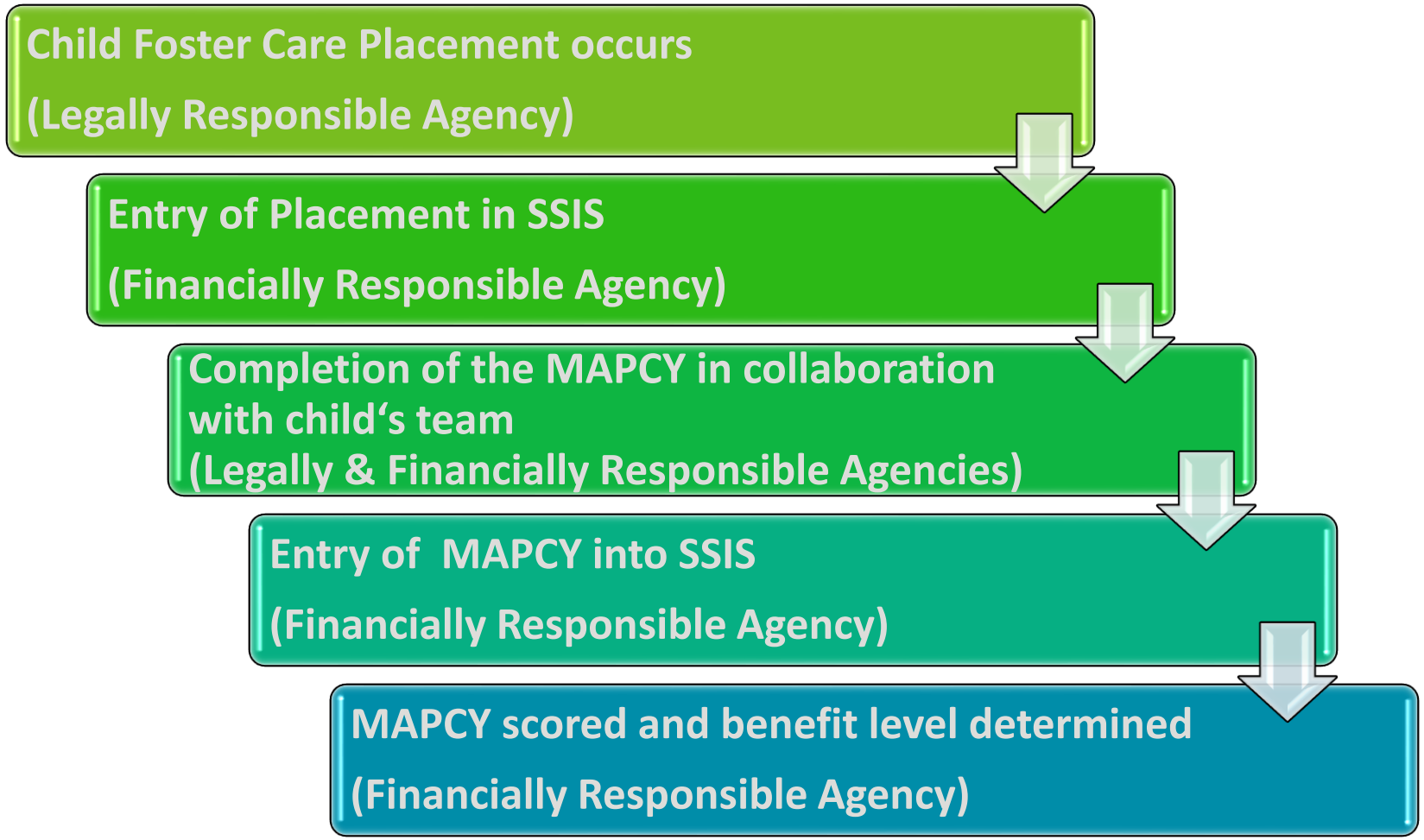
1. Basic payment
   - Basic payment is set by child's age (gets larger as child gets older)
   - Provides for child's food, clothing, shelter, and daily supervision
   - Not available for at-risk adoption assistance
2. Supplemental payment
   - Determined by the MAPCY
   - Provides for extra care and attention needed to meet child's needs
   - Not available for at-risk adoption assistance
3. Medical Assistance (MA)
   - Not automatic for Non–Title IV-E kinship assistance

MAPCY Overview – When you need a MAPCY

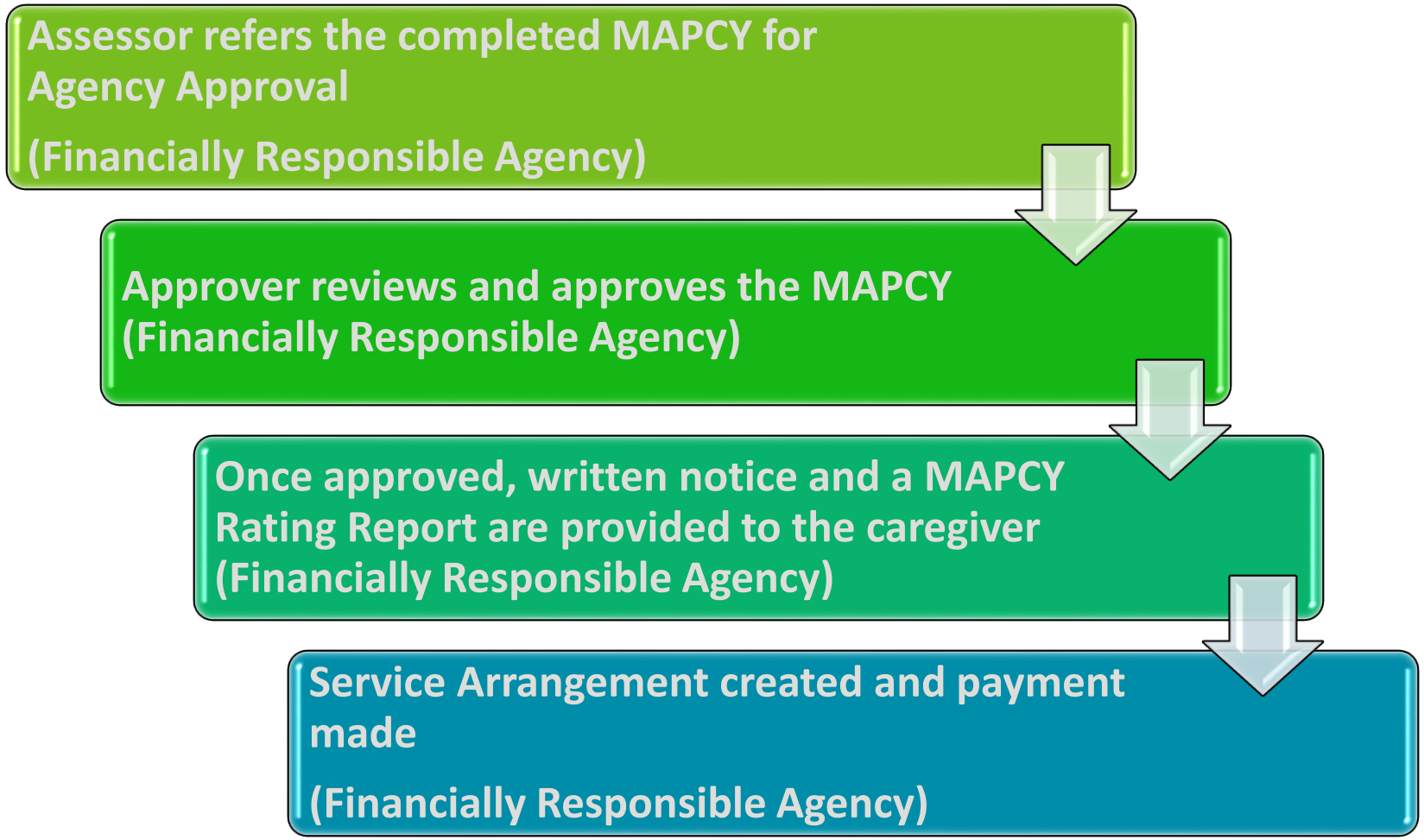
- Service Codes: 180 (treatment foster care) and 181 (child family foster care) and 188 (supervised independent living) - children or youth placed with any of the following:
  - Relatives who have emergency placement and are in the process of being licensed
  - Foster parents licensed by the county, tribes or child placing agency
  - Residence foster setting (corporate foster care)
  - Extended Foster Care – Supervised Independent Living (EFC-SIL) settings
  - Adoptive parents of children under the Guardianship of the Commissioner
  - Relative custodian through a transfer of permanent legal and physical custody (TPLPC)

MAPCY does not need to be completed for any non-Northstar Eligible settings (i.e. – correctional facilities, group homes, hospitalizations, etc.)

MAPCY Process



MAPCY Process



MAPCY Roles - Assignment

- MAPCY requires two roles within SSIS – Assessor and Approver
  - To add a New Role:
    - Log into **SSIS Admin** and select **Lists** from the Windows toolbar.
    - Select **Role List**
    - Click **New**
    - Enter a **Name** for the new Role
    - Click the **Add** button in the Users section to assign the Role to the appropriate Users
    - Select the **User(s)** to assign to the Role and click **OK**
    - Select a template for the new Role by **selecting an existing role** in the List functions for the role field, or leave the default of **<<Show all functions>>** to view all security functions available.
    - Select the appropriate functions in the **Available Functions** list and click the **Add>** button.
    - Once all security functions are assigned, click **OK**

MAPCY Role - Assessors

- An agency should have at least one assessor and one “backup” assessor
- One staff cannot assess and approve the same assessment
  - Staff may have both roles in SSIS, but cannot perform both for one MAPCY
- Caseworkers may be in the best position to complete the assessment tool or be a Specialized Assessor

MAPCY Role - Approvers

- Ensure MAPCYs are completed by day 30 of a child's out-of-home placement
- A MAPCY must be approved by an agency-designated approver
  - SSIS will not a pay a benefit rate established through a MAPCY until it has been agency approved
- Only approved MAPCYs can be used for Service Arrangements and Payments
- For children with the highest needs, Extraordinary Level increases can be requested by the responsible agency and must be approved by DHS

MAPCY Role - Approval and Fiscal

When approving MAPCY assessments, check the following that affect Service Arrangements, Payments and Child Foster Care claims:

- Effective Date of MAPCY
  - If it is the initial MAPCY for the placement, the system sets the effective date based on the emergency benefit level rules
  - If not the first MAPCY for the placement, is the effective date the 1st of a month?
- Correct placement has been selected
- Has the existing Service Arrangement been ended?
- If the effective date is backdated:
  - Has a fiscal person in your agency been notified that additional payments may be needed if the level increased or existing payments need to be split if the level decreased?

Service Arrangements & Payments for Services 180 and 181

- Basic per diem and Supplemental per diem (MAPCY level) will autofill upon approval of the MAPCY (based on the Emergency Level D rules).

Do NOT override!

Emergency Level D

- Available to agencies within the first 30 days of a child's continuous placement, but does not have to be used
  - If the MAPCY is completed *within or after* the first 30 days and the amount is *greater* than Level D, the higher rate will go back to the first date of placement (SSIS will keep the effective date)
    - Service Arrangement – use Special Cost Code 19 (MAPCY adjustment)

M.S. § 256N.26, subd. 6

Emergency Level D

- Available to agencies within the first 30 days of a child's continuous placement, but does not have to be used
  - If the MAPCY is completed *within* the first 30 days and the amount is *lower* than Level D, the lower rate will become effective the date of the approval (SSIS will adjust the effective date automatically – do not try to override)
    - Service Arrangement – use Special Cost Code 10 (Reduced foster care rate)

M.S. § 256N.26, subd. 6

Emergency Level D

- Available to agencies within the first 30 days of a child's continuous placement, but does not have to be used
  - If the MAPCY is completed *after* the 30 days of the initial placement and the MAPCY is *lower* than Level D, the lower amount will be paid effective the 31st date of placement (SSIS will adjust the effective date automatically – do not try to override)

M.S. § 256N.26, subd. 6

MAPCY and EFC-SIL Payment

- Youth in an EFC-SIL setting are the “owners” of their MAPCY, they receive the same benefits as if they were in foster care
  - Some funds may be paid directly to vendors
  - Some funds may be paid directly to the youth

Service Arrangements & Payments for Service 188 – Supervised Independent Living (18 up to 21)

- Supplemental per diem (MAPCY level), Basic per diem & Rate fields DO NOT autofill
- Unit type, Units & Rate fields are required
  - Amount payable cannot be more than the determined Basic + MAPCY amount
- Errors and warnings associated to Payments with Service 188 are identified on the Child Foster Care Report

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MAPCY
SSIS - Placement

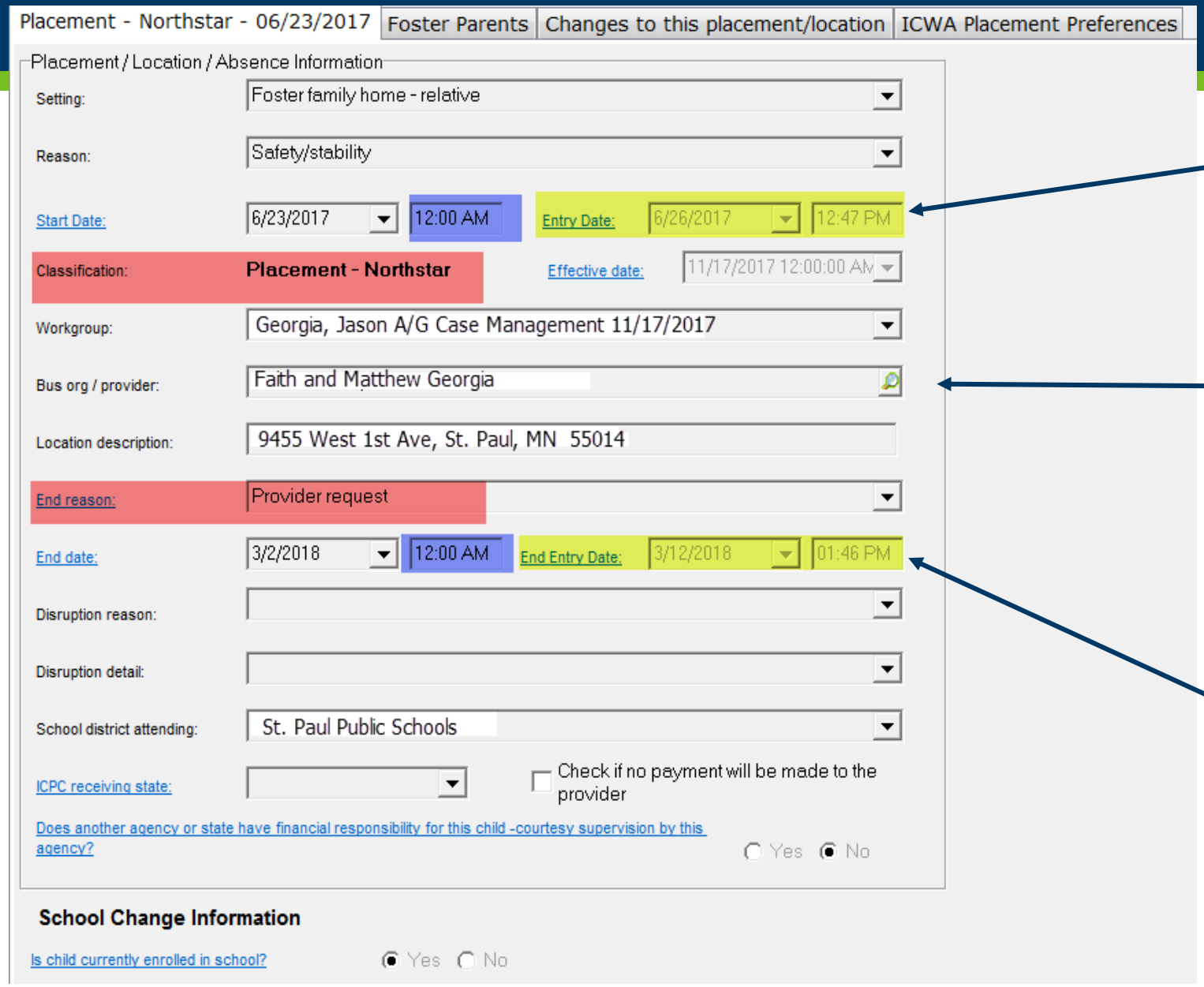
Continuous Placement

- Begins when the agency has placement and care responsibilities and child/youth is removed from the home.
- The initial removal may be based on:
  - A 72 hour hold
  - Parents placed child in treatment prior to requesting services from local agency; a VPA is signed
- Defined as the entire time a child lives away from their home through legal authority
- Ends when the child is living with their parent, legal custodian, finalized adoption, tribal customary adoption or reaches age of majority

Placement

- All placements over 24 hours must be entered in SSIS
- Exception: law enforcement or tribal social services “places” child with the child’s other parent
  - This is not a placement, do not enter Continuous Placement or Placement
  - A Location can be entered so agency knows where child is

Enter Child/Youth Placement



Federal, state & fiscal rules require entering the Entry Date before the 60th day of placement.

The Provider selected in the Bus org / provider field must match the Service Vendor on the Service Arrangement/Payments

Federal, state & fiscal rules require entering the placement End Entry Date before the 60th day. Federal requirements ask states to aim for entry of both by the 30th day. Note: 2 months is almost always 60 or more days.

Important to Double-Check

- Double-check foster care/shelter care/residential treatment center/group home business organization/vendor
- Some business organizations have different licenses for different levels or population of care
- Legal authority changes (state law, tribal codes, corrections)
- Resource (Foster Care) family address change

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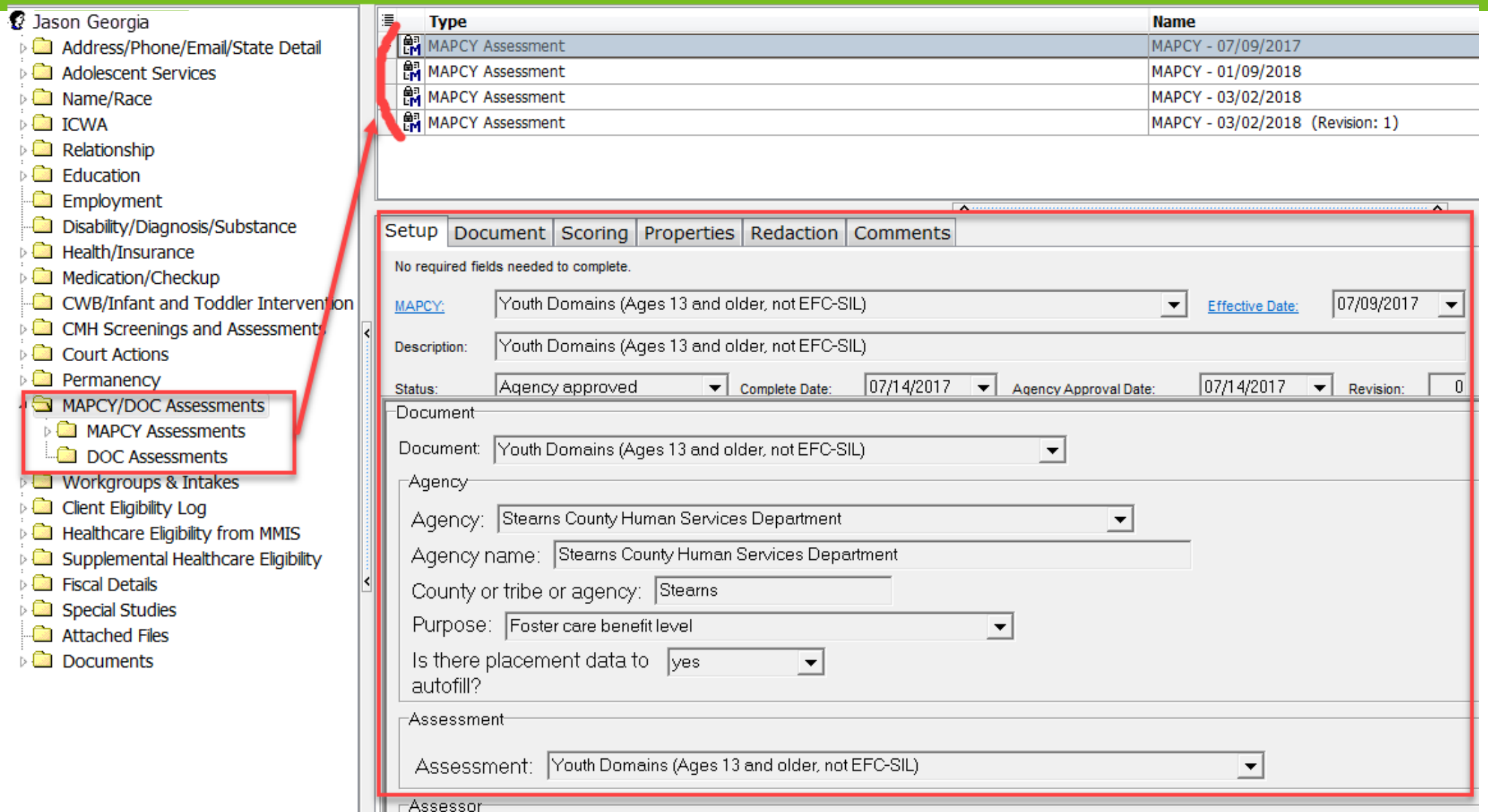
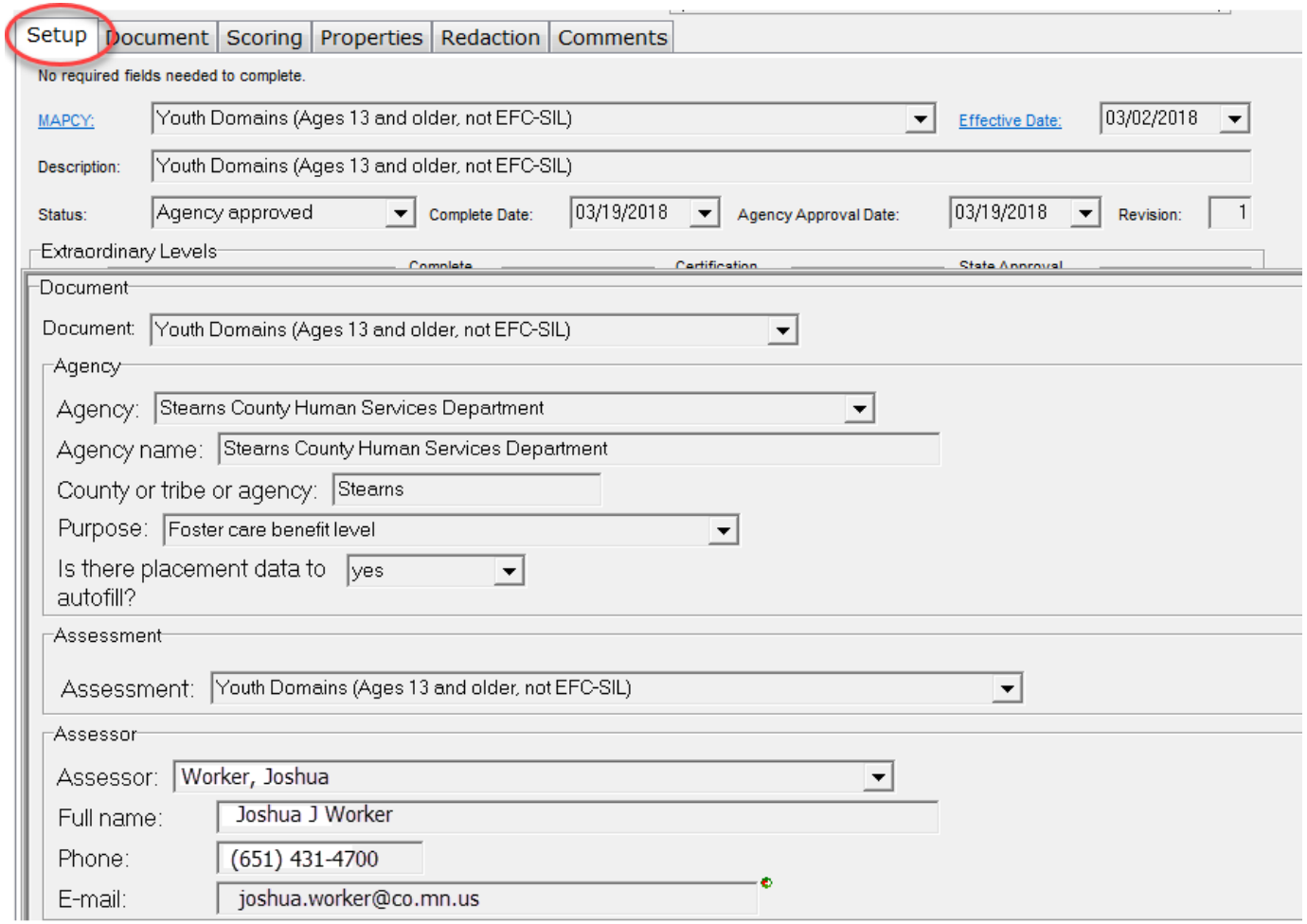
MAPCY
SSIS – Tool

MAPCY – SSIS Tool



MAPCY – Setup Tab



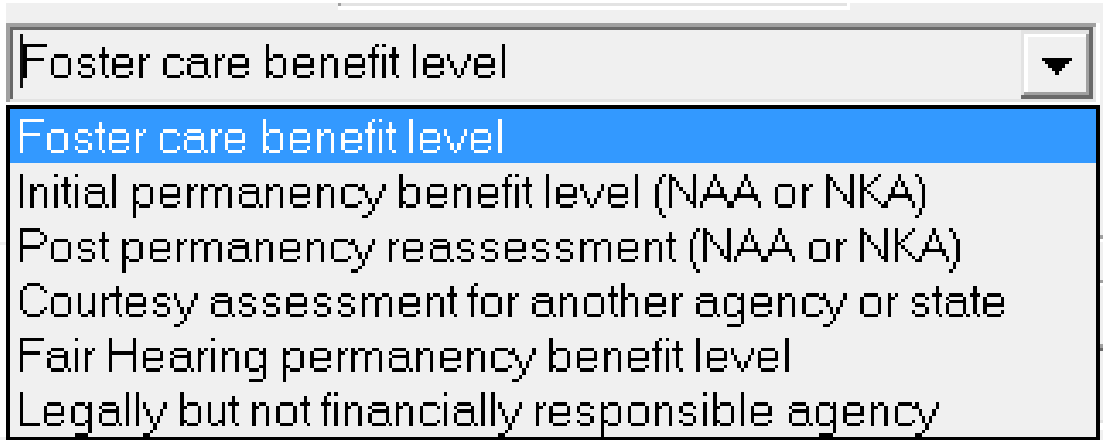
- The MAPCY Setup tab is an important step in the process.
- Records important information that plays into the assessment: which tool, agency and placement information, etc.
  - Information feeds into Service Arrangements and Payments
- Should be completed from the top down, as fields & selection options change, depending on previously selections.

MAPCY – Setup Tab

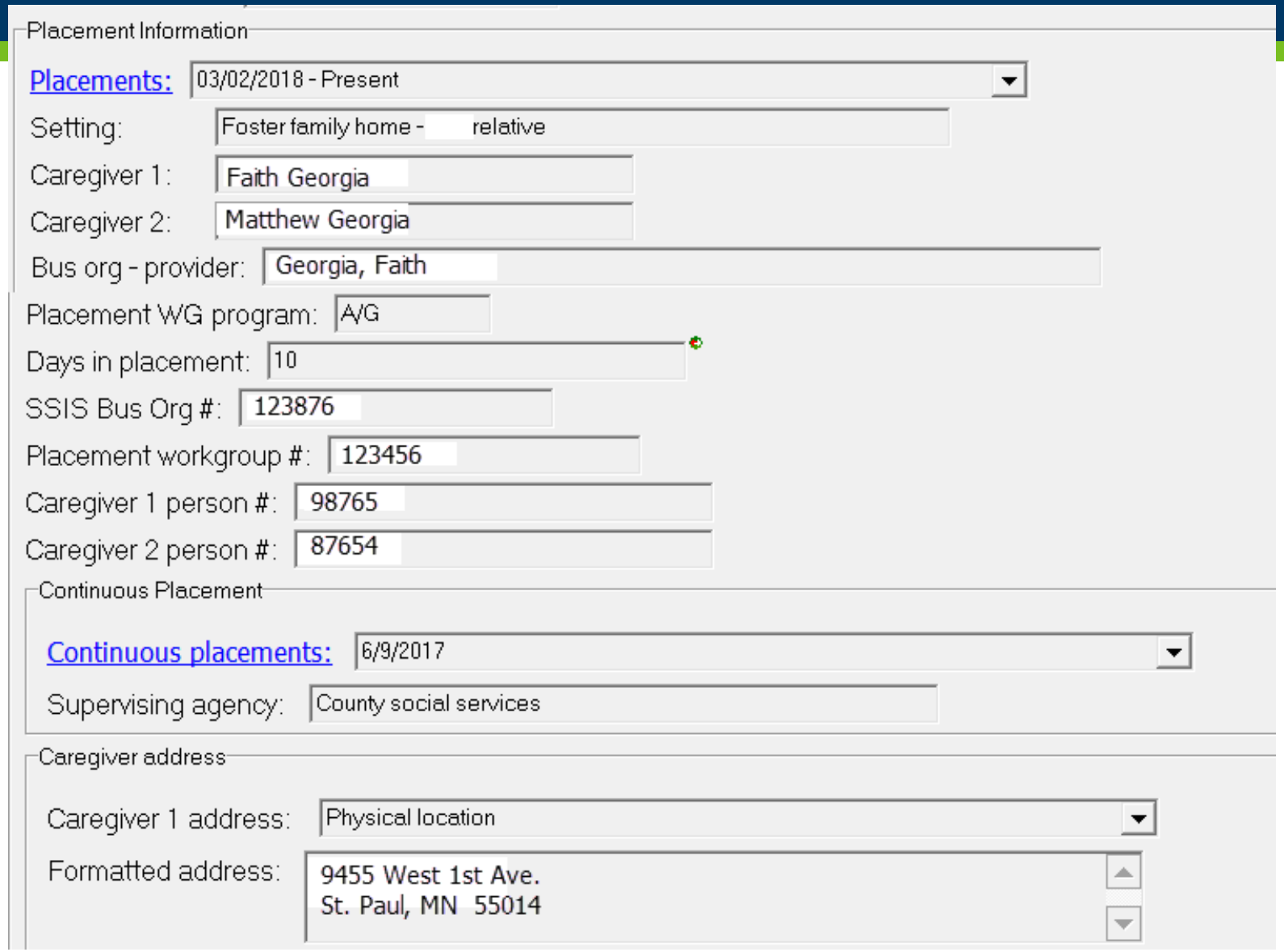
Age Validation for Setup:

Template	Invalid for Age
Child	Over 13.25 years
Youth	Under 12.75 years
EFC-SIL	Under 17.75

Purpose of Assessment:

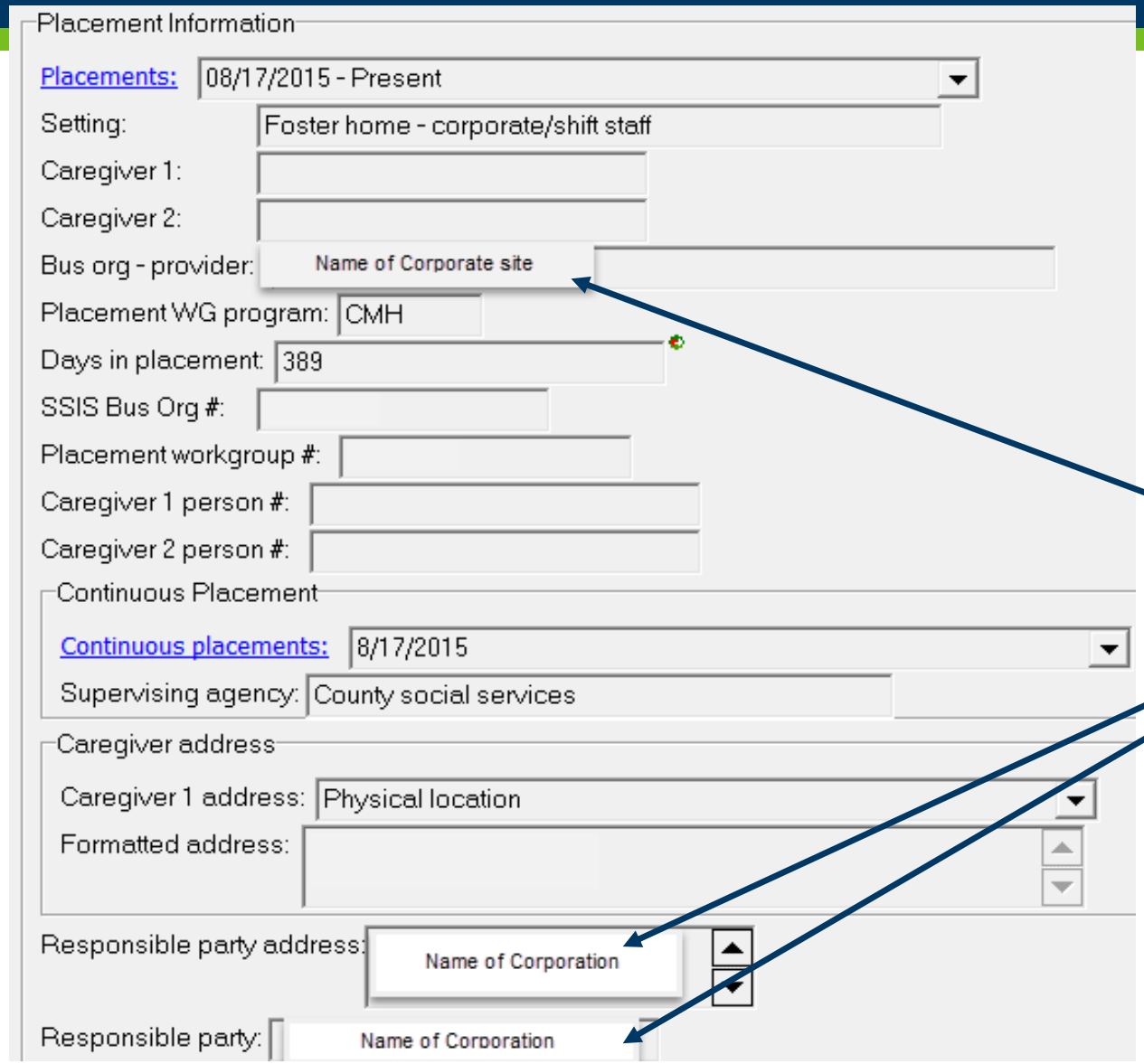


MAPCY – Setup Tab



- Ensure that the correct placement is selected if the child has been placed there before
  - Placement information pulls into:
    - Rating Report
    - Notice to Caregiver
    - Service Arrangement

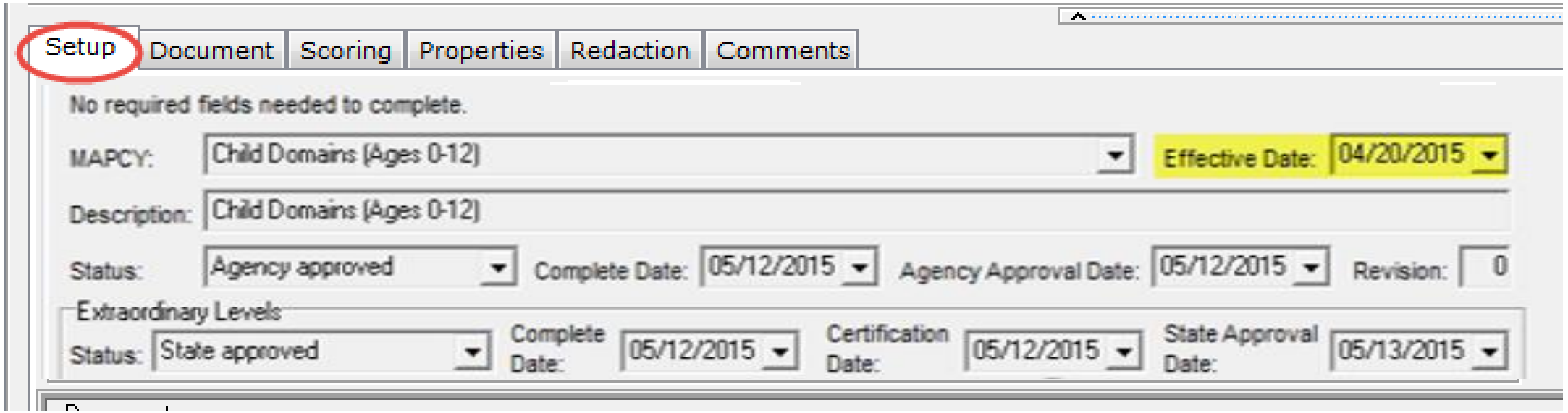
MAPCY – Setup Tab



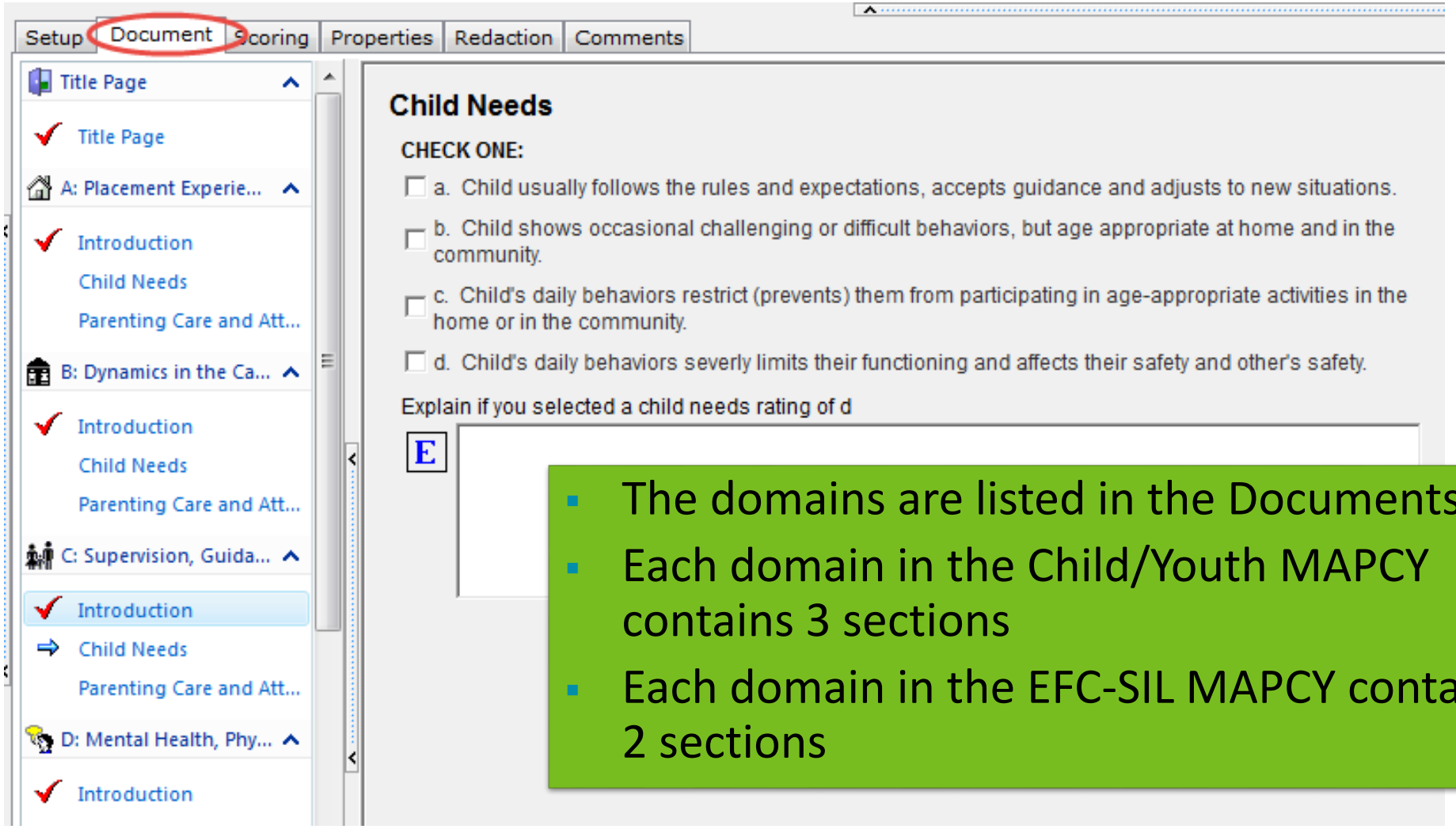
- Foster home – corporate/shift staff
  - Since they do not have a caregiver, Responsible Party is a text field
    - Name of corporation should be entered, not the county/tribal agency or the removal parent
    - Important to insure that notifications are sent to the corporate foster home (not the agency or parent)

MAPCY Setup Tab
Initial MAPCY Assessment – Effective Date

- Effective date is typically the beginning of the placement
- SSIS sets the effective date according to business rules relating to Emergency Level D (do not try to override!)



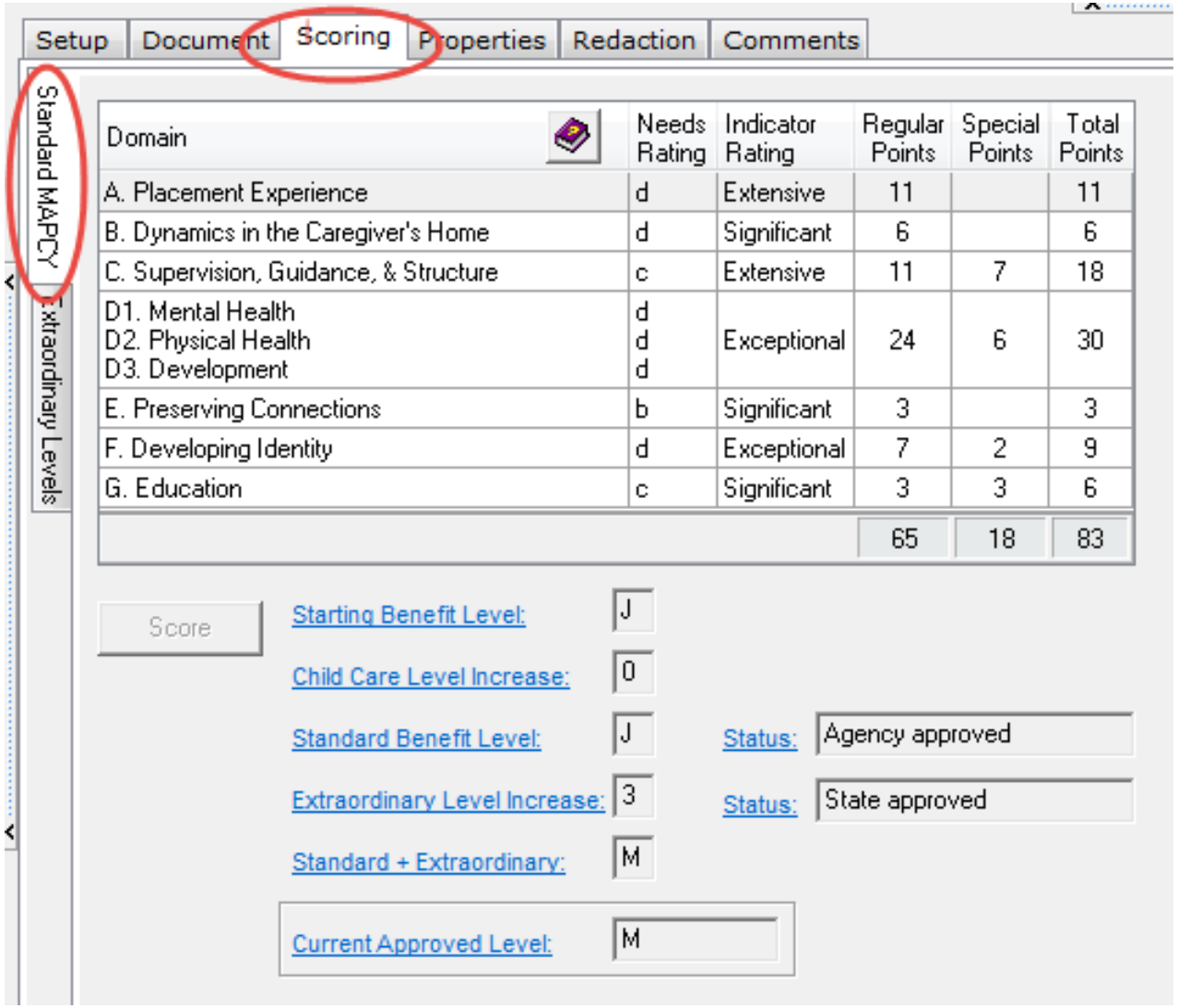
MAPCY - Document Tab



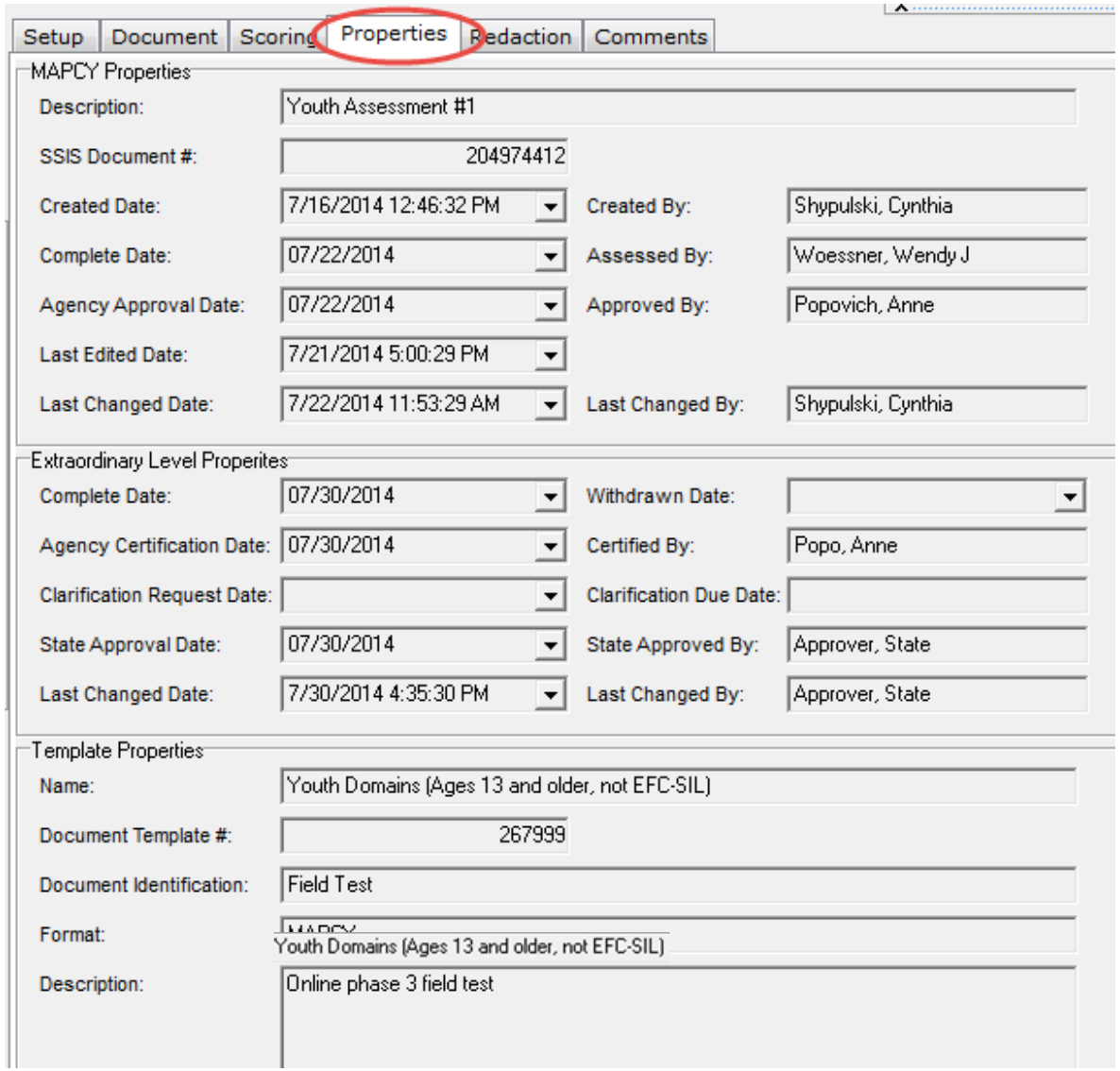
- The domains are listed in the Documents tab
- Each domain in the Child/Youth MAPCY contains 3 sections
- Each domain in the EFC-SIL MAPCY contains 2 sections

MAPCY - Scoring

Provides a summary of the MAPCY domains, reflecting the calculation of the different benefit levels as determined by the MAPCY

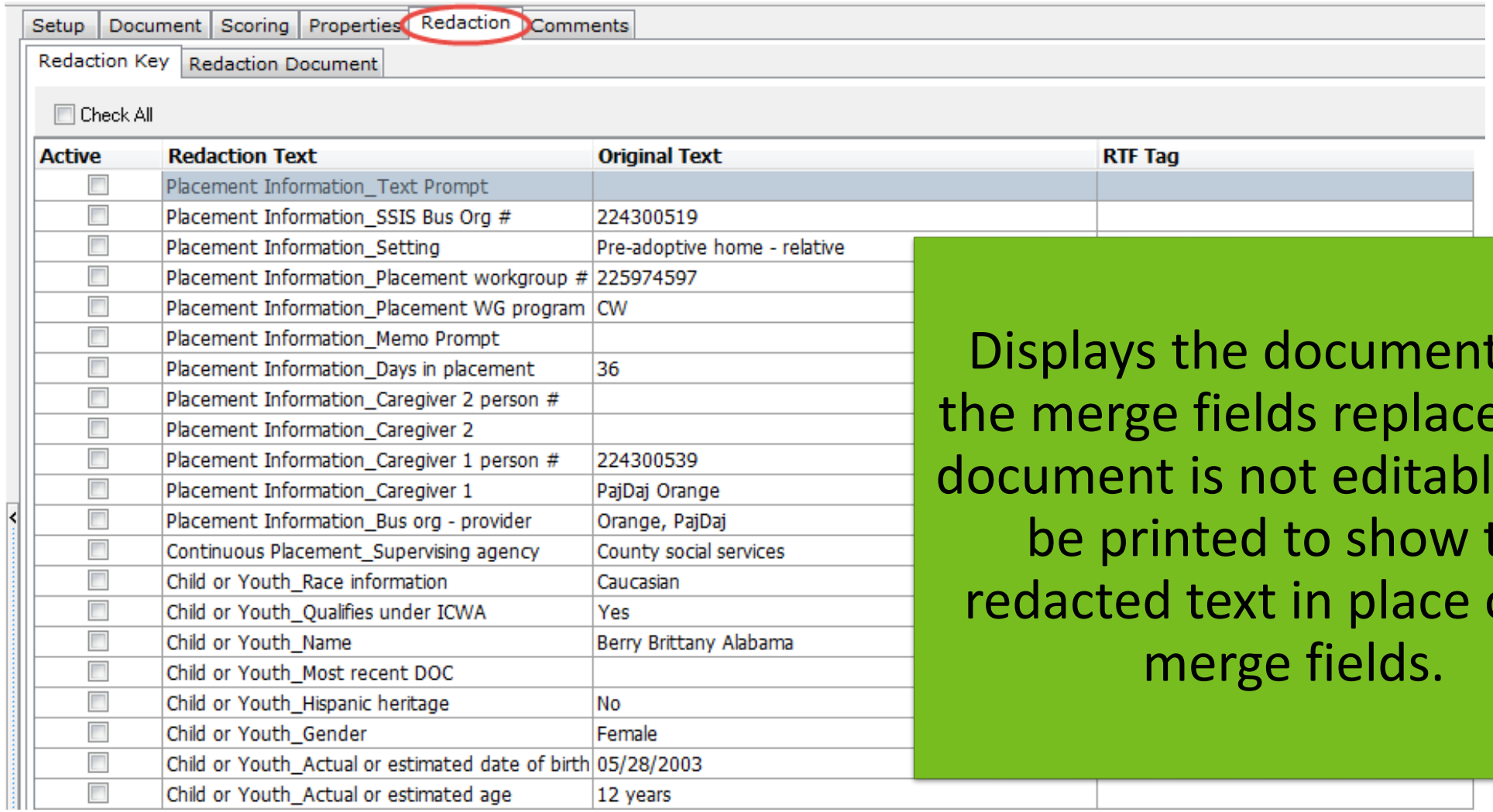


MAPCY – Properties Tab



Provides basic information about the assessment

MAPCY – Redaction Tab



Active	Redaction Text	Original Text	RTF Tag
☐	Placement Information_Text Prompt		
☐	Placement Information_SSIS Bus Org #	224300519	
☐	Placement Information_Setting	Pre-adoptive home - relative	
☐	Placement Information_Placement workgroup #	225974597	
☐	Placement Information_Placement WG program	CW	
☐	Placement Information_Memo Prompt		
☐	Placement Information_Days in placement	36	
☐	Placement Information_Caregiver 2 person #		
☐	Placement Information_Caregiver 2		
☐	Placement Information_Caregiver 1 person #	224300539	
☐	Placement Information_Caregiver 1	PajDaj Orange	
☐	Placement Information_Bus org - provider	Orange, PajDaj	
☐	Continuous Placement_Supervising agency	County social services	
☐	Child or Youth_Race information	Caucasian	
☐	Child or Youth_Qualifies under ICWA	Yes	
☐	Child or Youth_Name	Berry Brittany Alabama	
☐	Child or Youth_Most recent DOC		
☐	Child or Youth_Hispanic heritage	No	
☐	Child or Youth_Gender	Female	
☐	Child or Youth_Actual or estimated date of birth	05/28/2003	
☐	Child or Youth_Actual or estimated age	12 years	

Displays the document with the merge fields replaced. The document is not editable. Can be printed to show the redacted text in place of the merge fields.

MAPCY – Comments Tab

Setup | Document | Scoring | Properties | Redaction | Comments

Date Entered	Author	Comment	Type
07/30/2014 4:35 PM	Approver, State	Status changed to "State approved" with comments: "Approved Extraordinary Levels."	Extraordinary Levels
07/30/2014 4:34 PM	Popo, Anne	Status changed to "Pending state approval" with comments: "Sending for state approval."	Extraordinary Levels
07/30/2014 4:33 PM	Popovich, Anne	Status changed to "Pending agency certification" with comments: "Resending for approval."	Extraordinary Levels
07/30/2014 4:33 PM	Popovich, Anne	Status changed to "Draft" with comments: "Resending for approval."	Extraordinary Levels
07/23/2014 3:06 PM	Holte, Dee	Status changed to "Clarification needed" with comments: "test of state approval and request for clarification, role does not have state approver."	Extraordinary Levels
07/22/2014 3:52 PM	Popovich, Anne	Status changed to "Pending state approval" with comments: "Testing, Testing, 1..2..3...Testing"	Extraordinary Levels
07/22/2014 11:54 AM	Shypulski, Cynthia	Status changed to "Pending agency certification" with comments: "Anne- will you please review George and the request for EL?	Extraordinary Levels
07/22/2014 11:19 AM	Shypulski, Cynthia	Sent to Anne for Approval!	Standard MAPCY
07/22/2014 11:17 AM	Shypulski, Cynthia	MAPCY for George. Met with both foster parents, both parents, GAL, and tribal social worker on 7/18 to discuss this and go over OHPP.	Standard MAPCY

Note: When using the Comments tab, neither an alert or a reminder is created when a comment is added.

Extraordinary Levels

- The Extraordinary Levels are designed for:
  - Highest needs children particularly in the areas of mental health, physical health and developmental needs
  - Caregiver is providing intense supervision and parenting care to fill a gap that is not covered by other services
  - Provides a mechanism through which up to five levels can be added to the supplemental difficulty of care for an eligible child
- Exemptions
  - Parenting foster youth living with their children in a family foster home.
  - EFC-SILS (Brass Code 188)

Eligibility

- 3 Entry Tests
  - Standard MAPCY score 62 or greater
  - Highest needs identified in Domain D: mental health, physical health and developmental needs
  - Caregiver is providing intense supervision and parenting care (Captured in Domain C)

If the entry test are met, SSIS will guide the assessor through the Certifying Tests

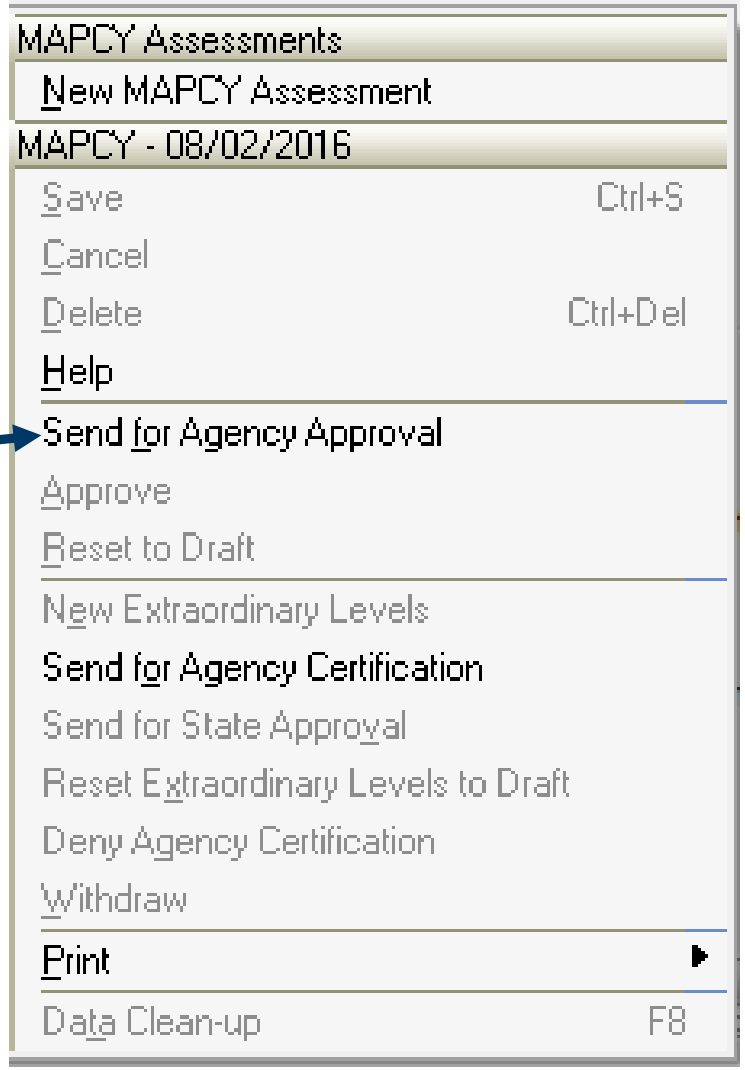
Extraordinary Levels – How it's Done – 2 step process

Once the assessor completes the MAPCY and explores the Extraordinary Levels, they must do two things:

1. For the MAPCY:

   From the Action Menu select **Send for Agency Approval**

(Approver will either approve the MAPCY or Reset to Draft)

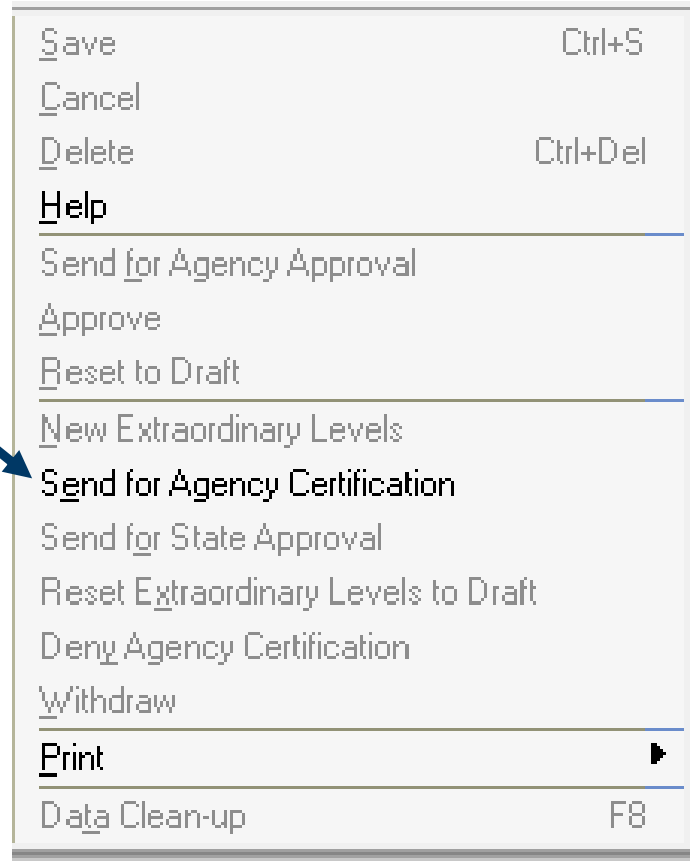


Extraordinary Levels – How it's Done – 2 step process

2. For the Extraordinary Level:

   From the Action menu select **Send for Agency Certification**

   (Approver will send for State Approval, Reset to Draft or Deny agency Certification)



Extraordinary Levels – How it's Done

The Agency Approver reviews the Extraordinary Level request:

- If appropriate, selects **Send for State Approval** from the Action menu
  - The MAPCY must be Agency Approved before the Extraordinary Level can be sent for state approval
  - Once the Extraordinary Level request is sent for State Approval, it falls off the Approval Log
  - Payment can be made off the approved MAPCY while the Extraordinary Levels is being completed

Extraordinary Levels – How it's Done – Draft Status

Ensure that the Extraordinary Level has a final status and is not left in "Draft" status.

Final Statuses:

- Not Eligible:
  - Within the Certifying Tests, answering "No" to the following questions:
    - Does the child currently reside with the caregiver?
    - Does the assessor certify that if this child was not placed with this particular caregiver, the child would be in a residential facility, another type of residential or correctional program or hospitalization?
- Deny Agency Certification
- Withdraw after submission to DHS
- Approved
- Denied

Extraordinary Levels – How it's Done

DHS staff reviews the request within 15 days and will either:

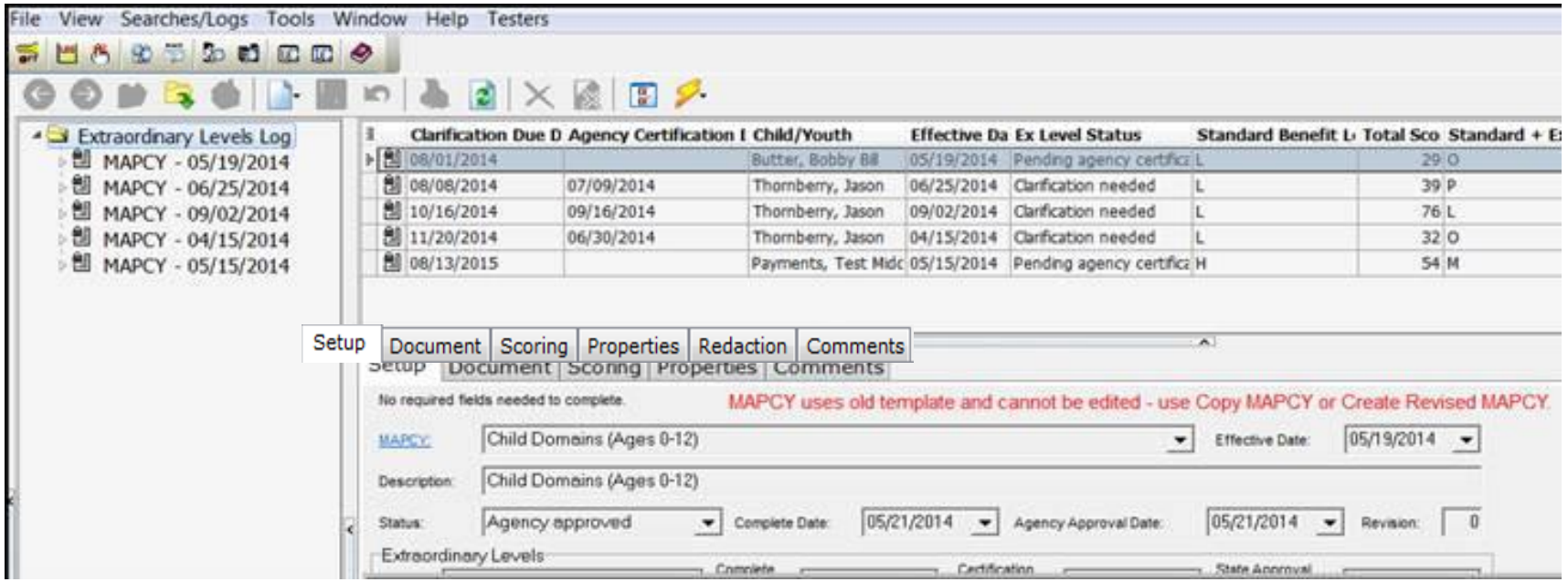
- Approve
- Deny
- Request Clarification
  - Once Clarification is requested, the agency has 30 days to reply
  - If clarification is not sent, the request will auto-deny

NOTE: DHS is responsible for sending notices for all Extraordinary Level approvals or denials (if "withdrawn" the agency must send out notice)

Extraordinary Levels Log

Searches/Log Menu

- Log includes Extraordinary Level requests:
  - Clarification Needed with status of “Draft”
  - Pending Agency Certification
    - Also shows in Extraordinary Levels Approval Log
  - Clarification Needed



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Scoring and Benefits

Scoring

- There’s no “magic formula” that determines a child’s MAPCY score
- Scoring is done automatically by SSIS
  - Provides a consistent scoring process throughout the state.

Scoring

- Points to Benefit Level to Payment
  - SSIS adds up all Domains (except for Domain H - Child Care), including any Special Points, to get the total MAPCY points
  - The total points are translated into a ***Starting Benefit Level*** (Levels B-L)
  - Any Child Care increase will be added to the Starting Benefit Level to make up the ***Standard Benefit Level***
  - Extraordinary Levels are then added to the Standard Benefit Level and once approved, determines the ***Standard + Extraordinary/Current Approved Level*** (can increase the level up to Q)
  - The final benefit level determines the monthly payment (***Current Approved Level***)

Benefit Level

- Payment is based solely on MAPCY (Supplemental) + Basic Per Diem
  - SSIS programming does not allow an assessor or approver to override the benefit level

Benefit Levels

- Basic Rates (effective 7/1/20 – 6/30/21)
  - 0-5: $689
  - 6-12: $816
  - 13-21: $964
- Supplemental MAPCY Benefit Levels
  - Approval at local agency ($109/level eff. 7/1/20)
- Extraordinary Levels
  - Extraordinary Level increase can add up to five additional levels from the standard benefit level

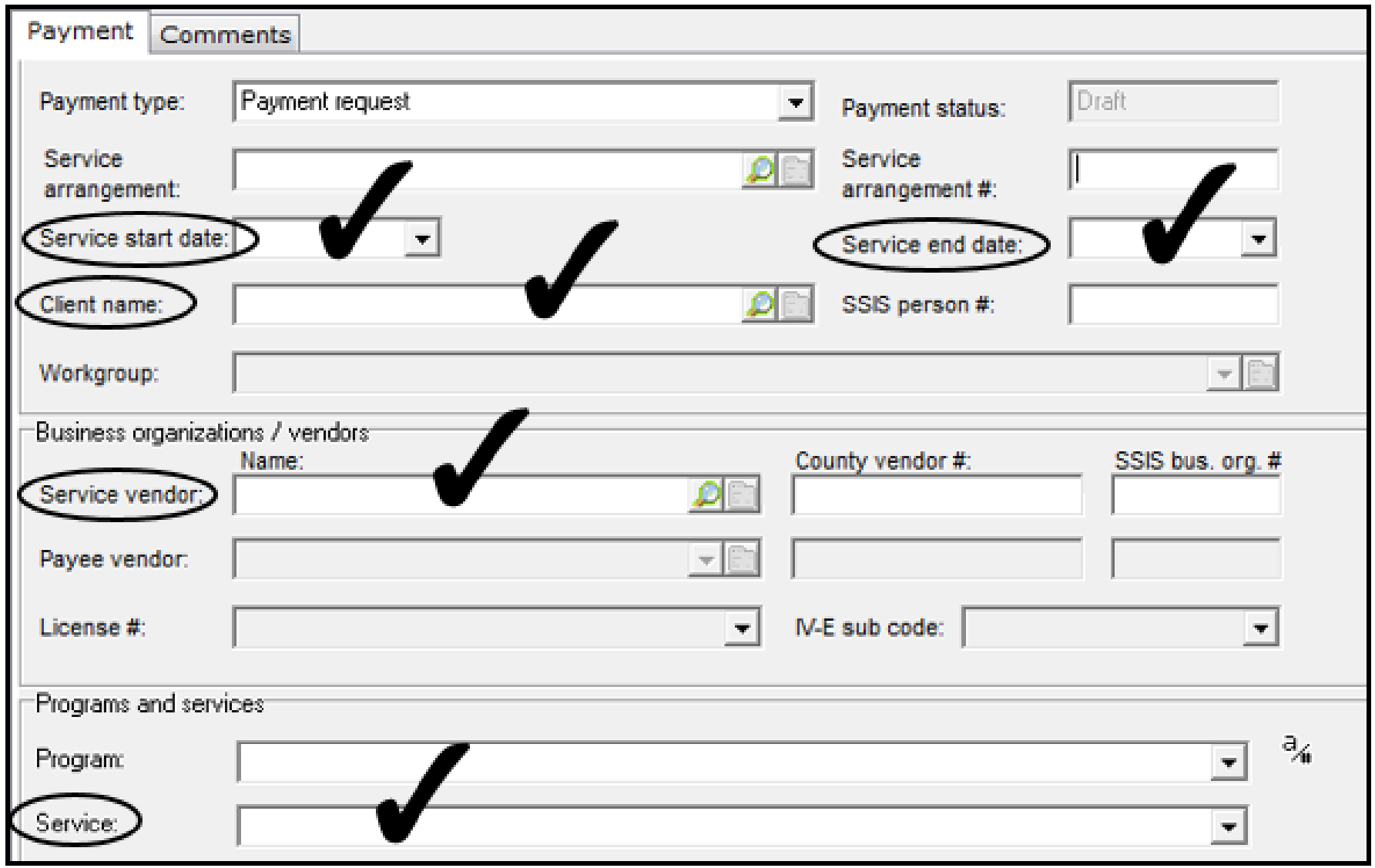
Supplemental (MAPCY) Level	Monthly Supplemental Rate
Level B	$ 0
Level C	$109
Level D	$218
Level E	$327
Level F	$436
Level G	$545
Level H	$654
Level I	$763
Level J	$872
Level K	$981
Level L	$1090
Level M	$1199
Level N	$1308
Level O	$1417
Level P	$1526
Level Q	$1635

Service Arrangements & Payments

5 Key Fields for Foster Care Service Arrangements and Payments:

- Service Start Date
- Service End Date
- Client
- Service Vendor
- Service
  - 180 – Treatment Foster Care
  - 181 – Child Family Foster Care
  - 188 – Supervised Independent Living

Service Arrangements & Payments



Service Arrangements & Payments

- A valid Placement is required
  - Service vendor must match Placement provider on Placement
- An Approved MAPCY is required to pay Supplemental per diem
  - Not required if placement is less than 30 days
  - Service vendor must match Provider selected on MAPCY Assessment
- If no MAPCY exists, or the MAPCY is not approved, Payments are based on the Emergency Rate for Foster Care
  - If no Approved MAPCY exists - Basic or Level D defaults
  - If waiting on Extraordinary Level approval from State, the Agency Approved MAPCY level defaults

Move to Another Placement – New MAPCY

- A new MAPCY must be completed when a child in foster care has a change of placement
  - Each MAPCY is unique to a particular child in a particular placement with a particular caregiver
- End the current Service Arrangement when the Placement ends and create a new Service Arrangement for the new Foster Home once the MAPCY Assessment is approved

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Additional Things to Know

Reassessments

- Must be completed within 30 days of the following events:
  - For a child in foster care, change of placement location (*would be considered an initial assessment for the new placement*);
  - For a child in foster care, 6 months since the initial assessment, and annually thereafter (based on effective date);
  - For a child in foster care, at the request of the financially or legally responsible agency;
  - At the request of the commissioner; or
  - At the request of the caregiver
    - Needs to be in writing (agency has to complete within 30 days of receipt of the caregiver's request)
    - If less than 6 months, written documentation provided that there has been significant changes

See: M.S. § 256N.24, subd. 9

MAPCY Reassessment Dates

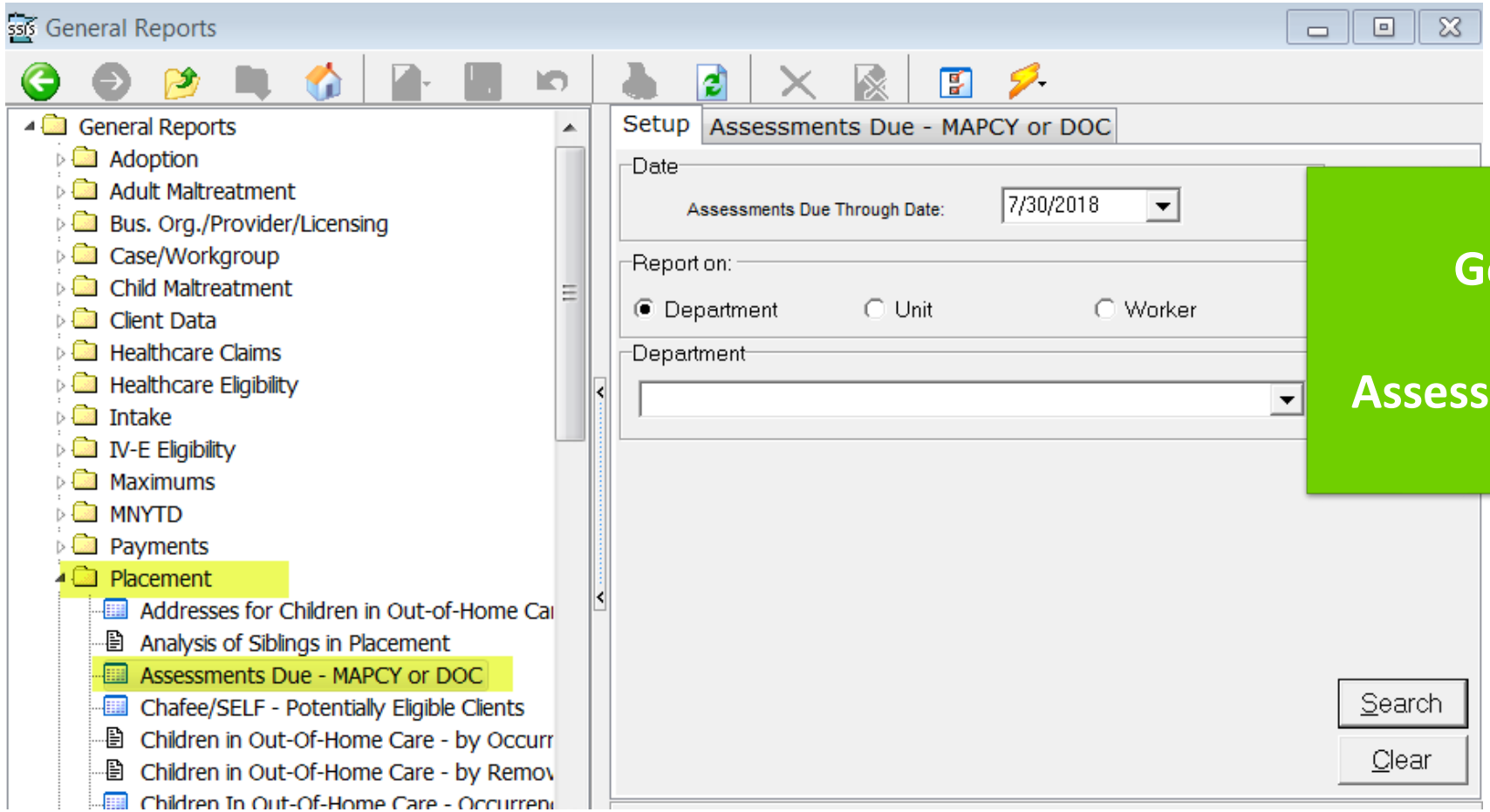
- Due date calculation for MAPCY reassessments:
  - Initial MAPCY is based on the placement date
  - Next MAPCY reassessment is calculated based on the effective date of the previous MAPCY (6 month or 1 year)
  - Due dates for all reassessments are set to the beginning of a month. If the due date already lands on the 1st of a month, it will not be changed. Otherwise, it will be the 1st of the following month

Reassessments

- Recommended Effective Date:
  - 1st of the month for any MAPCY completed after the initial assessment
    - Makes it easier for Fiscal when making payments for the child in placement

Reassessments

- Assessments Due
  - General Report in SSIS helps track when assessment/reassessments are due



Tools>
General Reports>
Placement>
Assessments Due – MAPCY or DOC

MAPCY FAQ

- Can a MAPCY be “un-approved?”
  - No – a Revised MAPCY may be the best way to fix the issue
- Can I delete a MAPCY?
  - If it is in draft status, yes – it can be deleted
  - As general practice, we do not support deleting approved MAPCYs and will not if a payment has been made off the approved MAPCY
  - Possible for the Helpdesk to set it back to draft so any errors can be corrected
- Do I need to do a MAPCY if the child is there less than 30 days?
  - No, if it’s within the first 30 days of the continuous placement, the child will receive the Emergency Level D; if it’s past then, the system will default to Level B without an approved MAPCY

Revise MAPCY

- REVISE MAPCY
  - Keeps the same information, yet allows assessor to change needs/indicators
    - Useful when you accidentally selected the wrong placement
    - Useful when there is an appeal
    - Useful when SSIS templates change
  - ***Keeps the same effective date*** *– cannot change*

Revise MAPCY Fiscal Impacts

Complete a Revised MAPCY if you do not want to change the effective date

- If the MAPCY level increases:
  - A new Service Arrangement must be created for any service dates not already paid
  - A new Service Arrangement and/or Payments must be made for MAPCY adjustments (Special Cost Code 19)
- If the MAPCY level decreases:
  - A new Service Arrangement must be created for any service dates not already paid
  - Any payments made to the provider will need to be split in order to claim to Northstar
- If the MAPCY level remains the same:
  - No changes are necessary to Service Arrangements and Payments

Copy MAPCY

- COPY MAPCY
  - Keeps the same information, yet allows assessor to change needs/indicators
    - Useful when completing a reassessment
    - Useful when a child changes placements
    - Useful when SSIS templates change
  - ***Must have a different effective date***

Copy MAPCY Fiscal Impacts

Copy a MAPCY if you want the effective date to change:

- If the MAPCY level increases:
  - A new Service Arrangement must be created for any service dates not already paid
  - Any Payments made where the service dates include the new effective date may need additional MAPCY adjustment payments (Special Cost Code 19)
- If the MAPCY level decreases:
  - A new Service Arrangement must be created
  - Any Payments made where the service dates include the new effective date need to be split in order to claim to Northstar
- If the MAPCY level remains the same but the effective date is not the 1st of the month:
  - A new Service Arrangement must be created for any service dates not already paid
  - Any Payments made where the service dates include the new effective date need to be split in order to claim to Northstar

Post-Permanency Reassessments

- Family or county contacts DHS Adoption/Kinship worker to request a reassessment
  - Must be 6 months since the last assessment
  - Must be in writing from the family
- DHS locates the child in SSIS-DHS and initiates a reassessment to the county of financial responsibility
- County manages the log for new requests
  - Log in SSIS-Worker that allows agency to view pending reassessments (Searches/Logs – Post Permanency Reassessment Log)
- Request to county will include both the pre-adoptive and post-adoptive names and SWNDX numbers and current MAPCY level

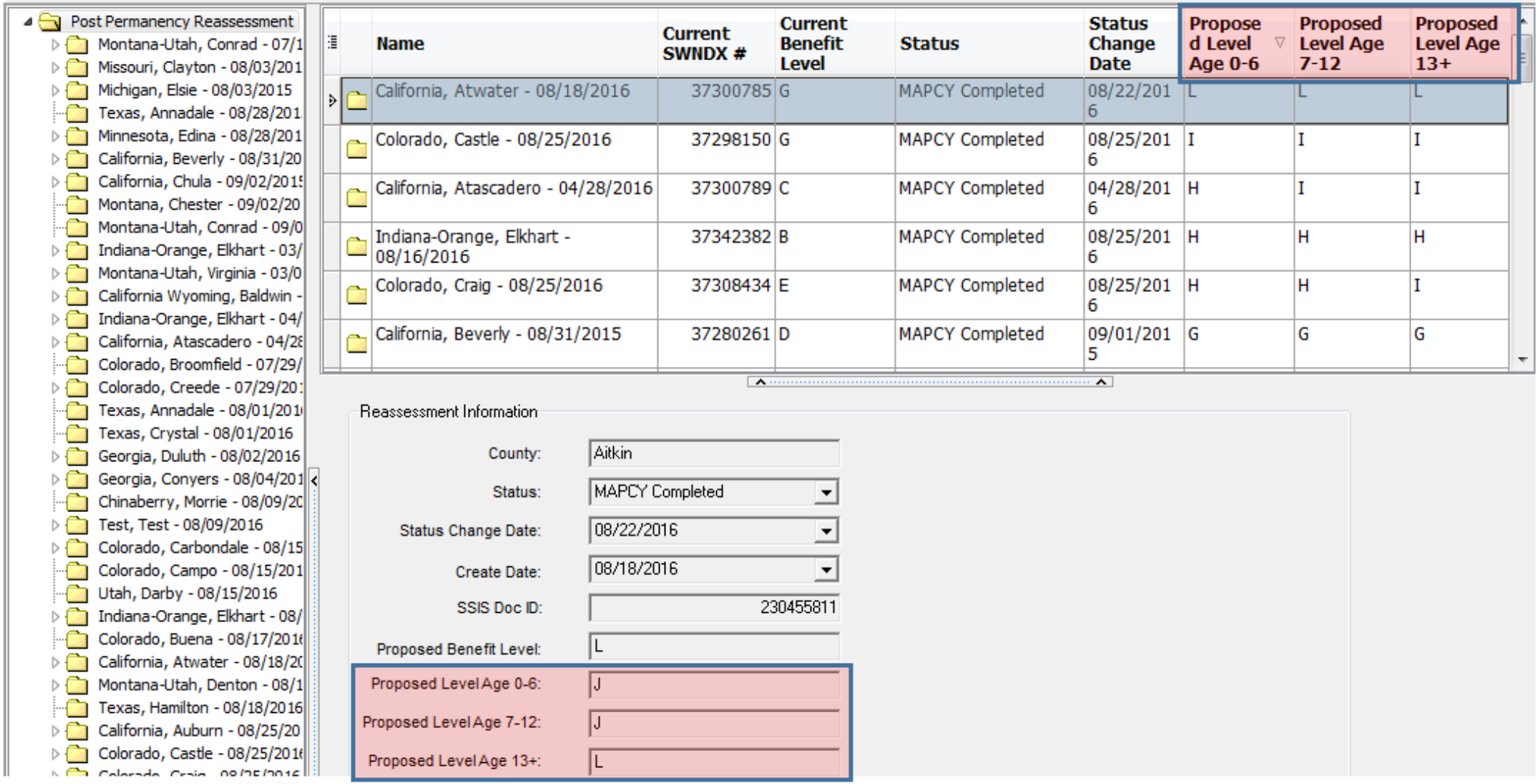
Post-Permanency Reassessments

- Financially responsible agency conducts person search on post adoptive/post kinship child/youth
    - If child/youth does not exist in the county, the county worker creates a new person record for the post adoptive/kinship identity and clears to the county and SWNDX.
- SSIS-Worker allows the completion of a new MAPCY and compares the results of the original MAPCY
    - In the MAPCY Setup Tab, the purpose is “Post Permanency Reassessment (NAA or NKA)”
- Notifications within SSIS-Worker to notify adoptive parent/relative custodian if MAPCY results are the same or lower

Post-Permanency Reassessments

- If a higher benefit level is determined and approved, SSIS-Worker automatically sends a notification with the proposed benefit level increase to SSIS-DHS
  - Financially responsible agency must send a copy of the MAPCY Rating Report to the DHS Adoption Assistance worker.
  - DHS reviews the MAPCY Rating Report
  - DHS creates and sends out an amendment to the adoption/kinship benefit agreement to the family for signature.
  - Once signed and returned, DHS signs the amendment, sets up new payment and issues back payment if necessary.
    - New rates goes into effect the date DHS Adoption Assistance signs the amendment.

Post-Permanency Reassessments



Domain H – Child Care

- Child care needed for when caregiver works outside the home or is enrolled in a training or educational program
- Ratings are based on an average of the child care needed throughout the calendar year.

Need	Hours	Level Increase 0-6 year old	Level Increase 7-13 year old
a	<10 hrs/wk	0	0
b	10-19 hrs/wk (or needed for summer only)	1	0
c	20-29 hrs/wk	2	1
d	30-39 hrs/wk	3	1
e	40+ hrs/wk	4	2

Foster Care and Waivered Services

1 – Establish foster care maintenance rate with:

- Basic rate
- Supplemental rate (MAPCY)

2 – Establish MA Waiver Services Rate (RMS)

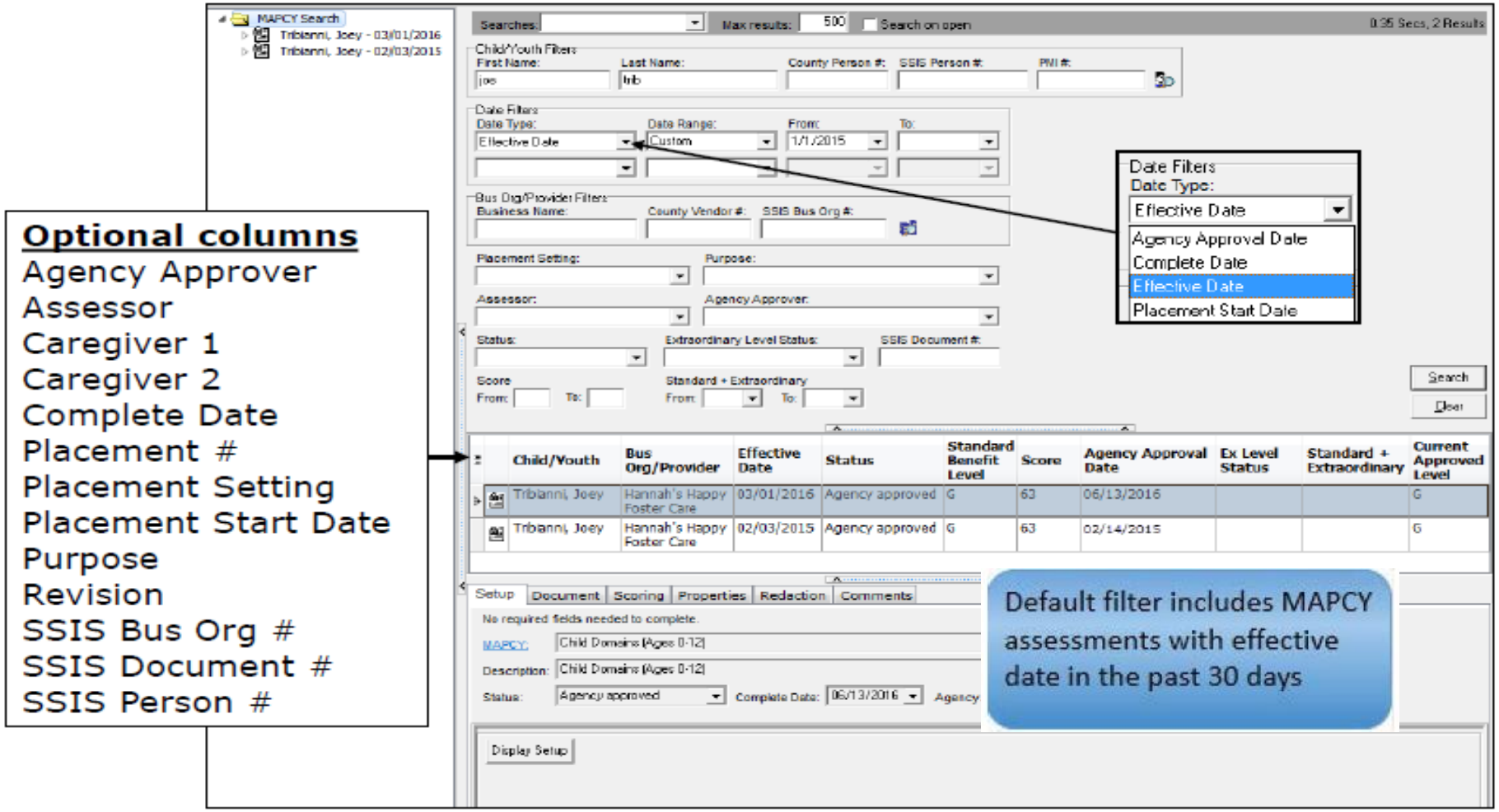
3 – Subtract Supplemental rate (determined by the MAPCY) from RMS calculated amount

4 – Use manual banding option in RMS to enter the calculated amount in the non-framework section of RMS

Refer to the SSIS update #429 for joint policy and SSIS fiscal article on how to enter Service Arrangements and Payments for Waiver kids in a Northstar Placement

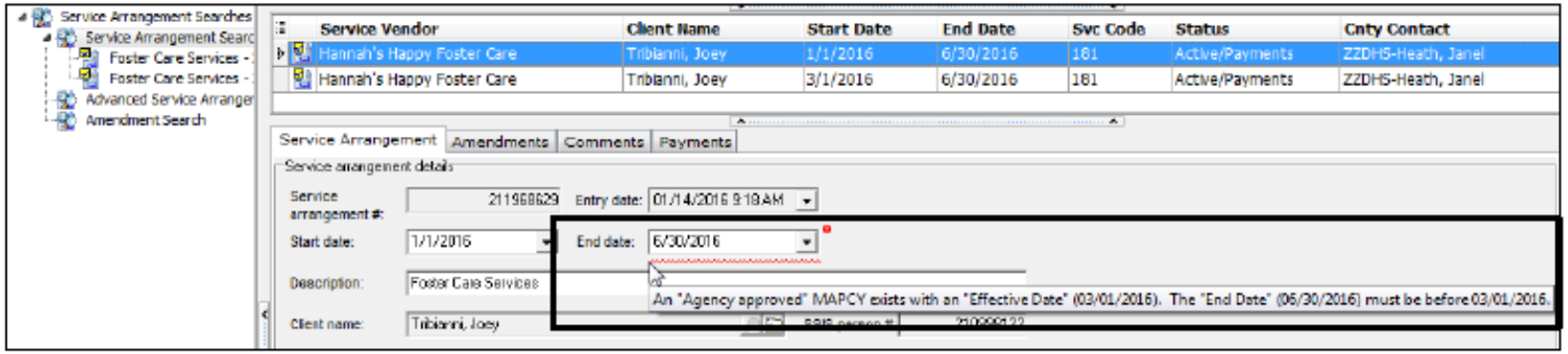
MAPCY Search

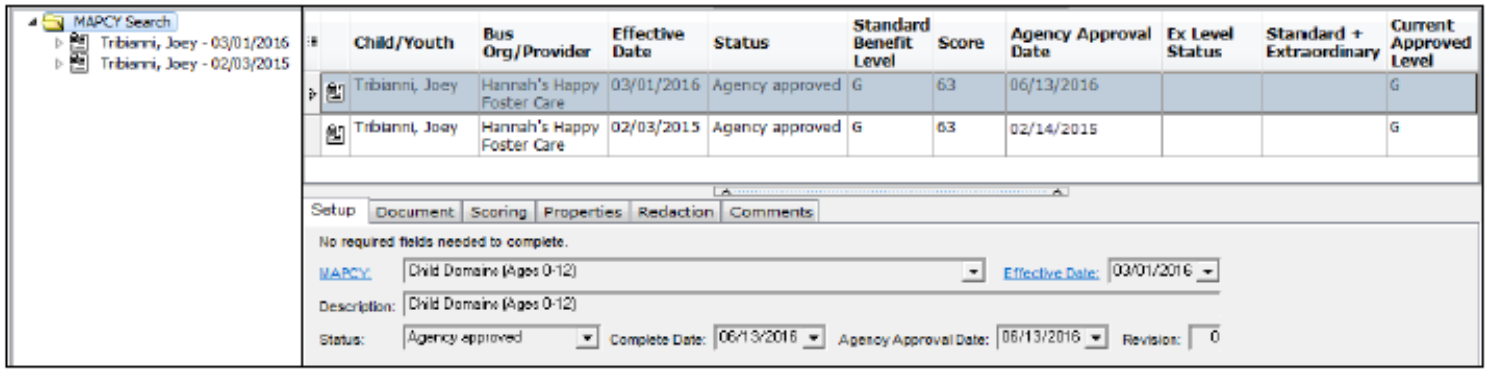
- MAPCY Search (Searches/Logs menu)



MAPCY Search

- MAPCY Search (Searches/Logs menu)
  - Use the MAPCY Search to research if Service Dates on Service Arrangements or Payments overlap MAPCY Effective Dates





Questions?

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