



## Minnesota Assessment of Parenting for Children and Youth (MAPCY)

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SSIS Coffee Talk 8/18/20

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

## 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

## 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)

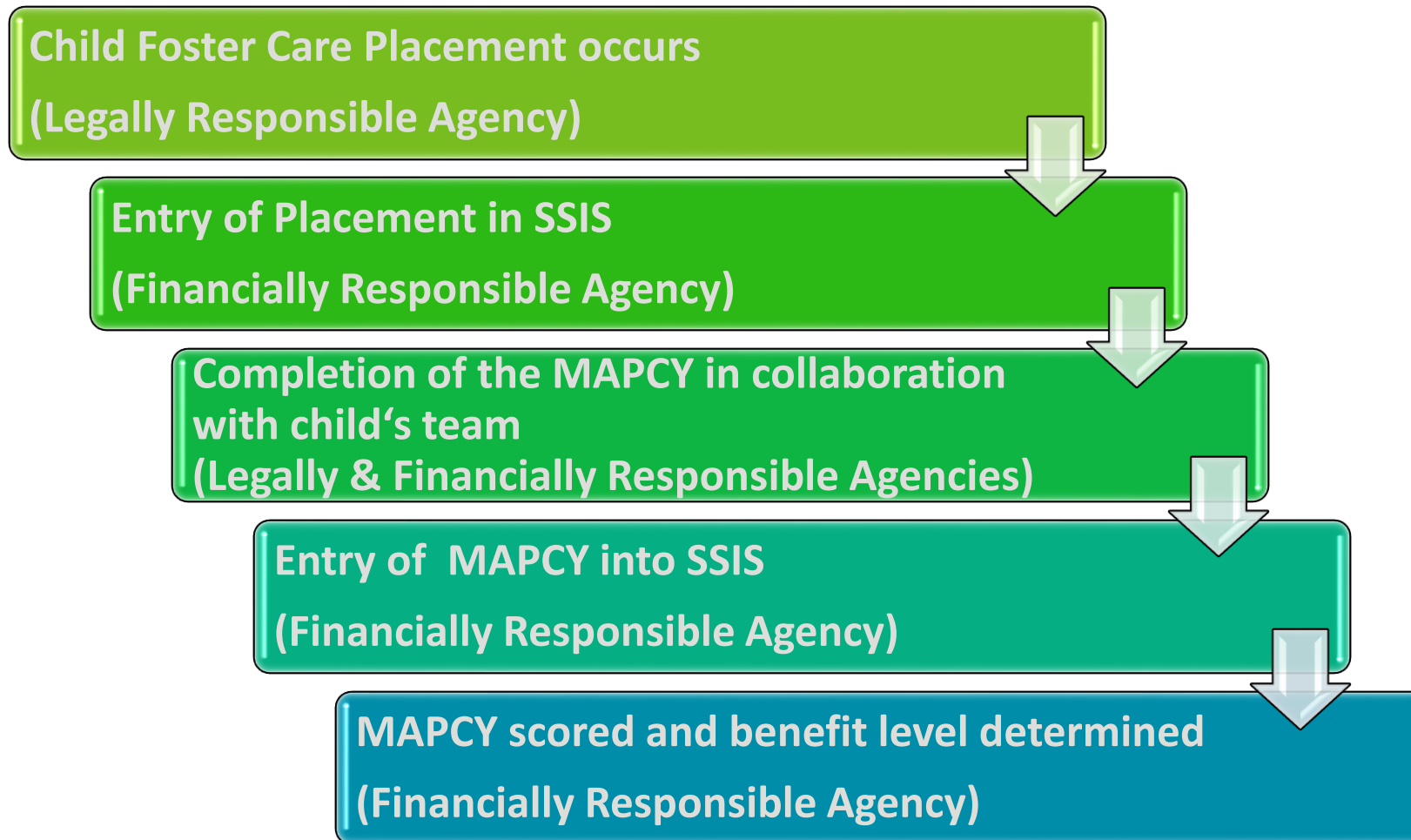
- Not automatic for Non–Title IV-E kinship assistance

# 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

Assessor refers the completed MAPCY for  
Agency Approval  
(Financially Responsible Agency)

Approver reviews and approves the MAPCY  
(Financially Responsible Agency)

Once approved, written notice and a MAPCY  
Rating Report are provided to the caregiver  
(Financially Responsible Agency)

Service Arrangement created and payment  
made  
(Financially Responsible Agency)



# 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 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

# 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

Placement - Northstar - 06/23/2017 Foster Parents Changes to this placement/location ICWA Placement Preferences

Placement / Location / Absence Information

Setting: Foster family home - relative

Reason: Safety/stability

Start Date: 6/23/2017 12:00 AM Entry Date: 6/26/2017 12:47 PM

Classification: Placement - Northstar Effective date: 11/17/2017 12:00:00 AM

Workgroup: Georgia, Jason A/G Case Management 11/17/2017

Bus org / provider: Faith and Matthew Georgia

Location description: 9455 West 1st Ave, St. Paul, MN 55014

End reason: Provider request

End date: 3/2/2018 12:00 AM End Entry Date: 3/12/2018 01:46 PM

Disruption reason:

Disruption detail:

School district attending: St. Paul Public Schools

ICPC receiving state:

☐ Check if no payment will be made to the provider

[Does another agency or state have financial responsibility for this child -courtesy supervision by this agency?](#) ☐ Yes ☒ No

School Change Information

[Is child currently enrolled in school?](#) ☒ Yes ☐ No

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 60<sup>th</sup> day. Federal requirements ask states to aim for entry of both by the 30<sup>th</sup> 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

# MAPCY SSIS – Tool



# MAPCY – SSIS Tool

Jason Georgia

- Address/Phone/Email/State Detail
- Adolescent Services
- Name/Race
- ICWA
- Relationship
- Education
- Employment
- Disability/Diagnosis/Substance
- Health/Insurance
- Medication/Checkup
- CWB/Infant and Toddler Intervention
- CMH Screenings and Assessments
- Court Actions
- Permanency
- MAPCY/DOC Assessments**
  - MAPCY Assessments
  - DOC Assessments
- Workgroups & Intakes
- Client Eligibility Log
- Healthcare Eligibility from MMIS
- Supplemental Healthcare Eligibility
- Fiscal Details
- Special Studies
- Attached Files
- Documents

Type	Name
MAPCY Assessment	MAPCY - 07/09/2017
MAPCY Assessment	MAPCY - 01/09/2018
MAPCY Assessment	MAPCY - 03/02/2018
MAPCY Assessment	MAPCY - 03/02/2018 (Revision: 1)

Setup Document Scoring Properties Redaction Comments

No required fields needed to complete.

MAPCY: Youth Domains (Ages 13 and older, not EFC-SIL) Effective Date: 07/09/2017

Description: Youth Domains (Ages 13 and older, not EFC-SIL)

Status: Agency approved Complete Date: 07/14/2017 Agency Approval Date: 07/14/2017 Revision: 0

Document

Document: Youth Domains (Ages 13 and older, not EFC-SIL)

Agency

Agency: Stearns County Human Services Department

Agency name: Stearns County Human Services Department

County or tribe or agency: Stearns

Purpose: Foster care benefit level

Is there placement data to autofill? yes

Assessment

Assessment: Youth Domains (Ages 13 and older, not EFC-SIL)

Assessor

# MAPCY – Setup Tab

No required fields needed to complete.

**MAPCY:** Youth Domains (Ages 13 and older, not EFC-SIL) **Effective Date:** 03/02/2018

**Description:** Youth Domains (Ages 13 and older, not EFC-SIL)

**Status:** Agency approved **Complete Date:** 03/19/2018 **Agency Approval Date:** 03/19/2018 **Revision:** 1

**Extraordinary Levels**

**Document**

**Document:** Youth Domains (Ages 13 and older, not EFC-SIL)

**Agency**

**Agency:** Stearns County Human Services Department

**Agency name:** Stearns County Human Services Department

**County or tribe or agency:** Stearns

**Purpose:** Foster care benefit level

**Is there placement data to autofill?** yes

**Assessment**

**Assessment:** Youth Domains (Ages 13 and older, not EFC-SIL)

**Assessor**

**Assessor:** Worker, Joshua

**Full name:** Joshua J Worker

**Phone:** (651) 431-4700

**E-mail:** joshua.worker@co.mn.us

- 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:

Foster care benefit level ▼

- Foster care benefit level
- Initial permanency benefit level (NAA or NKA)
- Post permanency reassessment (NAA or NKA)
- Courtesy assessment for another agency or state
- Fair Hearing permanency benefit level
- Legally but not financially responsible agency

# MAPCY – Setup Tab

Placement Information

Placements: 03/02/2018 - Present ▼

Setting: Foster family home - relative

Caregiver 1: Faith Georgia

Caregiver 2: Matthew Georgia

Bus org - provider: Georgia, Faith

Placement WG program: A/G

Days in placement: 10

SSIS Bus Org #: 123876

Placement workgroup #: 123456

Caregiver 1 person #: 98765

Caregiver 2 person #: 87654

Continuous Placement

Continuous placements: 6/9/2017 ▼

Supervising agency: County social services

Caregiver address

Caregiver 1 address: Physical location ▼

Formatted address: 9455 West 1st Ave.  
St. Paul, MN 55014 ▲ ▼

- 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

The screenshot shows the 'Placement Information' section of the MAPCY Setup Tab. It contains several text fields and dropdown menus. Three blue arrows originate from a central point on the right and point to specific fields: the 'Bus org - provider' field, the 'Responsible party address' field, and the 'Responsible party' field. The 'Bus org - provider' field contains the text 'Name of Corporate site'. The 'Responsible party address' field contains the text 'Name of Corporation'. The 'Responsible party' field contains the text 'Name of Corporation'.

Placement Information

Placements: 08/17/2015 - Present

Setting: Foster home - corporate/shift staff

Caregiver 1:

Caregiver 2:

Bus org - provider: Name of Corporate site

Placement WG program: CMH

Days in placement: 389

SSIS Bus Org #:

Placement workgroup #:

Caregiver 1 person #:

Caregiver 2 person #:

Continuous Placement

Continuous placements: 8/17/2015

Supervising agency: County social services

Caregiver address

Caregiver 1 address: Physical location

Formatted address:

Responsible party address: Name of Corporation

Responsible party: Name of Corporation

- 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!)

The screenshot shows the 'Setup' tab of the MAPCY interface. The 'Setup' tab is circled in red. The interface includes a message 'No required fields needed to complete.' and several input fields. The 'MAPCY' field is set to 'Child Domains (Ages 0-12)'. The 'Effective Date' field is highlighted in yellow and set to '04/20/2015'. The 'Description' field is also set to 'Child Domains (Ages 0-12)'. The 'Status' field is set to 'Agency approved'. The 'Complete Date' is set to '05/12/2015'. The 'Agency Approval Date' is set to '05/12/2015'. The 'Revision' field is set to '0'. The 'Extraordinary Levels' section includes a 'Status' field set to 'State approved', a 'Complete Date' set to '05/12/2015', a 'Certification Date' set to '05/12/2015', and a 'State Approval Date' set to '05/13/2015'.

Field	Value
MAPCY	Child Domains (Ages 0-12)
Effective Date	04/20/2015
Description	Child Domains (Ages 0-12)
Status	Agency approved
Complete Date	05/12/2015
Agency Approval Date	05/12/2015
Revision	0
Extraordinary Levels Status	State approved
Extraordinary Levels Complete Date	05/12/2015
Extraordinary Levels Certification Date	05/12/2015
Extraordinary Levels State Approval Date	05/13/2015

# MAPCY - Document Tab

Setup **Document** Scoring Properties Redaction Comments

Title Page

✓ Title Page

A: Placement Experiences

✓ Introduction

Child Needs

Parenting Care and Att...

B: Dynamics in the Community

✓ Introduction

Child Needs

Parenting Care and Att...

C: Supervision, Guidance, and Discipline

✓ Introduction

⇒ Child Needs

Parenting Care and Att...

D: Mental Health, Physical Health, and Development

✓ Introduction

### Child Needs

CHECK ONE:

☐ a. Child usually follows the rules and expectations, accepts guidance and adjusts to new situations.

☐ b. Child shows occasional challenging or difficult behaviors, but age appropriate at home and in the community.

☐ c. Child's daily behaviors restrict (prevents) them from participating in age-appropriate activities in the home or in the community.

☐ d. Child's daily behaviors severely limits their functioning and affects their safety and other's safety.

Explain if you selected a child needs rating of d

E

- 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

Domain	Needs Rating	Indicator Rating	Regular Points	Special Points	Total Points
A. Placement Experience	d	Extensive	11		11
B. Dynamics in the Caregiver's Home	d	Significant	6		6
C. Supervision, Guidance, & Structure	c	Extensive	11	7	18
D1. Mental Health	d	Exceptional	24	6	30
D2. Physical Health	d				
D3. Development	d				
E. Preserving Connections	b	Significant	3		3
F. Developing Identity	d	Exceptional	7	2	9
G. Education	c	Significant	3	3	6
			65	18	83

Score	<a href="#">Starting Benefit Level:</a>	J	<a href="#">Status:</a>	Agency approved
	<a href="#">Child Care Level Increase:</a>	0		
	<a href="#">Standard Benefit Level:</a>	J	<a href="#">Status:</a>	State approved
	<a href="#">Extraordinary Level Increase:</a>	3		
	<a href="#">Standard + Extraordinary:</a>	M		
	<a href="#">Current Approved Level:</a>	M		



# MAPCY – Properties Tab

Setup Document Scoring **Properties** Redaction Comments

MAPCY Properties

Description: Youth Assessment #1

SSIS Document #: 204974412

Created Date: 7/16/2014 12:46:32 PM Created By: Shypulski, Cynthia

Complete Date: 07/22/2014 Assessed By: Woessner, Wendy J

Agency Approval Date: 07/22/2014 Approved By: Popovich, Anne

Last Edited Date: 7/21/2014 5:00:29 PM

Last Changed Date: 7/22/2014 11:53:29 AM Last Changed By: Shypulski, Cynthia

Extraordinary Level Properties

Complete Date: 07/30/2014 Withdrawn Date:

Agency Certification Date: 07/30/2014 Certified By: Popo, Anne

Clarification Request Date: Clarification Due Date:

State Approval Date: 07/30/2014 State Approved By: Approver, State

Last Changed Date: 7/30/2014 4:35:30 PM Last Changed By: Approver, State

Template Properties

Name: Youth Domains (Ages 13 and older, not EFC-SIL)

Document Template #: 267999

Document Identification: Field Test

Format: MAPCY Youth Domains (Ages 13 and older, not EFC-SIL)

Description: Online phase 3 field test





Provides  
basic  
information  
about the  
assessment

# MAPCY – Redaction Tab

Setup Document Scoring Properties <b>Redaction</b> Comments			
Redaction Key Redaction Document			
<input type="checkbox"/> Check All			
Active	Redaction Text	Original Text	RTF Tag
<input type="checkbox"/>	Placement Information_Text Prompt		
<input type="checkbox"/>	Placement Information_SIS Bus Org #	224300519	
<input type="checkbox"/>	Placement Information_Setting	Pre-adoptive home - relative	
<input type="checkbox"/>	Placement Information_Placement workgroup #	225974597	
<input type="checkbox"/>	Placement Information_Placement WG program	CW	
<input type="checkbox"/>	Placement Information_Memo Prompt		
<input type="checkbox"/>	Placement Information_Days in placement	36	
<input type="checkbox"/>	Placement Information_Caregiver 2 person #		
<input type="checkbox"/>	Placement Information_Caregiver 2		
<input type="checkbox"/>	Placement Information_Caregiver 1 person #	224300539	
<input type="checkbox"/>	Placement Information_Caregiver 1	PajDaj Orange	
<input type="checkbox"/>	Placement Information_Bus org - provider	Orange, PajDaj	
<input type="checkbox"/>	Continuous Placement_Supervising agency	County social services	
<input type="checkbox"/>	Child or Youth_Race information	Caucasian	
<input type="checkbox"/>	Child or Youth_Qualifies under ICWA	Yes	
<input type="checkbox"/>	Child or Youth_Name	Berry Brittany Alabama	
<input type="checkbox"/>	Child or Youth_Most recent DOC		
<input type="checkbox"/>	Child or Youth_Hispanic heritage	No	
<input type="checkbox"/>	Child or Youth_Gender	Female	
<input type="checkbox"/>	Child or Youth_Actual or estimated date of birth	05/28/2003	
<input type="checkbox"/>	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
ini	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)

- 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

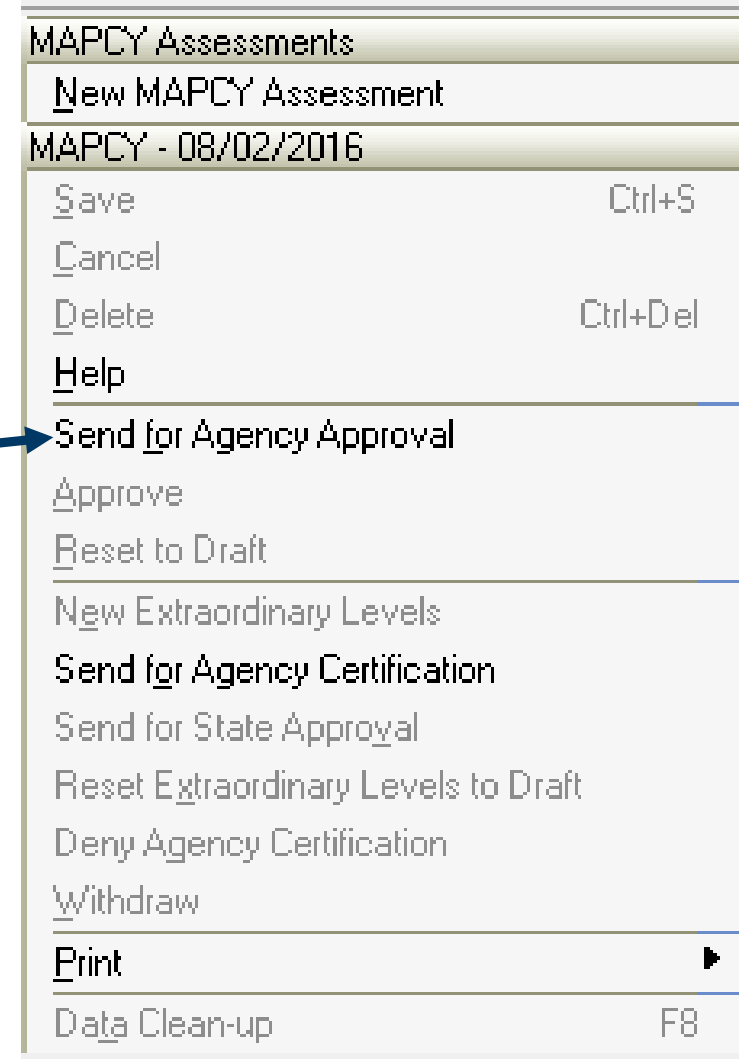
# Extraordinary Levels – How it's Done – 2 step process

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)

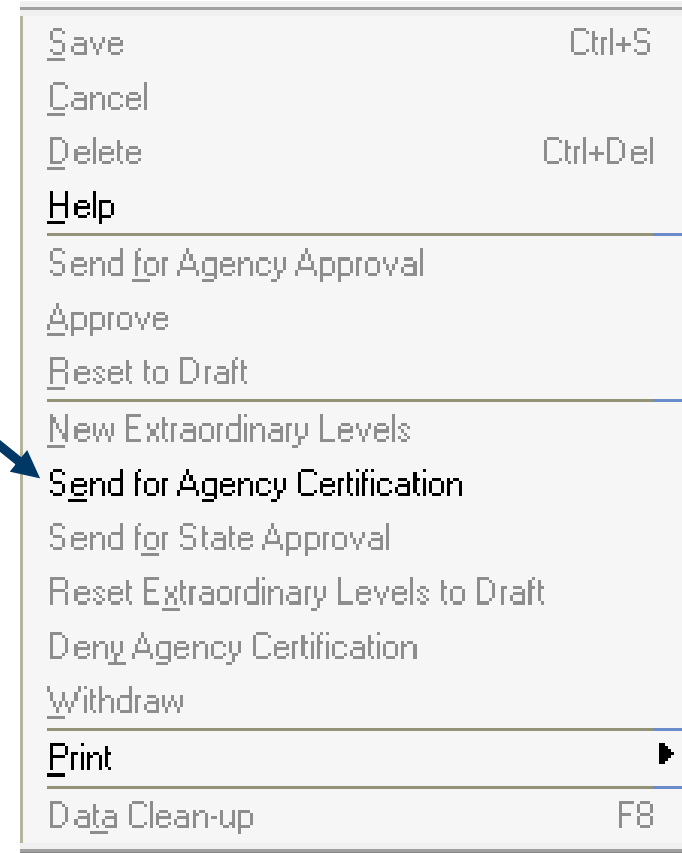


# Extraordinary Levels – How it's Done – 2 step process

## 2. For the Extraordinary Level:

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

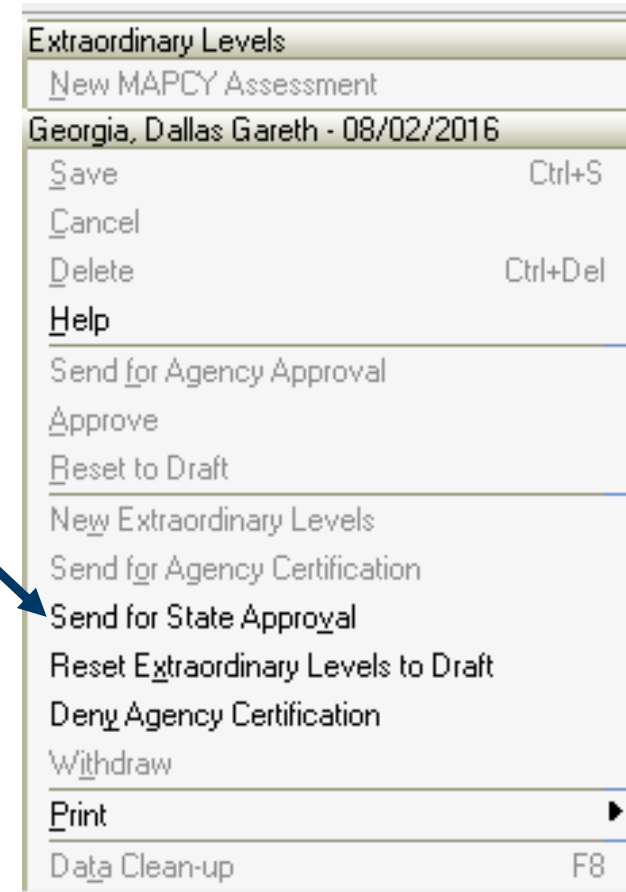
(Approver will send for State Approval, Reset to Draft or Deny agency Certification)



# 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

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

Clarification Due D	Agency Certification I	Child/Youth	Effective Da	Ex Level Status	Standard Benefit L	Total Sco	Standard + E
08/01/2014		Butter, Bobby B	05/19/2014	Pending agency certifi	L	29	O
08/08/2014	07/09/2014	Thornberry, Jason	06/25/2014	Clarification needed	L	39	P
10/16/2014	09/16/2014	Thornberry, Jason	09/02/2014	Clarification needed	L	76	L
11/20/2014	06/30/2014	Thornberry, Jason	04/15/2014	Clarification needed	L	32	O
08/13/2015		Payments, Test Midc	05/15/2014	Pending agency certifi	H	54	M

Setup Document Scoring Properties Redaction Comments

No required fields needed to complete. MAPCY uses old template and cannot be edited - use Copy MAPCY or Create Revised MAPCY.

MAPCY: Child Domains (Ages 0-12) Effective Date: 05/19/2014

Description: Child Domains (Ages 0-12)

Status: Agency approved Complete Date: 05/21/2014 Agency Approval Date: 05/21/2014 Revision: 0

Extraordinary Levels

## Scoring and Benefits

- 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.

- 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***)

- 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

Payment		Comments	
Payment type:	<input type="text" value="Payment request"/>	Payment status:	<input type="text" value="Draft"/>
Service arrangement:	<input type="text"/>	Service arrangement #:	<input type="text"/>
Service start date:	<input type="text"/>	Service end date:	<input type="text"/>
Client name:	<input type="text"/>	SSIS person #:	<input type="text"/>
Workgroup:	<input type="text"/>		
Business organizations / vendors			
Service vendor:	<input type="text"/>	County vendor #:	<input type="text"/>
Payee vendor:	<input type="text"/>	SSIS bus. org. #:	<input type="text"/>
License #:	<input type="text"/>	IV-E sub code:	<input type="text"/>
Programs and services			
Program:	<input type="text"/>		
Service:	<input type="text"/>		

# 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

## 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

- Recommended Effective Date:
  - 1<sup>st</sup> 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

The screenshot shows the SSIS General Reports application interface. On the left is a tree view of report categories. The 'Placement' category is expanded, and 'Assessments Due - MAPCY or DOC' is selected. The main panel on the right is titled 'Setup Assessments Due - MAPCY or DOC'. It contains a 'Date' section with a dropdown menu set to '7/30/2018'. Below this is a 'Report on:' section with three radio buttons: 'Department' (selected), 'Unit', and 'Worker'. Underneath is a 'Department' dropdown menu. At the bottom right of the setup panel are 'Search' and 'Clear' buttons.

General Reports

Assessments Due - MAPCY or DOC

Date

Assessments Due Through Date: 7/30/2018

Report on:

☒ Department ☐ Unit ☐ Worker

Department

Search

Clear

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

- 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
  - 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
  - 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 1<sup>st</sup> 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

Post Permanency Reassessment

- Montana-Utah, Conrad - 07/1
- Missouri, Clayton - 08/03/201
- Michigan, Elsie - 08/03/2015
- Texas, Annadale - 08/28/201
- Minnesota, Edina - 08/28/201
- California, Beverly - 08/31/20
- California, Chula - 09/02/2015
- Montana, Chester - 09/02/20
- Montana-Utah, Conrad - 09/0
- Indiana-Orange, Elkhart - 03/
- Montana-Utah, Virginia - 03/0
- California Wyoming, Baldwin -
- Indiana-Orange, Elkhart - 04/
- California, Atascadero - 04/28
- Colorado, Broomfield - 07/29/
- Colorado, Creede - 07/29/20:
- Texas, Annadale - 08/01/201
- Texas, Crystal - 08/01/2016
- Georgia, Duluth - 08/02/2016
- Georgia, Conyers - 08/04/201
- Chinaberry, Morrie - 08/09/20
- Test, Test - 08/09/2016
- Colorado, Carbondale - 08/15
- Colorado, Campo - 08/15/201
- Utah, Darby - 08/15/2016
- Indiana-Orange, Elkhart - 08/
- Colorado, Buena - 08/17/2016
- California, Atwater - 08/18/20
- Montana-Utah, Denton - 08/1
- Texas, Hamilton - 08/18/2016
- California, Auburn - 08/25/20
- Colorado, Castle - 08/25/2016
- Colorado, Craig - 08/25/2016

Name	Current SWNDX #	Current Benefit Level	Status	Status Change Date	Proposed Level Age 0-6	Proposed Level Age 7-12	Proposed Level Age 13+
California, Atwater - 08/18/2016	37300785	G	MAPCY Completed	08/22/2016	L	L	L
Colorado, Castle - 08/25/2016	37298150	G	MAPCY Completed	08/25/2016	I	I	I
California, Atascadero - 04/28/2016	37300789	C	MAPCY Completed	04/28/2016	H	I	I
Indiana-Orange, Elkhart - 08/16/2016	37342382	B	MAPCY Completed	08/25/2016	H	H	H
Colorado, Craig - 08/25/2016	37308434	E	MAPCY Completed	08/25/2016	H	H	I
California, Beverly - 08/31/2015	37280261	D	MAPCY Completed	09/01/2015	G	G	G

Reassessment Information

County:

Status:

Status Change Date:

Create Date:

SSIS Doc ID:

Proposed Benefit Level:

Proposed Level Age 0-6:

Proposed Level Age 7-12:

Proposed Level Age 13+:

# 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 (Searches/Logs menu)

**Optional columns**

Agency Approver

Assessor

Caregiver 1

Caregiver 2

Complete Date

Placement #

Placement Setting

Placement Start Date

Purpose

Revision

SSIS Bus Org #

SSIS Document #

SSIS Person #

Searches:  Max results: 500 Search on open

0:35 Secs, 2 Results

**Child/Youth Filters:**

First Name:  Last Name:  County Person #:  SSIS Person #:  PMI #:

**Date Filters:**

Date Type:  Date Range:  From:  To:

Effective Date:  Custom:  1/1/2015:

**Bus Org/Provider Filters:**

Business Name:  County Vendor #:  SSIS Bus Org #:

**Placement Setting:**  Purpose:

**Assessor:**  Agency Approver:

**Status:**  Extraordinary Level Status:  SSIS Document #:

**Score:** From:  To:  Standard + Extraordinary: From:  To:

Search  Clear

Child/Youth	Bus Org/Provider	Effective Date	Status	Standard Benefit Level	Score	Agency Approval Date	Ex Level Status	Standard + Extraordinary	Current Approved Level
Tribianni, Joey	Hannah's Happy Foster Care	03/01/2016	Agency approved	G	63	06/13/2016			G
Tribianni, Joey	Hannah's Happy Foster Care	02/03/2015	Agency approved	G	63	02/14/2015			G

Setup  Document  Scoring  Properties  Redaction  Comments

No required fields needed to complete.

MAPCY:  Child Domains (Ages 0-12)

Description:  Child Domains (Ages 0-12)

Status:  Agency approved Complete Date:  06/13/2016 Agency:

Display Setup

**Date Filters**

Date Type:

Effective Date

Agency Approval Date

Complete Date

Effective Date

Placement Start Date

Default filter includes MAPCY assessments with effective date in the past 30 days

- MAPCY Search (Searches/Logs menu)

- ❖ Use the MAPCY Search to research if Service Dates on Service Arrangements or Payments overlap MAPCY Effective Dates

Service Arrangement Searches

- Service Arrangement Search
  - Foster Care Services -
  - Foster Care Services -
  - Advanced Service Arranger
  - Amendment Search

Service Vendor	Client Name	Start Date	End Date	Svc Code	Status	Cnty Contact
Hannah's Happy Foster Care	Tribianni, Joey	1/1/2016	6/30/2016	181	Active/Payments	ZZDH5-Heath, Janel
Hannah's Happy Foster Care	Tribianni, Joey	3/1/2016	6/30/2016	181	Active/Payments	ZZDH5-Heath, Janel

Service Arrangement Amendments Comments Payments

Service arrangement details

Service arrangement #: 211968629 Entry date: 01/14/2016 9:19 AM

Start date: 1/1/2016 End date: 6/30/2016

Description: Foster Care Services

Client name: Tribianni, Joey

An "Agency approved" MAPCY exists with an "Effective Date" (03/01/2016). The "End Date" (06/30/2016) must be before 03/01/2016.

MAPCY Search

- Tribianni, Joey - 03/01/2016
- Tribianni, Joey - 02/03/2015

#	Child/Youth	Bus Org/Provider	Effective Date	Status	Standard Benefit Level	Score	Agency Approval Date	Ex Level Status	Standard + Extraordinary	Current Approved Level
1	Tribianni, Joey	Hannah's Happy Foster Care	03/01/2016	Agency approved	G	63	06/13/2016			G
2	Tribianni, Joey	Hannah's Happy Foster Care	02/03/2015	Agency approved	G	63	02/14/2015			G

Setup Document Scoring Properties Redaction Comments

No required fields needed to complete.

MAPCY: Child Domain (Ages 0-12) Effective Date: 03/01/2016

Description: Child Domain (Ages 0-12)

Status: Agency approved Complete Date: 06/13/2016 Agency Approval Date: 06/13/2016 Revision: 0

## Questions?

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MAPCY Quality Assurance and Extraordinary Level

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