



SOUTHWEST
HEALTH & HUMAN
SERVICES

Southwest Health and Human Services
Board Agenda
Wednesday, March 19, 2014
Government Center, 2nd Floor
Marshall
9:00 a.m.

HUMAN SERVICES

- A. Call to order
- B. Pledge of Allegiance
- C. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 02/19/14 board minutes

D. Financial

E. Caseload

	02/14	01/14	12/13
Social Service	3,699	3,708	3,294
Licensing	482	482	475
Out-of-Home Placements	127	118	112
Income Maintenance	11,926	11,920	10,329
Child Support Cases	3,666	3,720	3,710
Child Support Collections	\$838,548	\$839,672	\$912,617

F. Decision Items

- 1.
- 2.

G. Discussion/Information

- 1.
- 2.

COMMUNITY HEALTH

- H. Call to order
- I. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 02/19/14 board minutes
- J. Financial
- K. Caseload

	02/14	01/14	12/13
WIC		2284	2263
Family Home Visiting	41	25	30
PCA Assessments	24	32	24
Managed Care	217	246	196
Dental Varnishing	95	105	137
Refugee Health	18	2	6
Latent TB Medication Distribution	26	28	23
- L. Decision Items
 - 1.
 - 2.
- M. Discussion/Information
 - 1. Jail Nursing – Marie Meyers
 - 2. FP&L Licensing – Jason Kloss
 - 3. Meth lab clean-up, Garvin – Jason Kloss

GOVERNING BOARD

- N. Call to order
- O. Consent Agenda
 - 1. Amend/Approval of Agenda
 - 2. Identification of Conflict of Interest
 - 3. Approval of 02/19/14 board minutes
- P. Financial

GOVERNING BOARD (cont.)

- Q. Introduce new staff; Amy Surprenant, Social Worker (CPS)
- R. Employee Recognition
- Christina Blomme – 25 years
 - Diane Boyenga – 25 years
 - Karyn Zins – 25 years
 - Christine Forry-Tauer – 1 year
 - Monica Christianson – 1 year
 - Kami Parker – 1 year
- S. Decision Items
1. Kami Parker, Office Support Specialist, completion of 12 month probationary period, no salary increase, effective 03/18/14
 2. Ann Orren, CIRCLE Coordinator, completion of 12 month probationary period, no salary increase, effective 04/08/14
 3. Kelyn Meyeraan, Eligibility Worker, probationary appointment (12 months), \$19.02 per hour, effective 02/25/14
 4. Thomas Murray, Social Worker (CPS), probationary appointment (12 months), \$37,588.00 annual, effective 03/03/14
 5. Sarah Banks, Social Worker (CPS), resignation, effective 03/07/14
 6. Deb Clem, Social Worker, leave without pay request
 7. Request for Eligibility Workers (Transportation Coordinators)
 8. Contracts
 9. Donation
 10. Copier lease – Luverne
 11. Postage machine lease
 12. Request for agency vehicle
 13. Southern Prairie Community Care
- T. Discussion/Information
1. Employee picnic
 - 2.
- U. Closed session – mediation
- V. Adjournment

Next Meeting Dates:

- **Wednesday, April 16, 2014 – Pipestone**
- **Wednesday, May 21, 2014 – Ivanhoe**
- **Wednesday, June 18, 2014 - Marshall**

SOUTHWEST HEALTH & HUMAN SERVICES

Ivanhoe, Marshall, Slayton, Pipestone, Redwood and Luverne Offices

SUMMARY OF FINANCIAL ACCOUNTS REPORT

For the Month Ending: **February 1, 2014**

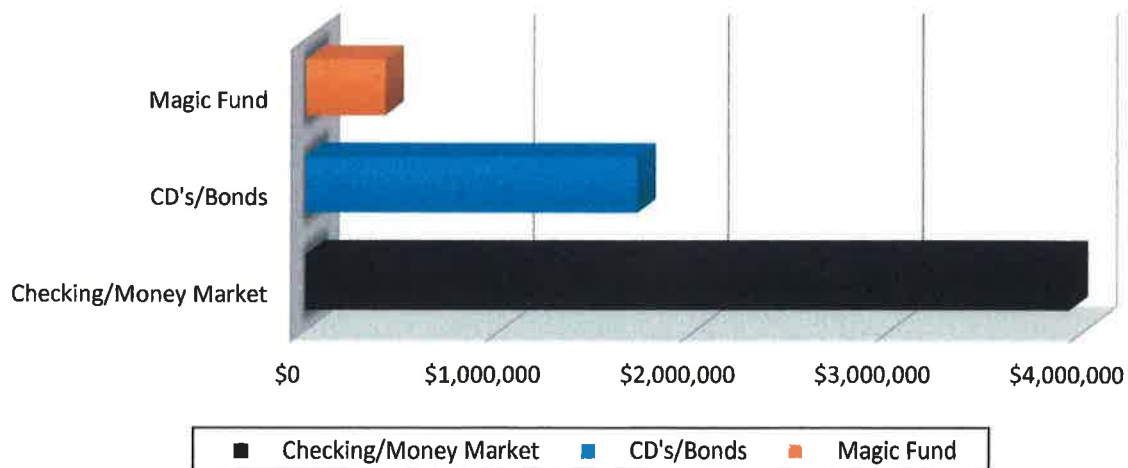
*** Income Maintenance * Social Services * Information Technology * Health ***

Description	Month	Running Balance
BEGINNING BALANCE		\$5,781,225
RECEIPTS		
Monthly Receipts	1,265,352	
County Contribution	112,122	
Interest on Investments	176	
TOTAL MONTHLY RECEIPTS		1,377,650
DISBURSEMENTS		
Monthly Disbursements	2,833,867	
TOTAL MONTHLY DISBURSEMENTS		2,833,867
ENDING BALANCE		\$4,325,008

REVENUE

<i>Checking/Money Market</i>	\$3,920,363	Average Balance last two years \$6,548,338
<i>CD's/Bonds</i>	\$1,699,750	
<i>Magic Fund</i>	\$404,645	
<i>(February 2014 - yield .05%)</i>		
ENDING BALANCE	\$6,024,758	

REVENUE DESIGNATION



Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 02/2014

<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1	Health Services Fund	1,532,833.38			
	Receipts		264,535.38	547,904.04	
	Disbursements		150,435.08	239,216.80	
	Payroll		177,333.28	352,405.15	
	Journal Entries		74,962.50	74,962.50	
	Fund Total		138,195.48	118,680.41	1,414,152.97
5	Human Services Fund				
	410 General Administration	147,913.02			
	Receipts		51,477.12	102,681.98	
	Disbursements		64,977.06	136,616.37	
	Payroll		7,537.54	14,299.60	
	Dept Total		21,037.48	48,233.99	99,679.03
5	Human Services Fund				
	420 Income Maintenance	1,813,213.06			
	Receipts		378,852.73	735,621.36	
	Disbursements		220,751.97	508,800.48	
	Payroll		316,444.71	635,790.22	
	Journal Entries		169,915.00	169,915.00	
	Dept Total		328,258.95	578,884.34	2,392,097.40
5	Human Services Fund				
	430 Social Services	31,825,717.42			
	Receipts		4,482.16	6,080.46	
	Disbursements		92,337.96	258,775.20	
	Payroll		462,830.20	929,585.74	
	Journal Entries		254,872.50	254,872.50	
	Dept Total		805,558.50	1,437,152.98	33,262,870.40
5	Human Services Fund				
	431 Purchased Services,SSIS	39,771,425.35			
	Receipts		501,095.88	928,657.18	
	Disbursements		1,401.73	1,474.84	
	SSIS		647,472.53	1,111,511.78	

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 02/2014

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
5	1,593,070.09-	147,778.38-	184,329.44-	39,587,095.91
	Human Services Fund 461 Information Systems			
		5,602.75	11,184.20	
		980.57-	1,290.12-	
		21,262.98-	43,792.75-	
		16,640.80-	33,898.67-	1,626,968.76-
		LCTS Collaborative Agency		
	0.00	0.00	0.00	0.00
	Dept Total			
	Fund Total	1,319,274.11-	2,282,499.42-	2,404,838.38
61	123,821.48			308,046.30
	Agency Health Insurance			
		171,603.93	346,422.35	
		148,916.45-	162,197.53-	
		22,687.48	184,224.82	
		LCTS Collaborative Agency		
	115,832.97	13,280.00-	33,773.00-	82,059.97
		13,280.00-	33,773.00-	
	Dept Total			
	Fund Total	13,280.00-	33,773.00-	82,059.97
71	115,832.97			
	LCTS Lyon Murray Collaborative Fund 471			
		13,280.00-	33,773.00-	
		13,280.00-	33,773.00-	
		13,280.00-	33,773.00-	
		LCTS Collaborative Agency		
	38,376.92	55.00-	5,044.00-	33,332.92
		55.00-	5,044.00-	
	Dept Total			
	Fund Total	55.00-	5,044.00-	33,332.92
73	38,376.92			
	LCTS Rock Pipestone Collaborative Fund 471			
		55.00-	5,044.00-	
		55.00-	5,044.00-	
		55.00-	5,044.00-	
		LCTS Collaborative Agency		
	38,376.92	55.00-	5,044.00-	33,332.92
		55.00-	5,044.00-	
	Dept Total			
	Fund Total	55.00-	5,044.00-	33,332.92

Southwest Health and Human Services



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TREASURER'S CASH TRIAL BALANCE

As of 02/2014

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<u>Fund</u>		<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
75	Redwood LCTS Collaborative				
		471	LCTS Collaborative Agency		
		102,329.62	8,100.00-	19,752.00-	
	Disbursements		8,100.00-	19,752.00-	82,577.62
	Dept Total				
	Fund Total	102,329.62	8,100.00-	19,752.00-	82,577.62
	All Funds	6,600,532.17			
	Receipts		1,377,649.95	2,678,551.57	
	Disbursements		701,235.82-	1,366,940.34-	
	SSIS		647,472.53-	1,111,511.78-	
	Payroll		985,408.71-	1,975,873.46-	
	Journal Entries		499,750.00-	499,750.00-	
	Total		1,456,217.11-	2,275,524.01-	4,325,008.16

Southwest Health and Human Services



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1 Health Services Fund

TRIAL BALANCE REPORT
As of 02/2014
Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This- Month</u>	<u>Actual Year- To- Date</u>	<u>Current Balance</u>
1001 Cash	1,532,833.38	138,195.48-	118,680.41-	1,414,152.97
1090 Investments	400,000.00	74,962.50	74,962.50	474,962.50
Total Assets	1,932,833.38	63,232.98-	43,717.91-	1,889,115.47

Liabilities and Balance-----				
2020 Accounts Payable	0.00	964.47-	2,808.52-	2,808.52-
Total Liabilities	0.00	964.47-	2,808.52-	2,808.52-
Fund Balance				
2881 Unassigned Fund Balance	1,932,833.38-	0.00	0.00	1,932,833.38-
2885 Revenue Control	0.00	264,524.88-	547,882.81-	547,882.81-
2887 Expenditure Control	0.00	328,722.33	594,409.24	594,409.24
Total Fund Balance	1,932,833.38-	64,197.45	46,526.43	1,886,306.95-
Total Liabilities and Balance	1,932,833.38-	63,232.98	43,717.91	1,889,115.47-
410 General Administration				

Assets-----				
Total Assets	0.00	0.00	0.00	0.00

Liabilities and Balance-----				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
1 Health Services Fund				

Southwest Health and Human Services



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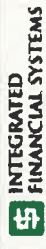
5 Human Services Fund

TRIAL BALANCE REPORT As of 02/2014

Report Basis: Cash

<u>Account</u>	<u>Beginning Balance</u>	<u>This- Month</u>	<u>Actual Year- To- Date</u>	<u>Current Balance</u>
410 General Administration				
1001 Cash In Bank - Checking	147,913.02	21,037.48-	48,233.99-	99,679.03
1090 Investments	800,000.00	424,787.50	424,787.50	1,224,787.50
Total Assets	947,913.02	403,750.02	376,553.51	1,324,466.53
--- Liabilities and Balance----				
Liabilities				
2020 Accounts Payable	0.00	13,192.44	0.00	0.00
2080 Medical Insurance Payable	40,941.81-	0.00	0.00	40,941.81-
2090 Due To Flexible Plan Employees	1,920.70	0.00	0.00	1,920.70
Total Liabilities	39,021.11-	13,192.44	0.00	39,021.11-
Fund Balance				
2881 Unassigned Fund Balance	908,891.91-	424,787.50-	424,787.50-	1,333,679.41-
2887 Expenditure Control	0.00	7,845.04	48,233.99	48,233.99
Total Fund Balance	908,891.91-	416,942.46-	376,553.51-	1,285,445.42-
Total Liabilities and Balance	947,913.02-	403,750.02-	376,553.51-	1,324,466.53-
420 Income Maintenance				
1001 Cash In Bank - Checking	1,813,213.06-	328,258.95-	578,884.34-	2,392,097.40-
Total Assets	1,813,213.06-	328,258.95-	578,884.34-	2,392,097.40-
--- Liabilities and Balance----				
Liabilities				
2020 Accounts Payable	0.00	2,948.59	4,332.62-	4,332.62-
Total Liabilities	0.00	2,948.59	4,332.62-	4,332.62-
Fund Balance				
2881 Unassigned Fund Balance	1,813,213.06	169,915.00	169,915.00	1,983,128.06
2885 Revenue Control	0.00	377,780.83-	733,074.82-	733,074.82-
2887 Expenditure Control	0.00	533,176.19	1,146,376.78	1,146,376.78
Total Fund Balance	1,813,213.06	325,310.36	583,216.96	2,396,430.02
Total Liabilities and Balance	1,813,213.06	328,258.95	578,884.34	2,392,097.40

Southwest Health and Human Services



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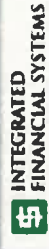
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STATEMENT OF REVENUES AND EXPENDITURES

As Of 02/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO-DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 1 HEALTH SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	89,139.00-	186,151.00-	744,604.00-	25	17
INTERGOVERNMENTAL REVENUES	5,207.82-	28,810.91-	231,500.00-	12	17
STATE REVENUES	24,623.35-	35,924.07-	742,202.00-	5	17
FEDERAL REVENUES	119,802.34-	213,250.31-	979,798.00-	22	17
FEES	25,123.68-	57,588.36-	436,160.00-	13	17
EARNINGS ON INVESTMENTS	26.34-	97.98-	0.00	0	17
MISCELLANEOUS REVENUES	602.35-	26,060.18-	13,550.00-	192	17
TOTAL REVENUES	264,524.88-	547,882.81-	3,147,814.00-	17	17
EXPENDITURES					
PROGRAM EXPENDITURES	0.00	0.00	0.00	0	17
PAYROLL AND BENEFITS	177,333.28	355,422.15	2,441,523.00	15	17
OTHER EXPENDITURES	151,389.05	238,987.09	706,291.00	34	17
TOTAL EXPENDITURES	328,722.33	594,409.24	3,147,814.00	19	17

Southwest Health and Human Services



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STATEMENT OF REVENUES AND EXPENDITURES

As Of 02/2014 Report Basis: Cash

DESCRIPTION	CURRENT MONTH	YEAR TO- DATE	2014 BUDGET	% OF BUDG	% OF YEAR
FUND 5 HUMAN SERVICES FUND					
REVENUES					
CONTRIBUTIONS FROM COUNTIES	22,983.41	121,376.47	9,088,388.00	1	17
INTERGOVERNMENTAL REVENUES	5,373.25	5,704.36	37,804.00	15	17
STATE REVENUES	133,637.84	307,992.77	3,779,362.00	8	17
FEDERAL REVENUES	218,335.35	577,743.15	6,570,948.00	9	17
FEES	116,517.65	202,732.49	1,258,000.00	16	17
EARNINGS ON INVESTMENTS	149.32	555.26	8,500.00	7	17
MISCELLANEOUS REVENUES	383,247.43	446,551.88	1,530,137.00	29	17
TOTAL REVENUES	880,244.25	1,662,656.38	22,273,139.00	7	17
EXPENDITURES					
PROGRAM EXPENDITURES	787,037.44	1,398,415.54	8,942,678.00	16	17
PAYROLL AND BENEFITS	808,355.98	1,657,475.18	11,086,897.00	15	17
OTHER EXPENDITURES	177,543.39	495,819.45	2,243,564.00	22	17
TOTAL EXPENDITURES	1,772,936.81	3,551,710.17	22,273,139.00	16	17

Southwest Health and Human Services

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REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 02/2014

Report Basis: Cash

Element	Description	Account Number	Current Month	Year-To-Date	Budget	% of Bdgt	% of Year
483 DEPT	Health Education	Totals:	14,259.38-	45,682.96-	532,150.00-	9	17
			47,099.44	90,541.76	517,930.00	17	17
			32,840.06	44,858.80	14,220.00-	315-	17
485 DEPT	Environmental Health						
800 PROGRAM	Environmental		6,840.82-	31,856.91-	138,500.00-	23	17
			12,182.95	25,927.64	162,422.00	16	17
			5,342.13	5,929.27-	23,922.00	25-	17
485 DEPT	Environmental Health	Totals:	6,840.82-	31,856.91-	138,500.00-	23	17
			12,182.95	25,927.64	162,422.00	16	17
			5,342.13	5,929.27-	23,922.00	25-	17
1 FUND	Health Services Fund	Totals:	264,524.88-	547,882.81-	3,147,814.00-	17	17
			328,722.33	594,409.24	3,147,814.00	19	17
			64,197.45	46,526.43	0.00	0	17

Southwest Health and Human Services

REVENUES & EXPENDITURES BY PROG, DEPT, AND FUND AS OF 02/2014

NJW
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Report Basis: Cash

<u>Element</u>	<u>Description</u>	<u>Account Number</u>	<u>Revenue</u>	<u>Current Month</u>	<u>Year-To-Date</u>	<u>Budget</u>	<u>% of Bdgt</u>	<u>% of Year</u>
747 PROGRAM	Mental Health Center Cty Contract-Gr		Revenue	0.00	0.00	594,085.00	0	17
			Expend.	0.00	0.00	594,085.00	0	17
			Net					
750 PROGRAM	Developmental Disabilities		Revenue	35,260.16	76,107.56	616,907.00	12	17
			Expend.	29,210.50	73,808.50	455,633.00	16	17
			Net	6,049.66	2,299.06	161,274.00	1	17
760 PROGRAM	Adult Services		Revenue	72,983.95	169,692.91	1,339,000.00	13	17
			Expend.	11,765.28	27,643.53	243,300.00	11	17
			Net	61,218.67	142,049.38	1,095,700.00	13	17
431 DEPT	Purchased Services,SSIS	Totals:	Revenue	492,973.70	912,985.12	15,505,131.00	6	17
			Expend.	652,721.87	1,118,476.81	7,500,678.00	15	17
			Net	159,748.17	205,491.69	8,004,453.00	3	17
461 DEPT	Information Systems		Revenue	5,602.75	11,184.20	58,000.00	19	17
0 PROGRAM			Expend.	22,243.55	45,082.87	281,797.00	16	17
			Net	16,640.80	33,898.67	223,797.00	15	17
461 DEPT	Information Systems	Totals:	Revenue	5,602.75	11,184.20	58,000.00	19	17
			Expend.	22,243.55	45,082.87	281,797.00	16	17
			Net	16,640.80	33,898.67	223,797.00	15	17
5 FUND	Human Services Fund	Totals:	Revenue	880,244.25	1,662,656.38	22,273,139.00	7	17
			Expend.	1,772,936.81	3,551,710.17	22,273,139.00	16	17
			Net	892,692.56	1,889,053.79	0.00	0	17
FINAL TOTALS	775 Accounts		Revenue	1,144,769.13	2,210,539.19	25,420,953.00	9	17
			Expend.	2,101,659.14	4,146,119.41	25,420,953.00	16	17
			Net	956,890.01	1,935,580.22	0.00	0	17

**SOUTHWEST HEALTH AND HUMAN SERVICES CHECK REGISTER
FEBRUARY 2014**

DATE	RECEIPT or CHECK #	DESCRIPTION	+ DEPOSITS	- DISBURSEMENTS	BALANCE
	BALANCE FORWARD				5,781,225.27
2/3/14	40291-40309	Disb		5,351.25	5,775,874.02
2/3/14	40310-40348	Disb		29,641.75	5,746,232.27
2/3/14	ACH 183	Disb		41.97	5,746,190.30
2/4/14	7032-7063	Dep	96,424.26		5,842,614.56
2/3/14	9117	Disb		4,096.66	5,838,517.90
2/7/14	6255-6270	PAYROLL		113,992.02	5,724,525.88
2/7/14	23680-23894 ACH	PAYROLL		384,205.06	5,340,320.82
2/7/14	7064-7143	Dep	311,277.95		5,651,598.77
2/10/14	40349 - 40405	Disb		3,956.22	5,647,642.55
2/10/14	ACH 184	Disb		43.20	5,647,599.35
2/10/14	40406 - 40571	Disb		347,555.93	5,300,043.42
2/10/14	ACH 185 - 203	Disb		1,979.69	5,298,063.73
2/10/14	9118	Disb		3,592.63	5,294,471.10
2/11/14	7144-7192	Dep	73,282.42		5,367,753.52
2/13/14	9120	Disb		55,951.84	5,311,801.68
2/14/14	7193-7255	Dep	120,089.52		5,431,891.20
2/18/14	40572-40630	Disb		20,849.73	5,411,041.47
2/18/14	40631-40762	Disb		293,011.69	5,118,029.78
2/18/14	ACH 204-209	Disb		652.53	5,117,377.25
2/18/14	7256,7260-61,7266-7280	Dep	47,178.45		5,164,555.70
2/21/14	6271-6286	PAYROLL		116,458.28	5,048,097.42
2/21/14	23895-24108 ACH	PAYROLL		370,753.35	4,677,344.07
2/21/14	40763-41029	Disb		78,260.92	4,599,083.15
2/21/14	ACH 210	Disb		456.50	4,598,626.65
2/21/14	7257-59,7262-65,7281-7328	Dep	216,884.27		4,815,510.92
2/24/14	41030-41132	Disb		283,570.84	4,531,940.08
2/24/14	ACH 211-215	Disb		523.17	4,531,416.91
2/24/14	41133-41166	Disb		2,699.01	4,528,717.90
2/24/14	9121	Disb		2,414.61	4,526,303.29
2/24/14	9122	Disb		82,860.71	4,443,442.58
2/25/14	7329-7368	Dep	408,683.53		4,852,126.11
2/28/14	41167-41208	Disb		8,479.27	4,843,646.84
2/28/14	41209-41291	Disb		122,296.02	4,721,350.82
2/28/14	216-220 ACH	Disb		422.21	4,720,928.61
2/28/14	7369-7445	Dep	103,557.39		4,824,486.00
2/24/14	JE 246 Investment	JE		499,750.00	4,324,736.00
2/12/14	R9119-cancel 22189	Dep	96.50		4,324,832.50
2/18/14	12231-12233	Int	175.66		4,325,008.16
					4,325,008.16
					4,325,008.16
					4,325,008.16
					4,325,008.16
					4,325,008.16
					4,325,008.16
					4,325,008.16
					4,325,008.16
	Balanced by MMS on 3/4/2014	TOTALS	1,377,649.95	2,833,867.06	

Adult - Social Services Caseload

Average	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Alternatives for Disabled Individuals (CADI)	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
2014											
2015											
2016											
2017											

2014	Adult Brain Injury (BI)	Adult Community Alternative Care (CAC)	Adult Community Alternatives for Disabled Individuals (CADI)	Adult Mental Health (AMH)	Adult Protective Services (APS)	Adult Services (AS)	Alternative Care (AC)	Chemical Dependency (CD)	Developmental Disabilities (DD)	Elderly Waiver (EW)	Total Programs
January	14	14	259	327	31	903	24	442	464	312	2790
February	14	14	254	324	31	887	24	451	461	312	2772
March											
April											
May											
June											
July											
August											
September											
October											
November											
December	14	14	257	326	31	895	24	447	463	312	2781

Children's - Social Services Caseload

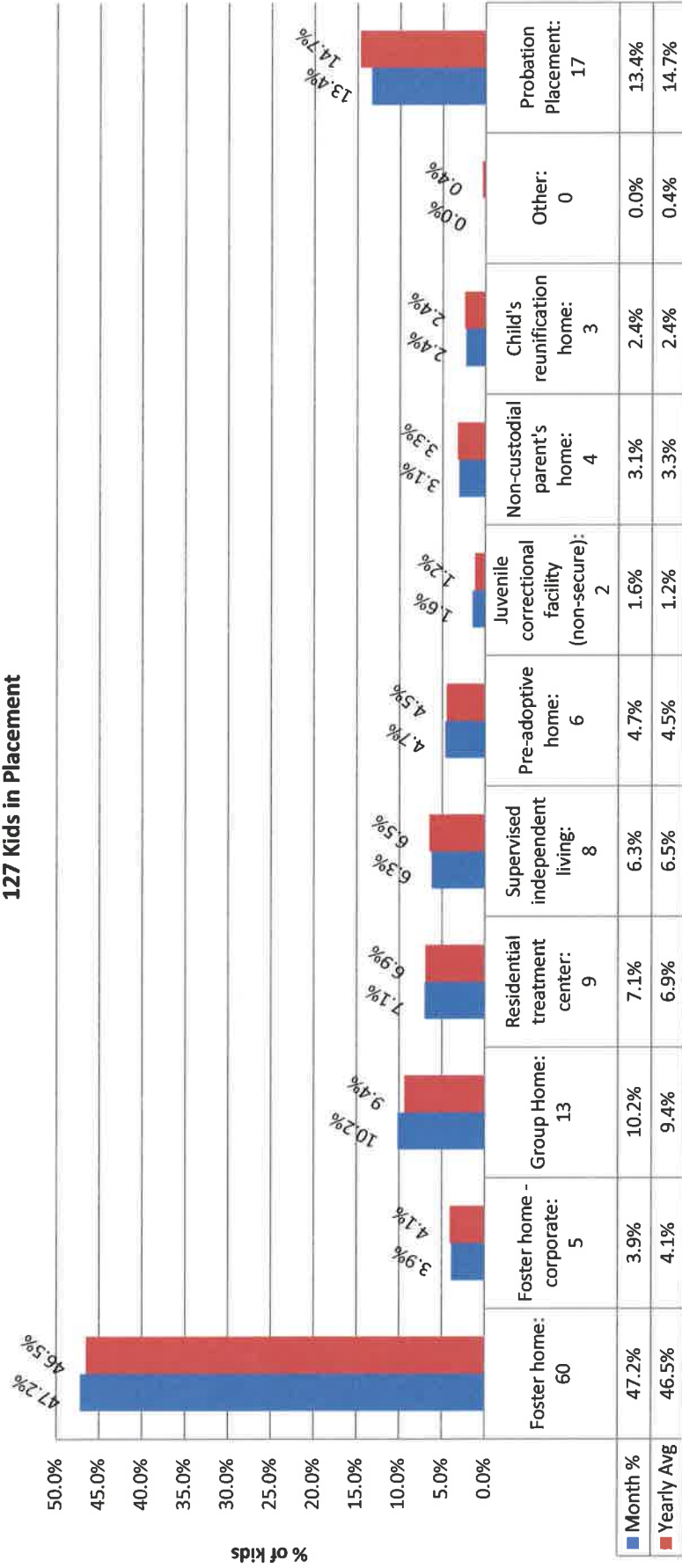
Average	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
2014												
2015												
2016												
2017												

2014	Adolescent Independent Living (ALS)	Adoption	Child Brain Injury (BI)	Child Community Alternative Care (CAC)	Child Community Alternatives for Disabled Individuals (CADI)	Child Protection (CP)	Child Welfare (CW)	Children's Mental Health (CMH)	Early Intervention: Infants & Toddlers with Disabilities	Minor Parents (MP)	Parent Support Outreach Program (PSOP)	Total Programs
January	39	18	0	5	33	120	105	99	0	1	16	436
February	44	18	0	5	34	128	99	105	1	1	10	445
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
	42	18	0	5	34	124	102	102		1	13	441

2014 KIDS IN OUT OF HOME PLACEMENT

February		
	# of placements	Probation placements
Lincoln	5	1
Rock	14	2
Lyon	24	7
Pipestone	18	0
Redwood	38	7
Murray	11	0
Totals	110	17
Total # of kids	127	

**February 2014 - Placements by Category
127 Kids in Placement**



% of kids

■ Month %
■ Yearly Avg

February 2014:

Total of 11 Children entered placement

Siblings (2)	Pipestone	Foster Care (hold)
Siblings (2)	Pipestone	Foster Care
1	Pipestone	Foster Care
Siblings (2)	Rock	Foster Care
1	Lyon	Foster Care
1	Lyon	Residential
1	Redwood	Shelter Care
1	Murray	Residential

Total of 6 Children were discharged from placement

1	Redwood	Group Home
3	Redwood	Foster Care
2	Pipestone	Foster Care (hold)

There were no adoptions this month.

SWHHS Transportation Process with Two (2) Transportation Coordinators (TC)

Client Contacts Social Worker (SW) for Transportation Request

1. A non-MA trip, the SW will contact the "Transportation Coordinator" with information and funding source. SW will provide a copy of the funding approval document, such as the "Discretionary Fund Request Form" to the TC. The "Transportation Coordinator" will fill out AG# 016, send to transport agency and save the document in the county Shared Transportation "T" Drive.
2. An MA eligible trip, the SW will redirect the consumer to the "Transportation Coordinator" for completion of ride request.
3. On a managed care plan, the client should be referred to their plan to request transportation.

Client Contacts Agency for Transportation Request

1. Client will be referred to the "Transportation Coordinator".
2. If client is on managed care, the client will be referred to their health plan to make transportation arrangements.
3. If not on managed care the TC will fill out AG016 and send to the county transportation agency with a cc to be stored in Shared Transportation file.

Transportation Billings Received from Transportation Agencies

1. Billings will be sent to the TC to review and compare against requests submitted to determine if correct regarding what funds will be used to pay. Social Services vs. Medical Assistance.
2. Processed bills will be sent to Accounting for payment.
3. TC will contact Transportation Agencies to correct discrepancies.

Transportation Coordinator Duties with Health Care Access Reimbursements

1. Clients who are driving themselves and have questions regarding health care access will be referred to the TC.
2. Policy and procedures will be reviewed and questions answered.
3. If referral information or prior authorization is needed, the TC will explain the requirements to the client in order for the client to receive reimbursement for mileage, meals, and lodging.
4. Clients with questions regarding where to stay when appointments require overnight accommodations will be referred to the TC.
5. HC Access Vouchers (MA#027) will be given to the TC to audit, request additional information if needed and sent to Accounting for payment.

POSITION DESCRIPTION

Employee's Name:

Agency: Southwest Health and Human Services

Division/Unit: Income Maintenance

Current Classification Title: Eligibility Worker (Transportation Coordinator)

Prepared by:

Previous Incumbent:

Employee's Signature _____ Date _____
(This position description reflects my current job.)

Supervisor's Signature _____ Date _____
(This position description reflects the employee's job.)

Agency Director's Signature _____ Date _____
(I have reviewed this position description.)

POSITION PURPOSE

The purpose of this position is to fulfill the agency's reason for existence, that is to provide for the health care coverage and transportation needs of various individuals and families by providing information and determine initial and ongoing health care program eligibility of applicants/recipients administered by Southwest Health and Human Services as outlined in Federal Regulations and rules, State Statutes, and local rules and policies pertaining to those health care programs.

REPORTABILITY

Reports to: Financial Assistance Supervisor
Supervises: None

DIMENSIONS

Budget: Not applicable
Customers: Applicants/recipients of Minnesota health care programs, Southwest Health and Human Services employees, resource people.

Discretion	% Time	Priority	II. Principle Responsibilities, Tasks, and Performance Indicators
A	1	C	1. Primary responsibility for this position is to maintain a working knowledge of legislative statutes and county policies and a limited knowledge of other agencies such as regional transportation organizations, SSA, J & T, WCA, food shelf, etc. in order that required assistance can be provided.
A	4	C	<p>2. Explain in general terms the welfare programs, Income Maintenance and Social Services of the agency.</p> <p>A. Transmit knowledge of programs to individuals/groups requesting information as well as to customers in order that they may be able to more intelligently choose programs for their own particular needs.</p> <ol style="list-style-type: none"> 1. Provide requested information by verbal contact, mail, or any other available method. 2. Make referrals appropriately to staff/supervisors within the unit within 1 working day of deemed need. <p>B. Explain in general terms other available programs which could possibly be helpful to meet the need/wants of the customers requesting assistance such as, but not limited to, Social Security Adm., Dept. of Vocational Rehabilitation, Legal Aid Services, Community Action agencies, etc.</p> <ol style="list-style-type: none"> 1. Make referrals directly when proper written authorization is secured from the customer. 2. Document in case file when a resource to a customer could be of benefit to help meet their needs.
A	40	A	<p>3. This position performs the process of coordination of Healthcare Access services for qualified healthcare program enrollees.</p> <p>A. First point of contact for all related healthcare access/transportation questions from enrollees, social services, eligibility workers and transportation organizations.</p> <p>B. Verify eligibility for all access requests through MAXIS, MMIS, MNSure and SSIS.</p> <p>C. Determine appropriateness of healthcare access requests by following access policy/statute.</p> <p>D. Coordinate transportation between the enrollees and partnering transportation agencies.</p> <p>E. Authorize direct billing or reimbursement of health care access expenses included lodging, meals and parking.</p> <p>F. Audit the transportation billings from transportation agencies and reimbursement vouchers from enrollees.</p> <p>G. Assist with special transportation requests.</p>

Discretion	% Time	Priority	II. Principle Responsibilities, Tasks, and Performance Indicators
A	10	A	<p>4. This position performs the process of transportation services for Social Service clients.</p> <ul style="list-style-type: none"> A. Determine if request is part of social services plan using SSIS. B. Determine appropriateness of requests by following policy/statute. C. Coordinate transportation between the client and partnering transportation agencies. D. Authorize lodging if meets grant funding criteria. E. Audit transportation billing from transportation agencies including verifying appropriate program coding.
A	15	A	<p>5. This position is responsible for ongoing determination of cost effective insurance reimbursement for eligible health care enrollees</p> <ul style="list-style-type: none"> A. Process referrals from other SWHHS eligibility workers. B. Determine cost effectiveness following health care policy. C. Responsible for data entry and ongoing maintenance of the MMIS/TPL system. D. Set up and manage premium reimbursement to enrollees, which includes evaluating cost effectiveness when premium changes. E. Coordinate coverage between managed care and fee-for-service F. Work cooperatively with Accounting Unit to ensure reimbursements are being sent to clients.
A	25	A	<p>6. This position performs the process of health care application/re-application/re-certification for residents of the counties within SWHHS. The determination of specific applicant designation and caseload assignment is within the authority of the Financial Assistance Supervisor.</p> <ul style="list-style-type: none"> A. Application Process: explain eligibility requirements, agency procedures and policies, budgeting methods, issuance procedures, use of income as well as allowable deductions. Explain methods used in verification of information and the reasons for need of information (including IEVS and SAVE – Systematic Alien Verification for Entitlements). Explain customers rights, responsibilities, household report requirements, and appeal process.

Discretion	% Time	Priority	II. Principle Responsibilities, Tasks, and Performance Indicators
			<p>B. Enter application information within 2 working days of the date of application.</p> <ol style="list-style-type: none"> 1. Enter case notes for new or reopened cases to clarify situation. 2. Referral to Child Support will be made through interface set up with their current system. CSIA panels have to be completed day of approval by Eligibility Worker. <p>C. Explain and go over PMAP with medical assistance enrollees.</p> <ol style="list-style-type: none"> 1. Try to get enrollment form completed as soon as possible. 2. Enter enrollment information into MMIS right after approval.
B	5	B	<p>7. Perform various and specified/defined responsibilities as set forth by Supervisor/Director.</p> <ol style="list-style-type: none"> A. Perform various job related tasks when assigned that will assist in the orderly flow of the tasks assigned to the Income Maintenance Unit of Southwest Health and Human Services. <ol style="list-style-type: none"> 1. Accept assignments of work required by Supervisor/Director on a 100% basis. Review by Supervisor indicates performance completion. B. Complete time sheets on a monthly basis. C. Have knowledge of and accurately follow all agency policies. D. Attend regional transit advisory committee meetings.

1. Machines or equipment used regularly in this position.

Calculator, telephone, copy machine, computer, and MAXIS printers.

2. Freedom to act and problem solving.

3. Who reviews your work?

Financial Assistance Supervisor, Director of Welfare, State and Federal Quality Control

4. Knowledge, skills and abilities.

Knowledge of all IM programs - especially specific technical aspects of each program - budgeting, issuance, computer information. Knowledge of the IV-D Prism System, limited to the access of child support disbursement screens. Basic math skills, verbal and written communication.

Organization of personal time, work load and prioritizing is essential. Ability to adjust to different personal methods of arriving at solutions, adjust to various worker personalities, idiosyncrasies of individuals and accept criticism is essential.

5. (TO BE COMPLETED BY IMMEDIATE SUPERVISOR)

Typing is () essential () incidental to this position and requires ____% of employee's time.

6. Employee's comments:

7. Supervisor's comments:

MARCH 2014
BOARD APPROVAL ON THE FOLLOWING:

- Western Mental Health Center Inc (Marshall, MN) – 01/01/14 to 12/31/15;**
AMENDMENT – Grant Increase, Adult Mobile Crisis services, \$160,000 to \$260,000 at \$25,000/qtr and start up payments of \$30,000 on March 1st and July 1st (new).

- Bud’s Bus Service (Reading, MN) – 01/01/01/14 – 12/31/14;** Transportation for multiple clients, \$130/day (\$18/day increase)(renewal).

- Lyon County Sheriff - 04/01/14 – 12/31/14;** Covers county jail inmate nursing care and medical services, \$5 charge per mantoux, \$75/hr by ½ hour increments plus meetings and travel expense for one nurse (\$25/hr increase)(renewal).

- Redwood County Sheriff - 04/01/14 – 12/31/14;** Covers county jail inmate nursing care and medical services, \$5 charge per mantoux, \$75/hr by ½ hour increments plus meetings and travel expense for one nurse (\$25/hr increase)(renewal).

- Hildi Inc (Minneapolis, MN) - 01/01/14 – 12/31/16;** Consulting services for the GASB 45 actuarial valuation for Other Post Employment Benefits (OPEB) for fiscal years 2014, 2015, and 2016, base fee of \$3,200 (new).

- Preferred One Administrative Services Inc (Minneapolis, MN) – 01/01/14 to open;** establish business associate agreement and health services network & administration agreement with new healthcare provider (new).

- New Life Treatment Center (Woodstock, MN) - 01/01/14 – 12/31/14;** CCDTF services, \$215.88/day plus \$.61 Detox mileage (\$4.23/day increase)(renewal).

BOARD MEETING – 03/19/14

DONATION

- **St. Columba Catholic Church Quilting Project (Iona) donated baby quilts**