



SSBG Disaster MH Funding

Process for Counties to Access
Available SSBG Disaster Funding



SSBG Disaster MH Funding

- Counties that were declared a federal disaster during the 2008 floods and Tornados are now eligible for up to a designated amount of SSBG Disaster Funding to go toward the mental health needs of citizens in their county effected by the disasters.



SSBG Disaster MH Funding

- A process was designed to allow County CPC's to utilize the same system used to submit SPP expenses.



CoMIS

- Enter client information into CoMIS.
Set legal county to 100.
- This is the same setting that the client needs to be extracted for State Payment Program Reimbursement.
 - You will want to keep track of who is changed!!)
- Residence county is set to the county of residence for the client



MHDSSPP Website

- Search for the client in the SSBG case list.
- If the client is not found, then add them to get a new case number assigned for the client. (Start by adding the last name)
- To get to this page, the user will click on the “SSBG Client add/update” link in the left navigation bar.

Mental Health and Disability Services State Payment Program

- File Transfer
- State Payment Program
- SSBG**
- Exit MHDSSPP

SSBG Client Demographics

[Client Add/Update](#) BENTON

[County Reports](#)

[State Reports](#)

Search for an Existing Client

Last Name

SSN

County Nbr	SSBG Case id Nbr	Last Name	First Name	Middle Name	Birth Dt	Sex Cd	State Id Nbr	SSN	Race Cd	Ethnicity Cd	Zip Cd
Select 6	SSBG1000070	TestSSBGLast	TestFirst		11/08/1957	F		111111111 1	1		50319

Add/Update Client Information

SSBG Case Number

Last Name *

First Name *



MHDSSPP Website

- Click submit to generate an SSBG case number for the client.
 - All items with a red * must be completed.

First Name *

Middle name

Date of Birth *

Gender --Select a Value-- *

State ID

SSN *

Race --Select a Value-- *

Ethnicity --Select a Value-- *

Zip Code *

Residence --Select a Value-- *

Preferred Language --Select a Value-- *

If Other Preferred Language Other, enter the language here

Eligibility Criteria

The individual was affected by the 2008 natural disasters and is in need of mental health services, including psychotropic medication and medication management, in part due to the effect of the disaster events.

*

Submit

Cancel





MHDSSPP Website

- The client list will automatically be updated
- Cases are in order of the last name.
- Any column heading can be clicked on to resort the list



Mental Health and Disability Services State Payment Program

- File Transfer
- State Payment Program
- SSBG
- Visit MHDSSPP

SSBG Client Demographics

Select a County

BENTON

Search for an Existing Client

Last Name

SSN

Search

County Nbr	SSBG Case id Nbr	Last Name	First Name	Middle Name	Birth Dt	Sex Cd	State Id Nbr	SSN	Rac
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Select 6	SSBG1000070	TestSSBGLast	TestFirst		11/08/1957	F		111111111	1
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Add/Update Client Information

SSBG Case Number

Last Name

*

First Name

*



CoMIS

- In order to add the SSBG # into CoMIS, go into CoMIS
 - Hit "Control-S"
- Enter the SSBG client in the same place that an SPP client is entered in CoMIS, with the SSBG case number.

Home Create External Data Database Tools

View Views Paste Clipboard Format Painter Font Rich Text Refresh All New Save Delete Records Totals Spelling More Filter Selection Advanced Toggle Filter Sort & Filter Size to Fit Form Switch Windows Window Find Find Replace Go To Select

State Payment Program Add Client

Search Client Data by Name

Search Client Data by SSN

Client SSN

SRS Case Number

Last Name

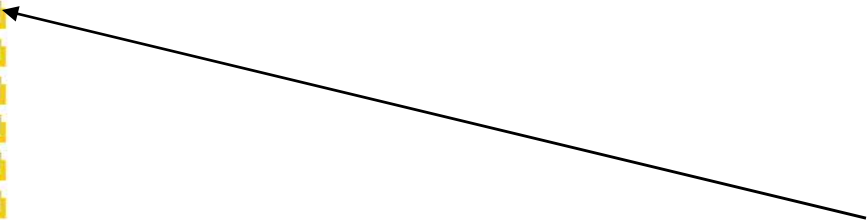
First Name

County # (RESCO in Client Data)

State ID Number

Effective Date of Requested Amount

Monthly Requested Amount



Navigation Pane



MHDSSPP Website

- Once the person has been added, they will display in the case search list.
- Changes may be made after the client is added.

Home Create External Data Database Tools

View Paste Copy Format Painter

Font Rich Text

Records Refresh All Save Delete More

Sort & Filter Selection Advanced Toggle Filter

Window Size to Fit Form Switch Windows

Find Replace Go To Select

- Queries
- County Dollars by COA 3 ...
- Encumbered by Service 2 ...
- Incentive 2 Query
- Incentive 3 Query
- Incentive 6 Query
- Incentive Application Deni...
- Mental Health System Gro...
- Persons Served 4 Query
- SPP Append Client
- SPP_Expenditure_Report_1
- SPP_Expenditure_Report_2
- SPP_Total_By_Client_Query
- SPP_Total_By_COA_Query2
- Unduplicated Count 4 Qu...
- County Dollars by COA 2 ...
- Incentive 5 Query
- Incentive 8 Query
- Incentive Application Deni...
- Incentive Home-based 8 Q...
- Mental Health System Gro...
- Persons Served 3 Query
- SPP_Total_By_COA_Query1
- Unduplicated Count 3 Qu...
- Mental Health System Gro...
- Persons Served 5 Transfer ...
- Waiting List ColumnsTran...
- Budget Balance 1 Query
- Budget Balance 2 Query
- Budget Balance 3 Query
- Budget Balance 4 Query
- Budget Detail Query
- Budget Summary
- Claim Query
- CLIENT ID NUMBERS

State Payment Program Clients

Search by Name

Last_Name	First_Name	SRS Case Number	Client SSN from
Smith	wesley	SSBG1000398	000-00-0003

SRS Case Number

Last Name

First Name

County Number

Client SSN from SRS

State ID Number

Effective Date of Requested Amount

Monthly Requested Amount



- Enter payment information in CoMIS.

PAYMENT - Microsoft Access

Home Create External Data Database Tools

View Paste Copy Format Painter Clipboard Font Rich Text Refresh All New Save Delete Records Totals Spelling More Filter Advanced Toggle Filter Sort & Filter Selection Advanced Toggle Filter Size to Fit Form Switch Windows Window Find Go To Select Replace

Part C: Client-Based Payments [Return To Main Menu](#)

NAME: SMITH, WESLEY

CLIENT #: 000-00-0003 Name: WESLEY SMITH

Payment Date: 05/01/1998 Warrant #: 12345

Vendor: mental health center Vendor's ID#:

Fund Code DG COA Code: Department Project Code Service County #:

10 41306 1

Beginning Date of Service: 04/01/2009 Ending Date of Service: 04/30/2009 Units: 3

TOTAL CHARGE: \$75.15 Received on Account: \$0.00

County Paid: \$75.15 Receipt Code:

State Paid: \$0.00 Description:

Other party paid: \$0.00 [Print Claim](#)

Record: 170 of 170 No Filter Search

UNITS OF SERVICE Num Lock

The logo for CoMIS features a stylized graphic on the left consisting of overlapping colored squares (yellow, red, blue) and a black crosshair. To the right of this graphic, the text "CoMIS" is written in a large, blue, sans-serif font. A thin horizontal line extends from the end of the graphic across the width of the slide.

CoMIS

- Run the SPP file submission extract. This creates an excel spreadsheet.
- The extract will also pull SPP records at the same time if there are expenditures for SPP.

SPP Form - Microsoft Access

Home Create External Data Database Tools

View Views Clipboard Font Rich Text Refresh All Records Sort & Filter Window Find

State Payment Program Expenditure Reporting Extract

County Number

Payment Extract Start Date

Payment Extract End Date

Create SPP Spreadsheet

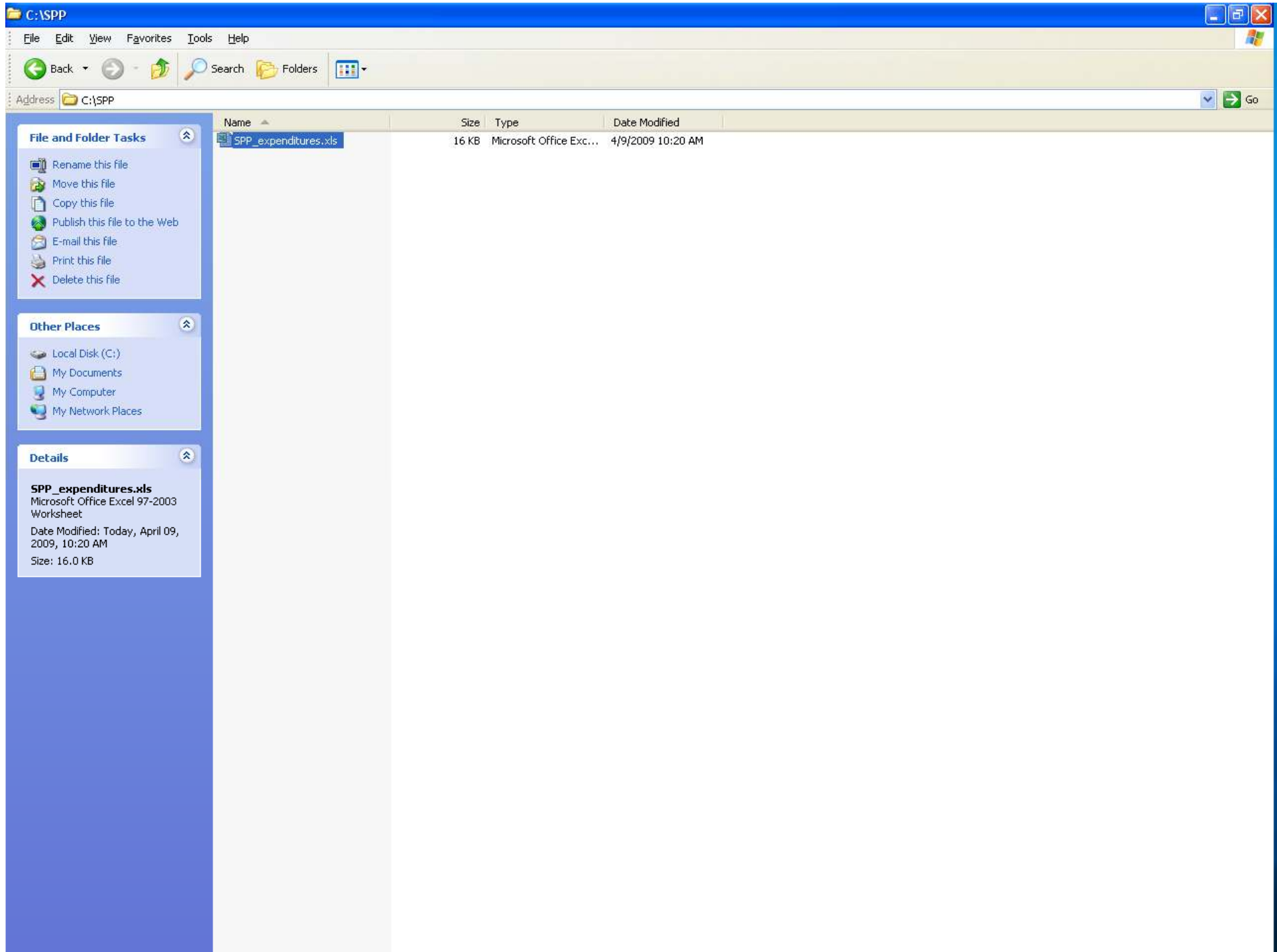
SPP Expenditures Totals by COA Report

SPP Expenditures Totals by Client Report

Navigation Pane

Record: 1 of 1 No Filter Search

Form View Num Lock





CoMIS

- **** Please Note:** There may need to be editing done to the file prior to submission to exclude expenditures from SSBG that should not be charged to that program.
 - For example once you change the legal county to 100 all expenditures on that person will be extracted from your CoMIS through this process. You may need to delete legitimate county expenditures that should not be paid by SSBG



Non – CoMIS Counties

- Counties that do not use CoMIS, may use the SPP template to create the file to submit for SSBG.

SPP_expenditures.xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

Clipboard Font Alignment Number Styles Cells Editing

A2 4/2009

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Payment Month	County	Last_Nam	First_Nam	Stateid	SRS_Caseid	DG	Provider_Name	COA	Units	BEGDATE	ENDDATE	COPD				
2	4/2009	1	Smith	wesley		SSBG1000398		mental health center	41306	3	4/1/2009	4/30/2009	75.15				
3																	
4																	
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SPP_Expenditure_Report_Temp2

Ready 100%



MHDSSPP Website

- The file transfer page for SPP will be changed to have a selection for SPP only, SSBG only, or a submission of both.



Mental Health and Disability Services State Payment Program

- [File Transfer](#)
- [State Payment Program](#)
- [SSBG](#)
- [Exit MHDSSPP](#)

Select County

Select New or Replacement
 New Submission
 Replacement Submission

Select File Type

Select Expenditure Reporting Month

File to process:

File to upload:



MHDSSPP Website

- The reporting month in the drop-down list must match the payment month of the excel file.



Mental Health and Disability Services State Payment Program

- [File Transfer](#)
- [State Payment Program](#)
- [SSBG](#)
- [Exit MHDSSPP](#)

Select County

Select New or Replacement
 New Submission
 Replacement Submission

Select File Type

Select Expenditure Reporting Month



File to process:

File to upload:



MHDSSPP Website

- Click browse.
- Select the excel spreadsheet to load.



Mental Health and Disability Services State Payment Program

- [File Transfer](#)
- [State Payment Program](#)
- [SSBG](#)
- [Exit MHDSSPP](#)

Select County

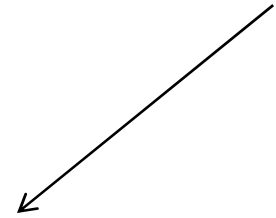
Select New or Replacement
 New Submission
 Replacement Submission

Select File Type

Select Expenditure Reporting Month

File to process:

File to upload:



Choose file



Look in:

SPP



My Recent Documents



Desktop



My Documents



My Computer



My Network Places

SPP_expenditures.xls

File name:

SPP_expenditures.xls

Files of type:

All Files (*.*)

Open

Cancel



MHDSSPP Website

- Click the process button to validate the spreadsheet and create a text file that will be loaded to the DHS database.
- If there is data not correct in the file, it will be displayed in the text box below.
- The user will need to correct any errors in the file prior to it being accepted for processing. This is the same process that is currently followed for the State Payment Program.



Mental Health and Disability Services State Payment Program

- [File Transfer](#)
- [State Payment Program](#)
- [SSBG](#)
- [Exit MHDSSPP](#)

Select County

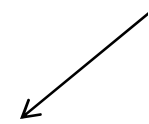
Select New or Replacement
 New Submission
 Replacement Submission

Select File Type

Select Expenditure Reporting Month

File to process:

File to upload:





MHDSSPP Website

- The final step in the collection processing is to review the data submitted.
- The reports will be viewed on the SSBG submitted expenditures page. There will be a tab for each report.



Mental Health and Disability Services State Payment Program

- [File Transfer](#)
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- [SSBG](#)
- [Exit MHDSSPP](#)

SSBG Submitted Expenditures County Reports

- [Client Add/Update](#)
- [County Reports](#)
- [State Reports](#)

County

BENTON

Expenditure Month

October 2009

- [County Expenditure Detail](#)
- [County Expenditure Totals](#)
- [County People Served Expenditures](#)

SSBG County Expenditure Detail by Payment Month

1/11/2010 8:45:11 AM

Tracking Number	County Number	Payment Month	Last name
57		6 10/2009	TestSSBGLast
57		6 10/2009	TestSSBGLast



MHDSSPP Website

- The county details tab will show each person submitted for payment. Please make sure this is accurate after your submittal.

Mental Health and Disability Services State Payment Program

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- [State Payment Program](#)
- [SSBG](#)
- [Exit MHDSSPP](#)

SSBG Submitted Expenditures County Reports

Select County: BENTON

Select Expenditure Month: October 2009

County Expenditure Detail | County Expenditure Totals | County People Served Expenditures

1 of 1 100% Find | Next Select a format Export

SSBG County Expenditure Detail by Payment Month

1/11/2010 8:45:11 AM

Tracking Number	County Number	Payment Month	Last name
57	6	10/2009	TestSSBGLast
57	6	10/2009	TestSSBGLast
Total			



MHDSSPP Website

- The county totals tab will show each county, the number of people served, the total submitted, their balance, and the overall balance and a comparison of what was submitted to their budgeted amount.



Mental Health and Disability Services State Payment Program

SSBG Submitted Expenditures County Reports

nt Program ▶

Select County

BENTON

County Expenditure Detail

County Expenditure Totals

County People Served Expenditures

Navigation bar for the table: 1 of 1, 100%, Find Next, Select a format, Export

SSBG County Expenditures Totals

1/11/2010 9:03:39 AM

County Number	County Name	People Served	Mental Health SFY09	M
6	BENTON	1		
Totals				



MHDSSPP Website

- Other report samples such as people served by age grouping will be available for review as coding is completed.



Mental Health and Disability Services State Payment Program

- [File Transfer](#)
- [State Payment Program](#)
- [SSBG](#)
- [Exit MHDSSPP](#)

SSBG Submitted Expenditures County Reports

Select County

BENTON

County Expenditure Detail | County Expenditure Totals | **County People Served Expenditures**

<u>County Number</u>	<u>Age Group</u>	<u>People Served</u>	<u>Total Mental Health</u>	<u>Total Medicine</u>	<u>Total County Paid</u>
6	4) ADULT (18-59)	1	\$0.00	\$321.68	\$321.68