

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING AGENDA
November 26, 2013**

- 9:05 A.M.**
- I. Attendance**
 - II. Approval of Health & Human Services Board Agenda**
 - III. Review October 22, 2013 Health & Human Service Board Minutes**
 - IV. Review Bills**
 - V. General/Miscellaneous Information**
 - A. Review Proposed 2014 H&HS Board Dates**
 - B. Child Support E-Docs – Tom Burke**
 - C. Update on Supervisor Openings -
Public Health & Adult Social Services Supervisors – Tom Burke**
 - VI. FYI**
 - A. MN DHS Waiver Review Initiative – Final Draft – 10/2013**
 - B. Follow-up to PH Nuisance – Tom Burke**
 - C. MACSSA – What Policy Makers Need to Know About Administrative
Simplification – Tom Burke**
 - VII. Administrative Reports:**
 - A. Financial & Transportation Reports**
 - VIII. Committee Reports from Commissioners**
 - A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte
Meeting updates from Committee Members: Mickey Gault & Cheryl Meld
Draft minutes of the November 6, 2013 meeting.**
 - B. AEOA / NEMOJT Committee Updates – Commissioner Napstad**
 - C. CJI (Children’s Justice Initiative) – Commissioner Westerlund**
 - IX. Break at 9:___ a.m. for _____ minutes Next Meeting – December 17, 2013**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
October 22, 2013**

I. Attendance

The Aitkin County Board of Commissioners met this 22nd day of October, 2013, at 9:04 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, H&HS Advisory Member; Aileen DeMenge & Kari Paulsen, Workforce Center; Osten Berg, FPI Investigator; Janet Hatfield & Brenda Butterfield, H&HS Staff; and Nanci Sauerbrei, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda as mailed/posted.

III. Review September 24, 2013 Health & Human Service Board Minutes

Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve the September 24, 2013, Health & Human Services Board Minutes.

IV. Review Bills

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried, the vote was to approve the Bills as presented this date.

V. General/Miscellaneous Information

- A. MFIP Plan for Board Approval – Eileen Foss - Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the 2014-2015 County MFIP Biennial Service Agreement (January 1, 2014-December 31, 2015) with DHS.**
- B. MFIP/Fraud Discussion – Eileen Foss, Workforce Center Staff (Kari Paulsen & Aileen DeMenge) & Fraud Investigator (Osten Berg).** Eileen discussed the caseloads and the assistance provided by the folks at the Workforce Center and the fact that there is just a certain population that will never be able to secure a job that pays a livable wage. Osten Berg discussed Fraud Prevention Investigation noting there was another component that needed to be addressed whereby they created a program back in February 2013 for questionable job searches. A job log gets filled out by individuals applying for jobs. If it is determined they did not apply at locations listed, they may be presented with an Administration Disqualification Waiver Violation rather than bringing them to court. If waiver is signed by client, they will be removed from cash and/or food for a minimum of one year. Within 30 days, each one of the three examples given had gotten jobs and became gainfully employed. Osten prefers to educate and inform people that truth and honesty will bring your just reward – all depending on how much the folks try to find employment. The program in Aitkin County caught the attention of folks at the State level and they are looking to model other counties after Aitkin.
- C. PH Nuisance – Eleanor Olson Property – Tom Burke (Photos were passed around.)** *Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize Tom Burke, ACH&HS Designated Agent to proceed with the abatement of the PH Nuisance located at 47519 – 188th Avenue, McGregor, MN 55760, located at Parcel # 29-1-266400 Lot 6, Block 28, Sheshebe Point Third Addition and assess all charges for removal of the house and garage structures to the property taxes of said property.*

VI. Contracts

- A. **WIC Agreement – Malmo between Aitkin County Health & Human Services and Bethesda Lutheran Church to provide space to Administer the WIC Program for the period January 1, 2014 to December 31, 2014.** *Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the WIC Agreement – Malmo between Aitkin County Health & Human Services and Bethesda Lutheran Church to provide space to Administer the WIC Program for the period January 1, 2014 to December 31, 2014.*
- B. **Administration Agreements for Purchase of Supplies and Equipment between ACH&HS and:**
 - 1. **Mayo Clinic Health System, Rochester, for the period September 24, 2013 to June 30, 2015.** *Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Mayo Clinic Health System, Rochester, for the period September 24, 2013 to June 30, 2015.*
 - 2. **United Seating and Mobility dba Numotion, Fridley, for the period August 30, 2013 to June 30, 2015.** *Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the United Seating and Mobility dba Numotion, Fridley, for the period August 30, 2013 to June 30, 2015.*
- C. **Purchase of Service Agreement between ACH&HS and CORE Professional Services, P.A., Brainerd, for the period January 1, 2014 to December 31, 2014.** *Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between ACH&HS and CORE Professional Services, P.A., Brainerd, for the period January 1, 2014 to December 31, 2014.*
- D. **An Agreement Creating the Aitkin, Itasca and Koochiching County Community Health Board and Establishing Participation Under the Local Public Health Act.** *Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the Agreement Creating the Aitkin, Itasca and Koochiching County Community Health Board and Establishing Participation Under the Local Public Health Act .*
- E. **Amendment to FY 13 MNCRE Contract to process MinnesotaCare applications through December 31, 2013.** *Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Amendment to FY 13 MNCRE Contract to process MinnesotaCare applications through December 31, 2013.*

VII. Administrative Reports:

- A. **Financial & Transportation Reports –** Kathy Ryan reviewed & discussed these reports.

VIII. Joint Powers Board Reports:

- A. **Tri-County Community Health Services Board (CHS) – Commissioner Westerlund / Tom Burke – Oct. 10th, 2013 Meeting Minutes were reviewed & discussed with the Board. Next meeting is December 12, 2013.**

IX. Committee Reports from Commissioners

- A. **H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Member: Roberta Elvecrog Draft minutes of the September 4, 2013 meeting. It was noted that a similar discussion as today regarding MFIP and the role the Workforce Center plays in working with the public was held at the last meeting along with the fact that the Task Forces are moving forward.**
- B. **AEOA / NEMOJT Committee Updates – Commissioner Napstad updated the Board that they discussed and reviewed grants and demographics at their last meeting. He spoke about Career “Edventure” which is an outreach program to the schools regarding life after school**

(jobs/careers). He also noted a Grant addressing dust explosions will be awarded to wood product industries. Tom Burke suggested that folks from the Workforce Center, School Superintendents, and a couple Commissioners meet with him to discuss a more vocational approach to classes being offered at the schools. (Commissioner Napstad & Wedel volunteered to attend that meeting.)

C. CJI (Children's Justice Initiative) – Commissioner Westerlund – No Report.

X. Break at 10:27 a.m. for 15 minutes

Next Meeting – November 26, 2013

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Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
1 85003 Aitkin County DAC		46.06	PAPER SHREDDING	Services Or Contracts
			10/01/2013 10/28/2013	
1 05- 420- 600- 4800- 6231		116.69	PAPER SHREDDING	Services Or Contracts
			10/01/2013 10/28/2013	
1 05- 430- 700- 4800- 6231		144.33	PAPER SHREDDING	Services Or Contracts
			10/01/2013 10/28/2013	
85003 Aitkin County DAC		307.08	3 Transactions	
8239 Ameripride Linen & Apparel Services				
2 05- 400- 440- 0410- 6405		4.82	CLEANING SUPPLIES	Supplies- Computer/Office/Meeting
			10/15/2013 10/15/2013	
2 05- 420- 600- 4800- 6405		12.21	CLEANING SUPPLIES	Supplies- Computer/Office/Meeting
			10/15/2013 10/15/2013	
2 05- 430- 700- 4800- 6405		15.10	CLEANING SUPPLIES	Supplies- Computer/Office/Meeting
			10/15/2013 10/15/2013	
8239 Ameripride Linen & Apparel Services		32.13	3 Transactions	
12106 Antoine Electric				
3 05- 400- 440- 0410- 6231		10.04	REPLACE BALLAST IN CS AREA	Services Or Contracts
			10/07/2013 10/07/2013	
3 05- 420- 600- 4800- 6231		25.45	REPLACE BALLAST IN CS AREA	Services Or Contracts
			10/07/2013 10/07/2013	
3 05- 430- 700- 4800- 6231		31.48	REPLACE BALLAST IN CS AREA	Services Or Contracts
			10/07/2013 10/07/2013	
12106 Antoine Electric		66.97	3 Transactions	
10463 Beanery an Internet Cafe				
4 05- 400- 450- 0451- 6405		180.58	SHIP- COMM FOOD- MTG EXP	Supplies- Computer/Office/Meeting
			11/18/2013 11/18/2013	
10463 Beanery an Internet Cafe		180.58	1 Transactions	
5398 CDW Government, Inc				
5 05- 400- 440- 0410- 6405		325.12	SOFTWARE/HARDWARE- AGENCY WIFI	Supplies- Computer/Office/Meeting
			11/11/2013 11/11/2013	
5 05- 420- 600- 4800- 6405		823.65	SOFTWARE/HARDWARE- AGENCY WIFI	Supplies- Computer/Office/Meeting
			11/11/2013 11/11/2013	
5 05- 430- 700- 4800- 6405		1,018.73	SOFTWARE/HARDWARE- AGENCY WIFI	Supplies- Computer/Office/Meeting

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<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
5398 CDW Government, Inc		2,167.50	11/11/2013 3 Transactions	
10083 Cedarbrook Lumber Comp				
6 05- 400- 440- 0410- 6405		0.99	FLASHLIGHT 10/24/2013	57443 Supplies- Computer/Office/Meeting
6 05- 420- 600- 4800- 6405		2.52	FLASHLIGHT 10/24/2013	57443 Supplies- Computer/Office/Meeting
6 05- 430- 700- 4800- 6405		3.11	FLASHLIGHT 10/24/2013	57443 Supplies- Computer/Office/Meeting
10083 Cedarbrook Lumber Comp		6.62	3 Transactions	
88879 Central Mn Community Corrections- DT				
7 05- 430- 700- 4800- 6231		14,178.53	SOBRIETY COURT- 3RD QTR 2013 07/01/2013 09/30/2013	Services Or Contracts
88879 Central Mn Community Corrections- DT		14,178.53	1 Transactions	
944 Channing Bete Co Inc				
8 05- 400- 430- 0403- 6405		452.00	C&TC OUTREACH SUPPLIE 11/11/2013	52724624 Supplies- Computer/Office/Meeting
944 Channing Bete Co Inc		452.00	1 Transactions	
10855 Culligan				
9 05- 400- 440- 0410- 6231		18.35	COOLER RENTAL SERVICE 11/01/2013	150- 10016285- 1 Services Or Contracts
9 05- 420- 600- 4800- 6231		46.50	COOLER RENTAL SERVICE 11/01/2013	150- 10016285- 1 Services Or Contracts
9 05- 430- 700- 4800- 6231		57.51	COOLER RENTAL SERVICE 11/01/2013	150- 10016285- 1 Services Or Contracts
10855 Culligan		122.36	3 Transactions	
88628 Dalco				
10 05- 400- 440- 0410- 6405		38.29	TOWELS/TISSUE 10/29/2013	2670073 Supplies- Computer/Office/Meeting
10 05- 420- 600- 4800- 6405		97.00	TOWELS/TISSUE 10/29/2013	2670073 Supplies- Computer/Office/Meeting
10 05- 430- 700- 4800- 6405		119.98	TOWELS/TISSUE 10/29/2013	2670073 Supplies- Computer/Office/Meeting

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<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
88628 Dalco			255.27	3 Transactions		
11984 DataBank IMX						
11 05-420-600-4800-6231			14,900.60	EDOCS- PROFESSIONAL SERVICES	504999	Services Or Contracts
				08/01/2013 09/27/2013		
12 05-420-600-4800-6231			389.40	EDOCS- PROFESSIONAL SERVICES	505150	Services Or Contracts
				08/14/2013 10/31/2013		
13 05-420-600-4800-6231			187.65	EDOCS- PROFESSIONAL SERVICES	505167	Services Or Contracts
				10/02/2013 10/31/2013		
11984 DataBank IMX			15,477.65	3 Transactions		
88880 Datacomm Computers & Networks Inc						
15 05-420-600-4800-6625			1,913.06	COMPUTER SYSTEM- 2- IN	6991	Office & Other Equipment
				10/28/2013 10/28/2013		
16 05-420-640-4800-6625			956.54	COMPUTER SYSTEM- 1- CS	6991	Office & Other Equipment
				10/28/2013 10/28/2013		
14 05-430-700-4800-6625			3,826.12	COMPUTER SYSTEM- 4- SS	6991	Office & Other Equipment
				10/28/2013 10/28/2013		
88880 Datacomm Computers & Networks Inc			6,695.72	3 Transactions		
11051 Department of Human Services						
23 05-420-640-4800-6231			29.30	CS MONTHLY FED OFFSET FEE	A300C331301	Services Or Contracts
				10/01/2013 10/31/2013		
17 05-420-650-4400-6025			1,618.84	MA LTC UN 65	A300MM6R01I	State/Fed Share - MA
				10/01/2013 10/31/2013		
18 05-420-650-4400-6025			1,434.88	MA ESTATE COLLECTIONS- FED	A300MM6R01I	State/Fed Share - MA
				10/01/2013 10/31/2013		
19 05-420-650-4400-6025			717.43	MA ESTATE COLLECTIONS- ST	A300MM6R01I	State/Fed Share - MA
				10/01/2013 10/31/2013		
20 05-420-650-4400-6025			150.00	MA RECIPIENT INEL- FED	A300MM6R01I	State/Fed Share - MA
				10/01/2013 10/31/2013		
21 05-420-650-4400-6025			75.00	MA RECIPIENT INEL- ST	A300MM6R01I	State/Fed Share - MA
				10/01/2013 10/31/2013		
22 05-420-650-4400-6025			140.00	MA EX MH TCM CV	A300MM6R01I	State/Fed Share - MA
				10/01/2013 10/31/2013		
11051 Department of Human Services			4,165.45	7 Transactions		
1880 Gravelle Plumbing & Heating, Inc						

SLM1
 11/22/13 2:19PM
 Health & Human Services

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<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
24 05-400-440-0410-6231			13.50	RPZ TESTING 10/04/2013 10/04/2013	65043	Services Or Contracts
24 05-420-600-4800-6231			34.20	RPZ TESTING 10/04/2013 10/04/2013	65043	Services Or Contracts
24 05-430-700-4800-6231			42.30	RPZ TESTING 10/04/2013 10/04/2013	65043	Services Or Contracts
1880 Gravelle Plumbing & Heating, Inc			90.00	3 Transactions		
2186 Hillyard Inc - Kansas City						
25 05-400-440-0410-6405			58.51	CLEANING/BATHROOM SUPPLIES 10/29/2013 10/29/2013	600907904	Supplies- Computer/Office/Meeting
25 05-420-600-4800-6405			148.23	CLEANING/BATHROOM SUPPLIES 10/29/2013 10/29/2013	600907904	Supplies- Computer/Office/Meeting
25 05-430-700-4800-6405			183.33	CLEANING/BATHROOM SUPPLIES 10/29/2013 10/29/2013	600907904	Supplies- Computer/Office/Meeting
2186 Hillyard Inc - Kansas City			390.07	3 Transactions		
12834 J.P. COOKE CO						
26 05-420-640-4800-6405			143.04	NOTARY & DATE STAMPERS 10/21/2013 10/22/2013	256700	Supplies- Computer/Office/Meeting
12834 J.P. COOKE CO			143.04	1 Transactions		
90182 Laboratory Corp Of America Holdings						
27 05-420-640-4800-6397			56.00	IVD GENETIC TEST 0011121717- 08 09/30/2013 09/30/2013	42345100	Genetic Tests Iv- D
28 05-420-640-4800-6397			84.00	IVD GENETIC TEST 0015343078- 01 10/07/2013 11/01/2013	42834901	Genetic Tests Iv- D
90182 Laboratory Corp Of America Holdings			140.00	2 Transactions		
12492 LexisNexis Risk Data Management						
29 05-430-700-4800-6231			116.00	SEPTEMBER 2013 SERVICES 09/01/2013 09/30/2013	1598721- 201310	Services Or Contracts
30 05-430-700-4800-6231			116.00	OCTOBER 2013 SERVICES 10/01/2013 10/31/2013	1598721- 201310	Services Or Contracts
12492 LexisNexis Risk Data Management			232.00	2 Transactions		
89080 Meds- 1 Ambulance Service Inc						
31 05-400-401-0000-6813			80.00	AMBULANCE RUNS- SEPT'13		Meds- 1 Hill City Ambulance

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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89080		Meds- 1 Ambulance Service Inc			80.00	1 Transactions			
89078		Mille Lacs Health System							
32		05- 400- 401- 0000- 6814			395.00	AMBULANCE SERVICE FOR SEPT'13			Isle Ambulance/Mille Lacs Health System
33		05- 400- 401- 0000- 6814			150.00	AMBULANCE SERVICE FOR OCT'13			Isle Ambulance/Mille Lacs Health System
89078		Mille Lacs Health System			545.00	2 Transactions			
89765		Minnesota Elevator, Inc							
34		05- 400- 440- 0410- 6231			22.76	ELEVATOR SERVICE- NOV'13		294138	Services Or Contracts
34		05- 420- 600- 4800- 6231			57.67	ELEVATOR SERVICE- NOV'13		294138	Services Or Contracts
34		05- 430- 700- 4800- 6231			71.33	ELEVATOR SERVICE- NOV'13		294138	Services Or Contracts
89765		Minnesota Elevator, Inc			151.76	3 Transactions			
3358		Minnesota State Auditor							
35		05- 400- 440- 0410- 6231			764.29	AUDIT		63923	Services Or Contracts
						07/31/2013	09/10/2013		
35		05- 420- 600- 4800- 6231			1,936.21	AUDIT		63923	Services Or Contracts
						07/31/2013	09/10/2013		
35		05- 430- 700- 4800- 6231			2,394.79	AUDIT		63923	Services Or Contracts
						07/31/2013	09/10/2013		
3358		Minnesota State Auditor			5,095.29	3 Transactions			
11132		Mn Dept Of Health							
36		05- 420- 640- 4800- 6379			80.00	IVD PATRNTY AJUD 0011002817- 01		493485	Other Iv- D Charges
						10/29/2013	10/29/2013		
11132		Mn Dept Of Health			80.00	1 Transactions			
5729		National Pen							
37		05- 400- 440- 0410- 6405			20.24	EMPLOYEE APPRECIATION		107125236	Supplies- Computer/Office/Meeting
						10/25/2013	10/25/2013		
37		05- 420- 600- 4800- 6405			51.26	EMPLOYEE APPRECIATION		107125236	Supplies- Computer/Office/Meeting
						10/25/2013	10/25/2013		
37		05- 430- 700- 4800- 6405			63.40	EMPLOYEE APPRECIATION		107125236	Supplies- Computer/Office/Meeting
						10/25/2013	10/25/2013		
5729		National Pen			134.90	3 Transactions			
12449		NEOPOST GREAT PLAINS							
38		05- 400- 440- 0410- 6405			38.96	INK CARTRIDGE- MAIL MACHINE		GPAR13749	Supplies- Computer/Office/Meeting

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<u>No. Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
39 05- 400- 440- 0410- 6231			72.94	MAIL MACHINE CONTRACT	10/24/2013 10/24/2013	GPAR14210	Services Or Contracts
38 05- 420- 600- 4800- 6405			98.69	INK CARTRIDGE- MAIL MACHINE	12/01/2013 11/30/2014	GPAR13749	Supplies- Computer/Office/Meeting
39 05- 420- 600- 4800- 6231			184.79	MAIL MACHINE CONTRACT	10/24/2013 10/24/2013	GPAR14210	Services Or Contracts
38 05- 430- 700- 4800- 6405			122.06	INK CARTRIDGE- MAIL MACHINE	12/01/2013 11/30/2014	GPAR13749	Supplies- Computer/Office/Meeting
39 05- 430- 700- 4800- 6231			228.55	MAIL MACHINE CONTRACT	10/24/2013 10/24/2013	GPAR14210	Services Or Contracts
12449 NEOPOST GREAT PLAINS			745.99	6 Transactions	12/01/2013 11/30/2014		
89081 North Ambulance Brainerd							
40 05- 400- 401- 0000- 6809			830.00	AMBULANCE RUNS- OCT'13			No. Memorial Ambulance- Aitkin
89081 North Ambulance Brainerd			830.00	1 Transactions			
88703 Positive Promotions							
41 05- 400- 430- 0403- 6405			752.23	C&TC OUTREACH SUPPLIES	11/12/2013 11/12/2013	04873893	Supplies- Computer/Office/Meeting
88703 Positive Promotions			752.23	1 Transactions			
4233 S & T Office Products Inc							
42 05- 400- 440- 0410- 6405			16.51	OFFICE SUPPLIES	10/14/2013 10/14/2013	01QA4307	Supplies- Computer/Office/Meeting
43 05- 400- 440- 0410- 6405			14.69	OFFICE SUPPLIES	10/16/2013 10/16/2013	01QA5591	Supplies- Computer/Office/Meeting
44 05- 400- 440- 0410- 6405			1.87	OFFICE SUPPLIES	10/21/2013 10/21/2013	01QA7241	Supplies- Computer/Office/Meeting
45 05- 400- 440- 0410- 6405			2.56	OFFICE SUPPLIES	10/21/2013 10/21/2013	01QA7244	Supplies- Computer/Office/Meeting
46 05- 400- 440- 0410- 6405			27.04	OFFICE SUPPLIES	10/24/2013 10/24/2013	01QA9277	Supplies- Computer/Office/Meeting
48 05- 400- 440- 0410- 6405			6.94	PH "COPY" STAMPER	10/24/2013 10/24/2013	01QA9277	Supplies- Computer/Office/Meeting
49 05- 400- 440- 0410- 6405			5.88	OFFICE SUPPLIES	10/25/2013 10/25/2013	01QA9667	Supplies- Computer/Office/Meeting
52 05- 400- 440- 0410- 6405			4.68	OFFICE SUPPLIES		01QB4814	Supplies- Computer/Office/Meeting

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
53	05- 400- 440- 0410- 6405		1.21	OFFICE SUPPLIES 11/06/2013 11/06/2013	01QB5599	Supplies- Computer/Office/Meeting
42	05- 420- 600- 4800- 6405		41.83	OFFICE SUPPLIES 11/07/2013 11/07/2013	01QA4307	Supplies- Computer/Office/Meeting
43	05- 420- 600- 4800- 6405		37.19	OFFICE SUPPLIES 10/14/2013 10/14/2013	01QA5591	Supplies- Computer/Office/Meeting
44	05- 420- 600- 4800- 6405		4.75	OFFICE SUPPLIES 10/16/2013 10/16/2013	01QA7241	Supplies- Computer/Office/Meeting
45	05- 420- 600- 4800- 6405		6.50	OFFICE SUPPLIES 10/21/2013 10/21/2013	01QA7244	Supplies- Computer/Office/Meeting
46	05- 420- 600- 4800- 6405		68.50	OFFICE SUPPLIES 10/21/2013 10/21/2013	01QA9277	Supplies- Computer/Office/Meeting
47	05- 420- 640- 4800- 6405		32.02	CS DATE STAMPER 10/24/2013 10/24/2013	01QA9277	Supplies- Computer/Office/Meeting
49	05- 420- 600- 4800- 6405		14.91	OFFICE SUPPLIES 10/24/2013 10/24/2013	01QA9667	Supplies- Computer/Office/Meeting
52	05- 420- 600- 4800- 6405		11.88	OFFICE SUPPLIES 10/25/2013 10/25/2013	01QA9667	Supplies- Computer/Office/Meeting
53	05- 420- 600- 4800- 6405		3.08	OFFICE SUPPLIES 11/06/2013 11/06/2013	01QB4814	Supplies- Computer/Office/Meeting
42	05- 430- 700- 4800- 6405		51.74	OFFICE SUPPLIES 11/07/2013 11/07/2013	01QB5599	Supplies- Computer/Office/Meeting
43	05- 430- 700- 4800- 6405		46.00	OFFICE SUPPLIES 10/14/2013 10/14/2013	01QA4307	Supplies- Computer/Office/Meeting
44	05- 430- 700- 4800- 6405		46.00	OFFICE SUPPLIES 10/14/2013 10/14/2013	01QA5591	Supplies- Computer/Office/Meeting
44	05- 430- 700- 4800- 6405		5.88	OFFICE SUPPLIES 10/16/2013 10/16/2013	01QA7241	Supplies- Computer/Office/Meeting
45	05- 430- 700- 4800- 6405		8.04	OFFICE SUPPLIES 10/21/2013 10/21/2013	01QA7244	Supplies- Computer/Office/Meeting
46	05- 430- 700- 4800- 6405		84.73	OFFICE SUPPLIES 10/21/2013 10/21/2013	01QA9277	Supplies- Computer/Office/Meeting
49	05- 430- 700- 4800- 6405		18.44	OFFICE SUPPLIES 10/24/2013 10/24/2013	01QA9667	Supplies- Computer/Office/Meeting
50	05- 430- 700- 4800- 6405		93.06	UNDER CABINET LAMP(BC) 10/25/2013 10/25/2013	01QB0457	Supplies- Computer/Office/Meeting
51	05- 430- 700- 4800- 6405		28.86	VIEW BINDER(JP) 10/28/2013 10/28/2013	01QB4814	Supplies- Computer/Office/Meeting
52	05- 430- 700- 4800- 6405		14.69	OFFICE SUPPLIES 11/06/2013 11/06/2013	01QB4814	Supplies- Computer/Office/Meeting
				OFFICE SUPPLIES 11/06/2013 11/06/2013		

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
53	05- 430- 700- 4800- 6405		3.81	OFFICE SUPPLIES	01QB5599	Supplies- Computer/Office/Meeting
4233	S & T Office Products Inc		657.29	11/07/2013 11/07/2013 28 Transactions		
54	89003 Seven County Process Servers LLC 05- 420- 640- 4800- 6379		55.00	IVD SERVICE 0014193921- 01	5989	Other Iv- D Charges
				11/05/2013 11/05/2013 1 Transactions		
55	86177 Sheriff Aitkin County 05- 420- 640- 4800- 6270		50.00	IVD SERVICE 0015140569- 03	2440	Aitkin Co Sheriff Fees Iv- D
				10/25/2013 10/25/2013 1 Transactions		
56	87016 Sheriff Itasca County 05- 420- 640- 4800- 6379		55.00	IVD SERVICE 0015334512- 03	3598	Other Iv- D Charges
				11/08/2013 11/08/2013 1 Transactions		
57	12214 Shopko Store Operating Co. LLC 05- 430- 700- 4800- 6810		211.90	WINTER CLOTHES/PERSONAL NEEDS		Mh Init - Flex
				10/25/2013 10/25/2013 1 Transactions		
58	4438 Simplexgrinnell- II 05- 400- 440- 0410- 6231		64.37	FIRE ALARM INSPECTION	76547546	Services Or Contracts
				10/28/2013 10/28/2013		
58	05- 420- 600- 4800- 6231		163.08	FIRE ALARM INSPECTION	76547546	Services Or Contracts
				10/28/2013 10/28/2013		
58	05- 430- 700- 4800- 6231		201.71	FIRE ALARM INSPECTION	76547546	Services Or Contracts
				10/28/2013 10/28/2013 3 Transactions		
59	4507 Sorenson Root Thompson Funeral Home 05- 420- 650- 4800- 6810		2,000.00	COUNTY BURIAL		County Burials
				11/04/2013 11/04/2013		

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<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4507	Sorenson Root Thompson Funeral Home		2,000.00	1 Transactions		
60	88859 Spee*Dee- St Cloud 05- 420- 600- 4800- 6231		283.63	IM SERVICE 10/01/2013 11/02/2013	2492026	Services Or Contracts
61	05- 430- 700- 4800- 6231		4.53	SS SERVICE 10/01/2013 11/02/2013	2492026	Services Or Contracts
	88859 Spee*Dee- St Cloud		288.16	2 Transactions		
62	4246 St Cloud Stamp & Sign Inc 05- 400- 440- 0410- 6405		1.28	INK FOR RE- INKING STAMPERS 10/30/2013 10/30/2013	175233	Supplies- Computer/Office/Meeting
62	05- 420- 600- 4800- 6405		3.25	INK FOR RE- INKING STAMPERS 10/30/2013 10/30/2013	175233	Supplies- Computer/Office/Meeting
62	05- 430- 700- 4800- 6405		4.01	INK FOR RE- INKING STAMPERS 10/30/2013 10/30/2013	175233	Supplies- Computer/Office/Meeting
	4246 St Cloud Stamp & Sign Inc		8.54	3 Transactions		
63	86235 The Office Shop Inc 05- 400- 440- 0410- 6231		152.07	OSS COPIER CONTRACT IRC5035 10/30/2013 10/30/2013	268527- 0	Services Or Contracts
64	05- 400- 440- 0410- 6231		1,438.35	PH COPIER CONTRACT IRC5255 10/30/2013 10/30/2013	268527- 0	Services Or Contracts
65	05- 400- 440- 0410- 6405		43.28	CHAIR- TOM BURKE 10/01/2013 10/01/2013	945453- 0	Supplies- Computer/Office/Meeting
69	05- 400- 440- 0410- 6405		12.02	FLOOR MAT- TOM BURKE 10/29/2013 10/29/2013	947103- 0	Supplies- Computer/Office/Meeting
63	05- 420- 600- 4800- 6231		385.26	OSS COPIER CONTRACT IRC5035 10/30/2013 10/30/2013	268527- 0	Services Or Contracts
65	05- 420- 600- 4800- 6405		109.65	CHAIR- TOM BURKE 10/01/2013 10/01/2013	945453- 0	Supplies- Computer/Office/Meeting
67	05- 420- 600- 4800- 6405		319.56	CHAIR- JANEY HATFIELD 10/14/2013 10/14/2013	946211- 0	Supplies- Computer/Office/Meeting
68	05- 420- 600- 4800- 6405		153.90	CHAIR- EILEEN FOSS 10/14/2013 10/14/2013	946213- 0	Supplies- Computer/Office/Meeting
69	05- 420- 600- 4800- 6405		30.46	FLOOR MAT- TOM BURKE 10/29/2013 10/29/2013	947103- 0	Supplies- Computer/Office/Meeting
70	05- 420- 640- 4800- 6405		165.63	CS PRINTER TONER	947271- 0	Supplies- Computer/Office/Meeting

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
63 05- 430- 700- 4800- 6231		476.50	10/30/2013 10/30/2013 OSS COPIER CONTRACT IRC5035	268527- 0 Services Or Contracts
65 05- 430- 700- 4800- 6405		135.62	10/30/2013 10/30/2013 CHAIR- TOM BURKE	945453- 0 Supplies- Computer/Office/Meeting
66 05- 430- 700- 4800- 6405		137.87	10/01/2013 10/01/2013 CHAIR- SUE TANGE	946211- 0 Supplies- Computer/Office/Meeting
69 05- 430- 700- 4800- 6405		37.67	10/14/2013 10/14/2013 FLOOR MAT- TOM BURKE	947103- 0 Supplies- Computer/Office/Meeting
86235 The Office Shop Inc		3,597.84	10/29/2013 10/29/2013 14 Transactions	
11608 Thrifty White Pharmacy- Mcgregor				
71 05- 400- 430- 0407- 6262		311.94	05/31/2013 09/24/2013 FAM PLAN- BIRTH CTRL	Family Planning Approp
11608 Thrifty White Pharmacy- Mcgregor		311.94	1 Transactions	
5167 Trimin Systems Inc				
72 05- 400- 440- 0410- 6231		299.64	01/01/2014 03/31/2014 QTR END 03/31/14	044182 Services Or Contracts
72 05- 420- 600- 4800- 6231		759.08	01/01/2014 03/31/2014 QTR END 03/31/14	044182 Services Or Contracts
72 05- 430- 700- 4800- 6231		938.86	01/01/2014 03/31/2014 QTR END 03/31/14	044182 Services Or Contracts
5167 Trimin Systems Inc		1,997.58	3 Transactions	
8334 United States Postal Service(Hasler)				
73 05- 430- 000- 0000- 1205		2,500.00	11/20/2013 11/20/2013 POSTAGE METER 59688	112013 Postage Account
8334 United States Postal Service(Hasler)		2,500.00	1 Transactions	
Final Total		65,680.55	40 Vendors	129 Transactions

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<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	5	65,680.55	Health & Human Services
All Funds		65,680.55	Total

Approved by,
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Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
64 6094 AADA 05-430-710-3930-6020		450.00	Supervised visitation - Genera 11/02/2013 11/12/2013	General Case Management
65 05-430-710-3930-6020		1,215.00	Visitation supervision - Gener 10/01/2013 10/30/2013	General Case Management
6094 AADA		1,665.00	2 Transactions	
37 88284 AITKIN CO RECORDER 05-430-710-3930-6020		45.00	Birth certificates - General c 11/01/2013 11/01/2013	General Case Management
88284 AITKIN CO RECORDER		45.00	1 Transactions	
68 86222 AITKIN INDEPENDENT AGE 05-430-720-3020-6069		60.00	Child Care Advertising - Commu 10/16/2013 10/19/2013	Community Ed & Prevent/Advertising
86222 AITKIN INDEPENDENT AGE		60.00	1 Transactions	
33 8125 BACKSTROM/MARILYN 05-430-750-3950-6020		26.25	Public guardianship 10/01/2013 10/31/2013	Public Guardianship Dd
40 05-430-750-3950-6020		35.00	Public guardianship 10/01/2013 10/31/2013	Public Guardianship Dd
8125 BACKSTROM/MARILYN		61.25	2 Transactions	
39 9791 BIEGANEK/JOAN M 05-430-760-3950-6020		105.00	Guardianship/Conservator Activ 10/01/2013 10/31/2013	Guardianship/Conservatorship
9791 BIEGANEK/JOAN M		105.00	1 Transactions	
67 12216 BRAINERD AREA EDUCATION CENTER 05-430-710-3650-6027		60.00	GED testing fees - Services fo 11/04/2013 11/05/2013	Serv For Concurrent Perm Plan
12216 BRAINERD AREA EDUCATION CENTER		60.00	1 Transactions	
12 12734 CARITAS MENTAL HEALTH CLINIC 05-430-745-3085-6020		450.00	Adult outpatient diagnostic as 10/03/2013 10/03/2013	Adult Outpat Diagnostic Assess/Psyc
13 05-430-745-3085-6020		167.28	Adult outpatient diagnostic as	Adult Outpat Diagnostic Assess/Psyc

SLM1
 11/22/13 2:55PM
 Health & Human Services

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
12734 CARITAS MENTAL HEALTH CLINIC		617.28	10/03/2013 2 Transactions	
62 88879 Central Mn Community Corrections- DT 05- 430- 710- 3410- 6057		1,276.00	08/21/2013 1 Transactions	Electronic Monitor/Specialize Supply- OHP
88879 Central Mn Community Corrections- DT		1,276.00	11/01/2013 2 Transactions	
53 12191 COOPER/SHIRLIE 05- 430- 710- 3820- 6040		87.00	11/01/2013 1 Transactions	Relative Custody Assistance
54 05- 430- 710- 3820- 6040		150.00	11/01/2013 2 Transactions	Relative Custody Assistance
12191 COOPER/SHIRLIE		237.00		
36 12920 DEER RIVER DENTAL OFFICE 05- 430- 710- 3180- 6020		188.00	11/07/2013 1 Transactions	Health- Related Services
12920 DEER RIVER DENTAL OFFICE		188.00		
74 11051 Department of Human Services 05- 430- 730- 3590- 6072		2,248.74	09/01/2013 1 Transactions	Ccdtf County % State Billings
11051 Department of Human Services		2,248.74		
7 9220 DHS- MSOP 05- 430- 745- 3721- 6081		985.80	10/01/2013 1 Transactions	Commitment Costs - Poor Relief
8 05- 430- 745- 3721- 6081		954.00	09/01/2013 1 Transactions	Commitment Costs - Poor Relief
16 05- 430- 745- 3721- 6081		985.80	10/01/2013 1 Transactions	Commitment Costs - Poor Relief
17 05- 430- 745- 3721- 6081		954.00	09/01/2013 1 Transactions	Commitment Costs - Poor Relief
49 05- 430- 745- 3721- 6081		2,464.50	10/01/2013 1 Transactions	Commitment Costs - Poor Relief
50 05- 430- 745- 3721- 6081		2,385.00	09/01/2013 1 Transactions	Commitment Costs - Poor Relief

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<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
9220 DHS- MSOP			8,729.10	6 Transactions		
5 89965 DHS- ST PETER- SEE LIST						
05- 430- 745- 3721- 6081			832.50	State- operated inpatient 10/17/2013	10/31/2013	Commitment Costs - Poor Relief
23 05- 430- 745- 3721- 6081			1,720.50	State- operated inpatient 10/01/2013	10/31/2013	Commitment Costs - Poor Relief
24 05- 430- 745- 3721- 6081			1,665.00	State- operated inpatient 09/01/2013	09/30/2013	Commitment Costs - Poor Relief
25 05- 430- 745- 3721- 6081			1,720.50	State- operated inpatient 10/01/2013	10/31/2013	Commitment Costs - Poor Relief
26 05- 430- 745- 3721- 6081			1,665.00	State- operated inpatient 09/01/2013	09/30/2013	Commitment Costs - Poor Relief
89965 DHS- ST PETER- SEE LIST			7,603.50	5 Transactions		
11 91345 ELVECROG/ROBERTA C			35.00	Public guardianship 10/01/2013	10/31/2013	Public Guardianship Dd
15 05- 430- 750- 3950- 6020			35.00	Public guardianship 10/01/2013	10/31/2013	Public Guardianship Dd
21 05- 430- 750- 3950- 6020			105.00	Public guardianship 10/01/2013	10/31/2013	Public Guardianship Dd
91345 ELVECROG/ROBERTA C			175.00	3 Transactions		
34 316 Gilbertson/Harlan J.			262.50	Child outpatient diagnostic as 09/06/2013	09/06/2013	Child Outpat Assess/Psyc. Testing
35 05- 430- 740- 3050- 6020			1,375.00	Child outpatient diagnostic as 09/01/2013	09/14/2013	Child Outpat Assess/Psyc. Testing
316 Gilbertson/Harlan J.			1,637.50	2 Transactions		
42 10030 GORDON/DOROTHY			87.00	Relative custody assistance 11/01/2013	11/30/2013	Relative Custody Assistance
10030 GORDON/DOROTHY			87.00	1 Transactions		
55 9588 Greater Mn Family Services			89.04	In- home services - Court- relat		Court Related Services & Activities
05- 430- 710- 3190- 6020						

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<u>No.</u> <u>Account/Formula</u>			<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
56	05- 430- 710- 3190- 6020		44.52	10/01/2013 10/31/2013	Court Related Services & Activities
9588	Greater Mn Family Services		133.56	10/01/2013 10/31/2013 2 Transactions	
59	12811 Guimont/Patrick 05- 430- 740- 3890- 6020		760.92	Child respite care 10/20/2013 11/06/2013	Child Mh Respite
	12811 Guimont/Patrick		760.92	1 Transactions	
46	7525 HOMETOWN BLDG SUPPLY 05- 430- 760- 3410- 6075		1,019.48	RAMP supplies and construction 10/08/2013 10/31/2013	Environment Access,Adapt,Special Supply
	7525 HOMETOWN BLDG SUPPLY		1,019.48	1 Transactions	
2	87829 HUDSON/PEGGY 05- 430- 750- 3950- 6020		70.00	Public guardianship 10/01/2013 10/31/2013	Public Guardianship Dd
3	05- 430- 750- 3950- 6020		70.00	Public guardianship 09/01/2013 09/30/2013	Public Guardianship Dd
4	05- 430- 750- 3950- 6020		70.00	Public guardianship 08/01/2013 08/31/2013	Public Guardianship Dd
18	05- 430- 750- 3950- 6020		70.00	Public guardianship 10/01/2013 10/31/2013	Public Guardianship Dd
19	05- 430- 750- 3950- 6020		70.00	Public guardianship 09/01/2013 09/30/2013	Public Guardianship Dd
20	05- 430- 750- 3950- 6020		70.00	Public guardianship 08/01/2013 08/31/2013	Public Guardianship Dd
	87829 HUDSON/PEGGY		420.00	6 Transactions	
6	11589 Lutheran Social Service of MN- Mankato 05- 430- 750- 3950- 6020		110.28	Public guardianship 10/01/2013 12/13/2013	Public Guardianship Dd
	11589 Lutheran Social Service of MN- Mankato		110.28	1 Transactions	
28	11072 Lutheran Social Service Of Mn- St Paul 05- 430- 760- 3950- 6020		506.79	Guardianship/conservatorship 09/03/2013 09/30/2013	Guardianship/Conservatorship

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								<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	11072	Lutheran Social Service Of Mn- St Paul			506.79	1 Transactions			
38	86058	Martin/Patricia			105.00	Guardianship/conservatorship	10/01/2013 10/31/2013		Guardianship/Conservatorship
	86058	Martin/Patricia			105.00	1 Transactions			
27	91221	McCormick/John			268.00	Relative custody assistance	11/01/2013 11/30/2013		Relative Custody Assistance
	91221	McCormick/John			268.00	1 Transactions			
47	10593	Morrison/Debra			64.29	Relative custody assistance	11/01/2013 11/30/2013		Relative Custody Assistance
48		05- 430- 710- 3820- 6040			64.29	Relative custody assistance	11/01/2013 11/30/2013		Relative Custody Assistance
	10593	Morrison/Debra			128.58	2 Transactions			
58	10977	NORTHERN PSYCHIATRIC ASSOCIATES			223.10	Child outpatient diagnostic as	10/11/2013 10/11/2013		Child Outpat Assess/Psyc. Testing
66		05- 430- 740- 3050- 6020			223.09	Child outpatient diagnostic as	10/11/2013 10/11/2013		Child Outpat Assess/Psyc. Testing
72		05- 430- 740- 3900- 6020			180.00	Clinical supervision- Child Rul	10/04/2013 10/04/2013		Child Rule 79 Case Mgmt
63		05- 430- 745- 3085- 6020			223.10	Adult outpatient diagnostic as	10/11/2013 10/11/2013		Adult Outpat Diagnostic Assess/Psyc
73		05- 430- 745- 3340- 6071			180.00	Clinical supervision- CSP 25%	10/04/2013 10/04/2013		Psychosocial Rehab/Ind Living Skills Csp
71		05- 430- 745- 3910- 6020			360.00	Clinical supervision- Adult Rul	10/04/2013 10/04/2013		Adult Rule 79 Case Mgmt
	10977	NORTHERN PSYCHIATRIC ASSOCIATES			1,389.29	6 Transactions			
70	3639	NORTHLAND COUNSELING CTR INC			1,950.00	Detoxification (Category I)	10/04/2013 10/09/2013		Detoxification - Grand Rapids

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3639	NORTHLAND COUNSELING CTR INC	1,950.00	1 Transactions		
90748	OAKRIDGE HOMES SILS				
14	05- 430- 750- 3340- 6073	787.50	Semi- Independent Living Servic		Semi- Independent Living Serv (Sils)
			10/01/2013 10/31/2013		
41	05- 430- 750- 3340- 6073	212.63	Semi- Independent Living Servic		Semi- Independent Living Serv (Sils)
			10/01/2013 10/31/2013		
43	05- 430- 750- 3340- 6073	362.94	Semi- Independent Living Servic		Semi- Independent Living Serv (Sils)
			10/01/2013 10/31/2013		
90748	OAKRIDGE HOMES SILS	1,363.07	3 Transactions		
89879	OCCUPATIONAL DEVELOPMENT CENTER				
45	05- 430- 745- 3160- 6050	94.25	Transportation for employment		Adult Transportation
			10/01/2013 10/31/2013		
44	05- 430- 760- 3370- 6050	255.00	Employability- supported employ		Employability - Txx
			10/01/2013 10/31/2013		
89879	OCCUPATIONAL DEVELOPMENT CENTER	349.25	2 Transactions		
12676	OESTREICH/LINDA J				
22	05- 430- 710- 3820- 6040	34.80	Relative custody assistance		Relative Custody Assistance
			11/01/2013 11/30/2013		
12676	OESTREICH/LINDA J	34.80	1 Transactions		
12669	PETERS/RENEE D.				
57	05- 430- 710- 3820- 6040	57.00	Relative custody assistance		Relative Custody Assistance
			11/01/2013 11/30/2013		
12669	PETERS/RENEE D.	57.00	1 Transactions		
88878	PRODUCTIVE ALTERNATIVES INC				
1	05- 430- 750- 3380- 6050	186.00	Extended and supported employm		Extended Supported Employment
			10/01/2013 10/31/2013		
10	05- 430- 750- 3380- 6050	395.25	Extended and supported employm		Extended Supported Employment
			10/01/2013 10/31/2013		
32	05- 430- 750- 3380- 6050	93.00	Extended and supported employm		Extended Supported Employment
			10/01/2013 10/31/2013		
88878	PRODUCTIVE ALTERNATIVES INC	674.25	3 Transactions		
9489	Redwood Toxicology Laboratory, Inc				

Aitkin County



<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
51 05- 430- 710- 3180- 6020		6.75	Drug testing - Health- related 10/02/2013 10/02/2013	Health- Related Services
29 05- 430- 710- 3181- 6020		11.00	UA- Health- related services 10/29/2013 10/29/2013	Drug Testing - CMCC Juveniles
9489 Redwood Toxicology Laboratory, Inc		17.75	2 Transactions	
4242 Ryan & Brucker Ltd				
31 05- 430- 750- 3950- 6020		43.75	Public guardianship 09/01/2013 09/30/2013	Public Guardianship Dd
4242 Ryan & Brucker Ltd		43.75	1 Transactions	
12573 SCHLEIFER/DANI				
52 05- 430- 710- 3820- 6040		341.60	Relative custody assistance 11/01/2013 11/30/2013	Relative Custody Assistance
60 05- 430- 710- 3820- 6040		48.00	Relative custody assistance 11/01/2013 11/30/2013	Relative Custody Assistance
12573 SCHLEIFER/DANI		389.60	2 Transactions	
12561 SHAREHOUSE INC				
61 05- 430- 710- 3190- 6020		160.00	Drug Testing - Court- related s 10/02/2013 10/30/2013	Court Related Services & Activities
12561 SHAREHOUSE INC		160.00	1 Transactions	
86177 SHERIFF AITKIN COUNTY				
69 05- 430- 720- 3980- 6020		20.00	Day Care Background Check - Li 10/04/2013 10/21/2013	License And Resource Development
86177 SHERIFF AITKIN COUNTY		20.00	1 Transactions	
9140 SIMAR/CANDACE				
30 05- 430- 750- 3950- 6020		70.00	Public guardianship 10/01/2013 10/31/2013	Public Guardianship Dd
9 05- 430- 760- 3950- 6020		70.00	Guardianship/conservatorship 10/01/2013 10/31/2013	Guardianship/Conservatorship
9140 SIMAR/CANDACE		140.00	2 Transactions	
Final Total		34,836.74	38 Vendors	74 Transactions

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	5	34,836.74	Health & Human Services	
	All Funds	34,836.74	Total	Approved by,
			
			

2014

HEALTH & HUMAN SERVICES BOARD MEETING DATES

JANUARY	28
FEBRUARY	25
MARCH	25
APRIL	22
MAY	27
JUNE	24
JULY	22
AUGUST	26
SEPTEMBER	23
OCTOBER	28
NOVEMBER	25
DECEMBER	23

Minnesota Department of Human Services Waiver Review Initiative

Report for: Aitkin County

Waiver Review Site Visit: September 2013

Report Issued: October 2013

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Acknowledgements

This report was prepared by the Minnesota Department of Human Services with assistance from the Improve Group. The findings presented in this report are based on a comprehensive review process made possible through the help and assistance of Aitkin County.

ABOUT THE MINNESOTA DEPARTMENT OF HUMAN SERVICES

The Minnesota Department of Human Services (DHS) helps people meet their basic needs by providing or administering health care coverage, economic assistance and a variety of services for children, people with disabilities and older Minnesotans. DHS's Continuing Care Administration strives to improve the dignity, health and independence of Minnesotans in its annual administration and supervision of \$3.5 billion in state and federal funds, which serve over 350,000 individuals.

ABOUT THE IMPROVE GROUP

The Improve Group is an independent evaluation and planning firm with the mission to help organizations deliver effective services. The research design, data collection, analysis and reporting expertise of the Improve Group emphasizes building the capacity of local organizations to make information meaningful and useful.

ADDITIONAL RESOURCES

Continuing Care Administration (CCA) Performance Reports:

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_166609

Waiver Review Website:

www.MinnesotaHCBS.info

About the Waiver Review Initiative

The primary goal of the Waiver Review Initiative is to assure compliance by lead agencies (counties, tribes, and Managed Care Organizations) in the administration of Minnesota's Home and Community-Based Service (HCBS) programs. The reviews allow DHS to document compliance, and remediation when necessary, to the Center for Medicare and Medicaid Services (CMS), and to identify best practices to share with other lead agencies. DHS uses several methods to review each lead agency including: program summary data and performance measures; review of participant case files; a survey of local service providers; a quality assurance survey; and a series of focus groups and interviews with staff at all levels.

This comprehensive approach results in multiple sources of information upon which the findings presented in this report are based. Where findings led to either a recommendation or a requirement for the lead agency in the administration of their HCBS programs, they are supported by multiple, compelling sources of evidence.

Table 1 below summarizes the number of sources reviewed in the lead agency for each data collection method.

Table 1: Summary of Data Collection Methods

Method	Number for Aitkin County
Case File Review	38 cases
Provider survey	17 respondents
Supervisor Interviews	1 interview with 1 staff
Focus Group	1 focus group with 10 staff
Quality Assurance Survey	One quality assurance survey completed

Minnesota first developed its HCBS programs in the 1980s to enable people who would otherwise have to receive their care in institutions to stay in their own homes or communities and receive the care they need. HCBS programs include home care services such as private duty nursing or personal care assistance, consumer support grants, and the Medical Assistance waiver programs. The Waiver Review Initiative most closely examines the six HCBS programs of: (1) Developmental Disabilities (DD) Waiver, (2) Community Alternative Care (CAC) Waiver, (3) Community Alternatives for

Disabled Individuals (CADI) Waiver, (4) Brain Injury (BI) Waiver, (5) Elderly Waiver (EW) and (6) Alternative Care (AC) Program. These are generally grouped by the population they serve: the DD waiver program serves people with developmental disabilities; the CAC, CADI and BI programs serve people with disabilities and are referred to as the CCB programs; and the EW and AC programs serve persons aged 65 and older.

About Aitkin County

In September 2013, the Minnesota Department of Human Services conducted a review of Aitkin County's Home and Community Based Services (HCBS) programs. Aitkin County is a rural county located in northeastern Minnesota. Its county seat is located in Aitkin, Minnesota and the County has another five cities and 40 townships. In State Fiscal Year 2012, Aitkin County's population was approximately 15,919 and it served 266 people through the HCBS programs. According to the 2010 Census Data, Aitkin County had an elderly population of 25.6%, placing it 1st (out of the 87 counties in Minnesota) in the percentage of residents who are elderly. Of Aitkin County's elderly population, 9.0% are poor, placing it 48th (out of the 87 counties in Minnesota) in the percentage of elderly residents in poverty. In March of 1998, Aitkin merged the Public Health and Family Services departments into a Health and Human Services structure.

Aitkin County Health and Human Services Department is the lead agency for the HCBS programs and provides case management for these programs. The EW, AC, CAC, CADI, and BI programs are housed on the second floor and the DD program is housed on the first floor. The Public Health Supervisor primarily supervises the public health nurses while the Adult Social Services Supervisor primarily supervises the social workers who manage waiver cases. Both supervisors contribute towards the overall direction and guidance in the management of the waiver cases. The Public Health Supervisor held her position for fourteen years. The agency is currently in the process of hiring a new Social Services Supervisor, therefore the Health and Human Services Director is overseeing the social workers until the position is filled. Aitkin County serves as a contracted care coordinator for one managed care organization (MCO), Blue Plus.

There are four case managers working with AC, EW, CAC, CADI and BI cases; two are public health nurses and two are social workers. Two social workers manage DD cases and two other social workers manage CADI cases that also receive Rule 79 case management. One of the waiver case managers also has adult protection duties. In addition, there are two case aides whose responsibilities include scheduling, assisting with intake, entering service agreements into MMIS, and collaborating with financial workers on HCBS waiver management.

The intake worker is supervised by the Child Protection Supervisor, and all case managers act as backup for the intake worker as needed. The intake worker informs the case aide of calls related to HCBS waivers. The case aide then emails the financial workers who communicate back to her about the paperwork required for enrolling the participant in the waiver program. Cases are assigned based on the workload, strengths and skills of the case manager, as well as the complexity of the case. The case aide reviews these factors and then suggests a case manager to assign to the case, but the supervisors make the final decision about who will receive the case assignment.

Case managers working with waiver cases have approximately 50 cases. The two mental health workers with CADI cases have between 3 and 5 waiver cases. One EW and AC case manager is relatively new to the position and has 12 cases and one AC and EW case manager works half-time and has 26 cases.

Working Across the Lead Agency

Case managers, case aides, accounting staff and supervisors attend a weekly HCBS waiver unit meeting which allows for consistent communication with each other about participants needs. Staff communicates via email, in face-to-face discussions and at meetings. Staff have said that the integration of accounting staff in all meetings has been extremely valuable. Case managers collaborate on initial LTCC assessments, as all initial LTCC assessments are completed by a public health nurse and a social worker.

Agency staff shared that there is a high level of communication between financial workers and case managers. They are located in the same building and meet together monthly to discuss eligibility issues. Case managers said that financial workers are always willing to answer their

questions. Case managers always know which of the three financial workers are assigned to a case because cases are assigned alphabetically. Agency staff said that the financial workers are careful to inform case aides when participants have not yet turned in necessary paperwork, which expedites the process of enrolling participants in the waiver programs. In addition to communicating at monthly meetings, case managers and financial workers communicate using Form 5181, through email and by phone.

One of the waiver case managers has adult protection duties. This case manager explained that if one of her cases opened as an adult protection case she would transfer waiver case management responsibilities to a different case manager. Adult protection intake and follow-up visits are discussed at weekly HCBS waiver unit staff meetings; therefore, case managers are aware of all adult protection cases. Adult Services and Children's Services meet monthly to discuss protection cases and to determine whether there are overlapping cases. Minutes from these meetings are published which helps case managers stay attuned to new and ongoing protection issues. The Children's Services unit meets regularly to discuss child protection cases. DD waiver case managers are often included in these meetings as there are a number of children on DD waivers.

The Administration team of Health and Human Services attends Aitkin County Board meetings and makes decisions about the items to be included on the meeting agendas. The team gives presentations on HCBS waiver programs to the board. They work to simplify the information provided so the board can understand the bigger picture of the waiver programs without getting into the details.

Health and Safety

In the Quality Assurance survey, Aitkin County reported that the staff receives training directly related to abuse, neglect, self-neglect, and exploitation. Additionally, the agency has policies or practices that address prevention, screening, and identification of abuse, neglect, self-neglect, and exploitation. Providers responding to the provider survey indicated they have good, open

communication with case managers. They also said that Aitkin County case managers respond quickly to inquiries from providers or waiver participants.

Case managers shared that they take compliance with the Federal and State program requirements very seriously. Agency staff maintain program expertise and ensure that they consistently respond to policy and procedural changes by attending weekly HCBS waiver unit meetings and a monthly process meeting during which they discuss bulletins. Case managers shared that the case aides support them in maintaining program expertise and help them operate as a synchronized unit. They explained that the case aides notice subtle differences in documentation in case files and suggest that case managers with differing practices meet to identify inconsistent practices. Case managers also attend trainings at nearby counties, and find it valuable to learn how other lead agencies are managing waivers.

Service Development and Gaps

Agency staff shared that they have strong relationships with providers, especially with hospitals and nursing facilities. However, agency staff said that the lack of providers in the region poses as a challenge to coordinating HCBS services in Aitkin County. They explained that the small pool of providers limits provider choice and leads to gaps in service provision. Case managers shared that mental health services are particularly lacking, as there is no mental health clinic or chemical dependency programs. They mentioned that because there is no Community Support Program worker in Aitkin County, case managers have to fulfill outreach services responsibilities for participants with mental health needs.

Agency staff explained that while there are services for younger and older HCBC waiver participants, services are particularly limited for young and middle-aged adults, such as affordable housing and employment options. The provider survey corroborated this service gap by indicating a lack of options for consumers residing in their own homes. In addition, providers indicated gaps in services to support informal caregivers and transportation services. Agency staff echoed the need for additional transportation services.

The agency is addressing some gaps in services by using assistive technology. For example, case managers have supplied participants with alert technology such as a talking alarm and technology to assist participants with hearing or visual impairments in finding work and driving a vehicle. Aitkin County Health and Human Services has responded to the lack of options for Personal Care Assistance (PCA) services by using the PCA Choice option. The agency has been innovative in its approach to providing supplies and equipment to participants by making purchases online and in doing so has reduced spending on this component of coordinating HCBS waiver services.

Aitkin County was collaborating with ARC and other organizations that support individuals with disabilities on an effort to develop housing with services in a downtown location. However some community members were opposed to this development. Agency staff believe that this barrier could be overcome in the future by educating the public on the importance of providing housing with services in a centralized location.

Community and Provider Relationships/Monitoring

During the Waiver Review, agency case managers were asked to rate their working relationships with local agencies serving participants in the community. Case managers only rated agencies they have had experience working with.

Aitkin County Case Manager Rankings of Local Agency Relationships

Count of Ratings for Each Agency	1 -2
	3 -4
	5+

	Below Average	Average	Above Average
Nursing Facility	0	2	5
Schools (IEIC or CTIC)	0	3	0
Public Health Programs for Seniors	0	3	0
Hospitals (in and out of county)	0	2	4
Area Agency on Aging	2	1	0
Customized Living Providers	2	4	0
Foster Care Providers	0	6	0
Home Care Providers	0	6	0
Employment Providers (DT&H, Supported Employment)	1	2	0

Agency staff said that one of the strengths of their county is their close relationships with providers. Case managers stated that if they have any issues or concerns about providers, they can discuss them in meetings. The Public Health Supervisor said that provider performance is discussed at the weekly HCBS waiver unit staff meetings. She also indicated that the case managers are required to provide oversight of providers on a systematic basis and document provider performance as it relates to participants' services or care.

Most case managers rated their relationships with nursing facilities as being good. They stated that they are invited to care conferences, are involved in discharge planning, and get notified often about changes in participants' health statuses. Case managers who rated their relationships as average stated that they don't always receive these reports in a timely manner.

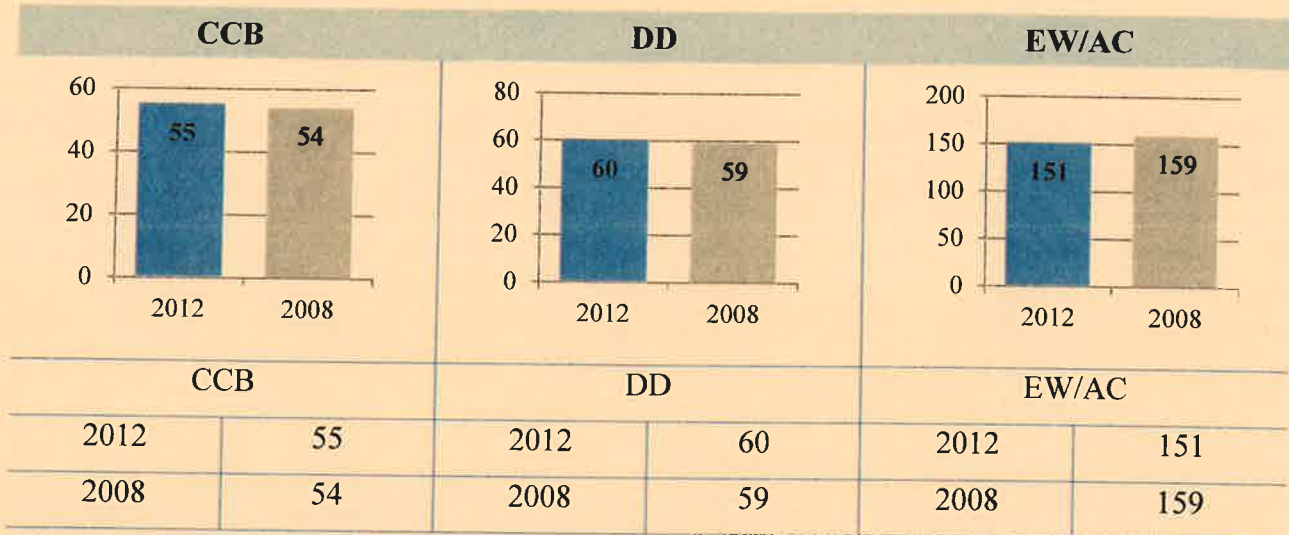
Case managers rated their relationships with schools as average, stating that they often give them short notice about IEP meetings or forget to invite them altogether. Some case managers mentioned that they feel this disconnect has caused transition planning to slip since they are not always involved in important decisions such as determining where the participant is going to work. They also wish that schools had more communication with families about vocational rehab options rather than automatically sending them to the DAC for employment. Case managers have done a campaign in the past geared towards educating parents that their kids could stay in school through age 21.

Although most case managers stated that they have good relationships with hospital staff, they did share that they are not always notified when participants are admitted and released. They also said there can be some confusion about each other's roles and exactly what each can do. Case managers stated that hospital staff expect a lot from them and sometimes want things they cannot provide. Case managers rated their relationships with vocational providers as either average or below average. They stated that most of these providers are very good with paperwork and are detail-oriented, but that they are not interest in branching out and finding more opportunities for supported employment in the community.

Capacity

While specific enrollment counts and demographics may vary from year to year, it is vital that lead agencies have the ability to adjust for changes in waiver program capacity.

Program Enrollment in Aitkin County (2008 & 2012)



Since 2008, the total number of people served in the CCB Waiver program in Aitkin County has increased by 1 participant (1.9 percent); from 54 in 2008 to 55 in 2012. Significant growth occurred in the case mix B, which grew by 14 people. As a result Aitkin County may be serving a larger proportion of people with mental health needs. Decreases occurred in five case-mix categories; A, D, F, G and J.

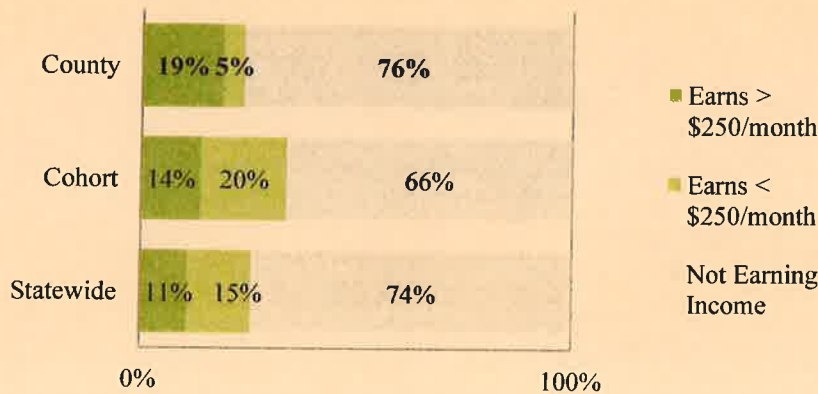
Since 2008, the number of people served with the DD waiver in Aitkin County increased by 1 participant, from 59 in 2008 to 60 in 2012. While Aitkin County experienced a 1.7 percent increase in the number of people served from 2008 to 2012, its cohort had a 7.0 percent increase in number of people served. In Aitkin County, the profile group 4 had the largest growth, increasing by 3 people, while the greatest change in the cohort profile groups occurred in people having a Profile 3. Although the number of people in Profiles 1 and 2 decreased by 3 people, Aitkin County still serves a larger proportion of people in these groups (40.0 percent), than its cohort (34.4 percent).

Since 2008, the number of people served in the EW/AC program in Aitkin County has decreased by 8 people (5.0 percent), from 159 people in 2008 to 151 people in 2012. The decrease in case mix A partially reflects the creation of case mix L, a category for lower need participants. Even accounting for this change, Aitkin County served 8 fewer lower needs participants in 2012 than in 2008. Case mix E grew significantly, increasing by 10 people. As a result Aitkin County may be serving a higher proportion of people with mental health needs.

Value

Lead agencies get the most value out of their waiver allocations by maximizing community or individual resources and developing creative partnerships with providers to serve participants. Employment, for example, provides value to waiver participants by enriching their lives and promoting self-sufficiency.

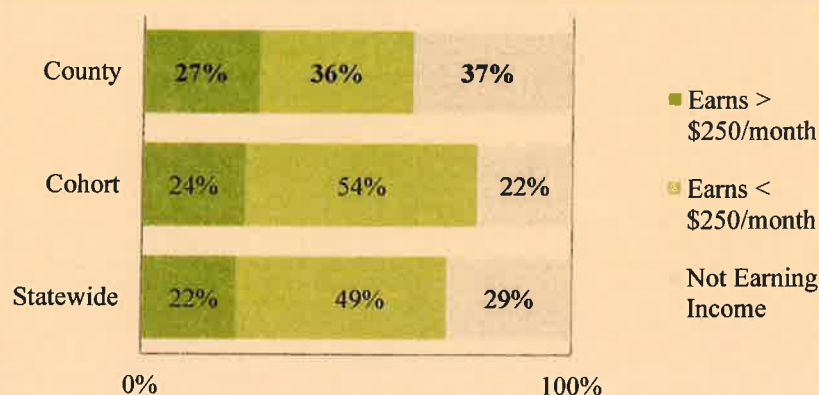
CCB Participants Age 22-64 Earned Income from Employment (2012)



	Earns > \$250/month	Earns < \$250/month	Not Earning Income
Aitkin County	19%	5%	76%
Cohort	14%	20%	66%
Statewide	11%	15%	74%

In 2012, Aitkin County served 42 working age (22-64 years old) CCB participants. Of working age participants, 23.8 percent had earned income, compared to 34.4 percent of the cohort's working age participants. **Aitkin County ranked 15th of 87 counties in the percent of CCB waiver participants earning more than \$250 per month.** In Aitkin County 19.0 percent of the participants earned \$250 or more per month, compared to 14.4 percent of their cohort's participants. Statewide, 10.8 percent of the CCB waiver participants of working age have earned income of \$250 or more per month.

DD Participants Age 22-64 Earned Income from Employment (2012)



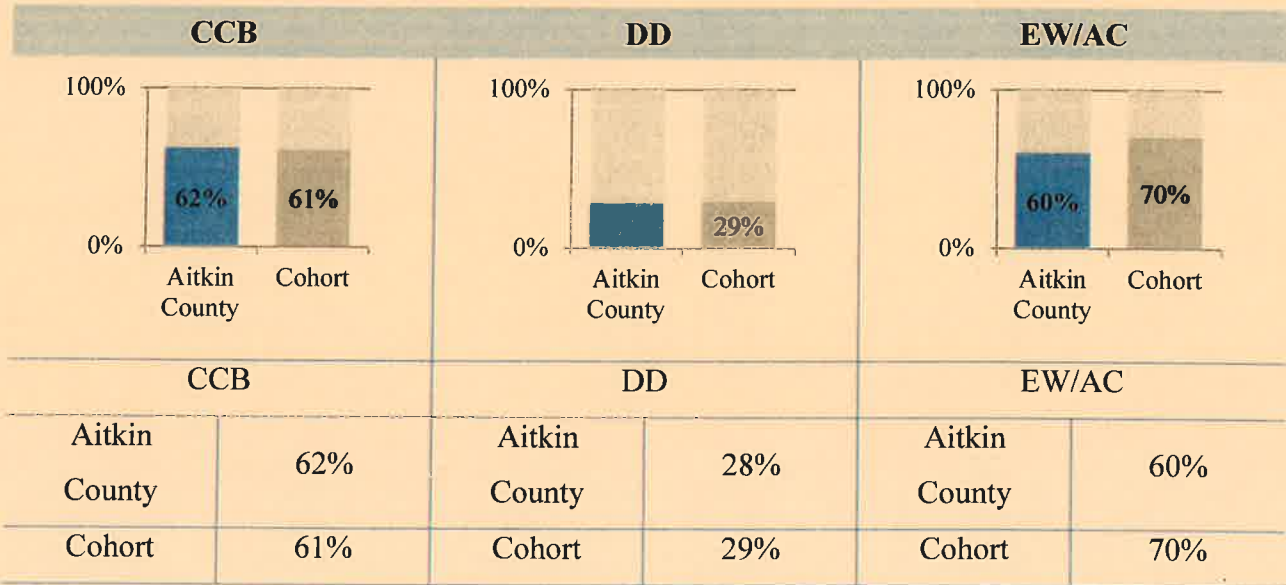
	Earns > \$250/month	Earns < \$250/month	Not Earning Income
Aitkin County	27%	36%	37%
Cohort	24%	54%	22%
Statewide	22%	49%	29%

In 2012, Aitkin County served 44 DD waiver participants of working age (22-64 years old). **The county ranked 30th in the state for working-age participants earning more than \$250 per month.** In Aitkin County, 27.3 percent of working age participants earned over \$250 per month, while 24.2 percent of working age participants in the cohort as a whole did. Also, 63.6 percent of working age DD waiver participants in Aitkin County had some earned income, while 77.8 percent of participants in the cohort did. Statewide, 70.8 percent of working-age participants on the DD waiver had some amount of earned income.

Sustainability

Each year, costs for HCBS exceed \$3.5 billion statewide. To ensure participants in the near and distant future are able to receive these valued services, it is important for lead agencies to focus on sustainability. Providing the right service at the right time in the right place helps manage limited resources and promotes sustainability.

Percent of Participants Living at Home (2012)



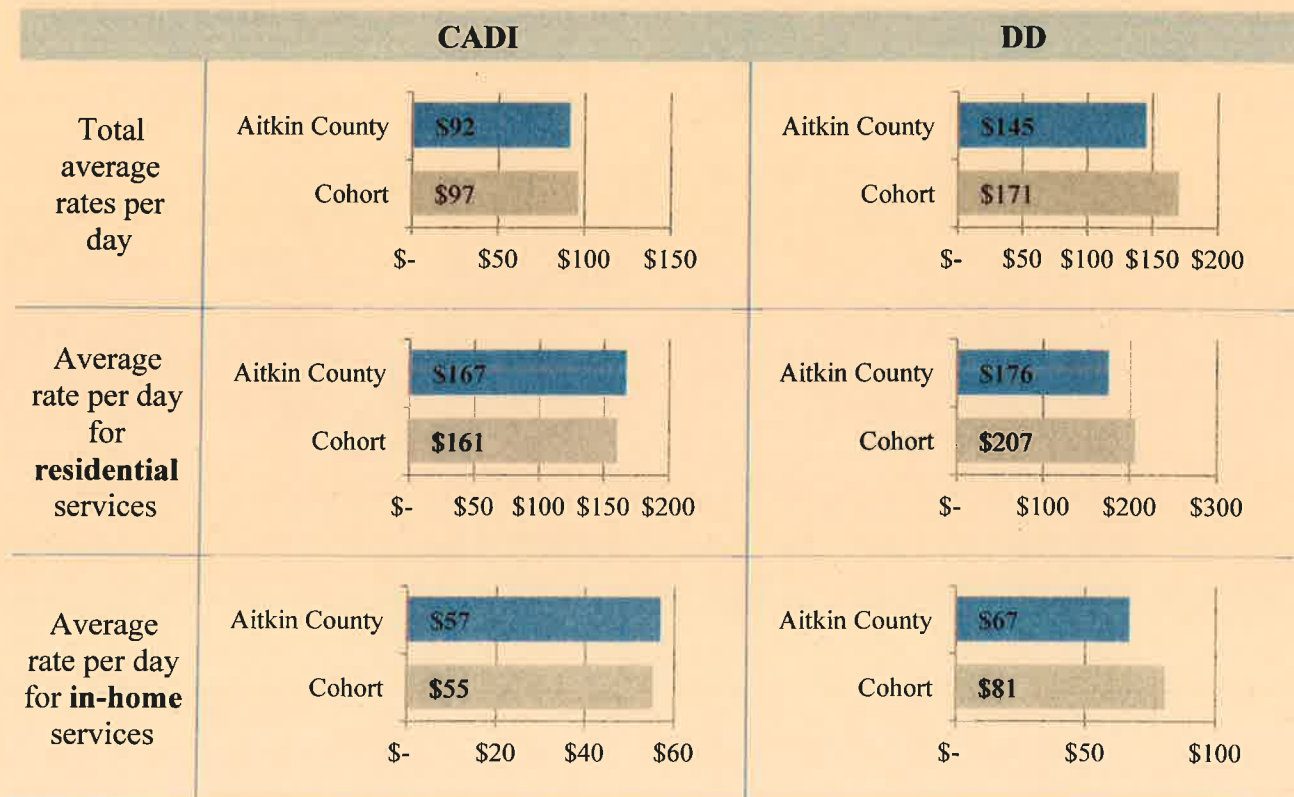
Aitkin County ranks 45th out of 87 counties in the percentage of CCB waiver participants served at home. In 2012, the county served 34 participants at home. Between 2008 and 2012, the percentage decreased by 6.7 percentage points. In comparison, the cohort percentage fell by 3.6 percentage points and the statewide average fell by 4.2 points. In 2012, 61.8 percent of CCB participants in Aitkin County were served at home. Statewide, 62.5 percent of CCB waiver participants are served at home.

Aitkin County ranks 44th out of 87 counties in the percentage of DD waiver participants served at home. In 2012, the county served 17 participants at home. Between 2008 and 2012, the percentage increased by 6.3 percentage points. In comparison, the percentage of participants served at home in their cohort remained fairly stable, falling by only 1.0 percentage points.

Statewide, the percentage of DD waiver participants served at home increased by 1.2 percentage points, from 34.2 percent to 35.4 percent.

Aitkin County ranks 68th out of 87 counties in the percentage of EW/AC program participants served at home. In 2012, the county served 91 participants at home. Between 2008 and 2012, the percentage decreased by 11.4 percentage points. In comparison, the percentage of participants served at home fell by 6.1 percentage points in their cohort and increased by 0.4 percentage points statewide. In 2012, 75.1 percent of EW/AC participants were served in their homes statewide.

Average Rates per day for CADI and DD services (2012)



Average Rates per day for CADI services (2012)

	Aitkin County	Cohort
Total average rates per day	\$91.76	\$96.60
Average rate per day for residential services	\$167.29	\$160.81
Average rate per day for in-home services	\$57.02	\$55.43

Average Rates per day for DD services (2012)

	Aitkin County	Cohort
Total average rates per day	\$145.41	\$170.56
Average rate per day for residential services	\$176.33	\$206.94
Average rate per day for in-home services	\$67.22	\$80.98

The average cost per day is one measure of how efficient and sustainable a county's waiver program is. **The average cost per day for CADI waiver participants in Aitkin County is \$4.84 (5.0 percent) less per day than that of their cohort.** In comparing the average cost of residential to in-home services, Aitkin County spends \$6.48 (4.0 percent) more on residential services, and \$1.59 (2.9 percent) more on in-home services than their cohort. In a statewide comparison of the average daily cost of a CADI waiver participant, Aitkin County ranks 31st of 87 counties. Statewide, the average waiver cost per day for CADI waiver participants is \$103.04.

The average cost per day for DD waiver participants in Aitkin County is \$25.15 (14.7 percent) lower than in their cohort. In comparing the average cost of residential to in-home services, Aitkin County spends \$30.61 (14.8 percent) less on residential services and \$13.76 (17.0 percent) less on in-home services than their cohort. In a statewide comparison of the average daily cost of a DD waiver participant, Aitkin County ranks 9th of 87 counties. Statewide, the average cost per day for DD waiver participants is \$186.97.

Encumbrance and payment data was reviewed for the CADI and DD waiver programs in order to examine: (1) the percentage of participants receiving individual services and (2) the percentage of waiver funds being paid to individual services and unit costs.

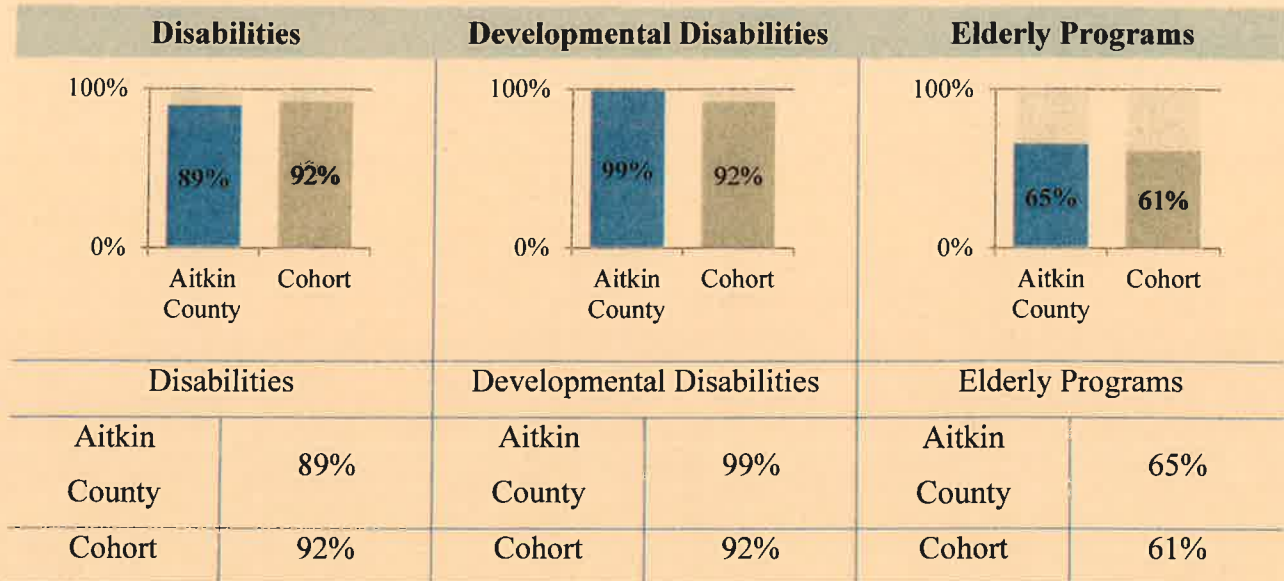
Aitkin County has a lower use in the CADI program than its cohort of some residential based services (Foster Care (16% vs. 28%), and a higher use for others (Customized Living (16% vs. 8%). The agency has a lower use of vocational services like Supported Employment Services (3% vs. 11%), but a higher use of others like Prevocational Services (14% vs. 11%). They have a lower use of some in-home services including Homemaker (11% vs. 28%), Home Delivered Meals (12% vs. 21%), and Home Health Aide (3% vs. 7%), but have a higher use of Independent Living Skills (14% vs. 13%). Fifty percent (50%) of Aitkin County's total payments for CADI services are for residential services (40% foster care and 10% customized living) which is lower than its cohort group (56%). Aitkin County's corporate foster care rates are higher than its cohort when billed daily but lower when billed monthly (\$231.48 vs. \$192.17 per day and \$4,273.77 vs. \$5,118.81).

Aitkin County's use of Supportive Living Services (SLS) is higher than its cohort (71% vs. 70%) in the DD program. SLS can be a residential based service when provided in a licensed foster care or it can be an in-home service when provided to a participant living in his/her own home. Aitkin County's Supportive Living Services rates are lower than its cohort when billed daily (\$167.44 vs. \$186.50 per day). The agency has a higher use of Day Training & Habilitation (70% vs. 64%) and lower use of Supported Employment (1% vs. 5%). Its use of Respite Services is higher than its cohort (20% vs. 19%).

Usage of Long-Term Care Services

Long-term Care services include both institutional-based services and Home and Community-Based Services. While institutions play a vital role in rehabilitation, lead agencies should minimize their usage and seek to provide services in a community or home setting whenever possible.

Percent of LTC Participants Receiving HCBS (2012)



In 2012, Aitkin County served 92 LTC participants (persons with disabilities under the age of 65) in HCBS settings and 16 in institutional care. Aitkin County ranked 73rd of 87 counties with 88.7 percent of their LTC participants receiving HCBS. This is lower than their cohort, where 92.0 percent were HCBS participants. Since 2008, Aitkin County has decreased its use of HCBS by 6.0 percentage points, while the cohort increased its use by 0.5 percentage points. Statewide, 93.7 percent of LTC participants received HCBS in 2012.

In 2012, Aitkin County served 67 LTC participants (persons with development disabilities) in HCBS settings and one in institutional settings. Aitkin County ranked 9th of 87 counties with 98.5 percent of its DD participants receiving HCBS; a higher rate than its cohort (92.2 percent). Aitkin County has improved the rate of participants receiving HCBS services slightly. Since 2008, the county has increased its use by 0.1 percentage points while its cohort rate has increased by 1.2 percentage points. Statewide, 91.7 percent of LTC participants received HCBS in 2012.

In 2012, Aitkin County served 158 LTC participants (over the age of 65) in HCBS settings and 104 in institutional care. Aitkin County ranked 31st of 87 counties with 65.0 percent of LTC participants receiving HCBS. This is higher than their cohort, where 60.7 percent were

HCBS participants. Since 2008, Aitkin County has increased its use of HCBS by 11.7 percentage points, while their cohort has increased by 5.4 percentage points. Statewide, 67.2 percent of LTC participants received HCBS in 2012.

Nursing Facility Usage Rates per 1000 Residents (2012)

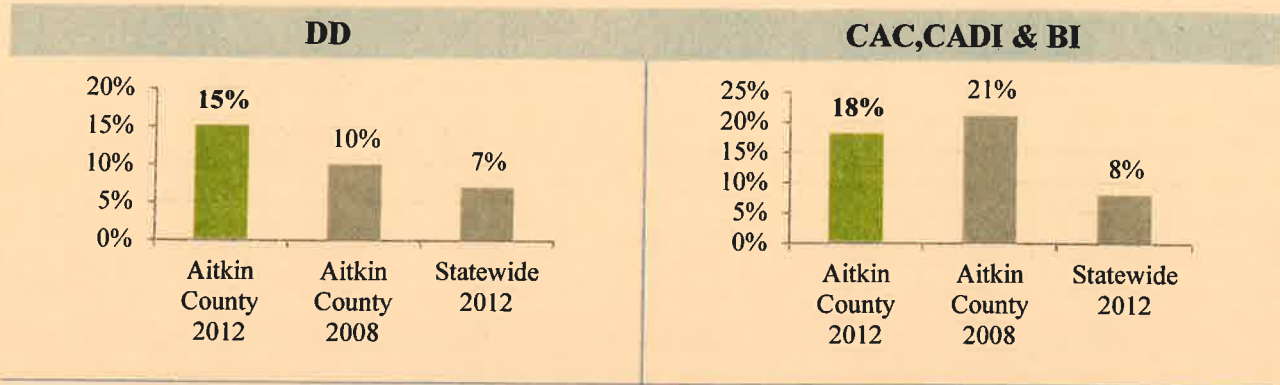
	Aitkin County	Cohort	Statewide
Age 0-64	0.67	0.57	0.54
Age 65+	17.68	24.57	21.99
TOTAL	5.08	4.48	3.19

In 2012, Aitkin County was ranked 52nd out of 87 counties in their use of nursing facility services for people of all ages. The county's rate of nursing facility use for adults under 65 is higher than its cohort and the statewide rate. However, Aitkin County has a lower nursing facility utilization rate for people 65 years and older. Since 2010, the number of nursing home residents 65 and older has decreased by 8.8 percent in Aitkin County. Overall, the number of residents in nursing facilities has decreased by 4.7 percent since 2010.

Managing Resources

Lead agencies receive separate annual aggregate allocations for DD and CCB. The allocation is based on several factors including enrollment, service expenses, population, etc. Lead agencies must manage these allocations carefully to balance risk (i.e. over spending) and access (i.e. long waiting lists).

Budget Balance Remaining at the End of the Year



	DD	CAC, CADI, BI
Aitkin County (2012)	15%	18%
Aitkin County (2008)	10%	21%
Statewide (2012)	7%	8%

At the end of calendar year 2012, the DD waiver budget had a reserve. Using data collected through the waiver management system, budget balance was calculated for the DD waiver program for calendar year 2012. This balance was determined by examining the percent difference between allowable and paid funds for this program. For the DD waiver program, Aitkin County had a 15% balance at the end of calendar year 2012, which indicates the DD waiver budget, had a reserve. Aitkin County’s DD waiver balance is larger than its balance in CY 2008 (10%), and the statewide average (7%).

At the end of fiscal year 2012, the CCB waiver budget had a reserve. Aitkin County’s waiver budget balance was also calculated for CAC, CADI and BI programs for fiscal year 2012. This balance was determined by examining the percent difference between allowable and authorized payments for this program. For the CAC, CADI and BI programs, Aitkin County had an 18% balance at the end of fiscal year 2012, which is a larger balance than the statewide average (8%), but smaller than the balance in FY 2008 (21%).

Aitkin County currently has one person pending for the DD program. The agency does not have a wait list for either DD or CCB program at this time. The Public Health Supervisor manages the CCB allocations; case managers bring requests for increases in funding over \$100 to the team meeting for discussion. The accounting staff member who manages billing also participates in these meetings. DD allocations are managed by the Accounting Supervisor. DD case managers, a case aide and the Accounting Supervisor meet monthly to review funding requests.

Lead Agency Feedback on DHS Resources

During the Waiver Review, agency staff were asked which DHS resources they found most helpful. This information provides constructive feedback to DHS to improve efforts to provide ongoing quality technical assistance to lead agencies. Case managers only rated resources they have had experience working with.

Aitkin County Case Manager Rankings of DHS Resources

Count of Ratings for Each Resource	1 -2
	3 -4
	5+

Scale: 1= Not Useful; 5= Very Useful

	1	2	3	4	5
Policy Quest	0	0	2	1	0
MMIS Help Desk	0	0	0	1	1
Community Based Services Manual	0	0	2	3	2
DHS website	0	0	3	3	1
E-Docs	0	0	2	1	2
Disability Linkage Line	1	0	3	0	1
Senior Linkage Line	0	1	2	0	0
Bulletins	0	0	0	3	4
Videoconference trainings	0	0	3	4	3
Webinars	0	0	3	2	3
Regional Resource Specialist	0	0	3	0	3
Listserv announcements	0	0	1	2	1
MinnesotaHelp.Info	1	0	0	0	0
Ombudsmen	0	1	3	1	1

The Public Health Supervisor shared that she finds Policy Quest to be a useful tool. She prefers to receive responses to questions in writing so that she can be confident that she is relying on

correct information to inform decisions. She mentioned that when using Policy Quest she finds it helpful to phrase questions in way that elicits a “yes” or “no” response. Case managers reported that bulletins and videoconference trainings were the most useful DHS resources for their work. They stated that everyone receives the bulletins and that the information is reviewed at meetings. Staff shared that videoconference trainings are great for educating staff, but that they usually travel to another site because of technical difficulties with their own equipment. Case managers said that they like not having to travel for webinars and mentioned that it would be nice to have a catalog of past webinars and other trainings that they could go back and watch. Case managers shared that the DHS website and the Community Based Services Manual are both very helpful resources, but navigating them can be difficult and the search functions do not always yield the results they want. The Public Health Supervisor said that she has been using the DHS website to learn more about MnCHOICES, but rarely uses it otherwise. Case managers stated that it would be nice if E-docs could be integrated into SSIS and that they wish the forms were savable as they currently have to print them out.

The staff that rated the Regional Resource Specialist as being very helpful noted that they give straight answers to their questions. The case aides who have experience with Help Desk rated it highly and stated that they like being able to get answers right away. Case managers had varied experiences with Ombudsmen in the past. This was also true with those that have used the Disability Linkage Line, with some finding it to be a very useful, user friendly and responsive resource and others saying it does not have all of the information they need. Staff stated that they like that Policy Quest can give them straight answers to support decisions and that it is nice to look at past questions, but that it is somewhat limited.

Aitkin County Strengths

The following findings focus on Aitkin County's recent improvements, strengths, and promising practices. They are items or processes used by the agency that create positive results for the county and its HCBS participants.

- **Aitkin County addresses issues to comply with Federal and State requirements.** During the previous review in 2008, Aitkin County received a corrective action for the screenings on time, back-up plans for CCB participants, documentation of needs in the care plan, and timeliness of assessment to care plan. In 2013, none of these issues remain for Aitkin County indicating technical improvements over time.
- **Case managers provide high quality case management services to meet participant needs.** Waiver cases are managed by a great combination of knowledgeable staff. They are able to draw on each other's expertise to advocate on behalf of participants and generate creative solutions to meet participants' needs. Participants have a single case manager which leads to continuity in care and allows case managers to build stronger relationships with participants. In addition, case managers are in frequent contact with their participants; they see participants an average of five times every 18 months across all programs and most participants were seen on a quarterly basis.
- **The case files reviewed in Aitkin County consistently met HCBS program requirements.** Participant case files are well-organized and complete. 100% of required documentation and forms were included in the file, including the ICF/DD Level of Care, BI Form, informed consent, notice of privacy practices (HIPAA), and signed and dated care plans.
- **Case managers develop person-centered and participant friendly care plans in addition to including required information.** The care plan is the one document that all participants receive, and it should include detailed information about their plan of care. Care plans reviewed included 100% of required content, such as participant outcomes and goals stated, health and safety issues outlined, and emergency contact. The agency also includes

information about needs, services, and health and safety in the care plan which exceeds program requirements. Moreover, care plans in Aitkin County were thoughtfully written and meaningful to each individual participant and his/her unique situation. 100% of care plans reviewed included participants' preferences and names, goals that were individualized and meaningful, and addressed participants' behavioral medical issues. Case managers also do a great job of documenting detailed information about participants in assessment notes and case notes.

- **Aitkin County case managers collaborate well with each other and the agency's other units.** The Public Health and Social Services departments and staff have good working relationships with one another. Teamwork and collaboration among social workers and public health nurses are strengths of the agency. Case managers also work closely with mental health workers as well as adult and child protection staff. The staff from other units contribute different perspectives to case management which is valuable in meeting participant's unique needs. In addition, case managers frequently communicate with financial workers about waiver participants which helps ensure that participants maintain financial eligibility to receive waiver services.
- **Agency staff are well-connected with providers and other organizations that serve participants.** Aitkin County case managers have worked to build strong relationships with area providers, especially hospitals and nursing facilities. They work closely with staff and are in frequent communication with providers about the needs of the participants they are serving. These relationships assure that providers are responsive to participants' changing needs and are willing to stretch to ensure that participant needs are met. Providers responding to a survey agreed that a strength of the agency was the good, open communication between case managers, participants, and providers. Aitkin County should consider using their existing relationships with providers to develop service options for youth transitioning from school to work such as additional community-based employment opportunities and supports for participants living in their own homes.

Recommendations

Recommendations are developed by the Waiver Review Team, and are intended to be ideas and suggestions that could help Aitkin County work toward reaching their goals around HCBS program administration. The following recommendations would benefit Aitkin County and its HCBS participants.

- **Work with providers and regional counties to develop services that support participants in their own homes and reduce reliance on more expensive residential or institutional care.** Aitkin County has lower rates of participants served at home than its cohort in the DD and elderly programs. Only 28.3% of DD participants are served at home (44th out of 87 counties) and 60.3% of elderly participants are served at home (68th of 87 counties) indicating high use of residential services. In addition, Aitkin County serves fewer high need DD participants at home than its cohort (21.3% vs. 27.3%), and fewer high need elderly participants at home than its cohort (35.7% vs. 51.5%). The agency should consider formalizing the request for these opportunities across programs by creating a Request for Information (RFI) for the in-home services that they are looking to develop. Aitkin County could also work to influence service developments by partnering with neighboring counties with similar needs or service capacity. This could include developing a package of services offered by several providers working together to provide assistive technology, home modifications, independent living skills, chores, nursing, and in-home support services. By supporting more participants to live independently, space in residential settings will become available to fill other service gaps such as serving those with high behavioral needs. Once this happens, the agency should work with providers to repurpose the vacant foster care beds to meet emerging needs.
- **Aitkin County has reserves in the CCB and DD budgets and is able to serve more participants and provide additional services to participants already enrolled in these programs.** Aitkin County's CCB waiver budget balance was 18% at the end of FY 2012 and their DD waiver budget balance was 15% at the end of CY 2012. Therefore, there is room in

the budget to add more participants or enhance services such as supportive employment or in-home services for current participants.

- **Aitkin County should build off of current provider monitoring practices and create visit sheets to use consistently across waiver programs.** Visit sheets can be used to document face-to-face visits and fulfillment of the services outlined in the care plan. They can also be used to document provider performance and participant satisfaction. The agency is currently using a checklist to assist in monitoring providers. Case managers should work together to determine the key questions they should ask participants during face-to-face visits in order to enhance provider monitoring.

- **Aitkin County may want to consider using contracted case management services to help serve participants that live out of the region and cover during staffing shortages.**

Counties have found that contracted case management in these types of situations improves care oversight and is an effective use of case management time. For participants placed in other counties, a contracted case manager often has more knowledge of local resources to ensure quality service delivery. This also reduces some burden for case managers as some cases require significant windshield time. In such cases, Aitkin County should treat contracted case managers as their own employees by having them adhere to county practices and by maintaining a case file with current documentation of all required paperwork.

Corrective Action Requirements

Required corrective actions are developed by the Waiver Review Team, and are areas where Aitkin County was found to be inconsistent in meeting state and federal requirements and will require a response by Aitkin County. Follow-up with individual participants is required for all cases when noncompliance is found. Correction actions are only issued when it is determined that a pattern of noncompliance is discovered and a corrective action plan must be developed and submitted to DHS. Aitkin County identified four areas of non-compliance as a result of completing the self-assessment Quality Assurance Plan Survey which they are also working to

remediate. The following are areas in which Aitkin County will be required to take corrective action.












































- **Submit the Case File Compliance Worksheet within 60 days of the Waiver Review Team's site visit.** Although it does not require Aitkin County to submit a Correction Action plan on this item, a prompt response to this item is required. The Case File Compliance Worksheet, which was given to the County, provides detailed information on areas found to be non-compliant for each consumer case file reviewed. This report required follow up on six cases. All items are to be corrected by November 11, 2013 and verification submitted to the Waiver Review Team to document full compliance.

DHS | Waiver Review Performance Indicators

Aitkin County

Legend:

100% 	Strength	Challenge	NA
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PARTICIPANT ACCESS		ALL	AC	EW	CAC	CADI	BI	DD
1	# of participants waiting for HCBS program services	1				0		1
2	% screenings done on time for new participants	86%	85%			89%		
3	% face-to-face screening (CCB) or full team screening (DD)					70%		
PERSON-CENTERED SERVICE PLANNING & DELIVERY		ALL	AC n=5	EW n=11	CAC n=0	CADI n=10	BI n=2	DD n=10
4	Timeliness of assessment and individual care planning							
5	Care plan is current							
6	Care plan signed and dated by all relevant parties							
7	All needed services to be provided in care plan	97%		91%				
8	Choice questions answered in care plan	97%				90%		
9	Participant needs identified in care plan	90%		82%		80%		
10	Inclusion of caregiver needs in care plans	78%	0%	0%				
11	OBRA Level I in case file	96%	80%					
12	ICF/DD level of care documentation in case file (DD only)							
13	DD screening document is current (DD only)							
14	DD screening document signed by all relevant parties (DD only)							
15	TBI Form							
PROVIDER CAPACITY & CAPABILITIES		ALL	AC	EW	CAC	CADI	BI	DD
16	Case managers provide oversight to providers on a systematic basis (QA survey)							
17	LA recruits service providers to address gaps (QA survey)	Most of the time						
18	Case managers document provider performance (QA survey)							
19	Percent of providers who report receiving the needed assistance when they request it from the LA (Provider survey, n=17)	76%						
20	Percent of providers who submit monitoring reports to the LA (Provider survey, n=17)	88%						

Dark grey shading represents required compliance items.

Legend:

100% ★ Strength Challenge NA

PARTICIPANT SAFEGUARDS		ALL	AC n=5	EW n=11	CAC n=0	CADI n=10	BI n=2	DD n=10
21	Participants are visited at the frequency required by their waiver program	95%	★	★		★	★	80%
22	Health and safety issues outlined in care plan	★	★	★		★	★	★
23	Back-up plan (Required for CCB)	92%	80%	★		★	★	80%
24	Emergency contact information (Required for CCB)	★	★	★		★	★	★
PARTICIPANT RIGHTS & RESPONSIBILITIES		ALL	AC n=5	EW n=11	CAC n=0	CADI n=10	BI n=2	DD n=10
25	Informed consent documentation in the case file	★	★	★		★	★	★
26	Person Informed of right to appeal documentation in the case file	95%	80%	91%		★	★	★
27	Person Informed privacy practice (HIPAA) documentation in the case file	★	★	★		★	★	★
PARTICIPANT OUTCOMES & SATISFACTION		ALL	AC n=5	EW n=11	CAC n=0	CADI n=10	BI n=2	DD n=10
28	Participant outcomes & goals stated in individual care plan	★	★	★		★	★	★
29	Documentation of participant satisfaction in the case file	37%	20%	36%		40%	0%	50%
SYSTEM PERFORMANCE		ALL	AC/EW		CAC/CADI/BI			DD
30	Percent of required HCBS activities in which the LA is in compliance (QA survey)	94%						
31	Percent of completed remediation plans submitted by LA of those needed for non-compliant items (QA survey)	★						
32	Percent of LTC recipients receiving HCBS		65%		89%		99%	
33	Percent of LTC funds spent on HCBS		33%		84%		99%	
34	Percent of waiver participants with higher needs		37%		75%		78%	
35	Percent of program need met (enrollment vs. waitlist)				★		99%	
36	Percent of waiver participants served at home		60%		62%		28%	
37	Percent of working age adults employed and earning \$250+ per month				19%		27%	

Dark grey shading represents required compliance items.

Attachment A: Glossary of Key Terms

AC is the Alternative Care program.

BI is the Brain Injury Waiver (formerly referred to as the Traumatic Brain Injury waiver).

CAC is the Community Alternative Care Waiver.

CADI is Community Alternatives for Disabled Individuals Waiver.

Care Plan is the service plan developed by the HCBS participant's case manager (also referred to as Community Support Plan, Individual Support Plan and Individual Service Plan).

Case Files: Participant case files are the compilation of written participant records and information of case management activity from electronic tracking systems. They were examined for much of the evidence cited in this report.

Case File Compliance Worksheet: If findings from the review indicate that case files do not contain all required documentation, lead agencies will be provided with a Case File Compliance Worksheet that they will use to certify compliance items have been addressed.

CCB refers to the CAC, CADI and BI programs, which serve people with disabilities.

CDCS refers to Consumer-Directed Community Supports. This is a service option available for participants of all waiver programs that allows for increased flexibility and choice.

Challenge: An item on the Waiver Review Performance Indicator Dashboard is listed as a challenge if the lead agency scored below 70%, is being outperformed by its cohort, or self-reported a non-compliant practice regarding DHS requirements or best practices.

CMS is the federal Centers for Medicare & Medicaid Services.

Cohort: All counties are categorized into one of five cohorts to allow for comparisons to be made amongst similar counties. Cohort one includes the counties serving a smaller number of HCBS participants, while cohort five includes the counties serving the largest number of HCBS participants.

DD is the Developmental Disabilities Waiver.

DHS is the Minnesota Department of Human Services.

Disability waiver programs refers to the CAC, CADI and BI Waiver programs.

EW is the Elderly Waiver.

HCBS are Home and Community-Based Services for persons with disabilities and the elderly: For the purpose of this report, HCBS include the Alternative Care program, CAC, CADI, Elderly, DD and BI Waivers.

Home care services refer to medical and health-related services and assistance with day-to-day activities provided to people in their homes. Examples of home care services include personal care assistant, home health aide and private duty nursing.

Lead agency is the local organization that administers the HCBS programs. A lead agency may be a County, Managed Care Organization, or Tribal Community.

Lead Agency Quality Assurance (QA) Plan Survey: Gathers information about lead agency compliance with state and federal requirements, quality assurance activities, and policies/practices related to health and safety.

Lead Agency Program Summary Data is data from MMIS/MAXIS and is used to compare lead agency performance to State averages and similar lead agencies for several operational indicators. This packet of data is formerly known as the operational indicators report. This data is presented to each lead agency during the waiver review site visit.

LTCC, or Long-Term Care Consultation, is used by case managers to assess participant health needs and participants' ability to live safely in their homes.

MnCHOICES is a project that creates and implements a single, comprehensive and integrated assessment and support planning applications for long-term services and supports in Minnesota.

Participants are individuals enrolled and receiving services in a HCBS program.

Promising practice: An operational process used by the lead agency that consistently produces a desired result beyond minimum expectations. Also referred to as best practices.

Policies are written procedures used by lead agencies to guide their operations.

Minnesota Association of County Social Service Administrators

What Policy Makers Need to Know About Administrative Simplification

Key Messages for MACSSA Members

Simplification, Uniformity and Alignment of Eligibility Processes:

- ▶ Will result in better customer service and enhanced client outcomes.
- ▶ Is an essential step in advance of human services technology systems modernization.
- ▶ Will provide administrative cost avoidance, improve error rates, and enhance program integrity.

Administrative Simplification Will Improve Client Access and Outcomes

- ▶ Simplification, alignment and uniformity of eligibility processes will improve ease of program navigation and access for clients (who are often in crisis).
- ▶ Reducing complexity in the system will cut down on the need for clients to participate in multiple appointments to provide documentation to verify assets and income which will improve the timeliness of needed services.
- ▶ Faster receipt of needed services will result in improved outcomes and less utilization longer, more costly interventions.

Administrative Simplification, Alignment and Uniformity Will Have a Positive Impact on County Operations

- ▶ The average amount of time to recruit and train new county financial workers ranges from one to two years. Much of this training time is attributable to the complex program eligibility requirements that new staff must learn.
- ▶ County income maintenance staff spends a significant amount of day-to-day time determining and redetermining eligibility for programs. For example, an average caseload for a metro county financial worker is 320 cases, which allows for less than one half hour per case per month.
- ▶ The degree of program complexity increases the probability that errors will occur, which jeopardizes program integrity and increases the amount of time spent on administrative functions.
- ▶ To illustrate the benefits of simplification, a large county recently requested a number of new FTEs to administer the increased caseload resulting from Minnesota's expansion of the Medicaid program. The request for additional FTEs would have been almost double if not for new efficiencies built into the expansion, primarily elimination of the asset test.

New Statutory and Regulatory Requirements Increase Complexity in the Human Services System

- ▶ Since 1985, the amount of human services related statutes has more than tripled and state administrative rules has more than doubled¹-each new statute and rule results in increased complexity.
- ▶ Legislative decisions to add or change program requirements are a major factor in program complexity. Particularly when consideration is not given to how changes will align or fit with existing program requirements.
- ▶ DHS frequently issues program procedure bulletins that county staff is responsible for implementing, adding yet another layer of complexity. Again, this is problematic when consideration is not given to how changes will align or fit with existing program requirements.
- ▶ The result is a system of convoluted rules that are increasingly unmanageable to administer.

What Can Policy Makers Do?

- ▶ Support and resource efforts to simplify and streamline human services programs in advance of implementing new technology systems. Simplified programs will help contain costs and ensure better functionality of new systems. Policy makers took a huge step toward an enhanced human services system in 2013 by financing technology systems modernization. Counties want to thank policy makers for this action and ask for continued support in this effort.
- ▶ Support recommendations to align or reduce differential treatment of income, assets, and household composition within and across programs.
- ▶ Refrain from creating additional asset and income categories for program eligibility.
- ▶ Support efforts that focus on outcomes and oppose new requirements that do not improve client outcomes.
- ▶ Focus on system wide (including local) impacts when developing and analyzing policy.



Minnesota Association of Counties
Social Service Administrators

For more information please contact:

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651-789-4340

October 2013

¹ State of Minnesota, Office of the Legislative Auditor, Program Evaluation Division (January, 2007).
Minnesota Evaluation Report: Human Services Administration. <http://www.auditor.leg.state.mn.us/ped/pedrep/hsa.pdf>

Program Uniformity and Simplification

It's not simple...

Why Pursue Uniformity and Simplification?

- Cash assistance programs have evolved in an uncoordinated fashion over the years.
- County workers and recipients are faced with a bewildering variety of eligibility tests and criteria.
- No public policy goals are accomplished by measuring assets or income or other standards in many different ways.
- It is confusing to recipients, difficult to administer, wasteful of public dollars, and prevents county workers from focusing on important tasks such as program integrity and assisting recipients with goals such as becoming employed.

Programs under consideration

- Minnesota Family investment Program (MFIP)
- General Assistance (GA)
- Minnesota Supplemental Aid (MSA)
- Group Residential Housing (GRH)

Items Considered

- Assets
- Earned Income Disregards
- Unearned Income Disregards/Exclusions
- Reporting
- Budgeting
- Eligibility Methodology
- Household Composition
- Temporary Absences

ASSETS

- Chapter 15 of the Combined Manual has 40 chapters on just assets. This is 45 pages and 11,863 words of differing regulations.

ASSETS

0015	ASSETS		
0015.03	ASSET LIMITS	0015.48	PEOPLE
0015.06	AVAILABILITY OF ASSETS	0015.48.03	WHOSE ASSETS TO CONSIDER
0015.06.03	AVAILABILITY OF ASSETS WITH MULTIPLE OWNERS	0015.48.03.864	WHOSE ASSETS TO CONSIDER - SPONSORS W/I-
0015.06.06	AVAILABILITY OF TRUSTS	0015.48.06	WHOSE ASSETS TO CONSIDER - SPONSORS W/I-
0015.06.06.03	SUPPLEMENTAL NEEDS TRUSTS	134	
0015.09	EXCLUDED ASSETS FOR SELF-SUPPORT	0015.51	EVALUATION OF INSURANCE POLICIES
0015.11	EXCLUDED ASSETS - CONTRACTS FOR DEED	0015.54	EVALUATION OF VEHICLES
0015.12	EXCLUDED ASSETS - REAL PROPERTY	0015.57	EVALUATION OF REAL PROPERTY
0015.12.03	EXCLUDED ASSETS - HOMESTEAD	0015.58	MORTALITY TABLE
0015.12.06	REPAYMENT AGREEMENTS ON REAL PROPERTY	0015.60	EVALUATION OF LUMP SUMS
0015.15	EXCLUDED ASSETS - HOUSEHOLD/PERSONAL GOODS	0015.63	EVALUATION OF PENSION AND RETIREMENT PLANS
0015.18	EXCLUDED ASSETS - PENSION & RETIREMENT PLANS	0015.69	ASSET TRANSFERS
0015.21	EXCLUDED ASSETS - BURIAL FUNDS	0015.69.03	ASSET TRANSFERS FROM SPOUSE TO SPOUSE
0015.24	EXCLUDED ASSETS - BURIAL CONTRACTS	0015.69.06	IMPROPER ASSET TRANSFERS
0015.27	EXCLUDED ASSETS - INCOME	0015.69.09	IMPROPER TRANSFER INELIGIBILITY
0015.30	EXCLUDED ASSETS - PAYMENTS UNDER FEDERAL LAW	0015.69.12	IMPROPER TRANSFERS - ONSET OF INELIGIBILITY
0015.33	EXCLUDED ASSETS - STUDENT FINANCIAL AID	0015.69.15	MULTIPLE ASSET TRANSFERS
0015.36	EXCLUDED ASSETS - FUNDS TO FIX/REPLACE ASSET	0015.72	EXCESS ASSETS - APPLICANTS
0015.39	EXCLUDED ASSETS - VEHICLES	0015.75	EXCESS ASSETS - PARTICIPANTS
0015.42	EXCLUDED ASSETS - LIQUID ASSETS	0015.78	WAIVERS OF ASSET RULES
0015.45	EXCLUDED ASSETS - SPECIAL GROUPS OF		

ASSETS

- Minnesota counts over 10 categories of assets for our economic assistance programs.
- Minnesota has 4 different asset limits for 4 programs.
- Minnesota is one of 15 states that have a vehicle value asset limit (MFIP).

ASSETS

Program	Limit	Homestead	Household Goods	Vehicles	Pension Retirement	Life Insurance	Financial Aid
MFIP	\$2,000 Applicant \$5,000 Participant	Exclude	Exclude pets, furniture, clothing, jewelry, appliances and tools.	Exclude first \$10,000 of loan value. Additional vehicles up to \$7,500 loan value. Exclude if vehicle is used for self-employment; or 50% of its use produces income. Exclude one vehicle for each person with a physical disability.	Count if available in a lump sum payment.	Exclude	Exclude Pell grants, SEOG, Perkins loans, SELF loan, Guaranteed Student Loans, MN student loans, State Student Incentive Grants, MN state scholarships and grants, federal college Work Study and other financial aid funded by Title IV.
GA	\$1,000	Exclude	Exclude pets, furniture, clothing, jewelry, appliances and tools.	Additional vehicles up to \$7,500 loan value.	Include	Count cash value	Include as income
MSA (Follows SSI)	\$2,000 Individual \$3,000 Married	Exclude	Exclude	Exclude if: vehicle is used for self-employment; or 50% of its use produces income.	Include	Exclude \$1,500 per person.	If HEA or BIA, exclude completely. All other exclude up to nine months if used for educational expenses.
GRH	\$2,000 SSI eligible \$1,000 GA eligible	Exclude	Follow basis of eligibility, GA or SSI.	Exclude one vehicle for each person with a physical disability.	Include	Follow basis of eligibility, GA or SSI	Follow basis of eligibility, GA or SSI

Asset Limits for Applicants, July 2010	
Georgia	\$1,000
Indiana	\$1,000
Missouri	\$1,000
New Hampshire	\$1,000
Oklahoma	\$1,000
Pennsylvania	\$1,000
Rhode Island	\$1,000
Texas	\$1,000
Washington	\$1,000
Arizona	\$2,000
Florida	\$2,000
Idaho	\$2,000
Iowa	\$2,000
Kansas	\$2,000
Louisiana	\$2,000
Maine	\$2,000
Massachusetts	\$2,000
Mississippi	\$2,000
Nevada	\$2,000
New Jersey	\$2,000
South Dakota	\$2,000
Tennessee	\$2,000
Utah	\$2,000
Vermont	\$2,000
West Virginia	\$2,000
Kentucky	\$2,000 ¹⁰
Illinois	\$2,000/\$3,000/+\$50 ⁷
Alaska	\$2,000/\$3,000 ¹
California	\$2,000/\$3,000 ²
D.C.	\$2,000/\$3,000 ¹
New York	\$2,000/\$3,000 ¹
Oregon	\$2,500 ²¹
Massachusetts	\$2,500
South Carolina	\$2,500
Wisconsin	\$2,500
Wyoming	\$2,500
Arkansas	\$3,000
Connecticut	\$3,000
Michigan	\$3,000
Montana	\$3,000
North Carolina	\$3,000
North Dakota	\$3,000/\$6,000/+\$25 ³⁰
New Mexico	\$3,500 ¹⁷
Nebraska	\$4,000/\$6,000 ¹⁵
Hawaii	\$5,000
Delaware	\$10,000
Colorado	\$15,000
Alabama	No Limit
Ohio	No Limit
Virginia	No Limit
Maryland	State has no asset test

ASSETS

Vehicle Exception by State, July 2010	
Georgia	\$1,500/\$4,650 ^{5e}
Tennessee	\$4,600 ²
Texas	\$4,650 of all vehicles owned by household ^{25f}
Idaho	\$4,650 ^{5f}
New York	\$4,650/\$9,300 ^{19f}
California	\$4,650 ² /one vehicle per licensed driver ²
Oklahoma	\$5,000 ^e
Washington	\$5,000 ^{25e}
Indiana	\$5,000 ^f
Florida	\$8,500 ^e
Connecticut	\$9,500 ^{4e}
Wisconsin	\$10,000 ^e
Oregon	\$10,000 ²
Massachusetts	\$10,000/\$5,000 ^{11e}
Massachusetts	\$15,000 ^{11f}
New Hampshire	One vehicle per licensed driver
South Carolina	One vehicle per licensed driver ²³
Colorado	One vehicle per employed adult
Vermont	One vehicle per adult
Rhode Island	One vehicle per adult ²²
Pennsylvania	One vehicle per household
Maine	One vehicle per household
Nevada	One vehicle per household
West Virginia	One vehicle per household
Arkansas	One vehicle per household
Montana	One vehicle per household
North Dakota	One vehicle per household
Missouri	One vehicle per household ¹⁴
Nebraska	One vehicle per household ¹⁴
South Dakota	One vehicle per household ¹⁴
Wyoming	One vehicle per household ²⁷
Illinois	One vehicle per household ⁹
Iowa	One vehicle per household ⁹
Kansas	All vehicles owned by household
Arizona	All vehicles owned by household
Louisiana	All vehicles owned by household
Michigan	All vehicles owned by household
Hawaii	All vehicles owned by household
Delaware	All vehicles owned by household
Kentucky	All vehicles owned by household
D.C.	All vehicles owned by household
Alabama	All vehicles owned by household
Ohio	All vehicles owned by household
Virginia	All vehicles owned by household
Utah	All vehicles owned by household
North Carolina	All vehicles owned by household
Mississippi	All vehicles owned by household ¹³
New Mexico	All vehicles owned by household ¹⁵
Alaska	All vehicles owned by household ²
New Jersey	All vehicles owned by household ²
Maryland	State has no asset test

ASSETS

- Recommendation Options
 - **Low Cost** – Allow for self-attestation. Maintain current limits and categories.
 - **Pragmatic** – Reduce asset categories to two categories, bank accounts/cash and vehicles (one vehicle per licensed driver). Increase asset limit for all programs to \$5,000 or \$10,000. Include windfall provisions. Self-attestation.
 - **Ideal** – Align with SNAP, no asset limits.

EARNED INCOME DISREGARDS

- Currently Minnesota uses 4 different earned income disregard approaches for our 4 programs.

Program	Disregard
MFIP	Fluctuates yearly with FPG. Currently at 38%. Will be fixed 50% in 2015
GA	First \$50 disregarded
MSA (Follows SSI)	First \$65 disregarded, 50% thereafter
GRH	Follow basis of eligibility (GA or SSI)

EARNED INCOME DISREGARDS

State	Earned income disregard	State	Earned income disregard
Alabama	20% ¹	Montana	\$200 and 25% of remainder
Alaska	\$90 ²	Nebraska	No explicit net income test
Arizona		Nevada	No explicit net income test
All, except JOBSTART	\$90 and 30% of remainder	New Hampshire	20%
JOBSTART	100% of subsidized wages ³	New Jersey	No explicit net income test
Arkansas	20% ⁴	New Mexico	No explicit net income test
California	\$90	New York	\$90
Colorado	\$90 ⁵	North Carolina	No explicit net income test
Connecticut	\$90	North Dakota	No explicit net income test
Delaware	\$90 ⁶	Ohio	No disregards allowed
D.C.	\$160	Oklahoma	\$240 ¹²
Florida	\$90 ⁷	Oregon	No explicit net income test
Georgia	\$90	Pennsylvania	\$90 ¹³
Hawaii	20%, \$200, and 36% of remainder ⁸	Rhode Island	No explicit net income test
Idaho	No explicit net income test Varies; difference between 50 percent of the current federal poverty level for the applicant's family size and their TANF payment level	South Carolina	No explicit net income test
Illinois		South Dakota	No explicit net income test
Indiana	\$90 ⁶	Tennessee	No explicit net income test
Iowa	20% ⁹	Texas	\$120 and 33.3% of remainder ¹⁴
Kansas	\$90	Utah	\$100 ¹⁵
Kentucky	No explicit net income test	Vermont	No explicit net income test
Louisiana	\$120	Virginia	
Maine	No explicit net income test	VIEW	No explicit net income test ¹⁶
Maryland	20%	All, except VIEW	\$142 and 20% of remainder ¹⁷
Massachusetts	\$90	Washington	No explicit net income test
Michigan	No explicit net income test	West Virginia	No explicit net income test
Minnesota	18% ¹⁰	Wisconsin	No explicit net income test
Mississippi	\$90 ¹¹	Wyoming	No explicit net income test
Missouri	\$90		

EARNED INCOME DISREGARDS

- Recommendation Options
 - **Low Cost 1** – Establish same methodology throughout programs with consideration for cost neutrality. Winners and losers.
 - **Low Cost 2** – Status Quo
 - **Pragmatic** – Align with SSI. First \$65 disregarded, 50% disregard afterwards.
 - **Ideal** – Increase to higher disregard for the first X months of employment. Move to SSI standard afterwards.

EXCLUSIONS

- There are a total of 58 different unearned income disregards/exclusion among our programs. MFIP alone has 48 exclusions named in statute (MN Stat. 256J.21 Subd. 2)

Exclusions	MFIP	GA/MSA/GRH (SSI Basis)	Exclusions	MFIP	GA/MSA/GRH (SSI Basis)
Family foster care payments to children or adults	X	X	Rent rebates	X	X
Employment training reimbursements under WIA	X	X	Income from minor caregiver, minor child through age 6, child in school half-time	X	
Reimbursements for expenses for volunteer service	X	X	Income earned by caregiver under 20 and in school half-time	X	
Educational assistance	X	X	MFIP child care payments	X	
Loans	X	X	All other payments by MFIP that supports economic stability	X	X
State income tax refunds	X	X	Income related to shared living expenses	X	X
Federal income tax refunds	X	X	Reverse mortgages	X	
Federal earned income credits	X	X	Benefits from child nutrition act	X	
MIN Working family credits	X	X	Benefits from WIC	X	
State homeowners/renters credit	X	X	Benefits from National School Lunch Act	X	
Federal or state tax rebates	X	X	Relocation assistance for displaced persons	X	X
Funds for reimbursement, replacement or rebate of personal or real property.	X	X	Benefits from trade act of 1974	X	X
Insurance settlements for medical, funeral, burial, or repair/replace property	X	X	War reparations payments to Japanese Americans and Aleuts	X	X
Reimbursements for medical expenses not paid by MA	X	X	Payments to veterans as a result of legal settlements to Agent Orange and other chem.	X	X
Payments by a vocational rehab program administered by the state	X		Income otherwise specifically excluded from MFIP in state or fed. law/regulation	X	X
In-kind income	X		Security and utility deposits	X	X
Assistance payments to correct underpayments	X	X	American Indian tribal land settlements	X	X
Payments for short-term emergency needs	X	X	Income of minor parent's parents and stepparents for minor parent grant	X	
Funeral and cemetery payments	X	X	Income of minor parent's parent and stepparents 200% FPG for family size not incl. the minor parent's child in household	X	
Nonrecurring cash gifts of \$30 (\$60 for GA) or less, per participant per year	X	X (per quarter)	Payments made to child for relative custody assistance	X	
Energy assistance	X	X	Vendor payments for goods and services on behalf of client, unless cash option available	X	
SSI, incl. retroactive SSI	X	X	Principal portion of contract for deed payments	X	
MSA, incl. retroactive	X	X	Cash payments for individuals enrolled in AmeriCorps, VISTA...	X	X
Proceeds from sale of real or personal property	X		1/3 of child support payments by absent parent		X
State adoption assistance payments	X	X	Interest earned on burial funds		X
Family subsidy payments for care of children with disabilities	X		Commercial transportation ticket received as gift not converted to cash		X
Interest payments/dividends from property not excluded and not exceed asset limits	X	X	Crime victims compensation		X
Gifts to children with life-threatening illness		X	Hostile fire pay		X
State annuities for certain veterans		X			

EXCLUSIONS

- Recommendation Options
 - **Low Cost** – Single, exhaustive list of disregards/exclusions for all programs. Maintain full SSI list of exclusions.
 - **Pragmatic 1** – Create a list of unearned income that would be **included** for counting income (next slide)
 - **Pragmatic 2**– Align with MAGI/Non-MAGI/health care approach upon systems modernization.

INCLUSIONS?

- Recommended list of included income.
 - Investment income
 - Income from property (ongoing, rent, sales)
 - Income from savings
 - Income from trusts (Exclude special needs and supplemental needs)
 - Income from loans
 - Prizes and winnings
 - Child support
 - Gifts exceeding \$60 per quarter
 - Unemployment Insurance income
 - Earned income

REPORTING

- There are 33 different reporting standards throughout our programs and 36 for SSI.
- Many similarities between reporting standards but with slight differences, ie: program X must report when:

Receipt of unearned income	Recurring change in unearned income
Non-recurring change of more than \$30 in unearned income	Recurring change of more than \$50 month of net earned or unearned income
Change of more than \$100 month in gross earned income	Change of more than \$50 of unearned income, unless related to public assistance

REPORTING

Changes required to be reported

Adult or child starts/terminates job, works more/fewer hours, gets a raise.
Change in employment status
Unit member starts/stops a business
Receipt of unearned income
Recurring change in unearned income
Non-recurring change of more than \$30 in unearned income
Recurring change of more than \$50 month of net earned or unearned income
Change of more than \$100 month in gross earned income
Change of more than \$50 of unearned income, unless related to public assistance.
Receipt of lump sum
An increase in assets
Change in citizenship/immigration status
Change in household composition
A pregnancy terminated before birth when there are no other minor children
Change in non-custodial parents address, visitation schedule.
Marriage, legal separation, or divorce
Death of unit member
Change in address/residence
New or change in rent subsidy.
Sale, purchase, or transfer of property
Transfer of property if done to establish or maintain eligibility
Change in school attendance of a parent under 20 or employed child
Change in physical or mental status of a unit member
Filing of lawsuit, worker's comp. or monetary claim against a 3rd. Party
Drug felony conviction
Information affecting a shared household exception
Household moves out of state
Income exceeds 200% of FPG
Shelter expenses
Utility expenses
Decrease in income
Initial employment
Change in legal obligation to pay child support

Reporting

- Recommendation Options
 - **Low Cost** – Create a single list for reporting standards among programs (next slide)
 - **Pragmatic** – Use single list for reporting. Allow for 30 day reinstatements. Use same day reporting for all programs, ie: 8th. Day of the month.
 - **Ideal** – Pragmatic approach, plus: Move to 3 month reporting. Limit overpayment collection to more than \$50 month. Require immediate reporting for significant change.

REPORTING

Preliminary recommended uniform list

Change in any income (\$50 for pragmatic option)
Change in employment status, hours, wage
Change in household composition
Change in address/residence
Receipt of lump sum payment
Increase in assets
Change in citizenship/immigration status
A pregnancy terminated before birth when there are no other minor children
Change in non-custodial parents address, visitation schedule.
Marriage, legal separation, or divorce
New or change in rent subsidy.
Sale, purchase, transfer of property
Change in school attendance of a parent under 20 or employed child
Change in physical or mental status of a unit member
Filing of lawsuit, worker's comp. or monetary claim against a 3rd. Party
Drug felony conviction
Shelter expenses
Utility expenses
Change in legal obligation to pay child support

Other Items

- Budgeting
 - 48 states use prospective budgeting for their TANF programs.
 - Minnesota uses prospective budgeting with 6 month reporting for SNAP
 - **Recommendation:** Move to prospective budgeting upon systems modernization. Current systems can not cost effectively absorb this recommendation. Complements 3 month reporting recommendation.

Other Items

- Eligibility Methodology
 - Considered using FPG as the basis for initial eligibility basis for all programs.
 - Conflicts with certain SSI waivers.
 - GA could easily adopt a FPG basis of eligibility, however GRH and MSA would have difficulties.

Other Items

- Repeal of the MFIP shared household standard
 - Current policy adds unneeded complexity and case errors.
 - Affects 2% of cases.
- Self-employment income
 - Count 50% of gross self-employment income, or;
 - Use submitted tax returns.
- Uniform temporary absence policy
 - Politically sensitive and potentially controversial
- Separate MFIP cash from SNAP
 - Would aid in the implementation of systems modernization

Recommendation Approach

- Many considerations must be considered:
 - Policy complexity...unintended consequences
 - Systems modernization
- Multi-year approach to achieve greatest uniformity and simplification.
 - 2014 – Pursue policies that will be easiest to implement, with fewest complications while maximizing positive impacts on simplification and clients. Receive legislative authority to pursue future recommendations.
 - 2015 – Pursue policies that need more time to develop as to minimize unintended consequences.
 - Systems modernization – Pursue policies that can only be reasonably be operationalized once systems modernization is implemented.

2014 Recommendations

- Self-attestation for assets and reduce categories to 2, cash/bank accounts and vehicles, \$10,000 asset limit.
 - Current policy results in high level of case errors and include over 10 asset categories.
 - Combined manual include 40 chapters on assets alone.
- Align to SSI earned income disregard. First \$65 and 50% thereafter.
 - Currently our four programs use 4 different disregard policies.
 - Rewards/incentivizes work.
- Allow for 30 day reinstatements.
- Same reporting date, 8th. day of the month.
- Repeal MFIP shared household standard.
- Simplified self-employment income reporting, incl. SNAP

2014 Recommendations

- Obtain legislative authority to pursue or prepare for systems modernization:
 - Prospective budgeting
 - 3 month reporting
 - Including no retrospective overpayment collection if reporting done in “good faith”.

2015 Recommendations

- Single list for what income is included when determining household/client income.
 - Replace current practice of income exclusions. Currently there are 58 different exclusions. 48 exclusions named in statute for MFIP.
 - Included income could be simplified to approx. 10 items
- Single list of reporting standards.
 - State programs have 33 different reporting standards, along with 36 reporting standards for SSI.
 - A uniform list of reporting standards could be reasonably reduced to 19 categories and align with all four state programs.

Future Recommendations

- Healthcare, MAGI/Non-MAGI approach for income determination(s). (systems modernization)
 - Monitor
- Uniform temporary absence policy

Committee Members

External Members

Eric Ratzmann – AMC
Janet Goligowski – Stearns
Janie McMichael – Dakota
Jodee Haugen – Roseau
Linda Bixby – Washington
John Sellen – Hennepin
Tina Curry – Ramsey
Todd McMurray – Chisago
Dawn Michels - Nicollet
Jessica Webster – Legal Aide
Liz Kuoppola – Coalition Homeless

Internal Members

Kristine Davis
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INPUT WELCOME

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IMPACTS ON COUNTIES

Proposal	County	Client
Assets: Allow for self-attestation of assets	High	Medium
Assets: Reduce counting of assets to two categories (cash and vehicles) and increase asset limit (ie: \$10,000), allow for self-attestation.	High	High
Assets: No asset limits, similar to SNAP	High	High
Earned Income: Align to SSI standard for all programs. First \$65 disregarded then additional earnings disregarded at 50%.	Medium	High
Unearned Income: Singular, uniform, exhaustive list of all items excluded for countable income.	Medium	Low
Unearned Income: Singular, Uniform, condensed list of what income would be countable income.	High	Low

IMPACTS ON COUNTIES

Proposal	County	Client
Reporting: Singular, uniform list of reporting standards for all programs.	Medium	Medium
Reporting: Singular uniform list. Allow for 30-day reinstatements, reporting on 10th. day of the month following changes.	High	High
Budgeting: Transition to prospective budgeting using 3 month reporting.	High	Medium
Budgeting: Limit changes to \$50 or more change in income. Limit overpayment collections to \$50 or more a month.	High	High
Eligibility Methodology: Use FPG as the common method for determining client eligibility.	Low	High
Other: Repeal the shared household standard for MFIP	Medium	Medium
Other: Single policy for temporary absences.	Medium	Medium



Aitkin County Health & Human Services

Financial Statement

	Actual Jan-13	Actual Feb-13	Actual Mar-13	Actual Apr-13	Actual May-13	Actual Jun-13	Actual Jul-13
Income:							
Tax Levy						1,407,236.01	
CPA and In Lieu						42.84	62,293.96
State Revenue	15,570.93	24,128.67	85,776.34	14,164.03	24,189.47	71,302.77	210,315.91
Federal Revenue	109,163.73	267,990.87	208,603.25	86,887.78	193,428.33	224,846.66	74,165.88
Revenue From Third Party	15,262.66	16,316.26	20,849.11	16,972.91	22,034.80	23,197.47	16,886.04
Misc. Revenue	24,265.14	37,607.03	36,692.37	21,706.88	31,981.81	16,928.96	15,560.59
Total:	164,262.46	346,042.83	351,921.07	139,731.60	271,634.41	1,743,554.71	379,222.38
Expenditures:							
Payments to Recipients	126,135.91	91,716.55	126,884.17	151,477.53	95,165.73	106,045.05	131,317.79
Salaries and Fringes	291,797.76	264,109.59	267,870.34	278,239.00	371,207.27	268,394.65	273,137.27
Services and Charges	28,511.04	29,064.87	32,851.68	50,799.94	27,769.64	31,113.08	30,827.29
Travel and Insurance	42,436.48	4,344.31	8,021.20	3,555.65	4,810.34	3,526.43	1,814.36
Office Supplies	5,386.92	3,294.34	2,880.96	8,552.00	5,046.39	2,442.11	2,225.03
Capital Outlay	-	-	-	-	8,512.59	15,365.39	945.84
Misc Expense & Pass Thru	31,649.28	5,491.59	4,956.21	39,227.25	7,943.25	5,919.25	32,180.26
Total:	525,917.39	398,021.25	443,464.56	531,851.37	520,455.21	432,805.96	472,447.84
Final Totals:	(361,654.93)	(51,978.42)	(91,543.49)	(392,119.77)	(248,820.80)	1,310,748.75	(93,225.46)

Cash Balance as of 11/2012
4,840,135.86

Cash Balance as of 11/26/2013
3,897,433.59

	Actual Aug-13	Actual Sep-13	Actual Oct-13	Actual Nov-13	Actual Dec-13
Income:					
Tax Levy					
CPA and In Lieu	10,242.39	6,801.31	2,730.10		
State Revenue	39,171.26	72,497.06	26,099.04		
Federal Revenue	311,300.48	178,447.39	60,017.70		
Revenue From Third Party	17,733.41	14,848.17	15,969.87		
Misc. Revenue	61,574.30	22,369.54	15,610.14	1,689.89	
Total:	440,021.84	294,963.47	120,426.85	1,689.89	-
Expenditures:					
Payments to Recipients	98,922.41	106,290.67	139,190.95	85,752.05	
Salaries and Fringes	261,841.96	261,755.30	272,274.57	365,785.73	
Services and Charges	42,371.30	35,657.99	22,108.49	53,887.99	
Travel and Insurance	2,954.40	4,421.71	5,693.66	2,677.39	
Office Supplies	4,407.09	3,482.98	10,712.21	8,257.90	
Capital Outlay	19,557.53	-	-	6,695.72	
Misc Expense & Pass Thru	12,670.58	10,449.25	22,289.93	7,269.20	
Total:	442,725.27	422,057.90	472,269.81	530,325.98	-
Final Totals:	(2,703.43)	(127,094.43)	(351,842.96)	(528,636.09)	-

	YTD 2013	ACTUAL 2012	ACTUAL 2011	ACTUAL 2010	ACTUAL 2009	ACTUAL 2008	ACTUAL 2007	ACTUAL 2006
Income:								
Tax Levy	1,407,236.01	2,445,757.88	2,345,969.16	2,333,865.63	2,340,935.73	2,409,856.71	2,303,196.53	1,817,723.90
CPA and In Lieu	82,110.60	131,275.60	236,240.57	235,223.92	321,690.72	303,462.53	389,866.09	312,877.69
State Revenue	583,215.48	723,462.02	736,864.33	611,120.93	632,506.88	936,661.64	790,366.43	905,921.06
Federal Revenue	1,714,852.07	2,161,389.09	2,120,681.67	2,225,918.50	2,266,036.42	2,031,189.00	2,013,560.50	1,993,226.16
Revenue From Third Party	180,070.70	204,217.36	163,265.77	126,077.60	-	-	-	-
Misc. Revenue	285,986.65	451,663.65	446,320.68	541,300.99	575,677.90	608,372.74	568,060.27	484,763.05
Total:	4,253,471.51	6,117,765.60	6,049,342.18	6,073,507.57	6,136,847.65	6,289,542.62	6,065,049.82	5,514,511.86
Expenditures:								
Payments to Recipients	1,258,898.81	1,604,608.63	1,729,427.71	1,862,889.86	1,818,277.01	1,729,049.89	1,827,333.49	1,858,630.93
Salaries and Fringes	3,176,413.44	3,516,455.12	3,602,677.75	3,585,784.86	3,658,299.47	3,300,291.25	3,091,358.49	2,911,440.42
Services and Charges	384,963.31	397,600.22	271,548.15	305,453.93	295,501.81	327,685.72	271,589.87	281,345.91
Travel and Insurance	84,255.93	87,885.39	96,969.42	107,221.46	125,924.90	125,736.88	91,625.96	96,293.29
Office Supplies	56,687.93	33,369.33	61,209.60	56,501.21	52,262.98	79,742.17	63,677.05	65,267.30
Capital Outlay	51,077.07	120,759.15	23,482.25	33,649.79	68,997.74	35,484.07	24,380.79	40,048.96
Misc Expense & Pass Thru	180,046.05	168,640.01	96,521.72	123,123.15	142,355.79	133,526.22	148,157.71	145,866.15
Total:	5,192,342.54	5,929,317.85	5,881,836.60	6,074,624.26	6,161,619.70	5,731,516.20	5,518,123.36	5,398,892.96
Final Totals:	(938,871.03)	188,447.75	167,505.58	(1,116.69)	(24,772.05)	558,026.42	546,926.46	115,618.90

AITKIN COUNTY FOSTER CARE

1998	\$470,228.76	61	2001	\$840,674.02	116	2004	\$1,054,034.05	76
1999	\$619,842.48	68	2002	\$927,493.49	94	2005	\$911,374.91	69
2000	\$663,637.48	85	2003	\$1,210,524.55	81	2006	\$847,823.25	73

	2007	2008	2009	2010	2011	2012	2013
JAN	\$57,760.29	\$51,397.99	\$71,257.41	\$73,496.04	\$78,312.32	\$59,278.73	\$52,334.43
FEB	\$94,242.30	\$62,605.01	\$78,980.18	\$82,467.05	\$82,982.51	\$78,783.86	\$50,122.31
MARCH	\$67,724.29	\$62,918.27	\$75,728.59	\$75,000.60	\$61,384.45	\$89,386.88	\$44,070.76
APRIL	\$74,285.29	\$62,865.11	\$91,603.72	\$79,548.43	\$69,570.36	\$101,195.78	\$52,651.49
MAY	\$74,048.44	\$71,824.48	\$74,777.50	\$77,811.48	\$73,398.62	\$70,140.91	\$49,124.55
JUNE	\$85,395.63	\$79,633.26	\$78,255.63	\$99,039.56	\$92,735.90	\$79,654.30	\$51,198.58
JULY	\$59,397.74	\$76,076.59	\$84,874.52	\$74,466.67	\$63,530.39	\$68,929.00	\$59,525.43
AUG	\$66,770.76	\$74,550.01	\$74,213.76	\$97,571.86	\$77,971.22	\$67,386.62	\$50,216.24
SEPT	\$68,837.51	\$67,930.63	\$74,599.74	\$70,427.32	\$65,924.31	\$66,615.87	\$51,396.77
OCT	\$52,226.54	\$66,331.65	\$73,431.32	\$89,100.75	\$83,971.03	\$45,407.15	\$47,334.14
NOV	\$66,203.74	\$77,776.03	\$91,038.51	\$76,359.06	\$78,148.23	\$45,889.63	\$38,819.46
DEC	\$51,560.49	\$80,602.70	\$81,512.33	\$75,599.03	\$58,313.77	\$43,359.27	
TOTAL CHILDREN	\$818,453.02	\$834,511.73	\$950,273.21	\$970,887.85	\$886,243.11	\$816,028.00	\$546,794.16
	75	63	64	57	56	49	
	\$818,453.02	\$16,058.71	\$115,761.48	\$20,614.64	(\$84,644.74)	(\$70,215.11)	(\$269,233.84)
	Decrease	Increase	Increase	Increase	Decrease	Decrease	Decrease
	from 2006	from 2007	from 2008	from 2009	from 2010	from 2011	from 2012

2011 Foster Care Breakdown

Child Shelter	\$2,832.90
Treatment Foster	\$101,130.13
Child Foster Care	\$317,597.09
Rule 8 FC	\$79,291.48
Corrections	\$316,273.71
18-21	\$1,228.00
Rule 5	\$70,889.29
Respite	\$8,645.32
Child Care	\$1,166.65
Health Services	\$193.65
Transportation	<u>\$10,267.87</u>
Total	\$909,516.09

2012 Foster Care Breakdown

Child Shelter	\$8,847.10
Treatment Foster	\$96,215.62
Child Foster Care	\$276,532.46
Rule 8 FC	\$76,095.10
Corrections	\$245,552.59
Electronic Monitor	\$352.00
Rule 5	\$99,575.24
Respite	\$9,183.36
Child Care	
Health Services	\$382.00
Transportation	<u>\$7,187.58</u>
Total	\$819,923.05

2013 Foster Care Breakdown Year to Date

Child Shelter	\$2,506.22
Treatment Foster	\$75,947.20
Child Foster Care	\$ 239,096.05
Rule 8 FC	\$7,305.55
Corrections	\$ 163,452.57
Electronic Monitor	\$2,904.00
Rule 5	\$50,764.67
Respite	\$2,358.48
Child Care	\$718.00
Health Services	\$110.87
Transportation	<u>\$13,434.63</u>
Total	\$558,598.24

2010 Foster Care Reimbursement

IV-E	\$81,539.76
Rule 5	\$37,364.89
Recoveries	\$130,255.98
Total	\$249,160.63

2011 Foster Care Reimbursement

IV-E	\$75,838.00
Rule 5	\$103,505.70
Recoveries	\$127,343.92
Total	\$306,687.62

2012 Foster Care Reimbursement

IV-E	\$73,551.00
Rule 5	\$59,512.99
Recoveries	\$112,766.58
Total	\$245,830.57

Recoveries include IV-E recoveries from IV-D and Admin recoveries from SSI.

Recoveries may be collected long after child has left placement.

IV-E and Rule 5 equals what has been paid to the county for 2010 expenses.

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IV-E and Rule 5 equals what has been paid to the county for 2012 expenses.

2010 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$9,488.00	\$0.00	\$9,488.00	\$0.00
Treatment Foster	\$56,083.53	\$33,226.63	\$22,856.90	\$0.00
Child Foster Care	\$476,817.55	\$346,845.36	\$18,694.69	\$111,277.50
Rule 8 FC	\$76,179.08	\$14,709.60	\$13,372.90	\$48,096.58
Corrections	\$170,224.47	\$0.00	\$66,820.90	\$103,403.57
Home Monitoring/Spec. Equip	\$1,201.39	\$721.39	\$480.00	\$0.00
Rule 5	\$140,169.52	\$103,209.65	\$0.00	\$36,959.87
Respite	\$34,850.93	\$34,065.68	\$0.00	\$785.25
Child Care	\$1,579.00	\$1,579.00	\$0.00	\$0.00
Health Services	\$81.56	\$81.56	\$0.00	\$0.00
Transportation	\$9,584.21	\$9,584.21	\$0.00	\$0.00
Total	\$976,259.24	\$544,023.08	\$131,713.39	\$300,522.77
Total	\$976,259.24			

2011 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$2,832.90	\$177.00	\$2,655.90	\$0.00
Treatment Foster	\$101,130.13	\$101,130.13	\$0.00	\$0.00
Child Foster Care	\$317,597.09	\$167,153.57	\$11,627.25	\$138,816.27
Rule 8 FC	\$79,291.48	\$45,321.48	\$17,569.80	\$16,400.20
Corrections	\$316,273.71	\$0.00	\$208,352.80	\$107,920.91
18-21	\$1,228.00	\$1,228.00	\$0.00	\$0.00
Rule 5	\$70,889.29	\$70,889.29	\$0.00	\$0.00
Respite	\$8,645.32	\$7,336.52	\$0.00	\$1,308.80
Child Care	\$1,166.65	\$1,166.65	\$0.00	\$0.00
Health Services	\$193.65	\$193.65	\$0.00	\$0.00
Transportation	\$10,267.87	\$10,267.87	\$0.00	\$0.00
Total	\$909,516.09	\$404,864.16	\$240,205.75	\$264,446.18
Total	\$909,516.09			

2012 Foster Care Breakdown

	Total	Social Service	Corrections	ICWA
Child Shelter	\$8,847.10	\$2,696.30	\$6,150.80	\$0.00
Treatment Foster	\$96,215.62	\$96,215.62	\$0.00	\$0.00
Child Foster Care	\$276,532.46	\$174,297.88	\$9,783.11	\$92,451.47
Rule 8 FC	\$76,095.10	\$7,061.90	\$43,317.20	\$25,716.00
Corrections	\$245,552.59	\$0.00	\$188,861.99	\$56,690.60
Electronic Monitoring	\$352.00	\$0.00	\$352.00	\$0.00
Rule 5	\$99,575.24	\$99,575.24	\$0.00	\$0.00
Respite	\$9,183.36	\$7,811.86	\$0.00	\$1,371.50
Child Care	\$0.00	\$0.00	\$0.00	\$0.00
Health Services	\$382.00	\$382.00	\$0.00	\$0.00
Transportation	\$7,187.58	\$7,187.58	\$0.00	\$0.00
Total	\$819,923.05	\$395,228.38	\$248,465.10	\$176,229.57
Total	\$819,923.05			

2013 Foster Care Breakdown Year to Date

	Total	Social Service	Corrections	ICWA
Child Shelter	\$2,506.22	\$1,128.72	\$1,377.50	\$0.00
Treatment Foster	\$75,947.20	\$75,947.20	\$0.00	\$0.00
Child Foster Care	\$239,096.05	\$227,713.96	\$0.00	\$11,382.09
Rule 8 FC	\$7,305.55	\$0.00	\$0.00	\$7,305.55
Corrections	\$163,452.57	\$0.00	\$142,441.58	\$21,010.99
Electronic Monitoring	\$2,904.00	\$2,596.00	\$308.00	\$0.00
Rule 5	\$50,764.67	\$14,193.88	\$0.00	\$36,570.79
Respite	\$2,358.48	\$2,258.48	\$0.00	\$100.00
Child Care	\$718.00	\$718.00	\$0.00	\$0.00
Health Services	\$110.87	\$110.87	\$0.00	\$0.00
Transportation	\$13,434.63	\$13,434.63	\$0.00	\$0.00
Total	\$558,598.24	\$338,101.74	\$144,127.08	\$76,369.42
Total	\$558,598.24			

AITKIN COUNTY VOLUNTEER DRIVER TRANSPORTATION

MONTH	MEDICAL TRANSPORTS COMPLETED	OTHER TRANSPORTS COMPLETED*	TRANSPORTS CANCELED OR NO SHOWS	TOTAL TRANSPORTS ARRANGED	COUNTY EXPENSE FOR MEDICAL TRANSPORTS
NOV	68	1	7	76	\$650.84
DEC	53	1	14	68	\$514.32
JAN '13	58	2	14	74	\$694.18
FEB '13	60	3	11	74	\$674.16
MARCH	57	0	9	67	\$845.36
APRIL	62	2	12	76	\$844.11
MAY	83	0	14	97	\$887.39
JUNE	59	4	12	75	\$1,150.84
JULY	44	0	9	53	\$520.04
AUGUST	50	5	20	75	\$207.43
SEPT	45	3	8	56	\$276.54
OCT	74	2	10	86	\$476.00
NOV					\$877.18

***COURT, MEDICAL W/NO TRANSPORTATION (SUCH AS MN CARE), VISITATION, ETC.**

AITKIN COUNTY HEALTH & HUMAN SERVICE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, November 6, 2013

Committee Members Present: Jim Carlson
 Roberta Elvecrog
 Mickey Gault
 Kami Genz, CMCC
 Renee Larson
 David Leaf
 Robert Lewis
 Bob Marcum
 Tricia Martin, ACCARE
 Cheryl Meld, Kids Plus
 Beverly Mensing, Red Cross
 Katie Nelson, Riverwood HealthCare
 Kari Paulsen, NEMOJT
 Michele Plagman, Aitkin High School
 Jessi Schultz, AFSCME Union Rep
 Commissioner Laurie Westerlund

Others Present: Sue Tange, SS Supervisor
 Kathy Ryan, Fiscal Supervisor
 Julie Lueck, Clerk to this Committee

Absent: Jessica Seibert, HRA
 Commissioner Anne Marcotte

I. **Approval of Agenda**

Motion by Roberta Elvecrog, seconded by Bob Lewis, and carried; the vote was to approve the Agenda with the addition of VI.-C Bake Sale at Bremer Bank with proceeds going to Operation Christmas.

II. **Approval of Minutes of the October 2, 2013 Meeting**

Motion by Renee Larson, seconded by Roberta Elvecrog, and carried; the vote was to approve the October 2, 2013, minutes.

III. **Task Force Reports/Updates:**

- A. **Corrections** - Cheryl Meld/Dave Leaf/Kami Genz – Reviewed and discussed handouts of statistics from Probation which include the Probation Survey Report for Aitkin from January through September, 2013 along with the Probation and Supervised Release Summary. page handout.
- B. **Public Health** – Renee Larson / Bob Lewis / Bob Marcum / Katie Nelson – No report.
- C. **Children’s Social Services/Mental Health** – Bev Mensing – No report.
- D. **Adult Social Services/Mental Health** – Jessica Seibert / Tricia Martin / Bob Marcum – No report.

- E. **How often should the Task Forces & the Advisory Committee meet?** – Dave Leaf discussed how often these task forces or the committee meet and asked members to discuss what is the purpose of this group? How can the members get more involved in H&HS? Should there be an orientation for new members to the committee? Should the committee plan to set goals and objectives in January of each year to help clarify the purpose of this committee? Table the decision until the December meeting to set dates for the 2014 committee and task force meetings.

IV. **Budget Committee Report/Update** – Jim Carlson / Jessica Seibert / Kathy Ryan
(Reminder to make a decision on a recommendation to the Commissioners regarding the 2014 H&HS Budget.) Kathy Ryan gave a few agency updates:

- A. Noted that we are asking for four positions at HHS to include a Child Protection/Child Welfare Social Worker, a Community Based Services Social Worker, a combined position of an Account Tech/Child Support Case Aide, and a Public Health Nurse.
- B. H&HS will be sending two staff (Jan West, Public Health Nurse & Stacey Durgin, Public Health Educator) to Alabama in January, 2014 for an intense emergency preparedness and planning training. The trip will be funded by a federal grant.
- C. County Board will be making the final decision in December for our budget. We are down two supervisors (Public Health and Adult Social Service Supervisors) but our budget is very healthy. The unknowns we face include MNChoices and the administrative reimbursement actually started in October but we won't know how much that will be until February or March.
- D. Motion by Bob Lewis, seconded by Michele Plagman, and carried, the vote was to recommend to the Commissioners that they support the 2014 H&HS budget including filling the staffing request for four positions. (Discussed writing a letter from the committee members to the Board.)

V. **Comments:**

- A. **Comments from the Committee Members for the Commissioners relative to HHS** –
Nothing noted – see feedback below.
- B. **Feedback from the Board Meetings – October 22** – Roberta Elvecrog is concerned that what is discussed at a Board meeting, in response to an individual citizen's questions, may not include a comprehensive representation of what is actually happening within the agency being discussed.
- C. **Committee Members scheduled to attend upcoming Board Meetings in 2013** -
- | | | | |
|-------------|--------------|---|-------------|
| November 26 | Mickey Gault | & | Cheryl Meld |
| December 17 | Renee Larson | & | Cheryl Meld |
- D. **2014 H&HS Board Meeting Dates & Sign-Up Sheet** was circulated and a few names appeared and we will continue to send it around at upcoming meetings to get it filled in.

VI. Miscellaneous Discussion

A. Community Meal Feedback –

Dave/Roberta/Michele/Mickey/Cheryl/Katie/Bob/Jim/Kari/Jessica/Tricia
It was noted that the October dinner went very well and much better than the one in August. Cheryl Meld will be confirming the date for serving the McGregor meal in either February or March of 2014. The discussion relative to actually serving the McGregor meal or the Aitkin meal in October was tabled until the next meeting in December.

B. Discussion Topics for upcoming 2014 Committee Meetings

How often should the Committee Meet? Set Meeting Dates (ie: hour & a half meeting every other month instead of one hour meeting monthly so folks driving 45 minutes can make it worth their while to drive this far. Maybe Task Forces can meet on the off month.)

C. Bake Sale at Bremer Bank to benefit Operation Christmas – This Friday, November 8th from 8 .am. until items are gone.

Other discussions with respect to:

Lifeline Phone Program – It was noted that the application by Senior Citizens or Low Income folks for the Lifeline Telephone Discount Program deadline is next week. This is the Federal program that would deduct \$9.00 off of their phone bills. It was clarified that this is not a way to sign up for the Lifeline monitoring program .

The Salvation Army Red Kettle half sheet handouts to encourage folks to sign up with the ACCARE office to schedule a time to ring the bells to help Salvation Army. Folks were encouraged to share the handouts with others to get the word out that bell ringers are needed this year.

CodeRED half sheet handouts were also distributed to committee members to encourage them to get signed up with the Sheriff's office for this Rapid Emergency Alert System. Extra handouts were given in hopes they will be shared throughout the county.

It was also noted that **UCARE** is now the provider in Aitkin County for PMAP (Prepaid Medical Assistance Program).

VII. Adjourn

Motion by Mickey Gault, seconded by Jessi Schultz, and carried; the vote was to adjourn the meeting at 4:55p.m.

Dave Leaf, Chairperson

Julie Lueck, Clerk to
Aitkin County Health & Human Services Advisory Committee

The following documents were included in the packet of information sent to members for review prior to the meeting or distributed at the meeting:

- Draft copy of the Minutes of the October 2, 2013, Advisory Committee Meeting
- Draft Copy of the October 22, 2013 Health & Human Services Board Meeting Minutes
- 2014 Calendar for reference when looking for meeting dates
- 2014 H&HS Board Meeting dates for Committee Members to sign up to attend
- Ideas for New & Past Topics for Discussion/Presentations –
 - Dec. 4, 2013 & 6 months in 2014
- Corrections Statistical reports (2 pages)
- Half Sheet Salvation Army Red Kettle Campaign information
- Half Sheet CodeRED for the Rapid Emergency Alert System information.

DRAFT