

# Bulletin

June 27, 2006

Minnesota Department of Human Services □ P.O. Box 64941 □ St. Paul, MN 55164-0941

## OF INTEREST TO

- County Human Service Directors
- County CCDTF Coordinators
- Tribal Business Committee Chairpersons
- Tribal CCDTF Coordinators
- Rule 25 Assessors

## ACTION/DUE DATE

Please read and begin using the appropriate criteria for placement and funding of CCDTF clients.  
July 1, 2006 through  
June 30, 2007

## EXPIRATION DATE

The policies in this bulletin are in effect through  
June 30, 2007.

## DHS Updates CCDTF Operations, Eligibility for State Fiscal Year 2007

### TOPIC

Consolidated Chemical Dependency Treatment Fund (CCDTF) Eligibility for Services; Allocations; Maintenance of Effort and Retained Collections for SFY 2007

### PURPOSE

Distribute Information regarding

- The allocation process
- The allocation, administrative allowance, and maintenance of effort requirement amounts for SFY 2007

### CONTACT

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### SIGNED

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WES KOOISTRA  
Assistant Commissioner  
Chemical and Mental Health Services Administration

### **Consolidated Chemical Dependency Treatment Fund (CCDTF) Eligibility Criteria**

- **Tier I – (Entitled Services – Persons with incomes at or below 100% Federal Poverty Guidelines).** Under Minnesota Statutes, section 254B.03 and 254B.04, the local agency must place all entitled persons.
- **Tier II – (Persons with incomes over entitlement and up to 215% of Federal Poverty Guidelines)** No funds were appropriated by the Legislature for Tier II.
- **Tier III – (Persons with incomes between 216% and 412% of Federal Poverty Guidelines).** No funds were appropriated by the Legislature for Tier III.

Counties and tribes are required to continue assessing and placing clients who meet clinical and financial eligibility after allocations are exhausted and maintenance of effort requirements are met. These placements will be paid out of the CCDTF Reserve Fund with a 15% county match.

### **SFY 2007 – Allocation, Administrative Allowance, and Maintenance of Effort Requirements**

The Department applies the allocation formula in Minnesota Statutes, section 254B.02, Subdivision 1 to the annual legislative appropriation of state dollars for Chemical Dependency services. For SFY 2007, the State Legislature appropriated a Tier I Initial amount of \$68,744,000 and a Tier I Supplemental amount of \$11,282,000 for a total Tier I appropriation of \$80,026,000.

Specific allocation, maintenance of effort requirement, and administrative allowance amounts are provided in the following attachments to this bulletin:

**Table 1 – The SFY 2007 CCDTF Allocation Determination Table** shows the apportionment of total state appropriated dollars to the American Indian Account, the Tribal Reserve Account, the Non-Reservation American Indian Account, and the remaining amount for county allocation.

**Table 2 – The SFY 2007 CCDTF American Indian Tribal Allocation Table** shows each tribal reservation's CCDTF initial allocation, administrative allowance, and allocation left for treatment.

**Table 3 – The SFY 2007 CCDTF County Allocation and Maintenance of Effort Table** shows each county's CCDTF initial allocation, administrative allowance, and allocation left for treatment.

### **Retained Collections for Operation of CCDTF Billing, Accounting, and Collections**

The operation of the CCDTF billing, accounting, and collections system is funded by the retention of a portion of third party and MA collections. DHS no longer collects third party obligation for CCDTF placements dated after 12/31/05.

Beginning 01/01/06 CCDTF providers are required to first bill a client's commercial third party pay source before billing the CCDTF. DHS will continue to collect third party collections on placements dated prior to 01/01/06.

For SFY 2007, DHS will retain 17% of all MA collections and those commercial third party collections from placements prior to 01/01/2006.

### **Financial Eligibility for Services in SFY 2007**

**Table 4 – SFY 2007 CCDTF Eligibility Determination Table** is effective from July 1, 2006 to June 30, 2007. Local agencies must use the attached Table 4 to **determine client financial eligibility as of the date of the Rule 25 assessment**. The CCDTF will not pay for treatment services prior to the assessment. The Commissioner will not pay for placements of ineligible persons.

Table 4 contains the Tier I (E- Entitled) household size and income limits for SFY 2007.

- Tier I – Clients meeting household size and income limits as listed in Table 4 are entitled to services under Tier I. Clients eligible for MA, EMA, and GAMC, or receiving MSA are entitled to receive services under Tier 1, regardless of current income as of the date of assessment. Clients enrolled in GHO are entitled to receive primary inpatient hospital services using CCDTF dollars. Placing authorities indicate a client's eligibility for Tier I by entering the client's household income in Box #40 and an "E" in Box #43 of the Client Placement Authorization (CPA) form (DHS-2780).
- Tier II – Funding was not appropriated for Tier II clients for SFY 2007.
- 100% County Pay (Box # 44) – Counties have the option of using the CCDTF payment system, and paying for the costs related to the placement with 100% county dollars.
  - Tier I Eligible Clients –
    - IF the county DOES NOT WANT to incur a 100% charge for placement of a CCDTF eligible client, ENTER an "N" for "NO" in Box # 44.
  - Tier I Ineligible Clients –
    - If the county WANTS to incur a 100% charge for placement of a **CCDTF ineligible** client, ENTER an "O" in Box #43, a "Y" for "YES" in Box # 44, and the client's household income on Box #40 of the CPA.

### **Special Needs**

This information is available in other forms to people with disabilities by contacting us at 651-431-2460(voice), or through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).

## Understanding the CCDTF Allocation Process - Fact Sheet

### State Appropriation:

The Minnesota State Legislature **appropriates** an overall dollar amount to be allocated according to formulas in Minnesota Statutes 254B. The SFY 2007 total appropriation is \$80,026,000.00 for placement of Tier I eligible clients. No state dollars were appropriated for Tier II.

**Process:** DHS does not distribute allocated amounts directly to the counties and tribes. Instead, these amounts are entered into an accounting subsystem of MMIS (Medicaid Management Information System). Placing authorities authorize services by entering a Client Placement Authorization (CPA) into MMIS. CCDTF vendors then bill for services and are paid through this system. The CCDTF accounting subsystem of MMIS tracks the payment of claims against each local agency's allocated amounts.

### American Indian Tribal Account - (See Tables 1 and 2)

The American Indian Tribal Account is funded with 6% of the total appropriation. Of this,

- 85% is allocated to each **Tribal reservation** based on population, and
- 15% is allocated to the **Tribal Reserve fund**

### Flow of dollars for tribal placements:

- Claims paid for tribal placements account 100% against the placing agency's allocation.
- If a tribal allocation is expended, further placements are paid out of the Tribal Reserve Fund.
- If the Tribal Reserve Fund is exhausted, further placements are paid out of the CCDTF Reserve Fund.

### Non-Reservation American Indian Fund

Six percent of the remaining 94% of the appropriation is set aside in the Non-reservation American Indian Fund. This fund is available to **all counties** to fund American Indians who

- live in the county, but not on the tribal reservation, and
- are placed in treatment services that are appropriate to the cultural orientation of the client.

Counties access this fund by indicating the "UB" modifier in Box #22 of the CPA.

### County Allocation - (See Table 3)

The remainder of the appropriation is allocated to the 87 counties. The allocation formula in Minnesota Statutes, section 254B.02, Subdivision 1 determines the allocation for each county. There are three basic factors: population, income, and welfare use.

**Maintenance of Effort (MOE)** is a separate, but related calculation in Minnesota Statutes, section 254B.02, Subdivision 3. MOE applies only to counties and is NOT a simple calculation of 15% of the county's allocation. MOE is based on the amount of local money paid for eligible service CD services in calendar 1986. (Adjustments are made for counties providing medical assistance or general assistance medical care through state managed care plans). For that reason, counties similar in demographics and allocation may not have similar MOE requirements.

### **Administrative Allowance**

Another related formula in Minnesota Statutes, section 254B.02, Subdivision 5 determines the maximum administrative allowance for each tribe and county. It is based on the Funds for Treatment amount in Tables 2 and 3 of the yearly allocation Bulletin. (The dollar amounts in Funds for Treatment + Administrative Allowance = Local agency's total allocation.)

The Administrative Allowance is calculated by taking **5% of the first \$50,000, plus 4% of the second \$50,000 and 3% of any amount over the first \$100,000 of the funds for treatment amount.**

Each month, as claims are paid, the accounting subsystem uses the formula above to determine and pay the calculated Administrative Allowance amount to each county and tribe.

### **Flow of dollars for county placements:**

For each claim paid:

- 85% of the claim accounts against and reduces the county's allocation.  
(Or against the Non-reservation American Indian Fund if the county indicated UB in Box #22 of the Service Agreement)
- 15% of the claim accounts against and reduces the county's maintenance of effort (MOE), and the county is billed for that 15% of the claim. This billing happens on a monthly basis and is called the **County Match**.
- 100% of claims account against and reduce only the MOE, and the county has a match of 100% when:
  - the county indicates the choice to pay 100% in Box #44 of the CPA, or
  - the CPA is entered more than 50 days after the first date of service, or
  - the county's allocation is exhausted, and until the "MOE requirement is met" or reduced to \$0.

### **Collections**

For placements entered into MMIS prior to 01/01/06, DHS collects third party payments from commercial insurance payers identified according to Minnesota Statutes, section 254B.03, Subdivision 4. DHS currently retains 17% of each collection, and the remaining 83% is returned to the placing county's Allocation/MOE in the same percentage that the claim was originally paid.

### **Placement Mandate**

Counties are mandated to provide services to eligible clients even though the Allocation is exhausted and the Maintenance of Effort is met. Once the allocation is exhausted, paid claims are accounted against any remaining MOE at 100% until the MOE is "met" or reduced to "0." (See Table 4)

### **CCDTF Reserve Fund**

Once the county's allocation is exhausted and the MOE is met, continued placements are paid at 85% out of the CCDTF Reserve Fund, and the remaining 15% goes against and causes the MOE to "go negative". The county is then billed a 15% match for those placements.

**Special Note: Counties can provide CCDTF eligible services outside the CCDTF system using all county dollars, and report those expenditures to DHS on form DHS-4675. DHS will apply the expenditure directly to the county's MOE. (See Bulletin #02-51-04)**

**Table 1 - SFY 2007 Allocation Determination**

<b>SFY 2007 Funds Available for Allocation</b>			<b>\$80,026,000</b>
<b>Tier I Initial Appropriation</b>		\$68,744,000	
<b>Tier I Supplemental Appropriation</b>		\$11,282,000	
<b>Tier II Appropriation American Indian Tribal Account*</b>		0	
Tribal Reserve	\$720,234		
Tribal Allocation	<u>\$4,081,326</u>		
Total Tribal Fund		\$4,801,560	
Non-reservation Account		<u>\$4,513,466</u>	
<b>Total American Indian Account</b>			<b>\$9,315,026</b>
<b>County Account</b>			
\$15,000 Base Allocation		\$1,305,000	
Amount to Allocate		<u>\$69,405,974</u>	
<b>Total County Allocation</b>			<b>\$70,710,974</b>

**Table 2 - SFY 2007 American Indian Tribal Allocations**

<b>Tribal Entity</b>	<b>Allocation</b>	<b>Administrative Allowance</b>	<b>Funds for Treatment</b>
Bois			
Forte	\$304,643	\$10,329	\$294,314
Fond du Lac	\$301,637	\$10,242	\$291,395
Grand Portage	\$75,913	\$3,401	\$72,513
Leech Lake	\$1,036,280	\$31,639	\$1,004,640
Lower Sioux	\$78,226	\$3,489	\$74,736
Mille Lacs	\$210,168	\$7,578	\$202,590
Prairie Island	\$90,830	\$3,974	\$86,856
Red Lake	\$1,055,128	\$32,188	\$1,022,940
Shakopee	\$91,177	\$3,988	\$87,190
Upper Sioux	\$46,194	\$2,200	\$43,995
White Earth	\$791,129	\$24,499	\$766,630
<b>Total</b>	<b>\$4,081,326</b>	<b>\$133,527</b>	<b>\$3,947,799</b>

**Table 3 - SFY 2007 County Allocation and Maintenance of Effort**

<b>SFY 2007 CCDTF County Allocations</b>	<b>Total Allocation</b>	<b>Administrative Allowance</b>	<b>Funds for Treatment</b>	<b>Maintenance of Effort</b>
Aitkin	\$361,415	\$11,983	\$349,432	\$84,719
Anoka	\$3,323,424	\$98,255	\$3,225,169	\$460,979
Becker	\$534,171	\$17,015	\$517,156	\$182,152
Beltrami	\$860,616	\$26,523	\$834,093	\$254,039
Benton	\$523,157	\$16,694	\$506,463	\$170,391
Big Stone	\$134,699	\$5,380	\$129,319	\$4,931
Blue Earth	\$926,575	\$28,444	\$898,131	\$239,799
Brown	\$413,742	\$13,507	\$400,235	\$57,783
Carlton	\$543,118	\$17,275	\$525,843	\$238,073
Carver	\$524,720	\$16,739	\$507,980	\$312,208
Cass	\$418,820	\$13,655	\$405,165	\$214,474
Chippewa	\$274,996	\$9,466	\$265,530	\$58,934
Chisago	\$522,450	\$16,673	\$505,777	\$86,564
Clay	\$890,178	\$27,384	\$862,794	\$504,731
Clearwater	\$239,457	\$8,431	\$231,026	\$34,439
Cook	\$78,693	\$3,507	\$75,186	\$49,264
Cottonwood	\$269,971	\$9,320	\$260,651	\$22,830
Crow Wing	\$950,975	\$29,155	\$921,820	\$112,193
Dakota	\$3,049,469	\$90,276	\$2,959,193	\$1,417,462
Dodge	\$212,824	\$7,655	\$205,169	\$42,778
Douglas	\$546,897	\$17,385	\$529,511	\$136,651
Faribault	\$327,618	\$10,999	\$316,619	\$58,971
Fillmore	\$387,262	\$12,736	\$374,526	\$134,161
Freeborn	\$532,458	\$16,965	\$515,493	\$216,026
Goodhue	\$565,144	\$17,917	\$547,227	\$158,167
Grant	\$131,074	\$5,274	\$125,800	\$11,864
Hennepin	\$16,539,088	\$483,177	\$16,055,911	\$10,261,521
Houston	\$294,434	\$10,032	\$284,402	\$38,499
Hubbard	\$442,806	\$14,354	\$428,452	\$31,754
Isanti	\$402,632	\$13,183	\$389,449	\$46,705
Itasca	\$696,306	\$21,737	\$674,569	\$128,120
Jackson	\$181,374	\$6,739	\$174,635	\$73,461
Kanabec	\$265,217	\$9,181	\$256,036	\$18,666
Kandiyohi	\$684,496	\$21,393	\$663,103	\$158,803
Kittson	\$110,269	\$4,668	\$105,601	\$32,483
Koochiching	\$307,114	\$10,401	\$296,713	\$82,271
Lac qui Parle	\$172,636	\$6,485	\$166,152	\$15,732
Lake	\$221,055	\$7,895	\$213,160	\$47,712
Lake of the Woods	\$106,377	\$4,555	\$101,822	\$7,762
Le Sueur	\$348,873	\$11,618	\$337,255	\$66,136
Lincoln	\$139,658	\$5,524	\$134,134	\$12,613
Lyon	\$412,985	\$13,485	\$399,500	\$87,839
McLeod	\$443,715	\$14,380	\$429,335	\$47,122
Mahnomen	\$93,138	\$4,063	\$89,075	\$62,030
Marshall	\$181,362	\$6,739	\$174,624	\$55,935
Martin	\$431,372	\$14,021	\$417,352	\$85,843

<b>SFY 2007 CCDTF County Allocations</b>	<b>Total Allocation</b>	<b>Administrative Allowance</b>	<b>Funds for Treatment</b>	<b>Maintenance of Effort</b>
Meeker	\$337,056	\$11,273	\$325,783	\$44,200
Mille Lacs	\$382,983	\$12,611	\$370,372	\$80,594
Morrison	\$545,371	\$17,341	\$528,030	\$76,256
Mower	\$706,517	\$22,034	\$684,483	\$341,625
Murray	\$173,478	\$6,509	\$166,969	\$21,327
Nicollet	\$406,931	\$13,309	\$393,622	\$51,528
Nobles	\$379,031	\$12,496	\$366,535	\$98,849
Norman	\$157,746	\$6,051	\$151,695	\$19,403
Olmsted	\$1,637,877	\$49,161	\$1,588,716	\$446,741
Otter Tail	\$954,065	\$29,245	\$924,821	\$280,155
Pennington	\$260,535	\$9,045	\$251,490	\$113,351
Pine	\$506,058	\$16,196	\$489,862	\$54,927
Pipestone	\$185,128	\$6,848	\$178,280	\$26,961
Polk	\$698,976	\$21,815	\$677,161	\$326,946
Pope	\$197,673	\$7,214	\$190,459	\$91,596
Ramsey	\$7,825,023	\$229,370	\$7,595,654	\$3,098,709
Red Lake	\$118,082	\$4,896	\$113,186	\$57,117
Redwood	\$288,213	\$9,851	\$278,362	\$136,052
Renville	\$311,398	\$10,526	\$300,872	\$45,182
Rice	\$707,789	\$22,072	\$685,718	\$244,217
Rock	\$157,983	\$6,058	\$151,925	\$10,771
Roseau	\$226,456	\$8,052	\$218,404	\$31,642
St. Louis	\$3,833,271	\$113,105	\$3,720,166	\$1,622,951
Scott	\$714,449	\$22,265	\$692,183	\$170,529
Sherburne	\$623,903	\$19,628	\$604,275	\$124,452
Sibley	\$241,334	\$8,485	\$232,848	\$19,096
Stearns	\$1,847,394	\$55,264	\$1,792,130	\$542,892
Steele	\$458,325	\$14,806	\$443,520	\$73,193
Stevens	\$169,839	\$6,403	\$163,436	\$22,398
Swift	\$240,891	\$8,473	\$232,418	\$38,061
Todd	\$523,544	\$16,705	\$506,839	\$47,636
Traverse	\$85,721	\$3,778	\$81,943	\$12,181
Wabasha	\$297,810	\$10,130	\$287,680	\$26,625
Wadena	\$341,308	\$11,397	\$329,911	\$17,009
Waseca	\$289,219	\$9,880	\$279,338	\$52,923
Washington	\$1,575,335	\$47,340	\$1,527,995	\$1,042,487
Watonwan	\$206,440	\$7,469	\$198,971	\$61,932
Wilkin	\$138,647	\$5,495	\$133,152	\$36,938
Winona	\$822,923	\$25,425	\$797,498	\$150,353
Wright	\$912,952	\$28,047	\$884,905	\$130,552
Yellow Medicine	\$204,470	\$7,412	\$197,058	\$59,856
<b>Total</b>	<b>\$70,710,974</b>	<b>\$2,185,720</b>	<b>\$68,525,254</b>	<b>\$26,575,808</b>



## TABLE 4 – SFY 2007 ELIGIBILITY DETERMINATION

Use the following information to determine client eligibility for the CCDTF, beginning 07/01/06. Complete the following portions of the Client Placement Authorization (CPA) Form (DHS-2780) as follows:

**Box #40 – Annual Income:** Calculate using definitions on the back of this sheet.

**Box #41 – Household Size:** Use definitions on the back of this sheet.

**Box #42 – Limited Eligibility:** Enter one of the following:

“M” – Client is a minor (17 years of age or younger).

“P” – Client is pregnant (use the “Annual Income/Household Size Limitations” for pregnant women below).

“A” – Client is an adult responsible for a minor living in the client’s household.

“O” – Other (use for clients who do not fit any of the other categories listed above).

TIER I (ENTITLED)			
<b>Box #43 – Reserve Fund Eligibility:</b> Enter “E” if the local agency has determined that the client is EITHER:			
1. Enrolled in MA, GAMC, or MSA, <u>OR</u>			
2. Meets the following income and household size limitations:			
FAMILIES (100% FPG)		PREGNANT WOMEN (275% FPG)	
Household Size	Annual Income	Household Size	Annual Income
1	\$0 to \$9,804	1	N/A
2	\$0 to \$13,212	2	\$0 to \$36,312
3	\$0 to \$16,620	3	\$0 to \$45,672
4	\$0 to \$20,028	4	\$0 to \$55,032
5	\$0 to \$23,436	5	\$0 to \$64,392
6	\$0 to \$26,844	6	\$0 to \$73,752
7	\$0 to \$30,252	7	\$0 to \$83,112
8	\$0 to \$33,660	8	\$0 to \$92,472
9	\$0 to \$37,068	9	\$0 to \$101,832
10	\$0 to \$40,476	10	\$0 to \$111,192

**Box #44 – County Pay 100%:** Enter “Y” if the county wants to use county funds to pay for the entire placement. DHS will then bill the county 100% of the placement costs.

**No state funds are available to pay for treatment for persons who do not meet Tier I eligibility.**

**Counties may place CCDTF ineligible clients only if the county enters an “O” in Box # 43, and “Y” in Box #44, agreeing to pay 100% of the placement costs.**

**Box #44 – County Pay 100%:** Enter “N” if the county *does not* want to pay 100% of the placement costs.

### Client CCDTF Eligibility/PMAP and MinnesotaCare Enrollment

Client financial eligibility for the CCDTF is determined as of the date of the assessment. Counties and tribes are also responsible for checking for client enrollment in a Minnesota Pre-paid Health Plan (MinnesotaCare or PMAP) and for benefit coverage as of the date of assessment.

Clients receiving services under PMAP, PGAMC, or MinnesotaCare, who lose health plan enrollment during that treatment episode, may be eligible for CCDTF funding for the remainder of that placement. Providers should contact and request that the financially responsible county determine the client’s CCDTF eligibility and complete the placement through the CCDTF.

**EXCEPTION:** If a client loses pre-paid health plan enrollment due to ineligibility for MA, GAMC, PMAP, PGAMC, or MinnesotaCare while in a hospital-based primary inpatient chemical dependency treatment, the managed health care organization (MCO) continues to be responsible until the client is discharged from that placement.

**Local agencies will be billed 100% of the costs for ineligible placements.**

## **NOTES FOR DETERMINING CCDTF ELIGIBILITY**

Clients who are eligible for MA, GAMC, or MSA are automatically eligible for CCDTF services, regardless of income.

### **INCOME IS:**

- The amount reported and verified as current income **as of the date of assessment**.
- Calculated prospectively to cover one year.
- Calculated for the household, as defined below, but does not include income of minors, unless the minor is seeking services under MS, Section 144.343 and 144.347, and then only the income of the minor is included.

### **INCOME INCLUDES:**

- Cash wages or salaries
- Cash from self-employment (net after allowable IRS deductions)
- REGULAR payments from the following sources:
  - Social Security/Social Security Disability
  - Railroad Retirement
  - Unemployment Compensation
  - SSI, GA, SSI Disability
  - Union Funds
  - Veterans' Benefits
  - Alimony (when it's received)
  - Child Support (when it's received)
  - Military Family Allotments
  - Private or Government Pensions
  - Insurance
  - Annuities
  - Interest (when regularly used/withdrawn from savings account)
  - Rent
  - Royalties

### **INCOME DOES NOT INCLUDE:**

- Gifts
- Tax refunds
- Inheritances
- Capital gains
- Non-cash benefits
- Compensation for injury (ie., worker's compensation)
- Cash assets drawn down or withdrawn from a bank
- Earnings or profits from the sale of a house, car, etc.
- Alimony (when court-ordered to be paid)
- Child support (when court-ordered to be paid)
- Health insurance payments (when court-ordered to be paid)
- Savings accounts

### **HOUSEHOLD SIZE:**

**If the Client is: Then the household size includes the following persons living in the same dwelling unit:\***

- |             |   |
|-------------|---|
| Adult       | <ul style="list-style-type: none"><li>• Client</li><li>• Client's spouse</li><li>• Client's minor-aged children</li><li>• Client's spouse's minor-aged children</li></ul> |
| Minor Child | <ul style="list-style-type: none"><li>• Client</li><li>• Client's parents (birth or adoptive)</li><li>• Client's minor-aged siblings</li></ul>                            |

\*Household size also includes a person listed above who is in out-of-home placements, if one of the persons listed above is contributing to the cost of care of that person in out-of-home placement.

### **HOUSEHOLD SIZE DOES NOT INCLUDE:**

- Persons who have no legal relationship to the client
- Unmarried partners
- Step-parents, unless the minor child is adopted