

MFIP Extension Services Training

Managers and Supervisors

June 2021

Agenda

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1. What is EXS

2. EXS Eligibility Criteria
3. Documentation Required
4. EXS Requests
5. EXS Process
6. Special Circumstances
7. Tools
8. DS Best Practice
9. Resources

What is Extension Services (EXS)

 EXS is a post 60-month service track within MFIP to serve families with complex needs

- Qualified participants can have their MFIP eligibility extended after 60 months of assistance if they meet the criteria for at least one extension category.
- EXS eligibility criteria is similar to FSS.
- Help families achieve the greatest degree of economic self-sufficiency and family well-being.

Working with EXS Families

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Qualified professional determine hours

- Average EXS time frame range (3-12months)
- Utilize professional network to establish resources
- Continuous Engagement and Support

Eligibility Criteria

**Illness Injury
Incapacity**

**Needed in the
Home**

**Special Medical
Criteria**

**Developmental
Disability**

Mental Illness

IQ Below 80

**Learning
Disability**

**Family Violence
Waiver**

Employed

Unemployable

EXS Eligibility Criteria

Hard to Employ

Unemployable, IQ<80, learning disability, mental retardation and mental illness.

Ill/Incap

Participant ill/incap for over 30 days, participant needed in the home to care for an ill/incap family member or family violence.

Ill/Incap – Special Medical

Participant found eligible for PCA Services, waived services or having a SPMI diagnosis. This category is also for participants who have a child who is diagnosed with a severe emotional disturbance (SED).

EXS Eligibility Criteria

Employed

Employed extensions are for single parent households employed 25+ hours/week or found eligible under employed/Reduced hours. Two parent households must be employed 55+ hours/week to meet extension criteria.

Other

This category is for extensions approved due to appeal.

This category is also used for extension denials due to no extension identified or if the client has not provided documentation to verify extension eligibility.

Supporting Documentation for EXS

1. Request for Medical Information Cover Letter

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a) Medical Opinion Form: Participant Medical

b) Opinion Form – Serious and Persistent Mental Illness (SPMI)

c) Medical Opinion Form – Family Member needing Care

d) Medical Opinion Form – Severe Emotional Disturbance (SED)

2. Authorization for Release of Employment Information

Other Types of Supporting Documentation

■ Domestic Violence Documentation

- IEP (SED Child)
- Doctor's Note
- Psychological Evaluations

Documentation must be completed by a qualified professional as defined by the Employment Service Manual - 17.45 Qualified Professionals.

EXS Requests

There are three different types of extension requests.

Application for participants who wish to transition from pre to post 60 MFIP

Redetermination

Extended participants applying for extension renewals

Post 60 Reapplication (P60R)

Occurs when an exited participant applies for MFIP after exhausting 60 MFIP months. ES must confirm EXS eligibility within 30 days for FAS to award MFIP benefits.

EXS Process

1. ES is responsible for informing participants about EXS and assisting participants in gathering required eligibility documentation needed to apply.

2. Provide documentation that will be used to determine EXS eligibility to participant (MOF, EVF, etc.). Allow 30 days for participant to receive and return documentation and another 30 days for ES/FAS processing.
3. Complete EXS Decision Form and attach completed supporting documentation, submit to Manager/Supervisor for review and approval.

EXS Process

4. Submit Status Update form to FAS to communicate approved or denied EXS request. If approved, include EXS category, start and end date. See FAS Coding Tips.

Note: Include all categories that qualify a participant for EXS. MAXIS follows a hierarchy to determine which EXS code will be used

Preferred: FAX : 651-266-3930

Option 2: fas.forms@co.ramsey.mn.us

WFS Only: Index Extension Decision form into Laserfiche. No Status Update required.

EXS Process

5. Store all documentations in WF1 EDS or Laserfiche.

6. If EXS Denied, hold for pending MFIP closure and close EXS Local Flag activity. Case note EXS decision. If EXS approved, continue to step 7.

7. Update WF1 Local Flag using MIS approved subtype. Include start and end date. Case note EXS decision.

8. Identify services, supports, education, training, and accommodations needed and enable meeting personal and family obligations.

EXS Process

9. Develop EP with participant, using supporting EXS

 **documentation** include activities and hours of

participation as appropriate. (reduce barriers, stabilize family and securing employment)

10. Monthly follow-up and case notes and assist families in accessing the identified services and supports when necessary.

Case note minimum necessary information:

Rarely include an actual diagnosis

Ex: "Medical condition present" or "medical condition restricts activities. See file"

EXS Process

10. Monitor progress, track participation hours

- Help the participant in any way that makes sense to document activities. Ex: Monthly Activity Log, Phone call, Email, Case note by counselor
- Monthly activity log is required - If participant is receiving Chemical dependency treatment, Mental health treatment, Rehabilitation services.

EXS Process

11. Review the EP (minimum every 6 months) and modify the plan as appropriate, or as often as needed. Case note.

12. Request new/updated documentation to support continued EXS two months before EXS end date. Case note.

(Process resumes at step 2)

11. Provide ongoing resources and support

Special Circumstances

2 Parent Families

EXS is individualized, only the parent who reaches 60 months applies for EXS. A parent who is pre 60 does not apply for EXS until month 59.

- The 60-month parent has the option of applying for EXS or to be removed from the MFIP grant.
- Direct participants who want to remove a parent from the MFIP grant to FAS.

Special Circumstances

Banked Months

Participants eligible for special medical criteria receive “banked months”: Each month a participant is eligible for Special Medical Criteria before reaching the 60-month limit is “banked”.

- MAXIS uses these banked months once a participant has reached 60 months.
- Only after the banked months are expended is the participant assessed for an extension.

Special Circumstances

Sanctions

- Participants sanctioned in the 60th MFIP month are not eligible for EXS.
- Participants sanctioned more than 2 months between months 48 and 60 are not eligible for employed extensions.
- All post 60 sanctions mirror the FSS Sanction process except for employed extensions (ESM 18.18.3 Employed).

Special Circumstances

Appealed EXS Decisions

- Vendor Agency/Counselor/Designated staff will be responsible for gathering supporting documentation required for appeals.
- EXS is approved under “other” category during the appeal process.

Next Steps

The WFS Extension Review Team (ERT) will continue processing Extension Decisions until September 1, 2021.

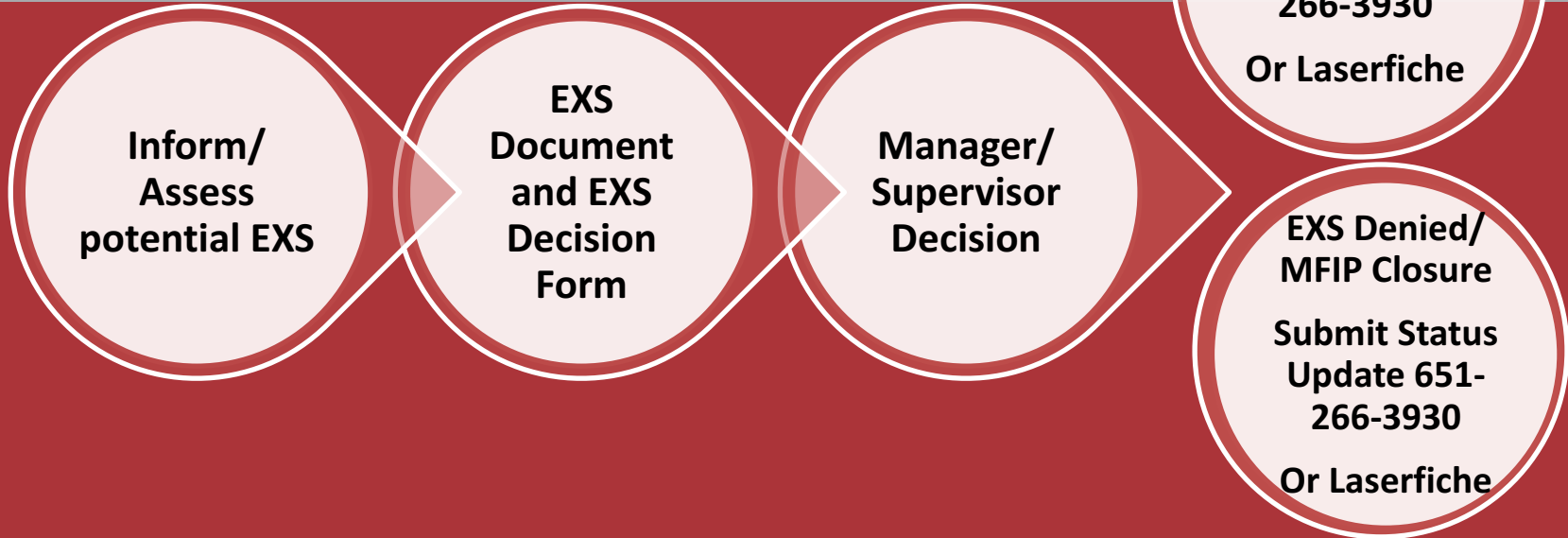
Starting September 1, 2021, agency Managers/Supervisors will be responsible for processing agency EXS decisions.

Each agency will be responsible for creating their own internal process to track and monitor extension decisions.

WFS will provide ongoing support through scheduled monthly consult. Additional consultation will be made available as needed.

If additional assistance is needed, please contact your agency planner.

EXS SUMMARY



TOOLS

1. DS Data Spreadsheet

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■ Initial Extension – Active Participants Tab

- Redetermination – Extension Review Tab
- Overdue Extensions – Extension Review Tab
- EMPS/EXS Mismatch – Employment Plan Tab

2. Reports in WF1

- Employment Plan report

Please direct DS questions to:
Alan Wanless (651) 266-6010
Breanne Hanscom (651) 266-9865

DS Best Practice

Monthly Reports to assist with EXS Process

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It is recommended that the following reports are distributed on or near the first of every month.

- Pre-Extension Report

Flag 48+ month cases to assist counselors in identifying pre EXS communication and document needs.

- Extension Due Report

Identifies cases that require EXS redetermination. This report highlights cases that have EXS end dates two months before redetermination is due. (July report will showcase redetermination's due in September).

- Extension Clean Up Report

Highlights cases with overdue extensions. These cases require review and follow-up action.

RESOURCES

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[EXS Categories and Plan Types](#)

- ❖ [Maxis Coding Hierarchy](#)
- ❖ [Qualified Professionals Definition](#)
- ❖ [EXS Process](#)
- ❖ [FAS Coding Tips for Employment Services](#)
- ❖ [WF1 Outgoing Status Update User Guide](#)
- ❖ [DHS MFIP Manual : Time Limits and Extensions](#)
- ❖ [RC Provider Webpage](#)
- ❖ [WF1 Valid Codes for Activity Sub Type](#)

THANK YOU!

Questions?

Contact Your Assigned Agency Planner