AMHI/CSP March 28, 2023 Statewide Meeting

Attendance: 89

NOTES:

- Reviewed meeting agenda

- Discussed the meeting being interactive – we encourage questions

- Team introductions
    - Pam Sanchez, Bre Bertozzi, and Chris Ederer

- Amanda Calmbacher – DHS updates
    - Appreciation for all AMHI staff
    - Reform
        - All levels participating
        - Starting workgroup
        - Looking for 1-2 reps per AMHI
        - Final formula implementation recommendation by January 2024
    - Q: Goal/intention of the new formula?
        - A: (Amanda and Pam) Reform intended to be collaborative to hear from AMHIs – took to legislature for approval – more money allocated to the project - what does adding this extra funding look like for us? - be able to include everyone in the conversation
    - Q: Has equity been defined yet?
        - A: (Pam) Equity determined through the funding formula variables – part of phase 1
    - Q: Past funding formula had some counties getting more money and some counties losing money – is it staying that way?
        - A: (Pam) Legislative statute states that no counties will have less money than they did in CY22 Sec. 245.4661 MN Statutes

- Housekeeping/Communication request
    - Request that AMHI's email the AMHI team email – allows for better customer service in case certain staff members are out
    - Email subject – Request that subject includes AMHI county/region/tribe, if region – list fiscal agent
    - Document naming convention – include AMHI county/region/tribe, fiscal agent if region, document name
        - Ex: BCOW Ottertail Co. AMHI 2023-34 Application

- MHIS Reporting and Staffing Updates
    - Positions are posted to fill the open spots
    - In the meantime - do the best you can to enter data in MHIS
        - Q: Where to get TA for MHIS?

            - A: (Pam) Send specific questions to AMHI team and we will forward inquiry along to MHIS supervisor – include as many details as possible – there is no MHIS helpdesk

- Peacetime Emergency Ending
    - Renewals for MA will start for July 2023 – MA renewal documents sent out in April 2023

- CSP Statute – There is an expectation that CSP providers are actively involved in getting people to those who can help maintain and gain benefits

- Discussed 2023 statewide meetings dates
    - Links on website

- MMB – AMHI Inventory and Impact Evaluation Project
    - Project hopes to answer:
        - What practices do we already have in place?
        - Is there high-quality evidence of impact?
    - Want to make sure evidence is used and shared with legislature and stakeholders
    - Next steps: Small workgroup to draft up timeline and plan
        - Meet with AMHI's to go through some of the questions that MMB has
        - Gather and analyze existing data/information
    - Was previously going to be a survey, but will now be a discussion with each county/region/tribe
    - Initial report will hopefully be released by the end of this calendar year
    - Poll: How familiar are you with evidence-based practices?
        - Most are familiar or somewhat familiar
    - Shared resource: https://mn.gov/mmb/results-first/inventory/
    - Shared resource: https://mn.gov/mmb/results-first/definitions-of-evidence/
    - Poll: Are you implementing an evidence-based practice in your current AMHI work?
        - Over half said yes, about 22% said they think they are
    - Cautions and caveats – evidence is just one source of information for decision making
    - Poll: Are you implementing a community-based best practice in your current AMHI work?
        - More than half said yes, 32% said they think so
    - Send questions/concerns/idea to resultsmanagement@state.mn.us

- AMHI and CSP Expense Reporting – FOD
    - New staff are being transitioned and trained in at the moment
    - Send questions to AMHI email box and AMHI team will work with FOD to get answers
        - Q: When is reporting due?
            - A: (Pam) Are you referring to 2895 or MHIS reporting?
            - Q: Not sure
            - A: (Pam) Will email her separately to discuss and clarify
        - Q: Our SW 18 consortium was short about $400,000 from our 21-22 grant reimbursement – will that be coming soon?
            - A: (Jacqueline) Yes, we hope to have payments out by Friday.

        - Q: Maintenance of Effort - Previously was not using 493 BRASS code – Julie Spurgeon said it should be used. Even if it puts us over our allocation, should we be reporting it?
            - A: (Summer) Going to double check with Julie Spurgeon and get back to Lavelle
            - A: (Pam) Planning to focus on and discuss MOE at June Statewide meeting
        - Q: On 2895, it was my understanding that we can only report what we budgeted – Do we report only what we put in our original budget?
            - A: (Summer) Will check with Julie Spurgeon and double back. Will coordinate with AMHI team so all final information and answers get sent out to the entire group
        - Q: Will those payments going out on Friday also address CSP which DVHHS is short on as well?
            - A: (Jacqueline) Yes, I show payment is due there as well
        - Q: CSP Maintenance of effort examples for each BRASS code?
            - A: (Pam) Best practice and information sharing can happen collectively at regional meetings and any questions can be sent to AMHI team email address
            - A: (Pam) BRASS codes involved in CSP MOE – 403, 418, 434, 437, 446
    - Shared email box: fod.bhd.dhs@state.mn.us
        - Encouraging questions be sent to the shared email

- AMHI HCBS-FMAP Updates
    - 13 contracts out for DocuSign
        - 5 contracts are fully executed
    - Waiting on approvals for the remaining contracts
    - Data reporting
        - Drafting a quarterly data reporting form to be distributed in April.
        - Reporting will begin following the end of 2nd quarter
        - Questions on the reporting form are to help DHS answer questions that we are asked by CMS
        - Quarterly reporting form will look similar to the Crisis quarterly report form
        - Q: When do you project that those FMAP contracts will be sent out by?
            - A: (Chris) As soon as it has been approved, we will send the DocuSign request immediately there after
            - A: (Pam) May want to check with signers because sometimes the link can get stuck somewhere. We can find out if it has been sent, when it was sent and to whom. Most have been sent out though.
        - Q: Has the report/information that needs to be submitted via EGMS been sent out yet?
            - A: (Pam) No, but there will be EGMS documents sent out after the meeting that will walk through the reporting process
        - Q: Do the funds allocated for SFY 2023 roll over to SFY 24?
            - A: (Pam) Meeting later this week to talk about that. More information to follow via documents we send out after the meeting
            - 3/31/2023 update – still no additional information, will keep everyone in the loop as we know more

        - Q: But it will all roll over though – right? That is what we were told before
            - A: (Pam) We have to wait for contracts to be executed before we can ask for funds to rollover – will confirm as soon as possible
        - Q: When will we get information about funds being rolled over?
            - A: (Pam) Later this week/early next week, after we meet and are able to confirm rollover funds
            - 3/31/2023 update – still waiting on additional information to be able to confirm if funds can rollover

- Questions:
    - Q: Is it anticipated that there will be an additional extension of mobile crisis FMAP?
        - A: (Christina) Not heard any updates about additional extensions
    - Q: When reporting is due, is that something that is auto generated so that we have that request/reminder?
        - A: (Pam) Historically Ashley did it, but she is no longer with us and her position has not been filled. We hope and plan to help facilitate the collaboration with the reporting team to ensure reminders get sent out. We can certainly send the reminders out in the meantime

- Notifications
    - Watch for website to be updated
    - Watch for email with PPT, meeting notes and presentation documents

- Attached supporting documents
    - Meeting minutes
    - AMHI PPT
    - MMB PPT
    - EGMS FMAP PPT
    - EGMS User Guide
    - 2895 supporting documents (2)
    - Quarterly Report Form

- Other Resources
    - MHIS Manual
    - AMHI Website

- Thank you to everyone for all of the work you do. If you have any further questions, please reach out via email to MN_DHS_amhi.dhs@state.mn.us

March 28, 2023 AMHI Statewide Meeting

Pam Sanchez, Chris Ederer and Bre Bertozzi | AMHI Consultants

DEPARTMENT OF
HUMAN SERVICES

Agenda

Time	Topic
1:00 – 1:20	Welcome/Introduction – New Staff, DHS Updates, Legislative Impacts to CSP, Upcoming Statewide Meeting Dates
1:20 – 1:45	AMHI Inventory and Impact Evaluation Project Overview - Minnesota Management and Budget (MMB)
1:45 – 2:15	AMHI/CSP Expense Reporting – Financial Operations Division
2:15 – 2:30	Time for questions
2:30 – 3:00	AMHI HCBS-FMAP Update

AMHI Team at DHS

Christian Ederer

AMHI Consultant

Pamela Sanchez

AMHI Consultant

Breanna Bertozzi

AMHI Consultant

DHS Updates

- DHS Updates
  - AMHI Reform
- Communication Request
  - Team email, email subject, document naming convention
    - Ex. Naming Convention: BCOW Ottertail Co. AMHI 2023-24 Application
- MHIS Reporting and Staffing Updates

AMHI Reform - Update

Phase 2-AMHI Formula Reform Implementation

- Communication to begin in June 2023
  - Identify workgroup members
    - Each AMHI to recommend 1-2 representatives per AMHI, including White Earth Nation
    - Open to: AMHI grant managers/Program staff, leadership, subcontracted providers (those impacted by the implementation plan)
- Engage workgroup July 2023
  - DHS contracted Actuary to facilitate options and implications of implementation
  - Determine plan, meeting cadence, outcomes and workgroup timeframe
- AMHI Reform final formula implementation recommendations for CY2025-26, January 2024

Peacetime Emergency Ending

- Renewal processes for Medical Assistance will restart in April 2023, beginning with enrollees who have a July renewal.
- Renewals for MinnesotaCare coverage will restart beginning in October 2023 for coverage effective Jan. 1, 2024.
- Medical Assistance enrollees will receive a pre-renewal notice in the mail about three months before the anniversary of their enrollment date. They will receive a renewal form in the mail one to two months before the renewal is due.
- Resources: [Overview / Minnesota Department of Human Services (mn.gov)] and [Timeline / Minnesota Department of Human Services (mn.gov)]

Legislative Impacts to CSP

- Sec. 245.4712 MN Statutes Subd. 3.**Benefits assistance.** The county board must offer to help adults with serious and persistent mental illness in applying for state and federal benefits, including Supplemental Security Income, medical assistance, Medicare, general assistance, and Minnesota supplemental aid. The help must be offered as part of the community support program available to adults with serious and persistent mental illness for whom the county is financially responsible and who may qualify for these benefits.
- With the end of the Peacetime Emergency, individuals will need to respond to MA enrollment and MA verification efforts from Counties.
- **What is the County/Region/Tribe plan for Community Support Program support of individuals in the maintenance of their benefits?**

2023 Statewide Meetings

- June 15, 2023   1:00 – 3:00pm
- September 14, 2023 1:00 – 3:00pm
- December 14, 2023 1:00 – 3:00pm

[Adult Mental Health Initiatives / Minnesota Department of Human Services (mn.gov)]

AMHI Inventory and Impact Evaluation Project

AMHI and CSP Expense Reporting

AMHI HCBS-FMAP Update

- Contract Updates
- Data Reporting – Quarterly
  - Starting end of 2^{nd} Quarter

Thank You!

Pam Sanchez, Bre Bertozzi and Chris Ederer

MN_DHS_amhi.dhs@state.mn.us






AMHI Inventory and Impact Evaluation Support Project

MANAGEMENT
AND BUDGET

Overview

- Introduction to Minnesota Management and Budget and Results Management
- 2022 AMHI Inventory and Impact Evaluation Language
- Impact Evaluations
- Evidence-based Practices
- Community-based Best Practices

Minnesota Management and Budget and Results Management

Goal: Create information that is understood, trusted, and used by policy-makers to produce better results for Minnesotans.

We work with state and local partners to answer:

- What services do we offer in a programmatic area?
- Is there evidence of effectiveness for these services?
- How can we use this information to inform decision-making?
- If there isn't evidence of effectiveness for a program, can it be evaluated?

2022 Statutory Changes for Inventory and Evaluation

- During the 2022 session the Legislature amended the Adult Mental Health Initiative (AMHI) law
- Included in these statutory changes is a requirement for Minnesota Management and Budget to create and maintain an inventory of services supported by this program and their evidence basis, if any.
- It also supports conducting impact evaluations for services supported by AMHI funding.

Next Steps

- Meet with AMHI Leaders, MACSSA, and DHS to learn about AMHI program and current activities
- Develop a small informal AMHI working group to provide rapid reactions and inputs on the planning and implementation
- Develop a Draft Plan and Timeline
- Gather and analyze existing data/information
- Meet with each AMHI
- Draft initial report
- Review draft initial report with AMHIs
- Release initial report (sometime this calendar year)

Current AMHI Practices and Services

Evidence-based Practices

Poll question

How familiar are you with evidence-based practices?

a. Not familiar at all
b. Slightly familiar
c. Somewhat familiar
d. Familiar
e. Very Familiar

Assumptions

1. Government-supported programs should work
2. There are resource constraints
3. We should use the best available information to inform decision-making
4. Rigorous local evaluations can help us understand what works
5. There is not enough time, money, or people to evaluate every existing program

Results of these assumptions:

- We cannot know 100% if a program will work, but we can use the best available rigorous research from within Minnesota and from elsewhere to help us understand if programs comparable to the proposal have been proven to impact outcomes of interest using rigorous evidence.

Definition

Evidence-based practices are activities/programs/services that, based on findings from experimental or quasi-experimental designs (i.e., an impact evaluation), have been demonstrated to favorably change an outcome of interest. An intervention is considered an “evidence-based practice” if it is:

- Rated as “proven effective” or “promising” on the Minnesota Inventory,
- Rated as evidence-based by another reputable clearinghouse, AND/OR
- Has high-quality research that meets standards of evidence for “proven effective” or “promising”

Example

Assertive Community Treatment

- ACT has been demonstrated – through rigorous impact evaluations – to cause reductions in homelessness and psychiatric hospitalizations.

Poll question

Are you implementing an evidence-based practice in your current AMHI work?

a. Yes – more than one
b. Yes – just one
c. I think so – not totally sure
d. No not yet but I have ideas
e. Not that I'm aware of

Ways to use evidence in decision-making

1. **To help identify programs that have been proven to achieve desired outcomes.**
   - What programs exist that have been demonstrated to achieve desired outcomes?
2. **To help decide if a proposal will achieve desired outcomes.**
   - How can we best meet our resident's needs? Does a proposed program have rigorous research demonstrating that it achieves desired outcomes?
3. **To help review existing programs.**
   - Is a current program achieving the outcomes we expect?

Cautions and Caveats

- Evidence is just one source of information for decision making
  - But we believe it is an important one.
- Evidence may not show findings for all sub-populations
  - Based on our review of over 1,300 papers establishing the evidence basis for 300+ EBPs occurring in Minnesota, the demographics of the people studied generally reflect the populations served in Minnesota.
- In order to see the expected outcomes of an EBP, it is important to implement it according to research/model
  - There are many resources that can help you do this.
- Practices that have not yet been documented to be evidence-based may nevertheless be effective and can become evidence-based after having an impact evaluation conducted.

Community-based Best Practices

Definition

Community-based best practices are activities/programs/services developed by or in close partnership with a community group and:

- Underwent a rigorous community-led assessment process, has demonstrated a positive effect on targeted groups. The learnings from the assessment can be in any sharable form (report, video, website, etc.),
- Were developed over time through practice and experience, are embedded in the culture and are accepted as effective by local communities, AND/OR
- Includes all core elements of an evidence-based program (described above) that make it evidence-based, except those that have been modified specifically to allow for a culturally-based implementation

Poll question

Are you implementing a community-based best practice in your current AMHI work?

a. Yes – more than one
b. Yes – just one
c. I think so – not totally sure
d. No not yet but I have ideas
e. Not that I’m aware of

Resources

- Using Evidence in Policymaking website: https://mn.gov/mmb/evidence/
  - Definitions of evidence
  - Resources for finding quality evidence
  - Trainings
- Results First website: https://mn.gov/mmb/results-first/
- Inventory of services: https://mn.gov/mmb/results-first/inventory/

Next Steps

- Meet with AMHI Leaders, MACSSA, and DHS to learn about AMHI program and current activities
- Develop a small informal AMHI working group to provide rapid reactions and inputs on the planning and implementation
- Develop a Draft Plan and Timeline
- Gather and analyze existing data/information
- Meet with each AMHI
- Draft initial report
- Review draft initial report with AMHIs
- Release initial report (sometime this calendar year)

Contact Information

Questions/concerns/ideas?

- Send an email to ResultsManagement@state.mn.us

DEPARTMENT OF HUMAN SERVICES

EGMS

Enterprise Grants Management System

Grantee Training

Erin Kintop| Financial Operations Division

Presenters and Panel Participants

DHS Financial Operations Division

- Jesse Lamberger, Grant Accountant

Questions during today's presentation?

Email: DHS.EGMShelp@state.mn.us

What is EGMS?

- Web-based system for managing financial aspects of a grant/contract
- Shared Access by both Grantees and DHS personnel
- Handles budgets, expenditure reports and payments
  - Ensures adherence to budget limits
  - Maintains records of all financial activity on a contract for review at any time
- With online submittal and approval of expenditure reports, the delays that are inherent in manually processing paper reports are eliminated – payments can be initiated same day
- EGMS & SWIFT (MN’s integrated financial system) provide the payment audit trail.

The best part: WE ALL USE THE SAME BOOKS!

EGMS Roles

- Grantee (Vendor Contact)
  - Accesses the system via an external web interface
  - Submits financial transactions (e.g. expenditure reports)
  - Has access to all invoice, payment, and budget information for their contract(s)
- Grant Manager (DHS – Program Staff)
  - Manages the relationship and performance of a Grantee regarding the applicable contract(s)
  - Approves Grantee-submitted expenditure reports and budget revision requests
- Grant Accountant (DHS – Financial Operations Division Staff)
  - Manages contract setup, payments, and reconciliations
  - Provides EGMS guidance and support to Grantee and Grant Manager

Key Components in Managing a Contract

- Budget
  - Custom line items per contract specifications.
  - Each line item has a maximum amount allowed and a permitted variance.
  - Always available to see what has been spent, what remains in a budget period.
- Budget Period
  - Duration and start/end dates are customizable.
  - All spending and payment displays are shown relative to a budget period.
- Reporting Period
  - Custom frequency per contract specifications (monthly, quarterly, etc.).
  - Due dates are specified per contract requirements (usually 15 days).
  - **Reporting Periods are not open for reporting until the period has ended.**

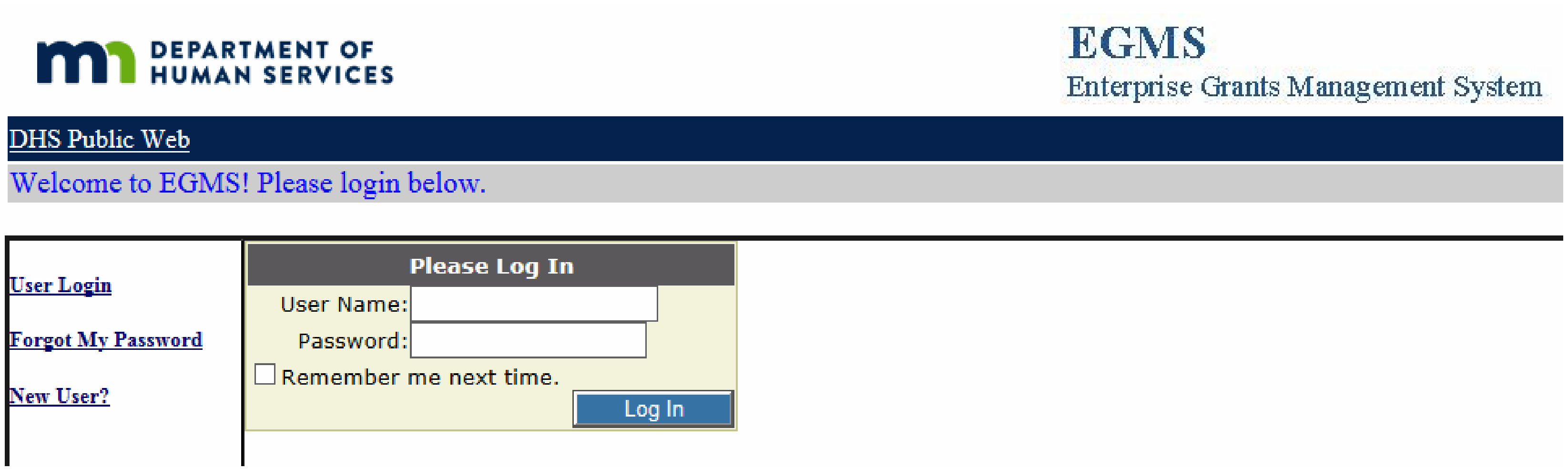
“Normal” flow in EGMS: Invoicing

1. Grantee submits an expenditure report online.
2. Grant Manager approves or rejects it per contract requirements.
3. Once approved, it goes to the Grant Accountant for payment.
   - EGMS calculates the payment amount based on the total expenditures reported to date and the total payments made to date.
   - Adjustments are made automatically if there is a Cash Advance involved or revisions to prior reports.
4. Grant Accountant reviews the payment calculation and submits the payment request.
5. EGMS updates the contract budget financial records with the invoice and payment details.

EGMS is accessed via the Internet.

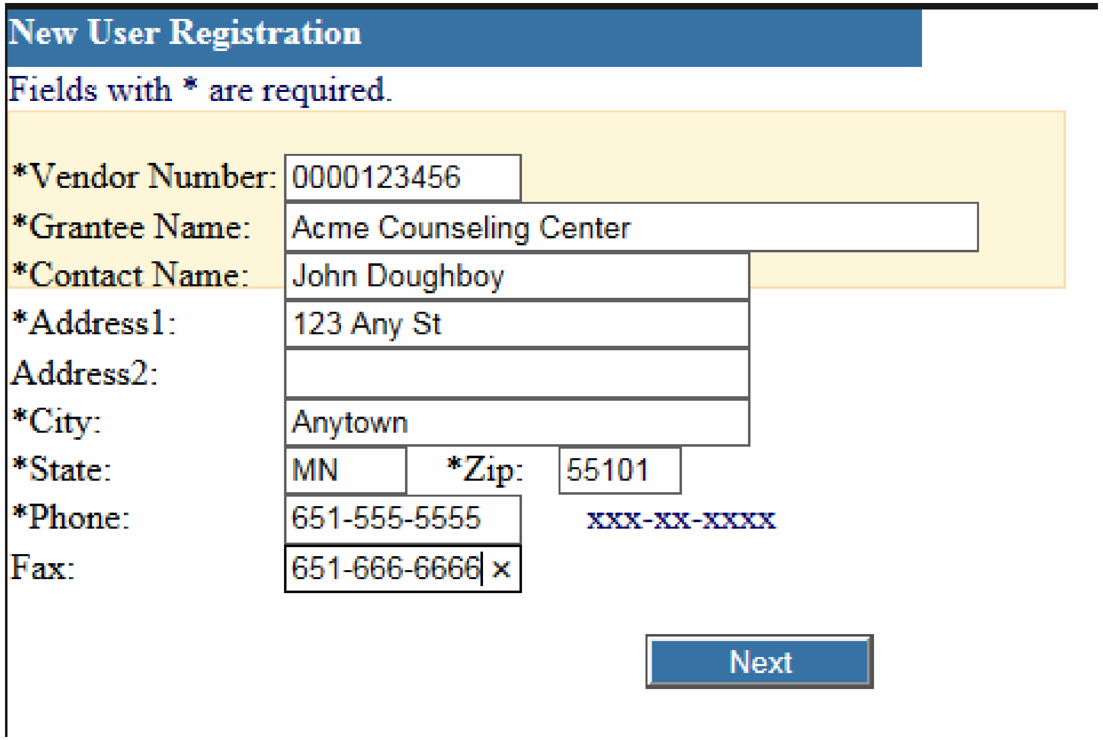
The login screen is found at:

http://egms.dhs.state.mn.us



Grantees need to self-register in EGMS via the New User? link on the login screen

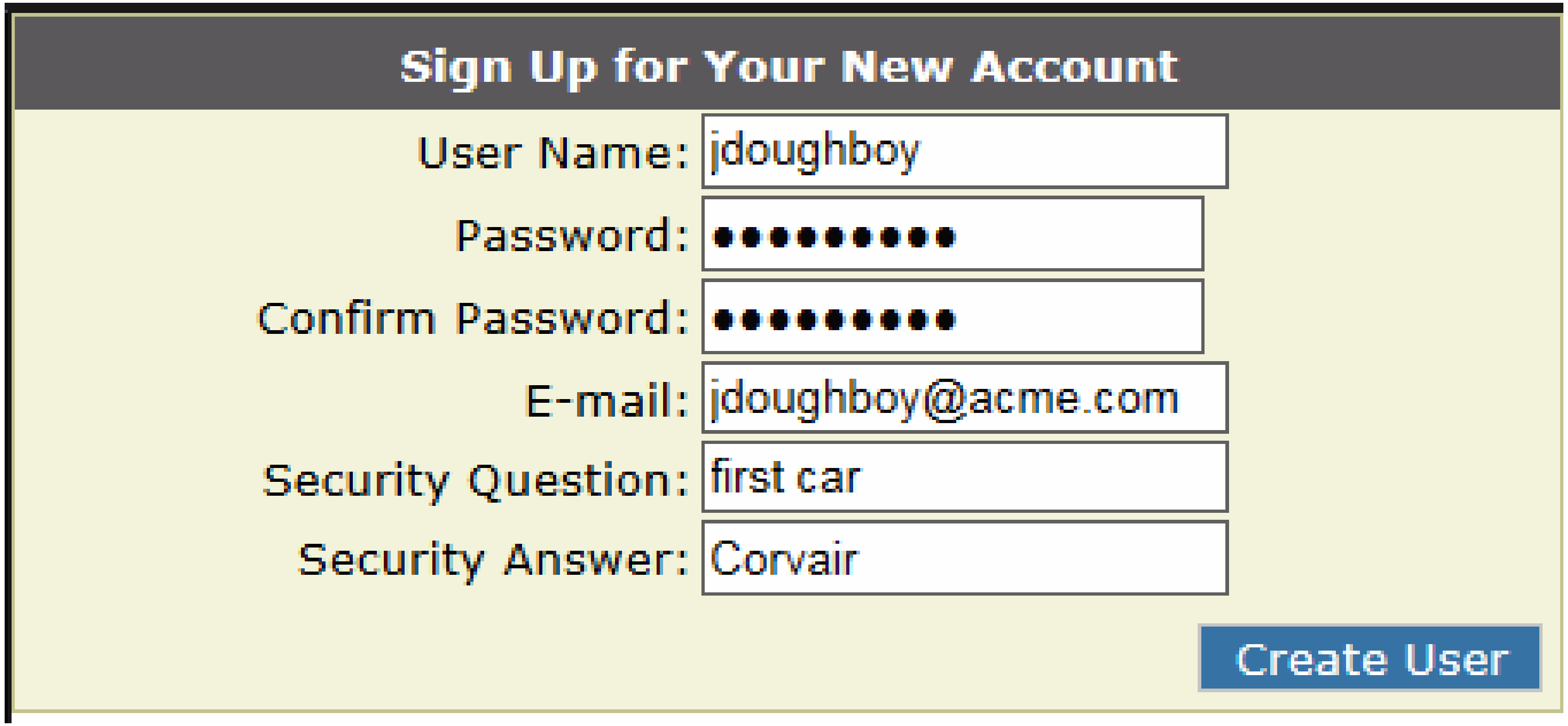
Information needed:



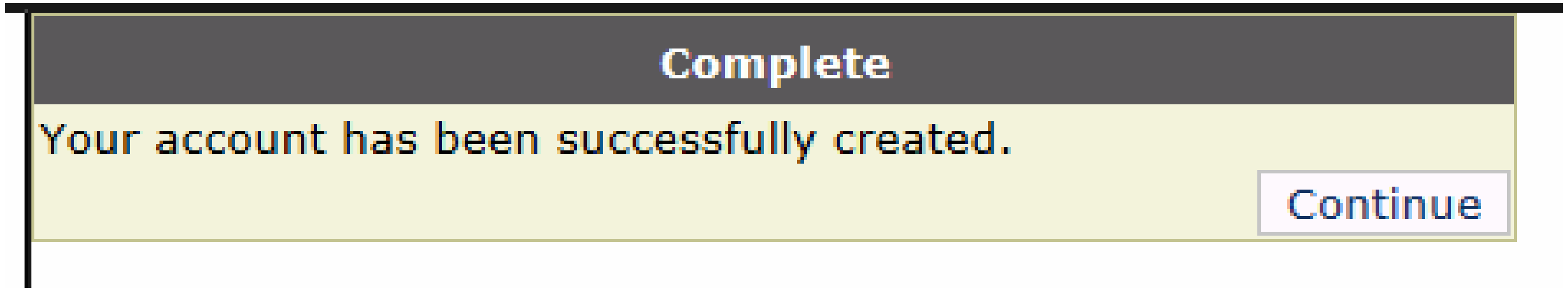
The 10-digit **Vendor Number is the key field – it must be correct**!

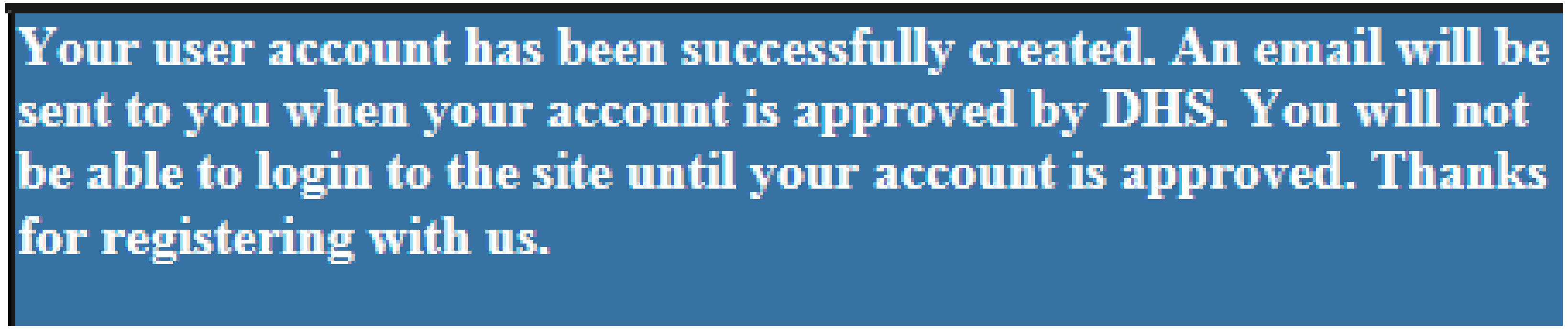
Contact your Grant Manager if you don't know your Vendor Number.

Pick a username and password:



“Create User” will submit the registration for approval by DHS





You will receive an email confirmation when your request is approved.

You will then be able to log in.

When you log in, EGMS displays your home page.

It provides a summary view of all Grant/Contracts you have access to.

Hello, Craig Vendor. Welcome to EGMS.

My Page | Change Password | My Profile | Change Security Question/Answ | Log Out

My Grants

		Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
View	Report Expenditure	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	$600.00	3/31/2015

This page also provides links for changing your password, email, phone, etc.

Click on the View link to see a contract's details.

Grant/Contract Detail

The Grant Contract Detail view shows the contract's defined Budget Periods and the contract assignments.

Click links to see:

- Budgets
- Expenditure Reports
- Payments

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

Grantee:	Sample Grant/Contract		
Contract Number:	000888	Vendor Number:	0000000888
Contract Start Date:	7/1/2013	Contract Amount:	$600.00
Contract End Date:	6/30/2016		
Grant Manager:	Faye Bernstein		
Grant Accountant:	Craig Beske		

Notes:

View Expenditure Report

On the Grant Contract Detail page, click on View Expenditure Report

Grant Contract Detail Back To MyPage

Choose which Budget Period you want to see the reports for.

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

The history of submittal dates, approvals, and any revisions are shown.

For Budget Period: 7/1/2013 - 6/30/2014

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval
Edit Report	10/1/2013	12/31/2013	1/7/2014	$0.00	Current Report	Pending	4/27/2015	John Lee	☑	☑
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Current Report	Approved	3/31/2015	Paul Lee	☑	☑

All reports for that budget period are shown.

Start Date	End Date		Purpose	GranteeExpenditures
10/1/2013	12/31/2013	292	Test	(see below)
7/1/2013	9/30/2013		Test	(see below)

GranteeExpenditures for 10/1/2013 – 12/31/2013:

Type	Current	Pending	Previous
Supplies	$10.00		
Other	$5.00		
Meeting	$5.00		
Total:	**$20.00**	**$0.00**	**$0.00**

GranteeExpenditures for 7/1/2013 – 9/30/2013:

Type	Current	Pending	Previous
Supplies	$20.00		
Other	$10.00		
Meeting	$15.00		
Total:	**$45.00**	**$0.00**	**$0.00**

View Budget

Click on View Budget to see a budget's details.

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

The initial budget setup and any revisions are logged and shown here

Budgets For Budget Period: 7/1/2013 - 6/30/2014

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Appr
Edit	Current Budget	Approved	3/31/2015	Paul Lee	✓	✓

Details of the selected budget

	Purpose	Budgets
292	Test	

	Type	Current	Pending	Previous
1103	Other	$50.00		
	Meeting	$50.00		
1102	Supplies	$100.00		
	Total:	$200.00	$0.00	$0.00

Click Edit to see expenditures-to-date for the budget period.

"Total Expenditures" is the total line item amounts invoiced in the budget period.

	Type	Budget Amount	Total Expenditures
1102	Supplies	$100.00	$30.00
	Other	$50.00	$15.00
1104	Meeting	$50.00	$20.00
	Total:	$200.00	$65.00

To submit an Expenditure Report, start at your home page ("My Page").

On "My Page," click on click on Report Expenditure

My Grants

		Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
View	Report Expenditure	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	$600.00	3/31/2015

Select the appropriate Budget Period.

Select a Budget Period

	GC Number	Start Date	End Date	Total Budget Amount
Select	000888	7/1/2013	6/30/2014	$200.00
Select	000888	7/1/2014	6/30/2015	$200.00
Select	000888	7/1/2015	6/30/2016	$200.00

Then Select the appropriate Reporting Period.

Note: A reporting period must have ended before it is available for reporting.

Select a Reporting Period

	Start Date	End Date	Report Due Date	Cash Advance	Expenditures
Report Expenditure	7/1/2013	9/30/2013	10/7/2013	$0.00	Purpose / Type / Report Amount / Status: Test / Supplies / $20.00 / Approved Test / Other / $10.00 / Approved Test / Meeting / $15.00 / Approved
Report Expenditure	10/1/2013	12/31/2013	1/7/2014	$0.00	Purpose / Type / Report Amount / Status: Test / Supplies / $10.00 / Pending Test / Other / $5.00 / Pending Test / Meeting / $5.00 / Pending
Report Expenditure	1/1/2014	3/31/2014	4/7/2014	$0.00	No expenditures reported for this reporting period.
Report Expenditure	4/1/2014	6/30/2014	7/7/2014	$0.00	No expenditures reported for this reporting period.

Enter the amount for each budget line:

Reporting Expenditures

Budget Period: 7/1/2013 - 6/30/2014

Purpose		Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reporting Period: 1/1/2014 - 3/31/2014	Shared Budget	Variance (%)	Reimbursement%
292 Test	1102	Supplies	$100.00	$30.00	$70.00		False	10	100
		Other	$50.00	$15.00	$35.00		False	10	100
	1104	Meeting	$50.00	$20.00	$30.00		False	10	100
		Total:	**$200.00**	**$65.00**	**$135.00**				

Submit Report | Check Total | Cancel

Note: The entry screen shows you the total budget amount, amount spent to-date, and amount available for each budget line.

Check your totals, then click "Submit Report" to send it to the Grant Manager for approval.

Here is the report just submitted:

View Budgets View Payments

For Budget Period: 7/1/2015 - 6/30/2016

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
Edit Report	7/1/2015	9/30/2015	10/7/2015	$0.00	Current Report	Pending	12/4/2017	John Doughboy	☑	☐	☐

Start Date	End Date		Purpose	GranteeExpenditures
7/1/2015	9/30/2015	292	Test	

Type	Current	Pending	Previous
Other	$0.00		
Meeting	$20.00		
Supplies	$30.00		
Total:	**$50.00**	**$0.00**	**$0.00**

It is awaiting approval by both the Grant Manager (GM) and the Grant Accountant (GA).

Process flow: Check status of a submitted Expenditure Report

From "My Page," click on View to bring up the Contract Detail view
From the Detail View, click View Expenditure Report for the appropriate Budget Period:

Choose the 7/1/2015 to 6/30/2016 period (FY16)

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

All Expenditure Reports that have been submitted for the selected Budget Period are shown.

For Budget Period: 7/1/2015 - 6/30/2016

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
Edit Report	7/1/2015	9/30/2015	10/7/2015	$0.00	Current Report	Pending	12/4/2017	John Doughboy	☑	☑	☐

Start Date	End Date		Purpose	GranteeExpenditures
7/1/2015	9/30/2015	292	Test	

Type	Current	Pending	Previous
Other	$0.00		
Meeting	$20.00		
Supplies	$30.00		
Total:	**$50.00**	**$0.00**	**$0.00**

The Grant Manager (GM) has approved the 7/1/2015-9/30/2015 report, and the report is waiting for the Grant Accountant (GA) to approve it and issue payment.

To check on whether a payment has been issued, click on View Payment to display all payments issued within the chosen Budget Period:

On the Grant Contract Detail page, click on View Payment.

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

The details for all payments made in the selected Budget Period are shown.

(Displayed payment is not from GCN 000888.)

View Budgets View Grantee Expenditures

Payments For Budget Period: 7/1/2017 - 6/30/2018

	Payment Amount	Payment Date	PO Number	PO Line	Fund	Allotment	FAIN	CFDA	Amount
			Accounting Detail						
View Detail	$2,009.28	8/10/2017	3000039108	1	4800	H5531166			$2,009.28

Process flow: Payment Detail

Click on View Detail to see how the payment amount was calculated and any notes on the payment.

View Budgets View Grantee Expenditures

Payments For Budget Period: 7/1/2017 - 6/30/2018

	Payment Amount	Payment Date	Accounting Detail						
			PO Number	PO Line	Fund	Allotment	FAIN	CFDA	Amount
View Detail	$2,009.28	8/10/2017	3000039108	1	4800	H5531166			$2,009.28

The payment amount was calculated by subtracting the total payments in this Budget Period ($0) from the total reported expenditures in this Budget Period ($2009.28)

Back To Payments

Settlement:

Total Reported Expenditures this Budget Period	$	2009.28
Total Payments Processed and Pending	-	0
Settlement of Payment to Expenditures	=	2009.28
Cash need for the current period (Cash Advance)	+	0
Total Calculated Payment	=	2009.28
User adjustment to Payment		0
Total Payment	$	2009.28

Payment Date: 8/10/2017

Approved? ☑ By: Craig Beske

Notes:

Payment approved by Craig Beske on 8/8/2017 8:19:46 AM.

The $2009.28 payment was approved and submitted for payment on 8/8/2017.

The Vendor Invoice Number default format is
grant# start-date end-date

This payment was issued for Grant/Contract 078899 for the reporting period starting 7/1 and ending 7/31/17:
078899 07012017 07312017

POLine Number	Fund	Allotment	Amount	Sent?	Send Date	Vendor Invoice Number
1	4800	H5531166	2009.2800	True	8/9/2017	078899 07012017 07312017

Process flow: View Budget

To view a Budget, bring up the Grant Contract Detail page

On Grant Contract Detail page, click on View Budget

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

The Budget Status and records of any revisions made to it (if any) for the selected Budget Period is shown.

Budgets For Budget Period: 7/1/2015 - 6/30/2016

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
Edit	Current Budget	Approved	3/31/2015	Paul Lee	☑	☑	☑

Click on Edit to see spending to-date in this Budget Period.

Type	Budget Amount	Total Expenditures
Supplies	$100.00	$30.00
Other	$50.00	$0.00
Meeting	$50.00	$20.00
Total:	**$200.00**	**$50.00**

EGMS allows revisions of processed Expenditure Reports.

The flow of a revision is the similar to the original report submittal:

- Grantee submits a revision
- Grant Manager approves the revision
- Grant Accountant handles the payment processing
  - EGMS always calculates the payment amount using the expenditures to-date and payments to-date, so the payment will be calculated as the revision amount only.
  - If the change is small (or negative), the Grant Accountant may delay issuing another payment (or invoice) until the next full expenditure report is processed.

DO NOT attempt to adjust subsequent Expenditure Reports to account for an outstanding overpayment. EGMS will adjust the next payment accordingly.

Process flow – Revising an Expenditure Report

To revise an Expenditure Report, click on “View Expenditures” from your home page.

Note that the 10/1 – 12/31 report is in “Pending” status.

Revise only “Current” and “Approved” reports
(e.g. 7/1 – 9/30 report)

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status
Edit Report	10/1/2013	12/31/2013	1/7/2014	$0.00	Current Report	Pending
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Current Report	Approved

Click on Edit Report - the detail of the selected report is shown.

Scroll down and click on Revise Report to enable the revision. Enter the revised amounts.

Back To Expenditure Reports

Purpose	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reported Expenditures	Revised Expenditure
Test	Supplies	$100.00	$130.00	($30.00)	$40.00	40
	Other	$50.00	$15.00	$35.00	$10.00	10
	Meeting	$50.00	$20.00	$30.00	$15.00	15
	Total:	$200.00	$165.00	$35.00	$65.00	

Click on Insert Notes to add a note explaining the reason for the revision.

Click on Save to submit the revision for approval.

ReportType: Revised Report Submitted Date: 12/4/2017
ReportStatus: Pending Submitted By: John Doughboy

Grantee Approval: Grant Manager Approval: Grant Accountant Approval: Secondary Approval

Notes: Insert Notes

Save Cancel

Grantees are able to submit Budget Revision requests in EGMS.

Budgets can be revised to shift unneeded monies to a budget line where it is needed.

The process is similar to revising an Expenditure Report:

- The Grantee requests the revision within EGMS.
- The Grant Manager reviews the requested revision and approves or rejects it.
- The revision then goes to the Grant Accountant for review and approval.
- Once approved, it immediately becomes the active budget.
- A note should be inserted in the revision to explain why the request is being made

There are **two rules** when revising a budget:

1. The total amount of the budget cannot be changed.
2. No line item can be reduced to less than the amount already reported.

Requesting a Budget Revision

Click on Edit of Current Budget (brings up expenditures to-date)

Budgets For Budget Period: 7/1/2013 - 6/30/2014

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Ap
Edit	Current Budget	Approved	3/31/2015	Paul Lee	✓	✓

This shows the budget and spending to-date amounts.

Back To Budgets

Purpose		Type	Budget Amount	Total Expenditures	Variance(%)	Rein
Test	1102	Supplies	$100.00	$30.00	10	
		Other	$50.00	$15.00	10	
	1104	Meeting	$50.00	$20.00	10	
		Total:	**$200.00**	**$65.00**		

BudgetType: Current Budget | Submitted Date: 3/31/2015

Budget Status: Approved | Submitted By: Paul Lee

Grantee Approval: ✓ Grant Manager Approval: ✓ Grant Accountant Approval: ✓ Secondary Approval ✓

Notes: Insert Note

```
* 4/1/2015 by Paul Lee: Testing to see if the site works.
* 4/1/2015: Updated by Paul Lee
```

Click on Revise Budget to open a column for revisions

Save | Revise Budget | Cancel

After clicking on ‘Revise Budget’, a column opens for entering the revised amounts

Enter revised amounts.

- Total budget amount must stay the same (e.g. $200).
- No line item can be reduced to less than the amount already reported (e.g. ‘Supplies’ can not be reduced to less than $30).

Back To Budgets

Purpose	Budget
Test	

	Type	Budget Amount	Revised Amount	Total Expenditures
1102	Supplies	$100.00	100	$30.00
	Other	$50.00	30	$0.00
1104	Meeting	$50.00	70	$20.00
	Total:	**$200.00**		**$50.00**

BudgetType: Revised Budget | Submitted Date: 12/4/2017

Budget Status: Pending | Submitted By: John Doughboy

Grantee Approval: ☑ Grant Manager Approval: ☐ Grant Accountant Approval: ☐ Secondary Approval ☑

Click on Insert Note to explain why the revision is needed.

Notes: Insert Note

* 12/4/2017 by John Doughboy: Added meetings per DHS request - need increase to that budget line - moving $20 from 'Other'

Click on Save to submit the revision request.

Save Cancel

Any Questions?

DEPARTMENT OF HUMAN SERVICES

Thank You!

Need Help?

Email the Help Desk : DHS.EGMShelp@state.mn.us

EGMS Administrator: Erin.A.Kintop@state.mn.us

Enterprise Grants Management System

EGMS - Grantee User Guide

Financial Operations Division

9/19/2018

For more information contact:

Minnesota Department of Human Services
Financial Operations Division
P.O. Box 123
St. Paul, MN 55101-0123

651-431-1234
dhs.egmshelp@state.mn.us

For accessible formats of this publication or assistance with additional equal access to human services, call 651-431-3725 or (800) 627-3529 or use your preferred relay service. (ADA1 [7-16])

TTY users can call through Minnesota Relay at (800) 627-3529.

For Speech-to-Speech, call (877) 627-3848.

For other information on disability rights and protections, contact the agency's ADA coordinator.

Printed with a minimum of 10 percent post-consumer material. Please recycle.

Table of Contents

I. Introduction

Welcome to the Enterprise Grants Management System (EGMS). EGMS is a web-based system developed by DHS to manage the financial aspects of vendor contracts. EGMS manages adherence to a defined budget, routes the expenditures reported through an approval process, and issues payments.

This guide is intended to help new grantees get started in EGMS. You will use this system to report your expenses.

Key Concepts

User Roles

Grantee (aka Vendor)

- Vendor representative who submits financial transactions (e.g. Expenditure Reports)
- Has access to all invoice, payment, and budget information for their contract(s)

Grant Manager

- DHS representative who manages the relationship and performance of a vendor regarding a particular contract
- Approves vendor-submitted Expenditure Reports and Budget Revision requests

Grant Accountant

- DHS Financial Operations Division representative responsible for managing contract setup, payments, and reconciliations
- Approves payment of vendor-submitted Expenditure Reports and makes approved Budget Revisions
- Provides technical EGMS guidance and support to Vendor and Grant Manager

Contract Components

Budget

- o Custom line items per contract specifications
- o Each line item has a maximum amount allowed and a permitted variance
- o Able to see budget period amounts spent and remaining

Budget Period

- o Customizable duration and start/end dates
- o Spending and payment displays are shown relative to a budget period

Reporting Period

- o Customizable frequency per contract specifications (monthly, quarterly, etc.)
- o Due dates specified per contract requirements (usually 15 days)
- o Reporting Periods open for reporting after the period has ended

Normal Workflow – From Invoice to Payment

1. Expenditure Report Submittal

- Grantee submits an expenditure report online using the defined budget lines
- EGMS ensures adherence to defined budget restrictions

2. Approval Process

- The submitted expenditure report automatically routes to the Grant Manager for approval.
- Grant Manager confirms contractual requirements (e.g. progress reports) have been met, verifies invoiced amounts are acceptable, and approves or rejects the submitted report.
    - If approved, the expenditure report routes to the Grant Accountant for payment.
    - If rejected, the Grantee will be notified by the Grant Manager and a new expenditure report must be submitted.

3. Payment

- EGMS calculates the payment amount based on the total expenditures reported to-date and the total payments made to-date within the associated Budget Period. Adjustments are automatically made if there is a Cash Advance involved or revisions have been applied to prior reports.
- The Grant Accountant reviews the payment calculation and submits the payment request.
- EGMS updates the contract budget financial records with the invoice and payment details.

II. Getting Started - Self Registering

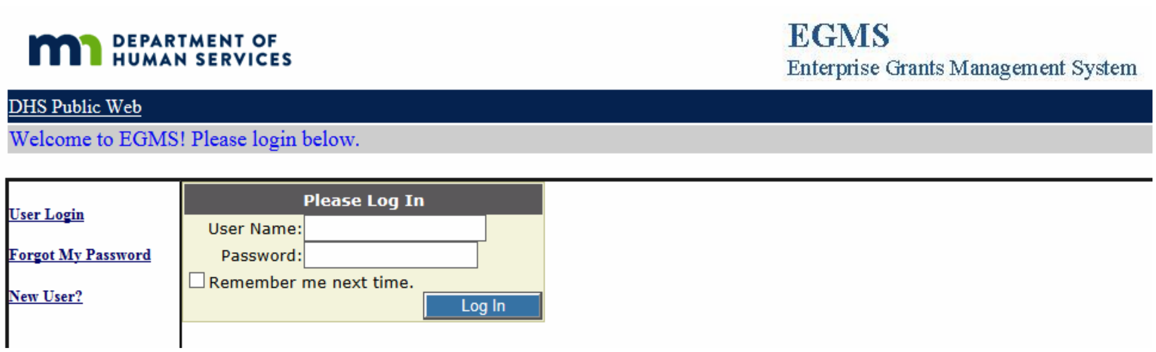
Website address

Grantees access EGMS through the internet. The website address for the EGMS login screen is:

http://egms.dhs.state.mn.us

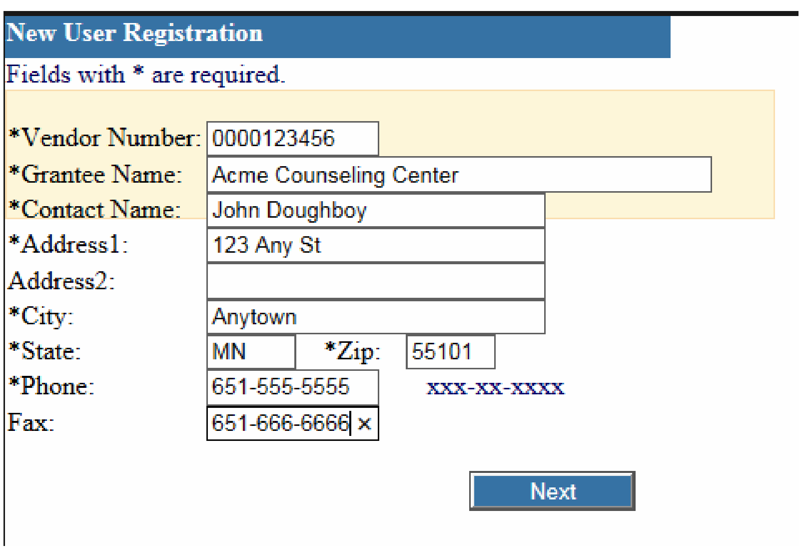
Self Registration

Grantee access is secured by a User Name/Password login. New users self-register through a series of screens accessed from the login screen.



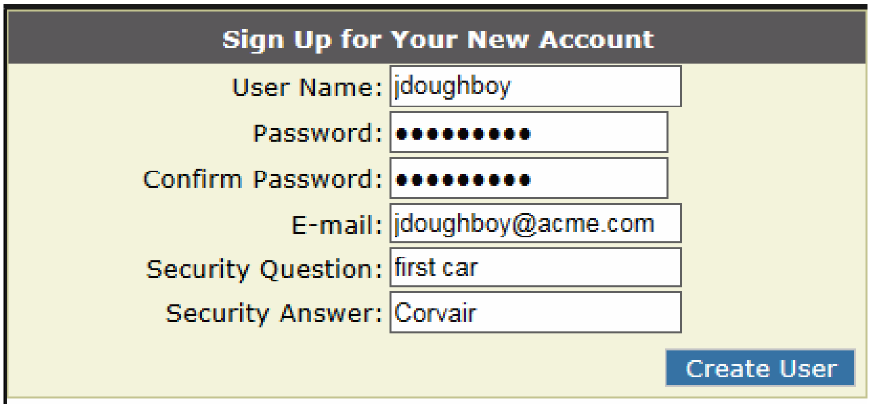
Click on the New User? link to begin the registration process.

Provide your profile information:

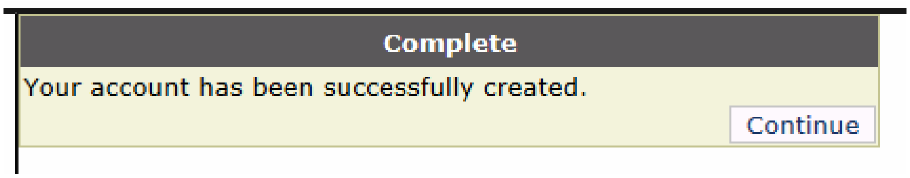


The **10-digit Vendor Number is the key field – it must be correct!** Include any leading zeroes when entering your vendor number**.** Contact your Grant Manager if you do not know your vendor number.

Create your User Name and Password. Passwords must be at least 6 characters and are case-sensitive.



Click on Create User to submit the registration for approval by DHS.



When approved, you will receive an email confirmation and will be able to log in to EGMS.

III. EGMS Contract Data

The State of Minnesota manages its finances in a system called SWIFT (Statewide Integrated Financial Tools). SWIFT knows contract start and end dates, monetary amounts, funding sources, and the vendor associated with the contract. SWIFT does not manage the detailed budget for a contract, nor does it allow for direct submittal of invoices for a contract. EGMS was created to handle these processes and initiate grant contract payments.

Home Page

When you log in, EGMS displays your home page. It provides a summary view of all grant contracts associated with the vendor number you provided at registration.

Hello, Craig Vendor. Welcome to EGMS.

My Page | Change Password | My Profile | Change Security Question/Answ | Log Out

My Grants

		Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
View	Report Expenditure	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	$600.00	3/31/2015

This vendor has only one contract in EGMS: Contract 000888 is a $600 contract starting on 7/1/2013 and ending on 6/30/2016. The home page also provides links for changing your password, email, phone, etc.

Grant Contract Detail Page

Click on the View link to see a contract's details. The Grant Contract Detail view shows the contract's defined Budget Periods and the contract role assignments.

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

Grantee:	Sample Grant/Contract		
Contract Number:	000888	Vendor Number:	0000000888
Contract Start Date:	7/1/2013	Contract Amount:	$600.00
Contract End Date:	6/30/2016		
Grant Manager:	Faye Bernstein		
Grant Accountant:	Craig Beske		

Notes:

Budgets and Budget Periods

This sample contract is set up with three distinct Budget Periods that line up with State Fiscal Years (SFYs):

- Budget Period 1: SFY14 – Starts on 7/1/13, Ends on 6/30/14, and has a spending limit of $200.
- Budget Period 2: SFY15 – Starts on 7/1/14, Ends on 6/30/15, and has a spending limit of $200.
- Budget Period 3: SFY16 – Starts on 7/1/15, Ends on 6/30/16, and has a spending limit of $200.

To see the detail of one of the Budget Periods, click on the View Budget link for that period.

Here is the SFY16 Budget Period detail:

Budgets For Budget Period: 7/1/2015 - 6/30/2016

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Appro
Edit	Current Budget	Approved	3/31/2015	Paul Lee	☑	☑	☑
Edit	Rejected Budget	Rejected	12/7/2017	John Doughboy	☑	☐	☐

This budget period was originally set up in EGMS on 3/31/15. Had there been any revisions to it, there would be additional lines showing the revision history. In December of 2017, John Doughboy submitted a revision, which was subsequently rejected.

Spending To-Date within a Budget Period

To check the current spending to-date against the budget period, click on the Current Budget's Edit link:

Type	Budget Amount	Total Expenditures	Variance(%)
Supplies	$100.00	$60.00	10
Other	$50.00	$0.00	10
Meeting	$50.00	$50.00	10
Total:	**$200.00**	**$110.00**	

This shows that $110 of the $200 budget has been spent on Supplies and Meeting.

Note the Variance of 10%. This means the associated line item can be overspent by up to 10% more than the line item's budgeted amount. This does not mean spending can exceed the overall budget. The total spending limit of $200 cannot be exceeded.

Expenditure Reports

Expenditure Reports (aka Invoices) are submitted in EGMS on a frequency specified in the contract. Once submitted by the Grantee, the expenditure report requires approval by the Grant Manager before the Grant Accountant issues payment.

To see the status and history of all expenditure reports submitted in a given Budget Period, click on View Expenditure Report for the applicable Budget Period on the Grant Contract Detail page:

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

The Expenditure Reports for the SFY16 Budget Period are shown below:

For Budget Period: 7/1/2015 - 6/30/2016

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
Edit Report	10/1/2015	12/31/2015	1/7/2016	$0.00	Current Report	Approved	12/7/2017	John Doughboy	☑	☑	☑
Edit Report	7/1/2015	9/30/2015	10/7/2015	$0.00	Current Report	Approved	12/7/2017	John Doughboy	☑	☑	☑
Edit Report	7/1/2015	9/30/2015	10/7/2015	$0.00	Previous Report	Approved	12/4/2017	John Doughboy	☑	☑	☑

<table>
<tr><th>Start Date</th><th>End Date</th><th></th><th>Purpose</th><th>GranteeExpenditures</th></tr>
<tr><td>10/1/2015</td><td>12/31/2015</td><td>292</td><td>Test</td><td>
<table>
<tr><th>Type</th><th>Current</th><th>Pending</th><th>Previous</th></tr>
<tr><td>Supplies</td><td>$30.00</td><td></td><td></td></tr>
<tr><td>Other</td><td>$0.00</td><td></td><td></td></tr>
<tr><td>Meeting</td><td>$20.00</td><td></td><td></td></tr>
<tr><td>Total:</td><td>$50.00</td><td>$0.00</td><td>$0.00</td></tr>
</table>
</td></tr>
<tr><td>7/1/2015</td><td>9/30/2015</td><td></td><td>Test</td><td>
<table>
<tr><th>Type</th><th>Current</th><th>Pending</th><th>Previous</th></tr>
<tr><td>Supplies</td><td>$30.00</td><td></td><td>$30.00</td></tr>
<tr><td>Other</td><td>$0.00</td><td></td><td>$0.00</td></tr>
<tr><td>Meeting</td><td>$30.00</td><td></td><td>$20.00</td></tr>
<tr><td>Total:</td><td>$60.00</td><td>$0.00</td><td>$50.00</td></tr>
</table>
</td></tr>
</table>

The resulting display shows a $50 report was submitted on 12/4/2017 for the 7/1/2015- 9/30/2015 reporting period by John Doughboy. On 12/7/2017, he revised the report to be $60. Also on 12/7/2017, Mr. Doughboy submitted a report for the 10/1/2015-12/31/2015 period. The grid above shows all the reports have been approved by the Grant Manager (GM) and the Grant Accountant (GA). Detailed amounts for each report are shown below the submittal grid.

Payments

When an Expenditure Report has been approved by the Grant Manager and the Grant Accountant, the Grant Accountant generates a payment request. When the request is generated, EGMS calculates the amount due by subtracting the total payments made in the associated Budget Period from the total expenditures submitted in the Budget Period.

- If a Cash advance has been specified in the contract setup, EGMS will adjust the payment for it.
- The payment calculation is made using the totals for the Budget Period (rather than just looking at the just-approved Expenditure Report), and EGMS takes into account any expenditure revisions that may have occurred since the last payment was issued.

When the Grant Accountant approves the payment, EGMS submits a payment transaction to the State's accounting system, SWIFT. Payment transactions typically are submitted in an overnight batch run, and the actual payment is issued within a day or two.

To view the history of payments issued for a particular Budget Period, click on View Payment for the Budget Period of interest on the Grant Contract Detail page. Here is a representative display of payments made on a different contract in the SFY18 Budget Period:

Payments For Budget Period: 7/1/2017 - 6/30/2018

	Payment Amount	Payment Date	Accounting Detail							
			PO Number	PO Line	Distrib Line	Fund	Allotment	FAIN	CFDA	Amount
View Detail	$160.00	8/5/2017	3000039150	1	1	4800	H5531166			$160.00
View Detail	$100.00	12/9/2017	3000056014	1	1	4800	H5531166			$100.00
View Detail	$140.00	1/5/2018	3000056014	1	1	4800	H5531166			$140.00
		Total								$400.00

Clicking on View Detail will show the payment calculation and any notes that may have been submitted by the Grant Accountant:

Settlement:

Total Reported Expenditures this Budget Period	$ 400
Total Payments Processed and Pending	- 260
Settlement of Payment to Expenditures	= 140
Cash need for the current period (Cash Advance)	+ 0
Total Calculated Payment	= 140
User adjustment to Payment	0
Total Payment	**$ 140**

Payment Date: 1/5/2018

Approved? ☑ By: Craig Beske

Notes: Insert Notes

Payment approved by Craig Beske on 1/3/2018 11:05:20 AM.

Save Cancel

PO Number	POLine Number	Distrib Line	Appr	Fund	Allotment	Amount	Sent?	Send Date	Voucher Nbr	Posted Date	Vendor Invoice Number
3000056014	1	1	H551019	4800	H5531166	$140.00	True	1/4/2018	02686247	1/4/2018	078984 12012017 12312017

The detail of a payment provides funding and status information.

- The first six fields show funding source information for the payment.
- The "Amount" field shows how much is being applied from the funding source.
- The "Sent?" field indicates whether the payment request has been sent from EGMS to SWIFT.
    - Payment requests are sent to SWIFT each evening, so SWIFT doesn't begin processing a payment request until the next day.
    - If there are no problems with the payment request, SWIFT issues the payment on the same day.
    - Payments issued via EFT show in your account the day after SWIFT issues the transfer.
- Once payment is issued, SWIFT tells EGMS the payment is complete and populates the remaining three fields: Voucher Number, Posted Date, and Vendor Invoice Number. If these fields are blank, the payment has not been issued in SWIFT.
- The Vendor Invoice Number field's default format is:
  Contract number_Report period start date *(MMDDYYYY)_Report period end date (MMDDYYYY)*

  For example, the Vendor Invoice Number in the screen shot above is 078984 12012017 12312017, which means the payment is for contract number 078984 and is reimbursement for the December 1, 2017 through December 31, 2017 reporting period.

IV. Expenditure Reporting

Expenditure Reports are submitted for the Reporting Periods defined within a Budget Period. Reporting Periods are normally set up to be on a quarterly basis. EGMS allows for them to be set up for any frequency defined in the contract.

An Expenditure Report can be submitted when the Reporting Period becomes available for reporting on the day after the Reporting Period ends. For example, a Reporting Period ending on 9/30 is not open for reporting until 10/1.

Submitting an Expenditure Report

Expenditure Reports can be submitted by clicking on Report Expenditure on the appropriate contract line on your home page ("My Page"):

My Grants

		Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
View	Report Expenditure	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	$600.00	3/31/2015

Choose the appropriate Budget Period by clicking on Select.

Select a Budget Period

	GC Number	Start Date	End Date	Total Budget Amount
Select	000888	7/1/2013	6/30/2014	$200.00
Select	000888	7/1/2014	6/30/2015	$200.00
Select	000888	7/1/2015	6/30/2016	$200.00

The system will display all the Reporting Periods within that Budget Period:

Select a Reporting Period

	Start Date	End Date	Report Due Date	Cash Advance	Expenditures			
					Purpose	Type	Report Amount	Status
Report Expenditure	7/1/2015	9/30/2015	10/7/2015	$0.00	Test	Supplies	$30.00	Approved
					Test	Other	$0.00	Approved
					Test	Meeting	$30.00	Approved
Report Expenditure	10/1/2015	12/31/2015	1/7/2016	$0.00	Test	Supplies	$30.00	Approved
					Test	Other	$0.00	Approved
					Test	Meeting	$20.00	Approved
Report Expenditure	1/1/2016	3/31/2016	4/7/2016	$0.00	No expenditures reported for this reporting period.			
Report Expenditure	4/1/2016	6/30/2016	7/7/2016	$0.00	No expenditures reported for this reporting period.			

This display shows two reports have been submitted previously and approved.

The underlined Report Expenditure links shows that the last two quarterly reporting periods are open for submittal.

Clicking on Report Expenditure for the 1/1/2016 – 3/31/2016 period opens a display for reporting. The page shows the budget, how much has been reported for the budget period to-date, and how much remains for each budget line:

Reporting Expenditures

Budget Period: 7/1/2015 - 6/30/2016

Purpose	Expenditures								
292 Test		Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reporting Period: 1/1/2016 - 3/31/2016	Shared Budget	Variance (%)	Reimbursement%
	1102	Supplies	$100.00	$60.00	$40.00	20	False	10	100
		Other	$50.00	$0.00	$50.00	30	False	10	100
	1104	Meeting	$50.00	$50.00	$0.00		False	10	100
		Total:	$200.00	$110.00	$90.00				

Submit Report | Check Total | Cancel

Fill in the blanks, check the total, and click on the Submit Report box to send it to the Grant Manager for approval. The submitted report will now appear on the Reporting Period display in "Pending" status:

Select a Reporting Period

	Start Date	End Date	Report Due Date	Cash Advance	Expenditures			
					Purpose	Type	Report Amount	Status
Report Expenditure	7/1/2015	9/30/2015	10/7/2015	$0.00	Test	Supplies	$30.00	Approved
					Test	Other	$0.00	Approved
					Test	Meeting	$30.00	Approved
					Purpose	Type	Report Amount	Status
Report Expenditure	10/1/2015	12/31/2015	1/7/2016	$0.00	Test	Supplies	$30.00	Approved
					Test	Other	$0.00	Approved
					Test	Meeting	$20.00	Approved
					Purpose	Type	Report Amount	Status
Report Expenditure	1/1/2016	3/31/2016	4/7/2016	$0.00	Test	Supplies	$20.00	Pending
					Test	Other	$30.00	Pending
					Test	Meeting	$0.00	Pending
Report Expenditure	4/1/2016	6/30/2016	7/7/2016	$0.00	No expenditures reported for this reporting period.			

Note: The 4/1/2016-6/30/2016 period remains open for reporting. If Report Expenditure was selected for the 4/1/2016-6/30/2016 period, the budget line totals would include amounts previously approved and amounts currently in pending status.

Check the status of a submitted Expenditure Report

From your home page, View the contract of interest:

Hello, John Doughboy. Welcome to EGMS.

My Page | Change Password | My Profile | Change Security Question/Answ | Log Out

My Grants

		Number	Vendor Number	Title	Begin Date	End Date	Amount	Budget Setup Date
View	Report Expenditure	000888	0000000888	Sample Grant/Contract	7/1/2013	6/30/2016	$600.00	3/31/2015

Then click on View Expenditure Report for the Budget Period of interest:

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

Expenditure Reports for the chosen Reporting Period will be displayed:

For Budget Period: 7/1/2015 - 6/30/2016

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
Edit Report	1/1/2016	3/31/2016	4/7/2016	$0.00	Current Report	Pending	1/10/2018	John Doughboy	☑	☐	☐
Edit Report	10/1/2015	12/31/2015	1/7/2016	$0.00	Current Report	Approved	12/7/2017	John Doughboy	☑	☑	☑
Edit Report	7/1/2015	9/30/2015	10/7/2015	$0.00	Current Report	Approved	12/7/2017	John Doughboy	☑	☑	☑
Edit Report	7/1/2015	9/30/2015	10/7/2015	$0.00	Previous Report	Approved	12/4/2017	John Doughboy	☑	☑	☑

Start Date	End Date		Purpose	GranteeExpenditures			
				Type	Current	Pending	Previous
1/1/2016	3/31/2016		Test	Supplies	$20.00		
				Other	$30.00		
				Meeting	$0.00		
				Total:	$50.00	$0.00	$0.00
10/1/2015	12/31/2015		Test	Type	Current	Pending	Previous
				Supplies	$30.00		

The recently submitted report appears on the display. The approval area of the grid shows the 1/1/2016-3/31/2016 period is awaiting approval by the Grant Manager (GM) and the Grant Accountant (GA).

If you click on the Edit Report link, EGMS will show the detail of the report, including the submittal history and any notes that were inserted in the Expenditure Report.

Revise an Expenditure Report

Current, approved Expenditure Reports can be revised.

To revise an Expenditure Report, click on View Expenditure Report from the Grant Contract Detail page.

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

EGMS shows all of the Expenditure Reports submitted for the chosen Budget Period:

For Budget Period: 7/1/2013 - 6/30/2014

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
Edit Report	1/1/2014	3/31/2014	4/7/2014	$0.00	Current Report	Approved	10/5/2017	Craig Vendor	☑	☑	☑
Edit Report	10/1/2013	12/31/2013	1/7/2014	$0.00	Current Report	Approved	4/27/2015	John Lee	☑	☑	☑
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Current Report	Approved	10/5/2017	Craig Vendor	☑	☑	☑
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Previous Report	Approved	3/31/2015	Paul Lee	☑	☑	☑

Start Date	End Date	Purpose	GranteeExpenditures: Type	Current	Pending	Previous
1/1/2014	3/31/2014	Test	Supplies	$80.00		
			Other	$0.00		
			Meeting	$0.00		
			Total:	$80.00	$0.00	$0.00
10/1/2013	12/31/2013	Test	Supplies	$10.00		

Example: Let's revise the $80 report that has been submitted and approved for the 1/1/2014-3/31/2014 reporting period. First, click on the Edit Report link. EGMS will display the detail for that report:

Back To Expenditure Reports

Purpose: Test

Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reported Expenditures	Shared?	Variance (%)	Reimbursement%
Supplies	$100.00	$130.00	($30.00)	$80.00	☐	30	100
Other	$50.00	$15.00	$35.00	$0.00	☐	10	100
Meeting	$50.00	$20.00	$30.00	$0.00	☐	10	100
Total:	$200.00	$165.00	$35.00	$80.00			

ReportType: Current Report Submitted Date: 10/5/2017
ReportStatus: Approved Submitted By: Craig Vendor

Grantee Approval: ☑ Grant Manager Approval: ☑ Grant Accountant Approval: ☑ Secondary Approval ☑

Notes: Insert Notes

```
10/6/2017: Approved by Craig Beske
10/6/2017: Approved by Faye Bernstein
10/5/2017: Report submitted by Craig Vendor.
```

Save | Revise Report | Cancel

Note the following details on this Expenditure Report:

- The history of this report shows in the box in the lower section of the display. All actions for the report are tracked. If a note had been inserted, it would be displayed in this box.
- There were $80 of supplies on the report, which resulted in an over-budget amount of $30. EGMS allowed the over-budget amount to be submitted because the allowable overspend (variance) is set at 30%. A 30% variance on a budget line permits that line to be overspent by 30%. In this case, that

calculates to $130. Important: A variance can be allowed on a specific budget line, but the total amount reported cannot exceed the total amount of the budget ($200 in this example).

To revise the report, scroll down and click on the Revise Report button. A new Revised Expenditures column will open for data entry:

	Expenditures					
	Expenditure Type	Budget Amount	Total Expenditures BPTD	Available	Reported Expenditures	Revised Expenditures
1102	Supplies	$100.00	$130.00	($30.00)	$80.00	80
	Other	$50.00	$15.00	$35.00	$0.00	0
1104	Meeting	$50.00	$20.00	$30.00	$0.00	0
	Total:	$200.00	$165.00	$35.00	$80.00	

Let’s revise the report by adding $15 in Meeting expenses to the report:

ailable	Reported Expenditures	Revised Expenditures
($30.00)	$80.00	80
$35.00	$0.00	0
$30.00	$0.00	15
$35.00	$80.00	

Click on Insert Notes to explain the revision to the Grant Manager:

Notes: Insert Notes

* 1/11/2018 by John Doughboy: Forgot that Coffee & Rolls were provided at the 3/15/14 meeting

Save Cancel

Click on Save to submit the revision.

WARNING: EGMS will return to the Status Grid when the revision is saved. However, the revised report will not show until the data is refreshed. Here is the grid immediately following the submittal of the revision:

View Budgets View Payments

For Budget Period: 7/1/2013 - 6/30/2014

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval	SA
Edit Report	1/1/2014	3/31/2014	4/7/2014	$0.00	Current Report	Approved	10/5/2017	Craig Vendor	☑	☑	☑	☑
Edit Report	10/1/2013	12/31/2013	1/7/2014	$0.00	Current Report	Approved	4/27/2015	John Lee	☑	☑	☑	☑
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Current Report	Approved	10/5/2017	Craig Vendor	☑	☑	☑	☑
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Previous Report	Approved	3/31/2015	Paul Lee	☑	☑	☑	☑

Start Date	End Date	Purpose	GranteeExpenditures			
			Type	Current	Pending	Previous
1/1/2014	3/31/2014	Test	Supplies	$80.00		
			Other	$0.00		
			Meeting	$0.00		
			Total:	$80.00	$0.00	$0.00
10/1/2013	12/31/2013	Test	Type	Current	Pending	Previous

To refresh the data display, you need to return to the Grant Contract Detail page (go to "My Page" then click on View to get the detail page).

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

Next, click on the View Expenditure Report for the appropriate Budget Period:

View Budgets View Payments

For Budget Period: 7/1/2013 - 6/30/2014

	Start Date	End Date	Due Date	Cash Advance	Report Type	Report Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval	SA
Edit Report	1/1/2014	3/31/2014	4/7/2014	$0.00	Current Report	Approved	10/5/2017	Craig Vendor	☑	☑	☑	☑
Edit Report	1/1/2014	3/31/2014	4/7/2014	$0.00	Revised Report	Pending	1/11/2018	John Doughboy	☑	☐	☐	☑
Edit Report	10/1/2013	12/31/2013	1/7/2014	$0.00	Current Report	Approved	4/27/2015	John Lee	☑	☑	☑	☑
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Current Report	Approved	10/5/2017	Craig Vendor	☑	☑	☑	☑
Edit Report	7/1/2013	9/30/2013	10/7/2013	$0.00	Previous Report	Approved	3/31/2015	Paul Lee	☑	☑	☑	☑

Start Date	End Date	Purpose	GranteeExpenditures			
			Type	Current	Pending	Previous
1/1/2014	3/31/2014	Test	Supplies	$80.00	$80.00	
			Other	$0.00	$0.00	
			Meeting	$0.00	$15.00	
			Total:	$80.00	$95.00	$0.00
10/1/2013	12/31/2013	Test	Type	Current	Pending	Previous

The revision now shows in the grid, and the detail shows the revised amounts as "Pending." When the revision is approved by the Grant Manager and the Grant Accountant, the revised amounts will display in the "Current" column, and the previous amounts will show in the "Previous" column.

V. Budget Management

The Budget is the key component in insuring spending stays within the constraints of the contract. EGMS confirms adherence to the budget whenever a user submits an Expenditure Report. If the Expenditure Report being submitted will result in budget line item spending to exceed the permitted maximum, EGMS will return an error message and disallow the submittal. The user must either revise the amounts being submitted or get the budget limits revised.

A Budget Revision can be initiated by the Grantee (Vendor), the Grant Manager, or the Grant Accountant. Before becoming the active budget, a Budget Revision must be approved by the Grant Manager and the Grant Accountant. Once approved, it immediately becomes the active budget. Any expenditure reports submitted subsequent to the approvals will then be checked for adherence to the newly revised budget.

Users can check the current spending against a budget (see Spending to-date within a Budget Period). The display will show the current budget limits, not those in a pending revision.

Request a Budget Revision

Grantee-submitted Budget Revision requests must be approved by both the Grant Manager and the Grant Accountant, and Grantees must convey the reason for the revision to the Grant Manager by email, direct contact, or by inserting a note of justification when submitting the revision request.

To submit a Budget Revision, start at the Grant Contract Detail page:

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

Click on View Budget for the Budget Period you wish to revise:

Budgets For Budget Period: 7/1/2015 - 6/30/2016

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM A
Edit	Current Budget	Approved	3/31/2015	Paul Lee	☑	
Edit	Rejected Budget	Rejected	12/7/2017	John Doughboy	☑	

	Purpose	Budgets			
		Type	**Current**	**Pending**	**Previous**
292	Test	Other	$50.00		
		Meeting	$50.00		
		Supplies	$100.00		
		Total:	**$200.00**	**$0.00**	**$0.00**

Click on the Edit link of the Current Budget to see the current spending to-date:

Back To Budgets

Purpose		Budget			
		Type	**Budget Amount**	**Total Expenditures**	**Variance(%)**
Test	1102	Supplies	$100.00	$80.00	10
		Other	$50.00	$30.00	10
	1104	Meeting	$50.00	$50.00	10
		Total:	**$200.00**	**$160.00**	

BudgetType: Current Budget | Submitted Date: 3/31/2015

Budget Status: Approved | Submitted By: Paul Lee

Grantee Approval: ☑ Grant Manager Approval: ☑ Grant Accountant Approval: ☑ Secondary Approval ☑

Notes: Insert Note

Save | Revise Budget | Cancel

To initiate a revision, click on the Revise Budget button. That will open a column for entry of the new amounts:

Type	Budget Amount	Revised Amount	Total Expenditures
Supplies	$100.00	100	$80.00
Other	$50.00	50	$30.00
Meeting	$50.00	50	$50.00
Total:	**$200.00**		**$160.00**

There are two rules when submitting a Budget Revision:

1. A Revised Amount cannot be less that the Total Expenditures already reported on that line item.
2. The total amount of the revised budget must be the same as the total amount of the pre-revised budget.

Provide a justification to the Grant Manager by inserting a note:

Notes: Insert Note

```
* 1/12/2018 by John Doughboy: reduce budget on 'other' and move it
to 'meeting' as the cost of donuts has significantly increased
```

Revise the amounts as desired, and click on the Save button:

Back To Budgets

Purpose	Budget
Test	

	Type	Budget Amount	Revised Amount	Total Expenditures
1102	Supplies	$100.00	100	$80.00
	Other	$50.00	30	$30.00
1104	Meeting	$50.00	70	$50.00
	Total:	**$200.00**		**$160.00**

BudgetType: Revised Budget | Submitted Date: 1/12/2018

Budget Status: Pending | Submitted By: John Doughboy

Grantee Approval: ☑ Grant Manager Approval: ☐ Grant Accountant Approval: ☐ Secondary Approval ☑

Notes: Insert Note

```
* 1/12/2018 by John Doughboy: reduce budget on 'other' and move it
to 'meeting' as the cost of donuts has significantly increased
```

Save | Cancel

The Budget Revision request will then be routed to the Grant Manager for approval, and then to the Grant Accountant. Once both approvals are done, the revised budget becomes the active budget.

To check the status of the revision, return to the Grant Contract Detail page:

Grant Contract Detail Back To MyPage

Budget Periods

			ID	GC Number	Start Date	End Date	Budget Amount
View Budget	View Expenditure Report	View Payment	4360	000888	7/1/2013	6/30/2014	$200.00
View Budget	View Expenditure Report	View Payment	4361	000888	7/1/2014	6/30/2015	$200.00
View Budget	View Expenditure Report	View Payment	4362	000888	7/1/2015	6/30/2016	$200.00

Then click on View Budget:

View Grantee Expenditures View Payments

Budgets For Budget Period: 7/1/2015 - 6/30/2016

	Budget Type	Budget Status	Submitted Date	Submitted By	Grantee Approval	GM Approval	GA Approval
Edit	Current Budget	Approved	3/31/2015	Paul Lee	☑	☑	☑
Edit	Revised Budget	Pending	1/12/2018	John Doughboy	☑	☐	☐
Edit	Rejected Budget	Rejected	12/7/2017	John Doughboy	☑	☐	☐

	Purpose	Budgets
292	Test	

	Type	Current	Pending	Previous
1103	Other	$50.00	$30.00	
	Meeting	$50.00	$70.00	
1102	Supplies	$100.00	$100.00	
	Total:	**$200.00**	**$200.00**	**$0.00**

The resulting display shows that:

- The Budget Revision request is still pending.
- It has not been approved by either the Grant Manager (GM) or Grant Accountant (GA).
- The line amounts requested are shown in the "Pending" column in the detail budget display.

Once fully approved, the pending Revised Budget will become the Current Budget.

VI. EGMS Help Desk

Most operational questions can be resolved by contacting your Grant Manager. If he/she is unavailable or unable to help, please send an email to the EGMS Help desk at:

dhs.egmshelp@state.mn.us

In addition to your question, please include your name, phone number and the **contract number** the question relates to. If relevant, a screen shot would be helpful, too.

INSTRUCTIONS FOR COMPLETING THE BRASS-BASED GRANT FISCAL REPORT (DHS-2895)

General Information

The BRASS-Based Grant Fiscal Report (DHS-2895) is a county specific web-based form (report) which is e-mailed to each agency's fiscal contact on the 1st of the month following the end of each quarter. January-March reports will be available on April 1st, April – June reports will be available on July 1st, July – September reports will be available on October 1st and October – December reports will be available on January 1st.

Accessing the DHS-2895

To access the DHS-2895 the agency fiscal contact clicks the link contained in DHS's quarterly e-mail or by opening the saved link in your internet favorites.

Moving around the DHS-2895

After each field is completed on the DHS-2895, the Tab or Enter key may be used to move the cursor to the next line. Holding the Shift key down and using the Tab key will move the cursor to the previous line. The cursor can also be moved from line to line by using the computer mouse or clicking on in the desired field.

General Instructions

1. Open the DHS-2895 and verify county number and name. The Grant Award drop down box must be clicked on to choose one of the ## mental health grants. The quarter to be completed is selected by using the drop down arrow to the right of the Quarter End Date box.

2. Report all financial activity on a **CASH BASIS**. Expenditures must have been actually disbursed during the quarter, not accruals owed.

3. Round all amounts to the **NEAREST DOLLAR**.

4. Enter complete contact information as requested on the form. Electronic submission to DHS requires the name of both the preparer and human services director or other authorized agency official. An original signed copy must be retained by the agency for a minimum of three (3) years. Because agency retention periods vary, it is recommended that each agency's policy is reviewed for compliance dates.

5. Once the form is complete, click on the Submit button. After the forms (DHS-2895) has been submitted you will get a pop up message that says your report was submitted to DHS. If you need to make changes to your report after you have submitted it, open the report, make your changes and then go to the bottom of the form and click Resubmit. Each time the Resubmit button is selected, the previously submitted report is replaced with a new (updated) report. Only the most recent version submitted will be saved and processed by DHS.

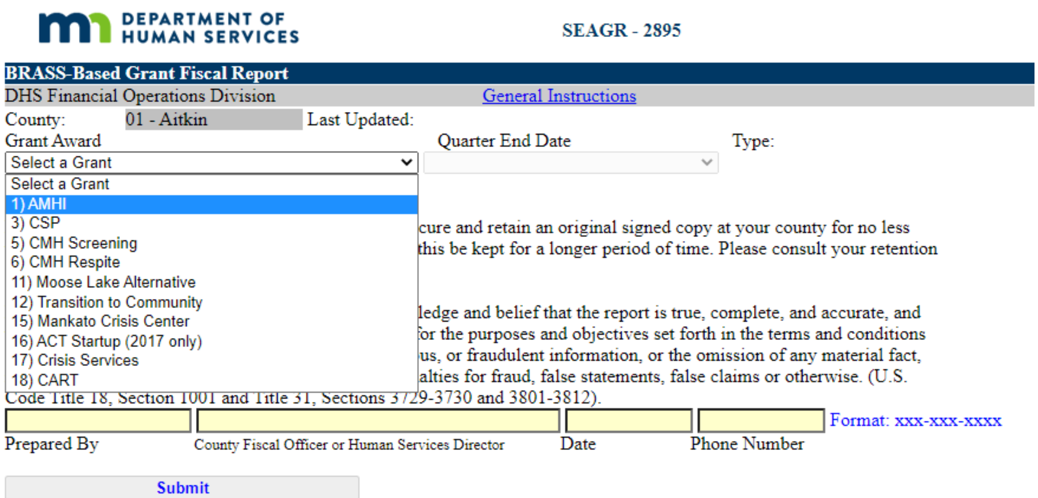
Action Required

Each quarter, each human service agency must submit its completed BRASS-Based Grant Fiscal Reports (DHS-2895) electronically via the web based application to the DHS Financial Operations Division. This report is due to DHS 30 calendar days after the end of the quarter.

Amended Reports

Agencies have one year to revise and submit corrected DHS-2895 reports. If the quarter to be amended does not appear in the Quarter End Date drop down box, the deadline has passed and that quarter cannot be revised.

Sample DHS-2895



DEPARTMENT OF HUMAN SERVICES

SEAGR - 2895

BRASS-Based Grant Fiscal Report

DHS Financial Operations Division   General Instructions

County: 01 - Aitkin   Last Updated:

Grant Award   Quarter End Date   Type:

Select a Grant

- Select a Grant
- 1) AMHI
- 3) CSP
- 5) CMH Screening
- 6) CMH Respite
- 11) Moose Lake Alternative
- 12) Transition to Community
- 15) Mankato Crisis Center
- 16) ACT Startup (2017 only)
- 17) Crisis Services
- 18) CART

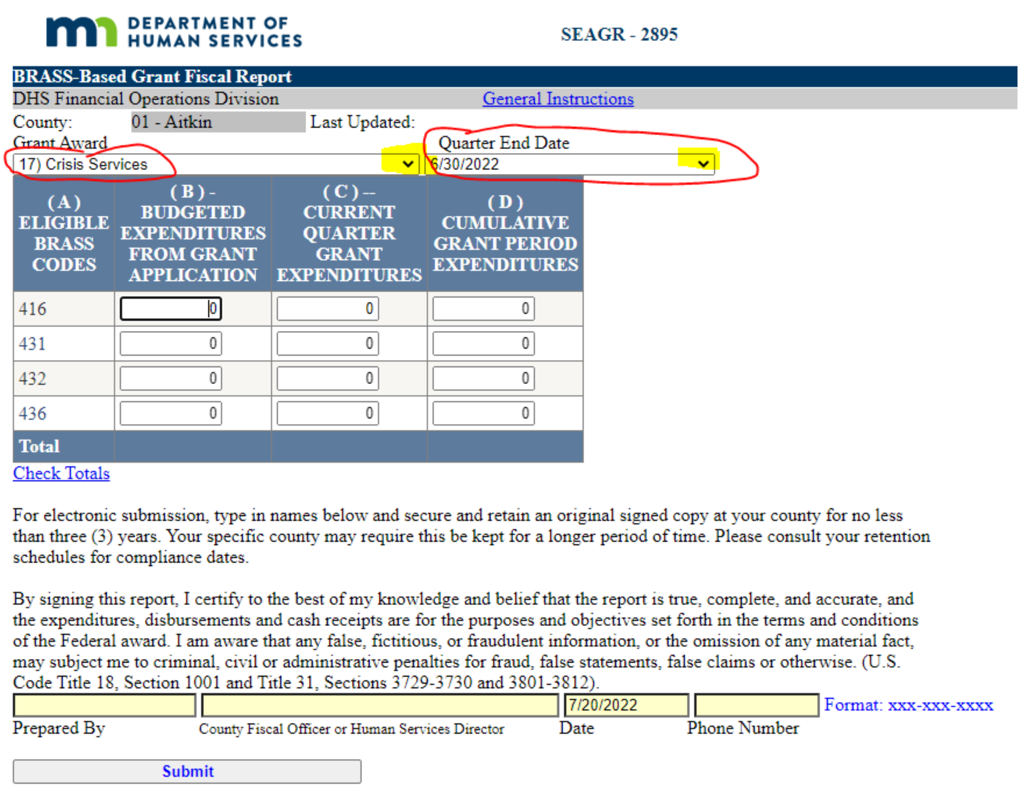
cure and retain an original signed copy at your county for no less this be kept for a longer period of time. Please consult your retention

ledge and belief that the report is true, complete, and accurate, and for the purposes and objectives set forth in the terms and conditions us, or fraudulent information, or the omission of any material fact, alties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Format: xxx-xxx-xxxx

Prepared By   County Fiscal Officer or Human Services Director   Date   Phone Number

Submit



DEPARTMENT OF HUMAN SERVICES

SEAGR - 2895

BRASS-Based Grant Fiscal Report

DHS Financial Operations Division   General Instructions

County: 01 - Aitkin   Last Updated:

Grant Award: 17) Crisis Services   Quarter End Date: 6/30/2022

(A) ELIGIBLE BRASS CODES	(B) - BUDGETED EXPENDITURES FROM GRANT APPLICATION	(C) -- CURRENT QUARTER GRANT EXPENDITURES	(D) CUMULATIVE GRANT PERIOD EXPENDITURES
416	0	0	0
431	0	0	0
432	0	0	0
436	0	0	0
Total			

Check Totals

For electronic submission, type in names below and secure and retain an original signed copy at your county for no less than three (3) years. Your specific county may require this be kept for a longer period of time. Please consult your retention schedules for compliance dates.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

7/20/2022   Format: xxx-xxx-xxxx

Prepared By   County Fiscal Officer or Human Services Director   Date   Phone Number

Submit

Direct Charging Allocated Costs to a Specific BRASS Code

The DHS-2895 report divides costs within certain BRASS codes into special grant programs. Since the 2895 is more detailed than SEAGR (it subdivides BRASS code costs and SEAGR does not do this), it supersedes the SEAGR report and counties must ensure that SEAGR reflects the same costs by BRASS code as the 2895.

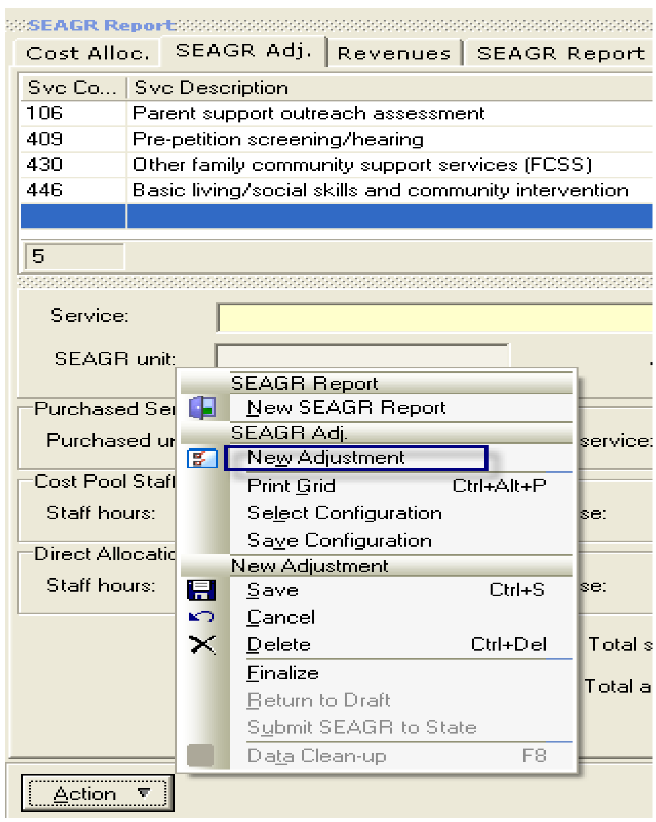
BRASS code amounts on SEAGR consist of direct staff costs and an allocation of Social Service Administrative Costs (COFARS program 700 overhead, administration and undirected staff costs).

If a county wishes to direct charge some of the allocated costs to a specific BRASS code, the SEAGR adjustment process must be used to put these costs into valid BRASS codes. Instructions on how to do a SEAGR adjustment is outlined startling below.

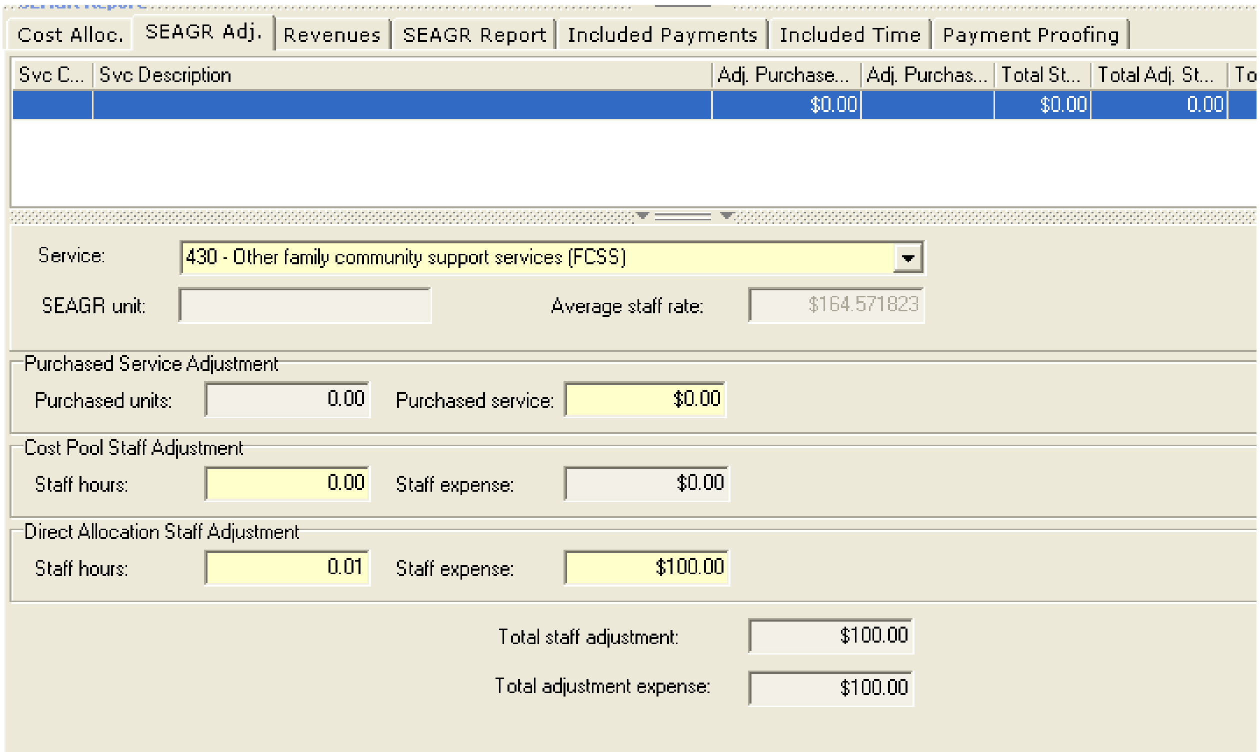
How to do a SEAGR adjustment

In SEAGR, create your report as usual.

1. Click on the SEAGR Adj. tab of the report, then select New Adjustment from the Action button.

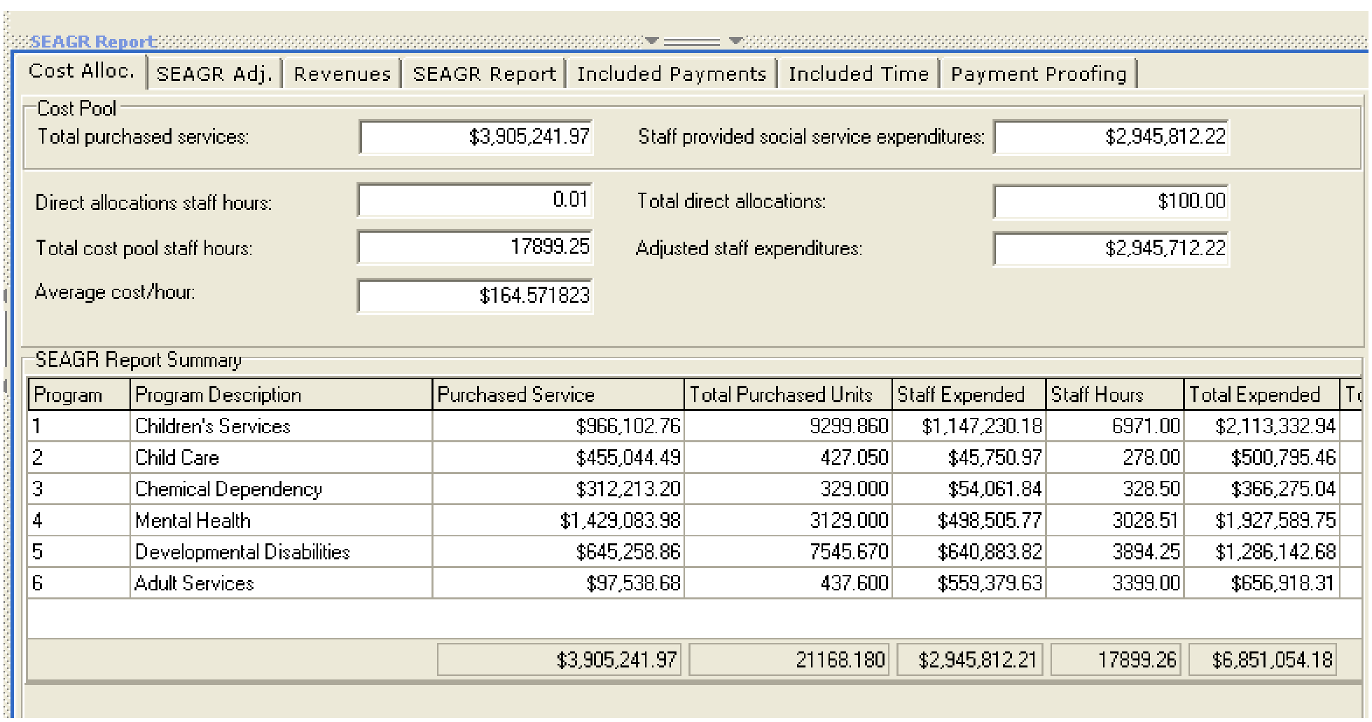


2. Select the service (BRASS code) for which you want to create the adjustment
3. Select Direct Allocation Staff Adjustment.
4. In the staff hours box, staff hours are required, but **<u>if</u>** you don't have any hours, just enter .01.
5. In the Staff expense field, enter the total dollar amount to be reported under the selected BRASS code.



6. After you have done the adjustment, go back to the Cost Allocation tab. The Total direct allocations display in the direct allocations field. You can also see the Direct Allocation Adjustment on the BRASS code on the SEAGR Report tab.

7. Note that after you have completed all adjustments, the system reallocates all the social service administrative costs (reduces allocated costs) to BRASS codes to offset your direct charge.



Program	Program Description	Purchased Svc	Units	Unit Type	Staff Expense	Hours	Total Ex
4	Mental Health	$1,429,084	3129.000		$498,506	3028.51	$
408	Adult outpatient diagnostic assessment/ps	$56,612	1.000	Hour	$0	0.00	
409	Pre-petition screening/hearing	$1,200	0.000	Hour	$28,759	174.75	
410	Child level of care determination	$0	0.000	Hour	$0	0.00	
416	Transportation	$28,282	0.000		$0	0.00	
430	Other family community support services	$158,819	0.000		$100	0.01	
	Original	$158,818.98	0.000		$0.00	0.00	
	Adjustment	$0.00	0.000		$0.00	0.00	
	Direct Allocation Adjustment				$100.00	0.01	
431	Adult mental health crisis assess. & interv	$36,524	0.000		$0	0.00	
432	Children's mental health crisis services	$38,687	0.000		$0	0.00	
434	Other community support program service	$111,508	0.000		$0	0.00	

8. Counties should keep a record of how this allocation amount was determined for audit purposes.

DHS-2895 report due dates and revision due dates

Counties have approximately one calendar year to revise their 2895 reports. The final revision of any 2895 report needs to be received and imported into the County Reporting System before the new fiscal year quarter begins. I have made the final revision due date approximately 2 weeks prior to the new calendar year quarter in case there are issues. This 2 week buffer should enable any issues to be resolved before the cut off date.

CY2022	Quarter	Original Report due date	Final revision due date
Q1 2022	January - March 2022	April 29, 2022	April 14, 2023
Q2 2022	April - June 2022	July 29, 2022	July 14, 2023
Q3 2022	July - September 2022	October 28, 2022	October 13, 2023
Q4 2022	October - December 2022	January 30, 2023	January 15, 2024

CY2023	Quarter	Original Report due date	Final revision due date
Q1 2023	January - March 2023	April 28, 2023	April 15, 2024
Q2 2023	April - June 2023	July 28, 2023	July 15, 2024
Q3 2023	July - September 2023	October 30, 2023	October 15, 2024
Q4 2023	October - December 2023	January 30, 2024	January 15, 2025

CY2024	Quarter	Original Report due date	Final revision due date
Q1 2024	January - March 2024	April 28, 2024	April 15, 2025
Q2 2024	April - June 2024	July 28, 2024	July 15, 2025
Q3 2024	July - September 2024	October 30, 2024	October 15, 2025
Q4 2024	October - December 2024	January 30, 2025	January 16, 2026

DEPARTMENT OF HUMAN SERVICES

AMHI HCBS-FMAP SFY2023-24

Quarterly Progress Report

(Quarterly Submission)

County/Region Name and Fiscal Agent:

Person Filling Out This Form:

Position:

Contact:

Reporting Date:

Send to MN_DHS_amhi.dhs@state.mn.us

☐ Due on 4/30/2023	<u>There will be no reporting requirements for 2023 quarter 1</u>
■ Due on 7/31/2023	
☐ Due on 10/31/2023	
☐ Due on 1/31/2024	

AMHI HCBS-FMAP (SFY2023/2024) Quarterly Progress Report

The items requested are in response to required CMS Quarterly Reports completed by DHS. Please include a response for every approved workplan category. E.g., AMHI Coordination, renovations, technology, vehicle purchase and training.

1. What activities have been started, continued, and completed with the HCBS FMAP funding this quarter?

2. Address the work plan progress on each approved category. Provide any requests to workplan if needed. (Example: AMHI Coordinator, renovations, technology, vehicle purchase, and training.)

3. Is your HCBS FMAP grant spending on track? Is there a risk for grant underspending?

4. If there is a risk of HCBS FMAP grant underspending, what is the plan to address this?

5. Are there any key achievements or observations related to activities funded by HCBS FMAP funding this quarter?

6. What obstacles/barriers have you encountered related to activities funded by HCBS FMAP funding this quarter? How have you addressed them?

7. Is there technical assistance that DHS can provide?
