



## Minnesota Department of **Human Services**

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To: Personal Care Assistance (PCA) Choice Agencies and Fiscal Support Entities  
From: Minnesota Department of Human Services  
Subject: Action Required for Labor Agreement Compliance and Continued MHCP Payment  
Date: May 29, 2015

The purpose of this letter is to inform you about tracking and reporting obligations providers now have because of the approval of the labor agreement between the State of Minnesota and the Service Employees International Union Healthcare Minnesota (SEIU).

PCA Choice agencies and Fiscal Support Entities, defined as fiscal intermediaries in the labor agreement, must submit data about workers who have been paid for providing direct support services to people in PCA Choice, CDCS, or CSG during the previous pay period. The terms of the labor agreement requires fiscal intermediaries to submit this list to SEIU each pay period. Fiscal intermediaries must submit the list to SEIU within 14 calendar days of the end of the previous pay period. Fiscal intermediaries might have different payroll cycles and must submit the information based on their own established, consistent payroll schedule.

Providers have been completing monthly spreadsheets with worker data and submitting them to the Department of Human Services (DHS) through your MN-ITS account. DHS has updated the spreadsheet that must be submitted to DHS by June 26, 2015, to reflect many of the requirements of the labor agreement. A similar spreadsheet will be used to report data to SEIU beginning July 1, 2015. You will receive an updated spreadsheet prior to July 1, 2015, that will include additional tracking information such as PTO accrual, union membership information, and voluntary dues deductions for union members.

For the previous pay period, include all workers who were paid for providing direct support services to a person using PCA Choice, CDCS or CSG.

### **Instructions for completing spreadsheet**

Enter the following required information for your agency in line 2 of the spreadsheet:

- Provider identification number (NPI)
- Provider name
- Street address
- City, State, 5-digit ZIP code
- Previous pay period date span (dd/mm/yyyy – dd/mm/yyyy)

Enter the following required information for each worker in each column.

- Column A: Unique Minnesota Provider Identification (UMPI) number
- Column B: Last name
- Column C: First name
- Column D: Middle name
- Column E: Street address
- Column F: City
- Column G: State
- Column H: 5-digit ZIP code

- Column I: Hire date (mm/dd/yyyy)
- Column J: Termination date (if any) (mm/dd/yyyy)
- Column K: Hours paid in previous pay period
- Column L: Hourly wage rate
- Column M: Gross pay in previous pay period
- Column N: Paid time off (PTO) accrued in previous pay period
- Column O: PTO used in previous pay period
- Column P: PTO account balance
- Column Q: Union member (Y/N)
- Column R: Amount of dues deducted in previous pay period (if a union member)

CDCS and CSG workers might not have UMPI numbers by July 1, 2015. Fiscal intermediaries should provide as much required information as is available each pay period, including the UMPI, as CDCS and CSG workers complete enrollment.

To identify which workers are providing PCA Choice services, PCA Choice Agencies should identify the people their agency serves through PCA Choice. Include any workers who provide services to people who have chosen PCA Choice in the data provided to DHS and SEIU.

The participant's decision to use the PCA Choice option should be reflected in the written agreement signed by the participant (or their representative) and a representative of the agency as required by Minnesota Statutes 256B.0659, subdivisions 20 and 28 and the Home Care Bill of Rights, Minnesota Statutes 144A.44. A PCA Choice agreement should state that the participant or their representative has chosen to fulfill employer responsibilities such as recruitment, hiring, firing, and scheduling of all personal care assistants. All workers serving a person who chose PCA Choice benefit from the terms of the labor agreement and need to be tracked and reported. Workers who only serve people who have not chosen PCA Choice do not need be tracked and reported.

You must complete the Excel spreadsheet Minnesota Health Care Programs (MHCP) sent to your MN-ITS mailbox PRVLTR folder on **Friday, May 29, 2015**, by **June 26, 2015**, following the instructions below. You must use your MN-ITS account to protect the worker's identifying information.

#### **Instructions for submitting spreadsheet through MN-ITS:**

After you complete the data, follow these steps to submit the spreadsheet through the secure process:

1. **Save** the document to your computer by inserting your own agency NPI or UMPI in place of Agency NPI/UMPI in the example, as:  
**Agency NPI/UMPI\_MPSMISC\_20150626\_worker\_list.XLS**  
  
Example: A00000000X0\_MPSMISC\_20150626\_worker\_list.xls
2. **Log in to your MN-ITS account** using your username and password
3. Select **MN-ITS** from the left menu
4. Select **Submit Transactions** from the left menu
5. Select the **Browse** action button on the main screen to locate your file
6. Select **Open** to populate the document into the File field
7. Select **Miscellaneous** from the drop down menu under transaction type
8. Select **Upload & Submit** to send file
9. Review the screen to see message indicating if the file upload was successful

DHS must receive the completed spreadsheet with the required information by June 26, 2015. You might not be able to get payment from MHCP and managed care organizations for PCA Choice services if you do not send the data by **June 26, 2015**.

If you have any questions or difficulties with submitting your spreadsheet, please contact the MHCP Provider Call Center at 651-431-2700 or 800-366-5411. After July 1, 2015, direct questions regarding data reporting to SEIU. Here is SEIU's contact information:

SEIU Healthcare Minnesota  
345 Randolph Avenue, Suite 100  
Saint Paul, MN 55102  
651-294-8188  
[SEIUhomecare@seiuhcmn.org](mailto:SEIUhomecare@seiuhcmn.org)  
<http://www.seiuhealthcaremn.org/>

DHS is working with SEIU to develop responses to frequently asked questions about the labor agreement and additional provisions of the labor agreement. DHS will make this information available on our public website in the near future. We will provide a link to this information through MHCP Provider News when it is available.

We appreciate your help with complying with this law and the labor agreement and your participation in Minnesota Health Care Programs.

Thank you.