

SSIS Mentor Meeting Minutes

January 7, 2007---St. Cloud, MN

Topic	Discussion	Action Item
Welcome	<ul style="list-style-type: none"> • Maureen welcomed all mentors. • The minutes of the 11/14/06 Worker mentor meeting are posted on the Mentor Meeting Minutes page of the Worker Mentor Program web site. • MPAC meeting minutes from the 1/16/07 are posted on the web. 	
SSIS update	<p>Version 4.2 distributed to the counties in the last week. Major bug regarding not being able to create an Intake if the staff person does not have Assign Workgroup as a function in their Security role. Email sent this same day by SSIS regarding current bugs and functioning.</p> <p>Version 4.3—Will be sent to pilot in February and will go statewide in May, 2007.</p> <p>Version 4.3 also includes:</p> <ul style="list-style-type: none"> • Intake and Child Maltreatment which will be developed into the current architecture • Claiming, TCM-CSR Report, and CMHRS • Training format for 4.3 will be in the labs as standup and sometime in May. Watch for the Implementation Memo. • Partnership meeting held December 6, 2006 and decision was made and voted on by the directors and SSIS to hold 3 of the six mentor meetings both Worker and Fiscal in VPC format. 	
Intake and Maltreatment Overview for Version 4.3	<p>Mark Pearson, SSIS Trainer, provided a detailed presentation for the new screens and architecture of Intake and Maltreatment for Version 4.3. The mentors had many questions and suggestions for enhancements and change as well as approval. These have been shared with the design and development teams.</p> <p>The main purpose for change is the change in the architecture that has to be made to accommodate the size of the application and other needs in the future.</p> <p>Intake will display as a workgroup now and be searchable with all other workgroups. Maltreatment Reports will be separate from the Intakes and searchable also. The outcry to remove the Clear Description of Need button was heard and the result was that the button was removed. The purpose originally was to provide a way for the pencil icon to be removed if the Description of Need was modified and all the information was removed. The pencil icon will still show even if all information has been removed and the developer thought that would be confusing.</p>	

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Adoption Step by Step Walkthrough	<p>Maureen created a handout to be used for the step by step and went through the steps. The document was updated to reflect the suggestions and helpful steps from the mentors and will be available on the web when it is in final format. Evaluations relayed that the handout is helpful and minimized some of the anxiety around this complex responsibility in the counties. This handout was reviewed also by Chris Worth, mentor from Itasca, as he and his worker entered a live case. Thanks, Chris.</p> <p>The adoption module will be updated when the new adoption process on SSIS is completed and released in the Fall of 2007.</p>	Will be posted on the web 2/23/07.
Brainstorming Session	<p>All of the mentors in attendance moved into regional small groups to answer some questions that Maureen posed to them regarding the look and feel of the Worker Mentor Program in 2007. The half hour was spent in great problem solving and idea creations by all mentors. When the whole group convened, the MPAC members and other appointed reporters shared high points of the discussions with the whole group. Evaluations reported the sessions were helpful and they are all hoping the requests will be heard and acted upon by SSIS.</p>	Mentors, please submit all enhancement requests to the Help Desk at ssishelp@state.mn.us
IV-E interface walkthrough	<p>Maureen referred to the current documents on the web for steps for completing the submission to MAXIS. The evaluations indicated that there still is confusion in this process.</p> <p>It is important that counties are completing this process so that IV-E reimbursement is being realized at the highest level for the counties. Maureen encourages counties to have a meeting with their MAXIS staff, accounting staff and mentors so that there is agreement in process and results. This process is necessary to have the IV-E abstract be accurate as well.</p>	
Breakout sessions for sharing county issues	<p>There was a decision that this would be done as a group and the county talked about some of the issues they had. Questions were answered by SSIS and other counties. Good discussion and networking were the results.</p>	
Next meetings	<ul style="list-style-type: none"> • March 13, 2007, Tuesday, 9:30AM-Noon, VPC with up to 30 sites.—Worker meeting • March 14, 2007, Wednesday 9:00AM- 3:00PM VPC with up to 30 sites—Fiscal meeting 	Registration is required on TrainLink, thanks.