



SSIS Project Update



Issue 235

Social Services Information System

April 20, 2007

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Enter CMH screenings by April 27

Remember to enter all 2006 children's mental health screenings onto SSIS by April 27, 2007. Enter both completed screenings and those that fit the exemption categories. The 2006 mental health screening data that is included in uploads to SSIS by April 30, 2007 will be used to calculate counties' 2008 allocation for the child welfare portion of the mental health screening project. If you have questions, contact Bill Wyss at 651-431-2329 or bill.wyss@state.mn.us.

White Earth is first tribe to use SSIS

SSIS's EOT (Enterprise Operations Team) installed and configured the White Earth Tribe's SSIS server on April 17. White Earth is the first band to join the SSIS community. Leech Lake will follow in a few months.

Adventures in AFCARS Land

Welcome to *AFCARS Land*, a slightly offbeat wonderland where things are not always quite what they seem - and are constantly changing. We constantly gain new perspectives on what is required for this federal reporting on child placements and adoptions called AFCARS (Adoption and Foster Care Analysis

Upload Update

The April upload is due on April 30. It is for the AFCARS reporting period (October 1 of the previous calendar year - March 31).

Reminder: Counties who have not used payments for two months or more need to push the foster care payments into SSIS one last time for AFCARS reporting.

CountyLink Additions

The following documents are new or updated since the last Project Update issue.

- ◆ Worker Mentor Meeting agenda, 5/8/07
- ◆ Fiscal Mentor Meeting agenda, 5/9/07
- ◆ MA & Waivered Program Eligibility Spec

and Reporting System).

Some of the variation results from terminology that is used differently among states - and even among Minnesota counties. As we gain understanding and work to improve the way we keep track of things, let's look back at *AFCARS Land's* beginnings:

Dec. 1993 - Federal AFCARS Regulation finalized

May 1995 - Minnesota submits its first AFCARS report, based on county legacy placement reporting systems

Oct. 1999 - Conversion of child placement data to Phase 2a SSIS begins

Feb. 2000 - Conversion of child placement data to SSIS is completed

May 2000 - First AFCARS report totally from SSIS

Fall 2003 - What is a Placement? Workgroup works on definitions

Dec. 2003 - DHS informs counties that temporary child locations are not placements and not entered onto SSIS

Apr. 2004 - DHS Bulletin on out-of-home placement determination

Feb. 2005 - Re-designed SSIS Placement screens to allow entry of locations such as respite care and camp

Aug. 2005 - Federal AFCARS Review

Sep. 2005 - Notification that AFCARS Improvement Plan is required

Nov. 2006 - Clarification of certain items on the AFCARS Improvement Plan

March 2000 to current - Continuous quality improvement of AFCARS data

Next Project Update — Recent changes and plans for our next improvements. See you then!

Job Posting:**SSIS Trainer**

The Training Unit of the Child Safety and Permanency Division at DHS has a vacancy for two new trainer positions on the SSIS training team. These positions will be posted internally first and then will be open to interested external candidates if there are no internal candidates. Persons interested in the positions need to have a resume posted on the DOER Resumix system. The link for this is www.doer.state.mn.us/employment and then click on "My state job search." If you have questions about the position, contact Richard Dean, Training Unit Supervisor, at:

Child Safety and Permanency Division

P.O. Box 64943

St. Paul MN 55164-0943

(651) 431-4669

richard.f.dean@state.mn.us.

The following information is based on a previous posting developed for DHS internal candidates. The position is in the MAPE Bargaining Unit. FLSA status: Non-Exempt. Overnight travel is required.

State Programs Administrator Senior, SSIS Trainer

\$18.13 to \$26.60 per hour (\$49,674 to \$55,541 per year)

MN Department of Human Services, Child Safety and Permanency Division, Lafayette Park, 444 Lafayette Road, St. Paul, MN 55164.

The position provides training and advanced-level technical assistance on the Social Services Information System (SSIS) computer application to county and tribal staff. SSIS is a client server computer project where local agencies use their own servers and networks.

Duties include:

- ◆ Deliver training to county and tribal staff.
- ◆ Develop curriculum and other materials, both written and multi-media.
- ◆ Provide training and materials to the SSIS Help Line and other SSIS county support areas so that training addresses the problems and needs reported by counties.
- ◆ Participate in developing project activities.
- ◆ Provide information to and return feedback from counties at regional meetings.

Required background/qualifications:

- ◆ Demonstrated ability to develop and deliver formal training in a computer lab setting and/or provide broad-based technical/Help Line assistance, and
- ◆ A broad understanding of county social service systems.

Preferred candidates will have professional Minnesota county social service experience using the SSIS application, experience training computer software in a hands-on lab environment, experience writing training curriculum or user manuals, and a job-related academic background.