

SSIS Mentor Meeting Minutes
 May 8, 2007—Holiday Inn, St. Cloud, MN

Topic	Discussion	Action Item
Welcome	Maureen welcomed all mentors, then introduced SSIS staff and new mentors.	
SSIS update	<p>1.) Pilot Counties (Carver and Washington)</p> <ul style="list-style-type: none"> • Pilot seems to be going okay regarding claiming. • Improvements have been made to Intake and Maltreatment addressing some of the issues from Washington County. SSIS provided onsite support. • Carver submitted its TCM/CSR last week and Washington will submit theirs this week. • Washington has submitted a second batch of claims. <p>2.) Training</p> <ul style="list-style-type: none"> • Two Implementation Memos went out May 4, 2007, regarding the New Worker Training on May 22-24 and the V4.3 Release training that will be held June 4-June 15. Both are being held at Metro (444 Lafayette) labs. • June 28 1:00-4:30 PM and June 29 8:30 AM-noon there will be Tools for Management training for directors only. This was a special request made by the directors. An email to directors instructed them to register on TrainLink. The training is not open to any other county staff. • July 10-12 is NWT for White Earth Tribe only held at Brainerd • There are two SSIS trainer positions available. Two positions have been added to help increase the training resources. • Version 4.4 Release training will be by VPC. <p>3.) Version 4.3 Statewide Release is scheduled for June 15, just after training is finished.</p> <p>4.) Version 4.4 Pilot will start soon and will include:</p> <ul style="list-style-type: none"> • Changes to Risk Assessment • IV-E Referral to MAXIS (aka Cold Referral) <p>5.) Tribal State Agreement VPC Training is May 9 and 16 from 1:30-4:30 PM.</p> <p>6.) Shelly Britton is reminding all counties to be very careful with the Administration Function of Delete Workgroup. When this function is used, the Intake is deleted as well as all information within the workgroup. If there are questions about this function, possibly limit the function to the Administrator/Coordinator/ Mentor so that quick deleting doesn't lose information. It is also important that workers know that if they delete information that they need to have recovered, the Help Desk must be contacted immediately -- within 24 hours -- or the information will be lost forever.</p>	

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SSIS Update	<p>7.) TrainLink:</p> <ul style="list-style-type: none"> • Will be available for Mentor meeting registration until two days before the meeting. This is so we have an up-to-date list for a sign-up sheet. Please register for all mentor meetings as soon as possible. • If your name is not on the list it is because you didn't register. You must put your name down on the list if you want to get credit for attending. If you know your Unique Key ID, put that down as well. • You will get credit for attending if you initial your name on the sign-in sheet. If you do not sign in, you will get a no-show letter. If you were there you must answer the letter to get credit for attending. <p>8.) New State E-mail Encryption Policy—35 counties were not able to accommodate this policy because their e-mail systems are on the wrong side of the secure hub.</p>	
Intake and Maltreatment Step-by-Step navigation training for Version 4.3	<p>Maureen provided a step-by-step training handout for the mentors and navigated through Intake and Maltreatment modules. The new concepts for these modules are:</p> <ul style="list-style-type: none"> • Intake is now a workgroup and has all workgroup rules and functionality. • Intakes are now arranged by searches for convenience and efficiency. • The maltreatment report is not automatically attached to an intake, it must be added. • The maltreatment report has two phases, screened in or out for assessment and assessment completed or not. • There is a new node called Associated Workgroups. Included in this node are the Intake(s) and other assessment or case management workgroups that are connected to that case. 	Handout on the web
Charting and Analysis	<p>Charting and Analysis in SSIS provides statistical feedback via reports to counties regarding Federal and State Outcome measures. This is a separate application requiring installation on staff workstations and security functionality.</p> <p>Nan Beman walked through several State outcomes indicators available within the Charting and Analysis module. She demonstrated the different filters available and how reviewing and studying the results in these reports benefits the counties in their Child Family Services Review (CFSR) and annual county outcome goals.</p> <p>Supervisors and social workers will find this information helpful in goal planning as well as tracking trends within their county. The reports are easy to read and can be created to analyze various areas within Social Services. Mentors had asked for information to bring back to their management teams.</p>	Handout on the web

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Pilot County Suggestions for County Preparation for Statewide Release of Version 4.3	<p>Carver County mentors Denise Heckman and Michelle Selinger presented practical suggestions and helpful hints for counties. They had the following suggestions:</p> <ul style="list-style-type: none"> • Attend trainings!!!! • Mentors/trainers make sure all staff are trained in Intake and Maltreatment navigation. • Clean up Intakes that are currently <EMPTY> or pending over 30 days on the Intake Log. • Have a support network for the social services staff • Have handouts available from the website and trainings. • Have a positive attitude from management down. 	Handout on the web
Enhancement requests identified.	<ol style="list-style-type: none"> 1.) Report by mandated reporters. Business need: See trends in who is reporting and helpful to look back for other reports when a report comes in. 2.) Report of total placement days by setting (ie, Rule 1 foster homes, Rule 5 facilities etc) Business Need: Budget planning, monthly reports to the board and trend analysis. 3.) Drug Exposure Report—Business need: Clients with substance abuse. No date range, just date report was pulled. 4.) Report of Trial Home Visits and Reentry-Business need: Need to know percentage of Trial Home Visits and how many reenter to determine effectiveness in county. <p>These enhancement requests did not include enough information for the Help Line to enter them into the database. Please e-mail the Help Line to add more information to any of the above requests so that they can be entered. In the future, we will be asking you to fill out a form so that all information is available for the Help Line.</p>	
Breakout Groups discussing Version 4.2 issues	<p>Groups were formed randomly. Smaller groups were encouraged to improve hearing and discussion. Comments/suggestions from groups:</p> <ul style="list-style-type: none"> • Time on a contact defaults to a future time—different server times cause this error. What can be done? The issue here is the server time vs. the workstation time. There can be milliseconds between them and the error displays. If you continue and finish the contact, the error may go away because the time will change when it is saved. Of course, you must always check for time accuracy. • Caseload lists: Remove inactive collaterals from the report. • Counties want to be able to see the county case number on the caseload list report. 	

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	<ul style="list-style-type: none"> • On TrainLink, allow roster to be displayed so that counties can look for ride share possibilities. Ans: An enrolled worker is able to see the TrainLink class roster. • Spell check is fixed on the current version of SSIS. • Please give us the Staff Qualification Bulletin numbers for CMH and others. LTCC – 01-56-20 Rule 5 – 01-73-01 MH-TCM – 99-53-4, and Provider Manual Chapter 16 CW-TCM – 93-16L and Provider Manual Chapter 30 Waiver – 85-75, 85-110, 87-58A, 92-57B, Provider Manual 26 VA/DD – 02-56-17 and Provider Update 166 RSC - 01-56-23, 02-56-08, Provider Update 166 	
Breakout Groups discussing Version 4.2 issues	<ul style="list-style-type: none"> • Provide a copy of the CMH screening statute. • Merging of Professional collaterals, how do we do it? <p>If counties have requests for enhancements, submit them to the Help Desk at ssishelp@state.mn.us. Give all business needs and specific details. Thanks.</p>	CMH Handout Merge handout
Next meetings	<ul style="list-style-type: none"> • Worker Mentor Meeting: July 18, 2007 - VPC 1:30 - 4:30 PM • Fiscal Mentor Meeting: July 17, 2007 - VPC 9:00 AM - 3:00 PM 	