

SSIS Mentor Meeting Minutes

September 18, 2007—Holiday Inn, St. Cloud, MN

Topic	Discussion	Action Item
Welcome	Maureen welcomed all and introduced new mentors.	
SSIS update	<ol style="list-style-type: none"> 1.) Version 4.4 statewide release is scheduled for Monday (9/17), Wednesday (9/19), and Friday (9/21) nights. 2.) Maureen reported enhancements status for many closed enhancement requests. The mentors asked that the summary be posted on the web once a month. She will check with management. 3.) Handouts for Version 4.4 are on the web under Training>Job Aides 4.) What's New in Version 4.4: <ol style="list-style-type: none"> a. Risk Assess/Reassessment b. IV-E Initial Referral c. CMH Plan 5.) Intakes Needing Action— <ol style="list-style-type: none"> a. Make sure you are using the new Reopen Old Intake security function. This function should not be given out to every worker. Make this a special project for one or two people so that it is completed promptly and thoroughly. b. Do the CP intakes first. c. For some CP intakes, it will make sense to screen out the allegations (if any) as already assessed. For others, it will be more accurate to add the allegations to the workgroup. If a closed Maltreatment Report needs to be re-opened, send a Datafix Request to ssisdata@state.mn.us. Please include the ID number for the maltreatment report, and the SSIS workgroup number. d. After the CP intakes are complete, do the easy ones (those that don't have any data in them, and thus can be deleted) e. After that, work on the rest of the intakes. f. Grouping the datafixes is helpful to the datafix team. One e-mail with 25 changes in can be processed much faster than 25 e-mails. g. E-mail the datafix team with questions (ssisdata@state.mn.us) 6.) Help Line request: When submitting e-mails to SSIS be sure to include the workgroup number and at least one client ID number. This will allow the Help Line staff to start researching the issue right away. 7.) Version 5.0 expected to be released late Fall 2007. 	

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Intakes Maltreatment and other training issues	1.) Beth Sahr, trainer, announced that the training team is almost fully staffed and that training sessions and regional meetings will resume as before. Watch for regional meetings to be scheduled closer to the Version 5.0 release. 2.) Beth also went through Intakes Needing Action and the new security function.	
Ask Nan	Nan Beman received only a minimal number of questions in advance for this segment. She presented <i>Policy, Placements and Permutations</i> which generated a multitude of in-person questions. Seems mentors and other attending staff still have questions about CD and hospital placements, as well as AFCARS requirements. Nan was asked to write another article in the Project Update to address some of these areas.	PPT onweb under Meeting Information Article will be done in Project Update
Adoption Overview	Jean Swanson-Broberg presented a high-level overview of the Adoption changes in Version 5.0. This led to many questions about new workgroups in SSIS and identity protection. The DHS Adoption Unit is working closely with SSIS on the changes.	
VA/CEP	Deb Siebenaler and Jennifer Kirchen, DHS Aging and Adult Services, gave background information about VA/CEP and explained how SSIS will enhance the current process for VA/CEP reporting. The presentation generated questions for these presenters as well as SSIS staff. Jean received many question cards for design meetings.	
Version 4.4 and IV-E Initial Referral	1.) Rebecca Laisy, trainer, presented information and answered questions about the new Risk Assessment and Reassessment Tool for Version 4.4. 2.) Mark Pearson, trainer, presented the steps to IV-E Initial Referral. The step-by-step handout for MAXIS mentors has been added to the web as requested.	Handouts are on the web.
View Remote Workgroups overview	Jean Swanson-Broberg talked about the View Remote Workgroups design. Mentors and others had many suggestions for design and privacy issues.	Handouts are on the web.
CMHRS	Mary Klinghagen presented a high-level overview regarding the CMHRS report that is due February 15, 2008. Her presentation and handout showed how counties can clean up and what reports can be used to smooth the first reporting process.	Handouts are on the web.
Enhancement requests	Please send enhancement requests to the Help Line, providing all necessary details including the business reason for the request. The Help Line will contact the requester if there are questions. E-mail: ssishelp@state.mn.us .	
Next meetings	Worker Mentor Meeting 12/04/07—Holiday Inn, St. Cloud – in person Fiscal Mentor Meeting 12/05/07—Holiday Inn, St. Cloud – in-person	See you there!!!