



# SSIS Update



Issue 256

Social Services Information System

February 22, 2008

## Back enter Vulnerable Adult Maltreatment Reports (CEP) into SSIS

Vulnerable Adult Maltreatment Common Entry Point (CEP) report entry in SSIS is required for all of 2008 per DHS Adult Protection staff. Reports received by counties before the SSIS V5.0 statewide release will require back entry into SSIS. Counties will have 12 weeks beyond the SSIS V5.0 statewide release date to back enter those reports.

Counties that are currently entering their Vulnerable Adult Maltreatment reports in SSIS will need to add an Adult Maltreatment report to those existing Adult Protective Services (APS) workgroups:

- *Intake* workgroup:
  - If the Intake workgroup is closed, re-open the workgroup (with appropriate county assigned security).
  - Add an Adult Maltreatment report.
- Adult Protective Services (APS) *Assessment* workgroup:
  - If the Assessment workgroup is closed, re-open the workgroup.
  - Add an Adult Maltreatment report.

*Note: The ability to add a new Adult Maltreatment report to a closed AP Assessment workgroup is a temporary feature for back loading only. It will be enabled until June 1, 2008.*
- Adult Protective Services (APS) *Case management* workgroup:
  - If the county business process includes transitioning from Assessment to Case Management workgroup:
    - If the Case management workgroup is closed, re-open the workgroup.
    - Use WG Change log to transition from Case management to Assessment.
    - Follow instructions for APS Assessment workgroup above.
  - If the county has separate Assessment and Case Management workgroups:
    - Follow instructions for APS Assessment workgroup above.

- Adult Services (AS) *General Assessment* or *Case management* workgroup:
  - If the Adult Services (AS) General program was used to enter Adult Maltreatment reports, a data fix request will be required to change the program to APS.

See VA CEP Tip Sheet on page 2

### Upload Update

The February upload is due on February 29. This upload is a general update of information for statewide research and reporting.

### CountyLink Additions/Updates

- ◆ Fiscal Mentor Meeting minutes, 1/29/08
- ◆ Worker Mentor Meeting minutes, 1/28/08
- ◆ MPAC meeting minutes
- ◆ Fiscal Flyer #56
- ◆ Software specs:
  - Service Arrangement—design
  - Payments—design
  - Payments—appendix
  - Claiming—requirements
  - Claiming—design
  - Claiming—appendix
- ◆ Federal and State Indicator Charts, 4/1/07-9/30/07

### SSIS Phone Numbers

Main Line 651-431-4800    Help Line 651-431-4801  
 Fax 651-431-7521                      ssihelp@state.mn.us

## Tip sheet for SSIS VA CEP reports

1. What if we don't know the victim's name?  
**Save the report and enter when the victim is identified. If the victim is never identified, delete the report and use your current system of referring issues to lead agencies (i.e., information and referral).**
2. What do we do when an incident involves all victims in a facility?  
**If there are four or less victims, enter each victim in a separate report.  
If there are more than four victims, enter a token victim and include the text "All residents" on the Intake "Description of need" tab.**
3. Do I have to enter names for the licensing worker, contract manager, case worker, etc., on the Distribution tab?  
**Yes**
4. Will we encounter lots of alerts when we back enter CEP's?
  - a. "Determination required in X days"  
– **Enter allegation determinations when adding CEP to satisfy the alert.**
  - b. "Final Disposition notice required in X days"  
– **Enter a "Notice of findings" letter when adding CEP to satisfy the alert.**
5. Why isn't there an option to select "No determination – investigation not possible" for an *appeal* determination?  
**An appeal indicates that an investigation and allegation determination is complete. Therefore, "No determination – investigation not possible" is not an option. Use "False" or "inconclusive", whichever is appropriate.**
6. Do we need to continue sending overturned appeal information to the Background Studies unit at DHS?  
**Yes**
7. What do I do when a call does not involve maltreatment, but is a concern or complaint?  
**If there is no suspected maltreatment and no allegation, there should be no CEP. Enter intake as "Information and referral", enter program as "Adult services (general)", and fax an "Intake Summary" to the appropriate lead.**
8. Should I send December 2007 CEP's to state adult protection staff in hardcopy format or can they be pulled from SSIS?  
**December 2007 should be sent as hard copy. January 2008 and beyond will be pulled from SSIS.**
9. When a caller is anonymous, it is not necessary to add the caller as a collateral on the Intake screen or Adult Maltreatment Report screen.
10. "Birth parent" or "adoptive parent" is irrelevant for adult maltreatment report relationships; we don't want to ask that question. Can "parent" be an option?  
**We need the breakdown in Worker for children. The recommendation is to not ask the question and default to birth parent.**