



SSIS Update



Issue 263

Social Services Information System

August 8, 2008

SSIS Version 5.1 INSTALLATION SCHEDULE

Wednesday, August 13 3:00 PM	Thursday, August 14 3:00 PM	Friday, August 15 3:00 PM
Aitkin (1)	Big Stone (6)	Becker (3)
Grant (26)	Brown (8)	Benton (5)
Houston (28)	Cass (11)	Beltrami (4)
Pine (58)		
Watonwan (83)	Chippewa (12)	Blue Earth (7)
Leech Lake (A4)	Clearwater (15)	Carlton (9)
White Earth (B2)	Cook (16)	Carver (10)
	Crow Wing (18)	Chisago (13)
	Dodge (20)	Clay (14)
	Faribault/Martin (92)	Cottonwood (17)
	Fillmore (23)	Dakota (19)
	Freeborn (24)	Douglas (21)
	Goodhue (25)	Kanabec (33)
	Hubbard (29)	Kandiyohi (34)
	Isanti (30)	Kittson (35)
	Itasca (31)	Lac qui Parle (37)
	Jackson (32)	Lake of the Woods (39)
	Koochiching (36)	LeSueur (40)
	Lake (38)	Meeker (47)
	Lincoln/Lyon/Murray (88)	Mille Lacs (48)
	Mahnomen (44)	Mower (50)
	Marshall (45)	Nicollet (52)
	Morrison (49)	Nobles (53)
	Norman (54)	Olmsted (55)
	Otter Tail (56)	Pipestone (59)
	Pennington (57)	Red Lake (63)
	Polk (60)	Redwood (64)
	Pope (61)	Roseau (68)
	Renville (65)	Scott (70)
	Rice (66)	Sherburne (71)
	Rock (67)	Stearns (73)
	St. Louis (69)	Stevens (75)
	Sibley (72)	Todd (77)
	Steele (74)	Traverse (78)
	Swift (76)	Wadena (80)
	Wabasha (79)	Wilkin (84)
	Waseca (81)	Wright (86)
	Winona (85)	Yellow Medicine (87)

Note: Anoka, Hennepin, McLeod, Ramsey, and Washington are not included.

CountyLink Updates

- ◆ Federal and State outcome charts for reporting period of 10/1/07-3/31/08
- ◆ Implementation Memo #84: New Worker Training dates, July-August-September
- ◆ Implementation Memo #85: Version 5.1 Release Training schedule
- ◆ MH-TCM Claiming training module
- ◆ V5.0 Package Fix (Release Notes)
- ◆ V5.1: What's New?
- ◆ Worker Mentor Meeting handouts
- ◆ Fiscal Mentor Meeting handouts
- ◆ Worker Mentor lists
- ◆ Worker Mentor Meeting minutes, 7/29/08

Upload Update

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

SSIS Phone Numbers

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

Entry guide for monthly contacts with children in placement and trial home visit

Every child in out-of-home care or on a trial home visit must be visited in person by his/her own case-worker on a monthly basis, generally in the child's residence. Enter time in a contact/activity as soon as possible following the visit.

On the Activity screen, always pick the date and time of the contact with the child(ren). Do not leave date/time autofilled. The screen below is an example.

Time spent with siblings together can be entered on the same contact/activity screen. Time spent with children away from their caregiver may be

noted by entering a separate contact/activity for time with the caregiver.

This requirement is for all children for whom the local social service agency has care and control, in any facility type or on trial home visit (*Public Law 109-288 and Mn. Statute 2008 legislative session*).

There are no exceptions for children placed due to their own disability.

Please direct questions to Nan Beman, at (651) 431-4767 or nan.beman@state.mn.us.

Centralized Training Database includes V5.1

A Version 5.1 environment is now available on the Centralized Training Database. Counties wishing to conduct local training should register for a half-day time slot. Ten user IDs and Passwords for database access will be made available.

How to register and prepare:

1. Registrations will be accepted from Worker and Fiscal primary mentors and county trainers.
2. Email your registration to ssisregister@state.mn.us with "Centralized Training Request" in the Subject line, or call 651-431-4800.
3. Indicate which day(s) you would like to conduct training and provide a contact name for the training session.
4. SSIS will check the database's availability and confirm your registration.
5. SSIS will email instructions for installing/testing the Citrix Client and using the Centralized Training database, and a list of assigned user IDs and Passwords for the Citrix Client to the county mentor/trainer.

The county trainer, with assistance from the county IT department, must install and test the Citrix Client four to five days before training and report to SSIS (via email or phone) the success of the install and test.

Important note regarding children in placement who are NOT assigned a local social service agency caseworker for monthly contacts.....

SSIS has no current acceptable way to enter and track monthly visits as time/activity when the visits are conducted by a professional from outside the financially responsible county or tribe (i.e., another county, state, tribe, corrections officer). Entering time for professionals who are not county or tribal employees creates inaccurate fiscal reports for agency time.

SSIS is planning future enhancements to address this issue for federal reporting of visits with children in our care. In the meantime, it is important for the financially responsible county or tribal agency to ensure that children in placement are receiving monthly face-to-face visits to assess their safety and well-being, and to record these visits in case notes.

Mentor-abilia

Piloting mentors are meeting highlight!

Pilot county mentors from Anoka (Laurie Johnson and Becky Berger), McLeod (Bonnie Fimon), Hennepin (Dorothy Storie and Beverly Mackey), and Ramsey (Michele Bennett) offered firsthand experiences and *preview* support to mentors at the Worker mentor meeting on 7/29/08. All pilot mentors agreed to share their experiences and suggestions for what counties can do now to be ready for Version 5.1. (See statewide release schedule on page 1.)

SSIS thanks these mentors for their work during the pilot and their willingness to present to 150 mentors! *You are the best!!!*

Workers can now search for a forgotten Unique Key

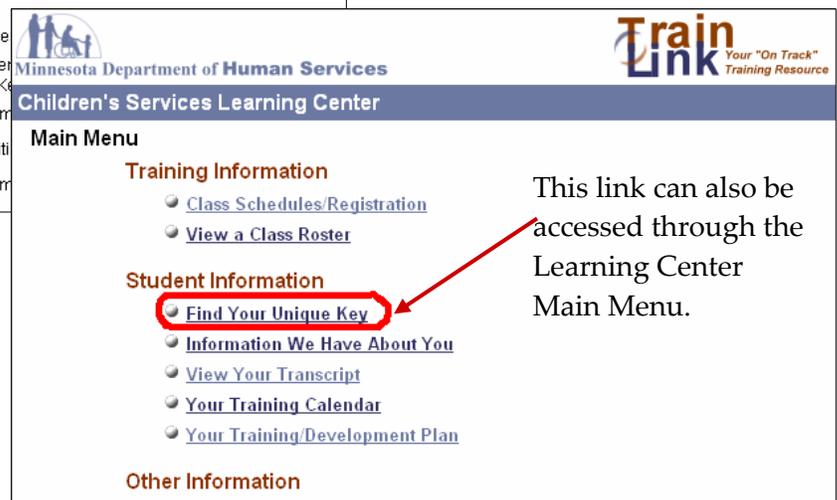
There's a new search feature for workers who have forgotten their TrainLink Unique Key. It's located on the TrainLink Unique Key Request page in County Link ([Unique Key Search](#)). A worker can click on the link, enter his/her email address in the designated box and click *Search*. The unique key and other basic information will appear if there is an active unique key and the

email address was entered when originally signing up for a unique key.

Workers who have never requested a unique key or have changed jobs will still be required to complete the entire request process. This new search will be a time saver for workers who simply forget or misplace their unique keys.



The screenshot shows the County Link website interface. At the top, there are logos for the Minnesota Department of Human Services and County Link. Below the logos is a navigation bar with links for CountyLink Home Page, DHS Home Page, Bulletins, eDocs, and A-Z Topics. A secondary navigation bar includes County Reports/Results, DHS Program Resources, DHS Systems & IT Updates, and Fiscal Reporting & Accounting. The main content area is titled 'Training News and Information' and contains a link to 'TrainLink'. Below this is the 'Unique Key Request Form' section, where the link 'Forgotten your unique key? Unique Key Search' is highlighted with a red circle. Below the link, there is a form with fields for 'Type of Request', 'If Known, County X1 number', 'Unique Key', and 'Last Name', with asterisks indicating required fields.



The screenshot shows the TrainLink Learning Center Main Menu. At the top, there are logos for the Minnesota Department of Human Services and TrainLink. Below the logos is a navigation bar for the 'Children's Services Learning Center'. The main menu is divided into several sections: 'Main Menu', 'Training Information', 'Student Information', and 'Other Information'. Under 'Training Information', there are links for 'Class Schedules/Registration' and 'View a Class Roster'. Under 'Student Information', there are links for 'Find Your Unique Key', 'Information We Have About You', 'View Your Transcript', 'Your Training Calendar', and 'Your Training/Development Plan'. The 'Find Your Unique Key' link is highlighted with a red circle, and a red arrow points from the text 'This link can also be accessed through the Learning Center Main Menu.' to the highlighted link.

Job Posting: **SSIS Trainer**

The Training Unit of the Child Safety and Permanency Division at DHS has three trainer positions vacancies on the Social Services Information System (SSIS) training team. These positions will first be posted internally. If there are no internal candidates, they will then be open to interested external candidates. Persons interested in a position 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.

State Programs Administrator Senior, SSIS Trainer

\$19.33 to \$28.35 per hour (\$40,361 to \$59,195 per year)

Positions are located at the MN Department of Human Services, Child Safety and Permanency Division, 444 Lafayette Road, St. Paul, MN 55164.

The positions provide training and advanced-level technical assistance on the SSIS computer application to county and tribal staff. SSIS is the client server case management system used by county and tribal social workers.

Duties include:

- ◆ Provide SSIS New Worker, Pilot and Release training to county and tribal staff. Training is provided in computer labs or in groups.
- ◆ Write and update training curricula and application documentation.
- ◆ Assist in development, design and analysis of SSIS.
- ◆ Attend mentor and regional meetings to present on topics of interest to county and tribal users.

Required background/qualifications:

- ◆ One year of daily use of SSIS as a social or fiscal worker, mentor or support staff.
- ◆ One year of recent experience in a county or tribal social service system.
- ◆ Demonstrated written and verbal skills in communicating technical information.
- ◆ Demonstrated experience working on a high performance team.

Desired Skills

- ◆ A BA or MA in social work or related degree, or a BA/BS in training or adult education.
- ◆ Knowledge of adult learner needs.

*The position is in the MAPE Bargaining Unit. FLSA status: Non-Exempt.
Overnight travel is required.*