

# SSIS Repository: The Whys and Hows

## Overview

The SSIS State Repository is a statewide database that consists of client information. The SSIS Repository program creates a file for upload to the SSIS State Repository. The data is used to create reports for the federal government and for state analysis.

These are some of the reporting requirements met by completing uploads in the Repository:

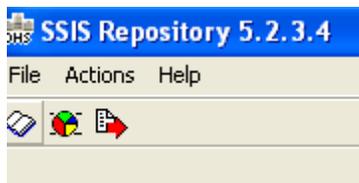
- AFCARS (Adoption and Foster Care Analysis Reporting System)
- NCANDS (National Child Abuse and Neglect System)
- ESEA (Elementary and Secondary Education Act – Title I School Report)
- SELF (Support for Emancipation and Living Functionally).

Data is also submitted to the Institute for Applied Research for Parent Support Outreach and the Minnesota Permanency Project.

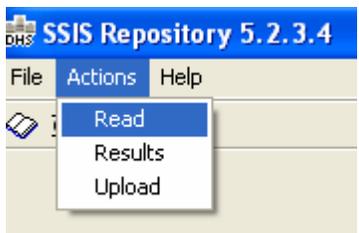
## Security

A person must have the function of Administer County Repository in his or her Role in SSIS Admin to run the Repository.

## Repository Speed Buttons



Speed buttons are for the Read, Results, and Upload screens. The same options are located under the **Actions** menu option.



# Repository Read Functionality

A Read is the first step in using the Repository. This process gathers information together and checks for errors and/or prepares the information for the upload. The Read takes from 15 minutes to several hours depending upon the size of the agency database and the amount of data changed since the last read. The read process creates a file of added, changed, and deleted data since the last read.

## Steps for a Successful Validate Only Read

1. Click the **Read** speed button or select **Read** from the **Actions** menu.
2. Click the **Clear** button at the bottom of the screen to clear the results of the previous read.
3. Select the **Validate Only** option button and check the **Trickle Mode** box. The **Validate Only** option is used when you want to only view the errors. The **Validate Only** read and **Trickle Mode** are much faster and consume fewer disk resources.
4. Select the **Begin Date To Read** at the top of the screen. Set the begin date to a relevant date for your purposes such as matching the date of the current AFCARS reporting period (April 1 or October 1).

The screenshot shows a software window titled "Read 5.2.3.4". It contains several sections for configuring a read operation:

- Begin Date To Read:** A dropdown menu set to "10/1/2008".
- Options:** Radio buttons for "Validate Only" (selected) and "Create Upload File". A checked checkbox for "Trickle Mode".
- Today's Date:** A text field showing "11/10/2008".
- County Server Code:** A text field showing "01".
- Most Recent Read Status:** A section with fields for "Date" (11/10/2008 15:37:22), "Status" (Reading 10/1/2008 to 11/10/2008), "Ready To Upload Count" (0), and "Error Log Count" (0).
- Most Recent Upload to State Repository:** A section with fields for "Date" (02/06/2008 13:00:24) and "Status" (Uploaded 11/01/2007 to 02/06/2008).
- Progress:** A table with three columns: "Deleted Markers Copied", "Error Records Written", and "State Records Written", all showing "0". To the right is a list of table names: "SDM\_RISK\_ASSESS", "SDM\_RISK\_ASSESS\_DET", "AP\_RPT\_DISABILITY", "AP\_LEAD\_AGENCY", "AP\_REFERRAL", "AP\_ALLEG\_APEAL", and "AP\_RPT\_ROLES".
- Read and Validate Tables:** A progress bar for "54 / 133".
- Table: SPD\_CLIENT:** A progress bar for "545 / 1481".
- Buttons:** "Clear", "Read", "Cancel Read", "Results", and "Close".
- Status Bar:** "Marking records associated with placements..."

## ***What are These Fields on the Read Screen?***

The screenshot shows a web interface with two main sections. The first section, titled "Most Recent Read Status", contains the following fields: "Date" with the value "11/17/2008 15:06:10", "Status" with the value "Reading 2/6/2008 to 11/17/2008", "Ready To Upload Count" with the value "0", and "Error Log Count" with the value "8475". The second section, titled "Most Recent Upload to State Repository", contains the following fields: "Date" with the value "02/06/2008 13:00:24" and "Status" with the value "Uploaded 11/01/2007 to 02/06/2008".

### ***Most Recent Read Status***

This section displays the date, time and status of the last read. The possible values for the most recent read status are:

- Cleared – Clear was clicked to clear out date from a previous read.
- Reading – the data is in process of being read
- Read – A Create Upload File read was successfully completed.
- Read-Cancelled – The Cancel Read button was clicked during a previous read and the data is probably incomplete.
- Validated – A Validate Only read was successfully completed.

The **Ready to Upload Count** includes the number of records to be uploaded and the **Error Log Count** displays the number of errors. Don't worry about the size of this number – you will filter the error list to exclude old errors.

### ***Most Recent Upload to State Repository***

This section includes the status of the most recent uploads of the repository and the date of the status.

- Uploading – the data is in the process of uploading or the previous upload was interrupted.
- Uploaded – The upload was successfully completed.

## Progress

Progress

Deleted Markers Copied	0
Error Records Written	0
State Records Written	35561

PERSON\_WORK 91 rows, 2 s., 45 rows/s.  
PERSON\_SCHOOL 7 rows, 1 s., 7 rows/s.  
PERSON\_INCOME 4 rows, 1 s., 4 rows/s.  
PERSON\_ILS 21 rows, 1 s., 21 rows/s.  
PERSON\_ADDRESS\_XREF 155 rows, 3 s., 51 r  
ADDRESS 432 rows, 7 s., 61 rows/s.  
PERSON

Read and Validate Tables

126 / 133

Table: PERSON

0 / 4060

The **Progress** section of the Read screen displays information as the read is running and also provides information about the tables that have been read.

**Deleted Markers Copied** displays the number of records that were deleted in SSIS so that the information can also be deleted from the State Repository.

**Error Records Written** is the total number of Repository errors logged for the read.

**State Records Written** is the number of database rows copied for upload to the state.

The names of the tables and the number of rows read display in the Progress section of the Read screen. The names of all the tables display in this section including tables that are skipped during the read.

The **Read and Validate Tables** progress bar displays the percentage of tables read.

## Filter Screen

The Filter dialog box is titled "Filter" and is divided into several sections:

- Filters:**
  - Error Types:** A list of error codes and descriptions with checkboxes. The "AFCARS" radio button is selected. Other options are "All" and "None".
  - Report Period:** A "Start" date field set to "10/01/2008".
  - Primary Workers:** A list of worker names with checkboxes. The "All" radio button is selected. Other options are "None".
- Adhoc:** A "Field" dropdown and a "Value" text box. Below are radio buttons for "Partial Match From Start" (unchecked) and "Partial Match Anywhere" (checked), along with a "Not" checkbox (unchecked).
- Order:** Three sections for sorting:
  - First:** "Primary Worker" dropdown, "Descending" (unchecked), "Page Break" (unchecked).
  - Second:** "Workgroup Label" dropdown, "Descending" (unchecked).
  - Third:** "Error Type" dropdown, "Descending" (unchecked).

Buttons at the bottom: "Defaults", "OK", "Cancel".

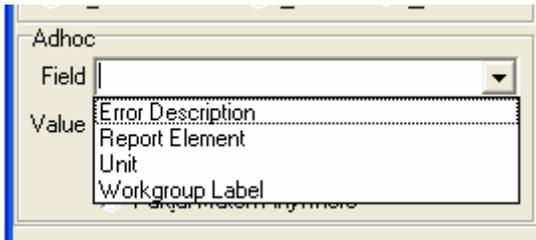
Clicking the **Results** button displays the Filter screen used to filter results of a Repository read. This screen can filter by **Error Types, Start Date, Worker** or other parameters, e.g., check Error Type AFCARS when working on an Upload for the AFCARS Report.

## Error Types

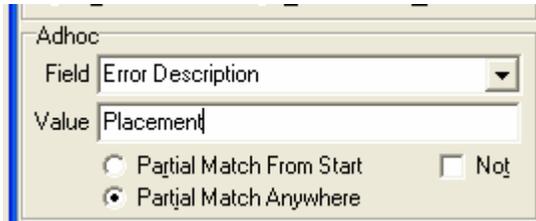
The Error Types section of the Filter dialog box shows a list of error codes and descriptions with checkboxes. The "AFCARS" radio button is selected. The list includes errors like "0002 - Person has more than one open placement", "0013 - Continuous Plcmnt Start Date, <mm/dd", "0023 - Continuous Plcmnt End Date, <mm/dd", "1004 - Individual Placement is closed but Cont", "4008 - Specify whether there is a previous adc", "4009 - Historical First Removal Date is newer t", "4010 - OHP Plan", "4016 - Missing or Undetermined Placement Au", and "4020 - Foster caretaker hispanic indicator".

The **Error Types** found on the Read display in the Error Types section of the Filter screen display in error number order. Select the errors for which you want to view results by clicking on the check box before the error number. Note: The error number does not display in the list if there were no errors found in the read for that error. Option buttons found below the list of error types allow some types to be selected automatically. The **AFCARS** button will select all error types that are applicable for AFCARS.

## Adhoc



The screenshot shows the 'Adhoc' section of a filter screen. The 'Field' dropdown menu is open, displaying a list of options: 'Error Description', 'Report Element', 'Unit', and 'Workgroup Label'. The 'Value' field is currently empty.



The screenshot shows the 'Adhoc' section with 'Error Description' selected in the 'Field' dropdown. The 'Value' field contains the text 'Placement'. Below the 'Value' field, there are two radio buttons: 'Partial Match From Start' (which is unselected) and 'Partial Match Anywhere' (which is selected). To the right of these radio buttons is a 'Not' checkbox, which is currently unchecked.

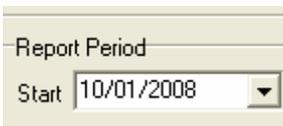
The Adhoc section allows additional filtering. Select error types when using the Adhoc section of the Filter screen.

The drop-down list for field displays four options for customized filtering as well as a free text field (**Value**) to enter the information by which you would like to filter.

**Partial Match from Start** or **Partial Match Anywhere** allows selecting records where the value is at the start of the field or anywhere in the field.

The **Not** check box can be used for additional filtering. You may want all AFCARS errors except for those related to Placement. Select **Error Description** as the **Field** and enter **Placement** as the **Value** and check the **Not** check box. This will generate AFCARS errors that do not contain the word “placement” within the description.

## Report Period



The screenshot shows the 'Report Period' section of a filter screen. The 'Start' field is a dropdown menu with the date '10/01/2008' selected.

It's important that you select a **Start** date for the report period as old errors may display in the results section if a Start date is not selected. Either the first day of the AFCARS period or the first day of the month is advised.

## Primary Workers



Primary Workers

- Gina Gmeyer
- Mark Grover
- theresa hill
- Pam Hodgson
- Deanna Holte
- Ellen Huber
- Tammy Huberty
- Ginas Intern
- Dan J - Judd
- Pat Jacobson
- Thom Jones
- Jane Marie Keller

All  None

Only primary workers with errors are listed. Select **None** to deselect all of the workers. Check desired check boxes to select multiple workers if desired. Checking **All** will check the entire list.

## Order



Order

First

Primary Worker

Descending

Page Break

Second

Workgroup Label

Descending

Third

Error Type

Descending

Use the Order section to select the order in which the errors display on the Results screen and on the printed Non-Compliant Data Report. Select a **First**, **Second** and **Third** sort as needed.

Click **OK** to generate the report.

# Results

**Results 5.2.4.5**

**History**

Timestamp	Status	Gap
11/19/2008 09:52:47	Validated 10/01/2008 to 11/19/2008	
11/19/2008 09:52:21	Reading 10/1/2008 to 11/19/2008	
11/19/2008 09:52:15	Cleared	
11/17/2008 15:19:07	Read 02/06/2008 to 11/17/2008	
10/21/2008 09:23:26	Read 02/06/2008 to 10/21/2008	
07/03/2008 12:53:43	Read 02/06/2008 to 07/03/2008	
05/20/2008 11:58:51	Read 03/01/2008 to 05/20/2008	
04/21/2008 15:17:12	Read 02/06/2008 to 04/21/2008	

**Results of Last "Read"**

Records to Upload: 0  
Errors: 8564

**Type Subtotals for All Errors**

Count	Type	Description
13	0002	Person has more than or
5	0013	Continuous Plcmnt Start

**Non-Compliant Data -- 8220 filtered records**

Type	Report Ele...	Client	Workgroup	WG En...	Primary Wor...	S...	Unit	Date
4033	AFCARS FC #	Becker, James (SSIS F	Becker Mary CP Assess		Beman, Nan		Nan's Unit	01/21/21
4060	AFCARS FC #	Becker, James (SSIS F	Becker Mary CP Assess		Beman, Nan		Nan's Unit	01/21/21
5002	AFCARS FC #	Becker, James (SSIS F	Becker Mary CP Assess		Beman, Nan		Nan's Unit	01/21/21
5004	AFCARS FC #	Becker, James (SSIS F	Becker Mary CP Assess		Beman, Nan		Nan's Unit	01/21/21
5005	AFCARS FC #	Becker, James (SSIS F	Becker Mary CP Assess		Beman, Nan		Nan's Unit	01/21/21
4027	CSR	Black, Sheila (SSIS Pe	Black Sheila CP Assess		Beman, Nan		Nan's Unit	
4027	CSR	Black, Marion (SSIS P	Black Sheila CP Assess		Beman, Nan		Nan's Unit	
4031	CMHRS, CSR	Black, Sheila (SSIS Pe	Black Sheila CP Assess		Beman, Nan		Nan's Unit	
4031	CMHRS, CSR	Black, Marion (SSIS P	Black Sheila CP Assess		Beman, Nan		Nan's Unit	
4022	AFCARS FC #	Brown, Tom (SSIS Per	Brown Lucy CP Case M		Beman, Nan		Nan's Unit	04/19/21
4026	AFCARS FC #	Brown, Tom (SSIS Per	Brown Lucy CP Case M		Beman, Nan		Nan's Unit	04/19/21
4027	CSR	Brown, Charle (SSIS P	Brown Lucy CP Case M		Beman, Nan		Nan's Unit	

**Error Description**

Client Disability - Required for CSR (Client Summary Report) - Screen: Participants/Clients folder

Error Types: 0002, 0013, 0023, 4008, 4009, 4010, 4016, 4020, 4021, 4022

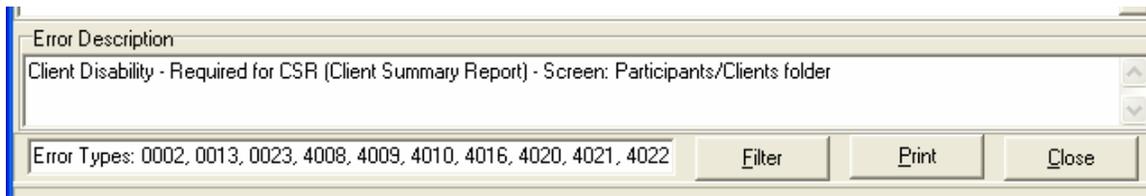
Filter Print Close

The Results screen displays the errors from the most recent read. The **History** section displays information on the history of the repository – reads, uploads, and clears.

The **Results of Last Read** section displays records to upload and total number of errors from the last read.

The **Type Subtotals for All Errors** displays the total number of errors for the last read of the Repository broken down by error type. The **Non-Compliant Data** section includes information on error types, reporting elements, client, workgroup, and assigned worker-related information.

## Error Description



The **Error Description** displays the error description for the error selected in the Non-Compliant Data grid. The Error Description includes the entry screen for satisfying the error. The **Error Types** field displays the filter options that are selected.

## Creating the Non-Compliant Data Report

Click the **Print** button on the Results screen. The AFCARS/NCANDS Non-Compliant Data Setup screen displays with a default of **Preview** selected for **Report Destination**. Click the **Setup** button to display the Print Setup screen.

Make the appropriate selections on the AFCARS/NCANDS Non-Compliant Data Setup screen and click the **OK** button to preview or print the report. Click the **Cancel** button to return to the Results screen.

## Non-Compliant Data Report

### Non-Compliant Data Report

#### Filters

Error Types: 4057

Primary Workers: all

Report Period Start: 10/01/2008

Order By Primary Worker(Page Break),Workgroup Label, Error Type

#### Error Type Counts

Count	Type	Description
8	4057	Foster Parent appears too young or too old. Check individual provider birth year

#### Messages

Code	Error Message	Report Element	Client	Workgroup	WG End	Worker	Sec. Worker	Unit	Date
4057	Foster Parent, pammy nicelady, appears too young or too old. Check individual provider birth year - Screen: Individual Provider/Provider Entry	AFCARS FC #50, #51 Foster Caretaker Birth Year	Shirt, Madge (SSIS Person# 116078165)	Shirt Madge CW Assessment 01/25/2006 (SSIS WG# 116078154)		Huber, Ellen	Serdna Divra Nosten	Ellen Huber	03/29/2006 - Removal De
4057	Foster Parent, pammy nicelady, appears too young or too old. Check individual provider birth year - Screen: Individual Provider/Provider Entry	AFCARS FC #50, #51 Foster Caretaker Birth Year	Short, Millie May JR (SSIS Person# 116078223)	Short Mark CP Case Management 02/17/2006 (SSIS WG# 116014558)		Huber, Ellen		Ellen Huber	02/01/2006 - Removal De

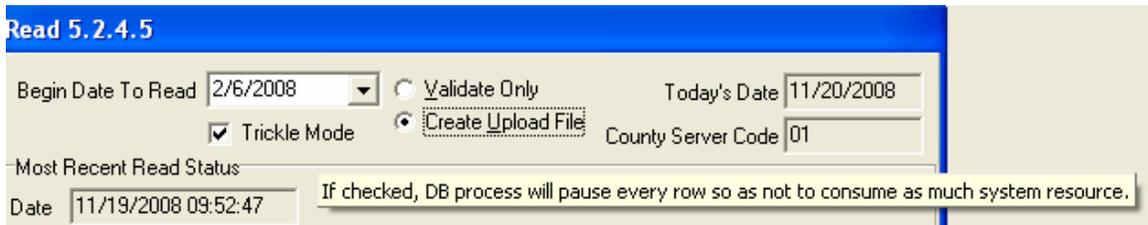
The filter information prints on the top of the first page of the Non-Compliant Data Report. The filters and sort-order selected on the Filter screen prints. The **Report Period Start Date** prints if a **Start Date** is selected on the Filter screen. The filter **Report Period Start Date** does not print if a **Start date** is not selected.

The report also includes error type subtotals and the Messages section of the report includes the error type number, error message, report element, client, workgroup, and assigned worker information.

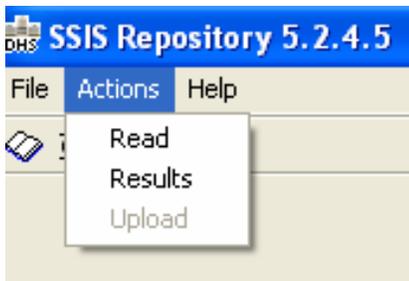
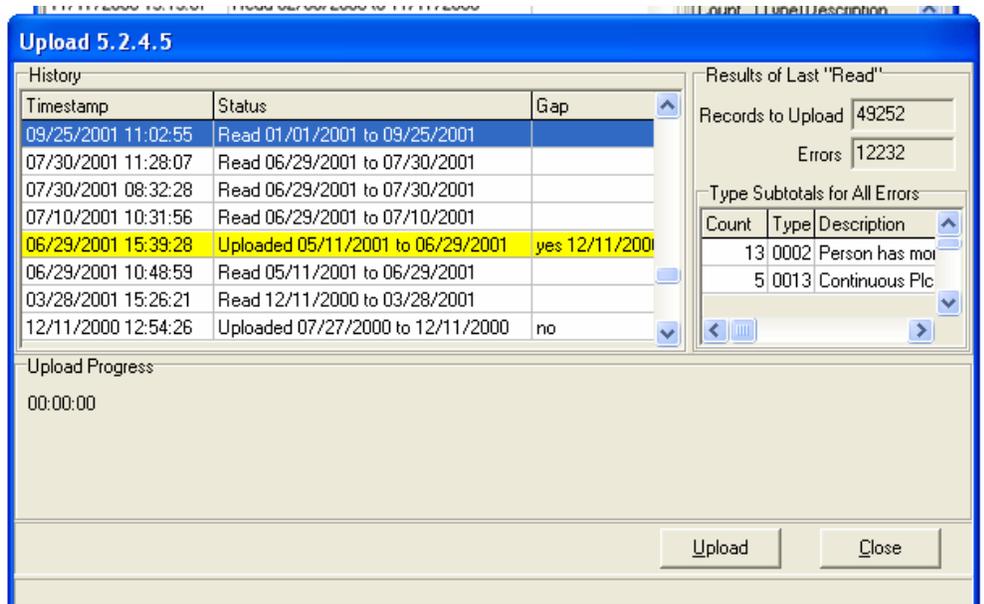
## Completing the Repository Process

Here's a list of Repository Best Practice Steps:

1. Do a Validate Only Read to check for errors.
2. Fix the errors using a filtered list appropriate for your purpose, i.e., AFCARS errors for the current AFCARS reporting period.
3. Do another Validate Only Read.
4. Fix errors and continue this cycle until you are satisfied that all of the errors that can be fixed are resolved.
5. Complete a Create Upload File Read. This prepares the data for the actual upload process. **How?** Return to the Read screen and select **Create Upload File** and **Trickle Mode**. The system will insert a **Begin Date to Read** for you. It will default to the last date that data was successfully uploaded to the State Repository. Leave the default date the system inserts. Changing this date to an earlier date will make your Read take longer by including data that has already been uploaded to the State Repository. Changing this date to a later date will create a gap in your date, and you will be asked to send a new upload.



6. Complete the Upload Process. The Upload screen is used to transmit the data from your agency database to SSIS for reporting. The **Upload** speed button and menu options are only available when a Create Upload Read has been completed.

Timestamp	Status	Gap
09/25/2001 11:02:55	Read 01/01/2001 to 09/25/2001	
07/30/2001 11:28:07	Read 06/29/2001 to 07/30/2001	
07/30/2001 08:32:28	Read 06/29/2001 to 07/30/2001	
07/10/2001 10:31:56	Read 06/29/2001 to 07/10/2001	
06/29/2001 15:39:28	Uploaded 05/11/2001 to 06/29/2001	yes 12/11/2001
06/29/2001 10:48:59	Read 05/11/2001 to 06/29/2001	
03/28/2001 15:26:21	Read 12/11/2000 to 03/28/2001	
12/11/2000 12:54:26	Uploaded 07/27/2000 to 12/11/2000	no

Count	Type	Description
13	0002	Person has mo...
5	0013	Continuous Plc...

The Upload screen includes a History section that provides timestamp, status, and any gaps. If there is a gap, the information displays in yellow.

## Helpful Hints

“OHPP missing” errors such as 4010 may actually indicate that the Out-of-Home Placement Plan is created but the provider is not associated to the OHPP.

Type	Status	Status Date	Effective From Date	Bus Org Name	Effective Through D...	Name
Out-of-Home Plac...	Draft	11/13/2003	11/13/2003		12/31/2003	Ethan Jay Bierlen
Out-of-Home Plac...	Draft	12/02/2003	12/02/2003		01/31/2004	Ethan Jay Bierlen
Out-of-Home Plac...	Draft	12/04/2003	12/04/2003		01/31/2004	Ethan Jay Bierlen
Out-of-Home Plac...	Draft	06/06/2008	06/01/2008	Molly's Foster Care	06/30/2008	Ethan Jay Bierlen
Out-of-Home Plac...	Draft	07/14/2008	06/01/2008	Molly's Foster Care	07/31/2008	Ethan Jay Bierlen

It can be helpful to go to the Service Plans grid and use the optional column, Bus Org Name, to verify that the associated bus org is correct.

Make a plan and a schedule for running Repository Validation Read reports. Based on the problem areas, and who enters what information, decide report frequency (monthly, weekly) and recipients.

## AFCARS Tips

“Repository Tips & Fixing AFCARS Errors” is available on CountyLink. The document includes instructions on operating the repository, tips and notes for specific repository errors that are related to AFCARS elements, and an upload schedule.

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs\\_id\\_008151](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs_id_008151)

“AFCARS – SSIS Repository Cross Reference” is also available to assist you in reviewing your county’s AFCARS results.

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs\\_id\\_051983](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs_id_051983)

## AFCARS Buddies

*Kenny Christenson*

*Peggy Lane*

*Kim Lunz*