



SSIS Update



Issue 275

Social Services Information System

February 20, 2009

Attention: Adoption Social Workers

In the current SSIS Worker, the Adoption Assistance Agreement autofills the child's birth name instead of the child's adoptive name. When completing the Agreement, be sure to **delete the birth name from the form and type in the adoptive name** before completing the agreement with the adoptive parents. The State Adoption Unit cannot accept any agreements that have the incorrect name.

In the next SSIS release, the autofill feature for this name will be removed so that you will type the adoptive name in a blank field.

SSIS's web page navigation updated

Several SSIS web pages that were only accessible from SSIS's home page are now listed in CountyLink's left navigation. These include:

- Fiscal Advisory Group (*under Fiscal*)
- Fiscal Mentor Manual (*under Fiscal Mentor Pgm*)
- Worker Mentor Manual (*under Worker Mentor Pgm*)
- Worker Software Specs (*under Support*)
- Centralized Training Database Calendar (*under Training*)

Upload Update

The next upload is due on February 27. February's upload provides a general update of information for statewide research and reporting.

NWT courses have openings

If you wish to attend the March 3-5 New Worker Training (NWT) courses at the metro lab (444 Lafayette, St. Paul), please register as soon as possible. The first two days teaches Bjorn Basics topics and a third day is dedicated to Child Protection topics. Registration is on [TrainLink](#).

Enter CM Screenings by March 27

This is a reminder to enter all calendar year 2008 child welfare mental health screenings into SSIS by March 27, 2009. Enter completed screenings as well as those that meet the exemption categories. Only the 2008 completed mental health screenings will be used to calculate counties' 2010 allocation for the child welfare portion of the mental health screening project. Any screening information documented for the 2008 calendar year after 3/27/09 will not be counted towards each county's screening allocation for grant purposes. If you have questions, contact Martha Aby at 651-431-4860 or martha.j.abby@state.mn.us.

Reminder:

Worker mentor VPC is March 4

A new format of back-to-back regional meetings and Worker mentor meetings will give mentors both local and statewide feedback. March 4 regional meetings are from 8:00-10:00 a.m. The mentor meeting VPC runs from 10:00AM-12noon. Sign up on [TrainLink](#) by March 9. *Don't miss this!*

CountyLink Updates

- ◆ Worker Mentor Manual
- ◆ Mentor HINT: Option Button Navigation
- ◆ Implementation Memo #89—NWT Schedule
- ◆ 2009 Workstation Recommendations
- ◆ Ref. 3500: Quarterly Image of Server, LTO
- ◆ Ref. 520: Naming Conventions
- ◆ Ref. 510: Adding a User to the SSIS Server
- ◆ Ref. 212: Backup Tape Failure Notification
- ◆ Ref. 210: Legato Media Management Software