

SSIS Mentor Meeting Minutes

March 4, 2009

Topic	Discussion	Action Item
<p>Welcome</p>	<p>Maureen welcomed attendees at 11 VPC sites and thanked the facilitators for fielding questions, taking attendance of both sessions and for talking on the microphone. Thanks to all of you who came to both meetings and tried out this process of a regional meeting first and then a mentor meeting second.</p> <p>SSIS staff in attendance: Mary Klinghagen, Angela Walswick, Nan Beman, and Jerry O’Keefe, Wanda Thomas, Lily Lasker and Gina Meyer.</p> <p>All county/tribal staff in attendance were asked to complete the electronic evaluation. Thanks.</p>	<p>Facilitators. Please send in attendance sheet if you have not done so. Thanks.</p> <p>Fax: 651-431-7521</p>
<p>SSIS Updates</p>	<ol style="list-style-type: none"> 1.) SSIS Upcoming Release Version 5.2B will go to pilot on March 5. Tentative statewide will depend on the Pilot. 2.) SSIS Release Version 5.5 (Architecture update) tentatively set for fall of 2009. 3.) Case List with Client report was a topic for discussion at the MPAC meeting last month. SSIS wanted to know how many counties used the report. MPAC stated many of them didn’t use the report and some counties stated they used it often. At first SSIS was going to remove the report, redesign it, and return it to agencies later. The final decision was made to keep the report in and restructure it in Version 5.5 and release as a banded report with 5.5. The mentors also asked if they could have it in a grid report and that request is still being looked at. 	<p>Update: Pilot started 3/12/09</p>
<p>SSIS Training Team Update</p>	<ol style="list-style-type: none"> 1.) One trainer position is still open. Please contact Richard Dean, Training Team Supervisor (Richard.f.dean@sstate.mn.us) if you are interested in state employment or a county exchange position. The position description was posted in SSIS Update #269. 2.) VA/CEP new worker and refresher training announcement came out in Implementation Memo #90 that’s on CountyLink. 3.) New Worker Training schedule for spring came out in Implementation Memo #89 that’s on CountyLink. 	<p>Implementation Memo #90</p> <p>Implementation Memo #89</p>

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Q/A	<p>1.) When running the Monthly Contacts with Children in Continuous Placement report, a mentor reported that if the “other than primary worker” option was selected, the results didn't included any contacts with a location other than “child's residence.” Nan said the report should pull in all locations regardless of choice. The worker also reported that when selecting the “primary worker only” option the results include all locations.</p> <p>Ans: When researched, the Help Line determined this report is working as designed and the way Nan had reported it. The issue may be the result of not having the child checked in the Contact With area.</p> <p>2.) One of the counties stated their non-direct (non-client specific) time was going away after a period of time. Why?</p> <p>Ans:In SSIS Administration>Tools>County Preferences>General, there is a section called Time Log where the Previous Months to Display can be increased to up to 48 months. Or, one can go to Tools>General Reports>Time>Activity Log in the Worker application and print out as much displayed time as requested in the custom date fields.</p> <p>3.) CW/TCM start date: Do we use the date of the plan or the signature date of the plan?</p> <p>Ans: If you are using the service plan as the date of eligibility, use the date the service plan is signed that is when it becomes a legal and binding document. If you need to provide services before a plan is created (i.e., the child needs to see a mental health therapist right away), you can indicate your services needed and the plan in the CW/TCM finding and initial CW/TCM plan part of the Eligibility screen and then use the date of this plan.</p> <p>4.) Is it still necessary to print out Adult Mental Health face-to-face contacts for worker to sign off on and keep in physical file?</p> <p>Ans: Workers do not need to print out any notes or contacts and put them in the hard file. By signing into SSIS with a password, the worker is “signing” the time records and notes. Electronic signatures are acceptable as well if the agency has that ability.</p> <p>5.) What is one of your timesavers in SSIS?</p> <ol style="list-style-type: none"> Auto Filter in the Grid Reports Training new staff with county information after they return from SSIS New Worker Training. 	<p>Would the county who made this comment please contact the Help Line?</p>

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	<p>6.) If we have more than one child placed in a remote area, can one social worker go and meet with both children and create two time records so that two workers don't have to both go to see their child?</p> <p>Ans: The important part of this answer is if the worker who meets with the child has a relationship with the child. Trust and familiarity are important elements to a meeting with a child.</p>	
<p>Suggestions from the mentors</p>	<p>1. The Weekly HINTS are awesome but...</p> <ul style="list-style-type: none"> a. Could they be sent to the coordinators instead of MPAC? The regional list is out of date again. b. Could they be sent once a month and have four HINTS in the email? c. Could they be short cuts as well as navigation aids? <p>Ans: Most of the responses from the evaluations indicated that once a week is good, and to send to the Worker coordinators. Next one went to the coordinators on 3/9/09 please make sure they get to all the mentors and staff.</p> <p>2. Update the Regional MPAC list and send out to MPAC members.</p> <p>3. At one of the next in-person meetings could the topic be Charting and Analysis for mentors and support staff who have to run the reports? Yes.</p> <p>4. The DHS Adoption Checklist is not on SSIS web as a resource at this time because it is not updated after DHS made changes that affected SSIS. Maureen will look into creating another Step-by-Step Adoption handout like we had before.</p> <p>Could the Purge module be trained soon at a mentor meeting? Ans: Yes.</p>	<p>If you find timesaving processes or short cuts in SSIS that we could use as a HINT, send it to Maureen and she will send it out in a HINT!</p> <p>Done</p>
	<p>5. Could the Case Note PPT that Nan created be sent with the mentor meeting minutes? Attached to the email.</p> <p>6. Enhancements were voiced about:</p> <ul style="list-style-type: none"> a. Adding court as a location on Contact/activity time records b. Adding a Sub-program in time reporting—would the county who talked about this contact Maureen? 	<p>Please contact the Help Line for all Enhancements to be considered by SSIS. Make sure you supply the business need.</p>

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Next Mentor Meeting	May 19, 2009-St. Cloud, MN (More information soon)!!	Stay tuned!