SSIS Time Entry for External Workers

Updated May 2012

Purpose

The Child and Family Services Improvement Act of 2006 requires states to report the percentage of children in foster care under the responsibility of the state who were visited monthly by the caseworker handling the child's case. In certain circumstances, a professional who is not an employee of the local social service agency is the person with the monthly contact responsibility. When the child is placed out of state or county and supervised by that state or county, or placed by probation staff, local agencies need a way to enter time for non-employees.

To report these contacts through SSIS, the placing agency must enter a Contact record for each contact made by the supervising worker.

Unit/Department Setup

Create a separate Unit and Department for the external case managers. This ensures that their time will not be included in reports for other units and departments, and allows reports to be run separately for these external case managers.

Role Setup

Creating a separate Role that has only the "Worker default activities" function assigned is recommended. A role is required for the user to display on the drop-down list of workers to choose from on the Activity Log. This Role can be used for all "External placement case managers" that work with the agency.

User Setup

Set up external case managers who are qualified to supervise placements for your agency as SSIS users following these guidelines:

- Do not enter a SSIS User ID or Password.
- Select the county entity.
- Choose the employee type "External placement case manager." Time recorded for these users will be excluded from SEAGR and other state reports based on this employee type.
- Select the Role that has only the "Worker default activities" function assigned. (See the "Role Setup" section above.)
- For "Workgroup function scope" and "Intake worker scope," assign "No Access."
- Set "Workgroup edit allowed" to "No."
- Assign external case managers to the external case manager Unit and Department. This allows reports to be run separately for these external case managers.
- On the Qualifications tab, enter a new Qualification with the type "Child safety/permanency professional" and set the "Qualified" field to "Yes." Be sure to set the start date back to the date when the external case managers was determined to be qualified to provide for the safety, permanency, and well-being needs of children in the care of the agency.
- When the external case manager is no longer making contacts for a child in placement, follow the guidelines in the "Inactivating External Case Managers" section below.

Workgroup Setup

The external placement case manager no longer needs to be assigned as the primary worker of a workgroup, but should be added as a secondary worker on at least one workgroup for the child (preferably the workgroup associated with the child's placement). Associate the contact records with this workgroup. The workgroup associated with the placement should be assigned to the responsible unit (for placement reports).

Monthly Contacts with Children in Continuous Placement Report

The Monthly Contacts with Children in Continuous Placement report was updated in SSIS V5.4 to use the new staff qualification "Child safety/permanency professional."

- The report option to "Only include contacts made by the Primary Worker (as of the contact date)" was replaced with the option to "Only include contacts made by a qualified child safety/permanency professional (as of the contact date).
- When running the report with this option selected, the report includes all qualifying contacts with the child made by all qualified staff – without regard to whom the primary worker is, or which workgroup the contact was recorded in.

Time/Contact Entry

Users who have the "Enter Another Persons Time" security function assigned to their roles will be able to enter time records from the Activity Log for this user.

Inactivating External Case Managers

When the external case manager is no longer making contacts for a child in placement with the agency:

- Set the user role to <NONE> to inactivate them. Then, he or she will no longer be available in the drop-down list of workers on the Activity Log.
- Enter an end date on the "Child safety/permanency professional" Qualification screen for this user.

Example

Ken Karlson is a social worker in California who supervises Sarah Smith's placement with her aunt for Hennepin County.

- Hennepin County enters Ken Karlson as an SSIS User with the employee type of "External placement case manager" (and the other settings described above).
- Ken is assigned to the unit "External Case Managers Unit" and the department "External Case Managers Department."
- Ken is the secondary worker of the "Smith Sarah CW Case Management 01/15/2009" workgroup. This workgroup is associated with Sarah's placement, and the workgroup is assigned to the "Child Foster Care Unit."
- Ken reports all contacts made with Sarah to Hennepin County.
- A Hennepin County worker (with the security function "Enter Another Persons Time") uses the Activity Log to enter each contact into SSIS, choosing Ken Karlson from the drop-down list of worker names, and associating the time records with the "Smith Sarah CW Case Management 01/15/2009" workgroup.
- The time recorded on Ken's behalf will be included on time reports for the "External Case Managers Unit" (but not for the "Child Foster Care Unit").
- Sarah's placement will be included on placement reports for the "Child Foster Care Unit," including the Monthly Contacts with Children in Continuous Placement report. When running this report with the option to "only include contacts made by a qualified child safety/permanency professional (as of the contact date)," this report includes all qualifying contacts with the child made by all qualified staff.