

## Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 294  
December 4, 2009

## SSIS document redesign is focus of Versions 5.3 and 5.5

SSIS document redesign addresses Federal SACWIS review findings and SSIS architecture updates. Specifically, review findings concluded that social workers must not be able to change data in SSIS documents when the data originates in the SSIS database. Data examples include names, addresses, and phone numbers. Implementation of the new document structure will take place in two stages. The first stage, V5.3, addresses conversion and agency-created templates. The second stage, in V5.5, will implement the new

features for all documents.

Advantages of the redesign include:

- Service plans and documents will all work in a consistent manner.
- More merge fields will be available.
- Processes will be standardized.
- Documents will be in non-proprietary HTML format.

Functionality to e-mail documents and other features will be included in the redesign.

### Version 5.3 Features and Implications

SSIS Version 5.3 will prepare agencies to convert custom templates. **This release applies only to agencies that have created custom templates in SSIS and want those templates available in Version 5.5.**

Agencies with custom templates have received a report listing those templates with the date they were last used. This report will assist with prioritization.

Agency staff will still be able to use custom templates in their current state in Version 5.3 while conversion-related work is in process. Version 5.3 will include two template editors — an editor for documents in their current state and an editor for conversion preparation.

However, agencies are advised not to create any new templates until Version 5.5 is implemented. Version 5.5 will include only the new template editor, and the legacy editor will be removed. Conversion preparation includes replacing the merge fields in templates with new standardized merge fields and features such as check boxes

with the equivalent HTML-based features.

Version 5.3 statewide implementation is planned for January–February 2010.

### Version 5.5 Features and Implications

Version 5.5 will have redesigned templates, documents, service plans, and case notes. Active documents and service plans should be finalized prior to SSIS Version 5.5 if at all possible. New service plans will need to be created when due for review. Version 5.5 statewide implementation is planned for Spring 2010.

Prior to the release of Version 5.5, agencies should begin entering and/or correcting data which will continue to merge into documents and service plans. Click on this handout about [preparing for the document redesign](#). It also gives information on two new optional SSIS Admin fields available in Version 5.3: — Local agency contact and Document credentials.

Also, view the [document redesign overview](#) presented at the November Worker Mentor meeting.

**Fiscal Focus**

**Fiscal refresher webinar is Dec. 9**

Fiscal Mentor Meetings provide mentors’ initial training in new modules and SSIS features. As time passes, most topics need review. Fiscal Mentor Coordinator Mary Klinghagen invites you to a December 9 refresher course using iLinc.

iLinc is an online web tool that provides training at your workstation. Each participant will dial into the session to hear the audio portion over the phone while viewing the presentation and materials via the Internet.

The first session is Wednesday, December 9 from 9:00–10:30 a.m. The topics covered will be:

- General navigation
- Case/workgroup/person
- Searches/logs.

Each topic will be covered from a fiscal perspective — how a county fiscal staff person uses the SSIS application.

**To register:**

1. Log on to <https://minnesota.ilinc.com>.
2. Select Public sessions.
3. Check Fiscal Mentor Refresher – General Navigation – Case/ Workgroup/Participant – Searches/Logs.
4. Click Register.
5. Complete Registration information.
6. Click Submit.

You will receive an e-mail with a link to information about the session including instructions for testing connectivity and details for dialing in the day of the meeting. This webinar format does not provide session handouts.

**CountyLink Updates**

- First quarter 2010 training schedule
- Health Care Eligibility Spec (formerly called MA & Waivered Program Eligibility)
- Charting & Analysis training module-V5.2D
- V5.2E Package/Database Update Release Notes
- Surplus IT Equipment



SSIS is offering assorted Server components, as well as one complete system, for county use. Check out pictures and details at [SSIS>Support>Surplus IT Equipment](#).

**Worker Focus**

**Children reside with their parents: Placement or Not?**

**Trial Home Visit:**

Children placed with the parent(s) from whom they were removed with a court order for “Trial Home Visit” are **not** discharged from continuous placement in SSIS. The placement setting just prior to the trial home visit is ended in SSIS with an end reason of “Begin trial home visit.” Trial home visits may not go longer than six months, and the court must clearly order the trial home visit. The social service agency retains custody of the child(ren). The continuous placement is ended only when full custody is returned to the removal parent. Review Mn. Statute 260C.201 Subd.1(3).

**Residence with a Non-Custodial Parent:**

When children are removed from the custodial parent, the court may order the children to live with the non-custodial parent. In this instance, **the child is not entered in SSIS as in placement**. Although the court may use the word “placement” or “placed” in the order for the child to live with a non-custodial parent, there is no placement per Mn. Statute 260C.007, Subd. 18. An order for custody to remain with the social service agency while the child lives with a non-custodial parent is not provided for in Minnesota law. The agency may well have responsibility to monitor the child’s safety and well-being while living with the non-custodial parent. After adjudication, the agency may have protective supervision by court order. Permanency timelines for the child with the **removal parent** proceed per federal and state statute. (Timelines for permanency are available in SSIS in *Help/Contents/Placement/Court/Placement Review Timelines*.)

*Placement continued*

### **Infants Placed with Parent**

#### **Scenario 1: Parent is age 18 or over and agency has legal responsibility for minor child.**

The county agency has legal responsibility for care and control of the minor child either through a signed voluntary placement agreement or a court order. The parent of the minor child is an adult age 18 or older. The adult parent and the minor child are provided shared family care and reside together in the foster home. Neither the minor child nor the adult parent has a placement entered on SSIS. If the adult parent leaves the foster home, and the minor child remains in care, a placement for the child is to be entered in SSIS, with the start date being the date the adult parent no longer resides with the child. An out-of-home placement plan (OHPP) is required for the child at this time, and administrative reviews and permanency hearings will be required as the child's placement continues.

#### **Scenario 2: Agency has responsibility for minor parent only.**

The county agency has responsibility for care and control of the minor parent only. Both children are placed together in the same foster home. The only placement entered into SSIS is for the minor parent, and an OHPP, administrative reviews and permanency hearings are required only for the minor parent. Title IV-E foster care maintenance reimbursement may be available for the minor parent if all eligibility requirements are met. The difficulty of care (DOC) determination for the parent's placement may be increased to account for additional care required for the minor child placed with his or her minor parent. If the minor parent leaves the foster home without the child, the county agency will pursue a voluntary placement agreement or a court order giving the agency legal responsibility for care of the child, as the child no longer resides with a parent. Once the agency has responsibility for care of that child, a worker must enter a placement for the child on SSIS and complete an OHPP. The start date for the child's placement is the date that the agency gains responsibility for care and control of the minor child. Administrative reviews and permanency hearings are required on the regular schedule once the agency has legal responsibility.

#### **Scenario 3: Agency has responsibility for both the minor parent and the minor parent's child.**

The county agency has legal responsibility for care and control of both the minor child and a minor parent, either through voluntary placement agreements or by order of the court. Both children are placed together in the same foster home. In this situation, the foster parents provide daily care and supervision to both the minor parent and the minor parent's child. (The minor parent is not legally responsible for supervision of the younger child.) Both children need to have placements entered on SSIS, and OHPP's, administrative reviews and permanency hearings are required for each child individually. Title IV-E foster care maintenance reimbursement may be available for both children individually if all other eligibility criteria are met.

*Please direct your placement questions to SSIS Policy Coordinator Nan Beman at 651-431-4767 or [nan.beman@state.mn.us](mailto:nan.beman@state.mn.us).*

### **Upload Update \_\_\_\_\_**

The December 31 Upload is a general update of information for statewide research and reporting.

## **BEARS recovery testing completes 2009 schedule at Hennepin County**

The Enterprise Operations Team (EOT) completed its final 2009 test run of the Bjorn Emergency Assistance Recovery Server (BEARS) system at Hennepin County. Leroy Van Grootheest and Bruce Anderson successfully *recovered* Hennepin's SSIS data from a backup tape made the night before.

BEARS is a self-contained mobile system used to respond to a disaster. The SSIS database contained in the tape backup is all that is needed to recover the county's SSIS data. Because BEARS uses the most recent backup tape for the *freshest* data, it is critical to regularly move backup tapes to a safe and accessible off-site location.

EOT will continue quarterly verification tests in 2010, confirming that the system functions well as SSIS evolves.