

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 295
December 18, 2009

Agencies receive annual Child Welfare Workforce Survey

Social Service supervisors in all agencies received a Child Welfare Workforce Survey. SSIS annually asks agencies to identify Child Protection and Child Welfare staffing for the previous calendar year. The data goes to the National Child Abuse and Neglect Data System (NCANDS) and is required by the federal Child Abuse Prevention and Treatment Act (CAPTA). Any state with a SACWIS must send child maltreatment data to NCANDS.

The **deadline** for returning the one-page survey is **January 15, 2010**. Fax the survey to: Attn: Jean Swanson Broberg, SSIS, at 651-431-7521.

All agencies' results must be recorded. Therefore, if you incorrectly received the survey, please forward it to the appropriate supervisor *and* alert SSIS of the correct contact person for our records.

Fiscal Focus

What Fiscal enhancements would you like to see in SSIS?

The purpose of the Fiscal Advisory Committee (FAC) is to gather county input for the next stage of SSIS and to help prioritize Fiscal enhancements. The group asks *where do counties see their biggest needs and how can these be addressed?*

County representatives in this group keep counties updated on FAC meeting discussions and decisions and poll county workers for input. Committee members are workers' voices in these meetings. Click here to see [FAC roster](#).

If you have a new request for SSIS functionality or a new report, submit the request to your region's FAC

Fiscal Focus

Enter your 2010 County Preferences

It is time to put 2010 yearly settings in SSIS Admin. Workers will not be able to set up new Service Arrangements, make payments, or copy the 2009 budget without these settings. Review your 2009 settings and make changes if needed, based on your experience this year with SSIS. For more detailed information about updating your Yearly Settings click here to read [Fiscal Flyer issue #67](#).

CountyLink Updates

- HINT: Printing Case Notes in Chronology
- MPAC minutes, 11/24/09
- Federal and State indicator charts, 4/1-9/30/09
- NWT posters, available for county printing

representative. [Forms](#) on the website will help you submit your request. Use these forms to ensure that we have the information needed to accurately review and discuss your request.

Discussing and analyzing new requests is a long process. There will not be any new enhancements or functionality until at least V5.6 late in 2010.

The FAC meets next on March 10, 2010. Committee members have not received any new requests from you! If you have any ideas, send them to your FAC representative by January 22, 2010.

2010 Upload schedule

All agencies need to complete an upload by the last working day of every month. Uploads may be completed before the due date, but should be done late enough in the month to include necessary data (such as the latest Monthly Foster Care amount for AFCARS).

The following schedule describes the specific information that SSIS needs each month. Generally, this does not change from year to year. Only one upload is required for each month, even if the information is being used for more than one purpose.

Schedule these SSIS uploads to submit required data

| | |
|------------------|--|
| January | <ul style="list-style-type: none"> • This upload is for the NCANDS reporting period (last federal fiscal year: Oct. 1-Sept. 30). • Title IV-E Abstract Report due 20th • SEAGR due 29th • TCM CSR due 29th |
| February | This upload is for general update of information for statewide research and reporting. CMHRS for July through December due 15 th |
| March | This upload is for the Quarterly Family Assessment update. |
| April | <ul style="list-style-type: none"> • This upload is for the AFCARS reporting period (October 1 of the previous calendar year - March 31). • Title IV-E Abstract Report due 20th • SEAGR due 30th • TCM CSR due 30th |
| May | This upload is for general update of information for statewide research and reporting. |
| June | This upload is for the Quarterly Family Assessment update. |
| July | <ul style="list-style-type: none"> • This upload is for general update of information for statewide research and reporting. • Title IV-E Abstract Report due 20th • SEAGR due 30th • TCM CSR due 30th |
| August | This upload is for general update of information for statewide research and reporting. CMHRS for January through June |
| September | This upload is for the Quarterly Family Assessment update and the SELF reporting period that ends August 31 (be sure to complete the SELF Client Data report in the ALS workgroup for each client receiving SELF funded services for the current reporting year) |
| October | <ul style="list-style-type: none"> • This upload is for the AFCARS reporting period that starts April 1 and ends Sept. 30. • Title IV-E Abstract Report due 20th • SEAGR due 29th • TCM CSR due 29th |
| November | This upload is for the ESEA reporting period that starts October 1 and ends October 31. |
| December | This upload is for the Quarterly Family Assessment update. |

Job Posting: SSIS Worker Trainer

The Training Unit of the Child Safety and Permanency Division at DHS has a vacancy for a trainer position on the SSIS training team. The position provides training and advanced-level technical assistance on SSIS to county and tribal staff.

State Programs Administrator Senior, SSIS Trainer

\$19.33 to \$28.35 per hour (\$40,361 to \$59,195 per year)

MN Department of Human Services, Child Safety and Permanency Division
444 Lafayette Road, St. Paul, MN 55164

This position is open to interested candidates. Persons interested in this position should contact:

Richard Dean, Training Unit Supervisor
Child Safety and Permanency Division
P.O. Box 64943, St. Paul MN 55164-0943
(651) 431-4669
richard.f.dean@state.mn.us

MAPE Bargaining Unit

FLSA status: Non-Exempt.

Overnight travel: Required.

Duties include:

- Provide SSIS New Worker, Pilot and Release training to county and tribal staff. Training is provided in computer labs or in groups.
- Write and update training curricula and application documentation.
- Assist in development, design and analysis of SSIS.
- Attend mentor and regional meetings to present on topics of interest to county and tribal users.

Required background/qualifications:

- One year of daily use of SSIS as a county or tribal child protection worker.
- Demonstrated written and verbal skills in communicating technical information.
- Demonstrated experience working on a high performance team.

Desired Skills

- A BA or MA in social work or related degree, or a BA/BS in training or adult education.
- Knowledge of adult learner needs.



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

Upload Update _____

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