

Worker Mentor Meeting
VPC—9:00AM-11:00AM
 February 24, 2010

Topic	Discussion	Action Item
Welcome and Introductions	Maureen welcomed all coordinators, mentors, and social services supervisors to the meeting. SSIS staff in attendance included Angela Walswick and Rebecca Wilcox from the Training Team; Lily Lasker and Jerry O’Keefe from the Help Line; Mary Klinghagen, Fiscal Mentor Coordinator; Nan Beman, Policy Coordinator; Dan Judd, Production Control Coordinator; and Brownell Mack, DHS CMH Policy Advisor.	
SSIS Update	<ol style="list-style-type: none"> 1. Distribution/Rollout plans for Versions 5.3: <ol style="list-style-type: none"> a. Version 5.3: Statewide release and installation is February 26, March 1 and March 2, 2010. b. Version 5.5: Releases planned for late spring or early summer. It will contain new architecture with consistent formatting and new document template creation. 2. New Worker Training will be in St. Paul on March 9-11, 2010. 3. Version 5.3 release training will be held via iLinc on March 1 and March 5. Stay tuned for an email. 4. Questions that came into SSIS for this meeting: <ol style="list-style-type: none"> a. When will the new Home Study for the foster care/adoption be updated in SSIS? Ans: In Version 5.5. Release date remains flexible. b. When will the application for foster care/adoption, Facts Sheet, Checklist for foster care adoption, Home Study and Disaster Plan be available? Ans: Version 5.5. There will either be a hyperlink to EDocs or the document will be in SSIS. c. Enhancement request added for the SDM tools to be added to CW workgroups. 5. Reminder to complete mentor meeting evaluations when received. 	<p>Please send any additional comments or questions to ssis.documents@state.mn.us</p>

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<p>Family Group Decision Making</p>	<p>Maureen talked about the changes in Version 5.3 for entering FGDM events into SSIS. These changes were effective 12/31/09 but we are starting March 1, 2010 or the date the agency gets the new version.</p> <p>Effective March 1, 2010, instead of using “FGDM event” in the activity field for the FGDM service, enter the specific reason for the referral for the FGDM conference to be held. Also, you must create a separate contact activity for each conference held.</p> <p>FGDM service is not available in CMH or DD workgroups for time recording at this time. The following suggestions for CMH and DD workgroups and FGDM time recording apply:</p> <ol style="list-style-type: none"> 1.) If you have a DD or CMH workgroup, use CW as the program in the contact activity record. 2.) If you have a CMH and a CP workgroup use the CP program to enter the contact activity record in either workgroup. <p>***Make sure the Regarding area of the time record has the child’s name checked and all the people in attendance at the conference are listed in the Contact With section. ***</p>	<p>Make changes only to time records created from the present forward!!</p>
<p>CMH Basics and SSIS Navigation</p>	<p>Brownell Mack, CMH Policy Advisor, described and defined the necessary staff credentialing and policy regarding CMH criteria for eligibility. Questions from the presentation:</p> <ol style="list-style-type: none"> 1.) Statement were made about the “old diagnoses,” and that workers were responsible for making sure the diagnosis was reviewed often and entered into SSIS. Please clarify. <p>Ans: An initial diagnostic assessment needs to have been completed in the last 180 days to be valid for case management eligibility purposes. Only updating the diagnostic assessment is required thereafter, based on significant changes in the child's functioning. At a minimum, a new diagnostic assessment should be completed every 36 months.</p> 2.) If we open a case CMH assessment and obtain the Rule 79 assessment within the first 90 days, can we bill back to when the case was opened if the child has an SED? <p>Ans: Under “presumptive eligibility,” the staff worker is able to provide up to 120 days of MH-TCM services without a formal diagnosis, if, the child meets criteria based on indications and the presence of extenuating factors. For claiming, don’t submit claims until a diagnosis is obtained and the correct effective date is entered into Supplemental Eligibility in SSIS.</p> 	

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CMH Basics and SSIS Navigation	<p>3.) We do not use ICD-9 codes and have always input DSM-IV diagnosis in the Diagnosis field. Did I understand that we must use ICD-9?</p> <p>Ans: SSIS converts identical definitions of DSM-IV codes to ICD-9 codes for you. When there isn't a 1:1 relationship in definition from DSM-IV to ICD-9, you must enter the ICD-9 code for claiming.</p> <p>***Once the diagnosis is obtained and the child meets SED criteria (under 18 years old or SPMI 18-21 years old), the Supplemental Eligibility screen must be completed for CMH-TCM claiming eligibility.</p>	
Clarifications of Statute and SSIS Procedures	<p>Points to remember from this presentation:</p> <ol style="list-style-type: none"> 1. Unborn children should never be entered into SSIS. If the mother is chemically dependent and needs services after a maltreatment report has been made, a CD or CW workgroup should be opened. A CP workgroup should only be opened if there are additional children in the home with allegations pertaining to them. If the only child is unborn, the maltreatment report is screened out. 2. A CP workgroup can only be opened after the child is born and the infant has a positive toxicology screen, or the infant shows withdrawal symptoms at birth, or the baby shows medical effects or delays in the first year. 3. If you have created a WG like this, corrections will need to be made beginning with cases dated July 1, 2009 and forward. 4. A report will be sent from Edie Johnson. <u>If you don't get a report, you don't have any corrections to make.</u> 5. The corrected Bulletin for Safe Place for Newborns was reviewed. 6. Bulletin #10-68-02 was also reviewed. Agencies must refer all children under age three to their early intervention programs if certain situations apply. See the PowerPoint for situations. SSIS's <i>Determined Maltreatment-Children Under Three</i> report lists children under age three where maltreatment was determined, which will help CP social workers identify a portion of the list of children who must be referred. 6. Placement cases which were transferred to Leech Lake Band and White Earth Band need corrections. The entire placement must be entered into SSIS in the Band's system. SSIS staff will be contacting the Bands and correcting placement data. 7. Whenever a county has financial responsibility for a placement, the placement must remain open within the county SSIS database. Even when a tribe takes jurisdiction, the placement remains active in the financially responsible county. 	<p>Use the steps in Nan's PowerPoint to make the corrections.</p>

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Nan Beman	<p>Questions:</p> <ol style="list-style-type: none"> When you call a placement a DOC placement, do you mean Red Wing or do you mean any locked placement licensed by the DOC? Ans: When you have custody ordered to you, then a placement is entered into SSIS. By DOC we mean that custody has been transferred to the MN Commissioner of Corrections and the Department of Corrections. Placement is not entered into SSIS when this is true even though the agency may pay the bill. Which agency does the placement plan when a case is placed under courtesy supervision in another agency? Ans: The placement plan is done through negotiations between agencies. It's always best for social workers in both agencies to collaborate on all case issues and tasks. 	<p>Use the steps from the Nan's PowerPoint to complete the corrections.</p>
Getting Ready for SSIS Version 5.3	<p>Dan walked through some of the highlights of the new Template Editor. His documents <i>Merge Fields</i> and <i>Helpful Hints</i> will be a great resource for the worker who will be converting their agency templates. The Training Team will conduct training via iLinc in March.</p>	
Regional Meetings were held after the Mentor meeting	<p>Staff offered many positive comments about the time spent networking and learning from other agencies. Thank you to all the facilitators. Please send notes to Maureen before the MPAC meeting on March 16.</p>	
Next Mentor Meeting	<p>To be determined in May or June. Stay tuned.</p>	