

# SSIS Mentor Program Advisory Committee Meeting

03/16/10

Topic	Discussion	Action Item
<b>Welcome</b>	Welcome and attendance taken.  Peggy Vizenor (1), Amy Ballard (2), Teresa Schmidt (4), Staci Stoner (5), Rita Berg (6), Laurie Plessel (7), Cathy Higgins (8), Joy Beebe and LuAnn Hyland (10), Wanda Kane, Michele Bennett and Terri Berg (Metro), Mary Klinghagen (SSIS), Angela Walswick (SSIS).	<b>Thanks for your attendance.</b>  <b>Region 2's guest representative was Amy Ballard–Lake of the Woods.</b>
	<b>Region 2 needs a representative. Clearwater, Beltrami and Hubbard coordinators and/or mentors, please consider this important responsibility. Your voices are not being heard without representation.</b>	<b>Contact</b> <a href="mailto:maureen.zinda@state.mn.us">maureen.zinda@state.mn.us</a> <b>for information</b>
<b>Future MPAC meetings</b>	<b>April 20, 2010 ---10:00-11:00AM—iLinc</b> <b>May 18, 2010 ---10:00-11:00AM---iLinc</b> <b>June --TBD</b>	
<b>VPC mentor meeting feedback</b>	The mentors who attended the mentor meeting on 2/24/10 had mixed feelings about the effectiveness of the VPC. The meeting content was perceived as valuable. However, navigation shown at a VPC is nearly impossible to view on the monitors. Most agreed that the time spent with peers in the regional meetings following the VPC was very valuable and should be done again.	
<b>Document Template Redesign by Dan Support needed</b>	Dan's training had great handouts but the navigation was ineffective because of the VPC issues. The mentors thought the training was easy to understand at the time, but after they got the new version it was difficult to navigate. There is a large, slow learning curve in their opinion and it would be nice to see the demonstration again at the next mentor meeting (or before). The mentors asked if there could be another session since the training team had technical difficulties with their session recording.	<b>SSIS will consider another session with iLinc.</b>  <b>Hoping the training team iLinc is recorded soon.</b>
<b>What do we need to know for a CW-TCM agenda item at the next mentor meeting?</b>	<ol style="list-style-type: none"> <li>1. They would like a checklist or cheat sheet of all that is necessary for a claim to be reimbursable. There is all this information in the <a href="#">Claiming Specs</a> in the Requirements section for each category type on the Fiscal web page</li> <li>2. They want to see all the different settings on time entry and how it will be reimbursed.</li> <li>3. Bringing PMI in from SWNDX is still an issue. Also noted was not having the SSN available after the PMI is brought into the Client screen. We will talk about this at the mentor meeting</li> <li>4. When is time during an assessment reimbursable? We will talk about that at the mentor meeting.</li> <li>5. They would like information about VA/DD reimbursements.</li> </ol>	<b>1. Desktop aid will be created.</b>

Topic	Discussion	Action Item
<b>Soft skills topics at the mentor meeting</b>	<ol style="list-style-type: none"> <li>1.) How to facilitate a meeting with supervisors or staff about support needs or new topics</li> <li>2.) How to train another mentor</li> <li>3.) How to impress upon staff the value of entering information.</li> </ol>	
<b>Other suggested agenda items</b>	<ol style="list-style-type: none"> <li>1.) OHPP training on the changes</li> <li>2.) IF-CSP training</li> <li>3.) NOD letters, labels, and what they will look like in V5.5</li> <li>4.) Pre/Post Adoption identity refresher</li> <li>5.) Information about the IV-E abstract. Could someone from MAXIS as well as SSIS Worker and Fiscal all present together so we know each staff person's role?</li> <li>6.) Table Viewer training</li> <li>7.) Templates.</li> </ol>	<b>Maureen will check with MAXIS and see if someone can come to the meeting.</b>
<b>iLinc MPAC meeting practice</b>	<p>This practice session was held with eight mentors during a half-hour session on 3/31/10. We talked about iLinc's value and the process. With more practice this process will be well received for the MPAC meetings.</p> <p>There will be another practice during the week of April 5<sup>th</sup>. An invitation will be sent out to all MPAC members so that others can join.</p>	<b>Thanks again to all.</b>