

## Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 310  
September 3, 2010

### **Fiscal Focus**

## **Primary Fiscal mentors asked to gather agency input for FAC**

Primary Fiscal mentors received an email on September 1 explaining a new process for gathering input from every agency so that Fiscal Advisory Committee (FAC) representatives have region-wide information to submit at FAC meetings. The email's information-gathering request is a new function for Primary Fiscal mentors. It asks the mentor to be responsible for compiling input from all affected staff within his/her agency.

### **Fiscal Advisory Committee Background**

FAC members include one representative from each region. One of FAC's functions is to compile input about Fiscal requests to help SSIS determine requirements, business need, and priority. FAC representatives gather information from agencies within their regions and submit a summary of responses. Each agency's Primary Fiscal mentor is the designated person providing input for that agency. The regional FAC representative will contact this mentor for local input. Please respond to this request with your feedback. Your continued input and support are needed and appreciated.

**Important:** If the person who received the September 1 email is not the agency's Primary Fiscal mentor, please notify Fiscal Mentor Program Coordinator Mary Klinghagen at [mary.klinghagen@state.mn.us](mailto:mary.klinghagen@state.mn.us).

The [Fiscal Advisory Committee's web page](#) on CountyLink contains a wealth of information about the committee, the work it does, links to meeting handouts, and a contact list of regional FAC representatives.

### **CountyLink Updates**

- MPAC meeting minutes, 8/17/10
- "So You are the New Mentor!" iLinc handout

### ***Upload Update***

The September upload is due on September 30. 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.)

### **Worker Focus**

## **Chafee/SELF Client Data reporting screen – entry needed before SSIS Version 5.4**

Once agencies receive SSIS V5.4, the Chafee/SELF Client Data reporting screen will become a legacy screen which can be viewed, but no longer used for editing or entering new data. Agency workers must enter data on the Chafee/SELF Client Data reporting screen for youth who received services funded by Chafee/SELF funds during the time period of September 2009 – August 2010 **before receiving SSIS V5.4**. DHS uses the entries on this screen for federal reporting. After SSIS V5.4 installation, social workers will be unable to enter data on the legacy SELF screen.

Agency workers will start reporting **all** Independent Living services provided to youth on the new MNYTD IL Services screen as of 10/1/2010. The population of youth to report on the new screen is broadened by the new MNYTD regulation to include all youth who receive an independent living service paid for or provided by the agency. It is no longer limited to the youth whose IL services are paid for by Chafee funds. For example, a foster parent teaching money management to a foster youth will be an IL service entered on the new MNYTD IL Services screen. There will be more information available at the VPC on September 27 or 28, explaining the MNYTD requirements.

**Worker Focus**

**Worker Mentor iLinc recording online**

A Worker mentor iLinc, *So, You Are the New Mentor!*, was held on August 25 for new mentors. The recording is now available online. SSIS encourages all supervisors and new mentors to review the one-hour recording which can be accessed from the computer at your desk. Please have your headphones on because you will be brought into the session immediately after completing these steps.

1. Log on to **iLinc** at <https://minnesota.ilinc.com>.
2. Do not attempt to log in. Instead....



3. Go to **Public Sessions**.
4. There are two tabs to the right. Click on the **Join** tab.



5. Scroll down, go to page 2 and locate the **"So, You Are the New Mentor!"** session.



6. Click on the **Open** button.
7. Enter your First and Last name and email address.

SO, YOU ARE THE NEW MENTOR--RECORDING  
(\* required)

\*First Name:

\*Last Name:

\*E-mail Address:

Trainlink # (optional):

The TrainLink # is Optional.



8. Click the **Submit** button.
9. The system will initialize, load and buffer while you wait.
10. Once that process is done, the recording will start.
11. If you want to move forward, click on the desired PowerPoint slide; it will stop and then move forward.

**VPC sites added**

There are a few additional VPC sites for the MNYTD sessions on September 27 and 28. Scroll through the sites listed on Train-Link when registering for a VPC session.

**BEARS test recovers Houston Co.**

The Enterprise Operations Team (EOT) completed another test run of the Bjorn Emergency Assistance Recovery Server (BEARS) system with a recovery at Houston County. Eloyes Lindahl and Greg Doyle successfully recovered Houston'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 that all counties regularly move their backup tapes to a safe and accessible off-site location.

This is the third BEARS test in 2010. The EOT will continue quarterly verification tests to confirm that the system functions well as SSIS evolves.



**Fiscal Focus****SSIS moves to secure FTP for claiming interfaces**

SSIS is changing the way that it interfaces with the county MN-ITS mailboxes to submit claims to MMIS and receive claims status information, acknowledgements, and remittance advices. SSIS is implementing a process using secure File Transfer Protocol (FTP) for all of the interfaces with county's MN-ITS mailboxes. Select counties are currently piloting the new process.

SSIS is making this change to reduce or eliminate the need for additional SSIS programming when MMIS makes changes to the MN-ITS mailbox system. Secure FTP provides a more stable and secure way to access the MMIS claims interface files in the MN-ITS mailboxes. This change will also make the claiming interfaces more reliable and reduce down time for counties.

Counties should not notice any differences in their data. The data within the claim, claim status, acknowledgment, and remittance advice files is not affected by this change.

This change will be included in the Version 5.4 release, scheduled for the end of September 2010.