

## Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 315

November 19, 2010

## Worker Focus

### Tips for “resuming” Title IV-E eligibility for youth in extended foster care

In situations where a youth:

- Was in extended foster care prior to 10/1/10,
- Was Title IV-E eligible prior to age 18 (or 19), but lost basic Title IV-E eligibility (due to age and not meeting graduation requirement, or graduated), and
- Has remained in extended foster care (in the same continuous placement) to date, agencies may “resume” Title IV-E eligibility for these youth as of 10/01/2010. This should be done now in preparation for the ability to claim Title IV-E reimbursement once the IV-E Abstract changes are programmed in SSIS.

*Note:* This is a separate issue from completing new Title IV-E determinations and claiming for eligible youth who **re-enter** care between 18-21.

A reasonable efforts to finalize permanency finding is required within 12 months of the date the child is considered to have entered foster care, and at least once every 12 months thereafter. To re-establish reimbursability, a current reasonable efforts to finalize permanency finding will be needed if more than 12 months have elapsed since the last finding. If there is not a current finding, the IV-E eligibility should be re-opened and permanency efforts reviewed in court as soon as possible. If court jurisdiction was dismissed, consult with your agency attorney about re-opening.

Steps must be completed in both SSIS and in MAXIS:

#### SSIS:

- If the agency had previously ended the continuous placement in SSIS, re-open the continuous placement by removing the discharge date and reason discharged.
- Enter the Foster Care Extension Condition information.
- Enter the court record for the most recent finding of Reasonable efforts to finalize permanency.
- Update the IV-E Eligibility Submission Worksheet and IV-E Reimbursability Worksheet for the current continuous placement.
- Create a new IV-E Submission to MAXIS using the Submit Reason of “Send corrected data.”
- Submit to MAXIS and follow up with the MAXIS worker as needed.

#### MAXIS:

- All submissions sent from SSIS while the youth does not have a currently open IV-E record will be displayed on the IV-E Foster Care Referral Report (REPT/FCRR).
- The MAXIS worker will process the IV-E eligibility following instructions from the state MAXIS staff. (Complete instructions for MAXIS workers will be available in POLI/Temp.)
- Once the IV-E eligibility is approved in MAXIS, the records will be sent to SSIS through the interface.

***Upload Update***

The November upload is due on November 30. This upload is for the ESEA reporting period that starts October 1 and ends October 31.

Both the October and November uploads are for the federal reporting of social worker monthly face-to-face visits with children in foster care for the FFY ending September 30, 2010.

**New Worker Training courses have openings**

SSIS Worker and Fiscal training sessions will continue to be announced using Implementation Memos.

- Worker NWT in Rochester on December 14-16 has openings. Register on [TrainLink](#).
- Fiscal will pilot its NWT curriculum on December 1-2. Watch for future sessions that will be open to all agencies.

**New training web pages available on CountyLink**

SSIS's training web pages will roll out new Worker- and Fiscal-specific pages on November 22.

The most significant and helpful change is on the **Documentation** pages. Both Worker and Fiscal Documentation pull together training materials previously posted on separate pages (e.g., modules, job aids, mentor meeting handouts), and group by topic.

*It's one-stop shopping!* An A-to-Z search feature links to a topic.

Pages for **Online Training** will list scheduled iLinc sessions, provide access to recordings of past sessions, and link directly to TrainLink for easy registration.

Both Worker and Fiscal **Resources** pages summarize other SSIS and DHS services and link to each.

**SSIS Fiscal**

Payment requests, healthcare claims, service arrangements, COA and COA maximums, state reporting (CMHRS, SEAGR, TCM-CSR) and submitting IV-E Abstract Report and reports to assist you in managing the Fiscal area.

**SSIS Worker**

Intake, assessment and case management work with the clients, placement, adoption, time recording, documentation, service plans, and reports to assist you in managing the Worker area.

*Or click directly on one of these topic-specific pages*

<a href="#">Fiscal Release/Pilot Training</a>	<a href="#">Worker Release/Pilot Training</a>
<a href="#">Fiscal New Worker Training</a>	<a href="#">Worker New Worker Training</a>
<a href="#">Fiscal Online Training</a>	<a href="#">Worker Web-Based Training</a>
<a href="#">Fiscal Documentation</a>	<a href="#">Vulnerable Adult Common Entry Point (VA-CEP)</a>
<a href="#">Fiscal Resources</a>	<a href="#">Worker Online Training</a>
	<i>Coming! Tools For Management</i>
	<a href="#">Worker Documentation</a>
	<a href="#">Worker Resources</a>