

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 316
December 3, 2010

Plan now for the March 2011 document redesign and Version 5.5

2011 will bring the implementation of SSIS Version 5.5 and the final stages of the document redesign efforts. The following is a list of items for all agencies to consider before V5.5 is installed statewide. Other detailed information related to custom agency templates will be emailed to the document contacts of those agencies in process of converting their custom templates.

Before installation, finish/finalize case notes, documents, service plans, and intakes as much as possible. Many service plans are being left in draft status and it is important that any applicable plans be activated as well as any out-of-date plans deactivated. All service plans will become legacy upon the V5.5 document conversion; copying these plans will no longer be possible. Staff will be able to copy only text from a legacy plan to a new plan. SSIS will send more detailed information in the coming months regarding the document conversion.

Run Purge on a regular basis to reduce conversion of unneeded documents.

It is now possible to change the case of client names entered entirely in capital letters without needing to un-clear and re-clear the client. This is helpful if you do not want client names to display entirely in capital letters in documents.

Upload Update

The December upload is due on December 30. This upload is for the quarterly Minnesota Permanency Project update.

What's included in the V5.5 Document Redesign?

Chronology

- Improved and more efficient state templates
Many templates will auto-create based upon answers that are entered for fundamental questions.
- Document Search capabilities
- Document set-up screens will provide easy data correction capabilities that bring the user to the correct entry screen if data needs to be entered or corrected. A refresh mechanism will remerge any new or edited data into the template.
- Set-up screens will include Participant index cards so staff can view basic client data at a glance.
- Ability to email documents and copy documents

Service Plans

- Custom service plans will be available from the Service Plan folder instead of Chronology. Agencies will still need to use the state Out-of-Home Placement Plan.
- Service Plan Alerts will be satisfied by custom service plans, if applicable. The Service Plan Report and Workgroups Without Open Service Plans Report will also account for custom service plans.

Other

- External Document Search – provides direct access to the DHS Edocs website.
- A new editor will be implemented for case notes, time notes, Description of Need, etc.

SWNDXing

To Reconcile or not to Reconcile

The Reconcile function enables county clearing workers to update their county client records with new or missing information that wasn't available at the time of initial clearing.

For example, a county client record is cleared to a MAXIS record in SWNDX; the MAXIS record does not have a Social Security Number. Later, the SSN is added to the MAXIS record and is updated in SWNDX. Any county client record that is linked to that SWNDX record is flagged for Reconcile on the county Clearing Log. The county clearing worker then updates the county client record by clicking the Reconcile button and accepting the changes.

Not using the Reconcile function results in county client records being out of synch with MAXIS/SWNDX records. County client records that are out of synch typically appear on *SWNDX Client Data Clean Up Reports* that the SSIS SWNDX Coordinator sends to County Clearing Contacts.

For more information on the Reconcile process, contact your Worker Mentor, SSIS Training Coordinator or SSIS Worker training [documentation](#) under the [Clearing](#) heading.

Fiscal Focus

Reminder: Enter your 2011 County Preferences

It is time to put 2011 yearly settings in Admin. Workers will not be able to set up new Service Arrangements, make payments, or copy the 2010 budget without these settings.

Review your 2010 settings and make any needed changes based on your SSIS experience this year.

CountyLink Updates

- Partnership Group minutes, 11/3/10
- Implementation Memo #104: NWT in Q1 2011
- iLinc recording: Fiscal Refresher #5 - Claiming

SSIS Clients work on Windows 7

Several counties are upgrading their workstations and have asked whether there are any special requirements for SSIS. Most new workstations will come with Windows 7, and if they can run Windows 7 they are more than adequate for running SSIS. We have done limited testing with Windows 7, and we have found that it works fine, although there are a few things counties should know.

- When installing the SSIS Client on a Windows 7 workstation, you may get a popup window asking about installing a client from an unknown source. Click Yes and follow the standard instructions.
- Windows 7 does not give users all the rights needed to run the application. [Reference Document #198 on CountyLink>SSIS>Support>System Documents](#) provides instructions for configuring the workstation to give the user the appropriate rights.
- You may have a problem related to accessing the SSIS Help texts. Microsoft has an update that corrects the problem. [SSIS Clients Work on Windows 7](#) is a job aid on CountyLink that provides instructions for installing the fix.

Please note that although no other issues have been reported to date, DHS has not yet completed its Windows 7 deployment, so our developers are not yet able to fix application issues that may arise related to Windows 7.

V5.4B implementation schedule coming

SSIS will be implementing Version 5.4B statewide in early December. A full installation will be needed and staff will need to be logged off of SSIS during the install. An installation schedule and release notes will be emailed to all agencies within the next week.

Thank you to Hennepin and Ramsey Counties for allowing the pilot release to be installed and reviewed on their test servers.

2011 SSIS Monthly Upload and State Reporting Schedule

All agencies need to complete one repository 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 payments for AFCARS).

Uploads completed on or after the 21st of the month are acceptable. State Reports are submitted separately from the monthly repository uploads and can be submitted before the due date.

Schedule these important dates to submit required SSIS data:

January	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due
February	15th - CMHRS for July through December due 28th - Repository Upload due- general update of information for statewide research and reporting
March	31st - Repository Upload due - quarterly Minnesota Permanency Project update
April	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 29th - Repository Upload due – for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31)
May	31st - Repository Upload due - general update of information for statewide research and reporting
June	30th - Repository Upload due - quarterly Minnesota Permanency Project update
July	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 29th - Repository Upload due - general update of information for statewide research and reporting
August	15th - CMHRS for January through June due 31st - Repository Upload due - general update of information for statewide research and reporting
September	30th - Repository Upload due - quarterly Minnesota Permanency Project update
October	20th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - for the AFCARS and NYTD reporting period (April 1 – Sept. 30)
November	30th - Repository Upload due - for the ESEA reporting period that starts October 1 and ends October 31. The School District Number of the most recently attended school in October is essential for school aged children, 5-17 years of age, in out-of-home care.
December	30th - Repository Upload due - quarterly Minnesota Permanency Project update and the NCANDS reporting period (last federal fiscal year: Oct. 1 -Sept. 30)