

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 323

March 18, 2011

Version 5.5 release training is coming your way!

* Note that dates and times are not yet confirmed for several offerings.

Fiscal Training	
Format	Audience and Content
iLinc: V5.5 Release changes and enhancements	This session is for mentors, coordinators and end users. This session will be recorded and available to view. <ul style="list-style-type: none">• Review of release notes• Grid changes• General display changes
Documentation:	All documentation on the SSIS Fiscal website will be reviewed and updated, if needed, for V5.5.
Worker Training	
Format	Audience and Content
iLinc: V5.5 Enhancements to the Document Template Editor	For agency staff trained in Version 5.3 to use the Document Template Editor to convert current, county-created, templates in anticipation of the V5.5 release
Three-part iLinc series: <ul style="list-style-type: none">• Introduction to the Document Template Editor• Basic functionality of document template construction• How to create workgroup documents and service plans to display in Chronology	For agency staff who did not participate in converting agency document templates during the past year, but would like to begin creating document templates in Version 5.5
Worker Mentor Meeting: April 14, 2011	High-level overview of V5.5 changes and enhancements. Register now on TrainLink .
VPC: V5.5 Out-of-Home Placement Plan April 12 and April 20	Two sessions: April 12 and April 20 Register now on TrainLink .

V5.5 training continued

Format	Audience and Content
<p>iLinc: Agency preparation for V5.5</p>	<p>Overview and recommendations for all agency areas that need attention prior to statewide release</p>
<p>V5.5 Pilot training & Release training: iLinc: Enhancements to Document Template Editor Metro classroom training</p>	<p>Classroom training topics:</p> <ul style="list-style-type: none"> • Changes to SDM Tool appearance. • Grid changes • New Document functionality • External Document Search • New Editor functionality • General display changes • Child Ward SAE Verification document change • Service Plans
<p>VPC: V5.5 New Adolescent Service Plans</p> <ul style="list-style-type: none"> • New Independent Living Skills Plan • New 90 Day Transition Plan 	<p>Two sessions planned</p>
<p>County/Tribal Access to SSIS CITRIX Training database</p>	<p>The training database with V5.5 will be accessible two weeks prior to and throughout statewide release. It is for SSIS Mentors to train staff members.</p>
<p>Training Website Documentation</p>	<p>All V5.5 training documentation will be available on the website just prior to statewide release.</p>

Upload Update_____

The March upload is due on March 31. This upload is for the quarterly Child Welfare Data Dashboard update.

CountyLink Updates_____

- Worker Mentor Meeting agenda, 4/14/11
- Implementation Memo #106, VA-CEP training, 4/22/11
- Implementation Memo #107, Fiscal NWT , 2Q-2011
- Blank Out-of-Home-Placement Plans, V5.5

**Get ready for SSIS Version 5.5 architecture release:
Grid settings, customized searches (saved searches) and save configurations**

- ⇒ Version 5.5 allows you to further customize any grid search and grid report in SSIS. Due to V5.5's new architecture, your current settings for Customized Searches and your personalized Grid Set-Settings cannot be converted for V5.5.
- ⇒ In V5.5, the Save Configuration functionality will be removed. This functionality did not work consistently in previous versions.
- ⇒ All settings for all grids in SSIS (Worker, Admin, Repository, etc.) will revert to default configurations.
- ⇒ If you wish to reenter settings for Customized Searches and Grid Settings in V5.5, please follow the steps below to document your current settings for these features.

How to know if you have a Customized Search:

1. Access a **search** screen, e.g., Child Maltreatment Report Main Search, Advanced Healthcare Claim Search.

If the Customized Search section displays, click the drop-down menu in the **Searches** field.



3. If a search name displays, you have a Customized Search.

How to access the criteria of a Customized Search:

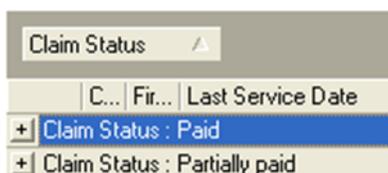
1. Select a **Search** from the **Searches** field drop-down menu.
2. Write down **name** of Search.
3. Write down what the **Max results** field displays.
4. Write down if the **Search on open** check box is checked or unchecked.
5. Look at fields in the **search criteria** and write down what is selected in each field.
6. Click the **Search** button.



Hint: You may have a Save Configuration to match the Customized Search documented above. If so, follow steps below.

To document grid settings for any grid in SSIS (searches, chronology, grid reports, healthcare claim proofing, etc.):

1. Write down the **column headers** displaying.
2. Write down any column headers in the **Group Panel**, if applicable.



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Get ready continued

3. Write down any **Filters**, if applicable.



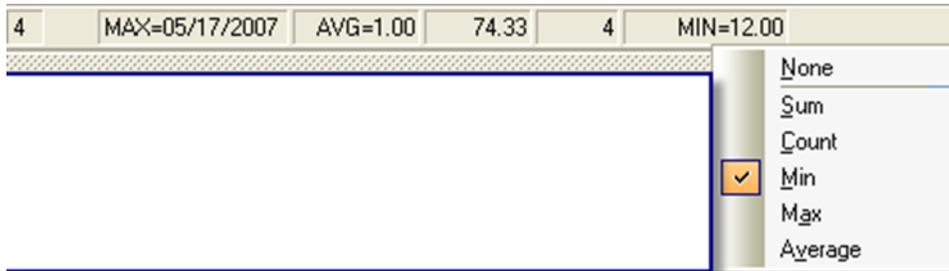
*Hint: If a filter is selected the **Summary Footer** displays on the bottom of the grid:*



4. Write down any **footer** information (e.g., SUM, AVG), if applicable.



Hint: Right-click in the footer to view if Sum, Count, Min, Max or Average is selected under a column.



Worker Focus**Job Posting:****SSIS Trainer**

The Training Unit of the Child Safety and Permanency Division at DHS has a vacancy for a trainer position on the SSIS training team. The position provides training and advanced-level technical assistance on SSIS to county and tribal staff.

This position is open to interested candidates. Persons interested in this position should contact:

Richard Dean, Training Unit Supervisor
Child Safety and Permanency Division
P.O. Box 64943, St. Paul MN 55164-0943
(651) 431-4669
richard.f.dean@state.mn.us

State Programs Administrator Senior, SSIS Trainer

\$19.33 to \$28.35 per hour (\$40,361 to \$59,195 per year)

MN Department of Human Services, Child Safety and Permanency Division,
444 Lafayette Road, St. Paul, MN 55164.

Duties Include:

- Provide SSIS New Worker, Pilot and Release training to county and tribal staff. Training is provided in computer labs or in groups.
- Write and update training curricula and application documentation.
- Assist in development, design and analysis of SSIS.
- Attend mentor and regional meetings to present on topics of interest to county and tribal users.

Required Background/Qualifications:

- One year of daily use of SSIS as a county or tribal child protection worker
- Demonstrated written and verbal skills in communicating technical information
- Demonstrated experience working on a high performance team

Desired Skills:

- A BA or MA in social work or related degree, or a BA/BS in training or adult education
- Knowledge of adult learner needs

The position is in the MAPE Bargaining Unit.

FLSA status: Non-Exempt

Overnight travel is required.