

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 325

April 15, 2011

Version 5.5 pilot begins today!

Version 5.5 pilot kicks off today, April 15. SSIS thanks pilot counties: Aitkin, Carver, Chisago, and Ramsey.

Version 5.5 includes a variety of architectural upgrades including updated and expanded grid features and updated date pickers.

V5.5 also implements the final stages of the docu-redesign efforts, including these features:

- Improved and more efficient state templates
Many templates will auto-create based on answers entered for fundamental questions.
- Document Search capabilities
- Document setup screens will provide 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.
- Setup screens include Participant index cards so that staff can view basic client data at a glance.
- Participant drop-downs on the setup screen include Client Name, Age, and Clearing Status.
- Custom service plans are available from the Service Plan folder instead of Chronology. Agencies will still need to use the state Out-of-Home Placement Plan (OHPP).
- A new editor is available for case notes, time notes, Description of Need, etc.
- An External Document Search provides direct access to the DHS eDocs website.
- Agencies with custom templates will be able to use any templates that were converted and activated in preparation for Version 5.5 implementation.

ATS training offered at May 2 VPC

Effective for dates of service on or after 7/1/11, county/tribal agencies must submit access transportation services (ATS) reimbursement claims to Minnesota Health Care Programs (MHCP) on an individual client claim basis identifying service(s) provided or reimbursed. Each claim may have one or more service line items.

Provider Relations and Transportation policy staff will present training for counties and tribes on these changes and how to enter the claims in MN-ITS. Other topics will include MHCP resources, features within the MN-ITS application, using appropriate modifiers with service codes and DHS documentation requirements.

When: Monday, May 2 from 1:30 - 4:30 p.m.

Where: Statewide county videoconferencing sites

Register: To attend the ATS videoconference training, register at www.dhs.state.mn.us/provider. On the left navigation bar, select Communication> Training.

Handouts: Handouts will be emailed to each participant who registers with a valid email address. **Participants need to bring their own handouts; copies will not be provided at VPC sites.** Handouts will be available online within a week after the session at www.dhs.state.mn.us/provider. On the left navigation, select Communication>Training.

Trainees attending at DHS (444 Lafayette Road in St. Paul) should note designated parking and walking distance in this link: <http://edocs.dhs.state.mn.us/lfserver/Legacy/DHS-3980A-ENG>.

Worker Focus

Contact/Activity entry should be routine and often

The Department of Human Services has a Program Improvement Plan (PIP) with the Children’s Bureau to improve some of Minnesota’s child welfare outcomes. DHS goals in that PIP include improving the timeliness of initiating assessments and improving compliance with state requirements for monthly face-to-face case-

worker visits with children in foster care. A good way to ensure that your documentation in SSIS is correct is to enter contacts and activities within 24 to 48 hours of occurrence. Routine daily entry is best practice; it will decrease the chance of missing an important entry or finding late entries are not counted into outcome results.

Be sure to enter the date and time of the contact and specify the correct activity. When children or adults are seen face to face, enter that method

and choose the *Completed* button. Phone messages left are categorized as *Attempted*.

CountyLink Updates

- Implementation Memo #108: NWT dates 2Q 2011
- Worker Mentor Meeting handouts for 4/14/11
- Document Template Editor module, V5.5

Upload Update

The April upload is due on April 29. This upload is for AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31). Additional April deadlines include:
 4/20 - Title IV-E Abstract Report due
 4/30 - SEAGR due
 4/30 - TCM CSR due

Worker Focus

New OHPP training material available

The complete VPC training handout from *The New OHPP Unveiled* is available on the CountyLink>SSIS> Training>Release Training page.