

SSIS Worker Mentor Meeting

April 14, 2011

Topic	Discussion	Action Item
<p>Welcome and SSIS Update</p>	<p>Mary Klinghagen, Fiscal Mentor Coordinator, welcomed everyone to the meeting. Introduced to the group was the new Worker Mentor Program Coordinator, Lisa Litchfield. Lisa is a very familiar face to everyone in her past role as Training Team Lead. Lisa expressed her excitement to get the mentor meetings rolling again and also to reinstate the Mentor Program Advisory Committee (MPAC) meetings. If you wish to be a part of MPAC, please contact Lisa.</p> <p>The PowerPoint presentations created for the meeting are quite large. Therefore, we will not be sending email attachments to everyone following the meeting. If you would like any of them, please email Mary or Lisa and we will send them to you.</p> <p>Version 5.5 is being loaded today on the test servers of Anoka, Hennepin and Ramsey. April 15 the release will be loaded to the pilots of Aitkin, Carver and Chisago. Pilot will last approximately six weeks and statewide release will be around June 1.</p> <p>We have received lots of emails from agencies reporting mentors and coordinators leaving or retiring. Please let us know if you are making changes so we can keep our lists up to date to be sure the appropriate people get all the information. Email Lisa, lisa.litchfield@state.mn.us or the SSIS Help Line at ssishelp@state.mn.us if you have changes that need to be made.</p> <p>Following V5.5, SSIS will be going to a quarterly release schedule. This will give you smaller releases on a quarterly schedule. The naming convention of the releases will be changing as well. The next release will be 11.3. The first two digits signify 2011 and the final one indicates the quarter of the year. Therefore, the version is 11(2011) .3(third quarter).</p> <p>The next Worker Mentor Meeting will be July 27 at the St. Cloud Holiday Inn. The next Fiscal Mentor Meeting will be July 28, also at the Holiday Inn. Mark your calendars. As the dates get closer we will add them to TrainLink and send all the usual reminders and information.</p>	
<p>SSIS Training Team Update</p>	<p>Angela Walswick, SSIS Trainer, provided a list of upcoming SSIS Training opportunities:</p> <p>April 15 – Two V5.5 training sessions for pilot counties, Metro lab April 19 – iLinc session for Document Templates, pilot counties only April 19-20 – Permanency and Adoption training in Carlton County April 20 – VPC for OHPP April 22 – VA-CEP training - Metro lab April 27-28 – Fiscal NWT - Crookston May 3-5 – NWT – Brainerd CANCELLED May 25-26 – Fiscal NWT – Metro</p>	<p>UPDATE: Due to construction related issues, the Brainerd training had to be cancelled.</p>

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<p>SSIS Training cont.</p>	<p>June 14-16 NWT – Metro June 29-30 – Fiscal NWT – Willmar Child Welfare Foundation Training is in pilot. It combines Social Worker Core and SSIS New Worker Training.</p>	
<p>SSIS Application Changes in V5.5 – Part #1</p>	<p>Janet Bowman presented Chronology Documents in V5.5. External Document functionality will allow agencies to access documents that are maintained outside of SSIS. These can be locally created documents entered in the Document Template Editor or State documents maintained here at DHS. Updates to State documents will immediately be available to agencies without an SSIS release.</p> <p>Janet described creating, using and maintaining State documents. Additional training will be provided to users responsible for creating or maintaining local agency templates. A job aid was provided for Quick Steps for Creating a New Document in Chronology.</p> <p>Renetta Walk presented Accessing External Documents in V5.5. An external document is a link created by SSIS or your agency to internal or external resources. Documents may include links to DHS Bulletins or forms, statute or rule, external websites, etc. External Documents do not display in Chronology once selected and used. They are viewed, completed and/or printed as necessary. Completed External Documents can be saved to a local or network drive following individual agency protocol. External Documents provide workers quick access to frequently used or agency-specific documents.</p> <p>Renetta also presented SSIS Version 5.5 Legacy Documents Folder describing how documents created prior to V5.5 will move to a New Legacy folder in V5.5. She also previewed other New Features of V5.5.</p> <p>V5.5 will require case-sensitive passwords. Passwords will be in all capital letters until changed by the user. Subsequent passwords are case sensitive. A reminder to users before or immediately following the release will eliminate some frustration. See <i>**Correction information to the right.</i></p> <p>A visual change in V5.5 is that editable fields are no longer yellow. All fields, editable or not, look the same. A helpful hint to users is to tab through a screen as you are entering information. Tabbing only stops at editable fields.</p>	<p>**CORRECTION: Initial log on after you receive V5.5 does NOT require you to enter your password in all caps. Enter your desired password. All subsequent log on passwords are case sensitive. The process for changing a password has not changed.</p>

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<p>SSIS Application Changes in V5.5 – Part #2</p>	<p>Janet talked about Grids in Version 5.5. Most grids in V5.5 are now Enhanced grids. Enhanced grid functionality gives users options to customize reports and export data. This provides options for filtering, sorting and displaying SSIS data.</p> <p>V5.4 customized searches and personalized grid settings cannot be converted to V5.5. SSIS Update #323 describes the steps to take if you currently have customized searches or personalized grid settings.</p> <p>Angela continued the morning with Prep for Version 5.5 Release. With V5.5 any document previously displayed within the Documents folder will move to the Legacy folder within Chronology. Legacy documents are not editable. SSIS highly recommends finishing any document currently listed in the Chronology – Documents folder.</p> <p>In V5.5, all documents display as protected and are not editable. Document fields may not be edited, deleted or modified in any way. The only changes that can be made to a document are those permitted by text box or free text field – displayed via an empty ‘box.’</p> <p>When V5.5 is installed at your agency, all prior documents are System Finalized and are not editable. System Finalized documents cannot be copied. SSIS recommends reviewing existing documents now and completing as many as possible because you will not be able to edit them in V5.5. Any unfinished documents that were System Finalized with the release installation must be recreated in V5.5.</p> <p>Documents previously scanned to a Word document outside of SSIS and added to a Case Note will be converted to V5.5; however, the user will need to click the Editor or PDF button to allow viewing. SSIS will prevent the copying of a scanned document or addition of any other graphic images into documents post V5.5.</p> <p>Any unfinalized document will be System Finalized after 30 days to meet existing Federal requirements pertaining to housing a ‘permanent record.’</p> <p>Service Plan functionality will also change in V5.5. All service plans will have a Setup tab and a Documents tab. Merge fields on these tabs do not allow any information to be typed or entered by the worker as is currently permitted. The information must be entered within the specific Tree View folders to display in the service plan. Links within the service plans navigate to the appropriate node in the tree for information entry and then back to the service plan. Entry of information into the Tree View folders minimizes the amount of information which must be entered in order to navigate within the Setup and Document tab of any service plan.</p> <p>Lisa talked about SDM Tools Display Changes and SAE Document Changes.</p>	

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<p>Extended Foster Care – Supervised Independent Living</p>	<p>Janet described the implementation of Extended Foster Care - Supervised Independent Living implementation and SSIS process. The discussion included a one page handout listing the Steps in SSIS for Extended Foster Care Scenarios when:</p> <ol style="list-style-type: none"> 1. A youth turns 18 prior to October 1, 2010, and continues in foster care past the age of 18. 2. A youth turns 18 after to October 1, 2010, and continues in foster care past the age of 18. 3. A youth requests to re-enter foster care after the age of 18. <p>There was a question about how to enter information for youth entering care past the age of 18.</p>	<p>*Note: An error in Scenario Two of the Steps in SSIS for Extended Foster Care Scenarios document has been corrected. Please be sure to print the updated document.</p> <p>Answer: SSIS Update #318, page 2, provides tips for placement entry of youth who are 18+.</p>
<p>Service Plans</p>	<p>Angela highlighted key slides of the Service Plans in SSIS Version 5.5 document. Only fields selected on the Setup and Document tabs of a service plan determine the display on the printed service plan. Because of this, a worker meeting with the participants of a plan should print a blank plan to include all the fields for discussion and decision making purposes. Blank service plans are available within External Documents for these case planning meetings.</p> <p>Some V5.5 Service Plan fields are required. The information will autofill in the data that was previously entered within the corresponding SSIS folder. Other optional fields display only if those entries were previously entered within SSIS. Some required fields, such as Social Worker Telephone Number, must be entered within SSIS Admin in order to display.</p> <p>Remember, you cannot type information into any Service Plan fields unless a text box is available. Data is pulled into a Service Plan only when it is available from its corresponding folder in SSIS.</p> <p>Benefits of the new Service Plan functionality include:</p> <ul style="list-style-type: none"> • Ensures important data is consistently entered in SSIS • Faster with merge, drop-down menus & check boxes • Blank plans ensure all the child’s needs are discussed. • Includes all required information by statute • Retains the copy functionality • Retains Help Text and included Data Correction Text • OHPP walks a caseworker through family discussion. • Only prints selected fields of the Service Plan • Family plans are now inclusive of up to four parents and ten children. • Inclusive of up to ten Visitors relevant to the Visitation Sections. 	

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Service Plans cont.	<p>Challenges of the new Service Plan:</p> <ul style="list-style-type: none"> • OHP Plan appearance and functionality is notably different. • Substantial changes accessing Service Plans • Changes to how some fields display • Data entry merge fields prevent entry of data base information directly into a Service Plan. • Refreshing fields may unknowingly or unintentionally change plan information if the worker is not familiar with the new buttons and functionality. • Service Plans can no longer remain in Draft status indefinitely. A worker must Activate a plan within 30 days of opening a plan or a System Finalize occurs. • Policy review now encourages greater consistency in how case planning occurs on OHP cases, and how service plans are completed statewide. 	
Q&A	<p>Nan Beman started the Q&A with Federal Legislation - A Timeline and Review to provide legislative history of what has led us to some of the requirements implemented in SSIS.</p> <p>The floor was then open for questions to Nan and other SSIS Staff.</p>	
Next Meeting	<p>July 27, 2011 – Worker Mentor Meeting</p> <p>July 28, 2011 – Fiscal Mentor Meeting</p> <p>Both meetings will be held at the Holiday Inn, St Cloud. The agenda and registration information will be sent prior to the meeting.</p>	