

## Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 326

May 13, 2011

## Follow these tips to prepare for Version 5.5

As SSIS Version 5.5's statewide release approaches, these areas need attention in each agency.

To prepare and ease the transition:

1. Complete all Chronology documents currently in process. Documents will be viewable but not editable after the V5.5 release. This includes Documents, Case Notes, and Contact/Activities Note sections.
2. Complete the Description of Incident on Adult Maltreatment Reports.
3. Complete the Description of Need on Intake.
4. Complete and activate Draft Service plans. Service plans will be viewable, but not editable. You will not be able to copy a plan created pre-V5.5. Workers can copy and paste previously written text from a V5.4 service plan into a text area of a newly-created V5.5 service plan.
5. New documents and service plans focus on merging client data directly into the document instead of requiring workers to type the information in. However, data that isn't entered into the appropriate workgroup and Participant can't be merged into documents. Workers will discover that they need to navigate out of a document to enter the data needed within the document using the new Data Correction Text feature. In anticipation of this, SSIS encourages workers to enter appropriate client information now. This may include:
  - a. Primary and Secondary Worker
  - b. New and Existing Clients
  - c. New and Existing Collaterals
  - d. Siblings
  - e. Addresses and Telephone Numbers
  - f. AKA names (other names the client may go by or previous legal names)
  - g. ICWA/Tribal information
  - h. Disabilities
  - i. Diagnoses
  - j. Health Care Providers
  - k. Education
  - l. Check-ups
  - m. Placements (Placement, Location, Absences)
  - n. Court actions.
6. In V5.5's documents and service plans, the following information is merged in and requires entry in SSIS Admin.:
  - a. Worker Phone Numbers
  - b. Worker Credentials, e.g., BSW, MA, LICSW
7. Since all SSIS grids are changing, Saved Searches currently in V5.4 will not be available. If workers have set up Saved Searches, document the fields used so that they can be recreated in Version 5.5. (Refer to [SSIS Update #323](#) for steps.)
8. For Child Wards in the process of State Adoption Exchange Registration, complete the necessary information on the Document tab and submit the SAE Registration Verification.
9. Agency Document Template editors need to create and finalize all converted documents prior to V5.5 so that they are available for agency workers upon release.
10. Complete one agency Purge before June 1, 2011.

### ***CountyLink Updates***

- Additional OHPP documents, V5.5
- Worker Mentor Meeting minutes, 4/12/11
- 2012 County Allocations
- Fiscal Mentor rosters
- Worker Mentor rosters
- Partnership Group minutes, 4/27/11
- Mentor HINT: Register to use the Centralized Training Database

### ***Mentors' Corner***

Please encourage staff to complete registration steps for all trainings, whether they are offered via classroom, iLinc, VPC, or teleconference. By doing so, attendance is acknowledged and recorded on the worker's training transcript for supervision or licensing purposes.

It is not sufficient to simply attend and sign a training roster because SSIS and Child Safety and Permanency cannot post-register trainees into the TrainLink system. Recently, 83 trainees who attended the Out-of-Home Placement Plan VPC signed a site roster without pre-registering for the class. Unfortunately, none received credit for attendance.

The reverse situation often occurs as well — trainees pre-register and neglect to sign the training roster and/or fax in the site roster confirming their attendance. In this scenario, the trainee's transcript records "No Show."

It's easy to register for a unique key ID and register for trainings on TrainLink by following this link:

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=Training](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=Training)

### **Remember to purge prior to V5.5**

As part of Version 5.5 document redesign, SSIS is converting all agency documents, service plans, case notes, staff activities, intake Description of Need and the Adult Maltreatment Report Description of Incident. This amounts to over one million documents!

To decrease the amount of documents needing conversion, SSIS asks all counties and tribes to complete a purge **by June 1, 2011**.

Most agencies have a regularly scheduled purge date automatically set in SSIS Admin. If your agency does not have a monthly purge date set, please schedule one to occur by June 1. Thank you!

### **Worker Focus**

#### ***Supervisor's Forum is VPC on May 17***

The next Quarterly Supervisors Forum is a VPC offered on May 17 from 1:30-4:30 p.m.. Register on [TrainLink](#), selecting "SSIS Quarterly Supervisor's Forum" in the class listing.

### **SSIS CITRIX training database available**

Version 5.5 will be installed on the CITRIX training database two weeks prior to statewide release. This makes the new version available for agency training.

Please review the updated registration process in the latest weekly [Worker Mentor HINT](#). Preview the online [calendar](#) for availability and request dates to schedule training in advance of or directly following V5.5's statewide release.

### ***Upload Update***

The May upload is due on May 31. This upload provides a general update of information for statewide research and reporting.