

MPAC MEETING NOTES

MAY 18, 2011

TOPIC	DISCUSSION	ACTION ITEMS
Welcome and Attendance	<p>Introduction of two new MPAC members: Leigh Jagusch – Region 9 (LeSueur) and Sue Cleveland – Region 11 (Dakota). Members unable to attend this month include: Chris Worth –Region 3 (Itasca), Joy Beebe – Region 10 (Freeborn), and Wanda Kane – Region 11 (Scott). Heidi Leppola – Region 3 (Itasca) attended as backup for Chris Worth.</p>	<p>Michele Bennett of Ramsey noted that she normally alerts Dakota County’s primary mentor seeking feedback for MPAC meetings. She will no longer do that since Sue Cleveland joined the group.</p>
Process for gathering & sharing info to and from MPAC meetings	<p>Worker Mentor Coordinator Lisa Litchfield confirmed that members received the agenda and documents on MPAC member roles and non-MPAC mentor roles.</p> <p>Discussion re: would it be helpful to resend these documents since there are several new mentors and such a time lapse between MPAC meetings? Members asked to have both documents updated and distributed.</p> <p>Agenda addition from Michele Bennett re: Ramsey County’s recent training & testing of V5.5 to utilized copy/paste functionality between text in V5.4 plans and V5.5 plans. Workers can use keyboard shortcut of Ctrl+C (copy) and Ctrl+V</p>	<p>Members confirmed that they need two weeks between receiving the agenda and the MPAC meeting to contact regional members and get responses.</p> <p>Lisa will update both MPAC and non-MPAC role letters and send them to mentors.</p> <p>Lisa will finalize an update to the MPAC roster with a regional contact breakout list. It will be posted on CountyLink.</p> <p>Lisa confirmed capability of copying/pasting between old and new plans.</p>

	<p>(paste) into V5.5 plan directly. However, Michelle has been telling her staff to consider pasting copied text into a separate Word document, then pasting that and any changes into the new V5.5 plan since you can't have two plans open at the same time.</p> <p>Lisa asked MPAC members how many Worker staff in their agencies have two monitors, making the cut/paste process easier for them. MPAC members unanimously responded that it is rare for case-workers to have two monitors. Those who do are mostly fiscal workers. One member reported that about a third of her staff have two monitors.</p> <p>Discussion re: gathering and sharing info on MPAC meetings. All stated that they forward the agenda and request feedback before the meeting. Once minutes are written, they are forwarded to the region for additional comments/ concerns.</p>	
<p>What worked well previously for MPAC?</p>	<ol style="list-style-type: none"> 1. Receiving the MPAC agenda two weeks prior to the meeting 2. Having the ability to discuss the meeting notes with regional reps 3. Having input to mentor meeting agendas. 	

<p>MPAC process(es) that could be improved or new ideas to share?</p>	<p>Members liked both teleconference and iLinc options for meetings. They were interested in iLinc to be able to view SSIS and meeting materials together.</p> <p>Members appreciated having their roles redefined for the general mentor group and also to have non-MPAC member roles defined in the redistributed definition documents.</p>	<p>Lisa will incorporate iLinc into MPAC meetings when possible.</p>
<p>Tentative July Mentor Meeting Agenda Topics for Feedback</p>	<p>Discussed presentation topics to following up after V5.5 release: special issues, extra navigation training as needed, new plans such as Safety Plan, and updates on the CMH plan. Lisa suggested possibly including: DHS PIP-related topics, legislative update, and a high level overview of "Special Studies" expected to be in the next release.</p>	<p>At June MPAC meeting, discuss high-need topic areas specific to V5.5</p>
<p>Feedback requested/ proposed topics for Fall 2011 mentor meetings</p>	<p>Members briefly discussed SSIS's move to quarterly releases.</p>	<p>MPAC members to query regions. We'll continue discussion in June.</p>
<p>Questions/Issues for SSIS management?</p>	<p>Concerns were expressed about a possible state shutdown and support for V5.5 post-release.</p> <p>There were questions regarding the length of the process to receive confirmation of County/Tribal CITRIX access to training database. Three MPAC members had already</p>	<p>Lisa will share concerns with SSIS regarding a shutdown's impact.</p> <p>Lisa will check on the timeframe for CITRIX approval for LeSeur. (Leigh forwarded her authorization email later in the day.)</p>

	<p>scheduled training; two were awaiting notification of access. Leigh J. expressed concern that she had not heard, since her planned training is the following day.</p> <p>Discussion re: difficulty in planning training for agency staff when release date is uncertain. Members are pleased they have early access to the new release on the CITRIX database, even if it is still a pilot version with potential issues.</p>	<p>Lisa subsequently checked this week to see how agency trainings went. Both Pine and LeSeur Counties responded positively to using the application and having the chance to address their workers' questions in advance of the release.</p>
<p>Other:</p>	<p>A question about new system finalization of service plans at 30 days asked, <i>If a worker edits the plan prior to 30 days and it is not yet worker finalized or system finalized, does it extend the system finalization for another 30 days?</i></p> <p>Michelle B. mentioned that Ramsey is training agency best practice for FA Assessment Plans. Workers start the plan; if they are unable to complete it prior to the 30-day system finalization, they copy the plan for the final 15 days of the FA Assessment and complete the work. She was hoping that editing the plan would extend the finalization date.</p>	<p>Lisa researched this issue with SSIS QA staff and the behavior is as follows:</p> <ol style="list-style-type: none"> 1. 30 days for system finalization begins once the service plan setup screen is complete. 2. Workers can edit plan during this time frame. 3. System finalization occurs 30 days from the service plan setup completion date. (Editing does not extend system finalization.)

	<p>Question re: process of “closing” a service plan that was activated prior to V5.5 release</p> <p>Question re: recent SSIS Update article on preparing for V5.5 by completing Intake Description of Need field. What happens if an intake is not complete, i.e., CMH intakes do not have the same 24-hour disposition timeline by statute, and may not be ready to set a disposition date on?</p>	<p>Lisa researched answer: Workers can still Inactivate or Discard V5.4 plans that continued in Active status during a period of time post V5.5 release.</p> <p>Intakes without disposition dates prior to V5.5 will still allow entry/editing of the Description of Need field post V5.5. Agencies are to follow statutory and program policy requirements related to intake for non-CP intakes.</p>
<p>Close/Next Meeting Schedule</p>	<p>June 20th, 10-11a.m.</p> <p>Lisa noted that based on V5.5 release training schedule, she may have to reschedule above date.</p>	<p>Lisa to forward meeting minutes; please alert her to errors or deletions.</p> <p>Lisa will decide between iLinc or teleconference.</p>