

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 331
August 26, 2011

Server rollout is statewide replacement

SSIS will replace all SSIS physical production servers in agencies during 4Q 2011. Every worker can anticipate better performance when the upgraded memory and operating system are installed.

What are the advantages?

- All hardware will be identical across the enterprise
- Improved performance
- New 64-bit Operating System using Windows 2008 R2
- New Oracle version –11g r2 that has better vendor support, performance and ability to resolve memory issues.
- New backup media will use a removable hard drive rather than tape rotation, reducing county staff involvement.

Timeline

SSIS staff are working with county technical contacts to develop a rollout schedule that will begin the week of October 3. Nearly all installations will be scheduled during 4Q 2011, though none will happen during the weeks of Thanksgiving or Christmas.

Preparation

SSIS will provide directions and updates to all agency staff, from managers to technical contacts to workers affected on the installation day. Agencies will soon receive a survey asking for facility information and contact names responsible for preparation and installation tasks. It is crucial that you return your survey by the **September 16** deadline.

CountyLink Updates

- Implementation Memo #110: Training schedule for Worker NWT, V11.3 release, and VA-CEP
- Implementation Memo #111: Fiscal NWT, 4Q 2011
- Implementation Memo #112: Fiscal V11.3 Release Training via iLinc
- Worker Mentor Meeting handouts, 8/22/11
- Fiscal Mentor Meeting handouts, 8/23/11
- Worker mentor rosters
- V11.3 Release Notes
- What's New in Version 11.3?
- Worker V11.3 Release Training materials
- Fiscal V11.3 Release Training materials
- Fiscal New Worker Training materials
- Fiscal (training) Documentation page
- V11.3 Document Template List
- Plans: Independent Living and 90-Day Transition

Extensive V11.3 training information available

SSIS's web pages have V11.3 training information for every worker. You'll find instructions, job aids and presentation materials on both Worker and Fiscal pages.

The CountyLink left navigation bar has been updated. It now includes all pages shown on the [SSIS home page](#) site map.

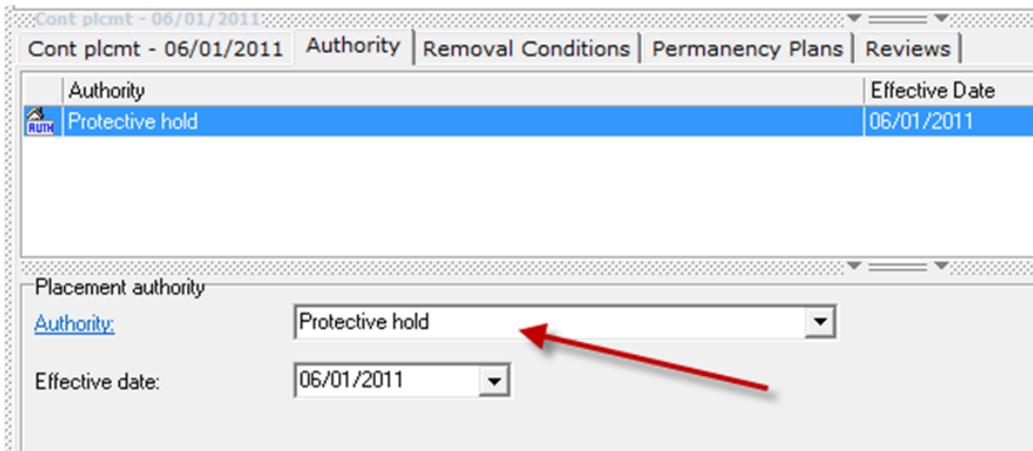
Upload Update

The August upload is due on Wednesday, August 31. It provides a general update of information for statewide research and reporting.

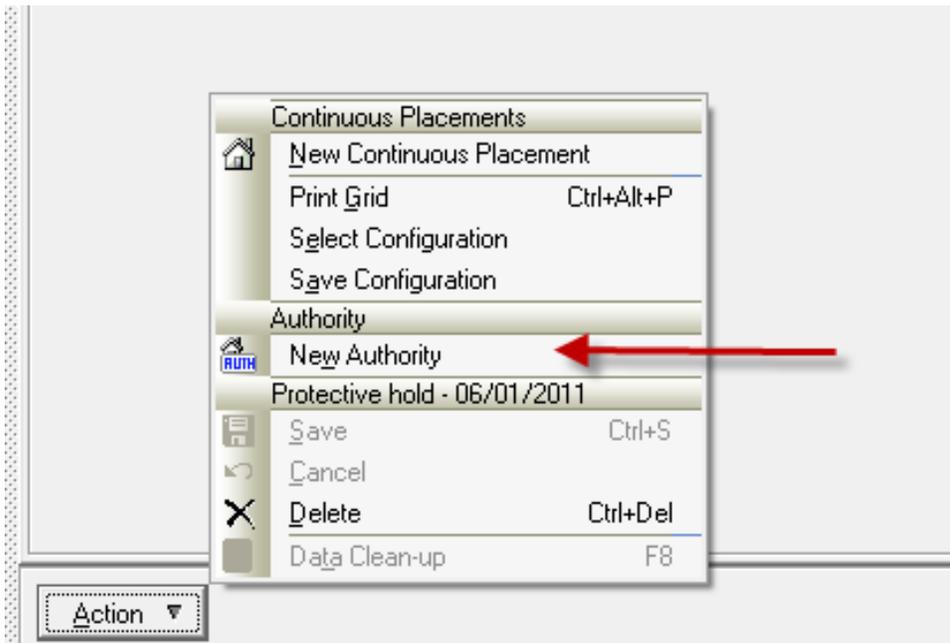
Worker Focus

Entering Authority for Placement in SSIS

Placement authority must be entered completely and accurately for correct IV-E claiming. When children are placed on a protective hold, the authority for the placement should be entered as shown.



Notice that 6/1/11 is the begin date of the continuous placement. If the case then goes to Court, the new authority is entered by going to the **Action** button and picking **New Authority**.

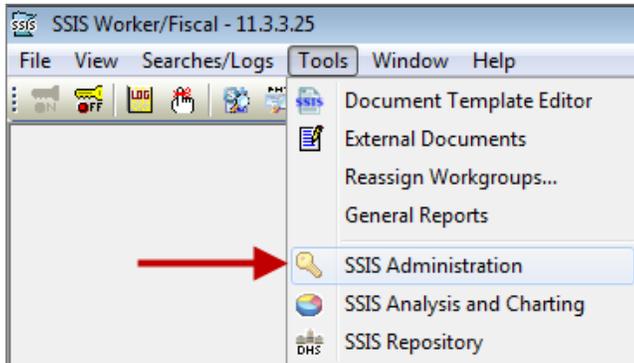


The grid will then show a complete history of authority changes over time. The first few days of this continuous placement are not IV-E reimbursable during the protective hold.

Worker Focus

Why should agencies enter an agency contact?

Tools > SSIS Administration



SSIS Admin > Lists > User Search > (Select Agency Designee) > Local Agency Contact Field

Local agency contact

Agencies need to ensure that there is at least one individual assigned within Admin as a Local agency contact. There are documents within Chronology, such as the Notice of Determination Letter, that have an Agency Contact Staff field on the Setup tab. This field requires data entry before the Document tab can be accessed. In other words, if no one in the

agency has the designation of Local agency contact, then no name will merge into the NOD Letter’s drop-down menu — a required field. If there is no name to select within the field, then the NOD Letter cannot be completed. The designated Local agency contacts are typically persons in supervisory roles with the authority to make decisions in situations such as the appeal of a maltreatment finding.

Chronology > Documents > Notice of Determination Letter

Agency Contact > Staff Field

Note: Yellow Mandatory Field Indicator

Name	Title
Keroutwick, Gus Bjorn	Director
Walswick, Angela M	Program Administrator

Hint: The name of each individual selected as a Local agency contact will appear in the drop-down menu whenever this required field displays within a document.

Hint: Also note the other circled sections on the Admin screen: Phone and Document Credentials. Both of these fields are also required on certain documents and service plans, and the information can only be entered within Admin in order for it to merge into the corresponding required field.