

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 333

September 30, 2011

Familiar documents are not “lost”

Workers have experienced difficulty locating two documents they frequently used:

- **Notice of Social Services Action**

The documents update process discovered that the requirement for the generic (non program-specific) Notice of Social Services Action was repealed in 2003. As an obsolete document, it was removed from SSIS. The Notice of Social Services Action is still available through eDocs; each agency’s Document Template Creator can create a link to it within the SSIS External Documents function. Our agency partners have requested that we return this document to SSIS. This will be done in a future release.

- **Notice of CPS Summary Disposition**

The notice sent to mandatory reporters is not actually an NOD letter. It was located with the NOD letters for easy use by workers. It has always been called the **Notice of CPS Summary Disposition** and is available through Document Template Search. Depending on how workers complete the Document Setup screen, SSIS creates the appropriate letter indicating whether maltreatment was found and services provided.

Save Configuration renamed and improved

Are you missing the Save Configuration option on grids? Well, good news — it’s back with a new name and added functions.

It’s called [Manage Grid Settings](#) and it allows you to create your own layouts for grids and select any system layouts. This document and other V11.3 training materials are online at [CountyLink>SSIS>Training>Fiscal Release Training](#) page.



Warning:

In Version 11.3, footer and group footer selections (e.g., count, avg), are not remembered. This includes footer selections in saved layouts. This will be fixed in V11.4.



Additional Features Coming Soon:

- **Import Grid Settings and Send Grid Settings:**
This allows you to share your saved layout with co-workers and other agencies.
- **Check boxes will include Current Search Criteria and Current Grid Print Settings.**

Out-of-Home Placement Plan consults available during October and November

Join SSIS policy coordinator Nan Beman and foster care program consultant Deb Beske Brown for teleconference discussions about the practice and policy involved in the OHPP. Child placement supervisors and social workers with questions or concerns about the revised OHPP may also call Deb (651-431-4731) or Nan (651-431-4767) for consultation.

10/17/11 1:30-3 p.m.	Password: 14731 Meeting ID: 3465	<i>For each meeting:</i> Call 651-431-7200 or login on at: http://conference.dhs.state.mn.us
10/24/11 3:30-4:30 p.m.	Password: 14731 Meeting ID: 3465	
11/1/11 9:30-11a.m.	Password: 14731 Meeting ID: 3465	
11/10/11 10:30 a.m.-noon	Password: 3465 Meeting ID: 3371	

List updates document status and availability in SSIS

V11.3.6.1 (this week's fix release) contained:

- *Adoption Assistance Certification* – revised and adjusted to the 10/1/2011 Fostering Connections age change.
- *CPS Summary Disposition Notice* – fixed requirement to have maltreatment determination for Family Assessments.
- *Home Study Assessment* – fixed merge fields and missing information.
- *Parent Evaluation of Family Child Care Provider Services* – fixed missing merge fields.
- *90 Day Transition Service Plan* – fixed missing merge field.

V11.4 (slated for November 29) Documents will include:

- *Notice to Parent Considering Voluntary Placement of an Indian Child*
- *Voluntary Out-of-Home Placement Consent – Indian Child*
- *Notice to Parent Considering Voluntary Placement of a Child*
- *Voluntary Out-of-Home Placement Agreement Non-Indian Child*
- *Notice to Parent(s) Considering Voluntary Treatment Foster Care – Indian Child*
- *American Indian Child in Voluntary Foster Care for Treatment Agreement*
- *Notice to Parent(s) Considering Voluntary Treatment Foster Care*
- *Child in Voluntary Foster Care for Treatment Agreement*
- *High Risk Adoption Assistance Amendment (New Document)*
- *Notice of Social Service Action (Returned per overwhelming county request)*

Additional Adoption Documents have been prioritized and may be included in Version 11.4, depending on time availability.

Guidelines for template features

Adding Footers to State Document Templates:

Counties are not able to replace the pre-determined footers on State Document Templates. These templates have always had a standard footer. At this point, there are no plans to change this format.

Page Breaks cause State Templates to run onto additional pages:

Text blocks and tables will sometimes cause the document to be longer than the original page layout. This results in divided tables, signature blocks splitting, and one-page documents extending onto the next page. This is not a glitch in the system; it is related to the template formatting. Templates are no longer in a word processor format. Now they are in a web browser format. Page breaks are added as a style setting that cannot at this time be altered by end users. Instead, SSIS users can add a hard return at the end of a text box to help format page breaks. Avoid large tables when creating document templates.

CountyLink Updates

- Implementation Memo #114: VA-CEP training rescheduled
- Implementation Memo #115: Preparation for 4Q Server Replacement
- V11.3 Fix Release: Release Notes and Known Defects Report

Upload Update

The September upload is due on September 30. This Upload provides information for the quarterly Child Welfare Data Dashboard update.

Agencies need to make preparations for server replacement

Note: This information was published in Implementation Memo #115 (9/23/11)

Each agency needs to purchase Removable Media and prepare KVM switches for their replacement SSIS server.

SSIS WILL BE UNAVAILABLE on the day your agency is scheduled! Advance tasks must be completed prior to the day your agency is scheduled!

SSIS is finalizing the schedule for replacing all the production SSIS servers statewide during 4Q 2011. There are a few new items to be addressed by agencies before servers can be installed.

Backup Media: These new servers use removable hard drives instead of tape drives to back up data.

As is past practice, SSIS will provide two of the media with the new server. One of these is for backups and the other is for a quarterly image. However, you will need to purchase additional removable hard drives to fill out the removable media rotation schedule. We recommend you purchase the same number of hard drives as tapes used for the current SSIS server.

Please purchase additional removable hard drives to complete your backup rotation schedule. You can contact Compar, the DHS value-added reseller, using the information at the end of this article, or use whatever vendor you wish.

Keyboard and Mouse Connections: The new servers do not have PS/2 keyboard and mouse connections, only USB connections. Therefore, you will need to provide KVM connections compatible with USB connections. You can accomplish this using a KVM with USB connections, or by providing two USB-to-PS/2 adapters.

If you use a Keyboard/Video/Mouse (KVM) switch to access the SSIS server, please prepare your KVM switch to accommodate USB connections by either ensuring the KVM switch will accept USB connections or provide two (2) USB-to-PS/2 adapters. Ordering information is shown, though you can use whatever vendor you wish.

We anticipate beginning replacements on October 3, 2011, and continuing through the remainder of 2011.

All expenditures are eligible for Federal Financial Participation (FFP) matching funds at the operational rate.

Please inform all users that SSIS will **not** be available on the date the server is replaced. We schedule all day, but the process usually is done before the end of the day if there are no unforeseen incidents.

If you have any questions about these matters, please contact bruce.anderson@state.mn.us or call 651-431-4740.



Removable Hard Drive Cartridge

Description: Imation Corp. - IBM RDX 500GB/1.0TB
Part #: 46C5379

Compar Price: \$180

Compar Contact Information:

Kyle MacPherson

952-945-2284

kylem@comparinc.com

USB-to-PS/2 Adapter – two required, if needed

Two options:

1) Description: StarTech.com USB to PS2 Keyboard and Mouse Adapter

Keyboard / mouse adapter – USB

Part #: USBPS2PC

Compar Price: \$10.25

2) Description: Belkin USB PS/2 Adapter

Keyboard / mouse adapter - 4 pin USB Type A

(M) - 6 pin PS/2 (F) - dark gray

Part #: F5U119VE1

Compar Price: \$13.00

Compar Contact Information:

Kyle MacPherson

952-945-2284

kylem@comparinc.com



Servers cont.

Proposed Server Replacement Schedule

County	Date
Aitkin	11/2/2011
Anoka	12/8/2011
Becker	10/20/2011
Beltrami	10/19/2011
Benton	12/5/2011
Big Stone	11/2/2011
Blue Earth	11/15/2011
Brown	11/17/2011
Carlton	11/3/2011
Carver	12/7/2011
Cass	10/26/2011
Chippewa	11/9/2011
Chisago	12/14/2011
Clay	10/18/2011
Clearwater	10/18/2011
Cook	10/11/2011
Cottonwood	11/9/2011
Crow Wing	11/1/2011
Dakota	10/7/2011
Dodge	11/28/2011
Douglas	10/26/2011
Faribault/Martin	11/15/2011
Fillmore	11/29/2011
Freeborn	11/30/2011
Goodhue	12/1/2011
Grant	10/27/2011
Hennepin	1/3/2012
Houston	11/30/2011
Hubbard	10/20/2011
Isanti	12/7/2011
Itasca	12/15/2011
Jackson	11/8/2011
Kanabec	12/6/2011
Kandiyohi	11/16/2011
Kittson	10/11/2011
Koochiching	10/10/2011
Lac Qui Parle	11/10/2011
Lake	10/12/2011
Lake of the Woods	10/13/2011
Le Sueur	11/17/2011
Leech Lake Tribe	10/25/2011
Lincoln/Lyon/Murray	11/7/2011
Mahnomen	10/20/2011

County	Date
Marshall	10/11/2011
McLeod	12/6/2011
Meeker	11/17/2011
Mille Lacs	12/5/2011
Morrison	11/3/2011
Mower	11/29/2011
Nicollet	11/16/2011
Nobles	11/10/2011
Norman	10/19/2011
Olmsted	11/29/2011
Otter Tail	10/25/2011
Pennington	10/12/2011
Pine	10/3/2011
Pipestone	11/8/2011
Polk	10/18/2011
Pope	10/27/2011
Ramsey	1/3/2012
Red Lake	10/13/2011
Redwood	11/10/2011
Renville	11/15/2011
Rice	12/2/2011
Rock	11/9/2011
Roseau	10/12/2011
Saint Louis	10/13/2011
Scott	12/8/2011
Sherburne	12/7/2011
Sibley	12/5/2011
Stearns	12/6/2011
Steele	12/1/2011
Stevens	11/3/2011
Swift	11/1/2011
Todd	11/2/2011
Traverse	10/26/2011
Wabasha	11/30/2011
Wadena	11/1/2011
Waseca	10/5/2011
Washington	12/14/2011
Watonwan	11/16/2011
White Earth Tribe	10/19/2011
Wilkin	10/25/2011
Winona	12/1/2011
Wright	12/8/2011
Yellow Medicine	11/8/2011

Diagnosis codes will be required for all claiming categories

Effective 1/1/2012, DHS will implement Version 5010 of the electronic claim standard. SSIS uses this claim transaction standard to submit county claims to MMIS.

One of the changes mandated in the 5010 version of the claim transaction is that diagnosis codes must be submitted on all healthcare claims. This change will apply to all claims submitted when SSIS Version 11.4 is implemented. That means that SSIS will need to have diagnosis codes for all clients when submitting claims.

In order to help counties prepare for this change, the table below outlines the SSIS criteria for obtaining a diagnosis. **Note:** The third column contains a default diagnosis that SSIS will send on the some claim categories if there is no applicable source or no billable diagnosis found through other methods. If no billable diagnosis code is found and no default diagnosis code is assigned to the claim category, proofing message “#2019 – Diagnosis Required” will display.

Diagnosis Codes Used for Claiming

Claim Category	Source, in order of precedence	Default if no Billable Diagnosis Code
CW-TCM	N/A	V68.9
DD Screening	Screening Document (LTC, DD) SSIS Diagnosis Code	None
LTCC	Screening Document (LTC, DD) SSIS Diagnosis Code	None
MH-TCM	SSIS Diagnosis Code	None
RSC-TCM	Screening Document (LTC, DD) SSIS Diagnosis Code	V68.9
Rule 5	SSIS Diagnosis Code	None
VA/DD-TCM	Screening Document (LTC, DD) SSIS Diagnosis Code	V68.9
Waiver and AC	Screening Document (LTC, DD) SSIS Diagnosis Code	None

Other SSIS Version 11.4 claim diagnosis related changes include:

- The Short Message for proofing message 2019 will change to “A diagnosis code is required.”
- The Long Message for Claiming proofing message 2019 will change to “A billable diagnosis code was not found for the client. A billable diagnosis code is required to claim.”
- Claim categories DD Screening and Waiver/AC will be added to proofing message 2019.
- A “Diagnosis” checkbox will be added to the claim time and payment proofing tabs for the DD Screening claim category.
- All Diagnosis required yes/no indicators for all HCPCS/Modifiers in Programs and Services will be set to “Yes.”