

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 337

November 10, 2011

Correctly enter transfer of custody to a relative

SSIS Update #332 described SSIS improvements that accommodate the statutory requirement to match new births with parents whose custodial rights were involuntarily transferred to a relative per Minnesota Statute 260C.301, Subdivision 1 (4). Local agencies received a list of workgroups where a permanent transfer of legal/physical custody to a relative was entered on the Court Actions screen. SSIS recommends the following steps for determining how to enter transfers of custody to

a relative on the Relationship screen in SSIS.

Permanent transfers of legal and physical custody to a relative (PTLPCR) usually make the parental relationship to the children Inactive, and transfer custody to a relative or kin. Sometimes one parent will have a termination of parental rights (TPR) and the other parent will have a transfer of custody to a relative. Inactive relationships on both parents should be entered as shown below.

Relationship status

Status: Inactive

Inactive reason: Termination of parental rights

Inactive date: 06/29/2005

Inactive reason detail: Involuntary (found by court or admitted by parent)

Birth mother married at time of child's birth: No

Red arrows point to the Status, Inactive reason, and Inactive reason detail dropdown menus.

Relationship status

Status: Inactive

Inactive reason: Perm transfer of legal/physical custody to relative

Inactive date: 06/29/2005

Inactive reason detail: Involuntary (found by court or admitted by parent)

Birth father detail: Voluntary (initial request by parent)

Red arrows point to the Status, Inactive reason, Inactive reason detail, and Birth father detail dropdown menus.

CountyLink Updates

- Health Care Claiming Specs: Design and Requirements
- Fiscal Mentor Rosters
- Title IV-E Trainer Contact Map
- Adoption Process Checklist

When the agency files a petition to transfer legal custody to a relative against the parent's wishes, the PTLPCR is Involuntary. Even if the parent later agrees to the transfer, the petition was Involuntary and should be designated as such on the Relationships screen. The situation may be that the parent desires that custody be transferred to his/her relative, and the Voluntary petition to transfer custody states that. When the court orders the transfer from this Voluntary petition, then the Relationship screen should show the Inactive reason detail as Voluntary. Local agency staff will need to review the permanency petition and order to determine how this entry should be made.

When a baby is born to a parent with a previous Involuntary TPR or PLPTCR, DHS must refer the parent to local child protection services for an assessment. Minnesota statute requires this assessment to ensure the safety of newborns in a family with serious child protection history.

DHS truly appreciates your effort to make accurate entries. Send questions to the SSIS Help Line or Nan Beman at nan.beman@state.mn.us.

Training will ease SSIS document template worries

Which of these scenarios applies to you?

- Didn't convert old document templates, but want to get started creating new county/tribal templates for your agency
- Experiencing difficulty formatting the elements and merge fields in templates
- Would like help designing and implementing a document so it looks useable and professional for your workers
- Need help understanding how to create a header with the agency letterhead and associating it with the state document templates
- Can't seem to figure out how to get an image loaded into a document template.

SSIS is presenting a special training opportunity for document template creators. Training will include step-by-step instruction for setting up new templates and assistance troubleshooting current issues. Please register on [TrainLink](#) for one of these sessions. Click on **All SSIS Courses** and scroll down to or use the search field to find *SSIS Documents*.

December 2 from 12 p.m. – 4 p.m. at Brainerd

December 5 from 12 p.m. – 4 p.m. at Metro

December 6 from 12 p.m. – 4 p.m. at Willmar

Prerequisites for this training:

1. Trainee is a new or experienced document template creator who already has the assigned functions of:
 - a. Create Document Templates
 - b. View Document Templates
 - c. Edit Document Template HTML
2. Have a basic user knowledge of SSIS and/or a record of attending NWT.

Submit specific examples of issues/questions/ examples of templates you would like to have addressed by 4:00 p.m. on Monday, November 28 to Lisa Litchfield, lisa.litchfield@state.mn.us, or Tina Furst, tina.furst@state.mn.us. Trainers will compile a brief FAQ based on identified items.

Upload Update

The November upload is due on Wednesday, November 30. This Upload provides federal reporting of social worker contact with children in foster care during the last federal fiscal year, October 1 –September 30, and for the ESEA reporting period that starts October 1 and ends October 31. The School District Number of the most recently attended school in October is essential for school aged children, 5-17 years of age, in out-of-home care.

Supervisors' Forum topic is Safety

Register now for the November 29th Quarterly Supervisors' Forum. The VPC-format session is from 1:30 to 4:30 p.m. This quarter's topic is "*Safety: How Do You Know?*"

Several new VPC sites have been added to Train-Link and are available for immediate registration. Additional forum information and VPC sites are on the [flyer](#) on CountyLink.