

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 338

December 2, 2011

SSIS is working to fix problems with plans and documents

There were a *great* many structural changes to plans and documents in SSIS Version 11.3. These changes were made primarily to address federal SACWIS requirements. Unfortunately, meeting the federal mandate has also made some plans and documents inflexible and difficult to use in the real world of social work.

SSIS and foster care staff conducted four phone conferences and a half-day meeting with county and tribal staff to gather concerns and feedback on the out-of-home placement plan. Concerns about other documents were carefully documented; both short- and long-term solutions are being researched. Technical and policy staff are evaluating options to make the service plans more professional looking, easier to use, and less prone to errors (bugs), while still meeting state and federal statutory requirements. We are moving as quickly as possible to determine what changes can be made to improve the document and plan areas of the application.

SSIS values your feedback and we are serious about re-designing the parts of the application which do not work for you. Please continue to contact the SSIS Help Line to relay issues as they arise so that we are aware of them.

Document Template Editor sessions added

Due to high demand and an extensive waiting list, two additional **Document Template Editor** sessions were added. There are a few remaining spots in the December 12th class held at the Metro lab from 1:00 to 5:00 p.m. Please register directly on [TrainLink](#).

Note these reminders for V11.4 release

- Whenever a State template is updated/fixed (noted in [Release Notes](#)), the Document Template Editor Creator will need to re-attach the Header associated with the specific document template.
- Older versions of an updated State template will have a Status of Inactive. Users will not be able to use the Copy Plan or Copy Document features.

Set up 2012 county preferences

It's time to put 2012 yearly settings in SSIS Admin. Workers will not be able to set up new Service Arrangements, make payments, or copy the 2011 COA Maximums without these settings. Review your 2011 settings and make changes based on your experience with SSIS.

Set up these 2012 yearly settings:

- GL Close Date
- Tolerance for Service Arrangements
- Significant Birthday Rate Change
- Encumber Service Arrangements
- Maximums Required
- Error or warning for maximum.

Also check to see if you need to make any changes in the following:

- Review Service Agreement language in Admin. Create new default language if different from the SSIS default, if needed.
- Add new COA Codes.
- Review County-specific Special Cost Codes.
- Review County-specific Accrual Codes.
- Review County sub-services.
- Review User set-up and security.

See the [SSIS Admin: County Preferences](#) module.

Server replacement schedule is on track

The Enterprise Operations Team (EOT) has successfully replaced SSIS servers at 55 of the 86 locations, reaching 64% completion.

The automated replacement process is working well, with staff back online before the end of the day. EOT and county technical staff plan for a full day outage for the server replacement; however, most installs are completed within four hours.

The team reminds remaining counties that it cannot guarantee a less-than-full-day timeline due to differences within county environments.

Register now for December Fiscal NWT class

Due to the resignation of Fiscal trainer Lexie Kjos and the need to do release training for the redesigned IV-E Abstract report, SSIS will not be able to offer Fiscal New Worker Training (FNWT) in Quarter 1 of 2012. We are not sure if we will be able to offer FNWT in the first part of Quarter 2 of 2012.

If you have any staff that you would like to attend Fiscal New Worker Training, please have them sign up for the two-day December session, held next Wednesday and Thursday (12/7-8) in St. Paul. There are six spots still available for this training.

Note from Lexie Kjos (SSIS Fiscal Trainer):

I want to take a moment to personally let you know that I am leaving my position at the State. I have truly enjoyed my time here and appreciated the opportunity to work with all of you. Thank you for your support and encouragement during my time as the SSIS Fiscal Trainer. --Lexie

Upload Update

The next upload is due on Friday, December 30. This Repository upload provides information for the quarterly Child Welfare Data Dashboard update and the NCANDS reporting period (last federal fiscal year: October 1 -September 30).

CountyLink Updates

- MPAC minutes, 10/16/11
- FAC minutes, 10/26/11
- Partnership Group minutes, 11/2/11
- Version 11.4 to Version 11.3 Comparison
- Version 11.4 Release Notes
- Version 11.4 Known Defects Report
- Fiscal specs: Payments Design
- Fiscal specs: Payments Appendices
- Fiscal specs: Health Care Claiming Appendices
- CW-TCM training PowerPoint
- CW-TCM Policies & Guidelines Discussion Pts.
- Implementation Memo #117: 1Q 2012 training

Next mentor meetings announced

Worker Mentor Meeting

Tuesday, February 21

Fiscal Mentor Meeting

Wednesday, February 22

Both mentor meetings will be at the Holiday Inn, St. Cloud. Agendas and handouts will be posted closer to the meeting dates.

Alert workers to PATH name change

The Professional Association of Treatment Homes (PATH) recently changed its name to Kindred Family Services. Agencies can make the name change in their payment system and import it through the Vendor Interface, making this new information available to workers for placements and service arrangements. This will also ensure that Kindred Family Services' name displays on the payment warrant.

Note: The Title IV-E Per Diems for Group Facilities available in SSIS is updated yearly. Kindred Family Services will display in 2012 after the next DHS Bulletin is published. Kindred Family Services' IV-E information remains the same as that of the original PATH agency.

Information from the DHS Disability Service Division**Agencies will begin using Disability Waivers Rates System in January**

The Disability Waivers Rates System (previously known as RSMI) is a web-based application being built to implement the new disability waiver rate methodologies.

This is being done in order to meet the Centers for Medicare and Medicaid Services (CMS) requirements. The Department of Human Services must adopt uniform rate methods/standards that apply to each disability waiver service to ensure:

- Equitable payments across all areas of the state
- Rate differences based on concrete indicators
- Rate variations capture the individualized nature of services.

Lead agency waiver staff will begin using the system in January 2012 to:

- Conduct service planning with the recipient.
- Use the Disability Waivers Rates System to reflect service planning .
- Understand the outcomes of the proposed rate(s).
- Understand how that impacts purchasing decisions and service deliverables.
- Analyze impact at all levels: individual recipient, provider, and lead agency.

In 2012, the Disability Waivers Rates System will be used to plan for 2013. How rates are determined will not change during 2012. Implementation of the new rate methodologies will be in January 2013.

Users will not need to sign on to Disability Waivers Rates System separately. A link will display in the SSIS Tools menu if the user has been assigned the SSIS Activity "Access RSMI Application."

Because the system will be accessed via SSIS, lead agencies need to:

- Review the staff who currently work with Disability Waivers, determining if additional staff will need to have access to SSIS. This access will be needed in January 2012. If lead agencies contract for Disability Waivers Case Management, they will need to decide who needs access to SSIS and how access will be granted.
- Assign (authorize) the SSIS Activity "Access RSMI Application" to staff who work with Disability Waivers who need access to the Disability Waivers Rates System Application.

Training for lead agency staff utilizing the Disability Waivers Rates System will be held via webinars on December 14, 15, 19, and 20. A recorded session will be available as online training via TrainLink. Disability Service Division staff will send a webinar announcement and registration information via County E-List notification.

Email your questions about the rate setting methodology project to DSD.Rates@state.mn.us.

Worker's duties determine attendance at CWFT or NWT

Child Welfare Foundation Training (CWFT) is training for new child welfare/protection workers. CWFT replaces the former Social Worker CORE training and integrates the SSIS New Worker Training (NWT) sessions, Bjorn Basics and Child Protection (CP) Focus. CWFT meets the statutory requirement (MN Statute 626.559 Subd. 1a) for training of new child protection workers.

Since CWFT combines policy and SSIS NWT, it is not necessary for new child welfare/protection workers to **also** attend SSIS NWT. CWFT offers participants

the same SSIS information as NWT.

- New social services workers who are non-child protection workers should attend NWT.
- New child welfare/protection workers should be directed to CWFT which includes SSIS instruction.

For more information about CWFT, please contact: Julie Hance at 651-431-5885 or julie.hance@state.mn.us.

For more information about NWT, please contact: Janet Bowman at 651-431-4342 or janet.bowman@state.mn.us.

Job Posting: The Social Services Information Systems (SSIS) Division seeks a Fiscal Trainer to develop curriculum, provide training to agency (county and tribal) accounting staff and to provide support to SSIS Fiscal system users.

State Program Administrator Senior – SSIS Fiscal Trainer

\$19.33 - \$28.35 per hour (\$40,361 - \$59,195 per year).

Contact: Kate Stolpman, SSIS Fiscal Project Manager,
651-431 – 4743, kate.stolpman@state.mn.us

This position provides training on the SSIS Fiscal computer application to agency accounting and other staff and develops curriculum and other materials, both written and multi-media, for that training. This position also is responsible for coordinating the provision of Fiscal training and the content of materials with Help Line and other county support areas of the project so that the training reflects the issues reported by users.

Other duties include:

- Participate in the design activities of the project.
- Consult with Fiscal supervisor and staff, agency SSIS Fiscal coordinators and mentors, Fiscal Advisory Committee and appropriate policy staff, and project management and technical staff to plan and prepare for SSIS Fiscal training.
- Attend regional meetings to provide information and receive feedback from agencies.
- Demonstrate/present the Fiscal application at statewide or regional social services accounting meetings and to other interested parties.

This position requires:

- Substantial use of or demonstrated proficiency using SSIS Fiscal functionality either in a local agency setting or at the state level
- Detailed knowledge of policy and practice in areas affected by SSIS Fiscal, such as waiver, targeted case management, etc.
- Demonstrated written and verbal skills in communicating technical information
- Conceptual, analytical, and problem-solving skills
- Ability to diagnose causes of both system problems and failure of trainees to understand the material and take the appropriate action to resolve the problem or issue.
- Experience in mentoring or addressing training needs
- Ability to prioritize multiple demands under time constraints
- Demonstrated experience working in a team environment
- Ability to present complex information to audiences whose members have varying skill and knowledge levels.

Preferred candidates will have:

- Previous experience developing training curriculum and materials (including CBT or web-based training) and presenting training, especially in computer systems
- Experience developing and presenting web-based training, particularly in iLinc or similar interactive training tools
- Two to four (2-4) years' experience in county social services accounting setting.

Some overnight travel is required.