

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 341
January 13, 2012

Children's Mental Health (IFCSP) service plan tip

Some agencies have reported that sections of the IFCSP plan — specifically those related to the Areas of Assessment, Services Needs—are not available on the document.

A Version 11.3 feature of SSIS Documents and Service plans is that fields on the document display *only as needed*.

In order for these to display on the document, workers must make a minimum of one selection by checking the box next to an identified area of need under Section II Functional Assessments State of Need. If left unchecked, the document displays as below with no areas to enter information in Section III.

Functional Assessments

Statement of Need:

Based on the Diagnostic, Functional and Case Management Assessment Kumari White Fox family has service needs or identified strengths in the following areas:

- | | |
|--|--|
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Educational/Vocational/Recreational |
| <input type="checkbox"/> Physical/Chemical Health | <input type="checkbox"/> Daily Living Skills |
| <input type="checkbox"/> Family Functioning/Cultural Needs | <input type="checkbox"/> Transportation/Housing/Employment |
| <input type="checkbox"/> Interpersonal Relationships | <input type="checkbox"/> Unmet Service Needs |

Section III: Areas of Assessment, Services Needs

No text entry fields available

Once areas of Need are checked, *workers* have the opportunity to enter text related to each need:

Functional Assessments

Statement of Need:

Based on the Diagnostic, Functional and Case Management Assessment Kumari White Fox family has service needs or identified strengths in the following areas:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Mental Health | <input type="checkbox"/> Educational/Vocational/Recreational |
| <input type="checkbox"/> Physical/Chemical Health | <input checked="" type="checkbox"/> Daily Living Skills |
| <input type="checkbox"/> Family Functioning/Cultural Needs | <input type="checkbox"/> Transportation/Housing/Employment |
| <input type="checkbox"/> Interpersonal Relationships | <input type="checkbox"/> Unmet Service Needs |

Section III: Areas of Assessment, Services Needs

1. Mental Health (Symptomatology and Functionality)

Strengths related to this area:

Service Needs or Struggles:

2. Daily Living Skills

Strengths related to this area:

Service Needs or Struggles:

Text entry fields display based on Needs identified

How to use SSIS combined documents

SSIS has received a lot of communication from local agencies expressing frustration that workers are unable to access certain documents. Twelve documents in Chronology are now considered combined documents – meaning that based on information in the SSIS database (Person Detail record, workgroups, Case Detail and SSIS Admin), and selections made on the Setup tab for a document, SSIS is merging the correct text and information *behind the scenes*.

These child maltreatment, adult maltreatment, and licensing documents were previously available as several documents for a worker to individually select and send. Depending on the document, it was sometimes difficult for workers to select the appropriate letter based on the scenario. To make this process easier for workers, SSIS programmed these as combined documents.

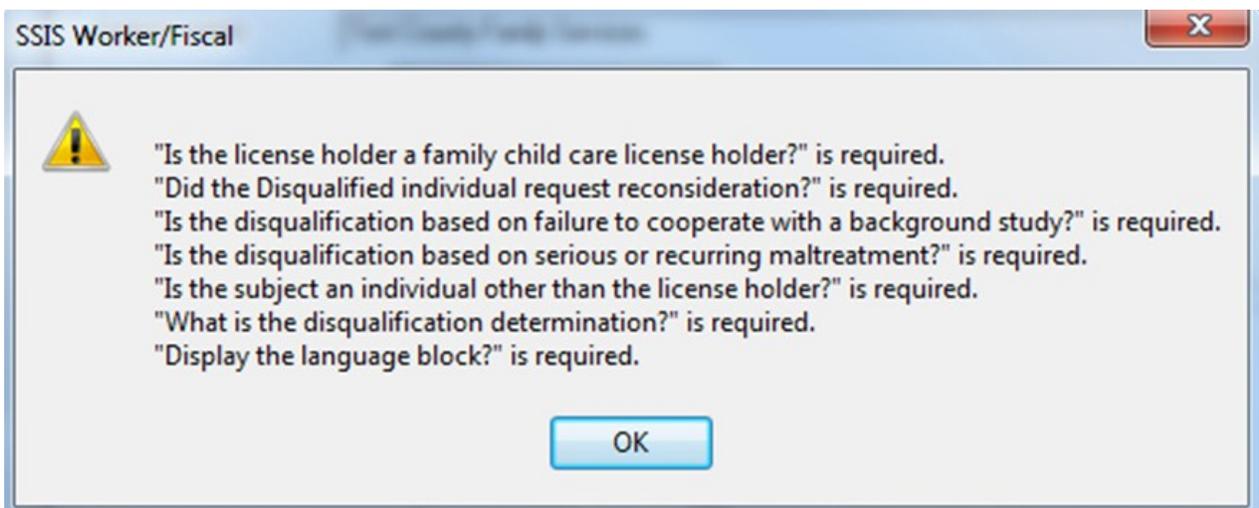
SSIS combined documents were also developed to reinforce DHS policy and federal requirements for completion of maltreatment reports. Prior to V11.3, workers were able to send maltreatment determination letters without completing all required maltreatment report fields. For children, this includes NCANDS reporting items. In Version 11.3, maltreatment report data fields must be completed and all client data appropriately entered before creating the appropriate maltreatment reporting letters for offenders, non-offenders, licensed agen-

cies, and mandatory reporters. Without completing the required entries in SSIS, workers will either be unable to access the appropriate document or will find necessary sections missing.

Combined documents in SSIS include:

- APS- Initial Disposition Letter
- APS-Reconsideration Letter
- APS- Notice of Findings Letter
- CPS-Summary Disposition Notice
- CPS-Notice of Assessment Summary
- CPS-Family Investigation Notice of Reconsideration
- CPS-Notice of Determination
- Report to the Court
- Dual Reconsideration Notice
- Licensing Disqualification–Risk of Harm Notice
- Family Assessment Mandated Reporter Summary Notice
- Out of Home Placement Plan.

Once a worker completes a Template search and selects the combined document to use, the worker enters decisions on the Document Setup screen to begin the process of developing the appropriate letter. SSIS then looks for the database information required to complete a particular combined document. Workers receive error messages if entry information is incomplete as in the example below:



Combined Documents continued

The following tables include database entry requirements for the different types of combined letters. All database items are indicated as required in data clean-up or by mandatory field indicators on the entry screens.

The table below reflects **Adult Maltreatment Requirements that impact Document Setup** and completion of the three combined Adult Protection letters.

Allegations must be determined to close assessment workgroup.
An End date is required to close assessment workgroup.
If "Caller refuses address and phone" not checked, caller address (physical location) and caller phone (any) are required.
If Victim Status is categorical, require "Resident of facility" or "Non-residential licensed services." If Victim Status categorical, require "Facility/provider or county bus org."
An entry of Impairment/infirmity is required for a report accepted for investigation.
Require alleged Victim to be 18 years old or older at time of incident.
If the Incident occurred at a facility, require "Incident Facility/provider or county bus org."
One allegation required.
If Previous Maltreatment is yes, require "Nature of previous" and "Where can more information be obtained?"
Allegation Determination required if report was "Accepted for county investigation."
Hispanic heritage is required for each client.
One race required for each client.
Alleged victim/alleged perpetrator Clients must be cleared to State
Professionally determined disabilities must be entered for each client. Note: No known disability is an option.

The table below reflects **Child Maltreatment Requirements that impact Document Setup** and completion of the five child maltreatment combined documents:

Screened in child maltreatment report must have at least one allegation.
Facility information can only exist for a facility investigation.
CP report cannot be ended as screened out or unable to conclude when an allegation has a determination.
All required enforce tools must be complete with a status of finalized or pending finalization.
Each victim named in an allegation must have a victim information record.
One of the following must exist for each victim: Child observation interview or Reason for no interview.
All allegations require a determination.
An allegation with a severity of death requires a death date for the victim.

continued

Combined Documents continued

At least one allegation must have an identified victim. ("Identified victim" means a person ID where neither the first nor last name is "unknown.")
At least one allegation must have "estimated date of most recent occurrence" that is on or before the report start date.
"Estimated date of most recent occurrence" must be on or before maltreatment determination date.
Allegation determination date must be on or after the workgroup start date.
A CP report on an FA track cannot have a determined allegation.
The correct maltreatment report track must be selected initially or changed as needed.
At least one family condition record must exist.
At least one recommended service record must exist.
Facility information is required for a facility investigation.
Facility information can only exist for a facility investigation.
At least one race is required on each client.
Hispanic indicator is required for each client.
Person age is required for victim or offender.
Known determined offender must be cleared to the state.
Known victim must be cleared to the state.
CP Report end date must be on or after workgroup start date.
CP Report end date must be on or after all allegation determination dates.
CP Report end date must be on or after the most recent track effective date.
CP Report end date must be on or after the initiating intake workgroup start date.
Assessment/investigation start date must be on or earlier than the report end date.
Maltreatment report conclusions must be entered based on report track requirements.

The two combined Licensing documents require the entry of Client information for License holders and subject of background studies. The Licensing combined documents are not merging Licensing workgroup or

child or adult maltreatment information. SSIS recommends Licensing workers confirm that setup selections match License and License Action data entered in Licensing workgroups.

The screenshot shows a software interface with the following elements:

- Date:** A dropdown menu showing the date 01/10/2012.
- Action category:** A dropdown menu with two options: "County recommendations and actions" (unselected) and "DHS License action" (selected).
- Action:** A dropdown menu with a red "x" icon. A list of options is displayed below it:
 - DHS Variance
 - DHS Investigation
 - Denial
 - Fine Order
 - Immediate suspension** (highlighted in blue)
 - Conditional Suspension
 - Revocation

continued

Combined Documents continued

The Report to the Court combined document looks for database entry regarding whether the child is or is not in placement, is an Indian child or a non-Indian child, and whether the child is placed solely due to their disability. Key database entry includes:

Report for a child in out of home placement requires a placement entry.
Report for a child not in out of home placement requires that the child's placement has a discharge date.
The Qualifies under ICWA indicator on the child's client demographic screen must indicate Yes for an Indian child.
The Qualifies under ICWA indicator on the child's client demographic screen must indicate No for a non-Indian child.
A race of American Indian/Alaskan Native must be entered for a child whose Qualifies under ICWA indicator is Yes.
Tribal Enrollment status must be indicated on the child's Race screen for an Indian child.
The continuous placement must indicate Yes to the question "Is the sole reason for this placement the child's disability" for the appropriate document to display.

The Out of Home Placement Plan is also a combined document. Please review these training materials for further information about OHPP requirements:

- Service Plans Pilot Training Handout #2:
http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16_162887.pdf
- Out of Home Placement Plan Document Tab:
http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16_162878.pdf

CountyLink Additions

- Child Maltreatment Report training module and related job aids

Upload Update

The next upload is due on Tuesday, January 31. This Repository upload provides a general update of information for statewide research and reporting. Other January deadlines include:

- 20th - Title IV-E Abstract Report due
- 30th - SEAGR due
- 30th - TCM CSR due

Register for mentor meetings

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. Registration is open on [TrainLink](#).