

## Quick Links

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ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 344  
February 24, 2012

## ***V12.1 installation happens next week***

The SSIS Version 12.1 installation will begin on Monday, February 27, at 4:00 p.m. for the following four agencies: **Clay, Clearwater, Itasca, and Wright.**

**All remaining agencies** (with the exception of pilot agencies Dakota, Leech Lake, Olmsted) will have Version 12.1 installed on Tuesday, February 28, at 3:30 p.m.

## **V12.1 has new Spell Check capabilities**

Local agency staff requested additional Auto Correct capabilities that more closely match those in previous versions of SSIS. Returning Auto Correct features will be available in Intake, Case Notes and other text fields such as Description of Incident with SSIS Version 12.1, to be released next Tuesday, February 28. The Auto Correct feature allows users to check spelling while typing, add extra words to a personalized spelling dictionary, and create auto pairs for acronyms or frequently misspelled words. Users will also have the option of turning off the Auto Correct options, something that was not available in previous versions of SSIS.

An upcoming job aid will provide further direction on using this tool. It is our goal to make these Spell Check features available in the OHPP that is released in V12.2 (late May 2012) and in State Documents in V12.3 (late August 2012).

## **Auto Correct option available in V12.1**

The new Auto Correct Options function defaults to **Automatically use suggestions from the spell checker** turned on. While the setting is turned on, words such as proper names and titles are tagged as being misspelled and replaced.

This setting can be changed. Go to the **File** menu to access the **Autocorrect Options** window. Unmark the check box next to **Automatically use suggestions from the spell check**. This only needs to be done once; the selection remains in effect until the user changes it.



## ***Bug Busters***

1. A message *“Record not found or changed by another user”* may display when editing a screen that has just been saved. Click **OK** on the message, then refresh (**F5**). You will be able to proceed with the edit.

2. Placements with a Setting of Supervised Independent Living (SIL) do not require a Bus Org. However, it was discovered that once a placement is saved with a Bus Org selected, it cannot be removed. Additionally, repository error 4049 (requiring foster care provider information) should not be generated when the setting is SIL. The practice of setting up the youth or their landlord as a Bus Org and selecting them on the SIL placement is valid. Until the repository error is fixed, it is okay to ignore the 4049 error when the setting is SIL. Both the Bus Org requirement and the 4049 error will be fixed in a future release.

**Quarterly Supervisors' Forum**

**Tuesday, March 6**

**9:00 a.m. – noon**

**“Fathers – It’s About the Children”**

Register now for the next Quarterly Supervisors’ Forum on March 6. Presentations will address common barriers to fully engaged and involved fathers, and provide strategies supervisors can use to remove those barriers.

Register on [TrainLink](#) for one of 33 VPC sites. Forum handouts will be emailed to registrants on March 5. Participants are responsible for printing the handouts and bringing them to the Forum.

**MNYTD youth surveys are not required in FFY 2012**

SSIS staff have learned that many agencies continue to collect MNYTD survey data from their 17-year-olds in care. SSIS was designed to allow for this, particularly for agencies that have the staffing to complete this activity on an ongoing basis. Ongoing surveys may help agencies identify issues or trends at an early stage.

However, there is no federal or state requirement to survey 17-year-olds in care on an ongoing basis. The federal requirement is to survey a new cohort of baseline youth in care on or within 45 days after their 17<sup>th</sup> birthday every *third* federal fiscal year, beginning with FFY 2011.

DHS contracted with The Improve Group to conduct the follow up surveys of 19- and 21-year-olds. The first four required MNYTD baseline survey periods for 17-year-olds are:

FFY 2011: 10/1/2010 – 9/30/2011 (completed)

FFY 2014: 10/1/2013 – 9/30/2014

FFY 2017: 10/1/2016 – 9/30/2017

FFY 2020: 10/1/2019 – 9/30/2020

**Enter CMH Screenings by March 31**

This is a reminder to enter all calendar year 2011 child welfare mental health screenings into SSIS by March 31, 2012, for the child welfare portion of the mental health screening project. Enter completed screenings as well as those that meet the exemption categories under the CMH Screenings and Assessments folder.

Only the 2011 completed mental health screenings will be used to calculate the 2013 allocation for counties or tribes participating in the AICWI. Any screening information documented for the 2011 calendar year after 3/31/12 will not be counted towards each agency’s screening allocation for grant purposes.

***Upload Update***

The next upload is due on Wednesday, February 29. This Repository upload provides a general update of information for statewide research and reporting.

***CountyLink Additions***

- Fiscal Mentor Meeting handouts, 2/22/12
- Worker Mentor Meeting handouts, 2/21/12
- Roster of Worker Mentor Regional Contacts
- Roster of Worker Mentors by name and agency
- What’s new in Version 12.1?
- Version 12.1 Release Notes
- IV-E Abstract Report training materials
- Partnership Group minutes, 2/22/12

## Changes noted in redesigned IV-E Abstract

- Agencies can submit multiple claims for Initial Clothing, Educational Transportation and Childcare for the same dates of service.
- Agencies will be able to submit IV-E claims for the prepayment of childcare, educational transportation and EFC SIL.
- A change has been made in the formula for calculating the Title IV-E ratio. This change is based on a directive from the Federal Administration for Children and Families (ACF) Region V office in Chicago and was effective with the quarter ending September 30, 2011. Previously, Financial Operation Division (FOD) reduced the denominator of the IV-E ratio by the number of children that were in placement for less than 30 days and for whom the IV-E eligibility determination was unknown. ACF did not approve this reduction in the denominator. The new calculation will be based on the total children in foster care placement, with no reduction for the number of children that did not have their IV-E eligibility determined in the MAXIS system.
- In the last Federal audit, DHS was questioned about why some agencies claimed day in and others claimed day out of a Continuous Placement or both. The federal IV-E policy states that day in and day out cannot both be claimed. A policy decision was made that day in is eligible for reimbursement; day out is not. This will ensure that agencies are not claiming for both day in and day out.
- Policy clarification: the Continuous Placement Start Date is considered to be Day 1 when calculating the 180 days for a Voluntary Placement or the 60 days for Initial Clothing. For an Initial Voluntary placement, Best Interest must be obtained before the Continuous Start Date (Day 1) plus 179, for IV-E eligibility to continue. Service dates for Initial Clothing must be within the Continuous Start Date (Day 1) plus 59 to be eligible for reimbursement.