

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 345

March 9, 2012



Bug Busters

1. Multi-county agencies do not display in the drop-down for Law Enforcement **Agency County** on the Referral tab of the adult maltreatment report.
Workarounds:
 - A. If the Law Enforcement Agency name is known, it can be selected from the **In state name** field without selecting the county. (The county field is a filter and not needed for selection.)
 - B. If the Law Enforcement Agency name is not known and a search by county is needed, click the **Search** icon next to the Law Enforcement **In state name** field. The Law Enforcement Agencies Search screen opens. Enter the county name (multi-agencies display here) and click **Search**. Click on the agency in the grid and click the **Select** button. The agency name will autofill but the county name will not. This is still workable because only the agency name prints on the CEP, Distribution List, etc. Version 12.2 will fix this.
2. Multi-county agencies are unable to select **County of service** or **County of financial responsibility** on the Case/Workgroup Setup screen when referring an intake to an existing workgroup.
Workaround: Email a data fix request to ssisdata@state.mn.us.
3. Foster Care Extension Review data cleanup messages display despite the continuous placement being closed. This prevents the workgroup from being closed if the cleanup message cannot be satisfied.
Workaround: Email a data fix request to ssisdata@state.mn.us.
4. Advisory: Windows adds a **Not Responding** moniker to the SSIS title bar for a variety of reasons. This does **not** indicate that SSIS is *locked up* or *frozen*. Please **do not click** on the screen or End Task while Not Responding displays; the current function should finish momentarily.

IV-E Abstract training added

Six spots remain at IV-E Abstract training on 3/21/12, a makeup session for the storm-affected 2/29 training. Please register ASAP on [TrainLink](#).

Also, register for iLinc support sessions scheduled between 3/30/12 and 4/9/12. These are Q & A sessions regarding the redesigned IV-E Abstract Report. SSIS Fiscal and EDT (Eligibility Determination Training) trainers will staff these sessions. See [Implementation Memo Number 120](#) for registration information.

Enter CMH Screenings by 3/31

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.

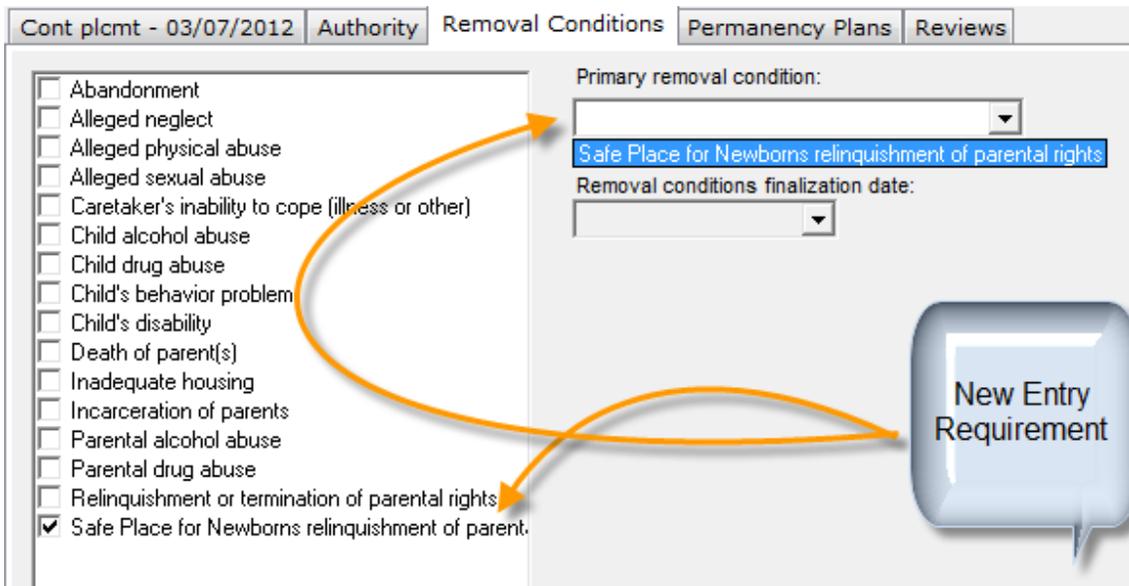
**Safe Place for Newborns:
New DHS documentation requirement is available in SSIS Version 12.1**

DHS Commissioner Jesson requested that local agencies document utilization of the Safe Place for Newborns law throughout the state. Currently, social workers do not have a way to enter

when a newborn is left under the parameters of the Safe Place for Newborns Act.

SSIS V12.1 implements a way to capture this important information. When entering the newborn's continuous placement, ensure that the Removal

Conditions reason states *Safe Place for Newborns relinquishment of parental rights*. Also select it as the Primary removal condition.



Improve search results on CountyLink's SSIS web pages

Department of Human Services

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Wednesday, March 7, 2012
 minnesota north star

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Social Service Information System (SSIS)

Find what you're looking for on the SSIS site map:

Fiscal
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[Original Design Documents](#)
[Software Specs](#)
[SSIS Fiscal Flyer](#)

Fiscal Mentor Program
[Fiscal Mentor Manual](#)
[Meeting Information](#)
[Meeting Minutes](#)

Workers searching DHS's CountyLink website for a specific SSIS document can improve results by beginning the search from the SSIS home page. This reduces the pool of 170,000 CountyLink documents to 1,500 on the SSIS site. Use the **Advanced Search** option in the upper right hand corner of the SSIS homepage.

Also, use the SSIS site map on the home page for quick navigation to frequently-searched resources like training documentation, mentor meeting handouts, and release notes.

To search within a PDF document opened from the SSIS webpage, enter a keyword in the **Find** field and press **Enter**. The document's Find feature highlights each result of your search.

1 / 37 | 100% | Find

Re-designed Title IV-E Abstract Report includes SSIS Payment Type of Recovery

IV-E Recoveries are not the same as a Payment Type of Recovery in SSIS. A Payment type of Recovery in SSIS is money received from a vendor that is for a previous fiscal year. IV-E Recoveries are monies received during the quarter on behalf of Title IV-E eligible children in placement that are not negative claims on the Title IV-E Abstract Report.

SSIS Payment type of Recovery was not included in the 'old' IV-E Abstract Report and you had to include the dollars associated with the SSIS Payment type of Recovery on the Recoveries tab of the 'old' IV-E Abstract Report. The redesigned report includes the SSIS Payment Type of Recovery as long as it is within the five quarters for Payments and eight quarters of the service dates in SSIS. The Payment Recovery is included as a negative claim.

During the transition period from the 'old' IV-E Abstract report to the redesigned report (Q1 through Q4, 2012), agencies must check previous quarter IV-E recoveries to ensure that you do not report SSIS Payment Recoveries twice.

Review the Payment tab for each negative claim on the IV-E Claims tab of your IV-E Report. If the Payment type is Recovery, verify you included the dollar amount of that Recovery on the Recoveries tab of the 'old' report. If you did include the dollar amount, you need to select the Payment Recovery

in SSIS and change the IV-E Reimbursable indicator to No. This will remove the Recovery (negative claim) from the redesigned IV-E Abstract when you regenerate the report. If the dollar amount was not reported on the Recoveries tab of the 'old' IV-E Abstract report, leave the IV-E Reimbursable indicator = Yes, and the negative claim will be submitted on your Title IV-E Abstract Report. Continue to review your SSIS Payment type of Recovery in the IV-E Report for this situation through Quarter 4, 2012.

Note: This is the only way to identify an SSIS Payment type of Recovery that may have already been reported. If you do not review these in the IV-E Report, you will likely double report your recoveries.

If the service dates of an SSIS Payment type of Recovery are outside of the five quarters for payments and the eight quarters for service dates of the Title IV-E Report, you will receive an error message (#1203, Negative Modification too Old to Claim). Report the paid Amount as a IV-E Recovery.

The chart below shows the previous periods that need to be checked for IV-E recoveries. For example: for the Quarter 1, 2012 IV-E Abstract Report, review SSIS Recoveries from Quarter 4, 2010 through Quarter 4, 2011.

'Old' IV-E Report Periods	Redesigned IV-E Report Periods			
	Q1, 2012	Q2, 2012	Q3, 2012	Q4, 2012
Q4, 2011	Review SSIS Recoveries	Review SSIS Recoveries	Review SSIS Recoveries	Review SSIS Recoveries
Q3, 2011	Review SSIS Recoveries	Review SSIS Recoveries	Review SSIS Recoveries	
Q2, 2011	Review SSIS Recoveries	Review SSIS Recoveries		
Q1, 2011	Review SSIS Recoveries			
Q4, 2010	Review SSIS Recoveries			

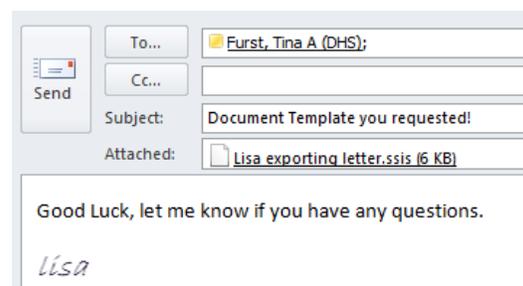
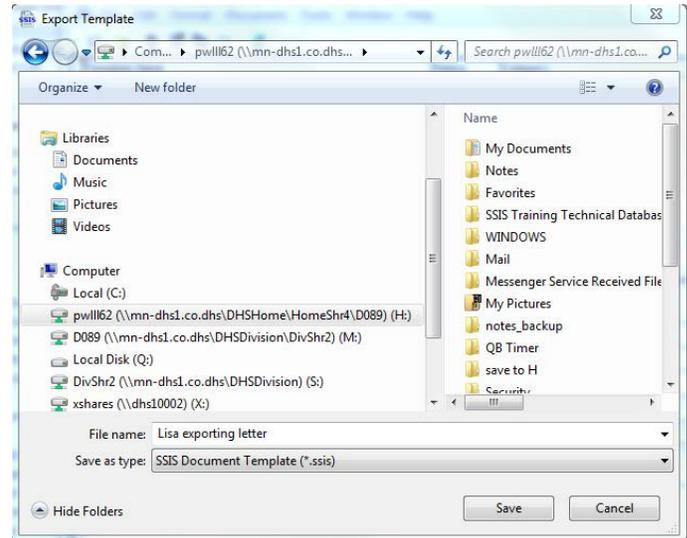
Mentors, please share this helpful tip with your agency document template creators.

How to save an exported template and email it to another agency

You have successfully created a template that another template creator would like to use.

Here are the easy steps to accomplish this:

1. Select the template in the Template List that you plan on exporting. You do not need to open the template, just click on it and highlight it in the grid. A local agency template at any template status can be exported.
2. Select the **File** menu, then select **Export Template**.
3. The Export Template screen displays. Use this screen to decide where to save the template. Best practice is to save it to a local agency shared drive. In the screenshot below, the H: drive houses my individual folders on the shared drive.
4. Click **Save**. Template names to be exported may not include special characters, such as / \ : * ? " < > |. The file extension must be left as .ssis in the Save dialog. Do not make any changes to the saved file.
5. Open a new email (Outlook or GroupWise).
6. Select the **Insert** option. If you are not sure where this is in your email system, please access Help on your email system's website.
7. In the **Insert** file menu, click the **Attach File** option. This usually displays with a paperclip icon as shown at right.
8. Locate the template file. It should look like this:
9. Select it and click the **Insert** button.
10. The attachment displays in your email and looks like this:



Hint: Have a worker at the receiving agency email you once the template has been imported successfully.

For further information, please see the Help text in the template editor. This is also available in the [Document Template Editor module](#) on CountyLink.

CountyLink Additions_____

- Fiscal Mentor and Coordinator rosters
- V12.1 Known Bugs Report
- Mentor HINT #13: Safe Place for Newborns Law
- Title IV-E Abstract Report specs (3 documents)

NWT spots are available in Brainerd

Recent cancellations have opened up seats in the Brainerd lab for New Worker Training. Register on [TrainLink](#) for the March 20-21 Bjorn Basics and March 22 CP Focus course.

Upload Update_____

The next upload is due on Friday, March 30. It provides information for the quarterly Child Welfare Data Dashboard update.