

## Quick Links

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ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 346  
March 23, 2012

## Permanency goals should be updated

When a child first enters placement, local agency social workers enter the Authority for the placement, the Removal Conditions, and the Permanency Plan as it stands at the beginning of the placement. These are all requirements for entering the Continuous Placement within the Permanency folder. However, social workers may forget to return to the Permanency Plans tab on Continuous Placement to update any changes to the permanency plans.

Whenever the court makes permanency findings, the social worker should review the Permanency Plans tab and make any needed corrections. If a child has been freed for adoption, the Permanency Plans tab should reflect the new status as pictured:

The screenshot shows the 'Permanency Plans' tab in the SSIS system. It displays two sections: 'Primary plan' and 'Concurrent plan'. Each section has a 'Plan' dropdown menu and a 'Date to be achieved' dropdown menu. Red arrows point to the 'Plan' dropdown menus in both sections. The primary plan is set to 'Live with relatives - adoption' with a date of '6/18/2012'. The concurrent plan is set to 'Adoption - non-relative' with a date of '8/20/2012'.

The Adoption and Foster Care Analysis and Reporting System (AFCARS) requires SSIS to report the most recent case plan goal (permanency plan) based on the latest review of the child's case plan. SSIS is the official record for the child, and as such all data should be as current and as correct as possible. We encourage local agency staff to review the Permanency Plans tab and make any needed updates. We truly appreciate all your efforts to maintain full and complete records for all of your clients.

### Tip:

## How to prioritize IV-E proofing tasks

Your Quarter 1, 2012 Title IV-E Abstract Report may have more proofing messages to review than in previous quarters.

If it is getting close to the due date and you don't think you can get all the messages reviewed in time, concentrate on the payments in the Payment Proofing Grid that have Warrant / eff. Dates for Quarter 4, 2010 and Quarter 1, 2011. If the errors are not corrected this quarter, the payments will not be included in the Quarter 2, 2012 Payment Proofing and can never be submitted for reimbursement.

If you have difficulties with some situations or error categories, sign up for the iLinc Support Session that is scheduled for your region. All sessions and registration instructions are listed on the [Fiscal Online Training](#) page. For further assistance, contact the SSIS Help Line at 651-431-4801.

## Fiscal mentor meeting Title IV-E Q & A document coming soon

The February 22 presentation of Title IV-E Abstract Report brought lots of great questions. A Q & A document will soon be posted to the Fiscal Mentor web page and emailed to Fiscal mentors.

**Rule Code must match BRASS Service to claim IV-E reimbursement**

One of the new proofing messages in the redesigned Title IV-E Abstract Report is message #1230 – “Service Invalid for Rule Code.” A IV-E claim will not be created for a payment if the Service is not valid with the Rule Code.

The Rule Code identifies the type of license issued to the Service Vendor and is based on the License #/IV-E Sub Code and one of the following:

- The IV-E Rate Bulletin
- The License record for the Bus Org
- The BRASS Service on the Payment
- The Rule Code on the corresponding maintenance claim.

Each Rule Code is only valid with certain Services. The Service must be one shown in the table (at right) for each Rule Code.

To correct this error:

- Check the Bus Org License Detail Screen for the License # selected on the Payment. Verify that the IV-E Facility Type on the License record is correct. If the License #/IV-E Sub Code is not on the IV-E Per Diem Rates Bulletin, then the IV-E Facility Type must be 001 - Rule 1 Family Foster Home (MN DHS), OSH – Out-of-State FFH or OT2 – Tribally approved American Indian FFH.

OR

- If the License #/IV-E Sub Code on the Payment is correct, check the Service selected on the Payment. The Service must be one of the services that are valid for Rule Code listed above.

Rule Code - Description		Valid Services
1	Child family foster home	180, 181, 214
4	Child placing agency	180, 181
5	Child residential facility -	483
8	Child residential facility	171, 183
22	Child transitional living	171, 183
31	Adult residential facility –	183, 185
CP	Child residential facility -	185
OSF	Out-of-state child resi-	183, 185, 483
OSH	Out-of-state child family	180, 181, 214
OT2	Tribally licensed/approved	180, 181, 214
TR	Tribally licensed/approved	171, 183
SIL	EFC - unlicensed supervised independent living setting	188

If you have any questions about this proofing message or any other IV-E proofing, contact the SSIS Help Line at 651-431-4801.

**Reminder: Q1, 2012 Title IV-E Abstract Report to include six quarters**

The Quarter 1, 2012 Title IV-E Abstract Report will include the **current quarter and the previous five quarters (six quarters total)**. This extended report period will only be for the Quarter 1, 2012 report. SSIS and Financial Operations Division (FOD) are allowing the longer report period so agencies can

claim their Educational Transportation and EFC-SIL payments from Quarter 4, 2010. The EFC-SIL and Educational Transportation changes are retroactive to 10/1/2010. The redesigned report was not released in time for the counties to submit claims for the new services within the normal five-quarter report period.

**Grace period ends 3/31 for Adoption Assistance document headers**

SSIS has been working with the state adoption staff regarding the Adoption Assistance documents coming to DHS from some agencies. To lessen the potential of having adoption assistance documents returned to agency staff because they are not in compliance, please have Document Template Creators review the following four documents to ensure that the appropriate header is attached:

- 1) Adoption Assistance Agreement
- 2) Supplemental Adoption Assistance Needs Assessment
- 3) Adoption Assistance Certification
- 4) High Risk Adoption Assistance Amendment

These documents are meant to be truly State documents. They should not have county/tribal letterhead attached to them prior to submission to the State Adoption unit and to the Court. The SSIS template style sheet for all documents requires a header be attached. For these four documents, a blank header (approximately one inch of space) needs to be attached so that each prints correctly, displaying the title of the state document.

SSIS has published articles in *SSIS Update* regarding the requirement to have blank letterheads attached to the Adoption Assistance documents since they are state documents, not county documents. Click on this link to read the most recent one: [http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16\\_166005.pdf](http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16_166005.pdf)

The State Adoptions unit (SAU) agreed to accept documents that don't meet the requirements until the end of March (a short period of time after the last release when the new replace headers and footers option became available). However, only a few counties have implemented the change.

*This notice is to alert agencies that it is nearing the end of March; the grace period for documents to be returned to your workers because they have the incorrect header on them is nearly over.*

Adoption Assistance documents require a fair amount of work by workers. It would be difficult to redo all that work. By using the new replace headers and footers feature available in V12.1, you don't need to inactivate these templates just to change the header. Do create a new blank header (with at least one inch of space) prior to beginning the change process. The following link is to the mentor meeting presentation that showed navigation steps for this process: [www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16\\_167227.pdf](http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16_167227.pdf)

Remind staff to *refrain* from using Adoption Assistance documents with families as the documents currently stand (with the old headers). It is possible with the new replace headers feature to correct the header prior to activating the document so it will be completed correctly.

Please review the linked document and call the Help Line for further assistance 651-431-4801.

***CountyLink Additions***\_\_\_\_\_

- Version 12.1 data models (12- and 42-page)
- Fiscal Mentor Meeting minutes, 2/22/12

***Upload Update***\_\_\_\_\_

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