

## Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

[ssishelp@state.mn.us](mailto:ssishelp@state.mn.us)

# SSIS update

Social Services Information System

Issue 348

April 27, 2012

## SSIS Version 12.2 ready for pilot

The V12.2 pilot kicks off next week with Blue Earth, Dakota, and Mower Counties serving as pilot agencies. Anoka County staff will participate with their test server.

This new release includes the Structured Decision Making (SDM) Redesign and the Out-of-Home Placement Plan redesign.

Statewide installation is scheduled for May 29 and May 30. Installation confirmation and release documentation will be emailed to all agencies in late May.

## Some claiming issues resolved

1. The issue with processing void claims has been resolved! You can send healthcare claim void batches now.
2. **Duplicate claims should no longer display on your remittance advices** if there is a corresponding paid claim for the same SSIS claim number starting with the 04/24/2012 remittance advice.

SSIS has reprocessed remittance advices before status date 04/24/2012 to apply the correct status and paid amounts to claims that were previously displaying as denied claims due to duplicate claims processing in MMIS.

SSIS has corrected the claim information where the original claim associated with a void claim was updated with the void claim information.

If you have any questions regarding the reprocessed remittance advices or corrected claim information associated with void claims, please contact the Help Line at (651) 431-4801 or email [ssishelp@state.mn.us](mailto:ssishelp@state.mn.us).

## CountyLink Additions

- Partnership Group meeting minutes, 3/28/12
- Fiscal Reports and Descriptions
- Claiming Helpful Hints and Proofing Messages
- Guide for Claiming EFC and EFC-SIL
- SDM Tools webinar announcement
- Regional MPAC contacts
- Worker Mentor rosters (primary, alternate)
- Fiscal Mentor rosters (primary, alternate)
- Imp. Memo #221: V12.2 release training
- Imp. Memo #222: 3Q 2012 Fiscal NWT
- 2013 County Participation Rates Document
- Blank plans (V12.2):
  - CW-TCM Service Plan
  - Independent Living Plan
  - 90-Day Transition Plan
  - OHPP Signature Page
  - OHPP Safety and Permanency
  - OHPP to Access Treatment
  - OHPP Adoption/Guardianship
  - OHPP Continuing Foster Care
  - OHPP Child 18-21
  - OHPP Help
- Fiscal software specs (updated 4/13/12):
  - Health Care Claiming-requirements
  - Health Care Claiming-design
  - Health Care Claiming-appendices
  - Health Care Eligibility
  - IV-E Abstract Report
  - IV-E Proofing Messages
  - IV-E Abstract-detailed requirements
  - Payments-design
  - Service Arrangements-design

## Guide for claiming EFC and EFC-SIL published

Many agencies have asked the SSIS Help Line for clarification on how to code payments for services provided to youth 18 – 20 years old, i.e., Extended Foster Care (EFC) and Extended Foster Care – Supervised Independent Living (EFC-SIL).

If a youth in foster care attains age 18 and will continue his/her placement in a traditional foster care setting (i.e., family foster home or group residential facility), continue to pay the foster care provider as you have been. The Service selected on these maintenance payments **must** be 180, 181, 183, 185 or 483. The same process should be followed for 18-20-year-old youth who return to foster care and are placed in a traditional foster care setting.

If a youth in foster care attains age 18 and elects to remain in foster care, but will move to live independently in a supervised setting, payments for maintenance expenses may be made directly to the youth or to other vendors on behalf of the youth. These vendors do not need to be licensed. The Service selected on these maintenance payments **must** be 188 – Supervised Independent Living. Follow the same procedure for youth ages 18-20 who return to foster care and are placed in a supervised independent living setting.

The Title IV-E Foster Care Abstract and Claiming Process Bulletin's (#12-32-05) *Attachment F* identifies claims that may be submitted for youth in extended foster care, including those in supervised independent living settings.

SSIS compiled an expanded guide that provides more detailed information about how payments must be made and what additional information needs to be entered in SSIS in order to create a claim. [Guide for Claiming EFC and EFC-SIL](#) is on the Training>Fiscal Documentation web page under the IV-E heading.

If you have any questions, please contact the SSIS Help Line at 651-431-4801 or [ssishelp@state.mn.us](mailto:ssishelp@state.mn.us).

## SSIS Worker Mentor Meeting

Tuesday, May 22

9 a.m.-3 p.m.

Register now on [TrainLink](#). The meeting will highlight these V12.2 release items:

- New Out-of-Home Placement Plans
- Changes to CW-TCM Supplemental Health Care Eligibility
- New CW-TCM Service Plan
- Newly-designed Structured Decision Making (SDM) Tools.

## County Allocations have gone out

Gary Sprynczynatyk, McLeod Social Service Center Director and SSIS Partnership Co-Chair, reports that the 2013 County Participation Rates for SSIS Claiming and Reporting Support were approved by the SSIS Partnership Group and AMC/MACSSA this week.

Counties' total contribution is the same as last year (\$900,000).

Updated individual county rates were calculated based on the total 2011 SSIS workgroups in all programs. Consequently, the participation rate may vary slightly from last year. The [2013 County Participation Rates Document](#) is available on CountyLink.

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

The next upload is due on Monday, April 30. It provides information for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31). Other April deadlines include:

20th - Title IV-E Abstract Report due

30th - SEAGR due

30th - TCM CSR due

## Suggestions will help prepare for SDM in V12.2 release

SSIS Version 12.2's scheduled statewide release in late May includes revised Structure Decision Making (SDM) tools. The revised SDM tools include changes made to the Risk Assessment and the Strengths and Needs Assessment (formerly known as the Family Needs and Strengths). In addition, the Child Well Being tool will no longer be available, as the child domains are now part of the Strengths and Needs Assessment. Users will also find a number of navigational changes that improve consistency and ease of use across the tools.

These suggestions may help your agency prepare for the SDM portion of the V12.2 release:

- The Family Service Status tool will no longer be available. Old tools will be finalized upon Version 12.2 installation and there will not be an option to create a new tool.
- Existing Reunification Assessments and the Family Needs and Strengths Assessments will be finalized upon V12.2 installation. Please complete any non-finalized tools prior to receiving V12.2 if you do not want the tools to be finalized as incomplete.
- Existing, non-finalized Child Well Being tools and the following SDM tools – Safety Assessment, Risk Assessment, and Risk Reassessment – will remain editable upon the V12.2 release. New SDM tools that are created post-V12.2 will be in the new version; there will not be the option to create tools in the old version. There will not be an option to create new CWB tools in V12.2.

**Hosts:**

Kristen Johnson,  
Children's Research Center

David Thompson, Child Safety Unit

Linda Billman, Child Safety Unit

Rebecca Wilcox,  
Minnesota Child Welfare Training System

Minnesota Child Welfare Training System  
A joint effort between the Minnesota Department of Human Services and county social service agencies

**Structured Decision Making New Release Webinar**

May 30, 2012, 1:00-3:00 p.m., or  
May 31, 2012, 9:30-11:30 a.m.

The Child Welfare Training System, in conjunction with the Child Safety Unit and Children's Research Center will be hosting a webinar to discuss the changes made to the Structured Decision Making (SDM) tools. Participants of the webinar will learn about the changes to the Risk Assessment and Strengths and Needs Assessment. They will also learn about the changes made to the Social Services Information System (SSIS) coming in Version 12.2. Navigational changes have been made in SSIS, improving consistency and ease of use across all of the tools. Child protection supervisors, workers, and SSIS coordinators and mentors are encouraged to attend one of the two sessions. A recording will be made available after the webinar for those who cannot attend one of the two sessions.

**Registration Information:**  
Reserve your Webinar seat now

For **May 30th** at:  
<https://www1.gotomeeting.com/register/377094600>

For **May 31st** at:  
<https://www1.gotomeeting.com/register/939589800>

**System Requirements:**

PC-based attendees:  
Required Windows® 7, Vista, XP or 2003 Server

Macintosh attendees:  
Required: Mac OS® X 10.5 or newer

- Some existing SDM tools will be finalized upon V12.2 installation. They include:
  - ◇ All SDM tools in closed workgroups will be finalized (if not already finalized).
  - ◇ All SDM tools over a year old will be finalized (regardless of status, if not already finalized).
  - ◇ All SDM tools that had a newer tool of the same type will be finalized (if not already finalized).
  - ◇ All Legacy tools will also be finalized (i.e., Risk Assessments and Risk Reassessments that have *Legacy* as part of their name in the Tree View).

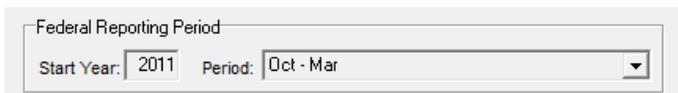
**Deadline approaches for MNYTD Services entry**

The MNYTD IL Services entry for services provided during the Federal Reporting Period from 10/01/2011 – 03/31/2012 needs to be completed in SSIS by the end of the day on **Monday, April 30, 2012**.

**Note:** This entry is not included in the monthly SSIS Repository Upload of data, so your agency does not need to wait for the MNYTD IL Services screens to be entered before completing the SSIS Repository Upload for April 2012. Also, this is not a MNYTD Baseline Survey reporting year, so MNYTD Surveys of 17-year-old youth in care are not required at this time. The next MNYTD Baseline Survey reporting year will begin on 10/01/2013.

Here are a few entry tips to help workers:

- The MNYTD IL Services entry is located under the Person node> Adolescent Services folder> MNYTD IL Services folder.
- The MNYTD Federal Reporting Period 10/01/2011 – 03/31/2012 would be selected on the MNTYD IL Services screen as: Start Year = 2011; Period = Oct – Mar.



- Select the check box next to each IL service provided to the youth during the 10/01/2011 – 03/31/2012 period, complete the other questions, and save.
- To see a list of all the youth in your agency with a MNYTD IL Services entry for the 10/01/2011 – 03/31/2012 period, use the MNYTD IL Service Search located at Searches/Logs> MNYTD Searches> MNYTD Service Search.
  - ◊ Complete a search with the Start Year set to “2011” and the Period set to “Oct – Mar.”

SSIS entry of IL Services is required on a semi-annual basis for the following population.

All eligible youth identified as:

- Age 14 through 20 (up to 21)
- Currently in out-of-home care or discharged at age 14+
- Receiving any of the sixteen identified ILS Services
- Supervised by the LSSA:
  - ◊ Regardless of the SSIS workgroup
  - ◊ Regardless of the youth’s permanency plan
- ILS Services include those provided by, if applicable:
  - ◊ The foster parents
  - ◊ A private agency and/or contracted provider, or
  - ◊ A public agency provider outside of the LSSA
  - ◊ Primary, secondary, or other agency caseworkers
- Regardless of the payment source for the services, including:
  - ◊ Regardless of whether Chafee funds were used.

Other training materials for MNYTD related information can be found on the CountyLink>SSIS> Training>Worker Documentation web page under the *Adolescent Services – MNYTD* heading. If you have any questions, please contact one of these SSIS staff:

[Kimberly.Lunz@state.mn.us](mailto:Kimberly.Lunz@state.mn.us), 651-431-4765  
[Shelly.Britton@state.mn.us](mailto:Shelly.Britton@state.mn.us), 651-431-4778  
[Kenny.Christenson@state.mn.us](mailto:Kenny.Christenson@state.mn.us), 651-4771