

## Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 350

May 25, 2012

## V12.2 goes statewide on May 30-31

Statewide implementation of V12.2 begins on Wednesday, May 30, at 4:00 p.m. in Clay, Clearwater, Itasca, and Wright Counties. All remaining agencies (with the exception of Blue Earth, Dakota and Mower) receive the release on Thursday, May 31, with installation beginning at 3:30 p.m.

Agencies will receive detailed **Release Notes** and a **Known Defects Report** by email. These and **What's New in V12.2?** are available on the CountyLink>SSIS>Support>[Release Notes](#) page.

A May 15 email to SSIS Coordinators and Technical Contacts explained the need for .NET Framework 4 Client Profile on SSIS workstations. In order for SSIS Version 12.2 to launch and operate, each workstation must have .NET Framework 4 Client Profile installed. Agencies must ensure that .NET Framework 4 Client Profile is installed before the statewide release. Click on the document title for instructions to verify/install [.NET Framework 4 Client Profile Installation](#). Please notify the SSIS Help Line when you have completed the necessary verification/installation.

Thank you, Blue Earth, Dakota and Mower Counties for participating as Version 12.2 pilot sites. Thanks also to Anoka, Ramsey, and Hennepin Counties who shared feedback after reviewing V12.2 on their SSIS test servers.

## Please note email changes!

When contacting SSIS:

Former:	MUST now be:
ssishelp@state.mn.us	<a href="mailto:dhs.ssishelp@state.mn.us">dhs.ssishelp@state.mn.us</a>
ssisdata@state.mn.us	<a href="mailto:dhs.ssisdata@state.mn.us">dhs.ssisdata@state.mn.us</a>

## CountyLink Additions

- Roster of MPAC regional contacts
- MPAC meeting minutes, 3/20/12
- Mentor meeting handouts for 5/22/12
- .NET Framework 4 Client Profile Installation
- What's New in Version 12.2?
- V12.2 Known Defects Report
- V12.2 Release Notes
- Decision Tool Printing Issues

## SDM webinar registration, materials available

Handouts for the SDM webinar on May 30 and May 31 are ready for attendees to print. Webinar handouts on the SSIS>Training>[Worker Release Training](#) web page include:

SDM Revised Tools Webinar Presentation  
SDM Policy and Procedures Manual  
Version 12.2 Navigational Changes

The remaining handouts on this page are references as you use the SDM tools in SSIS.

Webinar space is still available. Select one of these two dates and register using the link provided. *Note:* These sessions do **not** register on TrainLink.

Wednesday, May 30, 1-3 p.m.:

<https://www1.gotomeeting.com/register/377094600>

Thursday, May 31, 9:30-11:30 a.m.:

<https://www1.gotomeeting.com/register/939589800>

## Upload Update

The next upload is due on Thursday, May 31. This Repository Upload provides a general update for statewide research and reporting.

## Tribal FMAP available when tribal Supervising Agency Effective Date entered

DHS issued Bulletin #12-68-03, Tribal Federal Medical Assistance Percentage Rate (FMAP) on April 30, 2012. Counties may receive increased reimbursements on behalf of tribal children who are covered under a Title IV-E agreement, provided that certain documentation is completed within SSIS for the tribal children. For counties to receive federal financial participation at the tribal FMAP rate for eligible children, the following information must be updated in SSIS:

- The child must be identified as an Indian child and enrolled/member or eligible for enrollment/membership in a tribe that holds a Title IV-E agreement with the state.  
*Note:* Tribal membership is determined exclusively by the tribe. For tribal membership information, please contact the applicable tribal child welfare agency.
- The child must be under the legal jurisdiction of a tribe who holds a Title IV-E agreement with the state.

### SSIS entry

For counties to receive reimbursement *at the tribal FMAP rate*, the following data must be entered:

1. **Race:** *American Indian/Alaskan Native*
2. **Tribe/ethnicity:** *Name of tribe*
3. **Tribal Enrollment status:** *Eligible for enrollment or membership, but not enrolled or a member; OR enrolled or tribal member*

The screenshot shows a dropdown menu for 'Tribal enrollment status'. The selected option is 'Eligible for enrollment or membership, but not enrolled or a mbr'. Other options include 'Enrolled or tribe member', 'No legal tribal status', 'Not eligible for enrollment or membership', and 'Tribal status unknown'. Red arrows point to the selected option.

4. **Continuous placement/supervising agency:**  
*Tribal social services (as shown next)*

The screenshot shows the 'Removal Information' tab in SSIS. The 'Supervising Agency' is set to 'Tribal social services' and the 'Effective Date' is '04/05/2012'. A red arrow points to the 'Effective Date' field.

### 5. Effective Date of tribal supervision: (shown above)

This is a new field in SSIS Version 12.2, available statewide by May 30.

Before counties can receive reimbursement at the tribal FMAP rate, the tribe must be the supervising agency. This means that the case must have been initiated in tribal court or venue transferred from district court and accepted by tribal court. Counties must document the transfer in SSIS. In the event of a transfer, the effective date of supervision by tribal social services is required. The effective date for tribal supervision data field was added to the Supervising Agency requirement under the Continuous Placement tab.

To access the tribal FMAP rate for past quarters, counties must update SSIS information to accurately reflect tribal enrollment and the tribal agency supervision date. To ensure accurate claiming and maximize Title IV-E reimbursement at the tribal FMAP rate, SSIS screens need to be updated by June 30, 2012, including entering the new data field for the effective date for tribal supervision.

Please direct questions on tribal FMAP policy to: Jessica Cintorino, Title IV-E Program Consultant 651-431-4688, [jessica.cintorino@state.mn.us](mailto:jessica.cintorino@state.mn.us).

Please direct questions on Title IV-E fiscal policy and claiming to: Deb Jensen, Title IV-E Fiscal Management Analyst 651-431-3740, [deb.jensen@state.mn.us](mailto:deb.jensen@state.mn.us).

Please direct questions on using SSIS to: SSIS Help Line, 651-431-4801, [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us).

## Record Nursing Home Report # on CEP reports in Version 12.2

In 2009, MS 626.557 Subd. 4 was revised to allow for electronic reporting for certain facilities. Since that time, nursing homes (NH) have been required to report both online to the MN Department of Health and electronically to the County Common Entry Point (CEP). The dual reporting requirements fulfill both state and federal reporting requirements. Both are necessary and need to continue. The current process requires the Office of Health Facility Complaints (OHFC) intake unit to open every SSIS referral to confirm whether it is a new complaint or one that has already been reported to OHFC via the web site.

To reduce duplicated reviews associated with NH Maltreatment Reports, the OHFC has requested that the CEP enter the online OHFC NH Report identification number into the SSIS Adult Maltreatment Report. This will allow OHFC intake to identify duplicate reports without opening every SSIS entry on the electronic report. While we understand that this

means one more entry to SSIS by the CEP, we hope that adding the NH Report # will allow OHFC to quickly identify new reports/complaints and process them in a timely manner that meets state and federal mandates.

An ID# is assigned to all reports filed with OHFC through the web based reporting system. NH fax a copy of this web-based report to the CEP. The CEP must evaluate the report for emergency protective services, determine if there is a criminal element which requires a referral to law enforcement, and then send the report back to OHFC as the Lead Investigative Agency (LIA).

Please record the NH Report ID# on all appropriate Adult Maltreatment Reports immediately! This additional data entry step will be implemented statewide at the end of May with SSIS Version 12.2.

Here is a snapshot of the SSIS Adult Maltreatment Report screen with NEW Nursing Home Report #.

OHFC thanks you for your continued cooperation. Please contact the SSIS Help Line at 651-431-4801 or [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us) for further clarification if there are questions or concerns related to the entry of this important information.

**IV-E Schedule 2570A distributed for Q1**

The Quarter 1, 2012 redesigned IV-E Report has been processed through Financial Operations (FOD) IV-E System and the 2570A's distributed.

After reviewing the 2570A's with FOD staff, we determined there were two reasons why claims were rejected in FOD's system for which SSIS cannot edit:

***No Special Cost Code 17 for Rule 5 Room and Board payments***

Rule 5 Room and Board Payments made without the Special Cost Code rejected in the FOD IV-E System. Agencies must notify FOD (within 45 days of receiving the 2570A) that these payments are for PMAP clients. Once FOD has resubmitted the claim through their IV-E System and it passes all the edits, the claim is paid with the next quarter's IV-E reimbursement.

To avoid these claims being rejected, add Special Cost Code 17 to Rule 5 Room and Board payments. When the special cost code is included on the payments, the claim is identified as Rule 5 Room and Board only and is included in the current quarter's reimbursement.

***Effective dates for Rule 1 Family Foster Home licenses are not correct.***

Effective Dates entered by the agency for Rule 1 Family Foster Homes did not match the effective dates reported on the DHS Licensing website.

Verify the effective dates against the actual license before entering them in the License Record on the Bus Org.

Review your claims for these two situations before submitting your IV-E Report.

**Next Supervisor's Forum is May 29**

Registration is open for the Tuesday, May 29 Quarterly Supervisor's Forum. It will be broadcast at 32 VPC sites from 1:30 to 4:30 p.m. The topic is **Contacts with Children in Placement**. Register on [TrainLink](#), scrolling to "All SSIS Classes," then selecting from these VPC sites:

Anoka	Lake of the Woods
Big Stone	Marshall
Blue Earth	McLeod
Carlton	Mille Lacs
Cass	MN DHS—St. Paul
Chisago	Nobles
Clay	Olmsted
Clearwater	Polk
Cook	Redwood
Crow Wing	Scott
Douglas	Stearns
Hennepin	Steele
Isanti	Stevens
Kandiyohi	Swift
Koochiching	Traverse
Lake	Wright

**IV-E Report returns to five-quarter period**

The Quarter 1, 2012 IV-E Report spanned a one-time reporting period that included the current quarter and the five previous quarters (total of six quarters). The Quarter 2, 2012 IV-E Report returns to the regular five-quarter reporting period (April 1, 2011 - June 30, 2012).

*Note:* If agencies have generated the Quarter 2, 2012 report and started proofing, some claims and proofing may display for Quarter 1, 2011. Quarter 1, 2011 claims **will not** be included in the Quarter 2, 2012 report in V12.2.

Regenerate your Quarter 2, 2012 IV-E Report after V12.2 has been released.