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dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 361
November 16, 2012

SSIS V12.4 pilot progresses

The SSIS Version 12.4 pilot started on October 31. Participants have partnered with SSIS staff to thoroughly test the application.

Pilot agencies are Grant, Pine and Wright; Ramsey will join the last phase of the pilot.

Statewide installation is scheduled for Monday, December 10 and Tuesday, December 11. Draft release notes will be emailed to all agencies before the Thanksgiving holiday.

CountyLink Additions

- [V12.3 Data Model Report](#)
- [2013 SSIS Release Schedule](#)
- [SSIS Release Project Plans: V12.4 through V13.3](#)
- [Implementation Memo #127: FNWT Schedule](#)
- [Partnership Group meeting minutes, 11/7/12](#)
- [Fiscal Mentor Meeting handouts, 11/20/12](#)

Fiscal Mentor Meeting is November 20

The next Fiscal Mentor Meeting is on November 20, from 9:00 a.m. – 12:30 p.m. via **iLinc**. Handouts are now available on the [Fiscal mentor](#) web page.

➡ **Registrations for the Fiscal Mentor Meeting iLinc were inadvertently deleted on November 14. If you registered for the meeting, please re-register.**

To register for the meeting:

1. Go to [iLinc](#).
2. Click on Public sessions.
3. Select Fiscal Mentor Meeting.



4. Click on Register.

Complete the registration information. A confirmation notification will be sent to you that will include a link to the session.

Please be sure to print and bring the handouts to the November 20 meeting.

Send your agency wish list to your WAG rep

The Worker Advisory Group (WAG) met October 8th and began eliciting ideas for new and improved functionality in SSIS Worker for Child Welfare workers and Adult Maltreatment/Common Entry Point workers.

Recently, the WAG representative for your region or agency forwarded a letter of introduction and provided a draft list of ideas to include on the SSIS Worker Wish List. *Within the next week*, the Worker Advisory Group wants to receive all agencies' initial feedback. Then they will review and present all of the collected ideas to the SSIS internal WAG team. Prior to the January 2013 WAG meeting, SSIS will review all current and historical enhancement requests and consider potential design options to address the wish list items.

Ultimately, local agencies will have the opportunity to vote on and rank wish list items. So, *now is the time* to contribute ideas that workers would find helpful to improve the application and agency workflow.

If you have not been contacted by your WAG representative, please go to the [SSIS Worker Advisory Group](#) web page to identify your representative on the membership roster and call him or her directly. Also check out the draft copy of the wish list and current SSIS development modules and applications when considering items to add to the wish list.

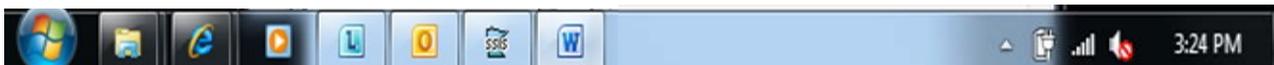
Hidden error messages can prevent work in Chronology and Intake

Routine SSIS messages such as “Search Results may exceed 50 – Do you wish to continue?” or “Save Changes to this Document?” or “End Date required” have been known to *hide* behind the SSIS application on the workstation desktop view. These routine prompts require action, so workers may think that SSIS is locking up and preventing them from completing their work. Workers may then press **Ctrl+Alt+Del** on their keyboards to force an SSIS shutdown when it is not necessary.

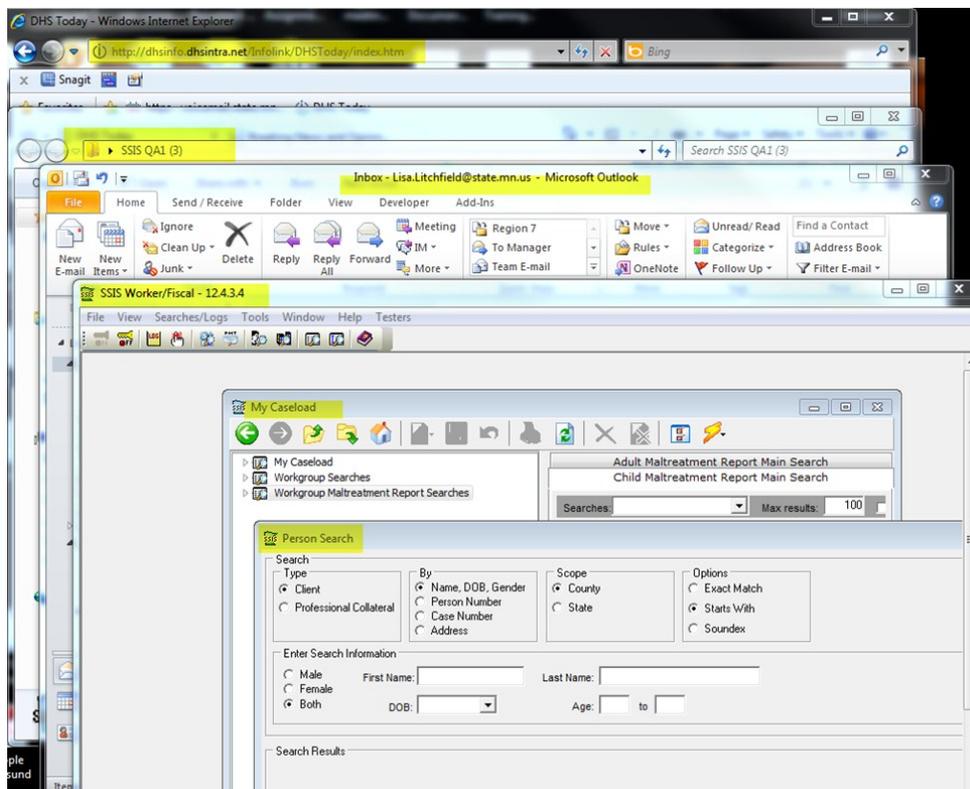
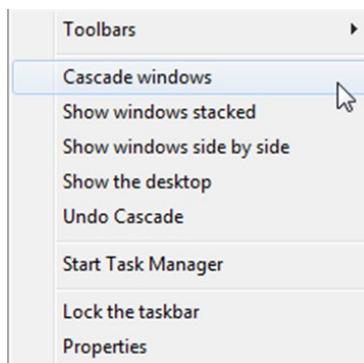
In actuality, SSIS is not locked up; it is displaying a message the worker needs to address before proceeding. Some workers hear a *bing, bing* audio prompt (depending on if the workstation volume control is set to On) that SSIS is alerting them to the existence of an error message.

Try this trick to find hidden SSIS messages before a worker shuts down the workstation:

1. Right-click on the Computer taskbar at the bottom of the display monitor.



2. Select **Cascade windows** from the computer menu that displays. All of the worker’s open applications will display (*see below*). It is possible to have several SSIS-related windows open, as well as other applications on a workstation such as Outlook, Internet Explorer, Word documents, local agency specific applications, etc. In the screenshot below, six windows display:



Messages continued

Messages continued

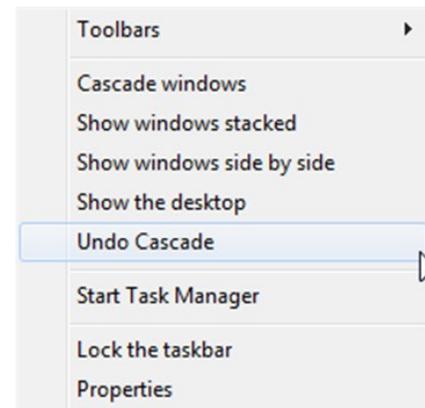
The SSIS message would display as one of the stacked items:

- Click on the title bar of any of the stacked windows. The window selected moves to the forefront of the screen. This means that the window now has focus and the worker can click OK, Save, etc., to complete the required action. The worker then can return to the spot in the SSIS application where he or she was working.



- Workers can return to their original viewing mode by right-clicking on the workstation taskbar again and selecting **Undo Cascade**.

Or, click on the title bar of the window they would like to return to, and use the Microsoft Windows Maximize/Restore options in the upper right hand corner of the display window.



***Additional hint:** Since an SSIS message box can be small, it may not be as noticeable as other application windows when cascaded. Workers can move each cascaded window by clicking on the title bar and dragging it with the mouse to ensure that the SSIS error message can be seen.*

Supervisors' Forum topic is child maltreatment screening practices

The Supervisors' Forum on November 27 will be a VPC format from 1:30 to 4:30 p.m.

The Forum will discuss action taken to address the recommendations made in the Minnesota Office of Legislative Auditor (OLA) report, including:

- Revisions to state screening guidelines
- Updated tools/resources for mandated reporters
- Recommendations for revisions to the Maltreatment of Minors Reporting Act.

In addition, tribal and county social service agencies will present information on their screening practices.

FNWT has openings in Willmar

More registrations are needed to hold the Fiscal New Worker Training (FNWT) in Willmar on December 11-12. Register on [TrainLink](#).

Upload Update

The next upload is due on Friday, November 30. This Repository Upload provides data for federal reporting of social worker contact with children in foster care (last federal fiscal year: Oct. 1 -Sept. 30), and for the ESEA reporting period that starts October 1 and ends October 31. The School District Number of the most recently attended school in October is essential for school aged children, 5-17 years of age, in out-of-home care.