

QUICK LINKS

[SSIS in CountyLink](#)

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[TrainLink registration](#)

dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 362
November 30, 2012

V12.4 installation is Dec. 10-11

Version 12.4's statewide installation is scheduled for Monday and Tuesday, December 10-11. Agencies receiving V12.4 on Monday include: Aitkin, Clay, Clearwater, and Wabasha. All remaining agencies (except pilot counties Grant, Pine, Ramsey, and Wright) receive the new release on Tuesday.

Installation time for both days begins at 4:30 p.m.; all SSIS users will need to be logged off by that time.

Avoid losing text while highlighting

Please note this important instruction for highlighting text in the SSIS RTF Editor fields and word processing software (e.g., Word, WordPerfect).

Double-clicking within entered text (or at the end of text) causes words, sentences, paragraphs, or occasionally entire documents to be highlighted. This feature is useful for copying capabilities. However, if the user is not aware that the text has become highlighted and types any character, the highlighted text will be replaced by the next character typed.

Tip: If this occurs and text is inadvertently lost — *prior to clicking the Save button* (or selecting Save from the Action menu) — press Ctrl+Z on the keyboard. This restores the lost text.

Note: Clicking the Undo/Cancel button will restore the text to the last saved state. But if the record has not been saved, it will be lost.

EDT trainer coverage changes

One of the Foster Care Eligibility Determination Training System (EDT) trainers retired in May 2012 and the position is still vacant. Until the position is filled, coverage for the NE region has been redistributed to the other three EDT trainers. Please refer to the new updated [EDT Trainer map](#).

CountyLink Additions

- [V12.4 to V12.3 Comparison](#)
- [V12.4 Data Model, 42-page and 12-page](#)
- [What's New in V12.4? \(Word and PDF formats\)](#)
- [TCM-CSR Spec](#)
- [WAG roster](#)
- [Worker mentor rosters \(primary and alternate\)](#)
- [Imp. Memo #128: Fiscal V12.4 Release Training](#)
- [Fiscal New Worker Training handouts \(several\)](#)
- [Plans and Forms \(V12.4\):](#)
 - [CMH Individual Family Community Support Plan](#)
 - [CW-TCM Service Plan](#)
 - [Independent Living Plan](#)

Here's how to take a quick screenshot in SSIS

If you do not have Snagit software installed on your workstation, here is a handy tip for mentors and all workers for reporting SSIS problems to the Help Line.

Here's how to take a quick screenshot:

1. Identify what in SSIS you want to show the Help Line.
2. On the keyboard, press **Ctrl + Print Scr** at the same time.
3. Open and address an email to the SSIS Help Line at dhs.ssishelp@state.mn.us.
4. Press **Ctrl + V** on the keyboard; the screenshot of SSIS will paste into the email.
5. Repeat as needed.

Hint: Sending multiple screenshots that display the process that occurred, along with notes about what happened in the application prior to taking the screenshot, is extremely helpful. It aids SSIS in troubleshooting and fixing problems.

Release training offered via webinar

SSIS V12.4 Statewide Release Training will be offered twice: Monday, December 3 from 1:30-3 p.m. and Friday, December 7 from 10-11:30 a.m. Both sessions are iLinc webinars.

All interested staff may participate in the webinar, watching live training from workers' own desktops. Watching as a work group allows users and mentors to learn simultaneously.

The webinar training topics include:

- Service Plans in new format (IFCSP, IL Plan, and CW-TCM Plan)
- Highlights of New State Service Plan merge fields and copy and print features (blank and complete plans).
- General Reports (CMH Assessments, IV-E Information by Continuous Placement, Case List with Clients)
- Brief overview of additional changes new to SSIS V12.4.

Mentors, coordinators and trainers received registration steps in an email. See your agency mentor or coordinator for details, or email angela.m.walswick@state.mn.us for instructions. A session will be recorded and available on CountyLink after 12/07/12.

Fiscal training dates to remember...

V12.4 Statewide Release via iLinc

December 6, 2012 – 9-10:30 a.m.

(See [Implementation Memo #128](#) for details.)

Fiscal New Worker Training

12/11/12 - 12/12/12 – Willmar

01/08/13 – 01/09/13 – Metro

02/12/13 – 02/13/13 – Metro

(See [Implementation Memo #127](#) for details.)

Volunteer to be a V13.1 pilot agency!

SSIS is actively seeking county and tribal agencies to spend one month piloting the Version 13.1 release. Pilot begins the last week of January 2013 and continues until the last week of February. Pilot agencies not only receive new and updated application functionality, they provide SSIS with active and timely feedback as to what works, what can be improved, and what needs to be fixed prior to statewide release. Pilot agencies receive weekly teleconference calls with SSIS staff, early SSIS pilot training, and experience priority with all Help Line-related issues during the pilot. Some of the items pilot agencies assist with include:

1. These service plans will be converted into the new state service plan format:
 - 90 Day Transition Plan
 - Adolescent Parent Assessment and Service Plan
 - Family Safety Plan
 - Children's Mental Health Crisis Plan
 - Parent Support Outreach Plan
 - Social Services Plan.
2. Some general items in V13.1:
 - Changes to SDM Tool requirements in Child Protection and Parent Support Outreach Program workgroups
 - Legislative changes reflected in the Court screen
 - Ability to add a client's medications
 - New and updated General Reports
 - Changes to Adoption functionality
 - Miscellaneous Fiscal updates including grid functionality improvements.

If your agency is willing to volunteer or would like additional information, please contact Gina Meyer at 651-431-4790 or gina.s.meyer@state.mn.us.