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dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 364

January 4, 2013

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 participate in weekly teleconference calls with SSIS staff, and receive early SSIS pilot training and priority attention from the Help Line during the pilot. Some of the items the V13.1 pilot agencies will assist with include:

1. Service plans 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. 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 pilot Version 13.1 or would like additional information, please contact Gina Meyer at gina.s.meyer@state.mn.us or 651-431-4790.

Setting up notifications for new DHS Bulletins

Do you wonder why you weren't aware that the CW-TCM Bulletins were updated, or that there is a new Children's Mental Health Service available for Youth?

An easy way to keep updated on DHS policy and legislative changes described in DHS Bulletins is to subscribe to the Bulletins mailing list. Once completed, you will receive an email alert with a link to all newly-published Bulletins. You can review the Bulletin or delete the alert based on your specific program needs. Follow these easy steps:

1. Access **CountyLink**.



CountyLink Home Page | DHS Home Page | **Bulletins** | eDocs | A-Z Topics |

2. From its home page, click on **Bulletins**.
3. The Bulletins web page displays. Complete the subscription information and click **Submit**.

Bulletins

General information about DHS bulletins

[General information about the distribution, publication, use, and retention of DHS bulletins](#)

Bulletins mailing list

To subscribe, fill out this form and select "subscribe" or "unsubscribe" from the drop-down list.

First Name:	<input type="text" value="SSIS Mentor"/>
Last Name:	<input type="text" value="For Children's Services"/>
E-mail:	<input type="text" value="Mentor@co.children.com"/>
Verify E-mail:	<input type="text" value="Mentor@co.children.com"/>
Action:	<input type="text" value="Subscribe"/> <input type="button" value="Submit"/>



4. When a new Bulletin is published you will receive an email alert like the one shown below. Click the blue hyperlink and the Bulletin displays.

Bulletin #12-68-20

DHS Bulletins <MN-DHS-BULLETINS@MLS.DHS.STATE.MN.US> on behalf of *DHS_DHS Bulletins

Sent: Fri 11/09/2012 10:41 AM

To: MN-DHS-BULLETINS@MLS.DHS.STATE.MN.US

The Minnesota Department of Human Services has issued a new bulletin. To view this bulletin in its entirety, please click on the following link:

#12-68-20 Special Immigrant Juvenile Status (SIJS)

http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_173281.pdf

2013 SSIS Monthly Upload and State Reporting Schedule

All agencies need to complete one repository upload by the last working day of every month. Uploads may be completed before the due date, but should be done late enough in the month to include necessary data (such as the latest monthly foster care payments for AFCARS). Uploads completed on or after the 21st of the month are acceptable.

State Reports are submitted separately from the monthly repository uploads and can be submitted before the due date.

Schedule these important dates to submit required SSIS data:

January	18th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - <u>general update of information for statewide research and reporting</u>
February	28th - Repository Upload due- <u>general update of information for statewide research and reporting</u>
March	29th - Repository Upload due - quarterly Child Welfare Data Dashboard update
April	19th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 30th - Repository Upload due – for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31)
May	31st - Repository Upload due - general update of information for statewide research and reporting
June	28th - Repository Upload due - quarterly Child Welfare Data Dashboard update
July	19th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - <u>general update of information for statewide research and reporting</u>
August	30th - Repository Upload due - <u>general update of information for statewide research and reporting</u>
September	30th - Repository Upload due - quarterly Child Welfare Data Dashboard update
October	18th - Title IV-E Abstract Report due 30th - SEAGR due 30th - TCM CSR due 31st - Repository Upload due - for the AFCARS and NYTD reporting period (April 1 – Sept. 30)
November	29th - Repository Upload due – 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.
December	31st - Repository Upload due - quarterly Child Welfare Data Dashboard update and the NCANDS reporting period (last federal fiscal year: Oct. 1 -Sept. 30)

MNYTD surveys of 19-year-olds are underway

DHS contracted with *The Improve Group* to collect survey responses for 19-year-olds who were initially surveyed for Minnesota Youth in Transition Database (MNYTD) baseline group two years ago. For workers who will give out the MNYTD surveys, please note that the survey for 19-year-olds is different from the survey for 17-year-olds and **cannot be entered into SSIS**. The survey can be **taken online** at <http://bit.ly/mnytd19> or in **paper form** using the copy attached to this newsletter email combined with the attached privacy notice.

The survey for 19-year-olds is being done in two shifts. Right now the focus is on youth with **birthdays before 3/31/1994**. Some of the youth surveyed at 17 years old two years ago were not selected into the federal follow-up group. The young adults in the list you received from *The Improve Group* are the only ones who need to be surveyed at this time.

Please **return any paper surveys to:**

The Improve Group
700 Raymond Ave, Suite 140
Saint Paul, MN 55114

Thank you so much for your help! We greatly appreciate it!

January FNWT course cancelled

The January 8-9 Fiscal New Worker Training (FNWT) has been cancelled due to low enrollment. Workers can still register on [TrainLink](#) for the February 12-13 class that will also be at the Metro (DHS) lab. See [Implementation Memo #127](#) for more information.

Fiscal's V12.4 iLinc recording is not available online

Due to technical difficulties, the recorded session of the Version 12.4 Fiscal Release Training is not available on iLinc. Documentation related to this training is available on the SSIS [Fiscal Release Training](#) web page and the SSIS [Fiscal Mentor Meeting Information](#) web page.

If you have questions relating to the Version 12.4 release, please have your Fiscal coordinator or mentor contact the SSIS Help Line at 651-431-4801 or dhs.ssishelp@state.mn.us for assistance.

Upload Update _____

The next upload is due on Thursday, January 31. This Repository Upload provides a general update of information for statewide research and reporting. Additional January deadlines:

- 20th - Title IV-E Abstract Report
- 30th - SEAGR
- 30th - TCM CSR