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SSIS update

Social Services Information System

Issue 367

February 15, 2013

V13.1 statewide installation is Feb. 25-26

The SSIS Version 13.1 installation will begin on Monday, February 25 at 4:30 p.m. in **Benton, Clay, Clearwater, and Wabasha** Counties.

All remaining agencies (with the exception of pilot agencies Anoka, Cass, and LeSueur) will have V13.1 installed on Tuesday, February 26 at 4:30 p.m.

Please ask staff to log off in time for the V13.1 installation. Finalized release documentation will be emailed statewide the week of February 18. See [What's New in V13.1?](#) posted on CountyLink.

FNWT frequency changes in March

Many Fiscal New Worker Training (FNWT) sessions have been cancelled due to low enrollment of fewer than seven participants. SSIS has decided to reduce monthly FNWT sessions to twice each quarter. This change begins in March 2013.

[Implementation Memo #129](#) has been updated, removing the April FNWT session. We will continue offering one metro session and one outstate session per quarter. Course frequency will be re-evaluated in the fall and may be reduced to one session per quarter if low-enrollment cancellations still occur.

By reducing the number of scheduled FNWT sessions, we can focus on specialized training such as the Title IV-E Abstract report, Healthcare Claiming, Payment Modifications, Grid Setting Options and Fiscal Training for Supervisors.

Please promptly enroll new fiscal staff in FNWT so that classes are not cancelled. Sessions not meeting the minimum enrollment requirements are cancelled one week prior to the training date.

If you need more information about FNWT and topics covered during this training, please see the [SSIS Fiscal New Worker Training](#) web page.

CountyLink Additions

- Blank Service Plans (V13.1):
 - [90-Day Transition](#)
 - [Adolescent Parent Assessment and Service](#)
 - [CMH Crisis](#)
 - [Family Safety](#)
 - [Independent Living](#)
 - [Parent Support Outreach](#)
 - [Social Services](#)
- [Workstation Recommendations](#) (updated)
- Release Training job aids (V13.1):
 - [Inactive Relationships Change](#)
 - [Medication Tracking](#)
 - [Independent Living Plan \(IL\)](#)
 - [V13.1 Report Changes](#)

Enter CMH Screenings by 3/31

This is a reminder to enter all calendar year 2012 child welfare mental health screenings into SSIS by March 31, 2013, for the child welfare portion of the mental health screening project. Enter completed screenings as well as those that meet the exemption categories under the CMH Screenings and Assessments folder.

Only the 2012 completed mental health screenings will be used to calculate the 2014 allocation for counties or tribes participating in the AICWI. Any screening information documented for the 2012 calendar year after March 31, 2013, will not be counted towards each agency's screening allocation for grant purposes. Questions about mental health screenings for children may be referred to Christopher Randolph at 651-431-2749.



Bug Busters

Use caution selecting a workgroup close reason

Workgroup close reason options are not filtering properly. Intake-specific close reasons and inactive reasons also display and are available for selection.

Be sure to review the selected close reason carefully.

Infant and Toddler Intervention screen delayed pending review

The new Infant and Toddler Intervention screen introduced during the Version 13.1 pilot has been removed and will not be implemented with the statewide release. The screen will be re-evaluated to ensure that policy is accurately represented.

Save your grid settings before V13.1 release

Current grid settings (the way the grid looked the last time the user had it open) and Manage Grid Settings will be lost on **all** grids in V13.1 due to the changes in the file that stores the settings.

The good news is that after V13.1 is installed in your agency, footers, group footers and groupings are remembered and formatted correctly. Starting in V13.2 grid settings will save when a new release is installed unless SSIS adds or rearranges default columns.

In V12.4 — before V13.1 is released — save your Manage Grid Settings to an .xml file. These files can be opened after V13.1 is installed with the following exceptions:

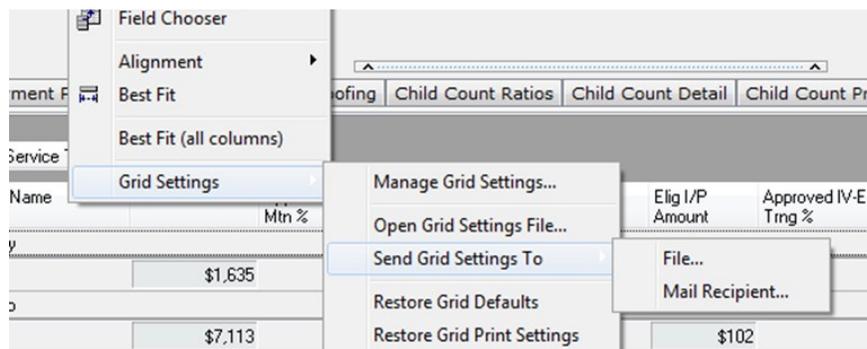
- When SSIS adds a new column to the grid, the .xml file displays an error.
- When SSIS adds a default Group by box to the grid
- When SSIS rearranges the columns, the .xml file gets confused and may display the wrong columns.

To save your grid settings:

1. Create a directory to save your grid settings
2. Right-click on a column heading and select **Grid Settings>Manage Grid Settings**.
3. Select the grid setting you created.
4. Close the Manage Grid Settings box.
5. Right-click on a column heading and select **Grid Settings>Send Grid Settings to>File**.
6. Select the directory you created in Step 1.
7. Name your grid setting and **Save**.

To open your file in Version 13.1:

1. Right-click on a column heading of the grid you saved your settings for and select **Grid Settings>Manage Grid Settings>Open Grid Settings File**.
2. Select the directory in which you saved your .xml files.
3. Select your saved grid setting file and select **Open**.
4. You can now re-save the settings in Manage Grid Settings.



Parent Support Outreach Program workaround explained

SSIS Version 12.4 includes the new BRASS Program Parent Support Outreach (PSOP). Unfortunately, the new program is not available for selection in all appropriate situations. This issue will be fixed in SSIS Version 13.2 which will be piloted in late April and rolled out statewide in late May. Until then, use this workaround to ensure accurate data collection.

When an intake is initiated as a service request, **Parent Support Outreach** may be selected as the program.

This screenshot shows the 'Intake | Workgroup' form. The 'Program' dropdown menu is highlighted with a red circle and contains the text 'Parent Support Outreach'. Other fields include Name: 'Wreck-It Ralph PSOP Intake 01/24/2013', Description: 'Wreck-It Ralph', SSIS Intake #: '186611493', Start date/time: '1/24/2013 03:02 PM', Intake type: 'Service request', Problem: 'Income', and Source: 'Self'.

After an intake of this type is closed, a case management or assessment workgroup with the PSOP program may be created.

Two screenshots of a workgroup list. The first screenshot shows a tree view with 'Ralph Wreck-It PSOP Case Management 1/25/2013' circled in red. The second screenshot shows a tree view with 'Boo-Hoo Betty PSOP Assessment 1/28/2013' circled in red. Both screenshots show folders for Staff Assignments, Associated Workgroups, Chronology, Participants, and Special Studies.

When an intake comes in as a child maltreatment report, is screened out, and Parent Support Outreach services will be provided, it is not currently possible to select **Parent Support Outreach** as the program on the Intake screen. Until this can be fixed, please continue to select **Child Welfare (General)** as the program.

This screenshot shows the 'Intake | Workgroup' form for a child maltreatment report. The 'Program' dropdown menu is highlighted with a red circle and contains the text 'Child Welfare (General)'. Other fields include Name: 'Suzy Star CW Intake 01/25/2013', Description: 'Suzy Star', SSIS Intake #: '186655645', Start date/time: '1/25/2013 03:30 PM', Intake type: 'Child maltreatment report', Problem: 'Alleged child maltreatment', and Source: 'Friend/acquaintance/neighbor'.

When opening the workgroup for PSOP assessment or case management, continue to open it with the Child Welfare (CW) program and enter **PS** or **AI** in the **County case ext** field. (This is the process used before the most recent SSIS version was released.)

This screenshot shows the 'Case/Workgroup Setup: New Assessment Workgroup' form. The 'County case ext' field is highlighted with a red circle and contains the text 'PS'. Other fields include Initiating Case: '<NEW>', Case name: '<NEW>', Case open date: '1/25/2013', Initiating Workgroup: 'Suzy Star CW Intake 01/25/2013 - SSIS W/G #: 186655632', Workgroup name: '<NEW>', Type: 'Assessment', Workgroup open date: '1/25/2013', Program: 'Child Welfare (General)', County case ext: 'PS', Assigned to unit: 'Amy's Superstars', Access restriction: 'Unrestricted', County of service: 'Blue Earth', County of financial responsibility: 'Blue Earth', and Worker Assignment: 'Current primary worker: Not assigned'.

PSOP continued

There are two ways to have the program changed to PSOP:

1. Wait for SSIS to automatically change the program to PSOP on all existing workgroups that are labeled as PS or AI after the issue is fixed in V13.2.
2. Request individual data fixes. After the CW workgroup is created, contact the person at your agency who is responsible for requesting data fixes from SSIS. Provide the SSIS Workgroup # and ask to have the workgroup program changed from CW to PSOP. If you aren't sure who requests data fixes in your agency, talk to your SSIS mentor.

Thank you for your patience while this gets fixed. If you have questions, please contact the SSIS Help Line at (651) 431-4801 or dhs.ssishelp@state.mn.us.

Fiscal Mentor Meeting

April 11, 2013

9:00 a.m. – 3:00 p.m.

Holiday Inn, St. Cloud

The agenda and handouts will be posted closer to the meeting date.

A block of rooms will be available at a rate of \$84.95 until March 11. After that date, rooms will be available at the same rate, but based on availability.

Upload Update_____

The next upload is due on Thursday, February 28. This Repository Upload provides a general update of information for statewide research and reporting.