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dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 374

May 31, 2013

Title IV-E group provider search added

SSIS V13.2 includes a new method for gathering Rule 4 and group provider rate and license data. SSIS interfaces directly with the Financial Operations Division (FOD) Provider database *daily*. This means that updated provider information is available in SSIS the day after FOD enters it. The Title IV-E Per Diem Rates *Bulletin* will still be published, but it will no longer be available in SSIS.

The new search is available under Searches>Logs or under Searches in the task panel. The search options are the same as the options that were available on the Title IV-E Per Diems for Group Facilities search. You can search by Provider Name, License #, IV-E Sub Code or Rule Code.

Best Practice:

Always regenerate your Title IV-E Abstract Report prior to submitting the report to ensure that the IV-E Group Provider rate and license information is accurate and has not changed since you last generated.

CountyLink Additions

- [Version 13.2 Release Notes](#)
- [Version 13.2 Known Defects Report](#)
- [madExcept Tool Instructions](#)
- [WAG Wish List](#) (by module)
- [WAG roster](#)
- [Adolescent Parent Assessment and Service Plan](#)
- [V13.2 Fiscal Release Training](#)

Send Fiscal enhancement requests to the SSIS Help Line

SSIS **Fiscal** enhancement requests are either sent directly to the Help Line via email (dhs.ssishelp@state.mn.us), by phone (651-431-4801) or by contacting the Fiscal Advisory Committee representative for your region. Fiscal items include service arrangement, payment, fiscal reporting, and claiming enhancement requests.

The Worker Advisory Group (WAG) only considers SSIS **Worker** requests. If you have questions, contact the SSIS Help Line for assistance.

Seeing longer purge lists? Retention periods updated in V13.2

In Version 13.2, the retention period for “Intakes Only” (Intakes that were never, or are no longer connected to other workgroups) was reduced from five years to four years from closing. The local agency may still increase the retention period.

This change matches the minimum retention period for many Child Welfare-related programs. It reduces the problem of old intakes, previously attached to child welfare work groups, showing up on the Intakes Needing Action report. Staff who work with Purge may notice longer destruction lists along with destruction dates for periods in the past.

Also, retention periods were added for Parent Support Outreach Program (PSOP) (four years from closing – can increase) and Child Waiver Programs (10 years from closing – can increase), and extended for Adult Waiver Programs (changed from five years to 10 years from closing – can increase). The waiver program extensions to 10-year retention periods are to comply with health care program laws.

Use PSOP at intake and workgroup creation

SSIS Version 13.1 added Parent Support Outreach Program (PSOP) as a program area to be selected at Intake. At that time, local agencies participating in the PSOP grant were notified that they could choose to submit database fixes to change their previously identified Child Welfare workgroups to the PSOP program. The other option available was to wait for V13.2 to be released statewide.

In V13.2, all Child Welfare workgroups with the PSOP indicator in the workgroup **Agency case extension** field were automatically converted to the PSOP program area.

Grant monies and research statistics prior to V13.2 were tied to the PSOP entry into the Agency case extension field. Now, those will be based on the PSOP program area being selected at Intake and workgroup creation.

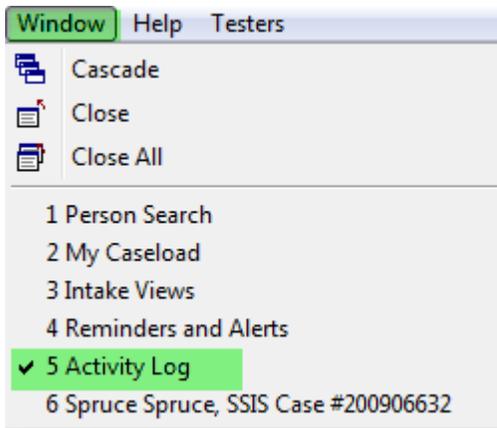
Now that DHS has extended PSOP statewide, it's expected that the PSOP program will be used for these services rather than the generic Child Welfare program.

View multiple SSIS screens with these tips

It is not unusual for workers to open a number of SSIS screens while using SSIS. To save time and trouble, you do not need to close past screens while working in a current screen. However, a message indicator or error message may display when navigating from one screen to another, e.g., *“Do you wish to save these changes?”* Workers cannot always determine which screen the message refers to. They often report that they have lost the screen they are working on.

Here are two easy tips for displaying multiple screens and dialog boxes:

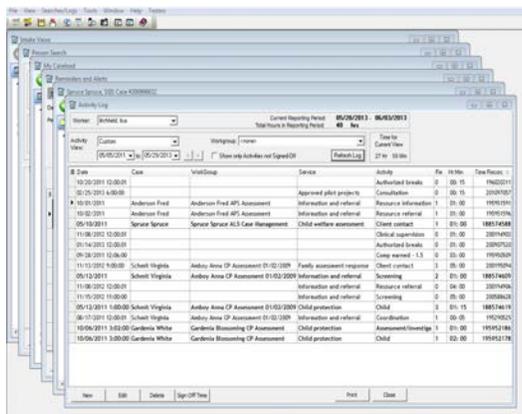
1. Access the **Window** menu at the top of the SSIS navigation bar.



This menu displays all of the screens currently open. A check mark next to a screen title indicates the screen with current focus. Click on any one of the screen titles to switch to another primary screen.

OR,

Access the **Window** menu and click on the **Cascade** option. This displays all SSIS screens currently open. Click on any screen’s blue header to bring that screen to the forefront.



This navigation method also makes it easier to locate message indicators/error messages that may display behind an open screen.

WAG reminds agencies to respond by June 19

Worker Advisory Group (WAG) representatives have begun sending the Wish List items (approximately 200 ideas submitted by local agencies) to the agencies they represent.

Each agency is asked to do two things:

1. Designate one or two agency members to be the primary contacts with your WAG representative. Please forward this contact information to the WAG representative as soon as possible.
2. Indicate the “top 30” high-priority items your agency would like to submit to SSIS. Directions for completing this task are included in emailed materials.

The deadline for submissions to your WAG representative is June 19. SSIS begins compiling votes for high-priority items as of June 20.

Many agencies continue submitting Wish List items. We are documenting them as future items for consideration, but are not including them in the initial 200 Wish List items to prioritize.

Worker Advisory Group members focused on assessing the Wish List items and completed a review at our April 29 meeting. Their work expedited the Wish List process so we can begin assessing the priorities for SSIS improvements, including navigation, implementing new DHS Child Safety and Permanency policy, Federal and State child welfare requirements, and potential needs for other programs, which will require partnering with other DHS divisions.

Local agencies will be notified of the statewide “top 30” priority items.

We encourage each agency to submit its priorities as soon as possible.