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dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 372

April 30, 2013

Pilot agencies use new V13.2 features

Agency staff at Brown and Freeborn Counties and Southwest Health and Human Services began piloting SSIS Version 13.2 today. Some of the features that pilot agencies will help test include:

1. New Title IV-E Abstract Report warning messages
2. New IV-E Group Provider Search populated by a direct interface with the DHS Financial Operations Division (FOD)
3. Fixes and enhancements for printing grids
4. Adolescent Parent Assessment and Service Plan updates

V13.2 is scheduled for statewide release on May 28-29. Draft pilot documentation will be emailed statewide next week and posted on CountyLink.



Bug Busters

Statewide Case Access workaround suggested

Workers report seeing error messages when they request access or attempt to view remote workgroups from the State Detail screen. The request failed or the workgroup never displayed. Most often they were using the CP Reports tab. The Request Access menu option is sometimes enabled, but should be disabled on the Offender, AP Reports, CP Reports, and TPR tabs. The View Workgroup menu option is occasionally enabled on an incorrect tab. These are known defects.

Workaround:

- The Request Access menu option can only be used to request access to a remote workgroup on the Workgroups tab on the State Detail screen.
- The View Workgroup menu option can only be used:
 - a. From the Workgroups tab on State Detail screen, if the Access Approved column displays *Yes* or *Automatically Approved* for the workgroup selected
 - b. From the reminder when the access is granted. These reminders display on the Alerts and Reminders Log.

Worker Mentor Meeting

rescheduled for

Friday, May 10

Register on [TrainLink](#).

The Holiday Inn-St. Cloud location, time, and agenda remain the same as originally planned.

Upload Update

The next upload is due on April 30. This Repository Upload provides information for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31) and the Quarterly Child Welfare Data Dashboard update.

Additional April reporting dates:

- 4/19 - Title IV-E Abstract Report due
- 4/30 - SEAGR due
- 4/30 - TCM CSR due

CountyLink Additions

- [Code Table Listings](#) for past SSIS versions
- [V13.2 to V13.1 Comparison](#)
- [WAG roster](#)
- [What's New in V13.2](#) - draft
- [V13.2 Release Notes](#) - draft
- [TCM-CSR Spec](#)

CW-TCM & MH-TCM dual case management requirements explained

CW-TCM Policy Consultant Sue Krinkie clarifies the dual case management requirements for claiming MH-TCM and CW-TCM.

There are situations where a child may receive more than one service program, such as CW-TCM and MH-TCM. When this occurs, there must be clear documentation that the services provided are separate and distinct from each other, as federal regulations prohibit Medicaid from paying for duplicate services.

If a child is going to receive MH-TCM and CW-TCM, the service plan must document why the child needs two service programs and how the services are separate and distinct from one another. This is even more important if one worker is providing both services. Any plan can be designated as the CW-TCM service plan as long as it includes specific CW-TCM services that will be provided. If the child is receiving children's mental health, the IFCSF plan can be used as the CW-TCM plan, but it has to be very specific in identifying the CW-TCM services from the MH-TCM services.

In counties where CW-TCM claims have been reviewed, a common problem is inadequate documentation for providing dual case management. Two claims (MH-TCM and CW-TCM) were often made for having one contact

(with two time records) when only one service was provided. To make two claims (MH-TCM and CW-TCM), the documentation needs to clearly identify two separate services being provided.

Another common problem is that a child's mental health diagnosis is often given as the criterion for CW-TCM eligibility. This is not adequate for CW-TCM eligibility. A child is not categorically eligible for CW-TCM based on their eligibility for children's mental health. The child must meet the CW-TCM eligibility criteria set in Minn. Stat. 256F.10. subd. 1. Because MH-TCM and CW-TCM are paid with federal dollars, duplicate claiming cannot occur. MH-TCM is governed by Minn. Stat. 245.4871 and CW-TCM is governed by Minn. Stat. 256B.094 and Minn. Stat. 256F.10.

The CW-TCM assessment (eligibility, case finding and service plan) is entered on the CW-TCM Eligibility screen located under the Supplemental Health Care node. Assessing CW-TCM begins by selecting the date the child meets one or more of the three assessment criteria, selecting a service plan type/date, and entering why the child meets CW-TCM eligibility in the CW-TCM finding box.

Please direct questions and concerns to Susan Krinkie, 651-431-4795, Susan.Krinkie@state.mn.us

Continuous placement entry corresponds to financial responsibility

When a financially responsible agency wishes to place a child outside of its own jurisdiction, the agency may request courtesy supervision from the new jurisdiction. The continuous placement and placement settings remain in SSIS in the agency with financial responsibility. The agency providing courtesy supervision may enter the placement setting by checking Yes to the question, "*Did another agency or state place this child –courtesy supervision by this county?*" The setting then appears in the supervising agency's data as a location. Do not enter a continuous placement in the supervising agency.

On occasion, a child is placed by a tribe or county who later determines that another agency has

financial responsibility. As soon as the agency with financial responsibility is clarified, the agency with financial responsibility must enter the continuous placement and placement setting into SSIS. If no payments have been made by the supervising agency, that agency (providing courtesy supervision) should delete the continuous placement, and answer Yes to the courtesy supervision question on the placement setting screen. If payments have been made, or there are problems deleting the continuous placement, be sure to contact the SSIS Help Line for the correct process to correct the SSIS entry.

Placements must always be entered into SSIS in the agency with financial responsibility.

Improvements to state templates continue

Just a reminder to local agencies: State documents in SSIS are vetted by the State Attorney General's office for wording and to match Federal and State statutes and regulations. This compliance can provide legal protections to local agencies and workers as well as to clients. It is important that required information and legally appropriate language is not replaced or disregarded.

In addition, Federal SACWIS requirements intend the standardization of documents to reduce repetitive work when the same document might be created by multiple agencies, improve consistency across the state, and reduce duplicative data entry by merging data already entered into the database. Recreating these State documents to increase flexibility for local agency workers thwarts some of the primary purposes of a statewide child welfare system.

Since some documents have not been recently revised, they may not be written using strengths-based and family-centered language. Many workers have noted some of the documents do not comply with current social worker practice. To assist with these concerns, SSIS now includes more free-entry text boxes for workers to add personalized notes and explanations.

We appreciate your patience, persistence and commitment to client-friendly services.