

WHAT IS SSIS BASICS TRAINING?



SSIS Basics is an updated version of the former SSIS New Worker Training. This training consists of technical training on navigation and data entry into the SSIS system. Training is open to all SSIS users but is not required. SSIS Basics consists of three independent trainings: Intake Basics; Case and Workgroup Basics; and Child Services Basics. You may take one, two or all three of the trainings! A detailed description of each day is in the table below.

New SSIS users should attend both SSIS Basics Days 1 and 2 to learn fundamental and timesaving skills. SSIS users who work in children's services program areas, that include foster care placements, should also attend Day 3. These courses are now open for registration on [TrainLink](#).

SSIS Basics Course Content

Day 1 SSIS Intake Basics	Day 2 SSIS Case and Workgroup Basics	Day 3 SSIS Child Services Basics
<ul style="list-style-type: none"> • Entering an Intake • Participant Searches • Add New/Existing Participants • Add Professional Collaterals • Business Organization Search • Basic Demographics Entry • Add Relationships • Add Child Maltreatment Report • Review of State Detail • Closing an Intake • Open Case/WG Setup • General Reports & Searches 	<ul style="list-style-type: none"> • Case Details and Court Actions • Participants Folder: Part 1 (excluding those in Day 3) • Data Clean-Up / Staff Assign • User Activity Log / Chronology • Reminders and Alerts • General Social Service Plan • Fiscal: Service Arrangements • Spellcheck, Grids, Attach Files • Workgroup Change • SSIS and DHS Website Help • General Reports & Searches 	<ul style="list-style-type: none"> • Participants Folder: Part 2 • Adolescent Services / MNYTD • Infant/Toddler Referral • Permanency Folder & Court • DOC Assessments/MAPCY • SDM Safety & Risk Tools • OHP-Safety Plan / IL Plan • CW/TCM & IV-E Entry • Chronology/Documents/ ICWA • Placement/Plan Copy Features • SSIS and DHS Website Help • General Reports and Searches

New Child Protection Caseworkers are required to complete [Child Welfare Foundation Training \(CWFT\)](#) through [TrainLink](#). Attendance at SSIS Basics may occur in addition to, but not instead of, attendance at CWFT for CP Social Workers. Contact [Andrea Bartels](#) with CWFT registration questions.

To Register For SSIS Basics: [TrainLink](#)

1. Open an internet browser, navigate to **CountyLink** and select **Children's Services**.
2. Beneath **Training Activities and Registration**, select **Class Schedules/Registration**.
3. Scroll down and select **SSIS New Worker Basics** and click **GO!**
4. Click the **Select** button to the left of the desired course.
5. Click on **For access registration – click here** and enter your Unique Key number.