

Quick Links

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NEXT REPOSITORY UPLOAD

JUNE 30, 2014

SSIS Update

Social Service Information System News from [MN.IT @ DHS](#) | SSIS | **ISSUE 397** | May 30, 2014

CountyLink Updates

V14.2 Fiscal Release Training

- Presentation [\[PPT Slides\]](#)
- Handout [\[PDF\]](#)
- Recorded Session* [\[iLinc Session\]](#)

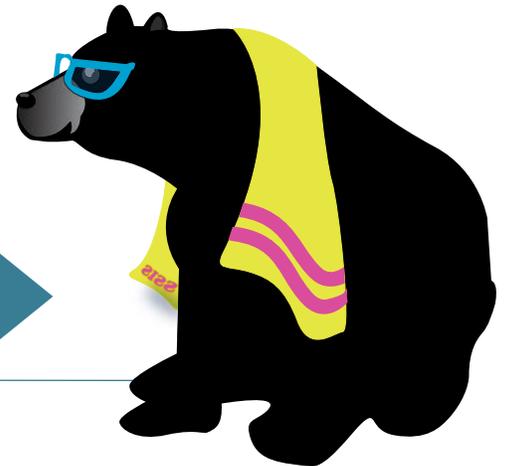
*How to View iLinc Recorded Sessions

1. Click on the following link:
<https://minnesota.ilinc.com>
2. No need to sign in.
3. Click **Public Sessions**.
4. Click the **Join** tab (*not the Join button*)
5. Scroll/Page thru to find the iLinc session titled, "SSIS V14.2 Release Training—Recorded Session from 5/28/14".

Partnership Group Materials

- Meeting Minutes [\[PDF\]](#)
- Related Documents
 - What's New for Version 14.2? - DRAFT* [\[PDF\]](#)
 - Northstar Care for Children Update April 2014* [\[PDF\]](#)
 - County Participation Rates for SSIS Claiming / Reporting Support* [\[PDF\]](#)

Find SSIS Updates On CountyLink!
Download the [SSIS Update Topic Index](#) and search for back issues, articles and issue numbers.



Upcoming Events

2014 SSIS Worker Mentor Meetings Available Now for Registration!

Tuesday, August 14th
Thursday, November 18th

Registration available
through [TrainLink!](#)

SSIS Basics Classes (Formerly SSIS New Worker Training)

SSIS Basics—Intake
July 8, August 5, September 16

SSIS Basics—Case & Workgroup
July 9, August 6, September 17

SSIS Basics—Child Services
July 10, August 7, September 17

For more information, see
[Implementation Memo #148](#)

SSIS Fiscal New Worker Training

2-Day Training
July 23-24 or August 13-14

For more information, see
[Implementation Memo #151](#)

Class Locations
(for all SSIS Basics
and July/August Fiscal
New Worker courses)

- ◆ July—Willmar
 - ◆ August—St. Paul
 - ◆ September—Duluth*
- *Fiscal Training not available in Duluth

Register
Today
at [TrainLink!](#)



BUG BUSTER: Spellchecker Custom Dictionary

THE BUG

SSIS's spellcheckers are not syncing properly with the Custom Dictionary.

THE BACKGROUND

SSIS has spellcheckers in two locations – one that runs in the SSIS Editor, and one that runs outside the SSIS Editor. Both are supposed to be syncing, but currently this is not happening.

THE WORKAROUND

Edit the Custom Dictionary through the SSIS Editor, *not* through the SSIS main toolbar.

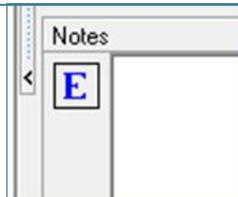
REMINDER:
Edits to the Custom Dictionary - made through the SSIS Editor, and not through the main SSIS toolbar - will be retained and accessible throughout the SSIS application.

1

Click the Blue E icon to **launch the SSIS Editor**.

You can find this icon in any of these screens:

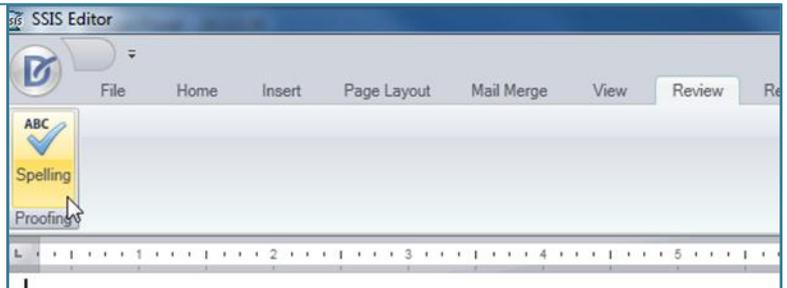
- Intake Description of Need
- Adult Maltreatment Description of Incident
- Case Notes
- Contact/Activity Records
- State Service Plans



2

When the SSIS Editor window is open, click on the **REVIEW** tab and then on the **PROOFING** button.

This will open the Spelling Options pop-up dialog box.

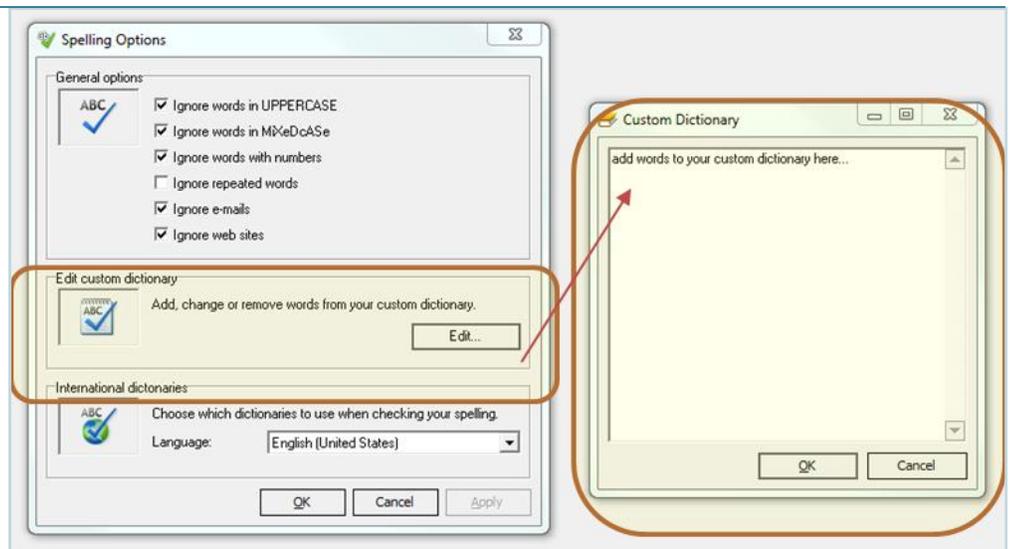


3

In the **SPELLING OPTIONS** pop-up dialog box, click the **EDIT** button.

This will open the Custom Dictionary pop-up dialog box.

4. In the **CUSTOM DICTIONARY** pop-up, make edits to your Custom Dictionary items.



Exclusion Reason Examples for RCA Report

Payment Proofing displays error messages for payments that are not included in the RCA Report because they meet some, but not all, of the requirements to claim. Payment Proofing also displays warning messages for payments that are included in the RCA Report, but may have incorrect information. The intent of Payment Proofing is to correct errors and warnings to maximize RCA reimbursement.

If you have researched the payment and determined that it is not eligible for reimbursement, add an RCA Report Exclusion to the payment to exclude it from the Generate and Proofing Process. Remember to review RCA Report Exclusions periodically, using the Proofing category Exclusions or the Payment Exclusion Search.

There are five Exclusion reasons for the RCA Report. Below are examples for each of the five Reason categories for the RCA Report.

RCA Report Exclusion Reason	Proofing Message on Payment/Example
Adjustment entered	<p>Warning message #4720 – Monthly Total Eligible Amount does not Match Worksheet</p> <ul style="list-style-type: none"> • Research the warning and determine if the relative is due additional funds • If the relative is due additional funds, issue a Payment using Special cost code 18 – RCA Adjustment • Enter an Exclusion on the Payment displaying in proofing <p>Note: Warning messages create claims. If you add an Exclusion to a Payment with a warning message and re-generate the report, a claim is not created. If you wish to claim this payment, enter your Exclusion after your final Generate.</p>
No RCA Payment Worksheet	<p>Error message #4410 – No Finalized Worksheet for the Service Dates</p> <ul style="list-style-type: none"> • The Worksheet Effective Date is after the Payment Service start date • Enter the RCA Payment Worksheet in SSIS that is in effect for the service dates of the Payment, if appropriate • Enter an Exclusion if no Finalized Worksheet exists for the service dates of the Payment
Not claimable – client age	<p>Error message #4110 - Age over Maximum displays on a Payment. The dates of service include the client's 18th birthday.</p> <ul style="list-style-type: none"> • Create an Adjustment Reversal and two Correcting Entry Adjustments • First Correcting Entry Adjustment service dates are from the first day of the month to the day before the client's 18th birthday. A claim is created if all other criteria are met • Second Correcting Entry Adjustment service dates are from the date of the client's 18th birthday to the end date of the original payment. • Enter an Exclusion on the second Correcting Entry Adjustment; it is not reimbursable
Other	<p>Error message #4210 - Invalid Special Cost Code displays on a payment.</p> <ul style="list-style-type: none"> • Payment has a Special cost code that is not valid for reimbursement • Enter an Exclusion if the Special cost code entered on the Payment is correct
Recovery entered	<p>Error message #4320 - Negative Modification too old to claim</p> <ul style="list-style-type: none"> • Include the amount of the Payment on the RCA Recoveries tab • Enter an Exclusion on the Payment to indicate you included the amount in your RCA Recoveries total