

## Quick Links

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**Looking for Back Issues of the SSIS Update?**  
Download the **[SSIS Update Topic Index](#)**

This searchable archive is updated bi-weekly, and lists all issues from January 2009 to the present.

NEXT REPOSITORY UPLOAD  
**JUNE 30, 2014**

# SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 398 | June 16, 2014**

## CountyLink Updates

### Fiscal Mentor Meeting Information

[DHS Systems and IT Updates](#) >  
[SSIS Resources](#) > [Fiscal Mentor Program](#) > [Meeting Information](#)

[Fiscal Mentor Meeting Minutes, 5/14/14](#)

### Worker Mentor Meeting Minutes

[DHS Systems and IT Updates](#) >  
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[Mentor Meeting Minutes, 5/13/14](#)

## ATTENTION MnCHOICES and SSIS Users UPDATED Workstation Recommendations are Now Online!

[MnCHOICES Workstation Technical Specifications](#) (for both MnCHOICES and SSIS Users)  
[SSIS Workstation Specifications](#)

## Mentor Changes?

Please send any changes to mentor information (contact info, status, etc.) to either:

[Mary Klinghagen](#)  
Fiscal Mentor Coordinator  
or  
[Lisa Litchfield](#)  
Worker Mentor Coordinator

*If you have a new mentor, be sure to include their phone, email, and status as a Primary or Alternate mentor.*

## Upcoming Events

### 2014 SSIS Worker Mentor Meetings Available Now for Registration!

Thursday, August 14<sup>th</sup>  
Tuesday, November 18<sup>th</sup>

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!](#)**

## SSIS Fiscal Team Enters the Ring at the 2014 AMSSA Conference

SSIS Fiscal staff are presenting multiple sessions at the Association of Minnesota Social Services Accountants Conference.



Please see below for session times and descriptions.

**Monday June 23rd | 3:00 – 4:30**

### Introduction, Feedback & Analysis to the Income Maintenance Quarterly Expense Report (DHS-2550) and to the Social Service Fund Report (DHS-2556)

Julie “Psycho” Spurgeon will discuss the Social Service Fund Report (DHS-2556) and what this report is used for. Sue “Baby Face” Nelson from SSIS will join Psycho Spurgeon to discuss Section 3A of the Social Service Fund Report (SSIS Direct Charge Detail). Heide “Hollywood” Moris and DiAnn “Diva of Destruction” Robinson will discuss the DHS-2550 (Income Maintenance Quarterly Expense Report) and the Income Maintenance Cost Allocation (IMCA) Report. What happened to Capital Outlay on the quarterly income maintenance report? Direct Charging – should I direct charge and how do I do this? Report feedback (what do we send back to you after your reports are submitted) and report analyses (what do these reports tell you) will also be discussed for both reports.

### This year’s theme is *Wrestling with Change.*

**Tuesday, June 24th | 8:30 – 10:00**

### Introduction, Feedback & Analysis to SEAGR, 2895 and 2902 Reports

This panel will present information relating to 3 of the FOD quarterly financial reports: The DHS-2895 (BRASS report) will be discussed by “Rowdy” Ray Truelson, the DHS-2902 (MFIP Consolidated Fund) Report and Direct Charging of MFIP will be led by “Jumping” Jerry Medicott. Sue “Baby Face Nelson” and Julie “Psycho” Spurgeon are using the “tag-team” approach in presenting the SSIS and FOD side of the SEAGR report (DHS-2557). Report feedback (what do we send back to you after your reports are submitted) and report analyses (what do these reports tell you) will also be discussed.

**Tuesday, June 24th | 10:30 – noon**

### Northstar/SSIS Fiscal Tag Team – Match 2

Now in the ring to discuss the SSIS side of Northstar Care For Children is Theresa “The Tornado” Hill, Sue “Tsunami” Nelson and Alexia “Gentle Storm” Kjos. This match showcases the changes needed in SSIS for Northstar Care for Children. Topics include; RCA Report, Payments and Service Arrangements, Title IV-E Abstract Report, Child Foster Care Licensing, the New Northstar report and appearing in the knockout round is Fiscal Reconciliation.

**Wednesday, June 25th | 8:30 – 10:00**

### Northstar/SSIS Fiscal Tag Team – Match 2 (Repeated Session)

Now in the ring to discuss the SSIS side of Northstar Care For Children is Theresa “The Tornado” Hill, Sue “Tsunami” Nelson and Alexia “Gentle Storm” Kjos. This match showcases the changes needed in SSIS for Northstar Care for Children. Topics include; RCA Report, Payments and Service Arrangements, Title IV-E Abstract Report, Child Foster Care Licensing, the New Northstar report and appearing in the knockout round is Fiscal Reconciliation.

**Wednesday, June 25th | 10:30 – noon**

### SSIS Claiming Refresher: How to Understand Claiming, Do Not Claim & Other Helpful Hints

And in this corner we have Stacey “The Claiminator” Alsdurf versus Mary “The Mischievous Mentor” Klinghagen. Round one of this session will present a high level overview of the Healthcare Claiming process from the creation of a Healthcare Claim Batch through reconciling a remittance advice. Round two will highlight a few claiming reports including how you can use multiple reports to help determine claim revenue by worker. The final round will provide some helpful hints for Healthcare Claiming.

**Make sure to come early to get a ringside seat!**

For more 2014 AMSSA conference information, please visit [AMSSA on the web](#). Or download [2014 Conference Materials](#).

## Change to ICD Diagnosis Code on MMIS Service Authorization Letters

Service Authorization (SA) letters – generated by MMIS between November 2013 and May 15, 2014 – included both ICD-9 and ICD-10 diagnosis codes. Due to the passage of the Protecting Access to Medicare Act of 2014 (HR 4302), which delayed ICD-10 implementation until at least Oct. 1, 2015, Service Agreement letters no longer include ICD-10 codes.

**Effective May 15, 2014** Service Agreements (SA) letters contain *only* the ICD-9 codes for billing.

For more information, please see the June 2, 2014 [MHCP Provider Update](#).

## SSIS Available in 64-bit Soon!

SSIS Worker 14.3 is being developed and tested in both 32-bit and 64-bit mode. This means that desktops and laptops that are capable (and have Windows 7) will have the option of running in 64-bit mode.

Whereas 32-bit applications can easily run out of memory and crash if the user leaves too many windows open, 64-bit applications have access to the full range of memory on a modern PC and can use disk as virtual memory should that run out.

The 64-bit version will require a separate installation from the 32-bit version, but both can be installed on the same PC. Once installed, the 64-bit version is self-upgrading with the launcher just like the 32-bit version. There is no functional difference between the two versions other than the amount of available memory, so IT staff can install the 64-bit version according to their own time table.

SSIS will make installation instructions available by the time of the V14.3 statewide installation.

For more information regarding 32 bit and 64 bit mode, see <http://www.sevenforums.com/installation-setup/86886-32-bit-vs-64-bit-comparison.html>.

## MNsure + MAXIS + SWNDX = Multiple PMI#s

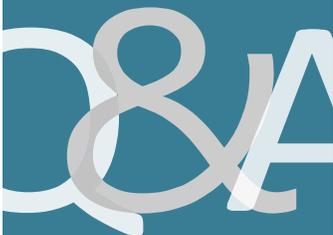
During a state search, SSIS users may encounter more than one Person Master Index Number (PMI#) for the same person. Typically these records are MAXIS clients involved in adoptions, i.e., a PMI# for the pre-adoptive identity, and a new PMI# for the post-adoptive identity.

With the implementation of MNsure, SWNDX now includes these clients. MNsure assigns PMI#s to their client records and in some instances, new PMI#s are being assigned by MNsure to clients that also have PMI#s assigned by MAXIS.

SSIS users should be aware of this if they encounter:

- ◆ more than one record for the same person, *and*
- ◆ the PMI#s are different, *and*
- ◆ they are not involved in adoption-related workgroups.

Contact your county financial worker or DHS-MAXIS if you are uncertain which PMI# record to use.

**Q:** If you change a service arrangement while still in pending service approval status – do you need to resend for approval? **A:** No

**Q:** Do you need to re-open a CP workgroup to enter an appeal? **A:** No

**Q:** In V14.2 can you attach a file to a closed workgroup? **A:** Yes

**Q:** Do you need to have an open workgroup to add an RCA Payment Worksheet for a client? **A:** No