

14.3 PILOT

SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 402 | AUG 8, 2014**

Quick Links

[SSIS Resources](#) via [CountyLink](#)

SSIS via [DHS-SIR](#)

[TrainLink](#) Registration

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In This Issue

PAGE ONE

PILOT RELEASE UPDATE: New Version 14.3 Features

PAGE TWO

Printing Grids in 14.3

PAGE THREE

HOW TO: Reopen Finalized Claims in 14.3

PAGE FOUR

Upcoming Mentor Meeting Info

PAGE FIVE

CountyLink Updates and Upcoming Training Events

NEXT REPOSITORY UPLOAD

AUG 29, 2014

PILOT RELEASE UPDATE:

Pilot Agencies Use New Version 14.3 Features

Agency staff at Carver, St. Louis, and SWHHS began piloting SSIS Version 14.3 on August 1. Some of the features that agency staff will help test include:

- Availability of SSIS in 64-bit mode. This means that desktops and laptops that are capable (64-bit with Windows 7) will have the option of running in 64-bit mode.
- A new Documents folder is available under the Person node with available MAPCY documents.
- The Print toolbar button functionality was restored – similar to functionality that existed pre- V11.3.
- The replacement of over seventy HTML-based document templates in Chronology with new RTF templates (tentative).

V14.3 is scheduled for statewide release on September 2-3. Draft pilot documents have been emailed statewide this week and posted online at the following [CountyLink](#) pages:

Data Definitions

[DHS Systems and IT Updates > SSIS Resources > Support > Data Definitions](#)
[14.3 to 14.2 Schema Comparison Report](#)

General SSIS Release Information

[DHS Systems and IT Updates > SSIS Resources > Support > Release Notes](#)
[Version 14.3: What's New Pilot](#) (Word)
[Version 14.3: What's New Pilot](#) (PDF)
[Version 14.3: Pilot Release Notes](#) (PDF)
[Version 14.3: Pilot Release Notes](#) (Excel)

For more CountyLink Updates, see page 5.

ATTENTION: WORKER MENTOR MEETING ATTENDEES

August Worker Mentor Meeting to Cover Significant Changes in SSIS

Worker Mentors, Coordinators, Social Service Supervisors and Adoption Specialists are encouraged to attend.

Details on Page 4

Printing Grids in 14.3

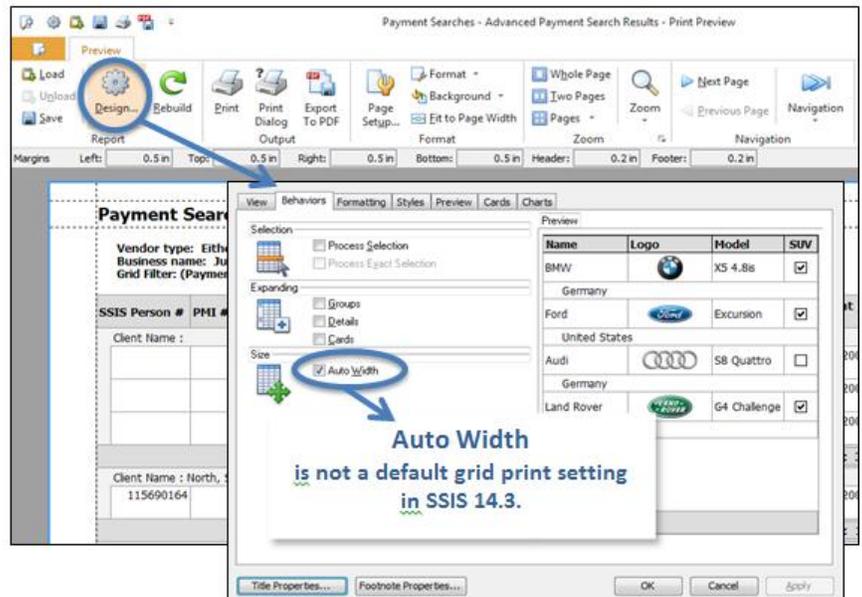
Here are some tips to help you print better looking grids in SSIS 14.3.

NEW Auto Width Option

*In v14.3, SSIS remembers if you deselect the **Auto Width** default print setting for the grid.*

In v14.2, SSIS does not remember if you deselect Auto Width in Print Preview. As a result, SSIS 14.2 defaults to Auto Width each time you open the Print Preview. This can be an issue if you have a particular grid setting you like to use when printing specific grids.

In v14.3, once you select Auto Width, SSIS 14.3 remembers this setting and you do not have to select it each time you wish to reprint a specific grid. This can be a time-saver.



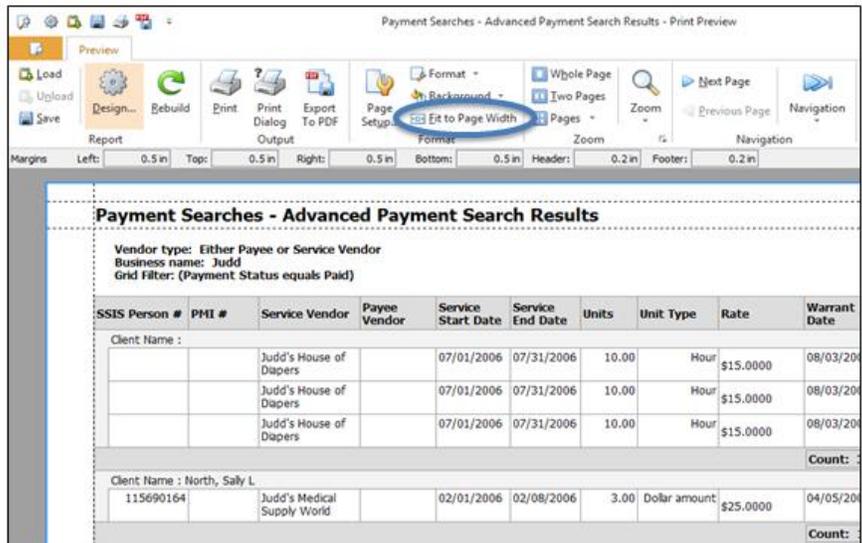
Auto Width is on the **Behaviors** tab under **Design**. This option prints the grid with all columns on one page. In v14.2, every grid in SSIS defaults to **Auto Width**. In 14.3, any changes to the **Auto Width** setting will be remembered.

Font Sizes and the Fit to Page Width Option

*Font sizes and legibility can be adversely affected when using the **Fit to Page Width** option for large grids.*

Clicking the Fit to Page Width button on the Print Preview can cause the font size to shrink and may make type difficult to read. To avoid this, deselect the Fit to Page Width button on the Print Preview toolbar prior to printing.

Because the Print Preview option pulls the view from your screen, you can always go back to your Grid View to manually adjust the splitter bars and column widths. Those changes will be reflected in your Print Preview, so you can make sure the grid will print properly. This option is especially helpful if you are trying to view larger grids on a smaller monitor.



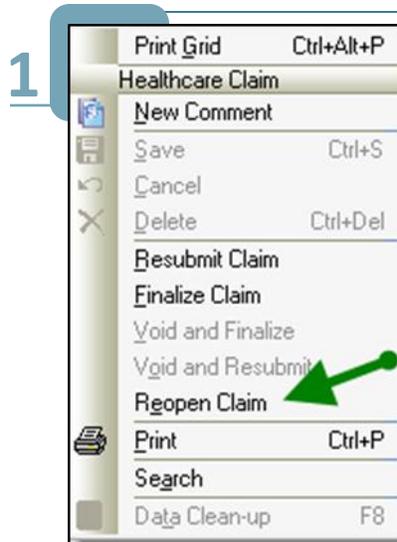
If you print a grid and still have a font sizing issue, de-select **Fit to Page Width**. If additional adjustments are needed to make the type in your grids easier to read, adjust the splitter bars and column widths.

HOW TO: Reopen Finalized Claims in SSIS v14.3

Reopen Claim allows a user to reopen an original claim with a Finalized Disposition. Before Version 14.3, agencies had to request a data fix to change the Disposition of a Healthcare Claim from Finalized to Open. A Healthcare Claim must have an Open Disposition to Resubmit, Void and Resubmit, or Void and Finalize a claim.

To Reopen a Healthcare Claim users must have the Function of Create Health Care Claims assigned to their Role in SSIS Administration.

Healthcare Claim Action Menu



STEP 1

Enter Comments

From the Healthcare Claim, access the Action menu and select Reopen Claim

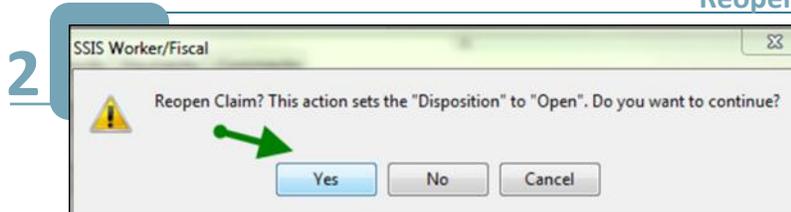
STEP 2

Click YES to continue

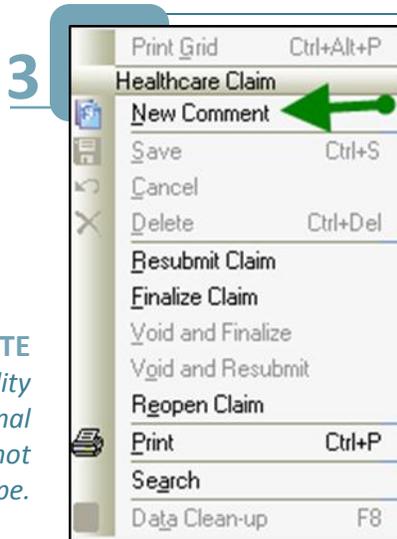
A message displays, *“Reopen Claim? This action sets the “Disposition” to “Open”. Do you want to continue?”*

Click Yes

Reopen Claim Message



Healthcare Claim Action Menu



STEP 3

Enter Comments

- Comments are optional, but recommended.
- Access the **Action** menu and select **New Comment**.

NOTE

Reopen Claim functionality is only available on Original Bill types and does not include the Void Bill type.

REGISTER NOW Mentor Meetings

**August 14th
Worker Mentor Meeting**
Register now on [TrainLink](#).

The Worker Mentor Meeting [agenda](#) has been posted to CountyLink.

**September 10th
Fiscal Mentor Meeting**
Register now on [TrainLink](#).

The Fiscal Meeting [agenda](#) has been posted to CountyLink.

SAVE THE DATE Upcoming Worker Mentor Meeting

**November 18th
Worker Mentor Meeting**

Mentor Changes?

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

✉ [Mary Klinghagen](#)
Fiscal Mentor Coordinator

✉ [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.

ATTENTION: WORKER MENTOR MEETING ATTENDEES August 14th Worker Mentor Meeting to Cover Significant Changes in SSIS

Due to Northstar Care for Children legislation, SSIS entry requirements are changing. These changes have significant impact to SSIS Worker/Fiscal, SSIS Adoptions, and the new DHS approval process for authorization of MAPCY Extraordinary Levels. These items will be covered extensively in the August 14th meeting and will be particularly pertinent to:

- *Worker Mentors*
- *Coordinators*
- *Social Service Supervisors, and*
- *Adoption Specialists*

The above are all strongly encouraged to attend.

Registration for the SSIS Worker Mentor Meeting

Registration is OPEN until the day of the meeting.

Only those local agency staff registered on CountyLink > TrainLink will have it noted on their TrainLink transcript as attending.

Worker Mentor Meeting Agenda

The meeting agenda is posted on the Meeting Information page on CountyLink. You may access this through the following steps:

1. Go to **CountyLink**
2. In the menu (located at the top of the page), click on **DHS Systems & IT Updates**
3. In the left hand menu, click on **SSIS Resources**
4. In the main window, find **Worker Mentor Program** and click on **Meeting Information** to find the **August 14, 2014 SSIS Worker Mentor Meeting Agenda**.

Worker Mentor Meeting Handouts

Mentor Meeting handouts, for the upcoming meeting, will be available for download on the [Meeting Information](#) page prior to the meeting date. Lisa Litchfield, the SSIS Worker Mentor Coordinator, will also email a notice to all Mentors when all handouts and presentations are posted on the Mentor Meeting Information web page.

NOTE: Mentor Meeting handouts, for *past* meetings, can be downloaded from the [Handouts](#) page.



Upcoming Training Events

SSIS Basics Classes

(Formerly SSIS New Worker Training)

Day 1

SSIS Basics—Intake

September 16—Duluth
October 7—Brainerd
October 14—St. Paul
November 4—Rochester
December 9—St. Paul

Day 2

SSIS Basics—Case & Workgroup

September 17—Duluth
October 8—Brainerd
October 15—St. Paul
November 5—Rochester
December 10—St. Paul

Day 3

SSIS Basics—Child Services

September 18—Duluth
October 9—Brainerd
October 16—St. Paul
November 6—Rochester
December 11—St. Paul

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

SSIS Fiscal New Worker 2-Day Training [FNWT]

This course is designed for new Fiscal workers and can also be used as a refresher course for current staff working with fiscal tasks such as Service Arrangements, Payments and Healthcare Claims. Participants work directly in SSIS during the two-day class.

Class Dates & Locations for FNWT

August 13-14 Metro (St. Paul)
October 15-16 Brainerd
November 19-20 Metro (St. Paul)

For more information, see
[Implementation Memo #156](#)

VA-CEP Class

Class Date & Location

September 30, 2014 (Duluth)
12:30—4:30 PM

Looking for back issues of the SSIS Update?

Download the
[SSIS Update
Topic Index](#)
from the
[SSIS Updates page.](#)

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

CountyLink Updates

Data Definitions

DHS Systems and IT Updates > SSIS Resources > Support > [Data Definitions](#)
[14.3 to 14.2 Schema Comparison Report](#)

Fiscal Mentor

Meeting Information

DHS Systems and IT Updates > SSIS Resources > Fiscal Mentor Program > [Meeting Information](#)
[Agenda for September 10, 2014](#)

Fiscal Mentor Program

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

UPDATED DOCUMENTS

[Primary Fiscal Mentors](#) (8.5.2014)
[Alternate Fiscal Mentors](#) (8.5.2014)
[Fiscal Coordinators](#) (8.5.2014)

Implementation Memos

DHS Systems and IT Updates > SSIS Resources > Publications > [Implementation Memos](#)
[SSIS Fiscal New Worker Training \(FNWT\)](#)

Release Notes

DHS Systems and IT Updates > SSIS Resources > Support > [Release Notes](#)
[Version 14.3: What's New Pilot](#) (Word)
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[Version 14.3: Pilot Release Notes](#) (PDF)
[Version 14.3: Pilot Release Notes](#) (Excel)

System Docs

DHS Systems and IT Updates > SSIS Resources > Support > [System Docs](#)
UPDATED DOCUMENTS
196 - [SSIS Client and Workstation Imaging](#)
193 - [Create SSIS Client Install CD-Roxio 9](#)
190 - [Install SSIS Client on Workstation](#)