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NEXT REPOSITORY UPLOAD

SEPT 30, 2014

SSIS Update

Social Service Information System News from [MN.IT @ DHS](#) | [SSIS](#) | [ISSUE 404](#) | SEPT 5, 2014

STATEWIDE IMPLEMENTATION: SSIS V14.3 Installation Begins September 10

SSIS Version 14.3 installation begins on Wednesday, September 10, at 4:30 p.m. in Aitkin, Brown, Clearwater, and Kittson Counties. All remaining agencies (with the exception of pilot agencies Carver, St. Louis, and SWHHS) will have Version 14.3 installed on Thursday, September 11, at 4:30 p.m.

Please ask staff to log off SSIS before the V14.3 installation.

Finalized documentation has been emailed to all agencies.

For more information, see *What's New in Version 14.3?* [[PDF](#)] [[DOC](#)]

CountyLink Updates

SSIS Fiscal Documentation

DHS Systems and IT Updates >
SSIS Resources > Training: Worker
& Fiscal > [F—Documentation](#)

[Tips for Printing Screen Prints](#)

Release Notes

DHS Systems and IT Updates >
SSIS Resources > Support > [Release Notes](#)

Version 14.3: What's New ([Word](#))

Version 14.3: What's New ([PDF](#))

Version 14.3: Release Notes ([PDF](#))

Version 14.3: Release Notes ([Excel](#))

Version 14.3: Known Defects ([Excel](#))

[How to Create and Attach Headers to RTF Documents](#)

System Documents

DHS Systems and IT Updates >
SSIS Resources > Support > [System Docs](#)

[Configure User Rights to use SSIS Client on Windows 7](#)

[SSIS Client and Workstation Imaging](#)

[Create a SSIS Client Installation CD-R](#)

Data Definitions

DHS Systems and IT Updates > SSIS Resources > Support > [Data Definitions](#)

Version 14.3: Data Model

[54 pages](#)

[15 pages](#)

V14.3 Code Table Listings:

[SSIS.ACTIVITY](#)

[SSIS.BRASS_PROGRAM](#)

[SSIS.BRASS_SVC](#)

[SSIS.BRASS_SVC_HIST](#)

[SSIS.BRASS_SVC_WG_TYPE](#)

[SSIS.CODE](#)

[SSIS.HCPCS_MOD](#)

[SSIS.HCPCS_MOD_SVC](#)

[SSIS.MMIS_CODE](#)

[SSIS.RELATION](#)

[SSIS.SCHOOL_DISTRICT](#)

[SSIS.SPECIAL_COST](#)

[SSIS.SUBPROG](#)

[SSIS.TR_ACTIVITY](#)

V14.3 RTF Documents and the Spellchecker

The Issue

Checkbox symbols, contained within RTF documents, are not recognized by the spellchecker.

The Reason

Checkbox symbols, part of the Wingdings font, are created by typing either “o” [☐] or “x” [☒].

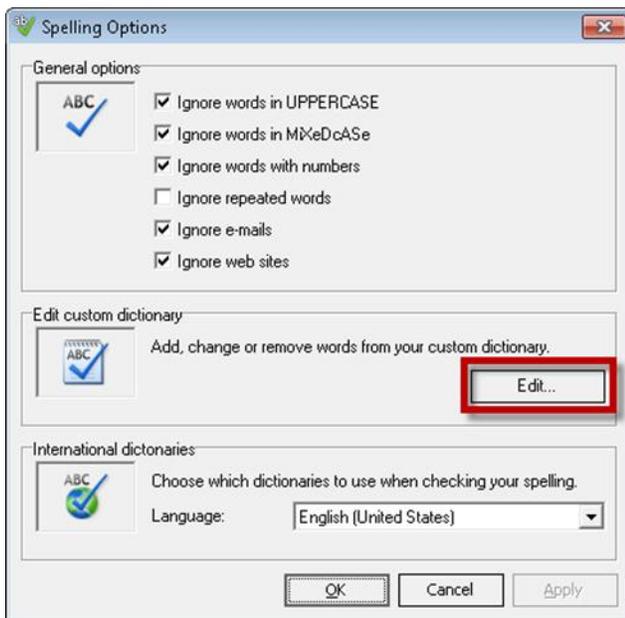
The spellchecker reads these symbols as if they were the letters “o” or “x”. Since these letters are not commonly accepted words in the dictionary, the spellchecker stops on these elements to prompt a correction.

The Fix

Add “o” and “x” to the Custom Dictionary.

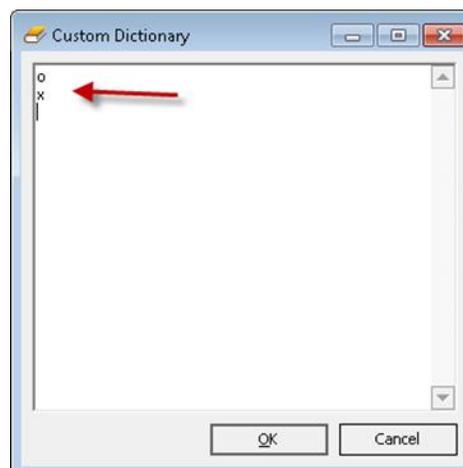
To do this, follow these steps:

1. Go to **FILE** menu > **Spelling Options**
2. In the **Edit custom dictionary** section, click on the **Edit** button.



3. In the **Custom Dictionary** dialog box, enter “o” and “x” in the list and click the **OK** button.

Note: The Custom Dictionary Settings can be accessed during spellcheck by selecting the button titled “Options” in the spellchecker dialog box.



REGISTER NOW Mentor Meetings

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.

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](#)
[Implementation Memo #155](#)

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

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

Find SSIS Updates On CountyLink!

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