

## Quick Links

[SSIS Resources](#) via CountyLink

SSIS via [DHS-SIR](#)

[TrainLink](#) Registration

Help Desk 651.431.4801  
[dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

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NEXT REPOSITORY UPLOAD

DEC 31, 2014

The December upload is for NCANDS reporting.

# SSIS Update

Social Service Information System News from MN.IT @ DHS | SSIS | ISSUE 410 | DEC 15, 2014

## Volunteer to be a V15.1 Pilot Agency!

SSIS is actively seeking county and tribal agencies to spend one month piloting the Version 15.1 release.

Pilot begins on January 26 and ends with the statewide release the week of February 23. Pilot agencies receive new and updated application functionality; they provide SSIS with active and timely feedback as to what works, what can be improved, and what needs to be fixed prior to statewide release. Pilot agencies receive weekly teleconference calls with SSIS staff (including testers, Help Desk staff, trainers, business analysts and software developers), early SSIS pilot training, and priority assistance with all Help Desk-related issues during the pilot. SSIS staff also plan to visit each pilot agency at least one time during the pilot.

### Items included in the 15.1 release:

- ▶ THE NEW NORTHSTAR REPORT
- ▶ IV-E REPORT: PROOFING AND GENERATE CHANGES FOR NORTHSTAR\*
- \*ALL VALIDATION IS DONE IN SSIS (I.E. NO MORE 2570 A ERROR REPORTS)
- ▶ AUTOMATION OF THE ADOPTION ASSISTANCE AGREEMENT (TENTATIVE)
- ▶ FISCAL AND WORKER BUG FIXES

**NOTE:** Fiscal training for this pilot will be in-person at our 444 Lafayette location.

**If your agency is willing to volunteer or would like additional information, please contact Gina Meyer at 651.431.4790 or [gina.s.meyer@state.mn.us](mailto:gina.s.meyer@state.mn.us).**

## REMINDER

**The December 17 Fiscal Mentor Meeting in St. Cloud has been cancelled.**

**NOTE: SSIS Update will be on hiatus until January 9, 2015.**

## ▶ Review County Preference Settings

### 2015 Yearly Settings

If you haven't already set up your 2015 SSIS Admin settings, now is the time to do so. Workers cannot create new Service Arrangements, make Payments, or copy the 2014 COA Maximums without entering Yearly Settings for 2015.

The following link can provide you with direction for those settings.

[2015 Yearly Settings and Admin Review](#)

**County Preferences** to review in Admin:

- Program area retention period
- Add new COA Codes
- Service Agreement language in Admin. If needed, create new default language if different from the SSIS default.
- Update Title IV-E Maintenance Agreements

### Review Security Functions

Review security roles and functions for needed additions, deletions or changes, to ensure system integrity. Correct roles for users that may be outdated. Use SSIS Admin General Reports to review your user setup in SSIS Admin.

Click the following link for more information on General Reports in SSIS Admin.

[SSIS Admin General Reports](#)

Remove roles for staff that have left the agency. Staff no longer employed should have a temp role of "NONE".

Questions to ask: Do current roles need updating? Can a worker do the job they need to do in SSIS? Are departments correct and are units correctly associated? Are supervisors correctly associated to the units? Do external placement case managers need updating?

### Additional settings to check in SSIS Administration:

In SSIS Admin, use Lists in the menu to update county accounting system batch owners using Lists. You can also access and make changes to departments using Department Search, location using Location Search, roles using Role Search, units using Unit Search and users by accessing User Search.

- County Specific Accrual Codes
- Time reporting period
- Special Studies
  - Local Agency created
    - End date needed?
    - Change study level?
    - Staff, workgroups and clients associated correctly?

# 14.4 | CountyLink Updates

## Data Definitions

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

### Version 14.4 Documents

- [14.4 to 14.3 Schema Comparison Report](#)
- [2014 Data Dictionary by Column](#)
- [2014 Data Dictionary by Table](#)
- [Version 14.4: Data Model – 54 pages](#)  
(Effective 10/9/14)
- [Version 14.4: Data Model – 15 pages](#)  
(Effective 10/9/14)
- [V14.4 Code Table Listing – SSIS.ACTIVITY](#)
- [V14.4 Code Table Listing – SSIS.BRASS\\_PROGRAM](#)
- [V14.4 Code Table Listing – SSIS.BRASS\\_SVC](#)
- [V14.4 Code Table Listing – SSIS.BRASS\\_SVC\\_HIST](#)
- [V14.4 Code Table Listing – SSIS.BRASS\\_SVC\\_WG\\_TYPE](#)
- [V14.4 Code Table Listing – SSIS.CODE](#)
- [V14.4 Code Table Listing – SSIS.HCPCS\\_MOD](#)
- [V14.4 Code Table Listing – SSIS.HCPCS\\_MOD\\_SVC](#)
- [V14.4 Code Table Listing – SSIS.MMIS\\_CODE](#)
- [V14.4 Code Table Listing – SSIS.RELATION](#)
- [V14.4 Code Table Listing – SSIS.SCHOOL\\_DISTRICT](#)
- [V14.4 Code Table Listing – SSIS.SPECIAL\\_COST](#)
- [V14.4 Code Table Listing – SSIS.SUBPROG](#)
- [V14.4 Code Table Listing – SSIS.TR\\_ACTIVITY](#)

## Fiscal Release Training Curriculum

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

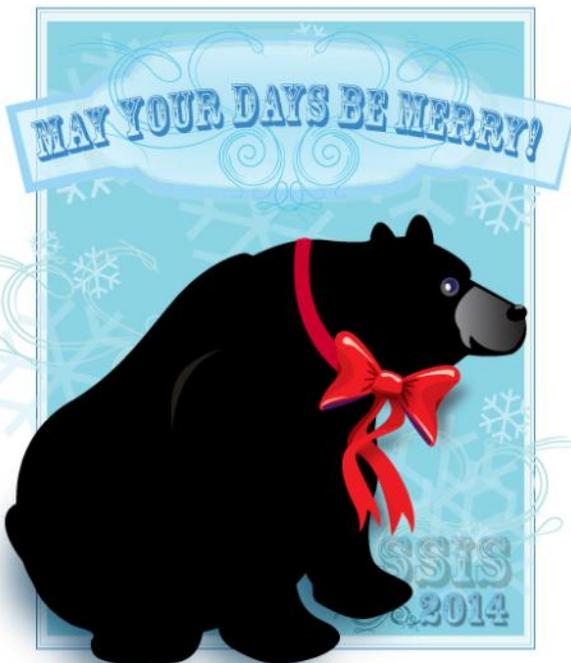
- [2015 Yearly Settings and Admin Review](#) Job Aid
- [Legacy Service Arrangement and Payment Entry](#) Job Aid
- [Northstar Service Arrangement and Payment Entry](#) Job Aid
- [New Payment Messages in v14.4](#) Reference
- [New Service Arrangement Messages in v14.4](#) Reference
- [Payment Fields by Service and Special Cost Code](#) Reference
- [PowerPoint Presentation](#) Slide Presentation
- [PowerPoint Presentation](#) Handout Version

## Support

- DHS Systems and IT Updates > SSIS Resources > Support > [Release Notes](#)
- [Version 14.4: What's New](#) (Word)
  - [Version 14.4: What's New](#) (PDF)
  - [Version 14.4: Release Notes](#) (PDF)
  - [Version 14.4: Release Notes](#) (Excel)
  - [Version 14.4: Known Defects](#) (PDF)
  - [Tips for Northstar Adoption Assistance and Kinship Assistance Documents](#)

## Worker Documentation

- DHS Systems and IT Updates > SSIS Resources > Training: Worker & Fiscal > [W-Documentation](#)
- [VA-CEP Tip Sheet](#)



## Mentor Changes?

Send mentor information changes 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.*

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