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NEXT REPOSITORY UPLOAD

MAY 29, 2015

**General Update for
Statewide Reporting**

SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 419 | MAY 1, 2015**

Pilot Agencies Use New Version 15.2 Features

Agency staff at Aitkin, Anoka, and Carver began piloting SSIS version 15.2 this week. Some of the features that agency staff will help test include:

- Commissioner Transition enhancements and fixes
- Additional document templates converted from HTML to RTF
- A new Post Permanency Reassessment Log to track MAPCY Reassessments

V15.2 is scheduled for statewide release on May 26-27. Draft pilot documents will be emailed statewide and posted on CountyLink.

Register for Upcoming Mentor Meetings

Fiscal Mentor Meeting—May 13

Be sure to register for the May 13th Fiscal Mentor Meeting on [TrainLink](#).

The [meeting agenda](#) is now available online.

Worker Mentor Meeting—May 27

Be sure to register for the May 27th Worker Mentor Meeting on [TrainLink](#).

The [agenda](#) is coming soon...

Mentor Changes?

Send mentor information changes to:

[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.

NORTHSTAR



The MAPCY assessment treats child care differently at different ages. Do we have to do new MAPCY assessments every time a significant birthday happens? How does that work?

There are four related aspects of how child care works in the MAPCY:

1. The child care allowance shrinks with age
2. The non-child care portions of the MAPCY have more influence with age
3. Change in the standard MAPCY level is the net of #1 and #2
4. When and how child care adjustments are implemented varies between foster care and permanency

1. The child care allowance shrinks with age

The size of child care allowance through the MAPCY shrinks with age:

- A child ages birth-6 may receive up to a 4-level increase for child care
- A child ages 7-12 may receive up to a 2-level increase for child care
- A child ages 13 and older receives no child care allowance.

As examples, consider Abby, Ben, Carlos, and Denise, who are all placed in foster care at age 6.

- Abby has a child care increase of 4 levels
- Ben has a child care increase of 4 levels
- Carlos has a 2 level increase
- Denise did not receive a child care increase

After they are 7, their child care level increase reduces as follows:

- Abby's level decreases to 2
- Ben's level decreases to 2
- Carlos' level decreases to 1
- Denise still does not receive a child care level increase

2. The non-child care portions of the MAPCY have more influence with age

The non-child care portions of the MAPCY **grow** in influence as the child care allowance shrinks.

For example, for a child 7-12, the results of Domains A-G are one-third more influential on the standard MAPCY (prior to any Extraordinary Levels) than they are for a child birth-6. For a child ages 13 and older, the results of Domains A-G are two-thirds more influential on the standard MAPCY than they are for a child birth-6. Even if a child's MAPCY score stays the same – no changes in need or parenting indicators – their MAPCY Starting Level (Domains A-G before adding in child care) will either stay the same or go up.

For example, consider the same four children and assume that their MAPCY score stays the same – no changes in need or parenting indicators. Look how their Starting Level (Domains A-G before adding in child care) might change after they are 7:

- Abby starts at C and stays at C
- Ben goes up from F to H
- Carlos goes up from E to F
- Denise goes up from G to I.

NORTHSTAR



3. Change in the standard MAPCY level is the net of #1 and #2

For many children, when child care goes down (#1) from turning 7 or 13, the result of #2 offsets the decline, leaving the MAPCY level the same.

Let's look at the net effect on the same four children from age 6 to after they are 7:

- Abby was MAPCY Starting Level C + 4 (child care level increase) = Standard Benefit Level G, now she's down to MAPCY Starting Level C + 2 (child care level in-crease) = Standard Benefit Level E (a net decrease of 2 levels)
- Ben was at MAPCY Starting Level F + 4 (child care level increase) = Standard Benefit Level J, now he's at MAPCY Starting Level H + 2 (child care level increase) = Standard Benefit Level J (no change)
- Carlos was at MAPCY Starting Level E + 2 (child care level increase) = Standard Benefit Level G, now he's at MAPCY Starting Level F + 1 (child care level increase) = Standard Benefit Level G (no change)
- Denise was at MAPCY Starting Level G + 0 (child care level increase) = Standard Benefit Level G, now she's gone up to MAPCY Starting Level I + 0 (child care level increase) = Standard Benefit Level I (a net increase of 2 levels).

For a child with big child care needs and little in the way of other needs/parenting (like Abby), the effect of #1 overwhelms #2 and the child care adjustment will be a net reduction in MAPCY levels.

For a child with light child care needs and large needs/parenting as reflected in Domains A -G (like Denise), the opposite is true. For such a child, the effect of #1 is completely overwhelmed by #2 and the result of the child care adjustment will be a net increase in MAPCY levels.

4. When and how child care adjustments are implemented varies between foster care and permanency

For a child in **foster care**, MAPCY assessments happen routinely, and a MAPCY reassessment is required at least annually. For such a child, the child care adjustments discussed above occur whenever the next reassessment is done. For example, a child born January 1 might turn 7 on January 1, but no adjustment need be made until the next reassessment is due, which in our example might be May 15. At that time, the next MAPCY will reflect the change (up, down, or none) and notice will be provided to the foster parents through the usual process.

In contrast, for a child in **permanency** (Northstar Kinship Assistance or Northstar Adoption Assistance), no reassessment is required. Instead, DHS will automatically do the child care adjustment for the month in which a significant birthday occurs. This is one of a series of automatic adjustments (age adjustments, income offset adjustments, cost of living adjustments, etc.) discussed in the Benefit Agreement that are made by DHS for a child on Northstar Kinship Assistance or Northstar Adoption Assistance.

NOTE: All of these examples looked at the change from age 6 to 7, but of course similar effects happen when a child changes from 12 to 13.

AFCARS ALERT: Less Time to Complete Data Entry

On February 9, 2015 the federal Administration for Children and Families (ACF) published a lengthy Notice of Proposed Rule-making (NPRM) about the Adoption and Foster Care Analysis and Reporting System (AFCARS) in the Federal Register. The current AFCARS regulation has been in effect since December 1993. This NPRM is the third published to update AFCARS. Previous proposals were in 2008 and 2010, and much of the February 2015 proposal provides rationale on the necessity and importance of the proposed changes and statements about the federal review of previous comments. The [full NPRM is available online at the federal register](#).

One item especially relevant for local agencies is that **the timeline for entry of removal and discharge dates into SSIS drops from 60 days to 30 days**. Minnesota's timely data entry of removals is acceptable, with 2%-4% entered more than 60 days after the event. We can stay under the penalty level (10%) for timely entry of removals even with the timeline shortened to 30 days. Timely entry of discharges into SSIS is a different matter. We typically have 8.5% - 9.5% of discharges entered into the system more than 60 days after the discharge. We'll need serious improvement in order to stay below the 10% penalty level for timely entry of discharges when the timeline drops to 30 days. States already objected strongly – and unanimously – to the 2008 proposal to require entry within 15 days of the removal and discharge events, so the 30 days now proposed is likely to remain in the final AFCARS regulation.

The good news is that we have some time to work on improving this before the new timeline goes into effect. Timely entry of discharges is no extra work; it's just moving data entry of discharges to an earlier point in the process. There are additional benefits to earlier entry of discharge dates: 1) Each discharge means one less expected monthly contact for the placement worker; this could improve both worker and agency percentage of completed visits. 2) Each day closer to the discharge that it is entered into SSIS is one day less exposure to possible fraud. This can save the agency both money and embarrassment.

Here are some ideas worth considering, many from agencies that have worked on this issue already.

- Make discharges and entry into the system a standing item on unit meeting agendas.
- Ask staff for their ideas about what would help reduce the time to entry into the system - and implement what is reasonable.
- Review the placements regularly during each staff member's individual meetings with the supervisor.
- Set a goal in your agency of having all removals and discharges entered within two weeks of the discharge date.
- Run the Tools, General Reports, Placement, Continuous Placements report, with "Check All" selected for the Program filter. Review the report weekly with staff to make certain that all the children listed are still in care.
- Review your agency's business work flow to see if there are issues that create bottlenecks. Work to remove or change policies and procedures that are redundant or inefficient.

NOW HIRING: SSIS Fiscal Sr. Business Analyst

Information Technology Specialist 3, \$24.72-\$40.63 hourly, \$51,615 - \$84,835 annually

UNCLASSIFIED—Anticipated Duration 2 years

As a Business Analyst, you will perform business analysis functions using a set of tasks and techniques to successfully act as a liaison among stakeholders in order to understand the structure, policies and operations of an organization and to be able to recommend solutions that enable projects to be successful and goals to be met. In particular, this includes participating in requirements gathering sessions to analyze, define and document business processes, software requirements, data management systems, interface specifications and development of specifications for technology initiatives. You will also work as a liaison between IT and business representatives, analyzing business activities and presenting the findings for analysis of solutions to purchase, implement, or develop. This includes working with development team members by collaborating on the development, testing, deployment and adoption of solutions. In addition, you will be responsible for communicating and consulting with system user populations concerning system changes and implementation planning for changes and releases.

This particular position works closely with county and tribal social services accounting staff as well as policy staff in financial operations, child welfare, aging and adult services, mental health and disability services to implement policy related to social services in the Social Services Information System (SSIS) application.

Minimum Qualifications:

This position requires a minimum of three (3) years of experience in performing IT business analysis functions.

Preferred Qualifications:

- Demonstrated leadership, mentoring skills, analysis, and problem solving skills
- Ability to communicate clearly in writing and orally, present complex information to users in a comprehensive style, and translate technical and system information for non-technical stakeholders
- Proven ability to collaborate and work effectively as part of a team
- Ability to organize and prioritize multiple deadlines and work independently; to define problems as they arise and to recommend alternative solutions
- Demonstrated problem-solving skills in problem definition, information gathering and research, alternatives analysis, applying creative solutions to unique and/or immediate problems, and appropriate resolution implementation
- Local agency social service accounting experience or experience working in social services with the SSIS Fiscal application or in a related DHS policy area (child welfare, aging and adult services, mental health, disability services, financial operations).

For Position Information

Contact Kate Stolpman
at 651-431-4743
or kate.stolpman@state.mn.us

To View the Posting and Apply

Visit [State Jobs—Info Tech Spec 3, Business Analyst](#)
Posting Number: 15MNIT000105

Please forward the posting to candidates you or your staff may know of and encourage them to apply.

Essential Community Supports Planning

The Essential Community Supports (ECS) program was effective in MMIS as of 01/01/2015. Due to other SSIS system priorities, SSIS is not able to implement ECS Healthcare Claiming changes until version 15.3 or 15.4.

To prepare for ECS now, there are several things you can do to identify ECS claimable services in SSIS:

- Hold ECS claims until implemented in SSIS in December 2015. If you chose this option, you should create Do Not Claim Determination records as well to isolate these claims.
- If you decide to go ahead and claim ECS through MN-ITS (rather than hold claims until implemented in SSIS), you should create Do Not Claim Determination records to prevent generating duplicate claims when implemented in SSIS.
- If you create a Do Not Claim Determination for ECS clients, use the Waiver and AC Claim Category with a Reason Code of “Other” with a note in the comments “ECS Program.” This is recommended because it would stop any claiming activity including healthcare claim proofing in SSIS.
- Create a County Sub-Service for ECS if this is your agency’s preferred methodology for tracking.
- Create a Special Study for ECS and add the Special Study to each client that is part of the program if this is your agency’s preferred methodology for tracking.



FROM THE HELP DESK: How to Take a Screen Shot

Need to show us your screen? Avoid the hassle of printing and scanning fuzzy, low-resolution screen shots. In just the click of a button, send us an email instead!

Windows Users

1. Use the PRT SCR/SYSRQ (aka “print screen”) button to take a picture of your screen. The button is typically located in the upper right hand corner of your keyboard (although this button may be slightly different depending on the type of keyboard you have).
2. After taking the picture, a copy of the screen will be saved to your clipboard. This can be immediately pasted into any application (Word, email, etc.).

Want more great tips? Visit [Take A Screenshot](http://www.take-a-screenshot.org) (<http://www.take-a-screenshot.org>). You’ll find easy-to-follow instructions for common operating systems and devices, including smart phones.

Upcoming Training

SSIS Fiscal New Worker (FNWT) 2-day Training

This course is designed for the new Fiscal worker 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.

Upcoming Class Dates & Locations for FNWT

May 6-7 — Willmar

June 10-11 — Metro

See [Implementation Memo 161](#) for more information on all FNWT sessions scheduled in 2015.

Q2 SSIS Basics Training

See [Implementation Memo 164](#) for more information.

Register Now on [TrainLink](#)

Q2 VA-CEP Training

Coming soon...

Register Now on [TrainLink](#)

CountyLink Updates

General SSIS Release Information

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

What's New in SSIS Version 15.2? - DRAFT ([PDF](#))

What's New in SSIS Version 15.2? – DRAFT ([Word](#))

SSIS V15.2 Pilot Release Notes ([PDF](#))

SSIS V15.2 Pilot Release Notes ([Excel](#))