

# Electronic Sending Attached Documents From SSIS Worker to SSIS DHS

## ADOPTION DOCUMENTS

## Permanency Only

- ▶ No other program area, e.g., Children's Mental Health or Child Welfare, can use the electronic submission process of attached documents at this time.
- ▶ Workers may still fax or mail any of the documents as is currently the process.

# Available Locations for Electronic Submission of Attached Files to DHS Permanency

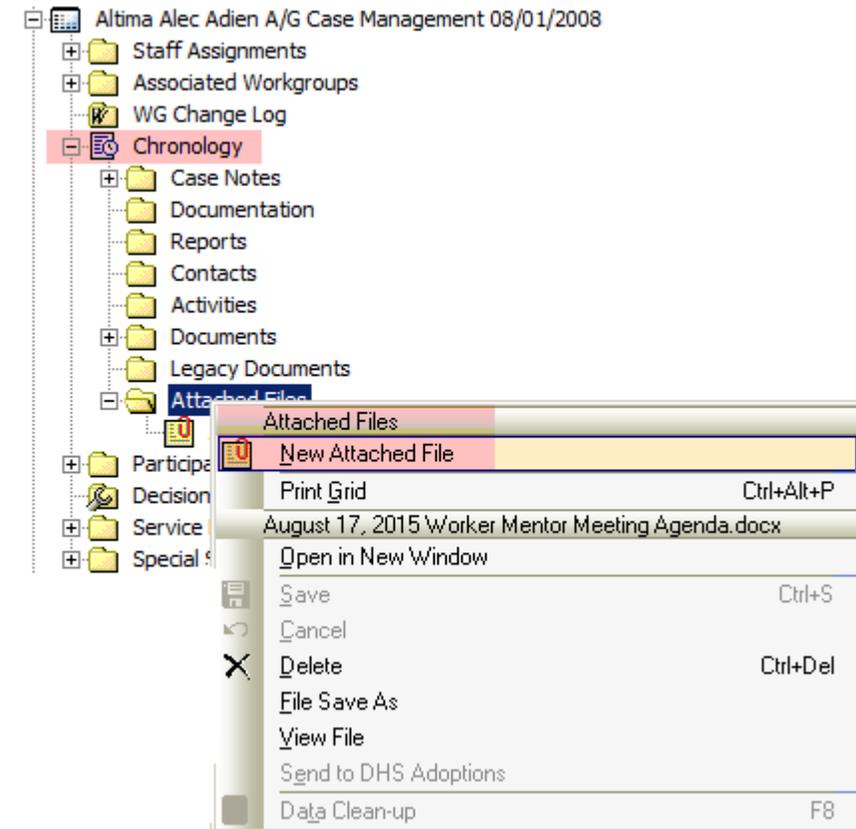
- ▶ Workgroup > Chronology > Attach Files
- ▶ Person > Attached Documents
- ▶ MAPCY Rating Report > Report Viewer
- ▶ Out of Home Placement Service Plan > Report Viewer

# SSIS Admin Functions Required

- ▶ View Attached Files
  - ▶ Workers must have this Admin function to send attachments and MAPCY Rating Report and OHPP.

# Attached Files Process Remains the Same

- ▶ To attach files from chronology or person for electronic submission to SSIS DHS.
  - ▶ Workgroup > Chronology > Attached File
  - ▶ Person > Attached File
- ▶ Right-click or access Action menu and select New Attached File.



# Reminder of Correct File Types

- ▶ Files must be saved on the worker's desktop, or local agency server before they can attach a file.
- ▶ Types of Files that can be attached currently.
  - ▶ Text files (.doc, .docx, .rtf, .txt)
  - ▶ PDF files (.pdf)
  - ▶ Images (.bmp, .png, .jpg)
  - ▶ Scanned Items (.img, .pdf)
  - ▶ PowerPoint (.pptx)
  - ▶ Excel (.xls)
  - ▶ Compressed files (zip)
- ▶ Which attachments can be sent for SSIS DHS?
  - ▶ This means that text files, images, scanned items, and PDF files are the most likely file types used to submit documents from the required Adoption document checklist.
  - ▶ Workers will receive error messages if the Attached file is not in an acceptable format.
    - ▶ executable file format (.exe)
    - ▶ Command (.cmd)
- ▶ Contact SSIS Help Line for assistance if needed.

# New Field added to Attached Documents at Workgroup Chronology

## Current Attached File Fields

- ▶ File
- ▶ File extension
- ▶ File Size
- ▶ Attachment Date
- ▶ Comment
- ▶ View

**Note:** In this new function, anything in the Comment section is for local agency use and is not seen by DHS staff.

## New Field: Document Type

File:	File Ext:	File Size:	Attachment Date:
<input type="text" value="015 Worker Mentor Meeting Agenda"/>	<input type="text" value="docx"/>	<input type="text" value="15044"/>	<input type="text" value="7/29/2015 3:15:50 PM"/>
Document Type:	<input type="text" value="Other"/>		
Comment:	<input type="text"/>		
<input type="button" value="View"/>			

# Document Type Drop-down Menu

File: J15 Worker Mentor Meeting Agenda File Ext: docx File Size: 15044 Attachment Date: 7/29/2015 3:15:50 PM

Document Type: Other

Comment:

View

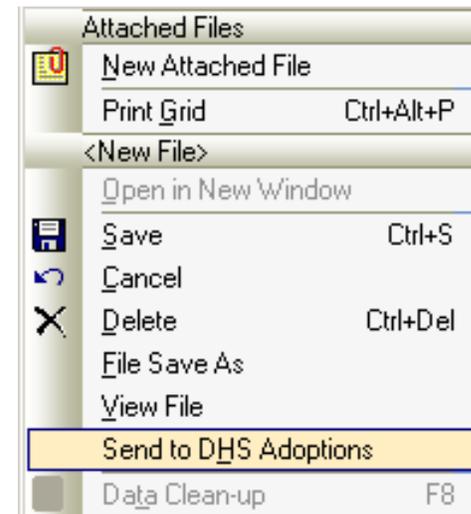
Code	Description
29	Documentation of relative/kin search
30	Court order relieving agency of relative search
31	Documentation of child's condition
32	Home Study
33	Documentation of SAE registration
34	Child Placement Detail by Cont. Plcmt Report
35	SSI Eligibility Notification from SSA
36	SSI Eligibility on SSA letterhead
37	SSI benefit check
38	SMRT Disability Determination letter
39	Documentation from DHS verifying IV-E FC payment
40	Court orders for Trial Home Visits
41	Proof of sibling relationship
42	Documentation of sibling's adoption assistance
43	Documentation of Recruitment Efforts
99	Other

X

# Workgroup Chronology Attachment Action Menu

Send to DHS Adoptions will be replaced with Send to DHS Permanency.

## Action Menu



# Workgroup Chronology Attachments

Once entry box is complete, access Action and select Send to DHS. The File Attachment screen displays.

The screenshot shows a software window titled "August 17, 2015 Worker Mentor Meeting Agenda.docx". It contains the following fields and controls:

- Sending for:** A dropdown menu.
- Regarding:** A dropdown menu with "Other" selected.
- Document Name:** A text box containing "Other - 7/29/2015".
- Date Sent:** A dropdown menu.
- DHS Document #:** A text box.
- Status:** A text box.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Worker must select the name of the client in the Sending for field and Regarding what events or verifications, e.g., child ward verification, etc. Document Name, Date Sent, DHS Document #, and Status all autofill as the electronic submission process occurs.

# Attached File from Person

If attached to a person this screen autofills the Person name.

Document type: Person

August 17, 2015 Worker Mentor Meeting Agenda.docx

Sending for: Adam Aric Altima

Regarding: Other

Document Name:

Event Type	Create Date	Status
Parent Resolution	3/20/2012 3:51:34	Active
Guardianship	3/20/2012 3:51:40	Active
Adoptive Placement	3/21/2012 4:00:00	Active
Adoption Assistance		Active
Other		Active

Date Sent:

# Status of Electronic Document Submission

## Status Notification

Date Sent, DHS Document # and Status autofills once sent.

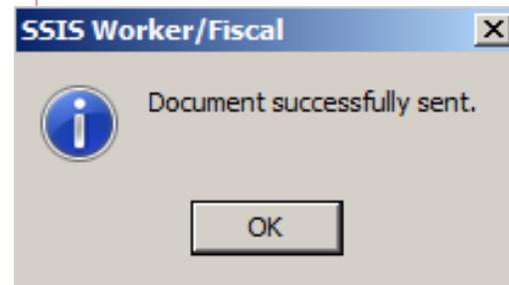
The status categories are: draft, pending, and committed.

If DHS determines the document is not applicable status goes blank.

Date Sent:	DHS Document #:	Status:
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Action: Send to DHS

Pop up confirmation message



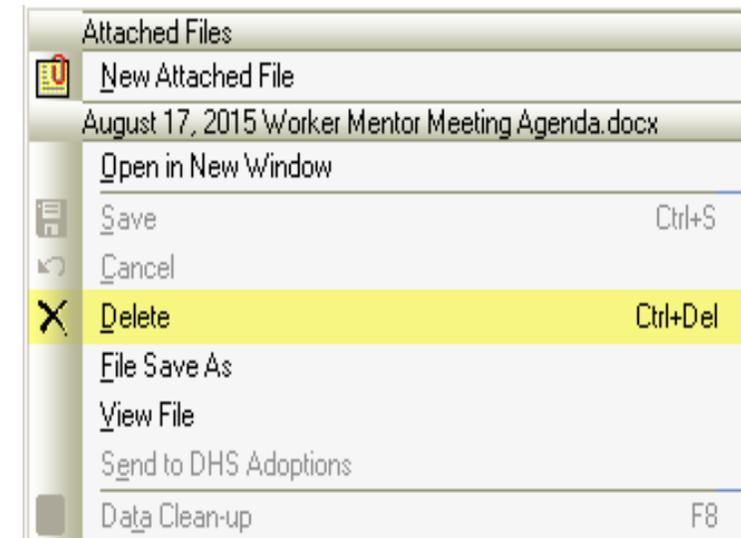
## Change to Attached Document Screen

Electronic submission information added.

File:	File Ext:	File Size:	Attachment Date:
August 17, 2015 Worker Mentor Me	docx	15044	7/29/2015 3:15:50 PM
Document Type:	Other		
Comment:	<input type="text"/>		
<input type="button" value="View"/>			
Sent to DHS Adoptions:			
Sending for:	Adam Aric Altima		
Regarding:	Other		
Document Name:	Other - 7/29/2015		
Date Sent:	DHS Document #:	Status:	
7/29/2015 3:40:06 PM	219327532	Draft	

## Deleting Attached Files

- Workers can technically select Delete after attaching a file.
- However, they are only deleting their agency copy.
- What they sent is maintained at DHS and is not deleted.
- Delete option is available, but should only be used with research and consultation with agency before doing.



How do I get to the MAPCY Rating Report so I can send to DHS?

Once MAPCY is scored, access Action menu, select Print and MAPCY Rating Report.

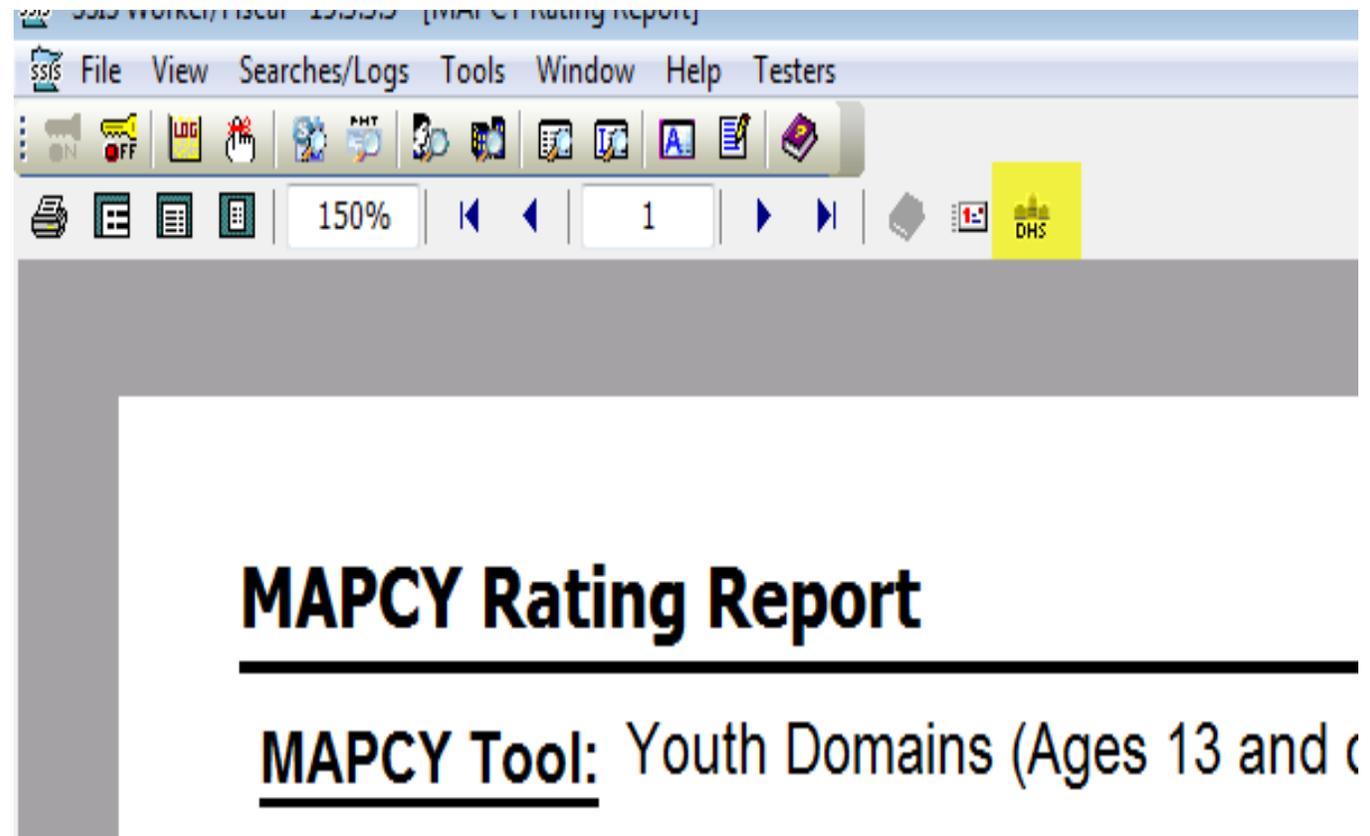
The screenshot displays the MAPCY software interface. At the top, there are tabs for Setup, Document, Scoring, Properties, and Comments. The main area shows a table titled 'Standard MAPCY' with the following data:

Domain	Needs Rating	Indicator Rating	Regular Points	Special Points	Total Points
A. Placement Experience	c	Basic	6		6
B. Dynamics in the Caregiver's Home	b	Significant	3		3
C. Supervision, Guidance, & Structure	c	Basic	4	0	4
D1. Mental Health D2. Physical Health D3. Development	c b b	Basic	2	1	3
E. Preserving Connections	c	Basic	3		3
F. Developing Identity	b	Basic	2	0	2
G. Education	b	Significant	2	1	3
			22	2	24

Below the table, there are input fields for 'Starting Benefit Level' (C), 'Child Care Level Increase' (0), 'Standard Benefit Level' (C), and 'Current Approved Level' (C). A 'Status' field shows 'Agency approved'. At the bottom, an 'Action' menu is open, showing options like 'New MAPCY Assessment', 'Save', 'Cancel', 'Delete', 'Help', 'Send for Agency Approval', 'Approve', 'Reset to Draft', 'New Extraordinary Levels', 'Print', 'Data Clean-up', 'MAPCY Rating Report', and 'Blank MAPCY'.

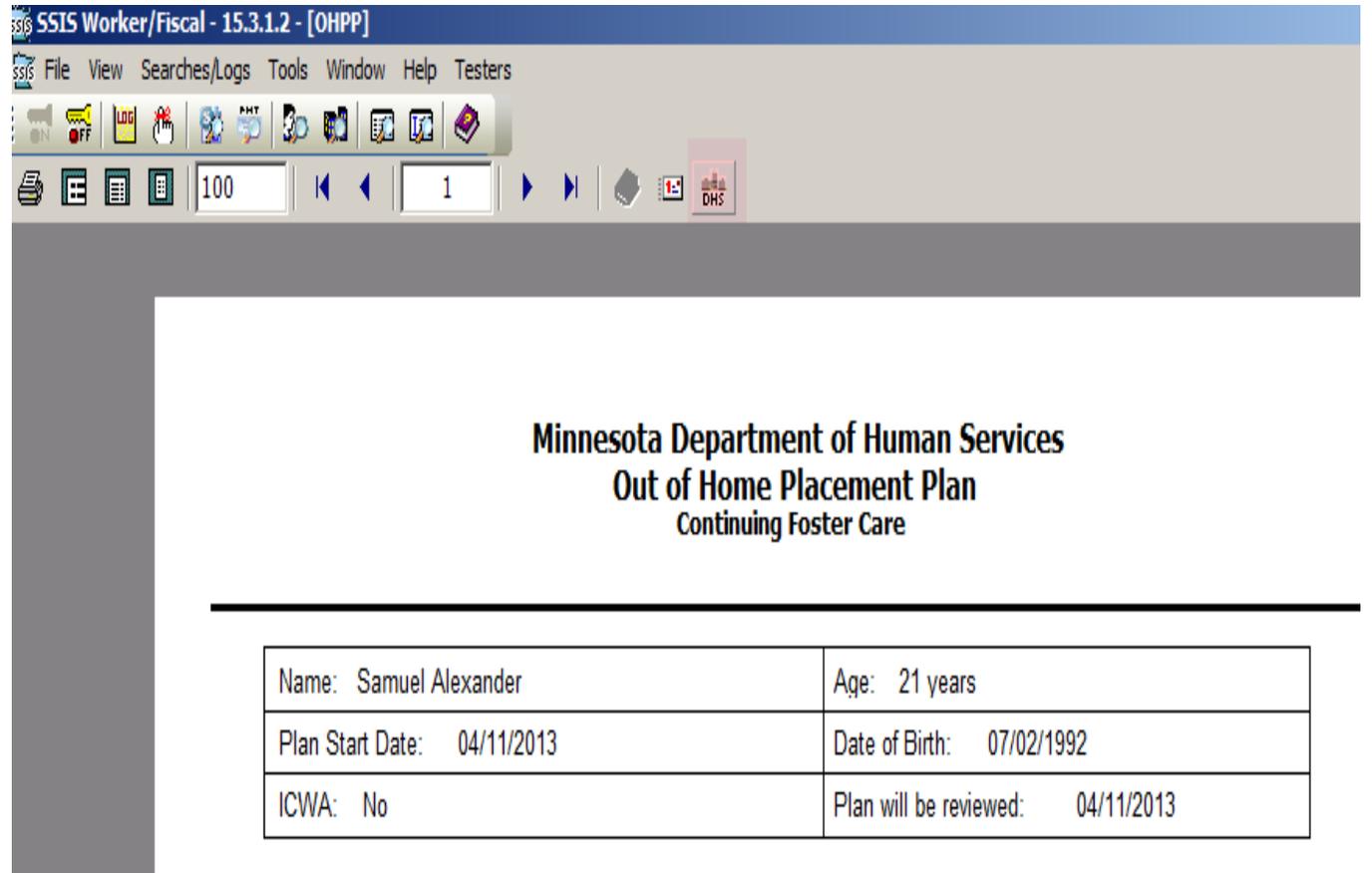
# MAPCY Attached Documents Option Available Only on MAPCY Rating Report

- Once the MAPCY is completed and scored, access the MAPCY Rating Report.
- Note the new DHS icon on the toolbar.
- Click this and the MAPCY Rating Report is electronically sent to DHS.



# Out of Home Placement Plan Required Document

- Once the Out of Home Placement Plan is completed, it, too, can be submitted electronically to DHS.
- Note the new DHS icon on the toolbar.
- Cursor flyover says “Send to DHS.”



The screenshot shows the SSIS Worker/Fiscal - 15.3.1.2 - [OHPP] application window. The menu bar includes File, View, Searches/Logs, Tools, Window, Help, and Testers. The toolbar contains various icons, including a new DHS icon. The main content area displays the following text:

**Minnesota Department of Human Services**  
**Out of Home Placement Plan**  
Continuing Foster Care

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Name: Samuel Alexander	Age: 21 years
Plan Start Date: 04/11/2013	Date of Birth: 07/02/1992
ICWA: No	Plan will be reviewed: 04/11/2013

# Did I remember to Submit OHPP or MAPCY Rating Report?

- ▶ View from Attached Files in Chronology.
- ▶ You can see the OHPP or MAPCY Rating Report and the date it was sent and the current Status.

The screenshot displays a software interface with a file list on the left and a document details panel on the right.

**File List (Left Panel):**

- WG Change Log
- Chronology
  - Case Notes
  - Documentation
  - Reports
  - Contacts
  - Activities
  - Documents
  - Legacy Documents
  - Attached Files
    - Continuing Foster Care.pdf
- Participants
- Decision Tools
- Service Plans
  - Out of Home Placement Plan - Adoption/Guardian
  - Out of Home Placement Plan - Adoption/Guardian
  - Out of Home Placement Plan - Adoption/Guardian
  - Out of Home Placement Plan - Child 18-21: Alexa
  - Out of Home Placement Plan - Continuing Foster
  - Out of Home Placement Plan - Safety Plan and Se
  - Family Assessment Service Plan Draft 07/25/2012
  - Child Protective Services Plan Draft 07/24/2012
  - Child Protective Services Plan Draft 11/16/2012
  - Child Protective Services Plan Draft 10/31/2012
  - CW-TCM Service Plan Draft 11/16/2012
  - CW-TCM Service Plan Draft 11/14/2012
  - Independent Living Plan Draft 11/16/2012
  - Out of Home Placement Plan - Adoption/Guardian
  - Out of Home Placement Plan - Continuing Foster
- Closed
- Special Studies
- Checklists
  - Slayer Care Multiple Kids CP Assessment 6/6/2012
  - Barkington Barky Mic CP Assessment 01/27/2012
  - Utt Fluffy B CP Assessment 1/17/2012
  - Barkington Barky Mic CP Assessment 11/8/2011

**Document Details Panel (Right Panel):**

File:	File Ext:	File Size:	Attachment Date:
Continuing Foster Care	pdf	14242	7/29/2015 4:07:52 PM

Document Type: Out of Home Placement Plan

Comment: Sending report to DHS Adoptions.

View

Sent to DHS Adoptions:

Sending for: Barky Mic Barkington

Regarding: Other

Document Name: Out of Home Placement Plan - 7/29/2015

Date Sent:	DHS Document #:	Status:
7/29/2015 4:09:00 PM	219327547	Draft

Action

## Secure Database

- ATTACHED FILES ARE SECURED BETWEEN WORKER AND DHS.
- ATTACHED FILES EXIST IN LOCAL AGENCY DATABASE AND SSIS DATABASE.

## Miscellaneous Notes

- Workers can still fax or mail documents.
- If incorrect document was sent, DHS will notify and give next steps.