

Quick Links

[SSIS Resources](#) via CountyLink

SSIS via [DHS-SIR](#)

[TrainLink](#) Registration

Help Desk 651.431.4801
dhs.ssishelp@state.mn.us

In This Issue

PAGE ONE

Volunteer to be a v16.1 Pilot Agency!

PAGE TWO

**Did You Know?
Understanding Child Placement**

PAGES THREE-FOUR

SSIS Basics Worker Training Schedule January-June 2016

PAGE FIVE

**2016 FNWT Schedule
CountyLink Updates**

NEXT REPOSITORY UPLOAD

JAN 25, 2016

Child Welfare Data

SSIS Update

Social Service Information System News from [MN.IT @ DHS](#) | [SSIS](#) | [ISSUE 436](#) | JAN 8, 2016

Volunteer to be a v16.1 Pilot Agency!

SSIS is actively seeking agencies to spend one month piloting the SSIS v16.1 release.

Pilot begins in late January and ends in late February with statewide installation. 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, 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 pilot agencies during the pilot.

Items included in the 16.1 release:

- Sexually Exploited Youth entry screen
- Commissioner Transition Fixes
- New VA CEP Safety and Shared Comments tabs
- Miscellaneous bug fixes and enhancements

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.

Did You Know? Understanding Child Placement

A child in care with his or her parent is **not in a placement.** Both federal law for Title IV-E and Minnesota law at M.S. 260C.007, Subd. 18 require that a child be placed away from the parents or guardians to be considered in placement. This means that an ongoing continuous placement ends when the child goes to live with a parent, unless returning to the parent from whom they were removed for a court-ordered trial home visit period of no more than 6 months. It also means that you do not enter a new continuous placement if a child moves to live with either parent, including the previously non-custodial parent. Agencies have the option to record this in SSIS as a Location. This also means that there is no federal Title IV-E reimbursement and no state Northstar Care for Children reimbursement for the living arrangement.

Many people refer to the living arrangement that includes both the parent(s) and child(ren) living together in a foster home as “whole family foster care.”

The service is typically provided by people licensed as family foster care providers, but it is not foster care.

Rather, this is a 24-hour residential form of family-based life management skills.

Please see the definition of Budgeting, Reporting and Accounting for Social Services (BRASS) Service Code 163X in [DHS Bulletin # 15-32-09](#) issued on September 30, 2015. In this recent bulletin, Changes to DHS BRASS Manual for Calendar Years 2016-2017, specific reference is made to “whole family foster care” in the definition of Service 163X. This is the service that the agency is paying for when setting up a Service Arrangement, making Payments, or reporting expenditures for state or federal social services reporting.

An exemption to a child being placed away from their parent to be considered in placement is when the foster child is a minor parent. When the agency has care and control of both the minor parent and child separately both are considered in foster care placement and a continuous placement is entered into SSIS for each. When the agency has care and control of only the foster child who is a minor parent, only the minor parent has a continuous placement entered into SSIS.

If you have questions, please contact one of the following:

Child Safety & Permanency Program

Deborah Beske Brown, 651-431-4731, Deborah.beske.brown@state.mn.us

BRASS, SEAGR and Fiscal Reporting

Julie Spurgeon, 651-431-3782, Julie.spurgeon@state.mn.us

SSIS System

MN.IT @ DHS SSIS Help Desk, 651-431-4801, DHS.SSISHelp@state.mn.us

SSIS Basics Worker Training

Course Information and Schedule for January-June 2016

About the SSIS Basics Two-Day Course

The purpose of the Social Service Information System (SSIS) Basics two-day course is to provide computer training for child protection workers. This instruction uses navigation and data entry that is applicable to all program areas; however, the instruction is from a child protection perspective.

The SSIS Basics course is designed for child protection social workers. If agencies have non-child protection staff who would like to attend this training, these workers should register. If a class is full and there are child protection workers on the waiting list, the trainer may cancel the non-child protection workers from the course.

SSIS Basics Training uses a 'life of the case' model. This means it covers how to enter information into SSIS over the life of a child protection investigation from intake to permanency via reunification. Thus, what trainees enter on Day 1 of training is built upon in Day 2 and trainees must attend both days to receive training credit.

Child protection staff members are also encouraged to attend the Child Welfare Foundation (CWFT) course for child welfare policy and practice training.

We look forward to you attending our SSIS Basics Two Day Course!

SSIS BASICS FAQ

Who is SSIS Basics for?

Newly hired agency child protection workers who are required to attend CWFT.

What is the time commitment?

Class begins at 8:30 AM and ends 4:30 PM each day.

You will be in class for a total of 14 hours during the two-days.

How do I register?

[Registration is through TrainLink](#) and closes three days before the course start date.

If a class is full, you should sign up on the waitlist.

What should I know prior to training?

*DHS offers web-based training (WBT) which is strongly encouraged, but not required, prior to attending SSIS Basics. **It is recommended that trainees minimally view the Time Entry, General Navigation, and Person Search on-demand WBT modules.** Visit the DHS website to find [instructions and more information about our web-based training](#).*

SSIS Basics Worker Training Schedule January—June 2016

January

JAN 13-14 Rochester
 JAN 27-28 Metro: Lab 1230

February

FEB 3-4 Brainerd
 Metro: Lab 1230
 FEB 17-18 Metro: Lab 1240

March

MAR 2-3 Brainerd
 Metro: Lab 1246
 MAR 16-17 Willmar
 MAR 30-31 Duluth

April

APR 13-14 Metro: Lab 1230
 APR 20-21 Brainerd
 APR 27-28 Bemidji
 Rochester

May

MAY 4-5 Willmar
 MAY 11-12 Duluth
 MAY 18-19 Metro: Lab 1232
 May 25-26 Brainerd

June

JUN 8-9 Brainerd
 JUN 15-16 Metro: Lab 1230
 JUN 22-23 Rochester
 JUN 29-30 Metro: Lab 1246

Contacts

Training Schedule questions? Please contact:

Ami Nafzger, SSIS Policy Program & Trainer Supervisor
 651-431-4695 or ami.nafzger@state.mn.us

Agency Workers, please contact:

Your assigned SSIS worker mentor for navigation questions before and after trainings.

SSIS Mentors, please contact:

MN.IT SSIS Help Desk
 651-431-4801, or DHS.SSIShelp@state.mn.us

Training Locations

Bemidji Lab

County Administration Building
 701 Minnesota Ave. NW, Room 213
 Bemidji, MN 56601

Brainerd Lab

11630 State Ave—Bldg #20
 Brainerd, MN 56401

This is a secure building. Use phone in main hallway to contact Security for access to the building.

Duluth Lab

Government Service Center (GSC)
 320 W. 2nd St – 3rd Floor
 Computer Training Lab
 Duluth MN 55802

Metro Labs

DHS – Lafayette Building
 Training Center
 444 Lafayette Road North
 St. Paul, MN 55155

Rochester Lab

Olmsted County Public Health Building
 2100 Campus Drive SE, Room 244
 Rochester, Minnesota 55904

Willmar Regional Training Lab

COB Building
 400 Benson Avenue
 Willmar, MN 56201

SSIS Fiscal New Worker Training

SSIS Fiscal designed FNWT for the new Fiscal worker and also 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 2016 Class Dates & Locations

February 9-10 — Metro (St. Paul)

March 9-10 — Brainerd

April 5-6 — Metro (St. Paul)

May 25-26 — Bemidji

July 13-14 — Metro (St. Paul)

August 17-18 — Willmar

September 14-15 — Duluth

October 11-12 — Metro (St. Paul)

See [Implementation Memo 168](#) for more information regarding the 2016 FNWT sessions. [Register for FNWT online via TrainLink.](#)

CountyLink Updates

Outcome Charting

[DHS Systems and IT Updates](#) >

[SSIS Resources](#) > [Outcome Charting](#)

[Federal Outcome Indicators – Round 2](#)

[State Outcome Indicators](#)