

## 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

**JAN 25, 2016**

Child Welfare Data

# SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 437 | JAN 25, 2016**

## PILOT RELEASE UPDATE

### Pilot Agencies Use New Version 16.1 Features

Agency staff at Freeborn, Scott and Washington begin piloting SSIS Version 16.1 this week.

Some of the features that agency staff will help test include:

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

V16.1 is scheduled for statewide release February 29—March 1. Draft pilot documents will be emailed statewide this week and posted at CountyLink.

## Reporting Multiple PMI Issues

There continue to be issues with the creation of multiple PMI's for Minnesota Health Care Programs clients, creating problems for SSIS and the other systems that use PMI as a unique identifier.

If the multiple/duplicate PMI's must be merged, submit a merge request through the MAXIS PF11 "TRBL-Problem Reporting" or email [DHS.TSS.PMI@state.mn.us](mailto:DHS.TSS.PMI@state.mn.us).

For clearing issues (including persons that can be merged in SSIS), contact the SSIS Help Desk at [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

## CountyLink—Broken Links and Error Messages

Recent CountyLink server updates have temporarily created broken links and other error messages. While the web team works through these issues, here are some tips:

1. **Encounter an error?** Click on the "Report/Rate this page" link, found at the bottom of every CountyLink page. A report will be sent to Web Services.
2. **Can't find a document that used to be on CountyLink?** Request a copy through the [SSIS Help Desk](#).

## Run Claims Exception Report with All Claim Type Filters to Receive Complete Results

We recently discovered a bug on the Claims Exception Report. Running the Claims Exception Report with only one or two Claim Type Filters, CW-TCM and MH-TCM, for example, might produce incomplete results.

**To ensure that you receive complete report results, Check All Claim Type Filters** (CW-TCM, MH-TCM, and VA/DD-TCM).

**Enter a sufficient number in the Max results** to prevent receiving the message "The search results may have exceeded the Max Results of "XXX". The results may not be complete. Add more filter criteria to reduce the number of results or set the Max Results to a larger number."

Setup Claims Exception Report

Max results: 1000

Date Range  
 Period: Custom  
 From: 12/1/2015 To: 12/31/2015

Report on:  
 Department  Unit  All

ClaimType Filter  
 Check All  Uncheck All

- CW-TCM
- MH-TCM
- VA/DD-TCM

Search  
Clear

**Access the Claims Exception Report** from Tools/General Reports/Healthcare Claims or from Healthcare Claiming/Healthcare Claim Reporting on the Task Panel.

**Add Claim Category to the Group By Box** to allow sorting by Claim Category. Move Claim Category column in front of Current Primary Worker in the Group By Box.

Setup Claims Exception Report

Group By: Claim Category, Current Primary Worker, Name

Start Date	End Date	Months Not Claimed
Claim Category : CW-TCM		
Count: 131		
Claim Category : MH-TCM		
Count: 84		
Claim Category : VA/DD-TCM		
Count: 56		

## 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 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](mailto: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](mailto: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

## Upcoming Events

### SSIS Fiscal Mentor Meeting

February 17, 2016

9:00 am—3:00 pm

Holiday Inn, St. Cloud, MN

[Register online at TrainLink.](#)

### 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

### Fiscal Mentor Meeting Information

DHS Systems and IT Updates >

SSIS Resources > Fiscal Mentor Program > [Meeting Information](#)

SSIS Fiscal Mentor Meeting

[Agenda for February 17, 2016](#) at Holiday Inn-St. Cloud

### General SSIS Release Information

DHS Systems and IT Updates >

SSIS Resources > Support > [Release Notes](#)

What's New in SSIS Version 16.1? — [DRAFT \(PDF\)](#)

What's New in SSIS Version 16.1? — [DRAFT \(Word\)](#)