

## 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

**OCT 25 2016**

General Update

# SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 455 | OCT 14, 2016**

## Infant/Toddler Referral Link Updated

The “Refer Online” link for the Infant and Toddler Intervention screen is updated and again correctly links to the website “Help Me Grow, Refer a Child: Professional Form”.

Please contact the SSIS Help Desk if you have any questions about this update. The Help Desk phone number is (651) 431-4801 and the email address is [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us).

## SSIS Training Website Changes

Worker & Fiscal Training areas are working to simplify and update the training webpages. Some links have been removed and additional updates are coming.

*Note: Implementation Memos are no longer used to announce SSIS Worker & Fiscal Training. Please refer to the main [Training](#) webpage for Announcements and current training opportunities available. Specific details for each training is available on its corresponding webpage.*

For questions related to worker training, please contact Ami Nafzger ([ami.nafzger@state.mn.us](mailto:ami.nafzger@state.mn.us))

For questions related to fiscal training, please contact Janel Heath

## 2017 Fiscal New Worker Training Dates Announced

We finished the last FNWT for 2016 and the 2017 training schedule for FNWT is now available. Visit the [FNWT](#) webpage for more information regarding the 2017 FNWT sessions. [Register for FNWT online via Trainlink.](#)

### Upcoming 2017 Class Dates & Locations

January 11-12—Willmar  
February 8-9—Metro (St. Paul)  
June 7-8—Metro (St. Paul)  
July 26-27—Bemidji

August 16-17—Metro (St. Paul)  
September 27-28—Duluth  
October 25-26—Brainerd  
November 29-30—Metro (St. Paul)

## Person Clearing Process—Transgender or Gender Changes

When a client with a PMI number has a gender change or gender data correction, please follow the steps outlined below:

1. County/Tribe financial worker needs to make the change in MAXIS. If the MAXIS case has been closed, use the PF11 function in MAXIS or the SIR Web Form.
2. County/Tribe social services clears to the state through the clearing log. If you only clear to the state through the clearing log and it is not changed in MAXIS, it will not be changed and will be sent back to the county/tribe for review.

## Requesting Name Changes

We've had an increase recently of Name change requests for clients in Adoption Workgroups.

To avoid requiring a data fix for a name change, verify the legal name **before** sending to DHS via a verification (Child Ward, Kinship or Commissioner Transition).

If it is necessary to submit a data fix request, please follow these guidelines:

- Make sure the MAXIS name has been updated by the county financial worker
- Include in your request:
  - FROM: *old name*      TO: *new name*
  - SWNDX ID
  - SSIS Person ID
  - PMI #

## CountyLink Updates

### Fiscal Mentor Meeting Minutes

[DHS Systems and IT Updates](#) > [SSIS Resources](#) > [Fiscal Mentor Program](#) > [Meeting Minutes](#)

[Fiscal Mentor Meeting Minutes, 9/21/16](#)