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dhs.ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 373

May 17, 2013

V13.2 statewide installation is May 28-29

SSIS Version 13.2 installation begins on Tuesday, May 28 at 4:30 p.m. in **Benton, Clay, Clearwater,** and **Dodge** Counties. **All** remaining agencies (with the exception of pilot agencies Brown, Freeborn, and SWHHS) will have Version 13.2 installed on Wednesday, May 29 at 4:30 p.m.

Please ask staff to log off before the Version 13.2 installation. Finalized release documentation will be emailed early next week. See [What's New in V13.2?](#) on CountyLink.

SSIS has incorporated a trouble-shooting tool, madExcept, in Version 13.2. It can help locate bugs by automatically catching, analyzing, and collecting useful information that will be reviewed by the SSIS Development Team. The SSIS Help Line or other SSIS staff may ask your agency staff to email a bug report. The [madExcept Tool Instructions](#) document shows how to access a bug report and email it to the Help Line.

CountyLink Additions

- [Imp. Memo #132: V13.2 Fiscal Release Training](#)
- [Imp. Memo #133: FNWT, 3Q 2013](#)
- [What's New in Version 13.2?](#)
- [Fiscal Mentor Meeting minutes, 4/23/13](#)
- [Additional Worker Mentor Meeting handouts, 5/10/13](#)
- [Worker Advisory Group \(WAG\) roster](#)
- [Updated Fiscal Specs:](#)
 - ◇ Title IV-E Abstract Report
 - ◇ Title IV-E Abstract Report-Detail
 - ◇ Title IV-E Abstract Report-Proofing Messages
 - ◇ Healthcare Claiming—Requirements
 - ◇ Healthcare Claiming—Design
 - ◇ Healthcare Claiming—Appendices
 - ◇ Healthcare Eligibility
 - ◇ Healthcare Eligibility Interface
 - ◇ Payments—Design
 - ◇ Payments—Appendices
 - ◇ Service Arrangement—Design
 - ◇ Supplemental Eligibility

Moving Home Minnesota begins in June

Moving Home Minnesota (MHM) is a federal Money Follows the Person demonstration project. Implementation of this demonstration project is planned for June 1, 2013, and will phase in additional clients through 2018. The numbers are expected to be fewer than 200 clients in the first year and possibly 2000+ clients by the end of the demonstration.

The demonstration project is intended to assist individuals with transitions from nursing homes or institutions to community living, by allowing states to develop, implement and evaluate demonstration and supplemental services not otherwise covered by the state's Home and Community Based Services (HCBS) waivers or Medical Assistance state plan services.

To accommodate this demonstration, SSIS added in V13.2 a Special Studies code for MHM that can be applied to persons and workgroups. Agencies can use the Special Studies code to track clients and assist in doing manual reporting until more can be automated. We'd like agencies to tell us what types of reports might be helpful for reporting in future releases. Please contact the SSIS Help Line at dhs.ssishelp@state.mn.us or call 651-431-4801.

SSIS staff are meeting with MHM policy staff to review options for usage of HCPCS, BRASS codes, and time reporting activities. We will likely add some new MHM activities to time reporting and possibly implement non-automated HCPCS in V13.3 or 13.4.

Mouse scrolling available

The Print Preview screens for banded reports and State Service Plans (non-HTML) can now be scrolled through using the scroll wheel on the mouse. *The mouse scroll wheel did not scroll on Print Preview screens for these reports.* Here are some examples of print previews affected by this fix.



Intake

- Intake Summary
- Adult Maltreatment Reports (Print CEP – All)
- Police Report – Child Protection Summary

Case/Workgroup

- Chronology Summary Report
- The new State Service Plans (non-HTML)
- Workgroup Address and Phones
- Assessment Workgroup Summary
- Workgroup Detail

Fiscal/Business Organization

- Service Arrangements
- Service Agreements
- Vouchers and Blank Vouchers
- Print Detail Report (Business Organization)

General Reports (via the Tools menu)

- All banded reports in General Reports

Identify the corrected print previews by noting the Print Preview Toolbar that displays:



NOTE:

SSIS screens that use drop-down menus will continue to experience issues with the mouse scroll wheel. A user can scroll through a drop-down list without opening the drop-down box. The user may then scroll down to another field, not noticing that **scrolling is changing the values** on the previous drop-down field. A fix for this scroll wheel issue is planned in Version 13.3.

Upload Update

The next upload is due on May 31. It provides a general update of information for statewide research and reporting

WAG will prioritize Wish List items

The SSIS Worker Advisory Group is moving to the next phase - prioritizing the SSIS Worker Wish List items. In the next couple of weeks, your WAG representative will send you the current Wish List. Each agency selects its "Top 30" highest priorities for changes in SSIS. You will use an Excel spreadsheet to note your agency's top items. Once complete, forward it back to your WAG representative as soon as possible. They will tally the votes of all agencies they represent.

The WAG team thinks it is easier for each agency to name one or two people as agency contact(s) for WAG. The agency contact(s) can be sent items for voting and respond to requests from their WAG representative. Please email your WAG representative this staff person's name, email and phone number as soon as possible. If you do not know who your WAG representative is, click on [SSIS Worker Advisory Group Member Roster](#).

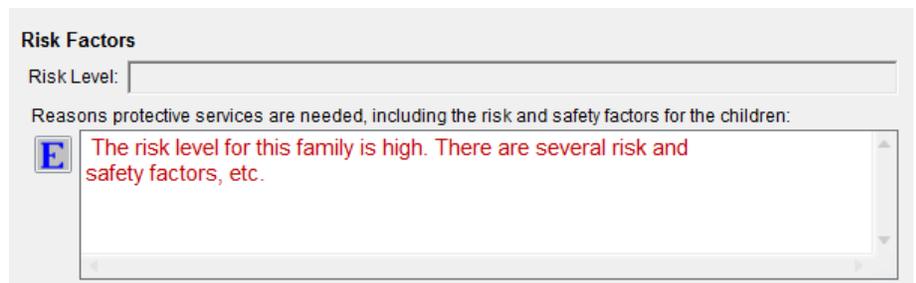
The WAG meets again June 24th to review these "Top 30" items. Send questions to Lisa Litchfield at lisa.litchfield@state.mn.us

CP and FA Plans can tap data from SDM tools

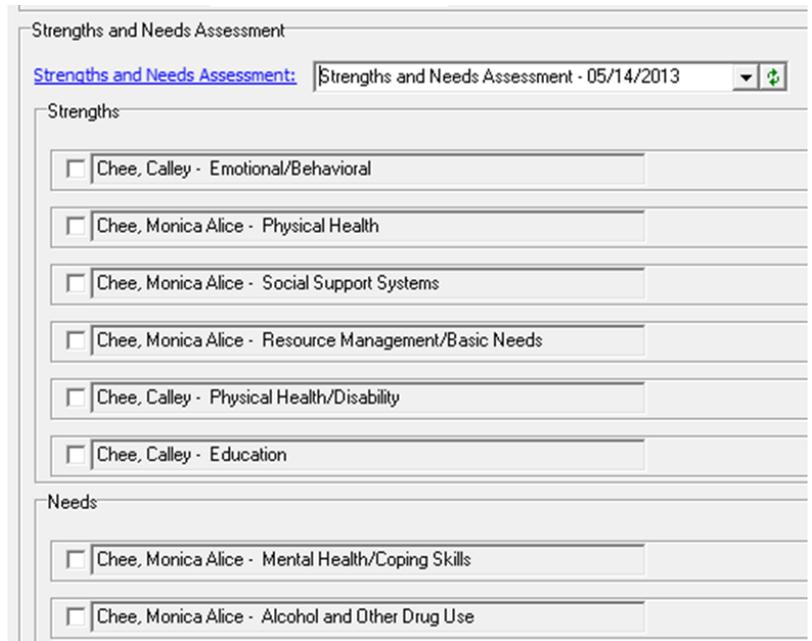
Two SSIS plans, the Family Assessment Service Plan (FA Plan) and the Child Protective Services Plan (CP Plan), have the capacity to pull in select data from the Structured Decision Making tools completed within a workgroup. Minnesota Rules, part 9560.0228, requires the social worker to base the CP Plan on the risk assessment and address risk factors in the *Reasons protective services are needed* section of the plan. The CP Plan can pull in the risk level from the Risk Assessment/Risk Reassessment. There is no legal requirement that the CP Plan created by the social worker with the family include the current risk level, although it is a best practice. If the social worker does not want risk level included in the plan, the risk assessment box on the Setup screen should remain blank.



In some cases, the social worker may have completed a risk assessment in another workgroup, and that risk assessment is not available as a drop-down option on the Setup screen. If the social worker wants to include the risk level in the plan, type the risk level into the *Reasons protective services are needed* text box.



The Strengths and Needs Assessment tool is meant to inform the case plan for both traditional Child Protection and Family Assessment cases. The strengths and needs from a Strengths and Needs Assessment completed within the workgroup can pull into the CP Plan or the FA Plan. Although it is a best practice, if the social worker does not want the data as chosen from the strengths and needs tool to come into the CP or FA plan, the corresponding check boxes should not be checked on the Setup screen. In the plan on a fictional family to the right, the items from the strengths and needs tool show on setup, but are not checked.



SDM continued on p. 4

SDM continued

On the Strengths and Needs screen within the plan, no data now shows within the box. The full information regarding the family strengths and needs must then be typed into the appropriate boxes.

Strengths and Needs

Strengths

Name	Strength
No data shows here	

What are the family's strengths, resources and supports that can contribute to child safety?

Type complete answer to question here

Once printed, the final plan shows only the included material.

Risk Factors

Reasons protective services are needed, including the risk and safety factors for the children:

Printed copy shows only what social worker included

Strengths and Needs

What are the family strengths, resources and supports that can contribute to child safety?

Answer each question fully

What are the family needs that relate to child safety and family well-being?

Collaborate with family in writing

Additional needs expressed by the family:

Include family concepts of their needs