



Social Service Information System

Implementation Memo

Reference # 159
December 2014

SSIS Basics Training: (Formerly SSIS New Worker Training)

SSIS Basics is technical training on navigation and data entry into the SSIS system. Training is open to all SSIS users but is not required. SSIS Basics consists of three independent trainings: Intake Basics; Case and Workgroup Basics; and Child Services Basics. You may take one, two or all three of the trainings! A detailed description of each day is in the table below. For new SSIS Users, concurrent attendance at SSIS Basics Days 1 and 2 is strongly recommended to learn fundamental and time-saving SSIS skills. Day 3 attendance is additionally recommended for SSIS Users employed in children’s services program areas including foster care placements. These courses are now open for registration on [TrainLink](#).

SSIS Basics Course Content

SSIS Basics Day 1 Intake Basics	SSIS Basics Day 2 Case and Workgroup Basics	SSIS Basics Day 3 Child Services Basics
<ul style="list-style-type: none"> • Entering an Intake • Add New/Existing Client • Add New/Existing Collateral • Business Organization Search • Basic Demographics Entry • Add Relationships • Add Child Maltreatment Report • Review of State Detail • Closing an Intake • Open Case/WG Setup • Spelling & AutoCorrect • General Reports & Searches • SSIS DHS Website Resources. 	<ul style="list-style-type: none"> • Case Details • Participants Folder: Part 1 (excluding those in Day 3) • Data Clean-Up • User Activity Log • Chronology Subfolders • Alerts & Reminders • Service Arrangements • General Social Service Plan • Workgroup Change Log • Spellcheck & Grids • General Reports & Searches • SSIS DHS Website Resources. 	<ul style="list-style-type: none"> • Closing Maltreatment Report • Participants Folder Part 2: <ul style="list-style-type: none"> - Adolescent Services MNYTD - Infant/Toddler Referral - Permanency Folder/OHP - Court Actions - DOC Assessment/MAPCY • ICWA Documents • SDM Tools • OHP Plans & Features • IV-E & CW-TCM Entry • General Reports and Searches • SSIS DHS Website Resources.

New Child Protection Caseworkers are required to complete [Child Welfare Foundation Training \(CWFT\)](#) through [TrainLink](#). Attendance at SSIS Basics may occur in addition to, but not instead of, attendance at CWFT for CP Social Workers. Contact [Andrea Bartels](#) with CWFT registration questions. If you work with [SSIS Fiscal](#), you may wish to attend [Fiscal New Worker Training](#).

Training Registration:

All trainees must register on TrainLink at least one week prior to the date of training. Please note that course credit can only be given to attendees who register in advance through TrainLink. SSIS Basics is instructed from a child welfare perspective; however the system navigation and data entry instruction provided is applicable to all program areas. If you have questions as to the training content please contact an SSIS Trainer.

It is not necessary to print the handouts prior to training; training documents are provided for use during class, but may not be removed from the classroom. Trainees may prefer to bring their own handouts to class by printing them ahead from the DHS website through CountyLink:

[SSIS Training Handouts](#). Trainees are provided with a list of the documents referenced in class, as well as directions to where they are located on the DHS website.

Directions, Parking, and Training Labs:

Trainees receive an email from TrainLink with maps and parking instructions one week prior to training. The training labs are generally comfortable, but trainers cannot control the climate; dressing in layers is recommended. Trainees are encouraged to adjust their chairs, keyboard trays, and flat screens prior to class. For special accommodations (audio, visual, or nursing mothers) please contact the SSIS Trainer prior to class. Training incorporates regular breaks including an hour for lunch, and trainees have internet access during training breaks.

***St. Paul Metro Training Only:** The TrainLink email includes a PARKING PASS and directions to a designated DHS Visitor Parking Lot. Please print the PARKING PASS and place it on the dashboard in your vehicle after parking in the designated lot. Shuttle buses are provided from designated lots to the front door of the Lafayette building.

To Register For SSIS Basics: [TrainLink](#)

1. Open an internet browser, navigate to **CountyLink** and select **Children’s Services**.
2. Beneath **Training Activities and Registration** select: **Class Schedules/Registration**.
3. Scroll down and select **SSIS New Worker Basics** and click **GO!**
4. Click the **Select** button to the left of the desired course.
5. Click: **For access registration – click here** and enter your Unique Key number.

To View Web-Based Training: [TrainLink](#)

1. Open an internet browser, navigate to **CountyLink** and select **Children’s Services**.
2. Beneath **Training Activities and Registration** select: **Online Course Search**.
3. Select: **All Child Safety and Permanency and SSIS Learning Activities – Web Based Courses** and click **GO!**
4. Click the **Select** button to the left of any WBT beginning with ‘**SSIS**’ in the title.
(WBT’s entitled CWFT and MODULE are specific to Child Welfare Foundation Training).

Training Schedule

January 2015	Date & Time	Location
Day 1 SSIS Intake Basics	January 27 (Tuesday) 8:30–4:30	St. Paul Lab #1235
Day 2 SSIS Case & Workgroup Basics	January 28 (Wednesday) 8:30–4:30	St. Paul Lab #1235
Day 3 SSIS Child Services Basics	January 29 (Thursday) 8:30–4:30	St. Paul Lab #1235
February 2015	Date & Time	Location
Day 1 SSIS Intake Basics	February 24 (Tuesday) 8:30–4:30	Willmar Lab # 2065
Day 2 SSIS Case & Workgroup Basics	February 25(Wednesday) 8:30–4:30	Willmar Lab # 2065
Day 3 SSIS Child Services Basics	February 26 (Thursday) 8:30–4:30	Willmar Lab # 2065
March 2015	Date & Time	Location
Day 1 SSIS Intake Basics	March 10 (Tuesday) 8:30–4:30	Brainerd Lab #104
Day 2 SSIS Case & Workgroup Basics	March 11 (Wednesday) 8:30–4:30	Brainerd Lab #104
Day 3 SSIS Child Services Basics	March12 (Thursday) 8:30-4:30	Brainerd Lab #104

***Note:** If classes are full, please still register to be Wait-Listed. Additional classes may be offered if warranted by the number of persons reflected on a waiting list.

For more information about SSIS Training, please contact one of your SSIS Trainers:

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Angela Walswick 651-431-4793 angela.m.walswick@state.mn.us