

PREPARING FOR 2016 IN SSIS ADMIN

Presented by Laura Arleth

Fiscal Mentor Meeting September 16, 2015

SSIS ADMIN OVERVIEW

- Yearly Settings
- Agreement Language
- Security Functions
- Service Arrangements
- Accrual Codes, Sub-Services and more



Fiscal Mentor Meeting September 16, 2015

2

YEARLY SETTINGS TAB

The screenshot shows the SSIS Administration 15.3.3.20 application window with the 'Yearly Settings' tab selected. The table displays the following data:

Fiscal Year	Tolerance %	Encumber	GL Close Date	Require COA Maximums	Exceed COA Maximum
2002	15%	Yes	3/31/2003	Yes	Warning
2003	20%	Yes	3/31/2004	No	Warning
2004	15%	Yes	3/31/2005	Yes	Error
2005	10%	No	3/31/2006	Yes	Warning
2006	15%	No	3/31/2007	No	Error
2007	100%	Yes	4/1/2008	No	Error
2008	15%	Yes	3/31/2009	Yes	Error
2009	15%	No	3/31/2010	No	Warning

Fiscal Mentor Meeting September 16, 2015

3

CREATE A NEW YEARLY SETTING

General | Retention Period | COA Structure | **Yearly Settings** | Agreement Language | Title IV-E | County Claim Control

Fiscal Year	Tolerance %	Encumber	GL Close Date	Require COA Maximums	Exceed COA Maximum	Significant Birthday Rate Change
2014	10%	Yes	2/28/2015	No	Warning	First day of the month
2015	10%	Yes	2/28/2016	No	Warning	First day of the month
2016	10%	Yes	2/28/2016	No	Warning	First day of the month

Fiscal year: 2016 GL close date:

Unit and amount increase tolerance: 10%

Significant birthday rate change:

COA Maximum Options:

Encumber service arrangements	Require COA maximums	Exceed COA maximums
<input checked="" type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Error
<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> Warning

Fiscal Monitor Meeting September 16, 2015 4

YEARLY SETTINGS TO REVIEW

- GL Close Date
- Unit and amount tolerance
 - Increase unit, amount tolerance % for Service Arrangements
- Significant birthday rate change
 - Set by DHS in SSIS for every agency as the First Day of the month and is not editable.
- Encumber service arrangements
- Require COA maximums
- Exceed COA maximums

AGREEMENT LANGUAGE

Create Agency defined language for Service Agreements.

General | Retention Period | COA Structure | Yearly Settings | **Agreement Language** | Title IV-E | County Claim Control

Description

Extra special language

Default SSIS Language

Description: Default language County defined

Agreement language:

Enter New Agreement Language here.

Fiscal Monitor Meeting September 16, 2015 6

REVIEW SECURITY FUNCTIONS

- Review Roles for users and remove roles of staff who have left the agency
- For more information on the Security Reports, please refer to the presentation from the 05/13/2015 Fiscal Mentor Meeting titled [SSIS Administration Roles and Functions](#)



REVIEW USER PROFILES

Should current roles be updated?

"BIG PICTURE" USER SETUP

Type	Claim Category	Qualified	Start Date	End Date
Child Welfare Services professional	Yes	Yes	05/01/2014	
Healthcare claims	CH-TCH	Yes	05/01/2014	
Healthcare claims	HS-TCL	Yes	05/01/2014	

"BIG PICTURE" QUESTIONS

- Are all staff entered?
- Do all staff who are no longer employed have a temp role of "None"?
- Are all site locations entered and correct?
- Are all departments correct?
 - Units associated with departments?
 - Staff correctly associated with units?
 - Supervisors correctly associated with units?
 - Roles with appropriate assigned functions?
 - Staff assigned to roles?
 - External placement case managers updated?

Fiscal Monitor Meeting September 16, 2015

13

REVIEW AND SETUP 2016 SERVICE ARRANGEMENTS

- Service Arrangements for Legacy Foster Care Placements can be created for the whole year.
- The current Northstar foster care rates end 06/30/2016.
- Northstar Placements in 2016 will require at least two Service Arrangements.
 - One for 01/01/2016 to 06/30/2016, and one for 07/01/2016 to 12/31/2016.

Fiscal Monitor Meeting September 16, 2015

14

LEGACY PLACEMENTS SERVICE ARRANGEMENT

Service Arrangement | Amendments | Comments | Payments

Service arrangement details

Service arrangement #: 212122940 Entry date: 09/10/2015 11:26 AM

Start date: 1/1/2016 End date: 12/31/2016

Description: Service Arrangement for Northstar Placement for entire year

Client name: Evans, Jack J SSIS person #: 211930948

Workgroup: Duty Calls CP Assessment 11/1/2014

Status: Draft City contact: Aleeth, Laura

Business organizations / vendors

Name: Hannah's Happy Foster Care County vendor #: 99322 SSIS bus org #: 115663188

Payee vendor:

License #: 219211 N-E sub code:

Programs and services

Program: 110 - Child Protective Services

Service: 180 - Treatment Foster Care

Fiscal Monitor Meeting September 16, 2015

15

NORTHSTAR PLACEMENT SERVICE ARRANGEMENT

Service Arrangement | Amendments | Comments | Payments

Service arrangement details:

Service arrangement #: 212122931 Entry date: 09/01/2015 9:45 PM

Start date: 1/1/2016 End date: 06/30/2016

Description: Child Foster Care

Client name: Crane, Fraiser SSG person #: 211866660

Workgroup: Crane Eddie CP Assessment 10/5/2013

Status: Draft City contact: Adele, Laura

Service Arrangement | Amendments | Comments | Payments

Service arrangement details:

Service arrangement #: 212122931 Entry date: 09/01/2015 9:45 PM

Start date: 7/1/2016 End date: 12/31/2016

Description: Child Foster Care

Client name: Crane, Fraiser SSG person #: 211866660

Workgroup: Crane Eddie CP Assessment 10/5/2013

Status: Draft City contact: Adele, Laura

Fiscal Mentor Meeting September 16, 2015 16

QUESTIONS TO ASK

- Are there accrual codes in SSIS that are no longer active in your accounting system?
- Are there accrual codes in your County Accounting System that are not in SSIS?
- Are end dates needed for any Special Studies?
- Does the level need to change on a Special Study?
- Can a worker do the job they need to do in SSIS with their currently assigned Security Functions?
- Do they have more security functions than they actually need?

Fiscal Mentor Meeting September 16, 2015 17

QUESTIONS?

Fiscal Mentor Meeting September 16, 2015
