Quick Links

[SSIS Resources](#) via **CountyLink**

SSIS via **DHS-SIR**

TrainLink Registration

Help Desk 651.431.4801
dhs.ssishelp@state.mn.us

In This Issue

NEXT REPOSITORY UPLOAD

NOV 30, 2015

Federal Reporting

SSIS Update

Social Service Information System News *from* **MN.IT @ DHS | SSIS** | **ISSUE 433** | NOV 24, 2015

RELEASE UPDATE:
15.4 Right Around the Corner

The V15.4 statewide installation is right around the corner. The installation will begin on Monday, December 7, at 4:30 p.m. for the following four agencies:

- Brown
- Cass
- Clearwater
- Wright

All remaining agencies (with the exception of pilot agencies Aitkin, Carver and St. Louis) **will have 15.4 installed on Tuesday, December 8, at 4:30 p.m.** Finalized release documentation will be emailed statewide after Thanksgiving weekend.

ANNUAL REMINDER:
Review/Enter Your 2016 Yearly Settings

These settings, in SSIS Administration, ensure workers within your agency can set up new Service Arrangements, make Payments, and access necessary functionality in SSIS to complete their work.

See page 2 to see items listed in order of the tabs.

NOTICE:
Claiming Interfaces Briefly Disabled December 3rd

SSIS is required to change MN-ITS mailbox passwords to SSIS user accounts annually to allow Claiming Interfaces to continue between SSIS and MMIS. SSIS staff plan to change passwords for each county on December 3rd.

The effect on counties should be minimal. SSIS staff disables the claiming Interfaces for a minute or less for each county as SSIS passwords for MN-ITS mailboxes are changed. If you get a message that the interface is not available, wait for a few minutes and try again. If the interface is not available after an hour, contact the SSIS Help Desk.

NOTE: *This process only changes the SSIS user accounts for county MN-ITS mailboxes. County users have their own user IDs and passwords to access their MN-ITS mailboxes that are not affected by the SSIS password change.*

Annual Reminder: Review/Enter Your 2016 Yearly Settings (continued from page 1)

How to Review/Enter Your 2016 Settings

While in SSIS Administration, click on **Tools** and then click **County Preferences.** The items below are listed in order of the tabs.

General Tab

Check general settings in SSIS

- County Director
- Purge Process
- Number of previous months to display in time log
- Default intake unit
- Default Intake Access Restriction
- Whether a Bus Org Service is required
- Whether a county accounting system batch owner is required

Retention Period Tab

Set the retention period for each Workgroup Type (or Object Type).

Yearly Settings Tab

- Using the Action menu, select New Yearly Settings.
- Set the GL close date
- Unit and amount increase tolerance %
- COA Maximum Options
    - Select whether your agency wants to “Encumber service arrangements”
    - Select whether your agency wants to “Require COA maximums”
    - Select whether your agency wants to allow “Exceed COA maximums”

Agreement Language Tab

Default service agreement language is located here. Agencies may determine that other County defined service agreement language is necessary and can create that language here using the Action menu.

Title IV-E Tab

Enter or edit Foster Care Maintenance agreements or Umbrella County here.

- Select the Foster Care Maintenance agreement effective date
- End date for Foster Care Maintenance agreement, if needed
- Select whether the Foster Care Maintenance agreement is with Corrections or Tribe
    - Select which Tribe (if agreement is with Tribe)
- Select State level maintenance agreement
- Select Corrections umbrella effective date and/or end date

County Claim Control Tab

Use the Action menu to create new County Claim Control

Other SSIS Administration Settings to Review

Special Studies

Click on **Tools** and select **Special Studies.**

- Review Local Agency Special Studies and make changes if appropriate.
    - Add an end date
    - Change study level
    - Ensure all Staff, Workgroups and clients are all correctly associated

Programs and Services Administration

Click on **Tools** and select **Programs and Services Administration.**

- Review county subservices
- Review whether or not certain services can be county provided versus vendor provided
    - SSIS determines whether the majority of services are county or vendor provided, but some are county defined

In SSIS Administration under Create

- County Accounting System Batch Owners
- Departments
- Locations
- Roles
- Units

Staff Lists and Roles

To manage Departments, Locations, Roles and Units, in SSIS Administration, select **Lists.**

- New staff are entered here through **User Search**
- Review Roles for staff who many have moved to a different unit or position within your agency
    - Remove or add functions for users/roles as appropriate
    - Enter a Role of “None” for staff who have left the agency
- Review security functions for needed additions, deletions or changes, to ensure system integrity.
    - Use **Security Reports** in SSIS Administration, under **Tools**, **General Reports**, to assist in your review:
        - Security Functions Report
        - Staff Detail Report
        - Staff Qualifications Report
        - Worker Role/Function Report

MAARC Call Center Intakes Reminder

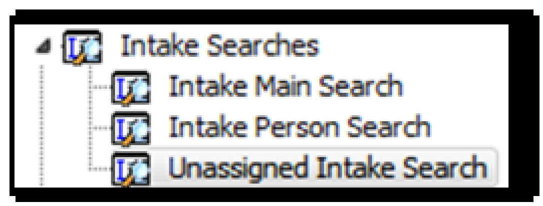
Check the default settings on the "Workgroup" tab of intakes received from MAARC Call Center.

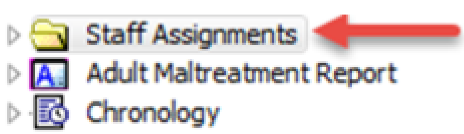
Currently, the “Assigned Unit” defaults to “SSIS default” instead of an actual intake unit. Additionally, "Access restriction" defaults to "Unrestricted". Inaccurate Unit information affects the Reports for Intake, resulting in incorrect data.

1. Select Intake "Workgroup" tab.
2. In the "Security/Workers" section, update the "Assigned to unit" and "Access restriction" as needed.

Assign a Primary Worker to intakes received from the MAARC Call Center.

Currently, MAARC Call Center reports default to the "Unassigned Intake Search", and remain in that view until a staff person is assigned to the Intake. Additionally, Intakes will display in the Unassigned Intakes view if all the Primary Worker staff assignments are ended. Assigning intakes shortens the results list returned on the "Unassigned Intake Search" view.





1. Select the "Staff Assignments" node.

2. Access the "Action" menu option "New Primary Worker".

CountyLink Updates

General SSIS Release Information

DHS Systems and IT Updates > SSIS resources > Support > Release Notes

What’s New in SSIS Version 15.4? – [DRAFT (PDF)]
What’s New in SSIS Version 15.4? – [DRAFT (Word)]
V15.4 Release Notes – [PILOT (PDF)]
V15.4 Release Notes – [Pilot (Excel)]

Have New Mentors?

If you have a new mentor, be sure to email us their phone, email, and status as a Primary or Alternate mentor.

Mary Klinghagen,
Fiscal Mentor Coordinator

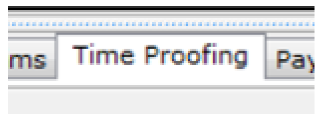
Lisa Litchfield,
Worker Mentor Coordinator

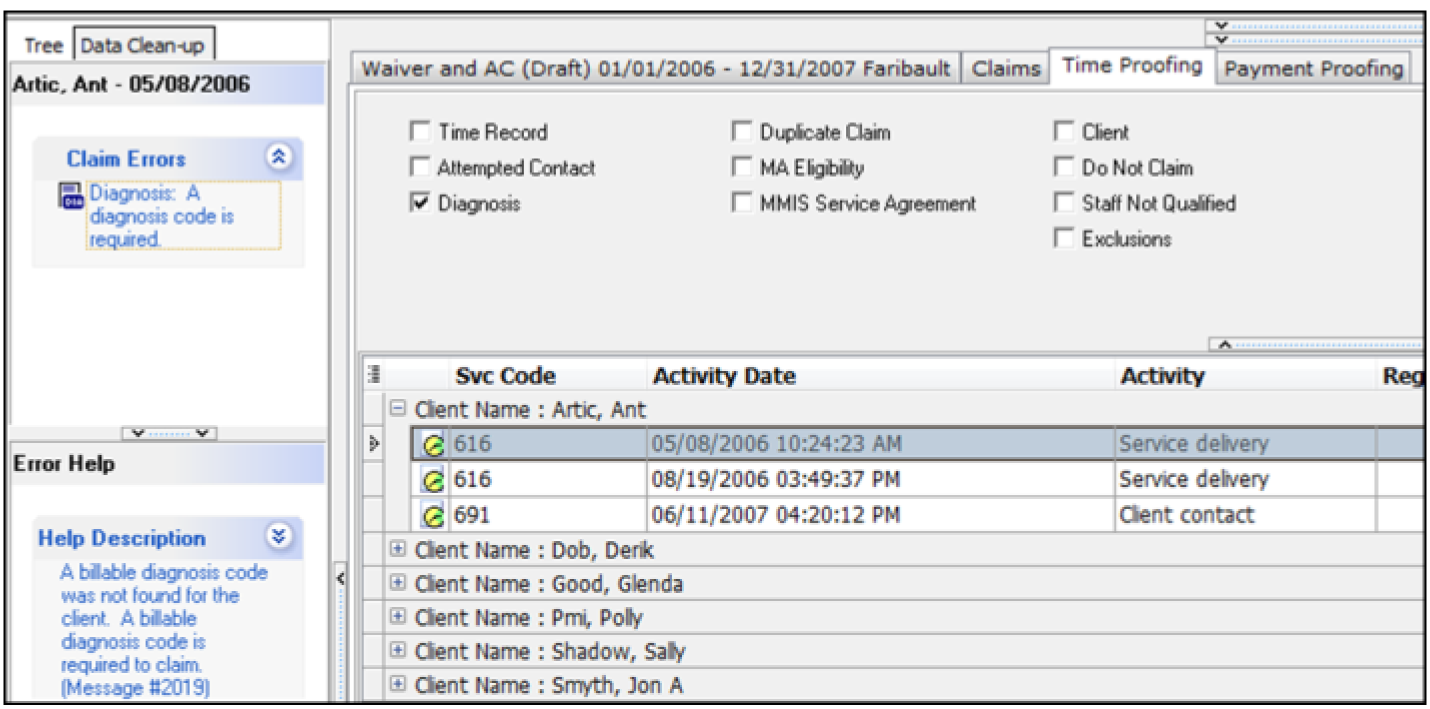
Run Healthcare Claim Proofing to Identify Clients without ICD-10 Diagnosis Codes

Running Time and/or Payment Proofing for the Diagnosis proofing category can help identify clients who do not have an ICD-10 diagnosis code available for Healthcare Claiming in SSIS for service dates on or after 10/1/15. This is particularly important for the Waiver and AC, MH-TCM, and Rule 5 claim categories because a default diagnosis code is not available.

Follow these steps to identify potential claims in proofing that are missing billable diagnosis codes:

1. **Generate** or **Save** a Healthcare Claim Batch.
2. Select the **Time Proofing** or **Payment Proofing** tab and click **Clear All**.
3. Select the **Diagnosis** proofing category only.
4. Proofing results display records for clients who do not have a diagnosis code available for Healthcare Claiming. For batch dates after 10/01/2015, the diagnosis code must be an ICD-10 diagnosis code.





Eligibility for Youth Placed by Corrections

(Minnesota Statutes, Chapter 260B)

Corrections youth age 18 up to 21 are not eligible for extended foster care under Title IV-E or Northstar Care for Children. Agencies are not required to offer extended foster care to youth placed **solely** with a delinquency petition, under Minnesota Statutes, Chapter 260B. Agencies will not be reimbursed for this under Title IV-E or Northstar Care. This is true whether the social service agency is part of an umbrella agency, has a Title IV-E agreement with corrections, or neither one. (DHS Bulletin 15-68-16)

If a youth **under age 18** in a residential facility, group home or family foster home placement under corrections does not have a safe home, or any home, to return to when their placement ends, the corrections officer, as a mandated reporter, makes a child protection or child welfare report to social services. If warranted, a Child in Need of Protection or Services (CHIPS) petition [Minnesota Statutes, sections 260C.001, subd. 6] is filed to provide the planning and services necessary for the youth's safety, permanency and well-being. This practice applies to all youth in placement under corrections; it is not limited to umbrella counties, or those with Title IV-E agreements between corrections and social services. Some agencies have developed programs to coordinate service delivery for youth who "crossover" into multiple systems; if these instructions around reporting and CHIPS petitions run contrary to an agency's Cross-over Youth Program, please consult with the appropriate DHS Policy Staff.

A social service agency that is part of an umbrella agency, or that has a Title-IVE agreement with corrections, or that takes custody of corrections youth, must enter corrections placements into SSIS until the youth turns age 18. If the agency wants a youth, placed solely under 260B, to remain in a corrections setting past age 18, then the placement needs to be closed in SSIS Worker when the youth turns 18. Payment may continue to be made administratively through SSIS Fiscal using BRASS code 185.

A social service agency without a Title-IV E agreement with corrections and/or that does not take custody of corrections youth, should not enter these placements in SSIS. However, the agency may make payments administratively through SSIS Fiscal using the appropriate BRASS code and Special Cost Code 94. If the agency wants a youth, placed solely under 260B, to remain in a corrections setting past age 18, then payments may continue to be made administratively through SSIS Fiscal using BRASS code 185.

Vulnerable Adult Intake and Assessment Training

The Vulnerable Adult Social Service Information System (SSIS) Intake and Assessment Training (VA-CEP) is a collaboration with SSIS Policy Programs and the Adult Protection Unit at The Minnesota Department of Human Services (DHS). This course will focus on the Intake and Assessment workgroups regarding Adult Maltreatment reports (AMR) received from the Minnesota Adult Abuse Reporting Center (MAARC) common entry point

Target Audience
Adult protection workers who serve this population are given priority before any other non-adult protection workers join this training.

The purpose is to provide:

- Hands-on computer training for adult protection workers.
- AMR reports on county intake and assessment in SSIS
- Skills needed to use the intake and assessment module in their agencies

Content
How to enter information into SSIS over the course of a life of an adult protection case from intake to assessment or screened out.

Learning Objectives
Participants will learn basic navigation through a case experience. This will consist of printing an AMR report, the Initial Disposition to Reporter, Open Case/Workgroup Setup, Adult Protection Service Assessment Workgroup (Allegation Determinations, Notices of Findings), Adult Protective Service Case Management Workgroups (New Appeals, Workgroup Closing), Intake and Workgroup Maltreatment Report Searches, General Reports (Adult Maltreatment Aging Report, Adult Maltreatment Allegation Summary, AMR Worker Counts). Also includes an intake, assessment and case management work groups.

VA-CEP is a four-hour course. Participants must attend the full course to receive credit.

Schedule

- Tuesday, Dec. 1, Brainerd: 12:30 pm-4:30 pm
- Tuesday, Dec. 15, Duluth: 12:30 pm-4:30 pm
- Tuesday, Dec. 15, Willmar: 12:30 pm-4:30 pm

Handouts
Participants will receive handouts in an email prior to the training. **Paper handouts will not be available at the training.** Participants are expected to print their own copies and bring to class.

Registration via Trainlink Only
Participants are not able to register for a course by contacting an SSIS trainer.
Registration closes three days before a class begins. All participants must register on Train link

Register for Wait List
If a class is full, participants can register and sign up on the Trainlink waitlist. Participants will be notified if an opening occurs.

Questions?

- **Policy:** Contact Kelli Klein, 763-689-7230 or Kelli.Klein@state.mn.us
- **Policy:** Contact Melissa Vongsy, 507-831-8058 or Melissa.Vongsy@state.mn.us
- **Training:** Contact Ami Nafzger, 651-431-4695 or ami.nafzger@state.mn.us
- **Workers:** Contact your assigned county mentor for SSIS navigation questions
- **Mentors:** Contact the MN.IT SSIS Help Desk for SSIS navigation and other questions at 651-431-4801 or DHS.SSIShelp@state.mn.us

2016 Dates Now Available for SSIS Fiscal New Worker Training

The 2016 training schedule for all FNWT sessions is now available. With our Crookston lab no longer available, we are venturing out and trying two different training labs in 2016, Bemidji and Duluth.

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)

Read *Implementation Memo 168* for more information regarding the 2016 FNWT session.

About the Fiscal New Worker Training (FNWT)
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.

You can register online at TrainLink.

SSIS Basics—December Dates

- **Dec. 2-3** in Brainerd
- **Dec. 9-10** in Metro
- **Dec. 16-17** in Duluth and Willmar

Register online at TrainLink. Registration will close three days prior to the start of each class.

NOTE: SSIS trainers cannot register students.
If classes are full, registered students will be waitlisted and notified if seats open.

Upcoming Events

V15.4 Fiscal Release iLinc Training

Tuesday, December 8, 2015
1:30 pm—3:30 pm
Register online at iLinc

See *Implementation Memo 167* for more information, including a list of topics and registration instructions.

SSIS Worker Mentor Meeting

Tuesday, December 8, 2015
Register online at TrainLink.

SSIS Fiscal New Worker Training

December 9-10, 2015
This is the last session that will be offered in 2015.
Register online at TrainLink.

See *Implementation Memo 161* for more information regarding the December 2015 FNWT session.

SSIS Fiscal Mentor Meeting

Thursday, December 17, 2015
9:00 am—3:00 pm
Holiday Inn, St. Cloud, MN

Register online at TrainLink.

SSIS Fiscal goes "Back to the Future" for this Fiscal Mentor Meeting. Fiscal Mentors have the opportunity for an overall review of SSIS Fiscal Functionality, beyond the basics covered at FNWT. This day covers functionality developed when SSIS was first released as well as new and improved functionality developed throughout the years. The agenda for this meeting is posted online at CountyLink. You can find more details on the Fiscal Mentor Meeting Information page .