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

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NEXT REPOSITORY UPLOAD

DEC 30, 2015

NCANDS Reporting

SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS | ISSUE 435 | DEC 22, 2015**

AFCARS Update

Minnesota passed its most recent AFCARS compliance check – but just barely. We were very close to the 10% maximum for late entries of discharge dates into SSIS, coming in at 9.69% of the discharges entered more than 60 days after the discharge. This is an improvement from the previous federal reporting period with 11.06% late entry. DHS appreciates your work to improve timely entry of discharges. We need to keep working on this.

Federal AFCARS regulations consider any error conditions (missing, inconsistent, or late) at 10% or higher for any data element to be at penalty level. However, errors for any field over 2% indicate data of questionable quality from the federal perspective. In a previous review period, Minnesota was found to have errors in the entry of court/administrative review dates reflecting permanency review hearings for children in placement longer than seven months, permanency goals documented for children in care longer than 30 days, and the special needs status of children whose adoptions have been finalized. Maintaining error rates under 2% is a new emphasis of federal reviews and Minnesota will likely be subject to data improvement plans if we cannot bring every AFCARS data element to a lesser rate than that.

Higher quality and more timely data also benefit Minnesota in many ways. An important benefit to timely entry of discharges is prevention of fraudulent placement payments. The Northstar reconciliation process also works best with **timely** placement and payment information entered. Timely high quality data presents a more accurate picture of the children in placement and allows greater confidence in interpreting reports and Analysis and Charting measures from the system.

DHS issued a bulletin on November 17th to assist local agencies in improving AFCARS data. Please review Bulletin # 15-68-22, *Timely Case Documentation in the Social Service Information System (SSIS) Supports Case Practice*, at: http://www.dhs.state.mn.us/dhs16_198156.pdf

Thanks for your ongoing work to create and maintain complete and accurate data on children in placement. More accurate data means better information to improve practice, providing better services for children and their families.

Direct questions on the bulletin to:

Autumn Baum, 651-431-4678, autumn.baum@state.mn.us OR
Beth Chaplin, 651-431-4919, beth.chaplin@state.mn.us

Direct SSIS questions to:

MN.IT SSIS Help Desk, 651-431-4801, DHS.SSISHelp@state.mn.us

Title IV-E Revenue and SEAGR

Counties can determine how to report their Title IV-E reimbursement by using the Title IV-E Remittance Advice tab and the new Manage Grid settings on the Child Foster Care Claims tab of the Child Foster Care Report in SSIS.

To determine the amount to be reported on Line F28 – Title IV-E Foster Care (Rule 5) on the Federal Revenue tab on the SEAGR Report:

- Select the new Manage Grid Setting “IV-E Claims – Rule 5 Only” from the Child Foster Care Claims tab
- Report the amount from the “Total FFP Amount” on Line F28

To determine the amount to be reported on Line F1 – Title IV-E Foster Care on the Federal Revenue tab on the SEAGR Report:

- Select the IV-E Remittance Advice tab on the Child Foster Care Report
- Subtract the Rule 5 reimbursement amount reported on Line F28 above from the “FFP Total Reimbursement Amount”
 - The FFP for IV-E Recoveries and IV-E Child Support collections have already been deducted from the “FFP Total Reimbursement Amount”

For questions on the Child Foster Care Report,
contact the SSIS Help Desk at Dhs.Ssishelp@state.mn.us

For questions on the Northstar Fiscal Reconciliation,
contact David Hanson at (651) 431-3737 or david.m.hanson@state.mn.us

For questions on SEAGR Revenue reporting,
contact Julie Spurgeon at (651) 431-3782 or julie.spurgeon@state.mn.us

CountyLink Updates

Data Definitions

DHS Systems and IT Updates > SSIS Resources > Support > [Data Definitions](#)

Version 15.4 Documents

[15.4 to 15.3 Schema Comparison Report](#)

[2015 Data Dictionary by Column](#)

[2015 Data Dictionary by Table](#)

[Version 15.4: Data Model – 54 pages](#) (Effective 10/29/15)

[Version 15.4: Data Model – 15 pages](#) (Effective 10/29/15)

[V15.4 Code Table Listing – SSIS.ACTIVITY](#)

[V15.4 Code Table Listing – SSIS.BRASS_PROGRAM](#)

[V15.4 Code Table Listing – SSIS.BRASS_SVC](#)

[V15.4 Code Table Listing – SSIS.BRASS_SVC_HIST](#)

[V15.4 Code Table Listing – SSIS.BRASS_SVC_WG_TYPE](#)

[V15.4 Code Table Listing – SSIS.CODE](#)

[V15.4 Code Table Listing – SSIS.HCPCS_MOD](#)

[V15.4 Code Table Listing – SSIS.HCPCS_MOD_SVC](#)

[V15.4 Code Table Listing – SSIS.MMIS_CODE](#)

[V15.4 Code Table Listing – SSIS.RELATION](#)

[V15.4 Code Table Listing – SSIS.SCHOOL_DISTRICT](#)

[V15.4 Code Table Listing – SSIS.SPECIAL_COST](#)

[V15.4 Code Table Listing – SSIS.SUBPROG](#)

[V15.4 Code Table Listing – SSIS.TR_ACTIVITY](#)

Fiscal Release Training Curriculum

DHS Systems and IT Updates >

SSIS Resources > [Training: Worker & Fiscal](#)

[V15.4 Fiscal Release Training – Slides](#)

[V15.4 Fiscal Release Training – Handout version](#)

General SSIS Release Information

DHS Systems and IT Updates > SSIS resources > Support > [Release Notes](#)

[2016 Release Schedule](#)

System Docs

DHS Systems and IT Updates >

SSIS Resources > Support > [System Docs](#)

[Configure User Rights to use SSIS Client on Windows 7](#)

[Install SSIS Client on Workstation](#)

Worker Mentor Meeting Handouts

DHS Systems and IT Updates > SSIS resources > Worker Mentor Program > [Meeting Information](#)

[SSIS VA CEP V15.4 Changes – Presentation](#)

[SSIS VA CEP V15.4 Changes – 3-slide handout](#)

2016 SSIS Monthly Upload and State Reporting Schedule

Monthly Uploads—All agencies need to complete one repository upload by the 25th of every month.

Uploads may be completed before the due date, but should be done as close to the 25th as possible to include necessary data (such as the latest monthly foster care payments for AFCARS). Uploads completed on or after the 21st of the month are acceptable. If the 25th is on a weekend or a holiday, the upload is due the next working day after the 25th.

State Reports

State Reports are submitted separately from the monthly repository uploads and can be submitted before the due date, but must be generated and submitted after the end of the report period. For example, a report for the period October 1, 2015 through December 31, 2015 must be generated and submitted after December 31, 2015.

January	20th - Child Foster Care Report due 20th - RCA Report due 25th - Repository Upload due - quarterly Child Welfare Data Dashboard update 29th - SEAGR due 29th - TCM CSR due
February	25th - Repository Upload due- general update of information for statewide research and reporting
March	25th - Repository Upload due - general update of information for statewide research and reporting
April	20th - Child Foster Care Report due 20th - RCA Report due 25th - Repository Upload due – for the AFCARS and NYTD reporting period (October 1 of the previous calendar year - March 31) and quarterly Child Welfare Data Dashboard update 29th - SEAGR due 29th - TCM CSR due
May	25th - Repository Upload due - general update of information for statewide research and reporting
June	27th - Repository Upload due - general update of information for statewide research and reporting
July	20th - Child Foster Care Report due 20th - RCA Report due 25th - Repository Upload due - quarterly Child Welfare Data Dashboard update 29th - SEAGR due 29th - TCM CSR due
August	25th - Repository Upload due - general update of information for statewide research and reporting
September	26th - Repository Upload due - general update of information for statewide research and reporting
October	20th - Child Foster Care Report due 20th - RCA Report due 25th- Repository Upload due - for the AFCARS and NYTD reporting period (April 1 – Sept. 30) and quarterly Child Welfare Data Dashboard update 28th - SEAGR due 28th - TCM CSR due
November	28th - Repository Upload due – for federal reporting of social worker contact with children in foster care (last federal fiscal year: Oct. 1 – Sept.30), and for the ESEA reporting period that starts October 1 and ends October 31. The School District Number of the most recently attended school in October is essential for school aged children, 5-17 years of age, in out-of-home care.
December	27st - Repository Upload due - NCANDS reporting period (last federal fiscal year: Oct. 1 -Sept. 30)

2016 Schedule 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

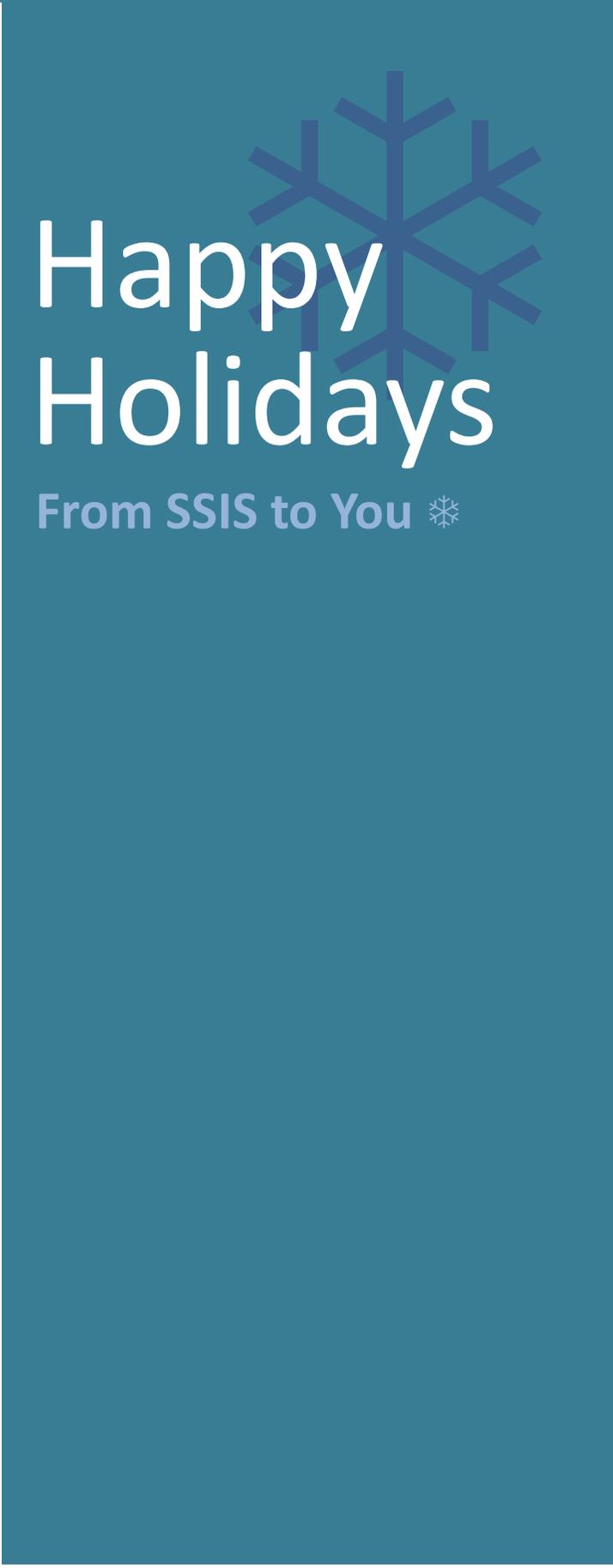
October 11-12 — Metro (St. Paul)

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](#).



Happy Holidays

From SSIS to You ❄️