SSIS Mentor Meeting

January 9, 2003

Topic	Discussion	Action Item
Early Bird Training: AFCARS	Maureen Zinda presented the steps and tools necessary for creating a successful AFCARS report to the State. AFCARS report is information regarding children in placement and pre-adoption placement. Selecting the Repository Validate Read limits the errors to the current reporting period. Adding filters to those errors and selecting only errors important for AFCARS narrows the results to manageable. Ad hoc tool allows county created reports based on errors. Top 10 Tips for a successful AFCARS Report reminds the workers that timely entry of Initial placement and final Discharge from Care are important AFCARS elements that if not done timely are not fixable.	Handouts accompanied the presentation and are located on the CountyLink web site.
Welcome	Maureen welcomed everyone and continued with AFCARS Q & A. Kim Lunz, SSIS AFCARS buddy, was there to field questions from the mentors. The dilemma of whether or not to enter a certain situation as a placement seems to still be an issue. Concerns concentrate on CD placement, hospital, detention and secured placement not being able to have at least place holders within the placement history so that staff viewing history get the "whole story". Suggestions were made to add these types of placement history when redesigning the placement screen in the future. Suggestions were made to enter information into a case note that allows a history of services not eligible for entry to display in the subject line on the Chronology grid.	
2-1-1 presentation	The Minnesota Board on Aging is launching MinnesotaHelp.info the week of January 21, 2003. This web site features information on community resources for Minnesotans of all ages, in addition to a special online tool to help seniors remain independent and live in their communities. The site gives consumers access to resources that the 2-1-1 Community Resources phone line and specialty information lines, like the Senior LinkAge Line, have in one easy-to-access site. Ellyn Schauer from DHS demonstrated how the new Web site would work.	This web site is now available for use.
CSIS Integration Update	Kate Stolpman, project manager, updated the mentors with information about the design groups that are meeting to outline the requirements for Claiming, Payments and Reports. She stated that she is grateful to the participants for their energy and feedback regarding this design. She handed out a list of the attendees of the meetings and encouraged the mentors to give them information to bring back to the State if there were concerns or suggestions. She reported that she had hired two part-time functional analysts from Carver and St. Louis county and two systems analysts as well.	**Note: All of the meeting notes and documents are on the CountyLink.**

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CSIS Integration Update	She also reported that the Design groups would all come together and synthesize the information and by March/April high level design results will be given to the SSIS Product Team for review and then to Partnership for approval. Detailed design for payments will begin after high level design is completed. After payments, detailed design for claiming will be begin and then reporting. Pilot release is expected by mid-2004, tentative statewide release in January of 2005.	Call or email Kate at kate.stolpman@state.mn.us or 651-772-3789
SSIS Update	1.) Beth Dewyre updated mentors about the pilot and statewide release dates for Version 3.6; it is being delayed a minimum of two months. With pilot delayed at least two months, statewide distribution will be sometime in the Spring. The delay is due to an update of the architecture to make the application run more efficiently; that update will touch all parts of the application, and that means more development and testing time. Because the testing is a very important part of release, dates are tentative. SSIS is committed to delivering a quality product; piloting and testing are a huge part of this process. 2.) Beth presented a very "hot topic" for the next version. She told the mentors that all case notes and time records will be locked down by the system 30 days after initial date of entry. The mentors asked if the entry of time, Regarding, and Contact With information would be locked down as well. She stated that is what she had read. The discussion ensued around the mentors or other staff not being able to edit these records when there are claiming errors that come after 30 days. Beth brought the concerns back to SSIS and the decision was re-evaluated and changed. **The case notes and description area of time records will be locked after 30 days of initial entry but not the time, regarding or contact information.**	**Mentors note: The action was changed to reflect your concerns. Thanks for your feedback.**
	3.) Another new feature of Version 3.6 is the addition of Professional collaterals so that the worker would not have to repeatedly enter the information on people like mandated reporters, school professionals, therapists etc. Any worker can enter this information; however best practice would be to have only certain people entering and only one or two staff with the function to merge if duplicates.	
	Beth handed out the information and asked that mentors bring the information back to the counties so that policies and procedures could be developed before it came out in the new version. Counties will have to do entry of all Professional Collaterals that are necessary since SSIS will not convert any existing collateral.	

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SSIS Update	A worksheet was handed out for staff to start indicating who should be entered as professional collaterals. This is an enhancement that was requested many times by counties. It is an optional feature that will save time and entry for workers.	Handouts on the web site.
	The Professional Collateral will be connected to a Business organization so that if you are looking for a name of someone in Person Search you are able to search by Business Organization and get the detailed information of collaterals that work~~s~~ there. Question: Will the collateral and Professional collateral show up twice in Contact With on time records? Answer: They will show up twice if they are entered with a client type that is both collateral and Professional Collateral. Inactivate the collateral from the workgroup in order for only the Professional Collateral to display.	
IV-E preparation for 2003 pre-test and 2004 audit.	Nan Beman, Kris Johnson, the EDT IV-E trainers from the University of MN and Denise Moreland, DHS, MAXIS presented their information about IV-E policy, procedures, handled questions about documentation and requirements and reviewed the IV-E audit handout for clarification. They also addressed the Top IV-E questions that have been asked from the mentor meetings, help desk and other SSIS venues. The IV-E regional trainers fielded questions from the floor. And Denise Moreland showed a PowerPoint presentation showing the new changes in MAXIS around IV-E screens.	All handouts are on the CountyLink.
	The high points of information were: 1. Court orders must include the "Best Interest" and "Reasonable Efforts" statements to prevent the placement. It is up to counties to alert their county attorney's office of this requirement. 2. The placement must be court ordered no later than the 180th day of placement if under a Voluntary Agreement 3. The permanency plan must be completed for children under 8 years old by 6 months.	
	4. The permanency plan must be completed for children 8 years old and above by 12 months. 5. Supreme Court sponsored training to train judges, county attorneys and law enforcement statewide in March and April of 2003 about the necessary information for compliance.	

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IV-E preparation for 2003 pre-test and 2004 audit.	6. It is County Social Services' responsibility is to make sure workgroups in SSIS are in compliance with the IV-E regulations. This means that agencies must have someone who monitors these workgroups closely for compliance and that training for workers is paramount 7. Make sure the facility in which child is placed is IV-E eligible. The State issues a Bulletin 02-32-20 (most recent) that comes out quarterly identifying all of the currently eligible facilities.	
	Things to do prior to the Practice test in March 2003 ♦ Counties will be notified 1 month prior to the test which cases will be reviewed. ♦ Go through those cases using the IV-E Review Compliance Guidelines document on the CountyLink, Mentor page under Resources. ♦ Tab the case file w/post it notes for the auditors ♦ Look at the cases for which you have claimed reimbursement.	Contact Deb Ekholm, DHS Fiscal management @ 651-297-3837 if you have questions..
	♦ All birth identity documents must be in the Social Services case file. It is not appropriate to state that you viewed it and not have a copy in your file. ♦ Look at the entire placement history. ♦ Look at the initial placement and the voluntary agreement or the court order. Are the best interest and reasonable efforts in either of the documents placing the child? Make sure you are looking at the date of the actual court hearing, not the date the order was signed as your date. ♦ You must have a hard copy of the licensed Foster Home provider, if county licensed, on file. Kris Johnson, DHS, will make sure that you get a hard copy of your provider's license. ♦ MFIP does not automatically mean IV-E eligibility.	If you have not received the hard copy, please contact Kris Johnson, DHS, 651-297-2711.
Next meeting	**March 4, 2003 –Holiday Inn-St. Cloud, MN**	**Agenda to be sent by 2/4/03**