

SSIS Mentor Meeting

July 14, 2004

Topic	Discussion	Action Item
Welcome	Maureen welcomed all mentors. This meeting was held through ITV and started at 9:00 AM. It was decided that this agenda was conducive to ITV medium and there were 16 sites around the state set up for this meeting. Housekeeping and logistics issues were announced and the meeting began.	ITV meeting
SSIS Update	<p>Beth Dewyre, Training Team Leader, reported these items of interest regarding Version 3.8 coming at the end of the year:</p> <ol style="list-style-type: none"> 1.) Placement design will change totally. It will include a history of all placements and the ability to enter all placements. 2.) County case access –This will allow counties to copy information from another county who also provided services to the client. The requesting county will be given access to the database by the receiving county. 3.) Difficulty of Care assessment tool will be available with these fields: level, points, comments, and effective dates. The function will be attached to the client and will not be outside of the WG. It will need to be filled in within the WG. <p style="padding-left: 40px;">Enhancement request: Create a reminder for DOC to review after one year.</p> <ol style="list-style-type: none"> 4.) Licensing Interface. 5.) Charting and Analysis –Phase 2 State Outcomes. 6.) Electronic submission of Adoption forms. 7.) Mental Health Screening tool. 8.) There will be a Child Wellbeing Tool that will work like the Structured Decision Making tools. 9.) Fiscal Items include: <ol style="list-style-type: none"> a. Vendor/Provider b. Biz Org.—Provider Search button going away, one Search screen. c. Programs & Services will be changing behind the scenes and the counties will be able to add the county sub-service. d. Chart of Accounts 	Requested.

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Training web site update	<p>Beth Dewyre provided a handout showing changes that make CountyLink's Training page more organized and useful:</p> <ul style="list-style-type: none"> • Modules are alphabetized instead of numbered. • Updated versions and newly created modules will be clearly identified. • Module changes will be itemized on a change sheet at the beginning of each document. • Handouts are consolidated into one location and clustered by topic. • Quick Navigation Sheets will be developed and posted. These contain no policy or best practices, just basic navigation instruction. 	
Purge	<p>Lisa Litchfield presented Purge information:</p> <ul style="list-style-type: none"> • 75% of the counties have been purging since 2002. • Some counties have never purged. • Some counties seem to be stuck and needing assistance with this function. <p>SSIS wants to up the pace for those counties who are hesitant. Some of the workgroups that are out on the Purge List can be immediately purged because:</p> <ul style="list-style-type: none"> • They are old converted workgroups that were never verified. • They are old intakes that never were made into workgroups. • Workgroups that must be purged because they are in non-compliance with the law. <p>The SSIS Help Desk is willing to provide detailed instruction about Purge if you call them. They will walk you through the process to alleviate fears and concerns. This process must be done regularly to keep up with statute requirements and best practice procedures.</p> <p>SSIS will not remove the workgroups from the Purge List; they must be purged by the county.</p> <p>Project Update # 169 discusses <i>Scheduling Purge and system backup to avoid conflict</i>. Please take time to review and eliminate possible problems.</p>	

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<p>What can we do differently in Version 3.8?</p>	<p>Maureen asked the mentors to respond to the question as it relates to training, preparation for mentors, statewide release, etc. Here were some of the comments:</p> <ul style="list-style-type: none"> • SSIS, please make sure the version that you are sending out works!! • Be considerate of travel and time when setting up training. • Make sure mentors and trainers get to see the version a few different times (i.e., mentor meeting, mentor training, open labs for playing with the application prior to release). • Don't have another December release! • Introduce the different parts and then go through them several times. • Have web-based training (if possible), CBT, or active PowerPoint presentations available. • Use contract trainers for more trainers. • Produce good job aids that show very simple navigation. • Continue to mention planning elements when appropriate. • Put new version on county server before release. • Rent a server from DSH for counties to send around and utilize for training. • Listen to the suggestions!!! 	<p>Sent to SSIS Management</p>
<p>Shared Master Index (SMI)</p>	<p>Jennifer Trombley presented a high-level overview of this Index and how it will affect SSIS. SMI's goal is coordinated, combined <i>Identity Management</i> among all DHS systems: --SSIS--MAXIS--PRISM--MMIS--HealthMatch--MEC²</p> <ul style="list-style-type: none"> • There will not be a change for SSIS users. • SWNDX will still be our identity management system. • SSIS county contacts will be listed on SMI to help with further information about clients. • SWNDX will still be used for offender data, statewide case access, and expanded person detail information. <p>SMI implementation will follow a multi-phased approach ending in April, 2006. The first phase will load the participants.</p>	<p>Handout on the web</p>

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Placement	<p>Nan Beman was unavailable for the meeting due to a death in her family. Kris Johnson from DHS Foster care program substituted for Nan and fielded questions about placement. She went through the handouts that were provided on the web site.</p> <p>From the evaluations, there seemed to be few questions regarding trial home visits. We have gotten feedback from Ann Ahlstrom, Atty for DHS and the Supreme Court. She says: <i>'I would not advise the use of trial home visits because it is not provided by Minnesota law. I would have a very thorough discussion with your county attorney's office before raising it with the court. I believe there are significant liability issues for the county agency.</i></p> <p><i>Those counties that say they use trial home visits ask the court to order custody continued with the agency while the child is returned home. The only reason I can think of to do this, given there is no provision in Minnesota law for what it means and what actions the agency may legitimately take short of emergency removal if there is a problem in the home, is to maintain IV-E eligibility. If that is the reason a county is opting into it, then, in order to ensure continued IV-E eligibility, the county should ensure the "trial home visit" lasts no longer than 6 months without an explicit court order extending it.</i></p> <p><i>While trial home visits are not currently provided in Minnesota law, DHS will likely (no promises, however!) ask the legislature to amend 260C to provide for them next session. DHS did ask this session and had good luck in the House of Representatives, but got stuck in the Senate (along with much else, as we all know). Can you wait a year?'</i></p> <p><i>Ann</i></p> <p>Please make sure that you have all of the updated Placement handouts from the web.</p>	Handouts on the web.
Evaluations summary	<p>Here is the break down of feedback from the evaluations regarding the mentor meeting and ITV. Thanks all of you for filling them out. It was the best response yet.</p> <p>Liked ITV, no other comment---35</p> <p>Liked ITV once in awhile but preferred in-person meetings---47</p> <p>Didn't respond to question---29</p> <p>Total evaluations----111 out of 145 attendees.</p>	SSIS's thought: We will probably have two ITV sessions a year -- one in the winter and one when the agenda calls for it. The rest will be in-person meetings with navigation presentations or before new releases.
Next Meeting	St. Cloud, MN -- Kelly Inn	October 19, 2004.