

SSIS Partnership Group

October 27, 2004

Attendees, Steve Zorn, Craig Sorensen, Gary Bork, Kate Stolpman, Jean Swanson Broberg, Beth Holmgren, Gary Sprynczynatyk, Margaret Thunder, Kathy Anderson, Tom Oswald, Michelle Kemper, Kris Boswinkel, Tom Henderson, Jerry Kerber, Nancy McKay, Dick Pingry, Beth Dewyre, W. T. Browne, Gwen Wildermuth, Cheri Ashfeld,

Aenda Item	Discussions/Presentations/Specifics	Handouts
<p>Call to Order</p>	<p><i>Gary Sprynczynatyk</i> (McLeod) opened the meeting with introductions. Minutes from August 25, 2004 were approved.</p>	
<p>DHS Licensing Access Request</p>	<p><i>Jean Swanson Broberg</i> provided background about counties' and the DHS Licensing Division's substantiation of maltreatment offender information. In the past, much of this information was not shared and required duplicated background study work. <i>Jerry Kerber and Nancy McKay</i>, DHS Licensing Division, described the 170,000 background studies their division does per year for a variety of agencies. They have been accessing SSIS offender information since August 2004. Their workload is now overwhelming as they experience 5,000-6,000 matches on previous studies done and approximately 65 matches per week on new background studies run against the SSIS database. When a match occurs, Licensing contacts the county and requests that a worker send the corresponding offender investigation file to see if it meets serious/recurrent criteria, or meets the appeal rights. Jerry and Nancy requested that Licensing staff have access to county SSIS databases. This would speed the process, eliminate most calls or letters requesting a county's file, and free up the county's copying time. They acknowledged counties' concerns about removing extraneous information or redacting identifying information about non-offenders. Jean reminded members that Licensing staff follow all data privacy practices, SSIS can track screen access when necessary, and that the feds expect this sharing practice to take place. <i>Steve Zorn</i> (Hennepin) recommended that there be a formal communication to counties alerting them to this discussion. <i>Craig Sorensen</i> (Anoka) moved and <i>Gary Bork</i> (Carver) seconded a motion to grant Licensing's request for SSIS access and to send a formal notice to all counties. Motion passed.</p>	
<p>Placement Redesign Demo</p>	<p><i>Beth Dewyre's</i> PowerPoint demo of Placement redesign focussed on:</p> <ul style="list-style-type: none"> • Design objectives • New concept of child location, which may include both placements and non-placement locations as well as a variety of absences • Navigation • Entry screens, which are now separate for the individual location and the removal. 	

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<p>Project Update Adult Services Discussion</p>	<p><i>Tom Oswald</i> (Olmsted) reported that he sees growing buy-in from agencies. <i>Gwen Wildermuth</i> indicated that the Dept. of Administration’s RFP form had to be re-signed in order to be published on November 12. All new systems will go through the Sr. Systems Committee to guarantee that there’s no fragmentation or duplication. A Continuing Care project manager will be Adult Services’ main contact as the process moves along.</p>	
<p>SSIS Fiscal</p>	<p><i>Kate Stolpman</i> distributed a handout used at regional and statewide meetings to promote a mutual understanding of SSIS Fiscal and how it affects users. Several Version 3.8 elements do not need to be used immediately upon statewide release; they do need to be ready for V4.0. Training for Fiscal (Chart of Accounts, vendor data cleanup and merge utility, and vendor import) will be via interactive video-conferences (ITV) beginning in January 2005. If counties are purchasing new equipment, she urged that Fiscal users receive 19” flat screen monitors in order to see the most data</p>	<p>“SSIS Fiscal: Things to think about and plan for”</p>
<p>Version 3.8 Pilot</p>	<p><i>Dave Sagisser</i> reported that Dakota and Carver Counties will pilot Version 3.8 for approximately six weeks, participating in regular teleconferences with SSIS staff to monitor performance, bugs, and fix results. Ramsey County will pilot the version on their test server rather than in production mode. Their pilot will test the interfaces between their county software and the SSIS database. The installation schedule will be distributed soon. Statewide release in January is on target.</p>	
<p>AFCARS Recent Results</p>	<p><i>Jean Swanson Broberg</i> summarized the September Upload results which put Minnesota at 7.62% on <i>untimeliness of discharge</i>. The more worrisome number is for the <i>most recent periodic review</i> element. She strongly urged counties to enter dates. V3.8 screens will have more obvious required date fields.</p>	
<p>Adoptions</p>	<p><i>Beth Holmgren</i> announced that the Adoptions project is in full swing with a project manager, DHS adoptions unit staff person, and Hennepin County exchange worker dedicated to it. Two designer/developer vacancies still exist. Version 3.8’s two significant adoption changes for workers include 1) electronic submission of forms to the state and, 2) adding a county worker’s e-mail address. The project is on track.</p>	

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<p>Business Continuation/UPS</p>	<p><i>W. T. Browne</i> introduced Network Team member <i>Dave Borchard</i> who provided an overview status of the SSIS enterprise power (including Uninterrupted Power Source [UPS] devices and monitoring procedures). SSIS will complete a statewide UPS upgrade by mid-November. Minnesota tornadoes, thunderstorms, and transformer surges all cause power outages affecting the servers. The upgraded UPS has four key benefits:</p> <ul style="list-style-type: none"> • Business continuation requirement fulfillment • Continuously filtered power • Fifty percent (50%) greater power capacity • Graceful shutdown after 70-100 minutes. <p>SSIS Network Team monitors the 84 county servers that have SSIS stand-alone UPS systems. Their monitoring console provides status messages and alerts. Future alerts will have enhanced, proactive features using Tivoli.</p> <p>W.T. completed the presentation by noting a training environment milestone. SSIS is working to give county trainers and mentors access to a training application and database prior to a version release. The Network Team was able to move training and SWNDX databases to ITG in a training environment so there is a complete training environment for Version 4.0.</p> <p style="text-align: center;"><i>Next Meeting: Wednesday, December 8, 2004 -- 11:15 a.m. - 12:30 p.m.</i></p>	

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