

Policy and SSIS Reminders

2008 Legislative Changes

Monthly Caseworker Visits

- Mn. Law is now consistent with Public Law 109-288.
- Every child in foster care or on a trial home visit must be visited by their own caseworker on a monthly basis, generally in the child's residence.
- DHS reports the frequency of visits made to ACF.
- States are expected to reach a 90% benchmark by October 2011.

Federal Reporting Requirements

- The % of children in FC who were visited monthly by the caseworker
- The % of those visits in the child's residence
- The aggregate number of children in FC for at least one full month
- The number of children visited every calendar month

- The total number of visit months for children who were visited every calendar month while in FC
- The total number of visit months in which at least one visit occurred in the child's residence

Accurate SSIS Entry of Contacts Is Necessary for Accurate Reporting

- Who participated in the visit?
 - SSIS should clearly identify whether visits were performed by the assigned caseworker, case aide, a contractor with case management responsibilities, or another party.
 - ACF definition: The caseworkers referred to in section 424(e) of the Act could be any caseworker to whom the State or local title IV-B/IV-E agency has assigned or contracted case management or visitation responsibilities. Within these parameters, the State may determine which caseworkers are appropriate to conduct the visits in accordance with the provisions of the Act.
 - Was time spent one-on-one with the child? Under “Contact with” choose child only for one-on-one time.

- What was the purpose of the visit?
 - At a minimum a visit should be “well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency and well-being of the children.” (Social Security Act)
 - The case note should address significant issues discussed during the visit, observations by the SW, and important statements by the child.

- What type of contact occurred?
 - Call, video conference, in-person
- Where did the visit occur?
 - Office, school, home (child's residence), other location

- When did the visit occur?
 - Visits are counted on a calendar month basis for each full month the child was in FC.
 - Enter time and date accurately in SSIS. Remember to pick the date/time.

Contact/Activity - 07/07/2008

Date: 06/30/2008 10:00 AM

Program: Child Protective Services - ITU NO. of Persons: 1

Service: General case management - 193

County sub-service:

Activity: Client contact

Duration: Hr. 1 Min. 25

Cnty Acctg:

Regarding:

- Susan Alexander
- Holly Alexander

Allocate Time

Note: **E** OTHER HOMEWORK. SW will be contacting school since it seems child is having real trouble reading. Will also talk to foster parent and Mom about how to proceed. Assured child we will all work together to help her with her school work. Prepared child for her next visit home.

Contact:

Purpose: Visit w/Susan in foster home

Status: Completed Attempted Contact With: Add

Method: Face to face 1

- Susan Alexander
- Holly Alexander

Location: Field/home

Monthly Contacts Report

- Allows Supervisor and SW to track contacts for all children in continuous placement
- A blank row will display for any calendar month (full or partial) that does not have a contact recorded.
- Primary worker is the current primary worker associated with the most recent p,l,a for the specified continuous placement.
- Available in V5.1

Monthly Contacts with Children in Continuous Placement Report

Monthly Contacts with Children in Continuous Placement

Period: Custom
 Date Range: From: 01/01/2008 To: 07/31/2008
 Worker: Beman, Nan
 Only include contacts made by the Primary Worker (as of the Contact Date): Yes
 Program: Child Protective Services

Report Notes

Note: Report includes completed, face-to-face contacts where the contact date falls within the date range of both the report and the continuous placement.

DOB: An estimated DOB will print with an asterisk.

Primary Worker: The current primary worker of the workgroup associated with the most recent placement, location, or absence for the specified continuous placement. This worker may not have been the primary worker during each month the child was in continuous placement.

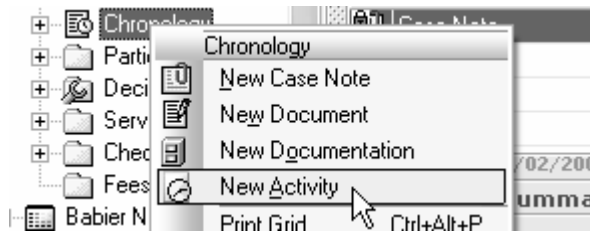
Report on Worker: Includes continuous placements associated with workgroups assigned to the worker selected.

Name: Alexander, Susan	Primary Worker: Beman, Nan
DOB: 08/08/2007	Continuous Placement Start Date: 02/05/2008
SSIS Person #: 184551535	Continuous Placement Discharge Date:

Year-Month Contact Date	Activity	Location	Workgroup	Worker
2008-02				
2008-03				
2008-04 04/01/2008 08:00 am	Child observation/inter	Field/home	Alexander Holly CP Case Management 01/02/2008	Beman, Nan
2008-05 05/14/2008 12:00 pm	Child observation/inter	Field/home	Alexander Holly CP Case Management 01/02/2008	Beman, Nan
2008-06 06/24/2008 02:09 pm	Client contact	Field/home	Alexander Holly CP Case Management 01/02/2008	Beman, Nan

Important to Accurate Entry:

- Enter contact as “New Activity”



- Separate out time spent only with child. Choose that child in “Contact with” section.
- Time spent with foster parents should be entered separately
- Ensure that “Supervising Agency” on Continuous Placement is entered accurately.
- Encourage daily contact entry.

- No exemptions to this requirement for children placed due to their disability
- A child on run should be entered into SSIS as on run.

Children placed only due to DD or ED

- References to children placed due to their own disability removed from Mn.Stat. 260C; now in 260D
- A new voluntary placement agreement form is being drafted for these cases.

Social and Medical History to Child

- Required to be filled out and given to all children aging out of foster care. This is the same form in SSIS given to pre-adoptive parents.

Requirements for VPA

- Parent(s) and agency agree to placement.
- Placement is in the child's best interests.
- VPA form must be the form in SSIS as approved by DHS.
- Review in court per CHIPS or DD/ED timelines

Timeline for screening maltreatment reports

- Agency must determine if report is accepted for assessment/investigation ASAP -- and no longer than 24 hours.
- SSIS V5.2 will have a new report to track screening timelines.

Screening Timeliness

Child Maltreatment Screening Timeliness

Period:	Last 30 days, etc.
Date range:	From: mm/dd/yyyy To: mm/dd/yyyy
Department:	(or Unit, or Worker, or #1 - specify)
Report Notes	
Note:	Includes intakes with child maltreatment reports that have been screened in or are pending screening. Intakes with screened out reports are excluded.
# of Hours:	Number of hours is calculated between the intake start date/time and the intake close date/time or the current date/time for pending intakes.
	Ensure intakes are closed timely.

Intake/Workgroup Name	Intake Start Date/Time	Intake Close Date/Time	# of Hours HH:MM	Imminent Danger?	Worker

Total reports:	
Reports pending - 24 hours or less:	
Reports pending - over 24 hours:	
Reports screened in and intakes closed - 24 hours or less:	
Reports screened in and intakes closed - over 24 hours:	

Questions on new legislation?

- Review Bulletin # 08-68-06 dated June 18, 2008.

http://www.dhs.state.mn.us/main/groups/publications/documents/pub/dhs16_141648.pdf

- This presentation is not a complete review of all legislation. It just references items related to SSIS entry.

Questions?

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