



SSIS Update



Issue 273

Social Services Information System

January 23, 2009

Version 5.2b allows electronic referral of adult maltreatment reports

SSIS Version 5.2b enables the electronic referral capability for sending adult maltreatment reports received by the Common Entry Point to the identified lead agency for assessment/investigation. If a lead agency other than the county is identified, the Common Entry Point sends an electronic copy of the Adult Maltreatment Report it received to the identified lead agency, such as the Minnesota Department of Health's Office of Health Facility Complaints (OHFC) or DHS Licensing. This feature can also refer a report to a different county agency.

Complete the Adult Maltreatment Report items before electronically transferring the data. *Send to Lead Agency* is available on the Action menu on the Referral tab of the Adult Maltreatment Report screen. Once a referral is sent successfully, the Referral Date field populates and a message that the *CEP has been successfully sent* appears. If there are errors, different messages may display. Testing is underway to verify that messages appear when needed.

If SWNDX or any other network connection is not functioning, the data will not transmit electronically. A worker will receive a message that SWNDX is not available and you should try again later. (In this context, SWNDX is shorthand for the server that data is sent to at DHS. The SWNDX server is consistently available more than 99% of the time.) The Adult Maltreatment Report can be faxed if a connection is not working.

CountyLink Updates

- ◆ Fiscal Advisory Group web page including charter, roster, and meeting minutes
- ◆ Lists of Worker mentors (primary & alternate)
- ◆ SSIS Claiming Helpful Hints and Proofing Messages
- ◆ CMHRS Prep
- ◆ Fiscal Reports and Descriptions
- ◆ Claiming training module
- ◆ SDM training module

Reminder: Complete entry of social worker contact data

Social work staff must review their contact/activity entries to ensure that ALL monthly contacts with ALL children in care are correctly entered. Minnesota has made solid improvements in meeting monthly contact requirements, but it needs more consistent efforts in order to reach the 90% goal.

The February upload will be used for first quarter reporting to the federal government for federal fiscal year 2009. The report includes contact data for monthly visits to children in out-of-home care for the last quarter of 2008 (from October through December).

Thank you for all your efforts on behalf of Minnesota's children.

Upload Update

The next upload is due on January 30. This upload is for the NCANDS reporting period (last federal fiscal year: October 1 - September 30).

SSIS Phone Numbers

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