

Quick Links

SSIS in CountyLink

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TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 291
October 23, 2009

SSIS celebrates ten-year milestone as a state-county partnership

It's a time of reminiscing and celebrating at SSIS as the application reaches its ten-year anniversary. Counties received their first version of SSIS in the fall of 1999. This followed several years of DHS planning a system that meets federal Statewide Automated Child Welfare Information System (SACWIS) requirements.

Depending on how long you've been a county or tribal employee, these SSIS milestones will prod your own memories:

- Word processing/autofilled documents
- Phases 2a and 2b train-the-trainer courses
- CSIS conversion
- Push-Pull
- AFCARS Buddies
- SWNDX
- Worker and Fiscal Mentor Programs
- Interfaces with MMIS, MAXIS, PRISM, the Health Department, DHS Licensing, SMI, the data warehouse, and county accounting systems
- Fiscal workgroups (Payments, Reporting, Claiming)
- Adoptions module
- Vulnerable Adult Reporting module
- Tribal installations



The SSIS staff is proud of developing a system that continually improves Minnesota's child welfare services. SSIS has supported child welfare improvements through its statewide client index, offender index, evidence-based tools, ability to measure performance, and accurate and consistent

data. SSIS's data quality, consistency, and timeliness make it possible to meet one of its main objectives: accurate data reporting for the federal Adoption and Foster Care Analysis and Reporting System (AFCARS) on which federal performance measures are based.

SSIS has always been a state-county partnership – funded, designed, promoted, and trained in a fully collaborative relationship.

The SSIS Partnership Group of county human services directors, SSIS managers and DHS representatives act as a board of directors.

"SSIS is a success because of the extraordinary staff who are dedicated to supporting county and tribal social workers in their mission to protect vulnerable children," says SSIS Director Gwen Wildermuth.

SSIS updates ICD-9-CM Diagnosis Code table in Version 5.2

SSIS has updated the ICD-9-CM Diagnosis Code table in Version 5.2, based on code modifications made by MMIS. The update took place on Tuesday, October 13, 2009. These diagnosis code changes were effective on October 1, 2009.

Changes include:

- New codes have been added.
- Some codes are no longer effective after 09/30/09.
- Code descriptions have been updated.
- Some diagnosis codes that are still valid may no longer be specific enough to be used for claiming after 09/30/2009. Claims for clients with these diagnosis codes will display proofing errors.

Fiscal Focus

Public Health staff use SSIS

Several counties have asked about Public Health staff use of SSIS. These counties have Social Services and Public Health staff working together on waivers, LTCC (Long Term Care Consultation) and other areas, and they want all of the case management information and claims to come from the same system. An LTCC requirement is that all time and payments be combined into one claim; it is very helpful for counties to have Public Health staff as well as Social Services staff use SSIS to accomplish this.

However, Financial Operations Division (FOD) does not want Public Health staff time or payments made using Public Health funds included in the SEAGR or TCM CSR reports. The time can be included in CMHRS.

In order to allow public health use of SSIS and not cause problems for the reports, SSIS suggests the following workaround for counties to use:

Enter Public Health Staff as users in SSIS (in Admin). In the Employee Category field on the User screen, code these staff so the reports will not pick up their time. Do not use the codes *State employee*, *External Placement Case Manager* or *County/Tribal Employee*. For example, if you do not have any other staff coded as *Collaborative Worker*, use that code. Or you could use *Contractor* or *Volunteer*.

To prepare for the long-term solution, please choose the code of *Public Health* in the Entity field on the User screen. SSIS does not currently check the Entity field when gathering information for reports, but we plan to do that in the future. Entering this information now will save you time in the future.

NOTE: The above workaround is appropriate for counties where Public Health staff are not included in the Social Services Time Study (SSTS) and are not paid with Social Services funding. If your county includes Public Health staff in the SSTS and pays them with Social Services funds, they should be included in SEAGR and should be entered with an Employee Category of *County/Tribal Employee*.

Upload Update_____

The October 30 upload is for the **AFCARS** reporting period that starts April 1 and ends September 30.

Fiscal Focus

Healthcare claiming eligibility distribution revised

The distribution of healthcare claiming eligibility information from the Data Warehouse to SSIS counties has been revised to make it more reliable. This change was needed to clear up a recurring problem that occurred when the distribution stalled in a county, which stopped the distributions for the remaining counties.

The distribution process is now scheduled on each county server rather than on the central SSIS server. This allows other counties' eligibility distributions to continue as scheduled despite one county's distribution issues. With this change, there will be fewer disruptions to the eligibility daily distributions. The change took effect on October 15.

Other than the improved dependability, the change to the eligibility distribution process should not be noticeable to counties. The distribution scheduling for each county has been pre-set by SSIS staff to be performed overnight on weekdays during non-business hours. No county action is required for the scheduling. The distribution schedule cannot be accessed or changed by the county SSIS users.

Accurate SSIS entry of physical location helps all workers

Within each Participant's folder there is an Address/Phone/Email/State Detail folder for each client. When entering a client's address information it is necessary that their primary residence be reflected as their Physical Location in the drop-down menu.

There are several options for the type of a client's residence. A client may have more than one Home, Mailing, Payment, Payee, School or Work address affiliation. However, only one Physical Location can be entered for each client; this identifies the primary residence. The Physical Location indicates where a client currently resides. It is also used for various Worker and Fiscal case management purposes including:

- Changes in a client's Physical Location may occur throughout case management services, including treatment centers, foster care placement, changing residences, and hospitalizations. Changing a client's Physical Location eliminates confusion as to the current residence. This is especially important when agency staff need to access a client's information in the absence of the primary worker.
- A Physical Location documents an accurate history of each client's changes in residence. Prior Physical Locations are not *deleted* but *ended* when a new Physical Location is entered. Physical locations are easy to update and allow the caseworker to have the most current primary residence information available with a simple *click*.
- Entering a Physical Location also provides a clear record of services for vendor payments. Fiscal workers can easily track clients' changes if these changes were consistently entered into SSIS.
- It is often useful to have a client's primary residence information display when printing General Reports. A current Physical Location allows a client's primary residence information to be enabled as a selection on several different General Reports, such as the Do Not Claim Determination Report.
- When entering a client's address, the Type field will always default to Other/Unknown. Physical Location is the only address Type that will display on a Person Search, and is the only Type of address that will autofill into SSIS documents. Initially recording a client's Physical Location means less future data entry, such as when creating a Service Plan, because the information automatically autofills inside the Service Plan's green autofill fields.
- Information in autofilled fields should never be edited in the document itself. Autofilled data should be corrected on the original entry screen in the SSIS application. For example, changing a client's autofilled address on a Service Plan will not change that address in the client's Address folder. Rather, the new address should be entered as a new Physical Location within the Address folder, and the preceding Physical Location should be ended. This allows the correct new address information to autofill into the Service Plan. With Version 5.5, changing autofilled fields in documents and plans will no longer be possible, so now is the time to begin entering the new addresses in the Address folder under each Participant.

Worker Focus

AFCARS Foster Care data achieves compliance milestone in September

Congratulations and *Thank You* to county staff for sending in placement data that for the first time ever is compliant (less than 10% errors) statewide on every Foster Care data element for the end of September upload! We do appreciate your ongoing efforts.

AFCARS reporting is continually important and can be frustrating. Your appreciation and understanding of this work means that Minnesota's data is increasingly accurate. Accuracy in assessing the outcomes for Minnesota's children can relate to improved services to our children and their families. The Children's Bureau would like to see error rates below

2% because our data is all about outcomes for the welfare of children. Individual counties with more than 2% errors on any element have been contacted. As always, we need continual work to keep the timeliness of discharge entry in line.

AFCARS Adoption reporting still has items that need improvement. The most problematic item is the inconsistency between disability as the primary barrier to adoption and entry of a disability or diagnosis that is a *qualifying* (severe enough) disability for AFCARS purposes. This is the only AFCARS Adoption item that is in

penalty range. We also need to improve reporting whether the birth mother was married at the time the child was born. This item is more easily collected from the birth mother before the TPR is granted. TPR date for the father is the next most often missed item. We really need to try to have this completed for 100% of the finalized adoptions. Finalized adoptions without both TPR dates (or other reason for ending of a parental relationship) cannot be included in computing some of the permanency measures for the CFSR process.

Please contact your AFCARS Helper if you have questions.

CountyLink Updates_____

- HINT: Complete a Placement Review
- MPAC minutes, 10/20/09