

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 304

May 28, 2010

Worker Focus

Promptly enter court findings

When a child placement is reviewed in court, the review should be entered either on the Court screen or under the Reviews tab on Continuous Placement. Both the hearing and the findings must be entered. *See the Child Findings tab below.*

Cont plcmnt - 07/27/2001 | Authority | Removal Conditions | Permanency Plans | Reviews |

Name
Court: Juvenile 05/18/2010

Court: Juvenile 05/18/2010
Court Hearing | Child Findings

Court hearing

Regarding: Jennifer Danson
Court type: Juvenile
Petition type: CHIPS
Filing date: 05/03/2010
Petition detail:
Hearing type: Admit/deny
Date: 05/18/2010
Order/disposition: ☒ Case plan
☒ Specific services
Date: 05/18/2010

(Person above is fictional.)

Once the court review has been entered, click on the Child Findings tab and answer all that apply. These findings address IV-E requirements and the requirements of Mn. Statute 260C.212, Subd. 7 for court or administrative reviews of placements.

Court: Juvenile 05/18/2010
Court Hearing | Child Findings

Child findings

Continuous placement: 07/27/2001 to present
Best interest statement: ☒ Yes ☐ No
Date: 05/18/2010
Reasonable (active) efforts statement: Yes
Date: 05/18/2010
Reasonable efforts to finalize permanency plan made: ☒ Yes ☐ No
Date:
☒ Judicial findings meet placement review requirements

The information entered on continuous placement for court reviews will be visible under the Court Actions folder. Likewise, the information entered under the Court Actions folder will be visible on the Continuous Placement Reviews tab, but only for the Continuous Placement selected on the Child Findings tab, and only when the "Judicial

Worker Focus

Correctly enter race in SSIS

It is very important that a client's race is entered correctly in SSIS. State and local planning is done with the data available in SSIS.

Minnesota is very concerned with issues of disproportionality in our child welfare system. Analysis of our disproportionality becomes increasingly difficult without accurate entry of race. State-wide, the rate of clients with an undetermined race has doubled over the last four years, from 5.5% to 11.1%. (See table below.)

Social workers should routinely ask clients about their race, ethnicity and citizenship status. The only time "unable to determine" is appropriate is when the child or infant is abandoned and too young to identify with a given culture. Please review client entries and ensure accurate information for race, ethnicity and citizenship.

Rate of clients with undetermined race

2001	2002	2003	2004	2005	2006	2007	2008	2009
4.8%	2.8%	3.8%	6.5%	4.9%	5.5%	6.9%	8.7%	11.1%

findings meet placement review requirements" indicates "Yes."

The data about the 5/18/10 hearing was entered on the child's continuous placement. It automatically shows under the Court Actions folder.



Finally, enter court information promptly after hearings to avoid forgetting this important SSIS entry.

Fiscal Focus**Follow this process to change from UMPI to NPI Identifier**

Most counties are currently using an UMPI to submit claims to MMIS. Some counties have decided to switch from an UMPI to an NPI. If your county chooses to do this, it is important to follow the steps below after you receive your NPI to continue batch claiming and remittance advice processing in SSIS.

The best time to initiate this process is after SSIS has updated claim files with remittance advice information from an MMIS warrant cycle.

Also, if you have submitted claim batch files to MMIS, make sure that all of your claim acknowledgements have been received so there are no claim acknowledgement files pending. Make sure everything submitted to MMIS under your UMPI is completely processed before switching to your NPI.

Do not submit claim batches until the process is complete.

Steps in the process:

1. Go to Admin/Tools/Interface Settings to Disable Current Interface Job for:
MMIS Claim Submission
MMIS Claim Acknowledgement
MMIS Claim Status
MMIS Claim Remittance Advice.
2. Change the NPI/UMPI identifier in County Claim Control to your NPI number. County Claim Control is located in SSIS Administration under Tools/County Preferences.
3. Contact DHS Provider Enrollment through the Provider Call Center at 651-431-2700 or 1-800-366-5411 and select option #5 for Provider Enrollment.
4. A Provider Enrollment Representative will change your MMIS provider file identification from an UMPI to an NPI and submit a work order to the MN-ITS mailbox staff to do the mailbox changes.
5. The MN-ITS mailbox staff will add a new mailbox, move your mailbox user IDs from the old mailbox, and change the number portion of the user ID to your NPI number. NOTE: MN-ITS staff will not delete your old mailbox or move files from your old mailbox to your new mailbox. To view files that were in your old mailbox, use your old user ID and password. You will no longer be able to send and receive new files with the old mailbox.
6. A Provider Enrollment Representative will call you and let you know that your new mailbox is available and your user ID has been converted. The representative will provide a temporary password for all users in your county; each user must change it to a personal password upon initial login to the new mailbox.
7. Since SSIS is a county mailbox user, contact the SSIS Help Desk at 651-431-4801. Give them your NPI number and temporary password so the SSIS user password can be changed.
8. SSIS staff will update and test processes that use the county NPI number and password.
9. SSIS Help Line staff will notify you when the update and testing are completed and you can continue with claims processing in SSIS.
10. Enable the Interface Jobs that were disabled in step #2.

Fiscal refresher webinar is June 16

The fourth Fiscal refresher webinar using iLinc technology will be from 1:00 - 2:30 p.m. on June 16. iLinc is an online web tool that provides training at a worker's workstation. Each participant views the presentation and materials via the Internet, and the audio will have limited teleconference lines available as well as an Internet audio option.

June 16 refresher topics:

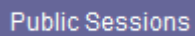
- Payment entry
- Payment Approval Log
- Payment Reports

This session is open to all SSIS users.

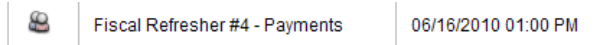
To register:

1. Click on: <http://minnesota.ilinc.com/> You do **not** need to complete the Log In information.

2. Select **Public Sessions**

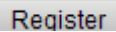


3. Check **Fiscal Refresher #4 - Payments.**



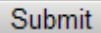
You may need to scroll to locate the session.

4. Click **Register.**



5. Complete the Registration information.

6. Click **Submit.**



Registrants receive an e-mail with a link to session information and instructions for testing connectivity.

Note: To access recordings from previous Fiscal refreshers:

1. Log on to iLinc (see link above).
2. Click on **Public Sessions.**
3. Click the **Join** tab.
4. Click **Open** for the selected refresher session.

Save the date:

Worker Mentor Meeting**June 8, 2010**

9:00 a.m.-3:00 p.m.

St. Cloud, MN Holiday Inn

Upload Update

The May upload is due on Friday, May 28. This upload is for general update of information for statewide research and reporting.

CountyLink Updates

- IFSpi checklists for SQL and AS/400 servers
- HINT: Copy Clients from SWNDX
- MPAC meeting minutes, 5/18/10