

## Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

# SSIS update

Social Services Information System

Issue 314  
November 5, 2010

## Worker Focus

### Adoption workers must review adoptive family changes, placement changes

**Mentors, Please bring this article to adoption workers' attention.**

SSIS has identified three situations that the current child ward verification process **does not** handle without data fixes by SSIS staff. They are:

- Changes to pre-adoptive family (examples: divorce, new marriage, death, name change)
- Child goes from pre-adoptive placement setting to another placement setting, such as treatment. At the time of the placement setting change the family still intends to adopt. Disruption occurs during the subsequent placement.
- Pre-adoptive parents no longer plan to adopt but the child will remain in the same home. The placement is still open, but is no longer a pre-adoptive setting.

Do not enter a disruption on the placement or send a disruption verification for any of the above scenarios. Instead, your SSIS mentor must call the Help Line for a Data Fix. When the social worker ends the placement as an adoptive placement disruption in the situations above, an incorrect chain of events is triggered in the State Adoption System. Undoing that chain of events is a complicated and time-consuming process for Help Line and Data Fix staff.

SSIS Mentors should be prepared to contact the Help Line on every adoption situation that fits any of the scenarios above.

A more typical disruption, where the pre-adoptive placement parents terminate both the placement and the adoption process, does not require a referral to the SSIS Mentor. Follow the normal process for ending this placement setting as a disruption and submitting the disruption verification to DHS.

The system will accommodate the less typical scenarios in a future release. Until then, have your SSIS mentor call the help desk for a Data Fix. Thank you to all who must address this problem until SSIS can modify the system.

## Worker Focus

### Complete entry of social worker contact data

Social work staff must review their contact/activity entries to ensure that ALL monthly, face-to-face visits with ALL children in foster care are correctly entered. Minnesota has made steady improvements in meeting monthly visit requirements, but it needs more and concerted efforts to reach the 90% goal.

The November upload will be used to complete the quarterly statewide performance report and the annual report to the federal government for federal fiscal year 2010 (10/1/2009 to 9/30/2010).

*Thank you* for all your efforts!

## Upload Update

The November upload is due on November 30. This upload is for the ESEA reporting period that starts October 1 and ends October 31.

Both the October and November uploads are for the federal reporting of social worker monthly face-to-face visits with children in foster care for the FFY ending September 30, 2010.

## Training web pages customized for Worker and Fiscal applications

SSIS’s training web pages will roll out new Worker- and Fiscal-specific pages on November 22.

The most significant and helpful change is on the **Documentation** pages. Both Worker and Fiscal Documentation pull together training materials previously posted on separate pages (e.g., modules, job aids, mentor meeting handouts), and group by topic. *It’s one-stop shopping!* An A-to-Z search feature links to a topic.

Pages for **Online Training** will list scheduled iLinc sessions, provide access to recordings of past sessions, and link directly to TrainLink for easy registration.

Both Worker and Fiscal **Resources** pages summarize other SSIS and DHS services and link to each.

<p><b><a href="#">SSIS Fiscal</a></b></p> <p>Payment requests, healthcare claims, service arrangements, COA and COA maximums, state reporting (CMHRS, SEAGR, TCM-CSR) and submitting IV-E claims and reports to assist you in managing the Fiscal area.</p>	<p><b><a href="#">SSIS Worker</a></b></p> <p>Intake, assessment and case management work with the clients, placement, adoption, time recording, documentation, service plans, and reports to assist you in managing the Worker area.</p>
<p><i>Or click directly on one of these topic-specific pages</i></p>	
<p><a href="#">Fiscal Release/Pilot Training</a></p>	<p><a href="#">Worker Release/Pilot Training</a></p>
<p><a href="#">Fiscal New Worker Training</a></p>	<p><a href="#">Worker New Worker Training</a></p>
<p><a href="#">Fiscal Online Training</a></p>	<p><a href="#">Worker Web-Based Training</a></p>
<p><a href="#">Fiscal Documentation</a></p>	<p><a href="#">Vulnerable Adult Common Entry Point (VA-CEP)</a></p>
<p><a href="#">Fiscal Resources</a></p>	<p><a href="#">Worker Online Training</a></p>
	<p><i>Coming! Tools For Management</i></p>
	<p><a href="#">Worker Documentation</a></p>
	<p><a href="#">Worker Resources</a></p>

### Worker Focus

#### MNYTD first collection period underway

Agency staff are conducting the first Minnesota Youth in Transition Database (MNYTD) collection period. Here are pertinent reminders:

**MNYTD Surveys** are completed during the monthly contact visit.

- Discuss and hand out the MNYTD Notice of Privacy Practices.
- Survey youth who are in out-of-home placement on or within the 45 days following their 17<sup>th</sup> birthday. (Use the Survey Due Search to identify youth who are yet to be surveyed. Only youth who turned 17 on or after 10/01/2010 are required.)

- Administer survey during the 45 days following the 17<sup>th</sup> birthday. (Errors will be logged for late surveys, but surveys should still be administered.)
- Include a discussion about/ collection of contact information for both the youth and persons important to the youth.
- Record youth responses in SSIS on the MNYTD Survey screen.

#### MNYTD Services:

Record in SSIS on the MNYTD IL Services screen any and all IL

Services provided to/arranged for youth who are:

- Aged 14 through 20 (under 21)
- Currently in foster care or discharged after age 14
- Expected to live independently in the future

regardless of the payment source.

Your efforts to prepare youth for independence and the outcomes tracked in the survey will become part of the National Youth in Transition Database, helping to shape future policy.

