

Quick Links

SSIS in CountyLink

SSIS in DHS-SIR

TrainLink registration

ssishelp@state.mn.us

SSIS update

Social Services Information System

Issue 322

March 4, 2011

Enter CMH Screenings by March 31

This is a reminder to enter all calendar year 2010 child welfare mental health screenings into SSIS by March 31, 2011, for the child welfare portion of the mental health screening project. Enter completed screenings as well as those that meet the exemption categories under the CMH Screenings and Assessments folder.

Only the 2010 completed mental health screenings will be used to calculate the 2012 allocation for counties or tribes participating in the AICWI. Any screening information documented for the 2010 calendar year after 3/31/11 will not be counted towards each agency's screening allocation for grant purposes.

Upload Update _____

The March upload is due on March 31. This upload is for the quarterly Child Welfare Data Dashboard update.

Unveiling the OHPP Revision

VPCs scheduled on either:

April 12, 1:30-4:30 p.m.

or

April 20, 9 a.m. to noon

Please join Deb Beske Brown and Nan Beman for an in depth review of the policy and practice around planning for children in placement.

Angela Walswick will demonstrate using the new plan in SSIS. All supervisors and social workers working with children in placement will want to attend one of the sessions. Register on [TrainLink](#).

**Job Posting: State Program Administrator Principal-SSIS User Support
SSIS Worker Mentor Program Coordinator**

Salary: \$22.18 to \$32.69 per hour (\$46,312 to \$68,257 per year).

DHS Division: Children's and Family Services/Social Services Information Systems,
PO Box 64239, 444 Lafayette Road N., St. Paul, MN 55164-0239

Contact: Gwen Wildermuth at (651) 431-4748.

Persons interested in this position need to have a resume posted on the DOER Resumix system at <http://www.careers.state.mn.us/employment>. Click on *My state job search*.

The SSIS Worker Mentor Coordinator develops and maintains a statewide training and support program for SSIS users (mentors) in each county agency and two tribal agencies. The position spearheads mentors' SSIS training; teaches mentoring skills; and relays their SSIS operations concerns, requests, and user experiences to SSIS managers and staff. The Mentor Coordinator is the expert in the use of SSIS, working with agencies on Federal reporting requirements, supporting system entry, and works to provide issue resolution.

Duties:

- Strengthen and support a network of SSIS mentors representing the 87 counties and two tribes ("agencies") who use SSIS. Establish mentors' value to the SSIS staff and the Child Safety and Permanency (CSP) Division by keeping them informed of system issues and soliciting their input about SSIS development and support.
- Convene periodic mentor meetings using in-person and remote formats (e.g., iLinc, VPC). Provide training, convey information about upcoming SSIS changes and enhancements and solicit feedback.
- Facilitate information exchange among agencies concerning SSIS functionality, workflow issues, staffing concerns, etc. Encourage mentor networking.
- Act as the agencies' liaison/resource person, providing direct access to DHS management and teams.
- Facilitate monthly Mentor Program Advisory Committee (MPAC) meetings via teleconference. Gather input about operating the program, requesting support from SSIS and local agency management, preparing mentor meeting agendas and evaluating mentor meetings.
- Coordinate the design, development and delivery of county mentor training. Responsibilities include developing curricula, preparing training presentations, evaluating the effectiveness of all materials in meeting mentors' needs, and scheduling and conducting training sessions.
- Produce SSIS systems documentation and policy as needed.
- Travel to regional sites or agencies to provide on-site consultation.
- Identify strategies for system and program improvements based on recommendations for modifications and development.
- Provide clear information about system functionality and policy processes to other state and agency staff.

Preferred qualifications:

- Bachelor of Social Work Degree or a related four-year degree
- Experience as a county social worker or county social services supervisor
- Experience training
- In-depth experience as an SSIS agency user.

Travel: Yes