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dhs.ssishelp@state.mn.us



Issue 382

September 30, 2013



Bug Busters

Why are these clients on the Clearing Log?

Clients who do not already exist in the agency database are being added automatically as a result of two actions: 1) when the *Add Existing Client* option is used to add a client to a workgroup/intake or, 2) when completing a State Scope Person Search.

- When the *Add Existing Client* is used, the client is added to the agency database by highlighting the row in the results before clicking the Select button.
- After completing a State Scope Person Search, highlighting the row in the results adds the client record to the agency database.

Workaround: Database additions do not directly impact SSIS because the clients are not associated with either an intake or workgroup. The clients do display on the Clearing Log. However, they will be purged since they were never associated with an intake or workgroup. The clients can remain uncleared on the Clearing Log until they are purged. This issue will be resolved in SSIS Version 13.4.

CountyLink Additions

- [SSIS Disaster Recovery Documentation: RDX Removable Disk Media—updated 9/26/13](#)
- [V13.3 Code Table Listings](#)
- [SSIS Fiscal Functions to Observe](#)

Upload Update

The next upload is due on Monday, September 30. This Repository Upload provides information for the quarterly Child Welfare Data Dashboard update.

New MNYTD survey reporting period is 10/1/13 through 9/30/14

Every third federal fiscal year, the Minnesota Youth in Transition Database (MNYTD) collects information from 17-year-old youth in placement using the MNYTD survey. A new MNYTD-required reporting period begins on October 1, 2013, and concludes next year on September 30, 2014. Youth who have a 17th birthday during the timeframe of 10/1/13–9/30/14 and are in out-of-home placement on their birthday or within 45 days after their 17th birthday must receive a MNYTD survey.

Ideally, the youth completes the survey during the first monthly caseworker visit to the placement home after the youth's 17th birthday. Youth who return home but were in care during the 45 days after the 17th birthday are also in the MNYTD survey population.

Youth are provided with the MNYTD Notice of Privacy Practices. The youth may answer survey questions with his or her caseworker on the MNYTD Survey screen. Caseworkers can also print a blank survey from SSIS, then return later to the Survey screen in SSIS to enter the youth's responses.

Youth surveyed at age 17 will also receive a MNYTD Follow-Up Survey at age 19, and again at age 21. Follow-Up Surveys are conducted by The Improve Group, a DHS contracted provider. When a survey is completed with a youth, the caseworker also requests the names of people and/or agencies that may be able to help locate the youth for a Follow-Up Survey. This information is recorded on contact sheets in SSIS. Blank contact sheets can be printed to help collect this information in the field. Caseworkers are to complete as many contact sheets as the youth can provide, and are encouraged to ask youth to include resources that include social media contacts such as Facebook.

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MNYTD from page 1

Mentors may contact the SSIS Help Desk with questions:

Telephone: 651-431-4801

Email: dhs.ssishelp@state.mn.us

Kim Lemcke - MNYTD Social Service Program Consultant

Telephone: 651-431-4686

Email: kim.lemcke@state.mn.us

Other MNYTD Contacts:

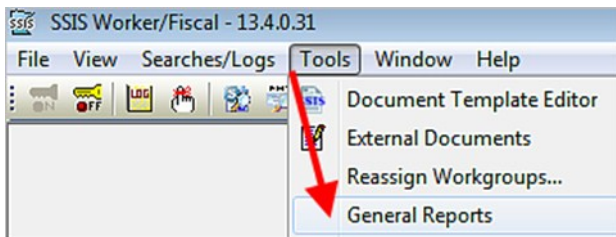
Steve Vonderharr - Adolescent Svcs. Supervisor

Telephone: 651-431-4666

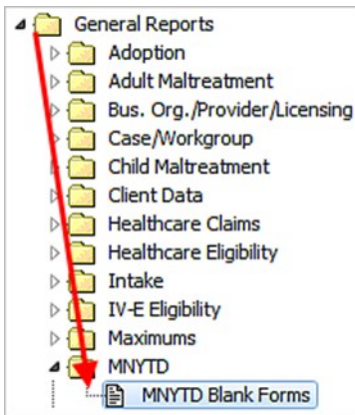
Email: steve.vonderharr@state.mn.us

*Updated MNYTD Training handouts will be available soon on CountyLink>SSIS>Training>[Worker Documentation](#) page under the heading of **Adolescent Services/MNYTD**.

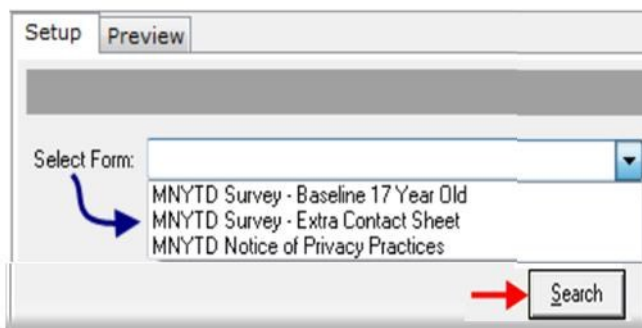
SSIS Toolbar – Tools – General Reports



General Reports Folder—MNYTD Blank Forms



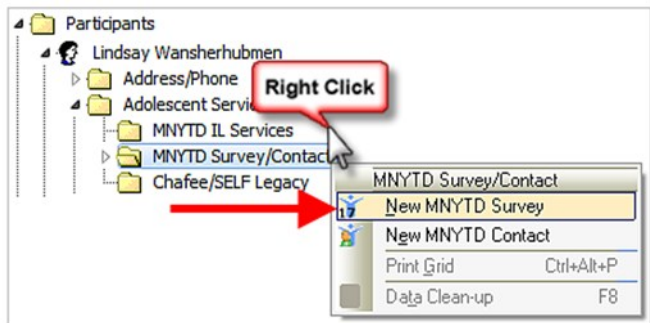
Setup Form—Select Form Field—Search Button



To print blank MNYTD documents:

1. Click on **Tools** and select **General Reports**.
2. Expand the **General Reports** folder and click on the **MNYTD** folder.
3. On the **Setup** tab, select the desired blank document in the **Select Form** field.
4. Select the **Print** icon after the document displays.

Adolescent Services Folder – New MNYTD Survey



To record MNYTD survey data:

1. Expand the **Participants** folder.
2. Expand the **Person** folder for the client.
3. Expand the **Adolescent Services** folder.
4. Expand the **MNYTD Survey/Contact** folder.
5. Right-click and select **New MNYTD Survey**.
6. Complete all the survey fields.
7. Note that if you rest your mouse on a question, the text turns **blue**. Click the **blue hyperlink** for further clarification and examples.
8. Click **Save**.
9. Similarly enter each **New MNYTD Contact Sheet**.

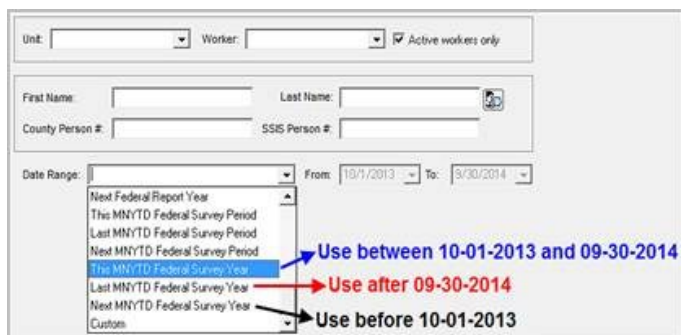
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MNYTD from page 2

SSIS Searches and Logs – MNYTD Searches – MNYTD Survey Due Search



SSIS MNYTD Survey Due Search Screen — Data Range Field



Determine the youth to survey in your agency:

1. Click on **Searches/Logs** on the SSIS Toolbar.
2. Select **MNYTD Searches**.
3. Select **MNYTD Survey Due Search**.
4. Select the appropriate timeframe in the **Date Range** field.
5. Click the **Search** button.
6. *Hint:* Use the column chooser to add **17th Birthday** as a column in the grid. Click on the **17th Birthday** column to sort youth in order of birthdate.
7. *Hint:* Youth who are placed exclusively in a locked detention facility, or who are only on a trial home visit, are exempt from the survey.

No action needed for some negative IV-E claims that reject on the 2570A

If a negative claim displays on your 2570A report and the original claim was rejected on a previous 2570A report, no further action for the negative claim is required.

Example:

- Original claim: You submitted a IV-E claim in SSIS for a Rule 1 Child family foster home. The claim was rejected by Financial Operations Division (FOD) because the license number was invalid. FOD notified you on the 2570A report.
- You researched the license history and verified that the correct license number was not entered on the Bus Org in SSIS. You updated the license record and entered an Adjustment Reversal and Correcting Entry Adjustment with the correct license number for the payment associated with the rejected claim.
- When the next quarter's Title IV-E Abstract Report is generated, claims are created for the Adjustment Reversal and Correcting Entry Adjustment and submitted to FOD on your Title IV-E report.
- The negative claim (Adjustment Reversal) rejects and displays on the current quarter's 2570A report because the original IV-E claim rejected. No further action is required for the negative claim.

Note: If a negative claim displays on your 2570A and **the original was paid by FOD**, contact the SSIS Help Desk at dhs.ssishelp@state.mn.us or 651-431-4801.