



SSIS Fiscal Flyer

Winging Toward Integration

Issue 41

Social Services Information System

May 18, 2007

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Coming soon! Version 4.3 training

SSIS Implementation **Memo Number 73** (5/3/07) provides details about V4.3 training topics, prerequisites, the registration process, and a schedule for upcoming Version 4.3 trainings.

Two variations of training will be offered—V4.3 for *Social Workers* and V4.3 for *Fiscal Workers*. Registrations are required using **TrainLink**. Sessions will be three hours long.

SSIS must delete the MMIS health care eligibility data

After rolling out the MA Eligibility Interface between MMIS and SSIS, defects related to the MMIS daily updates were detected. Fixing the defects required changing the format of the MMIS files sent to SSIS. Due to these changes, it is necessary for SSIS to delete the MMIS Health Care Eligibility data from county SSIS databases, and for MMIS to create a new initial load of data.

The MMIS data was deleted from county SSIS databases on Saturday, May 12. SSIS reloaded MMIS eligibility data with a new initial load file containing eligibility data for the prior 18 months as of the date of the new initial load. *The new initial load for counties will be scheduled for the week of May 14.* Counties will receive an email notification after their initial load has been completed.

If you have questions about the MMIS initial load please contact the SSIS Help Line at (651) 431-4801 or email to ssishelp@state.mn.us.

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MMIS will change trip designation

Issue: Currently in MMIS, when you create a Service Agreement for a DD client for transportation, you can only select “HCPCS/Mod T2003 UC-Non-emergency transportation; one way.” In SSIS, when creating the service arrangement for the same client and service, you can only select “HCPCS/Mod T2003 UC-Non-emergency transportation; round trip.”

Solution: MMIS confirmed that the HCPCS T2003-UC should be billed as a round trip for MR/RC waiver clients and that SSIS’s Service Arrangement setup for V4.3 is correct. The MMIS Service Agreement setup is incorrect for clients on the MR/RC Waiver. MMIS wants counties to enter MMIS Service Agreements using a Unit of Round trip for MR/RC Waiver clients and set the rate accordingly. For other Waiver clients (e.g., CAC, CADI, TBI and EW), they want counties to enter MMIS Service Agreements using a Unit of One-way trip, and enter the rate accordingly.

A change request has been written for MMIS to change the language description on MR/RC Service Agreements. The new description will read “TRANSPORTATION-ROUND TRIP.” It may be a while before the request is completed, so users should disregard the current language and write the line for round trips using the appropriate number of units and price for a round trip. Hopefully, most of the MMIS Service Agreements will have been written for round trips, or changes will need to be made. Additionally, if a provider has billed for a single trip, a replacement claim should be billed for the round trip rate.

If you have additional questions the MMIS contact person is: Wendy Hassinger, DHS Disability Services Division, wendy.hassinger@state.mn.us or 651-431-3280.

Centralized county training - V4.2 or 4.3 on-demand

What is it?

SSIS has the SSIS training database available via a Citrix connection so that county trainers can train the application and users can “practice” in a non-live data environment. Counties request to use this database through SSIS.

What are the county system requirements necessary to access this database?

Here is what a workstation needs, to be able to do SSIS training via this centralized database:

- ◆ Windows NT 4.0, Windows 2000, Windows XP, or Windows 2003.
- ◆ No special memory requirements (just what is required by the operating system itself.)
- ◆ A little bit of hard disk space (it's a small program.)
- ◆ Video card and monitor capable of 1024x768 resolution. (If you are not training the fiscal component of SSIS, you may be able to get by with 800x600.)
- ◆ Web browser
- ◆ Network access to <https://ssis-training.dhs.state.mn.us> on port 443 (the https port).

Will counties be able to use this tool for their initial Bjorn Basics training?

This training database does not replace SSIS training courses. It is available for counties to use to support their staff after SSIS training or if remedial training is necessary. This database resided on each county server in the past and now only resides on a centralized server at SSIS.

How many counties can use this database at once?

Only one county can use this database at a time. Counties may request this database for half a day at a time. If there is sufficient demand, SSIS may increase this in the future.

How do we register to use this database?

1. Registrations will be accepted from Worker and Fiscal primary mentors and county trainers.
2. E-mail your registration to ssisregister@state.mn.us with *Centralized Training Request* in the Subject line, or call 651-431-4800.
3. Indicate which day(s) you would like to conduct training and provide a contact name for the session.
4. SSIS will check availability and confirm your registration.
5. SSIS will email instructions for installing/testing the Citrix Client and using the Centralized Training database, and a list of assigned user IDs and Passwords for the Citrix Client to the county mentor/trainer.

The county trainer, with assistance from the county IT department, must install and test the Citrix Client four to five days before training, and report to SSIS (via email or phone) the success of the install and test.

How many hours/days can the county use this at one time?

Counties are able to sign up for a half day at a time.

Is there a calendar that counties can view to see the available dates?

Not at this time but a suggestion has been made to the network staff.

When is this available for Version 4.3?

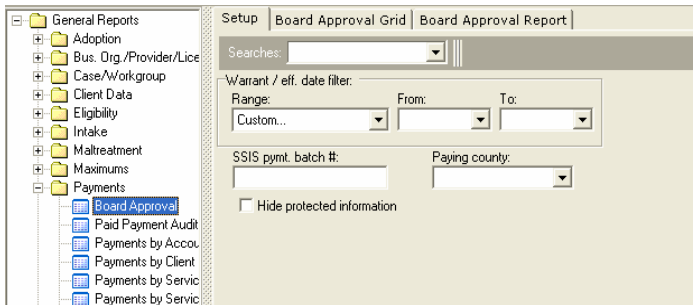
A pre-release version of the upcoming SSIS V.4.3 is available right now! When registering, please specify that you want to use the V4.3 pre-release version instead of the V4.2 version. We encourage your county to be trained first and then access this database for further trainings in your county.

Who do I call if I have more questions?

Debbie LaChapelle at 651-431-4800.

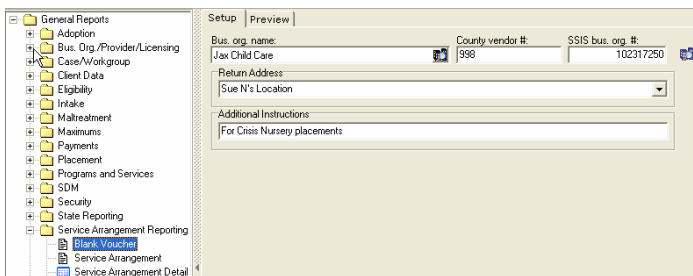
New Board Approval report

Also available in V4.3, the grid report has both a summary and a detail version and for a formatted report with a signature line, select the Board Approval Report tab.



Blank vouchers in V4.3!

Look for the ability to print blank voucher in V4.3. Available under Tools>General Reports>Service Arrangement Reports, enter the data on the setup screen that you want to see printed. If none is entered, a totally blank voucher will print.



CountyLink Additions

- ◆ Fiscal Mentor Meeting handouts
- ◆ Imp. Memo #73: V4.3 Release Training
- ◆ Imp. Memo #74: New Worker Training
- ◆ Map of convenient St. Paul hotels

Add counts to grids

A question at the Fiscal Mentor Meeting on May 9 was *how to get a count to display on the workgroup search and caseload grids*. In V4.3, the default settings of the Workgroup Search will include the count in the summary footer of the grids. To add counts:

1. Right-click on the grid.
2. Select **Grid Options**.
3. Select **Show Summary Footer**. (Note: A check by Show Summary Footer indicates the footer is already on so skip this step.)
4. Right-click in the summary footer on the grid under the column where you want to add the count.
5. Select **count** from the right-click menu.

Job Posting:

SSIS Trainer

The Training Unit of the Child Safety and Permanency Division at DHS has a vacancy for two new trainer positions on the SSIS training team. These positions will be posted internally first and then will be open to interested external candidates if there are no internal candidates. Persons interested in the positions need to have a resume posted on the DOER Resumix system. The link for this is www.doer.state.mn.us/employment and then click on "My state job search." If you have questions about the position, contact Richard Dean, Training Unit Supervisor, at:

Child Safety and Permanency Division
P.O. Box 64943, St. Paul MN 55164-0943
(651) 431-4669, richard.f.dean@state.mn.us.

The following information is based on a previous posting developed for DHS internal candidates. The position is in the MAPE Bargaining Unit. FLSA status: Non-Exempt. Overnight travel is required.

State Programs Administrator Senior, SSIS Trainer

\$18.13 to \$26.60 per hour (\$37,855 to \$55,541 per year)

MN Department of Human Services, Child Safety and Permanency Division, Lafayette Park, 444 Lafayette Road, St. Paul, MN 55164.

The position provides training and advanced-level technical assistance on the Social Services Information System (SSIS) computer application to county and tribal staff. SSIS is a client server computer project where local agencies use their own servers and networks.

Duties include:

- ◆ Deliver training to county and tribal staff.
- ◆ Develop curriculum and other materials, both written and multi-media.
- ◆ Provide training and materials to the SSIS Help Line and other SSIS county support areas so that training addresses the problems and needs reported by counties.
- ◆ Participate in developing project activities.
- ◆ Provide information to and return feedback from counties at regional meetings.

Required background/qualifications:

- ◆ Demonstrated ability to develop and deliver formal training in a computer lab setting and/or provide broad-based technical/Help Line assistance, and
- ◆ A broad understanding of county social service systems.

Preferred candidates will have professional Minnesota county social service experience using the SSIS application, experience training computer software in a hands-on lab environment, experience writing training curriculum or user manuals, and a job-related academic background.