

# SSIS Fiscal            **Flyer**

Issue 53

Social Services Information System

December 21, 2007

## CSIS Import Soon Ending

CSIS Release 08.1 was distributed the first week of December. Once loaded, this release allows CSIS to continue importing client and time data until 02/29/08 (needed for the CMHRS report). CSIS will produce the CMHRS reporting files for the second half of 2007. This means that all time for the year 2007 must be imported into CSIS.

Client data for any client receiving MH time sheet reported services must also be accurate, including disabilities. CSIS Release 08.1 will allow importing data from SSIS to get this required information into CSIS, with the following changes:

1. SSIS time sheets will only be imported if they are dated between 01/01/04 and 12/31/07, no matter when they were entered or when the import is run.
2. SSIS substitute care information will not be imported after 01/02/08 because CSIS no longer needs it after CSIS CW-TCM claiming ends.
3. SSIS licensing information will no longer be imported. CSIS's need for it has ended.

## Vendor Import schedule changes January 1

Performance problems with the Vendor Import process has prompted a change to the Vendor Import schedule. As of January 1, 2008, it will run daily at 11:00 a.m. for all counties that have not already changed the setting to run daily. *Note:* SSIS will not change the scheduled time of day for counties that already have Vendor Import set to run daily.

A county can still run vendor import at any time that a worker is waiting for a vendor to import from the County Accounting System.

To run the vendor import process on demand:

1. Go to SSIS Admin.
2. Select Tools from the menu bar.
3. Select Interface Settings.
4. Select the Vendor Import Settings tab.
4. Click on the Action button or right-click in the grid.
5. Select Run Current Interface Job.

## *Next Fiscal mentor meeting uses VPC*

### **Fiscal Mentor Meeting**

*January 29*

*9 a.m.-12:30 p.m.*

The January 29 Fiscal Mentor Meeting's 23 VPC sites are listed on CountyLink. Register on TrainLink's page at: <http://pathlore.dhs.state.mn.us/stc/ssis/psciis.dll?mainmenu=ssis>

## **CSIS CW-TCM and MH-TCM functionality ends January 2**

Beginning January 2, 2008, CW-TCM and MH-TCM claims must be processed using SSIS. Functionality to transmit these claims from CSIS will end at midnight on January 1, 2008.

### **SSIS Frequently-Called Phone Numbers**

Main Line 651-431-4800

Help Line 651-431-4801

Fax 651-431-7521

[ssishelp@state.mn.us](mailto:ssishelp@state.mn.us)

## **Group time codes added**

DHS's Mental Health Division requires reporting actual time spent with each client for services provided to a group on the CMHRS Report. Since SSIS Staff Activity does not currently accommodate this, SSIS is adding five new activity codes for staff time reporting for activity dates starting 1/1/08.

They are:

- Group time, .5 hrs
- Group time, 1 hr
- Group time, 1.5 hrs
- Group time, 2 hrs
- Group time, 4 hrs

These activity codes will not be added to any services by default. If your county staff provides group mental health services, the activities can be added to those services as needed through Programs and Services in Admin. Confer with your Mental Health staff to determine if any BRASS Services need these new activities.

More detailed information will be available at the January Fiscal mentor meeting. Handouts will be also be available on the Fiscal mentor meeting web page .