

SSIS Fiscal Flyer

Issue 66

Social Services Information System

October 29, 2008

Pilot counties begin using V5.2

The SSIS Version 5.2 pilot kicked off in Carver, Itasca, and Washington Counties on October 20. Implementing the last claim category of *Void* allows counties to Void and Finalize as well as Void and Resubmit.

Charting and Analysis will be enhanced by adding the Child and Family Services (CFSR) permanency composite measures and several new state measures. Pilot users will be able to test these enhancements late in the pilot period. Users will find Data Descriptions for each query, including population and target information, in the menu on the Charting and Analysis executable's home page. The pilot is expected to continue through November with statewide installation targeted for early December.

Save the Date...

Mentor Meetings are December 9

The next Fiscal and Worker Mentor Meetings are both on Tuesday, December 9 at the Holiday Inn, St. Cloud.

Worker Meeting

8:30 - 11:30 a.m.

Fiscal Meeting

12:30 - 3:30 p.m.

Upload Update

The next upload is due on October 31, 2008. This upload is for the **AFCARS** reporting period that starts April 1 and ends September 30.

CountyLink Updates

- ◆ Mentor Meeting minutes, 9/23/08
- ◆ NWT handout #19a: Alerts & Reminders

SWNDX Updates

Over the next several months, SSIS will be reviewing data elements of records in SWNDX and comparing them with records in MAXIS and/or SMI. Some data elements, such as SSN or PMI, may be updated for affected records in SWNDX. County records from SWNDX may need to be uncleaned. When this happens, SSIS will unclean the affected records and they will display on county clearing logs with ZZ-Help Desk, SSIS/D in the *Last Changed By* column.*

Last Changed By

ZZ-Help Desk, SSIS/D

ZZ-Help Desk, SSIS/D

Counties need to reclear these records to SWNDX.

*Note: Not all records with ZZ-Help Desk, SSIS/D in the *Last Changed By* column are there as a result of SWNDX updates. Some may be due to county-requested data fixes.

Questions or concerns regarding SWNDX data may be sent to SSIS.SWNDX@state.mn.us.

SSIS Frequently-Called Phone Numbers

Main Line	(651) 431-4800	Fax	(651) 431-7521
Help Line	(651) 431-4801		ssishelp@state.mn.us

Do I create a new vendor when the payee changes?

If you have a vendor (Bus org with a county vendor number) that changes payee, for example:

County Vendor #555 is John and Mary Smith, and their payee is PATH (county vendor # 0045). Effective August 1, 2008, John and Mary Smith's new payee is Lutheran Social Services (county vendor # 0046). You need to reflect that change in the County Accounting System and SSIS.

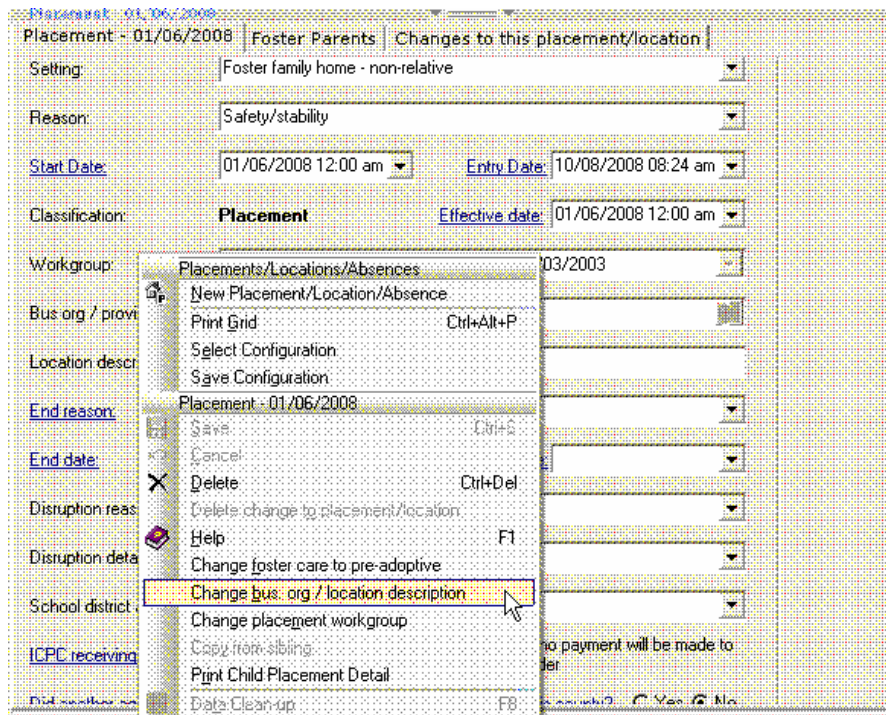
...then you have two options:

1. Set up a new vendor with the new payee in your County Accounting System for import into SSIS.
Using the example above, create a new vendor in your County Accounting System for John and Mary Smith (new county vendor # 575) with Lutheran Social Services as a payee and import to SSIS.
2. Change the payee in your County Accounting System for import into SSIS.
Using the example, update County vendor #555 (John and Mary Smith) in your County Accounting System with the new payee information and import to SSIS.

County practice should determine which option you choose.

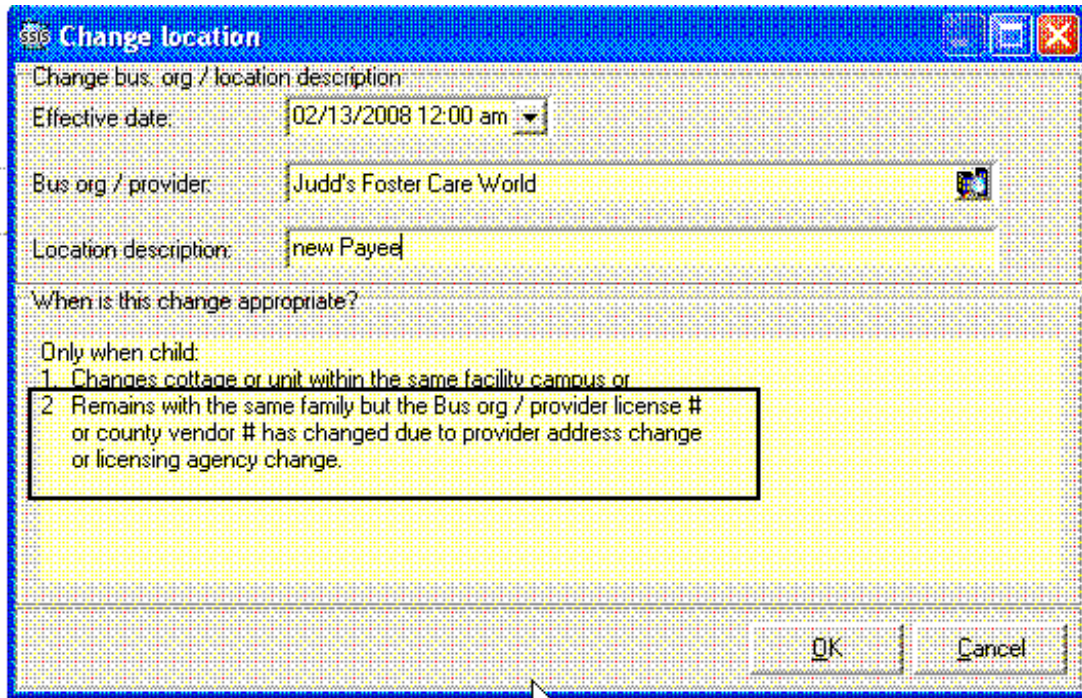
If choosing option #1, you also need to:

- ◆ Record the new vendor number change in the placement.
It is not a new placement. See screen shots below:



New vendor continued on page 3

New vendor continued



- ◆ If Service Arrangements are used in your county, end the Service Arrangement with the old Vendor Number and set up a new Service Arrangement with the new Vendor Number using the appropriate dates of service.
- ◆ Remember that John and Mary Smith have two vendor numbers (555 & 575) if you are searching for all payments to them.
- ◆ Inactivate John and Mary Smith, vendor number 555, in your County Accounting System for import into SSIS after all payments for this vendor. This will prevent workers from selecting the incorrect vendor in placements, service arrangements and payments.

If choosing option #2:

- ◆ If Service Arrangements are used in your county, end the Service Arrangement with the original Payee vendor and set up a new Service Arrangement (for the original vendor). Select the new Payee vendor using the appropriate dates of service.

You can still use the Service Arrangement with the original Payee vendor if you are within the dates of service for that Service Arrangement.

- ◆ If your county does not use Service Arrangements, you must time the vendor change to make sure all payments for the original payee have been made.

SSIS Repository upload and State Report due dates

All counties need to complete an upload by the last working day of every month. Uploads may be completed before the due date, but should be done late enough in the month to include necessary data (such as the latest Monthly Foster Care amount for AFCARS).

The following schedule lists the specific information that SSIS requires and the due date. Only one upload is required for each month, even if the information is being used for more than one purpose.

2009

January

- 20th – Title IV-E Abstract Report for 10/01/08 through 12/31/08
- 30th – SEAGR for 10/01/08 through 12/31/08
- 30th – TCM CSR for 10/01/08 through 12/31/08
- 30th – Repository upload for the NCANDS reporting period 10/1/07 through 9/30/08

February

- 13th – CMHRS Report for 07/01/08 through 12/31/08
- 27th – Repository upload

March

- 31st – Repository Upload for Quarterly Family Assessment update

April

- 20th – Title IV-E Abstract Report for 01/01/09 through 3/31/09
- 30th – SEAGR for 01/01/09 through 3/31/09
- 30th – TCM CSR for 01/01/09 through 3/31/09
- 30th – Repository upload for the AFCARS reporting period 10/01/08 through 3/31/09

May

- 29th - General update of information for statewide research and reporting

June

- 30th - Repository upload for Quarterly Family Assessment update

July

- 20th – Title IV-E Abstract Report for 04/01/09 through 06/30/09
- 30th – SEAGR for 04/01/09 through 06/30/09
- 30th – TCM CSR for 04/01/09 through 06/30/09
- 31st – Repository upload

August

- 15th - CMHRS Report for 01/01/09 through 6/30/09
- 31st – Repository upload

September

- 30th – Repository upload for the SELF reporting period that ends 8/31/09 - complete the SELF Client Data report in the ALS workgroup for each client receiving SELF funded services for the report period

October

- 20th – Title IV-E Abstract Report for 07/01/09 through 09/30/09
- 30th – SEAGR for 07/01/09 through 09/30/09
- 30th – TCM CSR for 07/01/09 through 09/30/09
- 30th – Repository upload for the AFCARS reporting period 4/01/09 through 09/30/09

November

- 30th – Repository upload for the ESEA reporting period 10/01/09 and ends 10/31/09

December

- 31st - Repository upload for Quarterly Family Assessment update