

SSIS Fiscal Flyer

Issue 67

Social Services Information System

November 20, 2008

Set up 2009 county preferences

It's time to put 2009 yearly settings in Admin. Workers will not be able to set up new Service Arrangements, make payments, or copy the 2008 COA Maximums without these settings. Review your 2008 settings and make changes based on your experience with SSIS.

Set up these 2009 yearly settings:

- ◆ GL Close Date
- ◆ Tolerance for Service Arrangements
- ◆ Significant Birthday Rate Change
- ◆ Encumber Service Arrangements
- ◆ Maximums Required
- ◆ Error or warning for maximum.

Also check to see if you need to make any changes in the following:

- ◆ Review Service Agreement language in Admin. Create new default language if different from the SSIS default.
- ◆ Add any new COA Codes.
- ◆ Review County-specific Special Cost Codes.
- ◆ Review County-specific Accrual Codes.

See the [SSIS Admin: County Preferences](#) training module.

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.

Meeting registration is on [TrainLink](#).

Prior Auth Units Remaining is grid option

Prior Auth Units Remaining is an optional column that can be added to the Claims grid from a Claim Batch or from the Advanced Claim Search. Use the column to review whether enough units remain on the MMIS service agreement for draft Waiver and AC claims. Reviewing the units remaining prior to submission can reduce the number of claims that get partially paid or denied because the MMIS service agreement is out of units. (See screen shot below.)

The *Prior Auth Units Remaining* column is calculated by subtracting the *Prior auth units used* from the *Prior auth units requested*. The prior authorization information is updated nightly through the MMIS eligibility interface.

| Claim Category | Claim # | Units | Prior Auth Units Remains | Prior Authorization |
|----------------|-----------|-------|--------------------------|---------------------|
| Waiver and AC | 208313531 | 4 | 72 | 60759011194 |
| Waiver and AC | 208313600 | 15 | 1 | 61869011185 |

CountyLink Updates

- ◆ Health Care Claiming – Design spec
- ◆ Health Care Claiming – Appendices spec
- ◆ Worker mentor meeting agenda for 12/9/08
- ◆ Fiscal mentor meeting agenda for 12/9/08
- ◆ Ref. #3501-LTO: Quarterly Imaging of SSIS Servers using LTO3
- ◆ Ref. #3502: Quarterly Imaging of SSIS Servers, VXA Tape Drive
- ◆ Ref 237: Quarterly Imaging of SSIS Servers, Windows Server 2003 Enterprise Edition

Upload Update

The next upload is due on November 28. It is the ESEA (Elementary and Secondary Education Act) reporting period that starts October 1 and ends October 31. The School District Number of the most recently attended school in October is essential for school-aged children, 5 - 17 years of age, in out-of-home care.

SSIS Frequently-Called Phone Numbers

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

----- **Job Posting** -----

Job Posting: **SSIS Trainer**

The Training Unit of the Child Safety and Permanency Division at DHS has three trainer position vacancies on the SSIS training team. These positions will first be posted internally. If there are no internal candidates, they will then be open to interested external candidates. Persons interested in a position need to have a resume posted on the DOER Resumix system. The link for this is www.doer.state.mn.us/employment. Click on *My state job search*. The County Exchange option is also available, allowing a county employee to retain his/her county employment while serving as a member of the training team. If you have questions about the position or a hiring option, 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.

State Programs Administrator Senior, SSIS Trainer

\$19.33 to \$28.35 per hour (\$40,361 to \$59,195 per year)
MN Department of Human Services, Child Safety and Permanency Division,
444 Lafayette Road, P.O. Box 64943, St. Paul, MN 55164-0943

Each position provides training and advanced-level technical assistance to county and tribal staff using the Social Services Information System (SSIS) computer application. SSIS is the client server case management system used by county and tribal social workers and fiscal staff.

Duties include:

- ♦ Provide SSIS New Worker, Pilot and Release training to county and tribal staff. Training is provided in computer labs or in groups.
- ♦ Write and update training curricula and application documentation.
- ♦ Assist in development, design and analysis of SSIS.
- ♦ Attend mentor and regional meetings to present on topics of interest to county and tribal users.

Required background/qualifications:

- ♦ One year of daily use of SSIS as a social or fiscal worker, mentor or support staff.
- ♦ One year of recent experience in a county or tribal social service system.
- ♦ Demonstrated written and verbal skills in communicating technical information.
- ♦ Demonstrated experience working on a high-performance team.

Desired Skills

- ♦ A BA or MA in social work or related degree, or a BA/BS in training or adult education.
- ♦ Knowledge of adult learner needs.

The position is in the MAPE Bargaining Unit. FLSA status: Non-Exempt.
Overnight travel is required.