SSIS Repository: The Whys and Hows

Overview

The SSIS State Repository is a statewide database that consists of client information. The SSIS Repository program creates a file for upload to the SSIS State Repository. The data is used to create reports for the federal government and for state analysis.

These are some of the reporting requirements met by completing uploads in the Repository:

- AFCARS (Adoption and Foster Care Analysis Reporting System)
- NCANDS (National Child Abuse and Neglect System)
- ESEA (Elementary and Secondary Education Act – Title I School Report)
- SELF (Support for Emancipation and Living Functionally).

Data is also submitted to the Institute for Applied Research for Parent Support Outreach and the Minnesota Permanency Project.

Security

A person must have the function of Administer County Repository in his or her Role in SSIS Admin to run the Repository.

Repository Speed Buttons

Speed buttons are for the Read, Results, and Upload screens. The same options are located under the Actions menu option.
Repository Read Functionality

A Read is the first step in using the Repository. This process gathers information together and checks for errors and/or prepares the information for the upload. The Read takes from 15 minutes to several hours depending upon the size of the agency database and the amount of data changed since the last read. The read process creates a file of added, changed, and deleted data since the last read.

Steps for a Successful Validate Only Read

1. Click the Read speed button or select Read from the Actions menu.
2. Click the Clear button at the bottom of the screen to clear the results of the previous read.
3. Select the Validate Only option button and check the Trickle Mode box. The Validate Only option is used when you want to only view the errors. The Validate Only read and Trickle Mode are much faster and consume fewer disk resources.
4. Select the Begin Date To Read at the top of the screen. Set the begin date to a relevant date for your purposes such as matching the date of the current AFCARS reporting period (April 1 or October 1).
What are These Fields on the Read Screen?

**Most Recent Read Status**

This section displays the date, time and status of the last read. The possible values for the most recent read status are:

- Cleared – Clear was clicked to clear out date from a previous read.
- Reading – the data is in process of being read
- Read – A Create Upload File read was successfully completed.
- Read-Cancelled – The Cancel Read button was clicked during a previous read and the data is probably incomplete.
- Validated – A Validate Only read was successfully completed.

The **Ready to Upload Count** includes the number of records to be uploaded and the **Error Log Count** displays the number of errors. Don’t worry about the size of this number – you will filter the error list to exclude old errors.

**Most Recent Upload to State Repository**

This section includes the status of the most recent uploads of the repository and the date of the status.

- Uploading – the data is in the process of uploading or the previous upload was interrupted.
- Uploaded – The upload was successfully completed.
## Progress

<table>
<thead>
<tr>
<th>Progress Section</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deleted Markers Copied</td>
<td>0</td>
</tr>
<tr>
<td>Error Records Written</td>
<td>0</td>
</tr>
<tr>
<td>State Records Written</td>
<td>35561</td>
</tr>
</tbody>
</table>

### Read and Validate Tables

- **PERSON**
  - Records: 126 / 133
  - Rows: 0 / 4060

The **Progress** section of the Read screen displays information as the read is running and also provides information about the tables that have been read.

**Deleted Markers Copied** displays the number of records that were deleted in SSIS so that the information can also be deleted from the State Repository.

**Error Records Written** is the total number of Repository errors logged for the read.

**State Records Written** is the number of database rows copied for upload to the state.

The names of the tables and the number of rows read display in the Progress section of the Read screen. The names of all the tables display in this section including tables that are skipped during the read.

The **Read and Validate Tables** progress bar displays the percentage of tables read.
Filter Screen

Filter Screen

Clicking the **Results** button displays the Filter screen used to filter results of a Repository read. This screen can filter by **Error Types, Start Date, Worker** or other parameters, e.g., check Error Type AFCARS when working on an Upload for the AFCARS Report.

**Error Types**

The **Error Types** found on the Read display in the Error Types section of the Filter screen display in error number order. Select the errors for which you want to view results by clicking on the check box before the error number. Note: The error number does not display in the list if there were no errors found in the read for that error. Option buttons found below the list of error types allow some types to be selected automatically. The **AFCARS** button will select all error types that are applicable for AFCARS.
**Adhoc**

The Adhoc section allows additional filtering. Select error types when using the Adhoc section of the Filter screen.

The drop-down list for field displays four options for customized filtering as well as a free text field (Value) to enter the information by which you would like to filter.

**Partial Match from Start** or **Partial Match Anywhere** allows selecting records where the value is at the start of the field or anywhere in the field.

The **Not** check box can be used for additional filtering. You may want all AFCARS errors except for those related to Placement. Select **Error Description** as the **Field** and enter **Placement** as the **Value** and check the **Not** check box. This will generate AFCARS errors that do not contain the word “placement” within the description.

**Report Period**

It’s important that you select a **Start** date for the report period as old errors may display in the results section if a Start date is not selected. Either the first day of the AFCARS period or the first day of the month is advised.
**Primary Workers**

Only primary workers with errors are listed. Select **None** to deselect all of the workers. Check desired check boxes to select multiple workers if desired. Checking **All** will check the entire list.

**Order**

Use the Order section to select the order in which the errors display on the Results screen and on the printed Non-Compliant Data Report. Select a **First**, **Second** and **Third** sort as needed.

Click **OK** to generate the report.
The Results screen displays the errors from the most recent read. The **History** section displays information on the history of the repository – reads, uploads, and clears.

The **Results of Last Read** section displays records to upload and total number of errors from the last read.

The **Type Subtotals for All Errors** displays the total number of errors for the last read of the Repository broken down by error type. The **Non-Compliant Data** section includes information on error types, reporting elements, client, workgroup, and assigned worker-related information.
**Error Description**

The Error Description displays the error description for the error selected in the Non-Compliant Data grid. The Error Description includes the entry screen for satisfying the error. The Error Types field displays the filter options that are selected.

**Creating the Non-Compliant Data Report**

Click the Print button on the Results screen. The AFCARS/NCANDS Non-Compliant Data Setup screen displays with a default of Preview selected for Report Destination. Click the Setup button to display the Print Setup screen.

Make the appropriate selections on the AFCARS/NCANDS Non-Compliant Data Setup screen and click the OK button to preview or print the report. Click the Cancel button to return to the Results screen.

**Non-Compliant Data Report**

The filter information prints on the top of the first page of the Non-Compliant Data Report. The filters and sort-order selected on the Filter screen prints. The Report Period Start Date prints if a Start Date is selected on the Filter screen. The filter Report Period Start Date does not print if a Start date is not selected.
The report also includes error type subtotals and the Messages section of the report includes the error type number, error message, report element, client, workgroup, and assigned worker information.

**Completing the Repository Process**

Here’s a list of Repository Best Practice Steps:

1. Do a Validate Only Read to check for errors.
2. Fix the errors using a filtered list appropriate for your purpose, i.e., AFCARS errors for the current AFCARS reporting period.
3. Do another Validate Only Read.
4. Fix errors and continue this cycle until you are satisfied that all of the errors that can be fixed are resolved.
5. Complete a Create Upload File Read. This prepares the data for the actual upload process. **How?** Return to the Read screen and select **Create Upload File** and **Trickle Mode**. The system will insert a **Begin Date to Read** for you. It will default to the last date that data was successfully uploaded to the State Repository. Leave the default date the system inserts. Changing this date to an earlier date will make your Read take longer by including data that has already been uploaded to the State Repository. Changing this date to a later date will create a gap in your date, and you will be asked to send a new upload.

6. Complete the Upload Process. The Upload screen is used to transmit the data from your agency database to SSIS for reporting. The **Upload** speed button and menu options are only available when a Create Upload Read has been completed.
The Upload screen includes a History section that provides timestamp, status, and any gaps. If there is a gap, the information displays in yellow.

**Helpful Hints**

“OHPP missing” errors such as 4010 may actually indicate that the Out-of-Home Placement Plan is created but the provider is not associated to the OHPP.

```
<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Status Date</th>
<th>Effective From Date</th>
<th>Bus Org Name</th>
<th>Effective Through Date</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-Home Plc.</td>
<td>Draft</td>
<td>06/06/2008</td>
<td>06/06/2008</td>
<td>Molly's Foster Care</td>
<td>06/06/2008</td>
<td>Ethan Jay Ertenen</td>
</tr>
<tr>
<td>Out-of-Home Plc.</td>
<td>Draft</td>
<td>07/14/2008</td>
<td>07/14/2008</td>
<td>Molly's Foster Care</td>
<td>07/31/2008</td>
<td>Ethan Jay Ertenen</td>
</tr>
</tbody>
</table>
```

It can be helpful to go to the Service Plans grid and use the optional column, Bus Org Name, to verify that the associated bus org is correct.

Make a plan and a schedule for running Repository Validation Read reports. Based on the problem areas, and who enters what information, decide report frequency (monthly, weekly) and recipients.

**AFCARS Tips**

“Repository Tips & Fixing AFCARS Errors” is available on CountyLink. The document includes instructions on operating the repository, tips and notes for specific repository errors that are related to AFCARS elements, and an upload schedule.

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs_id_008151

“AFCARS – SSIS Repository Cross Reference” is also available to assist you in reviewing your county’s AFCARS results.

http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&RevisionSelectionMethod=LatestReleased&Rendition=Primary&allowInterrupt=1&noSaveAs=1&dDocName=dhs_id_051983

**AFCARS Buddies**

Kenny Christenson  
Peggy Lane  
Kim Lunz