

# SSIS Fiscal Flyer

Issue 69

Social Services Information System

January 9, 2009

## SSIS Version 5.1 package update happens January 9

SSIS will be implementing a Version 5.1 package update on Friday, January 9, at 4:00 p.m. The package update does not require an installation and agency staff do not need to log off of SSIS. The package consists of updates to the Title IV-E Abstract Report.

Changes include:

1. Line E includes children in placement with a valid license or a relative placement.
2. Children will not count on Line D in the same month they count on Line A or B. They also will not count on Line G if counted on Line E in the same month.

### Track payments for the Children's Mental Health Respite Grant

The Children's Mental Health Respite Grant Report is due July 30, 2009. Before that date, SSIS will provide counties with a preliminary report for the respite grant.

Not all CMH respite payments are included in the report. To identify payments that meet your county's grant criteria, consider using either a County sub-service or a separate Chart of Accounts.

### V5.2 implementation timing announced

SSIS Version 5.2 will be implemented statewide in two separate installations.

**January 14**—The installation schedule is emailed to counties.

**January 16**—Counties receive release documentation via e-mail.

**January 22-23**—The primary installation happens.

Development continues on advanced claiming, payment, and service arrangement searches. These will be implemented in the second installation in February. Counties will receive information about the February installation at a later date.

3. By request of the DHS Financial Operations Division, IV-E eligible children are included in the child counts for Lines A through G only in the months in which an eligible **maintenance** payment is made.
4. A child in a Voluntary placement over 180 days will not count on Line A, B or E.

Child Counts will be automatically adjusted for all four quarters of 2008 and the last quarter of 2007. Remember that the child is included in the monthly counts based on the Warrant/effective date of the payment. If you have questions, please contact the Help Line at (651) 431-4801 or [ssishelp@state.mn.us](mailto:ssishelp@state.mn.us).

### CountyLink Updates

- ◆ Lists of Primary and Alternate Fiscal Mentors
- ◆ Health Care Claiming Specs: Design, Requirements, Appendices
- ◆ HC Claims Eligibility Spec
- ◆ Quarterly Imaging Reference Docs: #3501-LTO, #3502-VXA and #237-2003 Enterprise Edition
- ◆ MPAC meeting minutes, 12/16/08
- ◆ Fiscal Mentor Meeting minutes, 12/9/08
- ◆ Worker Mentor Meeting minutes, 12/9/08
- ◆ Adoption Q & A
- ◆ VA-CEP Tip Sheet, updated

### Training sessions have openings

SSIS New Worker Training and CP Focus courses have openings at the Brainerd lab from February 3-5 and the DHS Training Center (St. Paul) from March 3-5. Register using TrainLink. Registration closes one week prior to each course.

## DEPARTMENT OF HUMAN SERVICES

### Permanent Classified Position

#### **Social Services Program Advisor (2 Vacancies)**

\$19.33 to \$28.35 per hour (\$40,361 to \$59,195 per year).

The SSIS Help Line and Quality Assurance Unit of the Child Safety and Permanency Division at DHS has two Program Advisor positions available. Persons interested in a position need to have a resume posted on the DOER Resumix system at <http://www.doer.state.mn.us/employment>. Click on *My state job search*. The posting is number 09DHS000001.

The County Exchange option is also available, allowing a county employee to retain his/her county employment while serving as a member of the Quality Assurance team. If you have questions about the position or a hiring option, contact Steve Zorn, Supervisor, or Beth Holmgren, SSIS Project Manager, at:  
SSIS

Child Safety and Permanency Division  
P.O. Box 64239, St. Paul MN 55164-0239  
651-431-4288 [stephen.m.zorn@state.mn.us](mailto:stephen.m.zorn@state.mn.us)  
651-431-4745 [beth.holmgren@state.mn.us](mailto:beth.holmgren@state.mn.us)

This position is responsible for applying software quality assurance and testing practices to discover SSIS software flaws prior to statewide release of the software. SSIS employs a client/server software architecture. Duties include:

- Document test results.
- Work with project staff to determine the appropriate resolution to software flaws.
- Conduct actual testing to determine efficiency and appropriateness of software design and design changes.
- Participate in the analysis and design of the SSIS software to ensure that the software meets users' needs.
- Provide a high level of data integrity and data value to counties and state agencies.
- Assist the testing team in establishing appropriate test environment and test procedures.
- Occasionally making presentations to committees and groups, identifying potential impact of various decisions and recommending resolution options.
- Serve as a backup for SSIS user support personnel.

This position requires an understanding of social services practices and software design/development methods to author and execute SSIS software test cases. Also required are excellent human relations and interpersonal communication skills, the ability to work in a team environment, and general knowledge of DHS and the relationship of county and state human services programs. Preferred candidates will have personal computer experience in a local area network environment, software testing experience, and knowledge of county social services programs. Some travel is required.