

Presenter: Renetta Walk

# Special Studies

SSIS Worker Mentor Meeting  
August 22, 2011

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## What is "Special Studies?"

A new way to track data based on:

- A characteristic that is **not already available in SSIS** (examples: Haitian refugees or unaccompanied immigrant children)
- A specialized approach or distinct practice such as Family Group Decision Making (FGDM) or Mentoring that is available to a subset of clients or workgroups.

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## What is "Special Studies?"

Provides a different way to "flag" a group of persons, workgroups, or staff.

This allows the agency or state to study, for example:

- A new service methodology
- The most effective services for a specific group
- Evaluate outcomes.

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### Types of Special Studies

- A **local agency study** is initiated by the agency or a group of agencies. The state is not involved.
- A **state or federal level study** is initiated by state staff and tracked in SSIS either as a pilot or statewide study. SSIS distributes the study information to the agencies involved. The local agency is responsible for associating specific people, staff or workgroups with the study.

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### Planning for Special Studies

Define what needs tracking and decide if a new local agency special study is the best tracking method.

**Considerations:**

- Is there an existing report or grid that will work?
- Could a custom query provide the answers?
- Is this to track funding? If yes, could a new Chart of Accounts code work? Or a new special cost code?
- Is this best as a new county sub-service?
- Is there an existing or pending state level study for this topic?

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### Planning for a Special Study

- Define the best level to apply the study (workgroup level only, person level only, staff level only or a combination).
- Decide who is responsible for adding and ending a person's, workgroup's or staff's association with a special study.
- At this time, local agencies are responsible for extracting data for their own studies. Grid reports may be available in the future from SSIS.

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### How does "Special Studies" work?

Special Studies provides local agencies a way to:

- Set up and maintain local agency-defined special studies in SSIS Admin when the study topic will not be tracked by the State.
- Associate a person, staff member, or workgroup with one or more special studies.

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### How does "Special Studies" work?

Special Studies also allows DHS to:

- Set up state and federal studies and distribute them to local agencies.
- Manage start and end dates of state and federal studies.

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### When to Use Special Studies?

Use a special study when you need to flag only certain people or workgroups for tracking.

**Local agency study example:**

- Your agency has a grant to provide 6 months of specific services to 30 families with substantiated CP reports. The study tracks additional reports for those families for two years following the specific services and compares the number of CP reports to families that did not get the specific services. The special study variable will quickly identify the 30 families.

**Statewide study example:**

- The state wants to track the cost of county-provided and purchased services for Haitian refugees.
- The state wants to pilot "Signs of Safety" in three counties.

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## State Special Study Examples

Examples from the past that could have been state special studies:

- Hurricane Katrina victims
- Minnesota Permanency Project
- Parent Support Outreach (PSOP)
- Alternative Response.

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## When Not to use Special Studies

When you can use existing reports or custom queries to track existing data.

### Examples

Your agency wants to track:

- How much time is spent on workgroups where any adult is a methamphetamine user
- Reasons why youth leave foster care
- The cost of providing a specific service to children.

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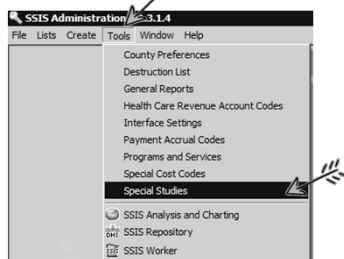
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## Access Special Studies in Admin



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## How to Access Special Studies

1. Access **SSIS Administration**.
2. Select the **Tools** menu from the **Windows** toolbar.
3. Select **Special Studies**.

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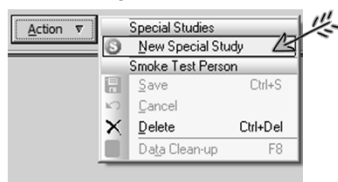
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## How to Setup and Maintain a Special Study



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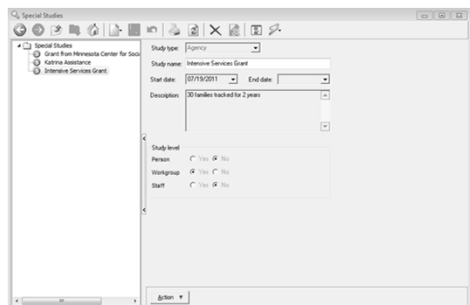
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## How to Setup and Maintain a Special Study



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## How to Set up and Maintain a Special Study

1. Access **Special Studies** through SSIS Administration.
2. Access the **Action** menu.
3. Select **New Special Study**.
4. Enter a title in the **Study name** field.
5. Select a start date from the **Start date** field.
6. Enter a description in the **Description** field.
7. Select study level(s).
8. Click **Save**.

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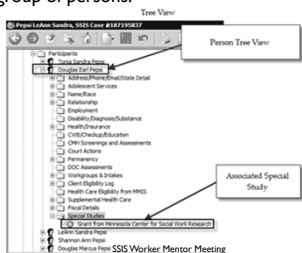
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## Access Special Studies for a Person

Agencies may collect data at the Participant level. This associates the study with a specific person or group of persons.



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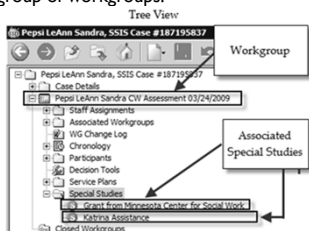
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## Access Special Studies for a Workgroup

Agencies may collect data at the Workgroup level. This applies the study to a specific workgroup or group of workgroups.



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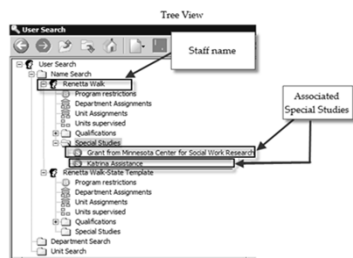
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## Access Special Studies for **Staff**

Agencies may collect data at the staff level.  
This applies the study to a specific staff or staff group.



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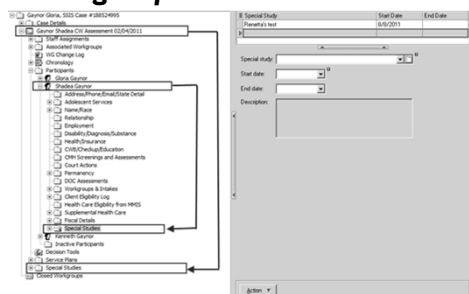
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## Associating a Special Study with a **Workgroup or Person**



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## How to Associate a Special Study with a Workgroup or Person

1. From the Workgroup folder or Participant node on the Tree View, right-click on the **Special Studies** folder.
2. Select **New Special Study**.
3. Select a study from the **Special Study** drop-down menu.
4. Select a start date from the **Start date** field.
5. Click **Save**.

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### How to End a **Workgroup's** or **Person's** Association with a Special Study

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### To End a Workgroup's or Person's Association with a Special Study

1. From the Workgroup folder or Participant node on the Tree View, double-click on the **Special Studies** folder.
2. Highlight the Special Study in the Tree View or grid.
3. Click in the screen to edit.
4. Enter an end date in the **End date** field.
5. Click **Save**

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### How to End a Special Study

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## How to End a Special Study

1. From SSIS Admin, select **Special Studies** from the **Tools** menu on the Windows toolbar.
2. Highlight a special study in the Tree View or grid.
3. Click in the screen to edit.
4. Enter an end date in the **End date** field.
5. Click **Save**.

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## Questions?

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