

Presenter: Angela Walswick

SSIS Version 12.2 Revised Out-of-Home Placement Plans



SSIS Worker Mentor Meeting

May 22, 2012

St. Cloud, Minnesota



1

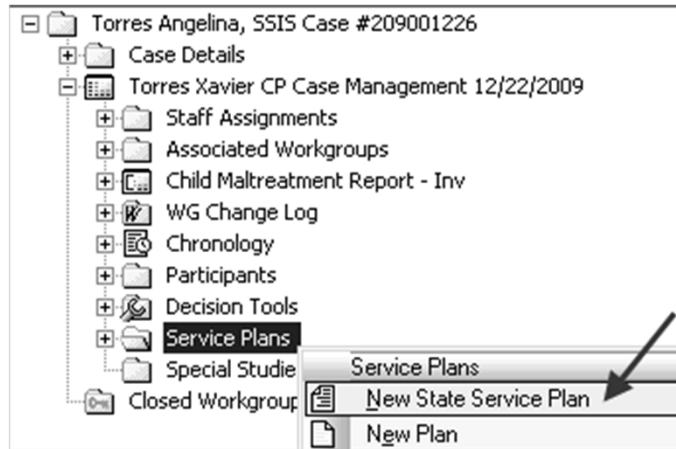
Setup Tab



The style of the Setup tab has not changed,
but several new options have been added:

1. There are fewer *required* fields.
2. Check boxes have replaced many of the drop-down fields.
3. The **CW-TCM** selection has no direct connection to the Supplemental Eligibility screen.
4. The **Relatives** section is new and replaces merged information from Parents 1-4 fields.

Service Plans Folder – New State Service Plan

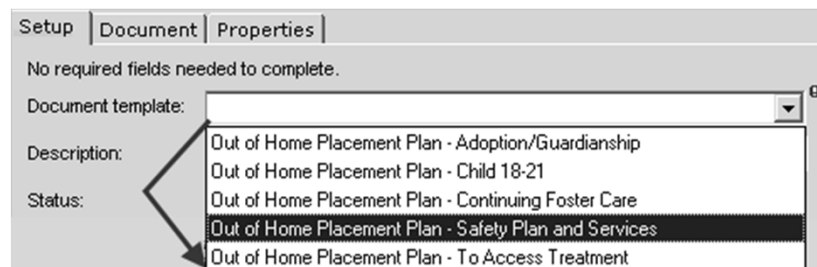


V12.1
service plans
are
accessible
by selecting
New Plan.

All revised service plans are accessible by selecting **New State Service Plan**. These include five of the six OHPP's.

3

Setup Tab – New OHPP - Safety




The five revised OHPP's are immediately available from the **Document template** field. It is not necessary to Search for these plans.

The revised OHPP for Delinquency will be available in the next SSIS release. It remains available in its current 12.1 format, and is accessed by selecting **New Plan** from the **Action** menu.


4

Health Care Providers and Relationships



Occupations identified as a Field of Practice are not only reflective of a *Physician*. MH Providers should also be entered here. Health Care Providers merge into Provider fields on the OHPP Setup tab.

- Audiologist
- Chemical Dependency Counselor
- Chiropractor
- Dentist
- Marriage and Family Therapist
- Nurse
- Occupational Therapist
- Optician
- Optometrist
- Personal Care Provider
- Physical Therapist
- Physician
- Psychiatrist
- Psychologist
- Podiatrist
- Public Health Nurse
- Social Worker**
- Speech Pathologist
- Other Medical Professional
- Other Mental Health Professional





Identifying a connection between the child and another person within the Relationships folder merges that person -- regardless of the type of relationship -- into the OHPP as a Relative. Note that not all relationships are familial.

- Adoptive child
- Adoptive parent
- Aunt/Uncle
- Birth child
- Birth parent
- Brother/sister-in-law
- Client
- Cousin
- Ex-spouse
- Father/mother-in-law
- Former adoptive parent
- Former partner
- Former partner's child
- Former stepchild
- Former stepparent
- Former stepibling
- Foster child
- Foster parent
- Grandparent
- Guardian ad litem
- Half sibling
- Kin/extended family (tribal or ethnic)
- Legal guardian
- Niece/Nephew
- Other non-relative
- Other relative
- Parent's former partner
- Parent's partner
- Partner
- Partner's child
- Previous foster child
- Previous foster parent, non-relative
- Sibling
- Son/daughter-in-law
- Spouse
- Stepchild
- Stepparent
- Stepibling
- Ward

Setup Tab Merge Fields

This Tree View Folder → Merges This Data.

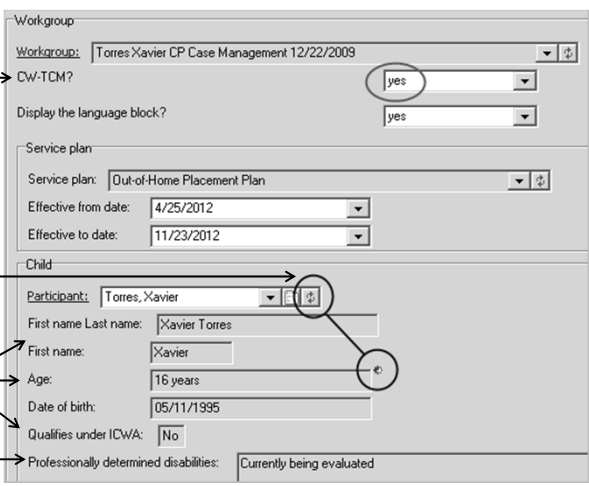
Select yes to print the letters **CW-TCM** at the top of the OHP Plan.

If  displays, click  to update the data in that particular section.

Participants

Xavier Torres

Disability/Diagnosis/Substance



6

Setup Tab Merge Fields

This Tree View Folder → Merges This Data.

Health/Insurance
Other Health

The **Special medications** text box does not merge here. Only text from these three text boxes displays. The OHP Document tab has a screen where meds are separately entered.

Disability/Diagnosis/Substance

Checked boxes expand with more data. Only checked boxes merge into the OHP Plan's Document tab and will print.

CWB/Checkup/Education

Setup Tab Merge Fields

This Tree View Folder → Merges This Data.

Health/Insurance
Other Health
Physician - Bjorn Health Care: Frances Kinder
Social Worker - Agency Name: Angela Tribal Caseworker
Dentist - Braces for Smiling Faces: Ole Orthodontist

Physician name means the **Provider name**. Include the **Address** and **Phone** and click check box to merge this information into the OHP Plan.

CWB/Checkup/Education

Permanency
Continuous Placements
Placements/Locations/Absences

Permanency fields are not required to open the OHP.

Setup Tab Merge Fields

This Tree View Folder → Merges This Data.

Participants merge into the Relative section from the Relationships folder. Even a or in a different WG will merge if there is a entered to the identified child.

9

Setup Tab – New Display Setup Button

If you exit the Setup tab and later return to it, click the **Display Setup** button to view the Setup tab.

If you only wish to view the Document tab, skip this step to avoid waiting for the Setup tab fields to display.

This button is on all V12.2 service plans and documents.

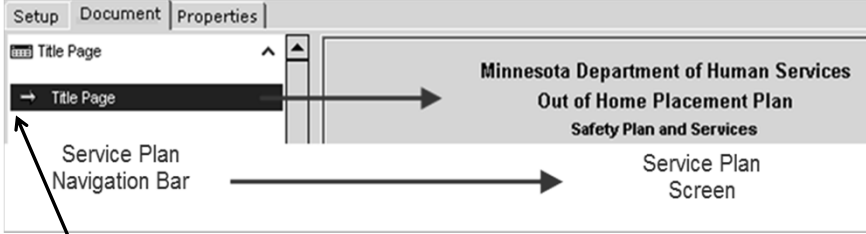
10

Document Tab

The Document Tab has brand new revisions!

1. Revisions were completed with input from agency caseworkers who regularly use OHP Plans.
2. The new OHPP is in a 'report' format with its own 'Tree View' which is called a *Navigation bar*.
3. Merge fields still pull into the Document tab from the Setup tab.
4. There is a new Editor in the Document tab that replaces what is called a Text Area in the V12.1 service plans.

Document Tab – New OHPP Navigation Bar



The **blue arrow** indicates which screen currently displays.

Navigation in the new OHPP's Document tab is very similar to navigation within SSIS. Each revised OHPP has its own Navigation bar that functions just like the SSIS Tree View; whatever is highlighted in the Navigation bar displays in the screen to the right.

12

Document Tab – Title Page

CW-TCM, Child, and Relatives field selections made on the Setup tab display on the OHPP's initial Title Page.

13

Document Tab – New Editor

V12.1 Text Areas are replaced by V12.2 new Editor boxes.

E This is the New Editor!

14

Document Tab – Current OHP and Complete Box

The Complete check box must be selected in order for that screen to print -- even if text is entered.

The screen will still *SAVE* even if *Complete* is not selected.

15

Document Tab Family Needs

Family Needs are identified by answering the questions in new Editor text box, and making the appropriate selections in the corresponding check boxes.

16

Document Tab Services for Parent

Services	Provider
<input checked="" type="checkbox"/> Basic needs (food, clothing, shelter etc.)	Coats for Kids
<input type="checkbox"/> Emergency shelter	
<input type="checkbox"/> Help with rent/lease payments	
<input checked="" type="checkbox"/> Housing services	HUD Housing Referral
<input type="checkbox"/> Emergency food	
<input type="checkbox"/> Energy assistance application	
<input checked="" type="checkbox"/> Parenting education	Name of Provider, Address, Telephone, Fax, Email, Directions... I can continue typing here as much as needed to specify
<input type="checkbox"/> Counseling/Therapy	
<input type="checkbox"/> Child development services	
<input type="checkbox"/> Child care services	
<input type="checkbox"/> Child care services	
<input checked="" type="checkbox"/> Mental health assessment	Psychological Evaluation...
<input type="checkbox"/> Mental health services	
<input checked="" type="checkbox"/> Chemical health assessment	Rule 25, Date of referral, Name of Provider, Location, Insurance or Funding, etc...
<input type="checkbox"/> Chemical health services	

Recreational services

Transportation

Domestic violence services

Employment services

Legal services

Respite services

Family group conferencing

TANF/SSI/and/or food support referral

Adult vocational training/educational services

Medical/dental care

Homemaker/home management services

Other Services Provided

Further Explanation of Reasonable/Active Efforts

Check the **Services** for the parent and add additional information in the **Provider** column.

Document Tab – Parent Services Detail

These services will help the parent provide a safe home for the child by...

The time frame of the services are...

The parent needs to accomplish and demonstrate the following for the child to return home:

Changes made in the Editor are specific only to that service plan.

Parent Detail is added by answering the three corresponding questions in the New Editor boxes. Changing how the typed text displays helps to differentiate it on the printed plan.

Document Tab – Sibling Separation Detail

Sibling Separation Detail is completed only if relevant to the circumstances. It may be skipped by leaving the **Complete** check box blank.

When siblings are separated in foster placement, this section should always be completed.

19

Document Tab – Permanency Plan

Reasonable (Active) Efforts are entered on the **Permanency Plan** screen.

The last two options indicate two concurrent plans in the same selection.

20

Document Tab – Child Functioning and Behaviors

Child Functioning and Behaviors
Child's Needs and Strengths
Child's/youth's needs and strengths and individual plan for placement:
 Select the needs and strengths, and assess how the selected foster home, pre-adoptive parent or facility attends to the child's/youth's individual needs. Select as many as apply under each category. Provide a specific description of the child's individual needs and strengths for each item selected.

Child's/youth's current functioning and behaviors:

Displays age-appropriate behavior most of the time and requires supervision that is consistent with the child's age

Has a professionally diagnosed disability:

Currently being evaluated

315.1	ICD-9-CM	MATHEMATICS DISORDER
315.1	DSM-IV	Mathematics disorder

Any diagnoses selected on the Setup tab merge into the **Child Functioning and Behaviors** screen. The child's Needs and Strengths are also identified on this screen.

21

Document Tab – Child Functioning and Behaviors

Preserving Relationships

Demonstrates problem behavior at home and/or in the community

Requires intensive structure and supervision that is atypical for the child's age

Can perform daily care needs of age-appropriate level

Requires assistance with daily care needs that is atypical for the child's age

Displays age-appropriate emotional coping skills

Displays difficulty in coping with stress and emotions that is atypical for child's age

Specifically describe the child's/youth's current functioning and behaviors including information about the selected areas of need and strengths:

To meet the child's current functioning and behaviors, the caregiver:

Accepts/addresses the child's diagnosed disabilities

Attends specialized training that addresses the child's specific disabilities or special needs

Accepts/addresses the child's behavior and functioning

Teaches the child to learn daily care needs to the extent of the child's ability and can provide for those needs that the child is incapable of performing

Assists the child to learn effective coping skills and problem-solving strategies, and helps the child stabilize emotions

Demonstrates patience to give the child adequate time to develop a trusting relationship

Provides supervision and structure in the home/facility that is the least restrictive and consistent with the child's chronological age

Provides increased supervision and structure in the home/facility that is atypical for the child's age in order to meet the child's needs

Specifically describe the caregiver's actions to learn about the child's/youth's behaviors and current functioning, and the care provided in the home or facility that meets their individual needs.

Complete

Editor boxes are provided beneath check boxes to allow additional detail to be provided regarding the selections reflective of the child.

22

Document Tab Medical Needs

Text is merged into the **Medical Needs** screen from the **New Other Health** folder. Only the **Special medications** textbox does not merge because there is a specific screen on the OHPP designated to list all medication.

Document Tab – Educational Needs

The school that merges on the **Educational Needs** screen may be deleted and changed to reflect a different or additional academic setting.

Document Tab – Developmental Needs

Developmental Needs

Child's/youth's developmental needs:

- Is at age-appropriate developmental level
- Has developmental skills that are above expectations for chronological age
- Has developmental delays

Specifically describe the child's/youth's developmental needs and strengths:

To meet the child's/youth's developmental needs, the caregiver:

- Accepts/addresses the child's developmental delays
- Provides care and a home environment that is age and developmentally appropriate to promote healthy child development and growth
- Assists youth to develop independent living skills at home and in the community

Specifically describe how the caregiver promotes the child's/youth's development in the home or facility:

25

Each screen in the **Placement & Permanency** section identifies data regarding the child at the top, and data specific to the provider at the bottom.

Services

List the services for the child/youth and identify the provider of the services:
(Select as many as apply)

Services	Provider
<input checked="" type="checkbox"/> Agency visits child monthly	Monthly caseworker visits to child in OHP as required in statute...
<input type="checkbox"/> Child development assessment	
<input type="checkbox"/> Child development services	
<input type="checkbox"/> Developmental disabilities case management services	
<input type="checkbox"/> Waiver services	
<input type="checkbox"/> Child mental health assessment	
<input type="checkbox"/> Child mental health case management services	
<input type="checkbox"/> Child care services	
<input type="checkbox"/> Chemical health assessment	
<input type="checkbox"/> Chemical health services	
<input checked="" type="checkbox"/> Family group decision-making conference	FGDM Facilitator, location, meeting dates...
<input type="checkbox"/> Employment services	
<input type="checkbox"/> Vocational training/educational services	
<input checked="" type="checkbox"/> Independent living services	Including IL Service Plan...
<input type="checkbox"/> Recreational services	
<input checked="" type="checkbox"/> Other services provided	90-Day Transition Plan...

26

Document Tab Services

The **Services** and **Provider** columns function for the *Parent* just as they do for the *Child*. Include specifics about service provision.

Document Tab – Youth Ages 18-21

Setup | Document | Properties

- Placement and Permanency
 - Permanency Plan
 - Child Functioning and Behaviors
 - Medical Needs
 - Educational Needs
 - Developmental Needs
 - History and Past Experiences
 - Religion and Culture
 - Community Connections
 - Interests and Talents
 - Preserving Relationships
 - Additional Needs
 - Services
 - Youth Age 18-21**
 - Child/Youth Preference
 - Placement Stability
- Health Plan
 - Health Care Provider
 - Health Information
 - Medication
 - Medical Responsibilities
- Education Plan

Youth Age 18-21

Youth is age 18 to 21 and the agency assessed that placement in a supervised independent living setting is in the youth's best interest. The independent living plan that is attached to the out of home placement plan specifically describes the services, support system and youth's responsibilities to maintain this living arrangement.

This would most likely be selected when an **Out of Home Placement Plan - Child 18-21** is selected.

Complete

Check the **Youth Age 18-21** box if applicable indicating that a separate **IL Plan** will also be completed.

27

Document Tab – Child \ Youth Preference

Setup | Document | Properties

- Placement and Permanency
 - Permanency Plan
 - Child Functioning and Behaviors
 - Medical Needs
 - Educational Needs
 - Developmental Needs
 - History and Past Experiences
 - Religion and Culture
 - Community Connections
 - Interests and Talents
 - Preserving Relationships
 - Additional Needs
 - Services
 - Youth Age 18-21
 - Child/Youth Preference**
 - Placement Stability
- Health Plan
 - Health Care Provider
 - Health Information
 - Medication
 - Medical Responsibilities
- Education Plan

Child/Youth Preference

Child's/youth's reasonable preference for placement, if the court deems the child/youth to be of sufficient age to express preferences:

- Child is not of sufficient age to express preference
- Child is of sufficient age to express preference, but has not identified anyone
- Child has identified a person with whom the child would like to be placed and the agency is in the process of assessing that person
- Child has identified a person with whom the child would like to be placed, but the agency has determined that the person identified is not a safe and/or appropriate placement resource
- Child is placed in the home or facility of their preference

Specify who the child/youth has identified and progress toward assessing this person for the child's placement:

E

Specify any child/youth input into the placement decision:

E

Complete

Indicate the **Child** or **Youth's** Preferences regarding placement as applicable.

28

Document Tab – Placement Stability

Placement Stability
 What services and commitments are in place to support placement stability for the child until permanency is achieved?
 (Select as many as apply)

- Agency has assessed foster parent's need for support services
- Foster parent understands the importance of placement stability and adapts their parenting style and family routine to meet the child's needs
- Agency staff is making monthly contact with the foster parent to support placement stability
- Foster parent is receiving monthly foster care payment to support the child's basic needs and supplemental needs
- Agency will provide the foster parent with a copy of the completed out-of-home placement plan
- Agency has provided Family Group Decision Making services to develop a support plan for the foster parent
- Agency has provided foster parent with the phone number of an after-hours contact in case of an emergency
- Foster parent is connected with a mentor
- Agency has arranged respite care for the foster parent
- Agency is providing in-home therapy or behavioral professionals to consult with the foster parent
- Agency is providing the foster parent with services to help them parent a child with challenging behaviors
- Agency is helping the foster parent with transportation
- Child is receiving individual waivered services in the home to care for a child with disabilities
- Child is receiving personal care attendant (PCA) services to help with the daily needs of the child
- A crisis plan has been developed with the foster parent that identifies crisis providers or services available after hours and on weekends
- Agency has arranged specific training for the foster parent
- Agency provides a support group and foster parent is notified of the meetings or parent is referred to another agency's support group
- Agency has helped the foster family find child care for the foster family
- Child is placed with a relative that is willing to adopt or accept a transfer of legal and physical custody if the child cannot be reunited with their parent(s)
- Foster parent is willing to be the child's legal parent if the child cannot be reunited with parent(s).

Describe:

Complete

Document any provisions towards Placement Stability and provide corresponding details in the Editor box.

Document Tab – Health Care Provider

Health Care Providers

Child's health care providers

Medical Providers			
Field	Provider	Primary Physician	
Clinic	Address	Phone	
Physician	Frances Kinder	No	
Bipm Health Care	Chid Lane	(651)121-2121	

Dental Providers

Field	Provider	Phone
Clinic	Address	
<No data to display>		

Mental Health Providers

Field	Provider	Phone
Clinic	Address	
Social Worker	Angela Tribal Caseworker	(651)431-4793
Agency Name	Agency Address	

Child's Medical Exams

Checkup type	Checkup date
Medical	04/25/2012

Complete

Medical, Dental & Mental Health Providers selected on the Setup tab merge here.

These providers only reflect those professionals entered within the Health/Insurance folder as New or Existing Health Care Providers.

Document Tab – Health Information

Healthcare Information
Immunization
 Agency has a copy of the child's immunization record?
 Child's immunization record was provided to the foster parent or facility?

Answer the questions on the **Healthcare Information** screen to document two requirements:

1. Does the agency have a copy of the immunization record, and
2. Has that record been provided to the foster parent or facility?

31

Document Tab – Medication

Medication
 What are the child's medications?

Medication	Date prescribed	Reason prescribed	Prescribed by	Psychotropic medication
Singular	04/25/2012	Asthma	Doctor Physician	No
Zytec	04/25/2012	Asthma	Doctor Physician	No
Qvar Inhaler	04/25/2012	Asthma	Doctor Physician	No
Albuterol Inhaler	04/25/2012	Asthma	Doctor Physician	No
Prednisone	04/25/2012	Asthma	Doctor Physician	No
Adderall XR 30mg	04/25/2012	ADHD	Psychiatrist	Yes
	//			
	//			
	//			
	//			

When clicked, the **Psychotropic medication** column displays a **Yes/No** selection.

The **Medication** screen provides a specific location for the child's medication to be documented. The columns include the Date, Reason, and by whom the medication is prescribed.

32

Document Tab – Medical Responsibilities

Medical Responsibilities

Expected roles and responsibilities for the child's medical care while in placement:

Parent/ Guardian 1:	Mother - Name				
Parent/ Guardian 2:	Father - Name				
Foster Parent/ Facility:	Foster Parent - Names				
Social Worker:	Caseworker				
Other:	Other				

Responsible to/for:

	Parent 1	Parent 2	Foster P/F	Social Worker	Other
consent to treatment and medication for the child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oversight of the child's medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
fill the child's prescription(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
coordinate, respond and monitor the child's daily health care needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
report a change in the child's health needs or condition to the parent(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
report a change in the child's health needs or condition to the social worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ensure the child receives medical care	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
make medical appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
transport the child to appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
attend child's medical appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ensure the child's medical insurance or medical assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
maintain the child's medical records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
No role and responsibility for the child's medical care while in placement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Complete

The Medical Responsibilities screen is condensed. Type the name of each individual with a medical role.

33

Document Tab – Education Detail

Education Detail

Child's Well-being: Education

Is the child enrolled in school?

Current School:

Current Grade:

Does the child have an Individual Education Plan?

Did the child change school due to this placement?

If yes, list the agency efforts to help placement in the child's school district:

If yes, list the agency efforts to ensure the new school received the child's educational records:

If yes, list the agency efforts to ensure immediate enrollment in the new school:

Complete

Much of the Navigation Bar's contents is derived from the **Eight Best Interest Factors** which are required considerations in determining the child's needs while in placement.

-Minnesota Statutes Section 260C.212, Subdivision 2 (b).

Eight Best Interest Factors

Among the factors the agency shall consider in determining the needs of the child are the following:

- 1) the child's current functioning and behaviors;
- 2) the medical, educational, and developmental needs of the child;
- 3) the child's history and past experience;
- 4) the child's religious and cultural needs;
- 5) the child's connection with a community, school, and faith community;
- 6) the child's interests and talents;
- 7) the child's relationship to current caretakers, parents, siblings, and relatives; and
- 8) the reasonable preference of the child, if the court, or the child-placing agency in the case of a voluntary placement, deems the child to be of sufficient age to express preferences.

If the Current School field is changed on one screen, it will automatically update on the other Current School field in the Document tab. It will NOT update in the Education folder in the Tree View.

34

Document Tab – Visitation Limits

- Health Plan
- ✓ Health Care Provider
- ✓ Health Information
- ✓ Medication
- ✓ Medical Responsibilities
- Education Plan
- ✓ Education Detail
- Visitation/Contact Plan
- Visitation
- Face to Face Visits
- Other Contacts
- Final Issues
- Final Issues
- Signature Page
- ✓ Signature Setup

Visitation

Visitation Limits

Court approved, no parental visitation

Court approved, no sibling visitation

Relative visitation is not in the child's best interest

Details regarding any limits to visitation...

Complete

The **Visitation** plan is very different. It allows for customized content. The first screen documents any **Visitation Limits** and the corresponding reasons.

35

Document Tab – Face to Face Visits

- Health Plan
- ✓ Health Care Provider
- ✓ Health Information
- ✓ Medication
- ✓ Medical Responsibilities
- Education Plan
- ✓ Education Detail
- Visitation/Contact Plan
- ✓ Visitation
- Face to Face Visits
- Other Contacts
- Final Issues
- Final Issues
- Signature Page
- ✓ Signature Setup

Face to Face Visits

Who will visit the child:

Visitor	Frequency	Supervisor	Location
Mom's Name	Mon/Wed	Foster Parents	Agency Library
Grandma's Name	Sun	None	Residence
Guardian Ad Litem	Fri	None	Foster Home
Sibling	Same as Mom	Same as Mom	Same as Mom

Transportation details:

Mom has her own vehicle and is responsible for her own transportation. Grandma is Mom's secondary transportation. Sibling is transported with Mom.

Other visitation details:

Mom may bring snacks to visits. Photographs are permitted. No other visitors permitted unless preapproved by caseworker. Visits will be cancelled after 20 minute wait...

Complete

Face to Face Visits are outlined in a column format that documents the **Frequency, Supervision, and Location** for each Visitor.

Transportation and Other details are typed below.

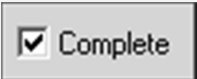
36

Document Tab – Other Contacts

Name	Frequency	Type
Mom's Name	Nightly	Text Messaging
Friend's Name	Weekends	X-Box
Grandma	Weekends	FaceBook

Other contact details:
Other visitation....

Complete

Other types of contacts and related details are typed in the **Other Contacts** screen. Remember to click the  box to print.

Other contacts may include text messaging, X-Box, FaceBook...

Document Tab – Final Issues

Describe services or concerns the parent/legal guardian, foster parent/facility or child/youth could not agree on:

Services not agreed upon...

Complete

The **Final Issues** screen allows for any disagreements regarding plan contents to be documented.

Document Tab – Signature Setup

The **Signature Setup** Page is at the end of the document. Note the red checkmarks that display next to completed screens in the Navigation Bar

The names of required signers, and anyone else as applicable, may now be typed within the **Signatures** text boxes.

39

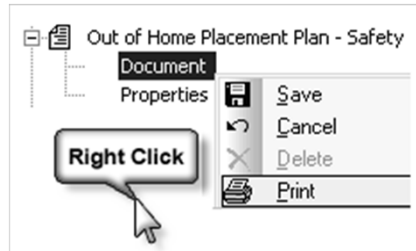
Properties Tab

There are no changes to the Properties tab.

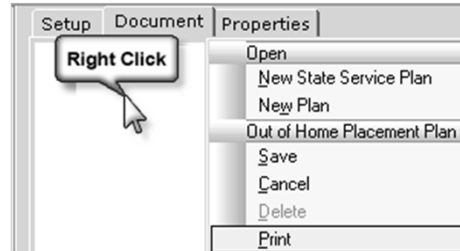
1. The Properties tab still reflects the names and dates of persons creating or editing the service plan.
2. As long as the **Template Status** field reflects 'Active,' the entire service plan may be copied.

A V12.1 service plan cannot be copied to a V12.2 service plan.

Printing a Complete New OHP Plan



Right-click on the **Document** node beneath the desired OHPP in the Tree View and select **Print** from the **Action** menu... *OR*



Right-click on the **Document** tab and select **Print** from the **Action** menu. Either method displays the service plan **Print Preview** in its own window.

41

New OHP Plan Print Preview and Email



The **Print Preview** toolbar has a number of features to change the view of the document. Use the blue single arrow keys to advance the plan forward or back by a single page, or use the blue double arrow keys to advance to the first or last page of the plan.

Remember – only screens with the **Complete** box checked will display and print. Note the **Email Report** option to send the plan electronically, if permissible by your agency.

42

**Minnesota Department of Human Services
Out of Home Placement Plan
Safety Plan and Services
(CW-TCM)**

Name: Xavier Torres	Age: 16 years
Plan Start Date: 04/25/2012	Date of Birth: 05/11/1995
ICWA: No	Plan will be reviewed: 04/25/2012

Name	Relationship
Tim Parent	Other non-relative
Evie Torres	Sister
Angelina Torres	Birth mother

Address: 22 Coldstone Ave
St. Paul, MN 55101

Anthony Former Partner	Parent's former partner
Michelle Ad Item	Guardian ad item

* Siblings are in placement

More detail regarding Siblings in Placement...

Placement authority

- * Court order

Current placement

- * Foster family home - non-relative

E. Dickinson met with Parent(s), Child, GAL, (Tribe), Foster Parents, Supervisor, etc... to jointly make this plan.

In the development of this plan, E. Dickinson consulted with:
Parent(s), GAL, GAL, (Tribe), Foster Parents, Supervisor, etc...

Family Needs

What are the safety concerns that make it unable for the child to be at home?

The Safety concerns...

Family strengths that will support the plan and permanency goal:

Family Strengths...

Family needs: Assessment tools identify family needs to include:

- * Basic needs (food, clothing, shelter etc.)
- * Housing
- * Parenting Skills

Services For Parent

New OHPP Safety

(Example Page 1/13)

Text displaying in red was changed in the New Editor to a larger font and bolded to indicate where typewritten text was added in the document.

43

**Minnesota Department of Human Services
Out of Home Placement Plan
Safety Plan and Services
(CW-TCM)**

List the services for the parents and other caregivers and the identify the provider of the services:

Service	Provider
Basic needs (food, clothing, shelter etc.)	Coats for Kids...
Housing services	HUD Housing Rental...
Parenting education	Name of Provider, Address, Telephone, Fax, Email Directions: I can continue typing here as much as needed to specify services... All I type will print even if it is not visible in the text box...
Mental health assessment	Psychological Evaluation...
Chemical health assessment	Rule 25: Date of Referral, Name of Provider, Location, Insurance or Funding, etc...
Other Services Provided	Other...
Further Explanation of Reasonable/Active Efforts	More Reasonable (or Active) Efforts...

Parent Services Detail

How will these services help the parent provide a safe home for the child?

How these services will help the parent...

What is the time frame of the services?

Time frame for these services...

What does the parent need to accomplish or demonstrate for the child to return home?

What the parent needs to accomplish or demonstrate...

Sibling Separation Detail

Siblings were separated on: / /

Describe the agency's efforts to place the siblings in the same home for foster care, adoption, or

Agency efforts to maintain siblings in same foster home...

Document why joint placement would be contrary to the safety or well-being of any of the siblings:

- * Children are not safe together

Describe:

Why siblings are not safe together...

Permanency Plan

Length of time in foster care:

Statewide cumulative placement: Unable to calculate.

New OHPP Safety

(Example Page 2/13)

Note that in the Parents Services grid, only those services selected in the Document tab display. All corresponding text typed in the Provider column also displays.

44

**Minnesota Department of Human Services
Out of Home Placement Plan
Safety Plan and Services
(CW-TCM)**

Days in current continuous placement: 37

Reasonable efforts to prevent placement:
Reasonable (Active) Efforts to prevent placement...

Permanency Plan: Concurrent Permanency Plan; Reunification and transfer of physical and legal custody
Plan to ensure the child's well-being will be reviewed on: 10/23/2012

Child Functioning and Behaviors

Child's Needs and Strengths
Child's/youth's needs and strengths and individual plan for placement:
Select the needs and strengths, and assess how the selected foster home, pre-adoptive parent or facility attends to the child's/youth's individual needs. Select as many as apply under each category. Provide a specific description of

Child's/youth's current functioning and behaviors:
= Has a professionally diagnosed disability:
Currently being evaluated

Code	Type	Description
315.1	DSM-IV	Mathematics disorder
315.1	ICD-9-CM	MATHEMATICS DISORDER

= Demonstrates problem behavior at home and/or in the community
= Requires intensive structure and supervision that is atypical for the child's age

Specifically describe the child's/youth's current functioning and behaviors including information

Child's functioning level...

To meet the child's/youth's current functioning and behaviors, the caregiver:
= Accepts and address the child's diagnosed disabilities
= Attends specialized training that addresses the child's specific disabilities or special needs

Specifically describe the caregiver's actions to learn about the child's/youth's behaviors and current functioning, and the care provided in the home or facility that meets their individual needs:

Regarding the caregivers...

Medical Needs

Child's/youth's medical and mental health needs:
= Is in good physical health and requires only routine medical and dental care
= Has physical health needs that require frequent medical appointments

Allergies or medical problems:
Xavier has asthma controlled by medication.

New OHPP Safety

(Example Page 3/13)

Both diagnoses selected from the Setup tab display on the printed document as shown in the Document tab. Typewritten details display below from select Editor boxes.

45

**Minnesota Department of Human Services
Out of Home Placement Plan
Safety Plan and Services
(CW-TCM)**

Child's Well-being: Education
Is the child enrolled in school?
Current School: 8/om High School and type 2nd school...

School Details...

Current Grade: Type in grade: 9th Grade
Does the child have an Individual Education Plan? No
Did the child change school due to this placement? Yes
If yes, list the agency efforts to find a placement in the child's school district:
Agency Efforts...

If yes, list the agency efforts to ensure the new school received the child's educational records:
Educational records...

If yes, list the agency efforts to ensure immediate enrollment in the new school:
Immediate enrollment...

Visitation

Visitation Limits
= Relative visitation is not in the child's best interest
Details regarding any limits to visitation...

Face to Face Visits

Who will visit the child:

Visitor	Frequency	Supervisor	Location
Mom's Name	Mom	Foster Parents	Agency
	Wed	Foster Parents	Library
	Sat	Relative	McDonalds
Grandma's Name	Sun	None	Residence
Guardian Ad Litem	Fri	None	Foster Home
Sibling	Same as Mom	Same as Mom	Same as Mom

Transportation details:
Mom has her own vehicle and is responsible for her own transportation. Grandma is Mom's secondary transportation. Sibling is transported with Mom.

Other visitation details:
Mom may bring snacks to visits. Photographs are permitted. No other visitors permitted unless preapproved by caseworker. Visits will be cancelled after 20

New OHPP Safety

(Example Page 10/13)

The Visitation plan displays as outlined in the Document tab. Limits to visitation are specified, followed by a simple grid that provides for each participant's individual visitation details.

46

Setup Tab – Active Status

Setup | Document | Properties

No required fields needed to complete.

Document template: Out of Home Placement Plan - Safety Plan and Services

Description: Out of Home Placement Plan - Safety Plan and Services

Status: Draft Status date: 04/25/2012

Display Setup

Draft
Active
Inactive
Discarded

Service Plans

Out of Home Placement Plan - Safety Plan and Services: Torres, Xavier Active

Once complete, return to the Setup tab and select **Active** in the **Status** field.

47

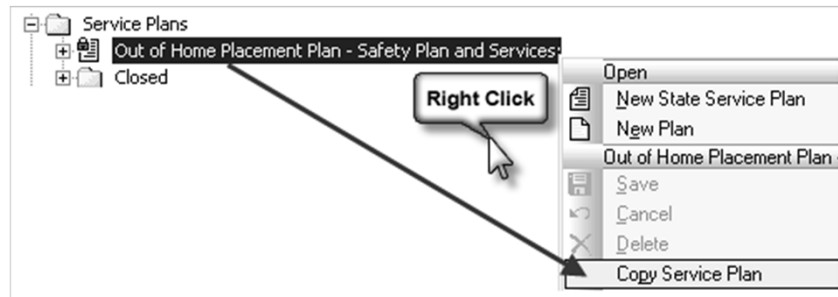
New 12.2 OHPP Action Menu Features



The new OHPP's also have new features within the Action menu:

1. In addition to current copy features, new OHP Plans can be copied from one format (*Safety*) to another format (*Adoption*).
2. New OHP Plans can be moved between workgroups if the identified child is an Active client in both workgroups.
3. The fields on the Setup tabs of the new OHPP's are identical.
4. A blank OHPP may be printed from the Service Plans folder in the Tree View. A blank Signature Page may also be printed.
5. Revised Help Text is available from the Tree View regarding all of the new V12.2 OHP Plans.

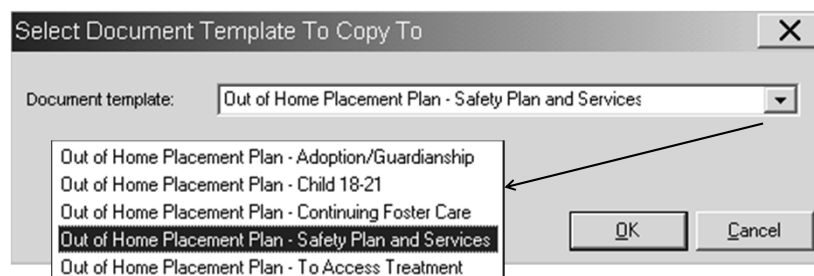
New Action Menu Features – Copy 12.2 OHPP



Right-click on the desired OHPP and select **Copy Service Plan**. Service plans may be copied for review of the plan and to copy an OHPP between siblings. A new copy feature allows different OHPP templates to be copied to each other – such as a *Safety* OHPP to an *Adoption* OHPP.

49

New Action Menu Features – Copy 12.2 OHPP



After selecting **Copy Service Plan**, a dialog box displays allowing either the same – or a different – **Document template** to be selected. To copy the same OHPP, select the same template (which defaults in the **Document Template** field). To change the type of OHPP being copied, select a different template.

50

New Action Menu Features – Copy 12.2 OHPP

Out of Home Placement Plan - Adoption/Guardianship
Out of Home Placement Plan - Child 18-21
Out of Home Placement Plan - Continuing Foster Care
Out of Home Placement Plan - Safety Plan and Services
Out of Home Placement Plan - To Access Treatment

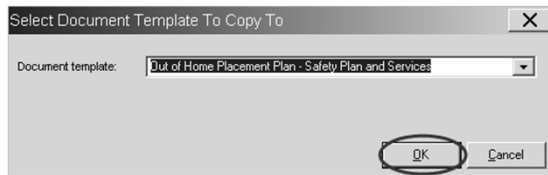
This new copy feature is only available in the five new V12.2 OHPP's. It will be available to each new OHPP in the new V12.2 format.

Following 2012 Session Law, Chapter 216 permanency dispositions changed. These changes are reflected in the revised OHPP's. A **Continuing Foster Care OHP Plan** is used when the permanency disposition (judge's findings) continues the child in foster care.

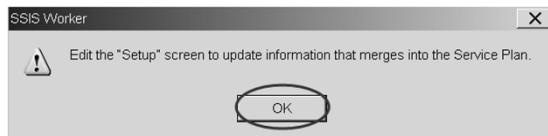
A Legislative Training Update with Ann Ahlstrom covering this statutory change and others is offered **June 2012 and is available for registration on **TrainLink**.*

51

New Action Menu Features – Copy 12.2 OHPP



Once the **Document template** is selected, click **OK** in the dialog box. Click **OK** again to edit the Setup screen.



Information is not lost when navigating between SSIS Tree View folders, tabs, or screens. If SSIS is uncertain whether or not to 'save' the information entered, it displays a dialog box asking if changes are to be saved.

52

New Action Menu Features – Copy 12.2 OHPP

Example: Copy same OHPP template to same child for review.



Example: Copy same OHPP template to sibling.

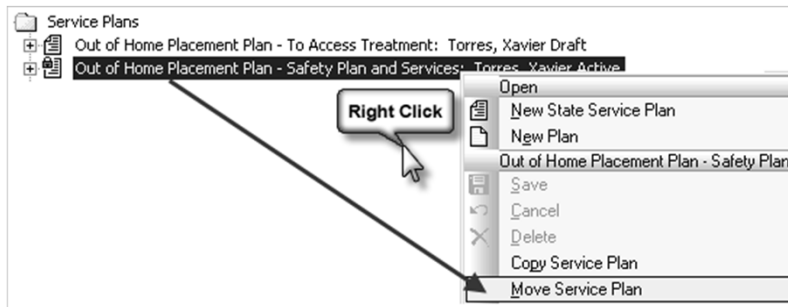


Example: Copy different OHPP template to same child.



53

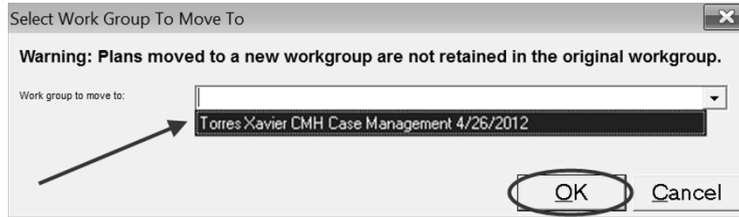
New Action Menu Features – Move 12.2 OHPP



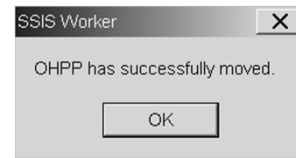
A second new Action menu feature associated with the revised V12.2 OHPP's is **Move Service Plan**. This selection moves the desired OHPP from the current workgroup to a different workgroup. The identified child on the OHPP must be an *Active* participant in the other workgroup in order for the **Move Service Plan** feature to work.

54

New Action Menu Features – Move 12.2 OHPP



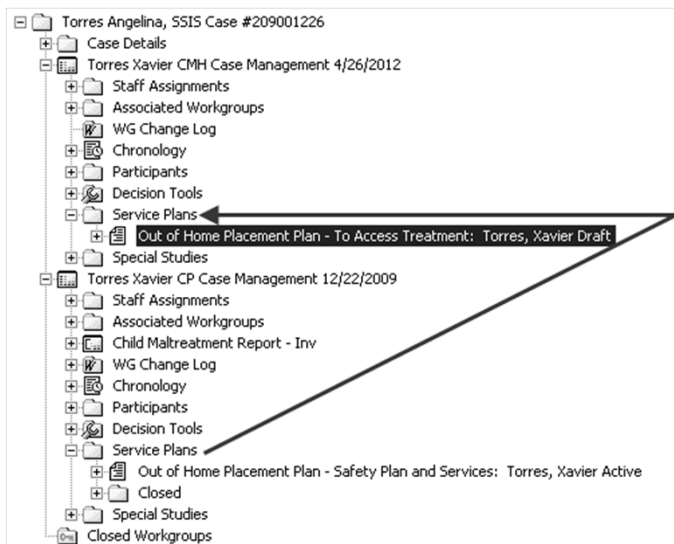
After selecting **Move Service Plan** from the **Action** menu, a dialog box displays listing any other workgroups in which the child is an *Active* participant.



Select the workgroup you wish to move the service plan to, and click **OK**. As per the *Warning*, the selected OHPP will be removed from the current workgroup and placed in the other workgroup as indicated.

55

New Action Menu Features – Move 12.2 OHPP



It is strongly recommended that before **Moving** an OHPP, **Copy** it to maintain a record in the original workgroup.

56

New Action Menu Features: Print Blank OHP Plan – Safety



A new V12.2 blank OHPP can be printed from the **Service Plans** folder in the Tree View, and also remains available from **Tools – External Documents**.

57

Blank OHP Plan – Safety (Page 1 of 26)

The screenshot shows a document viewer displaying a blank form titled 'Minnesota Department of Human Services Out of Home Placement Plan Safety and Permanency (CW-TCM Plan)'. The form includes fields for 'NAME:', 'AGE:', 'THIS PLAN STARTS ON:', 'BIRTH DATE:', 'ICWA:', and 'PLAN WILL BE REVIEWED:'. Below these are sections for 'Family Information' with 'PARENT:' and 'OR LEGAL GUARDIAN:' fields, and 'Placement authority:' with checkboxes for 'Court order', 'Voluntary', and 'Voluntary for treatment'. There are also checkboxes for 'Child is an only child', 'Siblings are not in placement', and 'Siblings are in placement'. The document viewer shows 'Page 1 / 26' and a zoom level of '50%'.

58

Action Menu: Print Blank Signature Page

The screenshot shows a 'Service Plans' menu with a 'Right Click' callout. The 'Print OHHP' option is highlighted, and a sub-menu is open showing 'Blank Plan', 'Signature Page', and 'Help'. To the right is a browser window titled 'OHPP Signature Page' showing a 'Signature Setup Signatories' form with six empty rows.



Action Menu: OHP Plan Help

The screenshot shows the 'Service Plans' menu with 'Print OHHP' selected, and a sub-menu open with 'Blank Plan', 'Signature Page', and 'Help'. To the right is a browser window titled 'OHPP Help' showing a page with the heading 'Types and sections of Out-of-Home Placement Plans' and five numbered sections: I. Title Page, II. Safety and Permanency, III. Access to Treatment, IV. Adoption, and V. Continued foster care.



Features Unique to Other V12.2 OHP Plans

The new OHP Plan-Safety screens have been profiled on the previous screens. Noteworthy changes to screens on the remaining new OHP Plans are shown on the next screens.

Additionally, every *new* OHP Plan

- Adoption/Guardianship -Continuing Foster Care -Child 18-21
- Safety Plan & Services -Access Treatment (-Delinquency - coming in 12.3!)

in V12.2 has the same Setup tab fields.

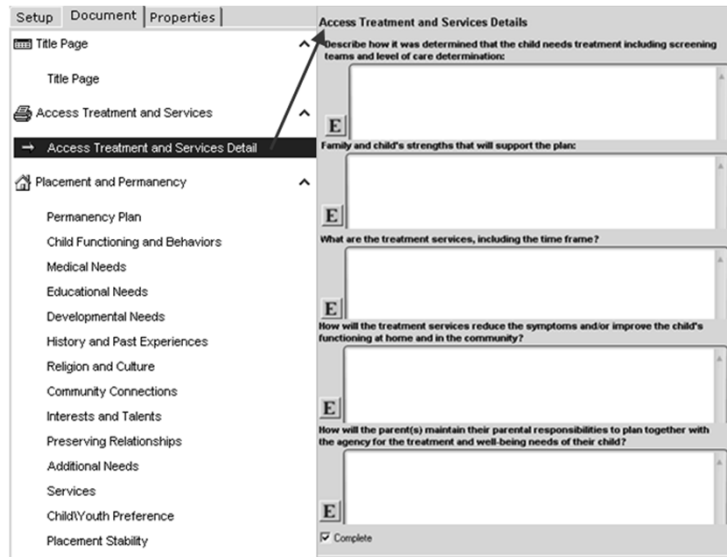
Setup Tab – New OHPP – Access Treatment

Every *new* OHP Plan

- Adoption/Guardianship -Continuing Foster Care -Child 18-21
- Safety Plan & Services -Access Treatment (-Delinquency - coming in 12.3!)

in V12.2 has the same Setup tab fields.

Document Tab - Access TX and Services Detail



OHPP
Treatment
Access
Treatment
and
Service
Details
screen.

63

Setup Tab – New OHPP – Adoption Guardianship



Because all OHP Plans have identical Setup tabs, any new OHP Plan copied to an OHPP-Adoption will also copy the biological parents' names. These names need to be de-selected from the Setup tab.



64

A/G Document Tab – Commissioner Consent

OHPP-A/G Commissioner Consent Screen

65

A/G Document Tab – Court Consent Approval

OHPP-A/G Court Consent Approval Screen

66

A/G Document Tab – Relative Search

Relative Search
(Check all that apply)

- Agency has identified both parents of child
- Agency sent notices to all identified maternal and paternal relatives at the child's initial placement
- Agency facilitated a Family Group Decision Making conference or similar planning meeting
- Agency considering one or more relatives for placement
- One or more relatives are in the process of completing a home study to be considered for placement
- Agency submitted one or more ICPC requests for home study and placement consideration for relatives living outside Minnesota
- Agency sent notices to all required persons at time agency filed a permanency petition
- Agency asked court to amend or relieve the agency's obligation to send notices at permanency petition on: //
- Agency completed relative search and relative placement consideration
- Agency has not identified any relatives who are willing and/or appropriate to care for the child
- Court relieved the agency of additional relative search efforts on: //
- Court relieved the agency of additional relative placement considerations on: //

Describe additional pertinent information regarding agency's relative search and engagement efforts:

E

OHPP-A/G
Relative
Search
Screen

A/G Document Tab – Finalization Efforts

Finalization Efforts
(Check all that apply)

- Agency is actively recruiting for an appropriate adoptive parent
- Child's social and medical history is complete and up-to-date
- Sibling separation issues pending
- Agency is reviewing home studies of potential adoptive parents
- Agency is in the process of interviews and collateral meetings to identify an appropriate adoptive parent
- Agency is transitioning child to the home of the identified adoptive parent
- Adoption Placement Agreement signed by the prospective adoptive parent and child-placing agency representative and submitted to the Department of Human Services on: //
- Adoption Placement Agreement approved by the Commissioner of the Human Services (fully executed) on: //
- Adoption Assistance application submitted to the Department of Human Services on: //
- Adoption Assistance application reviewed by the Department of Human Services, but correction notice sent by DHS on: //
- Adoption Assistance application corrections submitted to the Department of Human Services on: //
- Adoption Assistance application approved by the Commissioner of Human Services on: //
- Adoption petition filed on: //
- Commissioner's consent to the adoption issued by the Department of Human Services on: //
- All documents required to finalize the adoption have been received, reviewed and/or processed by the Department of Human Services and the court
- Court date scheduled for the adoption finalization hearing on: //
- Specific court date not yet scheduled, but adoption anticipated to be finalized: //

Describe additional detailed information regarding agency efforts to finalize the adoption, particularly any barriers to finalization:

E

OHPP-A/G
Finalization
Efforts
Screen

Continuing Foster Care Document Tab – Continued Permanency Efforts

→ Continued Efforts For Permanency

What are the agency efforts and services to ensure that continued foster care is the appropriate legal arrangement for this child/youth?
(Select as many as apply)

		Prev 12 mos	Next 12 mos
Involved the youth in recruitment efforts for a permanent family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed the parents' current status and services needed to reunify the family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided Group Family Decision Making services to maintain or build permanent relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed previous family search and contacted relatives to consider a permanent home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed child's status with agency attorney to consider permanency options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed with foster parent and relatives the supports such as Adoption Assistance, Relative Custody Assistance that are available for permanent families and asked them to consider becoming the child's legal parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed attitudes and concerns about adoption with youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe additional efforts to evaluate continued foster care:

E

The Continued Efforts for Permanency screen is unique to the OHPP-Continued Foster Care.

The check boxes function like the Medical Responsibilities screen; selections print in a list rather than in the grid format.

69

Child 18-21 Document Tab – Eligibility Condition

Setup | Document | Properties

- Title Page
- Title Page
- Eligibility
- Eligibility Detail
- Agency Efforts
- Agency Efforts to Preserve Connections
- Sibling Separation Services
- Sibling Separation Detail
- Placement and Permanency
- Permanency Plan
- Child Functioning and Behaviors
- Medical Needs
- Educational Needs
- Developmental Needs
- History and Past Experiences
- Religion and Culture
- Community Connections

Eligibility

Youth's eligibility for continued foster care:

Extension condition

<No data to display>

Plan to verify Youth's continued eligibility:

- Documentation from the youth's school or education program
- Documentation from the youth's employer or employment program
- Documentation from the youth's doctor or medical professional
- Other:

E

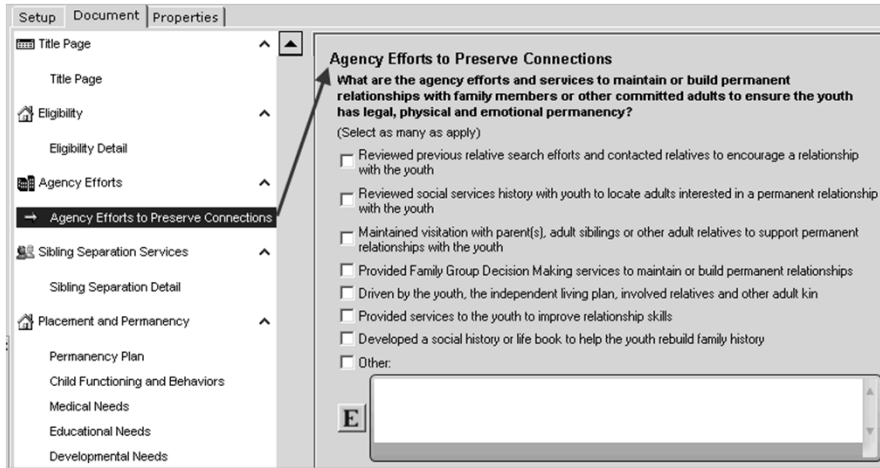
The OHPP-18-21 has an **Eligibility** screen on the Document tab reflecting the same data entry required on the **Extended Foster Care** tab within the **Permanency** folder.

70

SSIS Worker Mentor Meeting

35

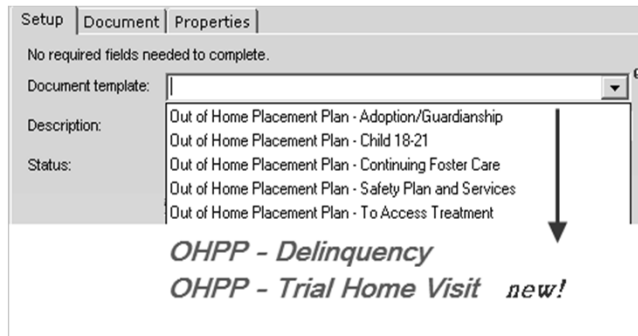
Child 18-21 Document Tab–Preserve Connections



Another Document tab screen unique to the OHPP 18-21 records:
Agency Efforts to Preserve Connections for the youth.

71

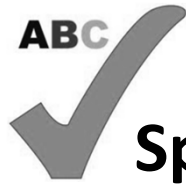
Future OHPP Features



OHPP-Delinquency will be available in V12.3.
(Its current V12.1 format remains available in SSIS.)

** A new OHPP-Trial Home Visit will be available in V12.3!*

72

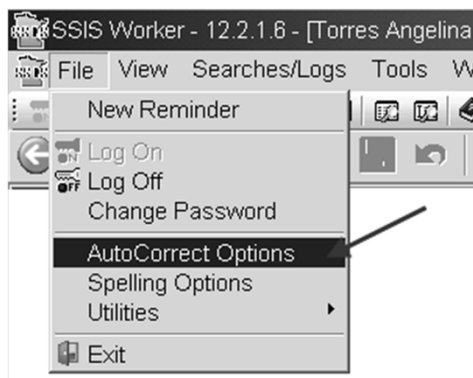


12.1 AutoCorrect and Spelling Options Features

AutoCorrect and Spelling Options features were part of the V12.1 SSIS release. They are currently available to all SSIS users. Each feature may be customized by individual users to their own desktops.

AutoCorrect and Spelling Options work within all SSIS screens, and is where *Spell Check* originates for the new V12.2 OHP Plans.

File Menu: AutoCorrect Options



The File menu contains *AutoCorrect Options* and *Spelling Options*. Both are currently available in V12.1.

These features allow each SSIS user to customize how Spell Check and AutoCorrect features operate on his/her own desktop. The next three screens give examples of **AutoCorrect Options**.

File Menu: AutoCorrect - Capitalize Exceptions

The 'AutoCorrect Options' dialog box shows the 'Capitalize' section with three checked options: 'Correct TWo INitial CApitals', 'Capitalize first letter of sentences', and 'Correct accidental usage of cAPS LOCK key'. The 'Exceptions' button is circled in red. An arrow points from this button to a separate 'Exceptions' dialog box.

The 'Exceptions' dialog box has two sections: 'Abbreviations (no subsequent capital)' and 'Words with TWo INitial CApitals'. Both sections have an 'Add' button and a 'Delete' button. The 'Words with TWo INitial CApitals' section contains a list of examples: 'CD's, TV's, DVD's...'. The 'OK' button is highlighted with a red arrow.

AutoCorrect Exception examples are listed to the right...

75

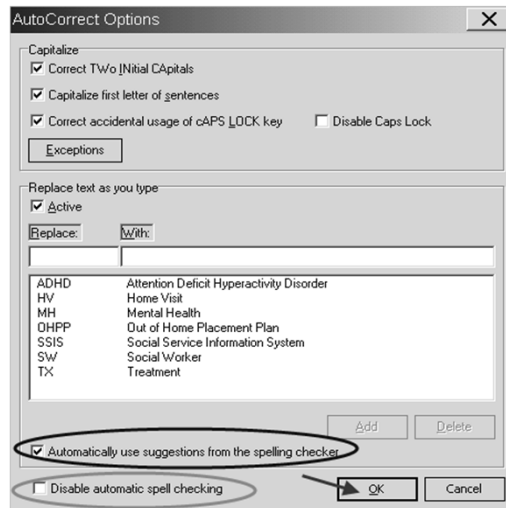
File: AutoCorrect - Replace Text as you Type

The 'AutoCorrect Options' dialog box shows the 'Replace text as you type' section with the 'Active' checkbox checked. The 'Replace:' and 'With:' fields are empty. Below these fields is a list of acronyms and their full names: ADHD (Attention Deficit Hyperactivity Disorder), HV (Home Visit), MH (Mental Health), OHPP (Out of Home Placement Plan), SSIS (Social Service Information System), SW (Social Worker), and TX (Treatment). The 'Add' button is highlighted with a red arrow.

AutoCorrect Replace and With examples are also listed to the right. Replacements are made from acronyms to words... but will not replace the *case* of any acronym. For example, AutoCorrect would not replace '*adhd*' with '*ADHD*.'

76

File Menu: Automatic Spell Checker



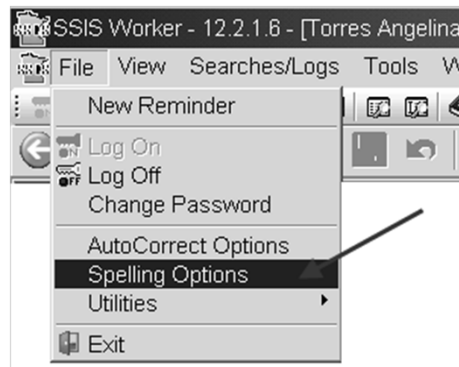
To prevent words from being 'autocorrected,' de-select the *'Automatically use suggestions from spelling checker'* check box.

To completely disable spell check, click in the *'Disable automatic spell checking'* check box.

Consider adding proper names to your custom dictionary before deciding to Disable Automatic Spell Checking.

77

File Menu: Spelling Options

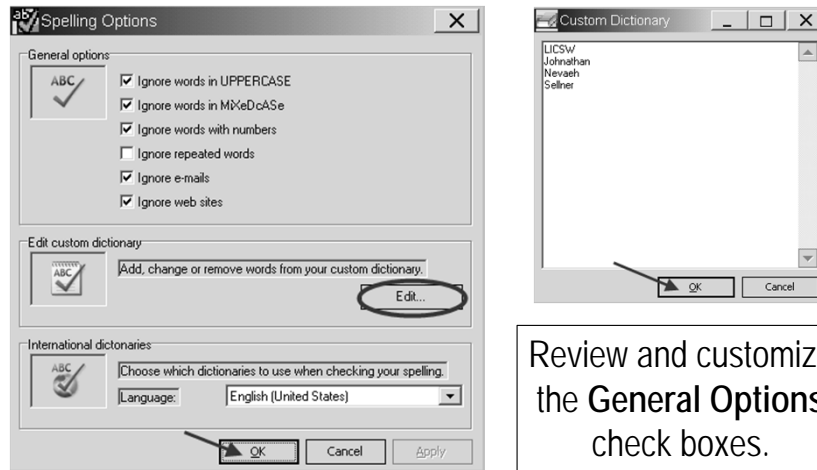


The next two screens provide examples of **Spelling Options**.

Both **AutoCorrect** and **Spelling Options** are available by right-clicking on any typewritten word in an SSIS screen. If the Spell Checker is enabled, words SSIS views as misspelled display with a red line underneath.

78

File Menu: Spelling Options



Review and customize the **General Options** check boxes.

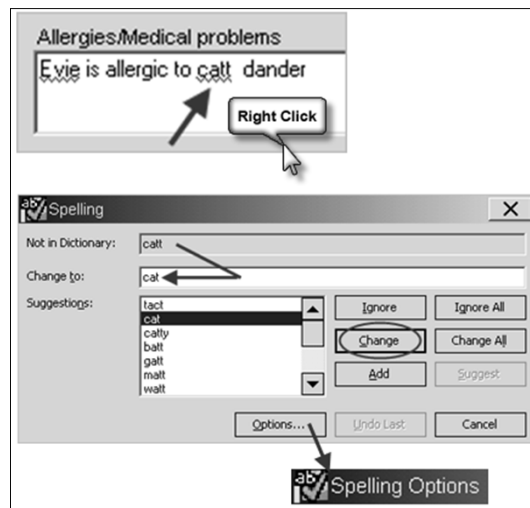
Click the **Edit** button to add words you wish the Spell Checker to ignore, e.g., abbreviations and unusually-spelled names.

79

File Menu: AutoCorrect and Spelling Options



This screen shows Spell Check examples from the **Health/Insurance** folder. Right-clicking on the misspelled word generates **Spell Check**.



80

Final Details



Both V12.1 and available V12.2 Out-of-Home Placement Plans will be available until V12.3 is released. Users can select which version of the five *new* OHPP's to complete.

It is recommended that the V12.2 *new* OHPP's be utilized since a V12.1 service plan template cannot be copied to a V12.2 service plan template... and because eventually all service plans will reflect the same *new* V12.2 format.

81

Questions?



SSIS Help Line

DHS.SSISHelp@state.mn.us

651-431-4801

Angela Walswick

angela.m.walswick@state.mn.us

651-431-4793

82