

SSIS V12.3 Pilot and Release

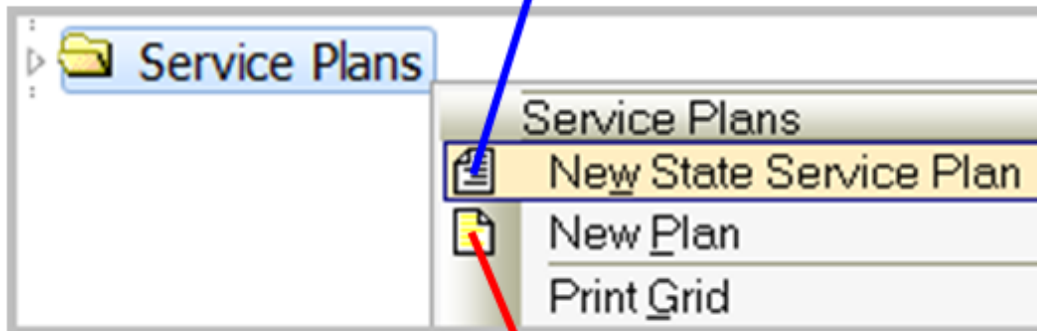
- *Child Protection Service Plan*
- *Family Assessment Service Plan*

*SSIS Mentor Meeting
August 21, 2012*



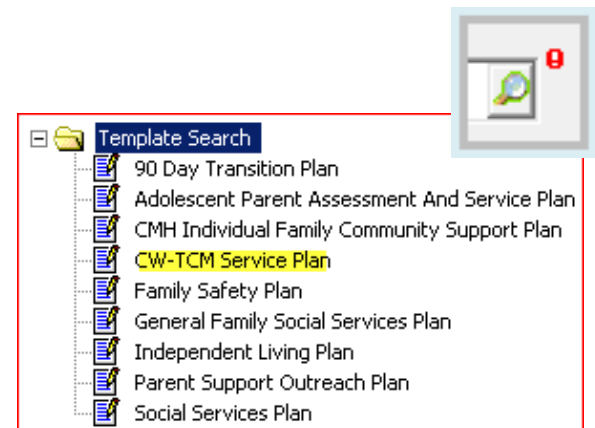
Service Plans Folder

Contains service plans in the revised format from V12.2 and after. Includes all **OHP Plan's** and new **FA & CP Plans**. Will eventually contain all service plans.

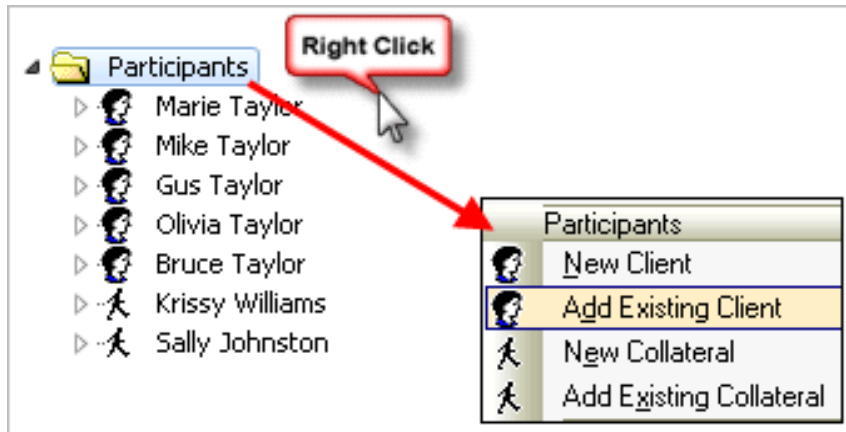


Contains service plans awaiting revision to the new format. Includes plans not listed above. Still requires the template search to open plans.

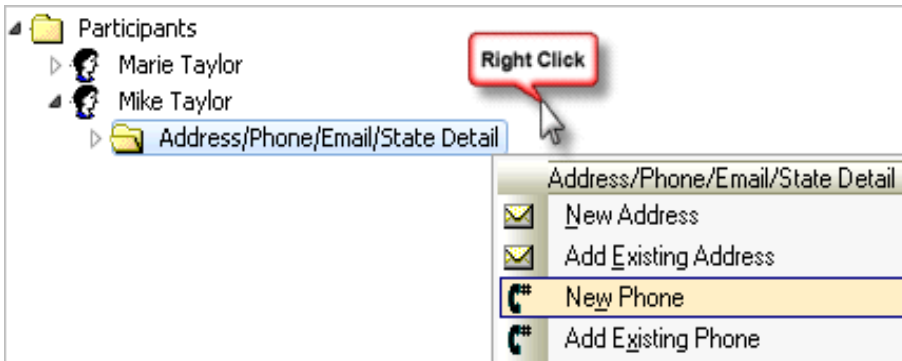
Child Protective Services Plan
Family Assessment Service Plan
Out of Home Placement Plan - Adoption/Guardianship
Out of Home Placement Plan - Child 18-21
Out of Home Placement Plan - Continuing Foster Care
Out of Home Placement Plan - Delinquency Petition
Out of Home Placement Plan - Safety Plan and Services
Out of Home Placement Plan - To Access Treatment
Out of Home Placement Plan - Trial Home Visit



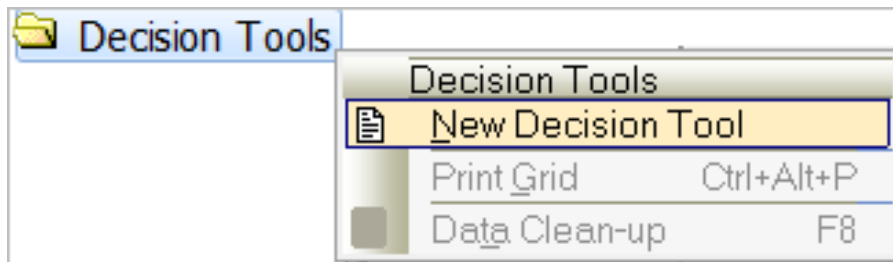
Before Creating a FA or CP Plan:



Enter all **Clients** and **Collaterals** in the **Participants** folder.

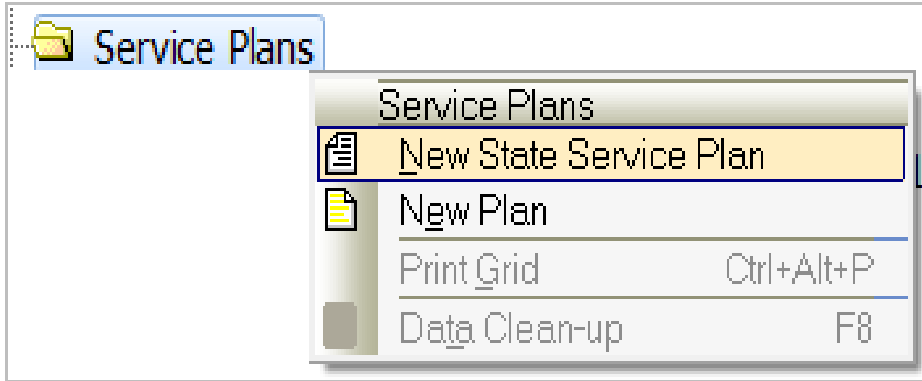


Enter a **Phone** for each **Participant** as applicable. (*Currently, only **Home** and **Work** numbers merge.*)



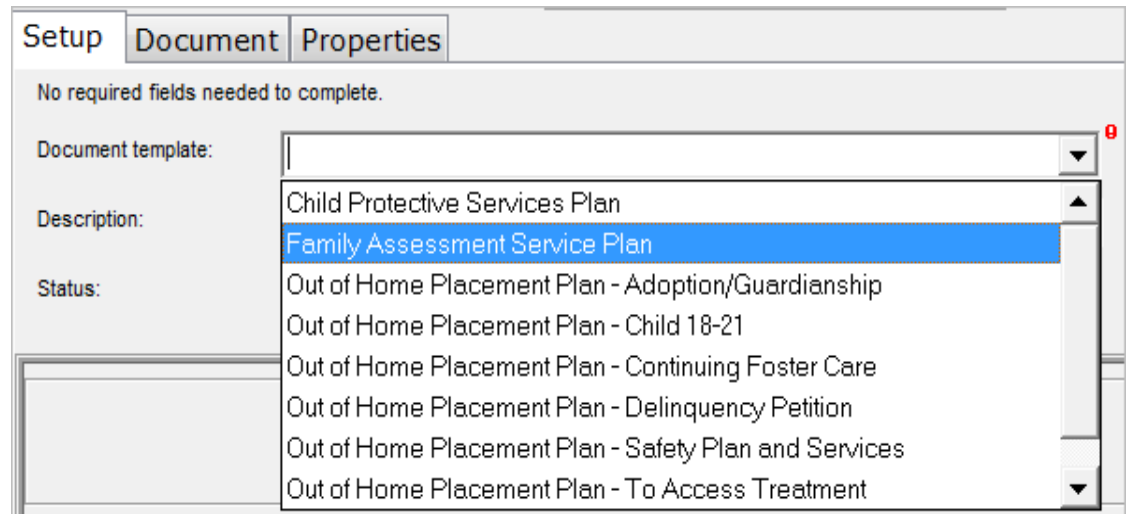
May complete a **Strength and Needs Assessment** (and a **Risk Assessment** *for CP Plans only.*)

New Family Assessment and Child Protective Service Plans



Access these plans
by selecting
New State Service Plan.

Template search
is not required.
These are the plans
in the revised
'new' format.



CW-TCM Hint

The screenshot shows a software interface with the following fields:

- Document:** Family Assessment Service Plan
- Elements:**
 - Review Date:** 10/19/2012
- Agency:** Test County Family Services
- Workgroup:** Keroutwick Angela CP Case Management 12/6/2011
- Display the language block?:** yes
- Service plan:** Family Assessment Service Plan
- Effective from date:** 7/20/2012
- Effective to date:** 10/19/2012

Each OHP Plan has a **CW-TCM?** field on the Setup tab. This field is to indicate if the OHPP is the identified plan documenting CW-TCM services to the child. When *yes* is selected in this field, the words ‘CW-TCM Plan’ print at the top of the plan.

The FA and CP Plans Setup tabs do not have a **CW-TCM?** field. DHS recommends that if the agency plans to claim for CW-TCM services for a child that is not in placement, that the specific CW-TCM Plan be used. The FA and CP Plans do not ask the same questions that are asked on the CW-TCM Plan. Only use the FA and CP Plans for CW-TCM purposes if the exact same language that is on the CW-TCM plan is copied into the FA or CP Plan.

Strengths and Needs Merge Fields

Strengths and Needs Assessment

[Strengths and Needs Assessment:](#)

Strengths	TOOL_DESCRIPTION	Created Date
Needs	Strengths and Needs Assessment - 07/20/2012	07/20/2012
	<input checked="" type="checkbox"/>	

Select the tool...

...then select the check boxes for the Strengths and Needs to include in the plan.

Strengths

Keroutwick, Tim - Parenting Skills

Name:

Strengths:

Priority:

Keroutwick, Tim - Alcohol and Other Drug Use

Keroutwick, Tim - Resource Management/Basic Needs

Keroutwick, Angela - Parenting Skills

Keroutwick, Angela - Alcohol and Other Drug Use

Keroutwick, Angela - Resource Management/Basic Need:

Needs

Keroutwick, Tim - Physical Health

Name:

Needs:

Priority:

Keroutwick, Tim - Social Support Systems

Keroutwick, Tim - Mental Health/Coping Skills

Risk Merge Fields

Setup Document Properties

No required fields needed to complete.

Document template: Child Protective Services Plan

Risk Assessments

Risk Assessment: Keroutwick, Angela

Risk Level: High

Strengths and Needs Assessment: Strengths and Needs Assessment - 07/20/2

Strengths

Select the **Risk Assessment** based upon the name of the **Primary caretaker**. The **Risk Level** autofills and merges into the service plan.


Only the revised 'new' SDM Tools merge into the FA or CP Plans. Legacy SDM Tools will not merge.

Participants Merge Fields


Participants

<input type="checkbox"/>	Angela Keroutwick	
<input type="checkbox"/>	Tim Keroutwick	
<input type="checkbox"/>	Gus Keroutwick	
<input type="checkbox"/>	Eva Kakunka Keroutwick	
<input type="checkbox"/>	Officer Chris Walswick	
<input type="checkbox"/>	Pastor Steve Walswick	

Clients



Collaerals



Red arrows point from the checkboxes for Angela, Gus, and Pastor Steve to the Clients icon, and from the checkboxes for Officer Chris and Pastor Steve to the Collaerals icon.

Participants

Angela Keroutwick

First name Last name: Angela Keroutwick

Actual or estimated date of birth: 01/02/1968

Home Phone

Phone: Home

Type: Home

Phone: (612)866-1439

Phone ext:

Work Phone

Phone: Work

Type: Work

Phone: (651)431-4793

Phone ext:

Tim Keroutwick

Gus Keroutwick

Clients and Collaterals in the Participants folder merge into the Participants section of the Setup tab.

Home and Work Phone numbers can be selected here to merge into the plan. Addresses are not available.

Complete the Setup Tab

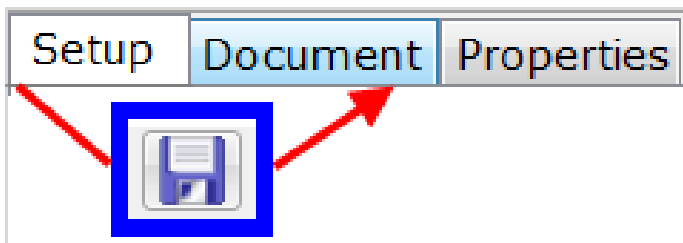
Worker

Staff: Zzdhs-Walswick, Angela ▼ ↕

Full name: Angela ZZDHS-Walswick

Phone: (651)431-4793

Ensure that the Primary worker's name displays in the Staff field and that the Phone is correctly entered in Admin.



Save the Setup tab to access the Document tab.

It is important to complete all applicable fields on the Setup tab.

Document Tab Title Page

Setup Document Properties

Title Page

Title Page

Safety Concerns

Safety Concerns

Strengths and Needs

Strengths and Needs

Goals and Services

Goals and Services

Signature Page

Signature Setup

Minnesota Department of Human Services
Family Assessment Service Plan

Family Name: Michelle Angela Lil Mama 188959751	County Case #: 123456
Plan Dates: 07/20/2012 - 10/19/2012	Next Review Date: 10/19/2012
Worker Name: Angela ZDHS-Walswick	Worker Phone: (651)431-4793

Family members

Name	Date of birth	Home Phone	Work Phone
Angela Keroutwick	01/02/1968		(651)431-4793
Eva Keroutwick	01/04/2004		
Gus Keroutwick	01/03/1994		
Officer Walswick			
Pastor Walswick			
Tim Keroutwick	01/02/1965	(612)866-1439	

Complete

<< >>

Reflects *both* FA and CP Plans – other nodes are different.

Blue arrow indicates the screen reflected.

Clients and **Collaterals** display as **Family members**
with **DOB** and **Home/Work Phone** as selected.

Click **Complete** to indicate this screen should print.

FA Plan Document Tab Screens



Safety Concerns Screen

Setup Document Properties

Title Page

✓ Title Page

Safety Concerns

Safety Concerns

Strengths and Needs

Goals and Services

Signature Page

Strengths and Needs

Goals and Services

Signature Setup

Safety Concerns

What are child safety concerns (if any)?

E Type Safety Concerns Here...

Complete

<< >>

Red checkmark indicates **Complete** was selected.
Type any **Safety Concerns** identified with the family.
**SDM Safety Assessment does not merge into plans.*

Safety Concerns Screen

Setup Document Properties

Title Page

✓ Title Page

○ Safety Concerns

✓ Safety Concerns

Strengths and Needs

→ Strengths and Needs

Goals and Services

Signature Page

Signature Setup

Strengths and Needs

Strengths

Name	Strength
Keroutwick, Angela	Alcohol and Other Drug Use
Keroutwick, Angela	Parenting Skills
Keroutwick, Angela	Resource Management/Basic Needs
Keroutwick, Eva Kakunka	Child Development
Keroutwick, Eva Kakunka	Family Relationships
Keroutwick, Eva Kakunka	Peer/Adult Social Relationships

What are the family's strengths, resources and supports that can contribute to child safety?

E Type details related to **Strengths** listed above.
**Note the scroll bar to the right..*
Strengths merge from checkboxes selected on the Setup tab.

Strengths and Needs that display may be changed here if the plan is in DRAFT status by returning to the Setup tab and making other selections in the Strength and Needs check boxes.

Right-click on **red** text to access Spellchecker.

Goals and Services Screen

Title Page

✓ Title Page

○ Safety Concerns

✓ Safety Concerns

Strengths and Needs

✓ Strengths and Needs

Goals and Services

→ Goals and Services

Signature Page

Signature Setup

Goals and Services

What do we want to happen (goals)?

E Type the *Goals* and *Services Steps* after meeting with family and service providers.
Who, What, Where, When and How.

What are the steps we will take to make this happen (services)?

E Provide required Signers with a final copy of the plan - *Review within 90 days.*

Complete

<< >>

CP Plan Document Tab Screens



Risk Factors Screen

Setup Document Properties

Title Page

Title Page

Risk Factors

Risk Factors

Strengths and Needs

Strengths and Needs

Risk Factors

Risk Level: High

Reasons protective services are needed. Including the risk and safety factors for the children:

E *Risk level merges from completed SDM Risk Assessment tool selected on the Child Protection Plan's Setup tab.*

Specific to the CP Plan is the **Risk Assessment** screen. Type the *Reasons for protective services* that include considerations for *Risk* and *Safety* factors. Risk level may be left blank if not desired in plan.

Goals Setup Screens

The screenshot displays a software interface for setting up goals. On the left is a vertical navigation menu with the following items: Title Page, Risk Factors, Strengths and Needs, Goals of the Plan, Goal 1: Safety (highlighted), Goal 2: Permanency, Goal 3: Well-being, Child Needs, Plan Concerns, and Signature Page. The main content area is titled "Goal 1: Safety" (circled in red). Below the title, it states: "Goal 1 is safety. Child is protected from harm. Child is safely maintained in his/her home." It then asks, "What needs to happen in order for safety to be achieved?" and provides a text box with the input: "Safety will be achieved by...". The next question is "What do we need to do to achieve safety?" with a text box containing: "We need to do the following things for safety...". The final question is "When will we review the progress of this goal?" with a text box containing: "We will review safety progress...". At the bottom left, there is a "Complete" checkbox (circled in red) which is checked. At the bottom right, there are two navigation buttons: "<<" and ">>".

Goals
specific to
Safety,
Permanency,
and
Well-being
are entered
in the
corresponding
CP Plan
Editor boxes.

Child Needs Screen

Child Needs

Describe any other educational, physical or mental health needs of any child in the home related to the reason for the child protection services:

E Describe child's **EDUCATIONAL**,
PHYSICAL or **MENTAL HEALTH** needs

Complete

The **Child Needs** (for all children in the family) are entered in the corresponding Editor box.

Plan Concerns Screen

Plan Concerns

We could not agree on these services:

E Signing a service plan does not mean you *agree* with the plan... it means the plan was *explained* to you and you received a *copy* of the document. Disagreement is noted here.

What will happen if behaviors do not change to reduce the risk of abuse or neglect?


E **Specifically** what could occur if the circumstances that led to the agency's involvement are not corrected by following the service plan...

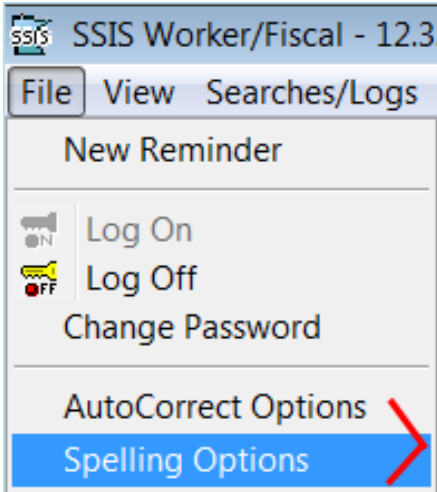
Complete

Service Plan Hints



Service Plan Hints

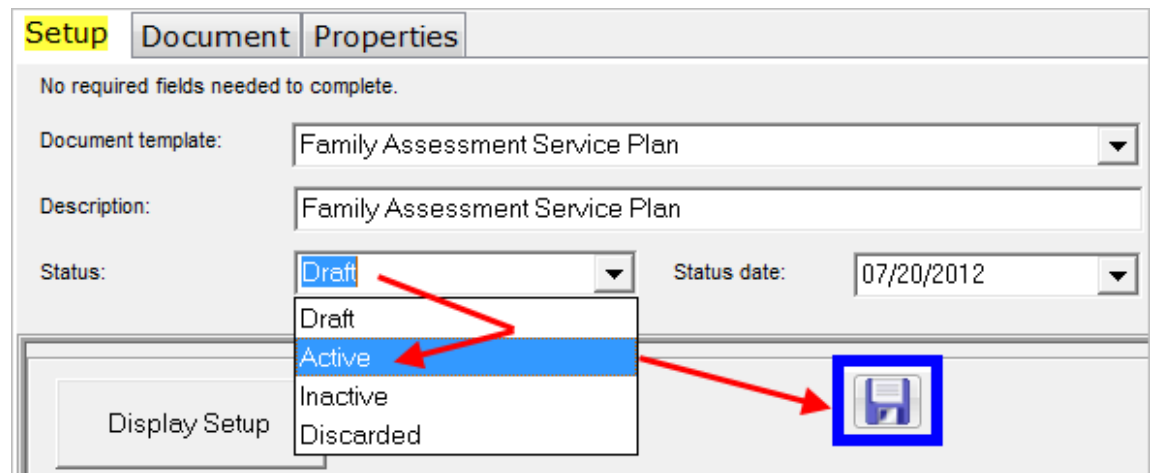
Customize the **AutoCorrect** and **Spelling Options** features in all  boxes from the **File** menu.



Display Setup

Click **Display Setup** if you exit the service plan, return to it, and wish to view the fields.

Change the **Status** field to **Active** on complete service plans to satisfy the SSIS Alerts.



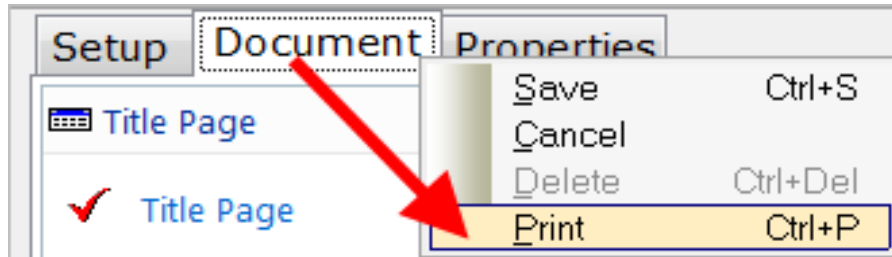
Properties Tab Template Status

The screenshot shows a software interface with three tabs: 'Setup', 'Document', and 'Properties'. The 'Properties' tab is active. It is divided into two sections: 'Document Properties' and 'Template Properties'.
Document Properties:
- Description: Family Assessment Service Plan
- SSIIS document #: 199108075
- Created date: 7/20/2012 7:31:15 PM
- Last edited date: 7/27/2012 8:33:35 PM
- Last changed date: 7/27/2012 8:33:35 PM
- Created by: Angela, Zzdhs-Walswick
- Last changed by: Angela, Zzdhs-Walswick
Template Properties:
- Name: Family Assessment Service Plan
- Document template #: 223456
- Category: Service Plans
- Group: State
- Template Status: Active (circled in red with a red arrow pointing to it)
- Document identification: (empty)
- Format: Family Assessment Services Plan
- Description: Family Assessment Service Plan
A yellow tooltip is visible next to the 'Template Status' field, containing the text: 'Documents and Service Plans associated with templates with a "Template Status" of Inactive cannot be copied using the Copy Document and Copy Service Plan menu options.'

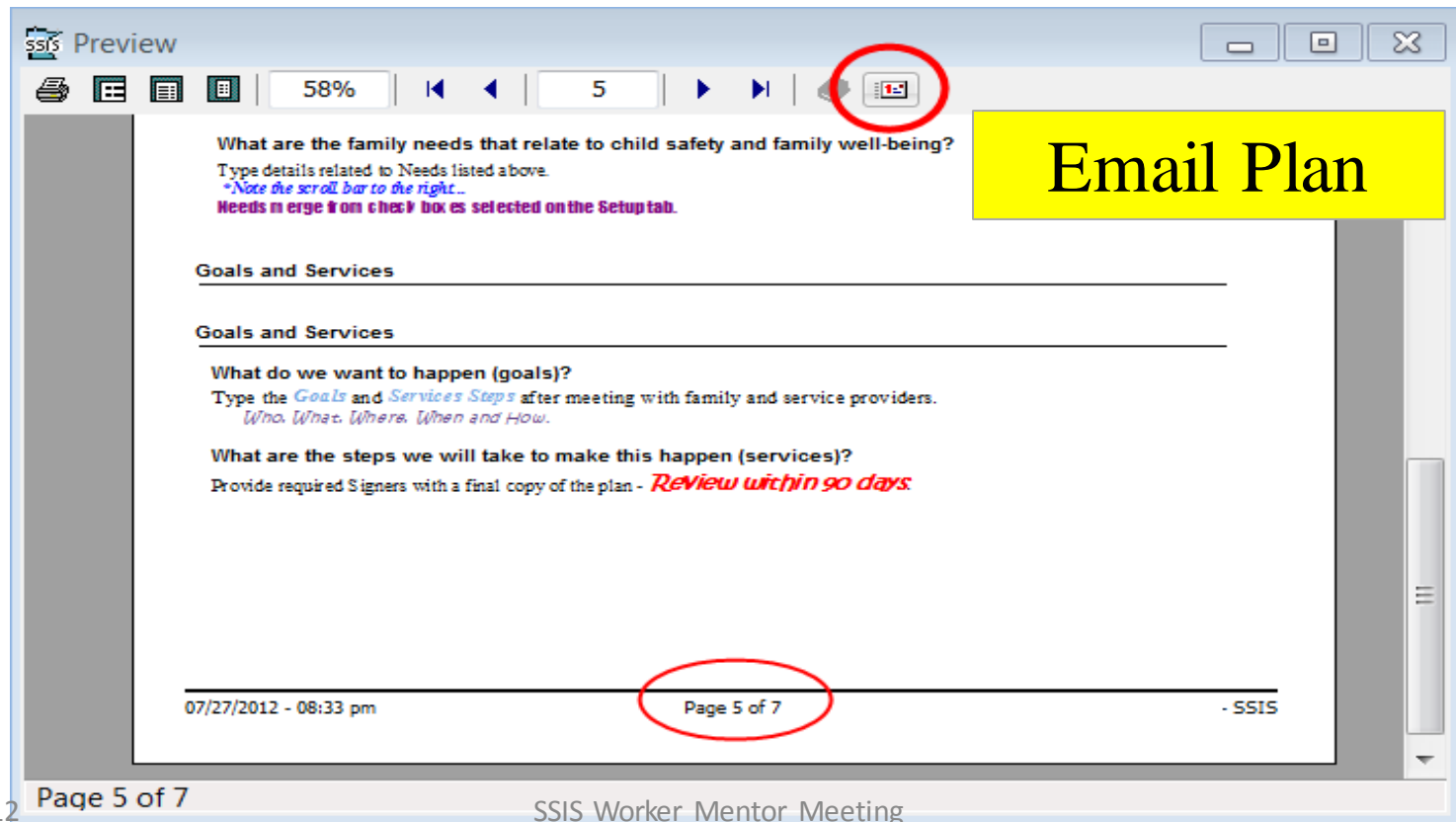
The word *Active* in the **Template Status** field on the **Properties** tab indicates that this service plan template is *Active*... and can be copied in its entirety.

This field does NOT mean that the service plan is in *Active status*. The *status* of a service plan is reflected on the **Setup** tab in the **Status** field.

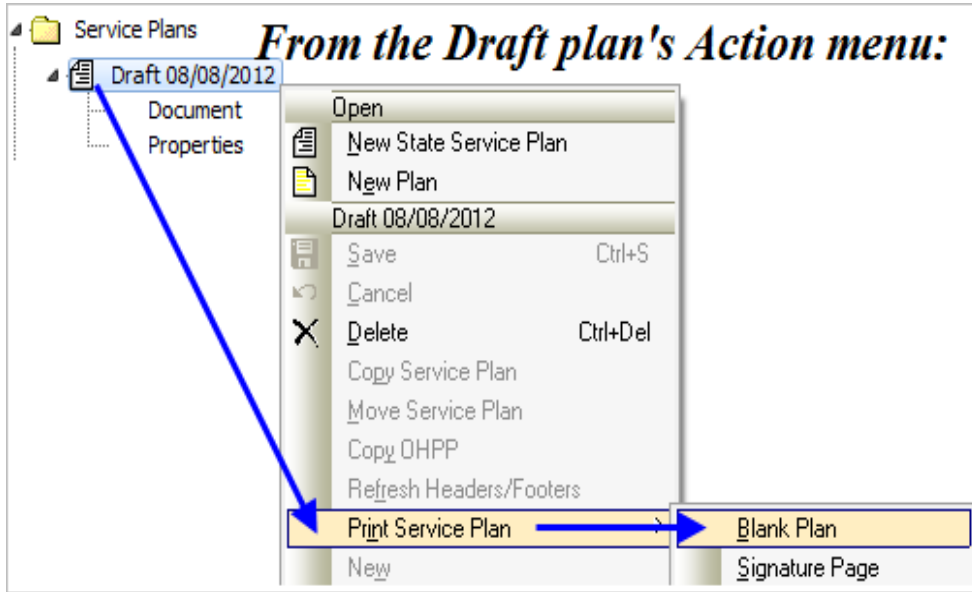
Print From the Document Tab




Right-click on the **Document** tab to print the completed plan.



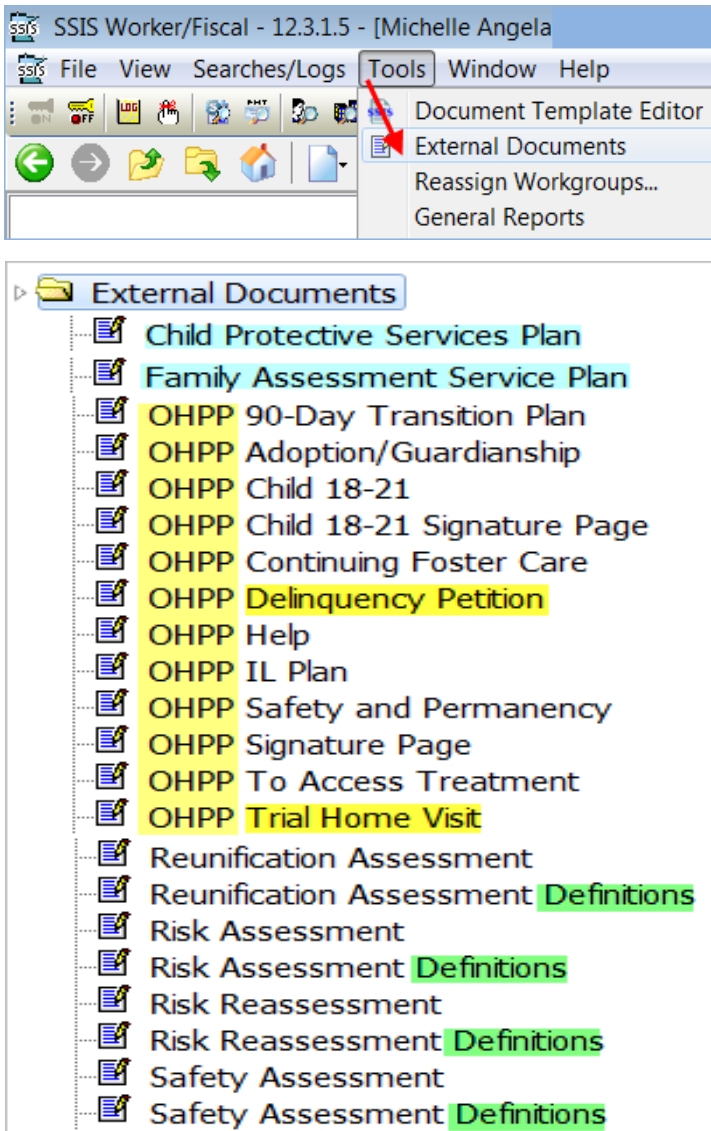
Print a Blank Plan From the Tree View



Right-click on the **Service Plans** folder and select **New State Service Plan**. Expand the **Service Plans** folder and highlight that plan.

Right-click on the highlighted plan (the title of the plan does not immediately display unless the Refresh button  is selected) to access the Action menu. Select **Print Service Plan**, and then select **Blank Plan**. The blank service plan displays in its own **Print Preview** window.

Print a Blank Plan From the Tree View



Blank plans can also be printed from **Tools – External Documents.**

Note that each of the *OHP Plans* display, as well as sections of OHPP's, such as the **Help** text and separate **Signature Page.**

New *SDM Tools Definitions* are also now available in **External Documents.**

Questions?

