

Presenter: Wendy Woessner

# 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.

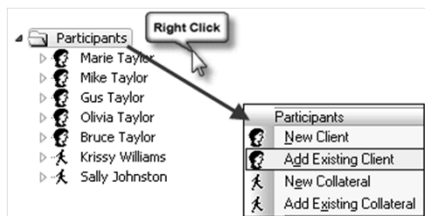


Contains service plans awaiting revision to the new format. Includes plans not listed above. Still requires the template search to open plans.

- 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

- Template Search
- 90 Day Transition Plan
  - Adolescent Parent Assessment And Service Plan
  - CMH Individual Family Community Support Plan
  - CW-TCM Service Plan
  - Family Safety Plan
  - General Family Social Services Plan
  - Independent Living Plan
  - Parent Support Outreach Plan
  - Social Services Plan

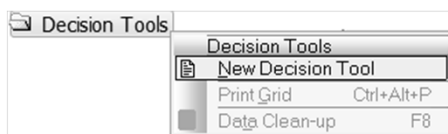
## Before Creating a FA or CP Plan:



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



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



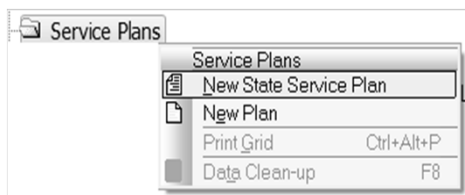
May complete a **Strength and Needs Assessment** (and a **Risk Assessment** for **CP Plans** only.)

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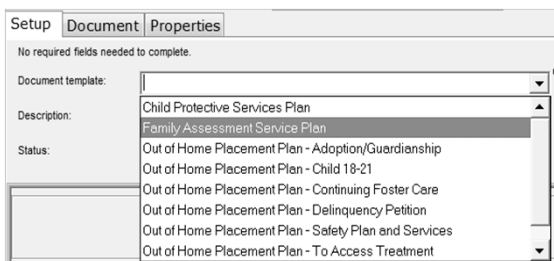
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## New Family Assessment and Child Protective Service Plans



Access these plans by selecting **New State Service Plan**.

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



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## CW-TCM Hint

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.

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## Strengths and Needs Merge Fields

Strengths and Needs Assessment: [Dropdown]

Strengths	TOOL_DESCRIPTION	Created Date
Needs	Strengths and Needs Assessment - 07/20/2012	07/20/2012

Select the tool...

Strengths

- Keroutwick, Tim - Parenting Skills
- 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:

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

Needs

- Keroutwick, Tim - Physical Health
- Keroutwick, Tim - Social Support Systems
- Keroutwick, Tim - Mental Health/Coping Skills

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## Risk Merge Fields

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.

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## Participants Merge Fields

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.

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## 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

Minnesota Department of Human Services  
 Family Assessment Service Plan

Family Name: Michele Angela Li Mana 180959751 County Case #: 123456  
 Plan Dates: 07/20/2012 - 10/19/2012 Next Review Date: 10/19/2012  
 Worker Name: Angela Zzdhs-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



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## Safety Concerns Screen

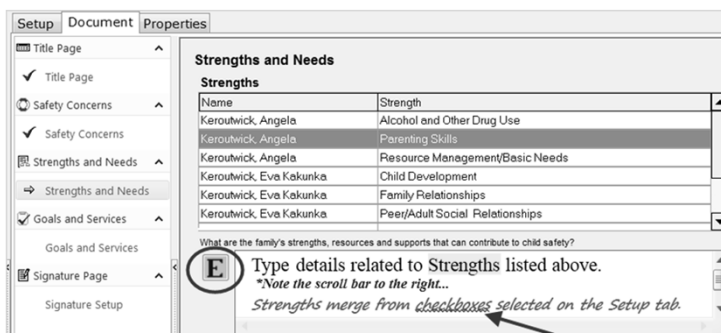
Red checkmark indicates **Complete** was selected.  
 Type any **Safety Concerns** identified with the family.  
*\*SDM Safety Assessment does not merge into plans.*

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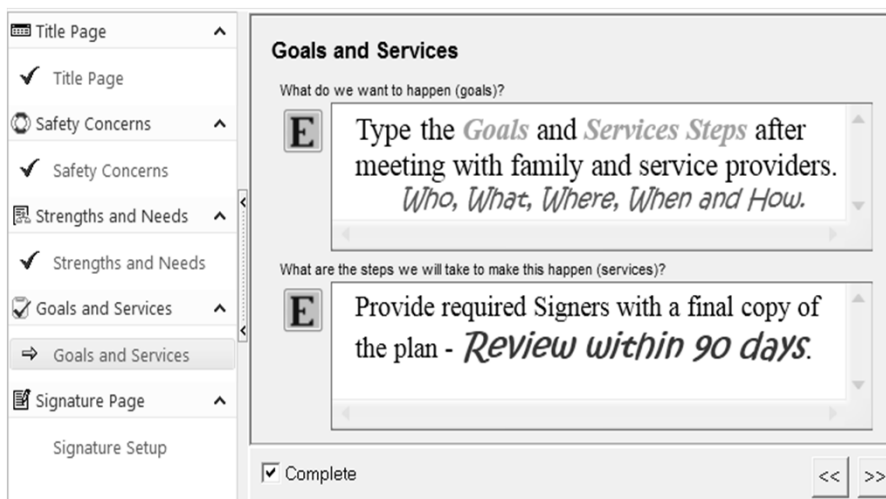
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## Safety Concerns Screen



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



## CP Plan Document Tab Screens



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## Risk Factors Screen

Setup	Document	Properties
<div style="display: flex;"> <div style="flex: 1;"> <ul style="list-style-type: none"> <li>Title Page ^</li> <li>Title Page</li> <li>Risk Factors ^</li> <li><b>Risk Factors</b></li> <li>Strengths and Needs ^</li> <li>Strengths and Needs</li> </ul> </div> <div style="flex: 2;"> <h3>Risk Factors</h3> <p>Risk Level: High</p> <p>Reasons protective services are needed. Including the risk and safety factors for the children:</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>E</b> Risk level merges from completed SDM Risk Assessment tool selected on the Child Protection Plan's Setup tab.</p> </div> </div> </div>		

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.

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## Goals Setup Screens

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

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## Child Needs Screen

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

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## Plan Concerns Screen

- Title Page ^
- Risk Factors ^
- ✓ Risk Factors
- Strengths and Needs ^
- Goals of the Plan ^
- ✓ Goal 1: Safety
- ✓ Goal 2: Permanency
- ✓ Goal 3: Well-being
- Child Needs ^
- ✓ Child Needs
- Plan Concerns ^
- ⇒ Plan Concerns
- Signature Page ^
- Signature Setup

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### 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. Disa~~gre~~ement 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



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## Service Plan Hints

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

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.

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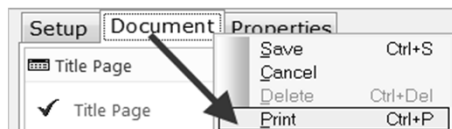
## Properties Tab Template Status

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.

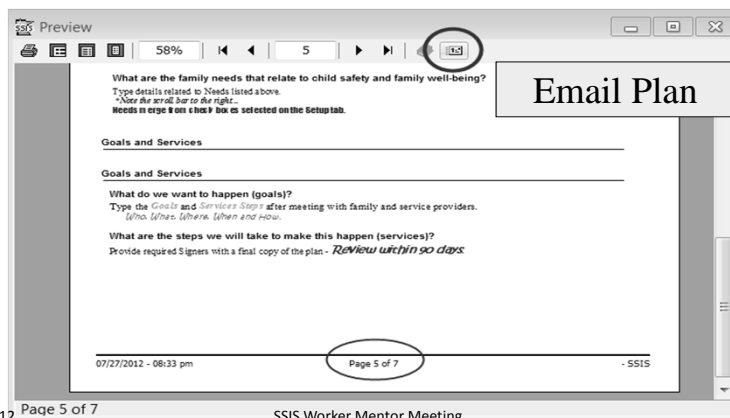
This field does NOT mean that the service plan is in *Active status*. The *status* of a service plan is reflected on the **Setup** tab in the **Status** field.

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## Print From the Document Tab



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

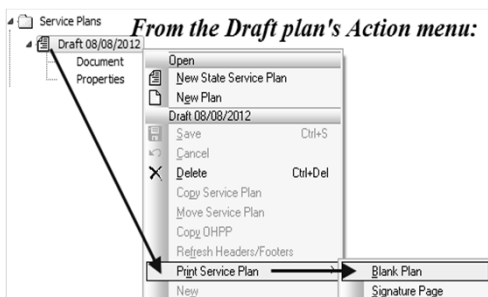


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## Print a Blank Plan From the Tree View



*From the Draft plan's Action menu:*

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

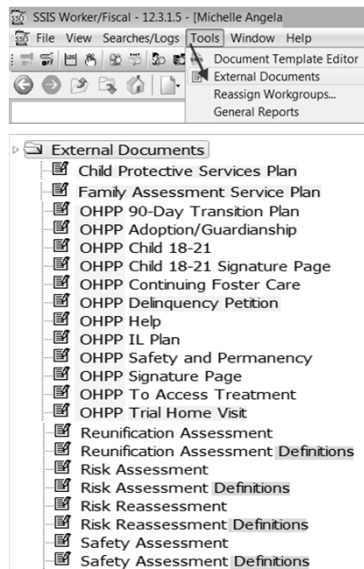
Right-click on the highlighted plan (the title of the plan does not immediately display unless the Refresh button  is selected) to access the Action menu. Select **Print Service Plan**, and then select **Blank Plan**. The blank service plan displays in its own **Print Preview** window.

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## Print a Blank Plan From the Tree View



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

Note that each of the *OHPP 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.**

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## Questions?



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