

Presenter: Wendy Woessner

SSIS Combined Documents in Chronology

SSIS Mentor Meeting
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Minnesota Department of **Human Services**

Combined Documents

What are they?

- Document is created based on the selections made in each field.
- The document will change as you complete the Setup tab. New fields may display based on selections.

SSIS Combined Documents

Group Type	Category	Name
State	Adult Protective Services	APS-Initial Disposition Letter
		APS-Notice of Findings Letter
		APS-Notice of Investigation not completed
		APS-Reconsideration Letter
State	Child Protective Services	CPS Notice of Determination
		CPS Summary Disposition Notice
		Family Investigation Notice of Reconsideration
State	CP Family Assessment	CPS Notice of Assessment Summary
		Family Assessment Mandated Reporter Summary Notice
State	Licensing -General	Disqualification Notice to License Holder- Subject Did not request reconsideration
		Dual reconsideration Notice
		Licensing Disqualification - Risk of Harm Notice
		Subsequent Reconsideration - Risk of Harm Notice

*This is not a comprehensive list of document templates.

Skipping fields may result in missing or incorrect information in the document.

Workgroup: Mankato Marco CP Assessment 7/11/2012

Display the language block?

Is the alleged offender a daycare or foster care provider who has been disqualified from licensure? no

Who will receive this notice?

Is this notice based on findings for a specific offender?

Do you want a free text space below the "Dear AddresseeName" Field?

Do you want a free text space after the first paragraph?

Do you want a free text space after the paragraph describing the decision?

Do you want a free text space before the closing paragraph?

Workgroup: Mankato Marco CP Assessment 7/11/2012

Display the language block?

Is the alleged offender a daycare or foster care provider who has been disqualified from licensure? yes

Who will receive this notice?

Does the license holder pose a risk of harm requiring immediate removal?

Is the individual disqualified in connection with a family child care license?

Is this notice based on findings for a specific offender?

Do you want a free text space below the "Dear AddresseeName" Field?

Do you want a free text space after the first paragraph?

Do you want a free text space after the paragraph describing the decision?

Do you want a free text space before the closing paragraph?



Mandatory field indicator warning

Tips to get what you need

- Complete Maltreatment Report
- Finish Data Clean-up
- Complete all fields in the Setup tab



The document cannot be accessed if the Child/Adult Maltreatment report is unfinished.

Child maltreatment report

Child maltreatment report: 186453818

Track: 2

Allegations: 2

Findings: No determination

On-going CP services needed: **"On-going CP services needed" is required.**

Alleged offender

Alleged offenders: Mankato, Mary

Offender person #: 186453632

Allegations: 2

Findings: No determination

Adult Maltreatment Report

Adult maltreatment report: Accepted for county investigation

Allegations: 03

Determinations: **"Determinations" is required.**

Alleged Perpetrator

Alleged Perpetrators: Mankato, Mary

Alleged perpetrator person #: 186453632

Allegations: 03

Determinations:

Notice of Determination (NOD) Letters – Intended Recipients

CPS Notice of Determination

- Alleged Offender
- Non-Offending parent

CPS Summary Disposition Notice

- Mandated Reporter
- Voluntary Reporter

Adult Protective Services Letters Intended Recipients

APS Initial Disposition Letter

- Reporter

APS Notice of Findings (NOF)

- Victim
- Perpetrator
- Interested Person

Examples of Findings from NOF Letters

Findings of APS Allegations autofill in NOF Letters

The allegation of physical abuse against the alleged victim is substantiated. A finding of "**Substantiated**" means a preponderance of the evidence shows that an act that meets the definition of maltreatment occurred.

A finding of "**False**" means a preponderance of the evidence shows that an act that meets the definition of maltreatment did not occur. A false finding does not mean the reporter intentionally made a false report.

A finding of "**Inconclusive**" means there is less than a preponderance of evidence to show that maltreatment did or did not occur.

Determination of APS Allegations autofill in NOF Letters

NO DETERMINATION MADE/NO INVESTIGATION COMPLETED:

- Because Adult Protection Services was not able to conduct an investigation of the physical abuse allegation, no determination will be made.
- We did not do an investigation of the physical abuse allegation because the allegation does not meet the definition of adult maltreatment as it appears in the law.
- We did not do an investigation of the physical abuse allegation because the alleged victim does not meet the definition of a vulnerable adult as it appears in the law.

Licensing Disqualification Risk of Harm Notice

Who will receive this notice?

- License Holder (if License holder is the alleged offender select Subject of background study.)
- Subject of background study

What is the disqualification determination?

- Imminent Risk of harm, immediate removal
- Risk of harm, continuous direct supervision
- Low Risk of harm

Is disqualification based on serious or recurring maltreatment?

Licensing DQ Risk of Harm Letter Setup

The image displays two side-by-side screenshots of a software interface for setting up a disqualification risk letter. Both screenshots are for the 'Workgroup: Mankato Marco CP Assessment 7/11/2012'. The left screenshot shows the following settings: 'Display the language block?' is 'yes'; 'Who will receive this notice?' is 'License holder' (circled in red); 'What is the disqualification determination?' is 'Subject poses an immine'; 'Is the subject an individual other than the license holder?' is 'yes'; 'Is the disqualification based on serious or recurring maltreatment?' is 'yes'; 'Is the disqualification based on failure to cooperate with a background study?' is 'no'; 'Are any of the disqualifications a bar?' is 'no' (circled in red); and 'Is the license holder a family child care license holder?' is empty. The right screenshot shows: 'Display the language block?' is 'yes'; 'Who will receive this notice?' is 'Subject of the background' (circled in red); 'What is the disqualification determination?' is 'Subject poses an immine'; 'Is the subject an individual other than the license holder?' is 'yes'; 'Is the disqualification based on serious or recurring maltreatment?' is 'yes'; 'Is the disqualification based on failure to cooperate with a background study?' is 'no'; 'Are any of the disqualifications a bar?' is 'yes' (circled in red); and 'How long is the disqualification bar?' is empty. A yellow warning icon is visible next to the 'How long is the disqualification bar?' field in both screenshots.

- If the License holder is the alleged offender, select Subject of the background study.
- Are any of the disqualifications a bar? Example shows how the selection changes the next field in the setup.