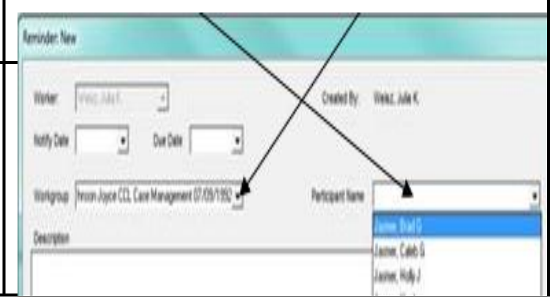
Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
138	2/5/2013	Region 4 Clay		Adoptions	Completeness	Would like to have all of the adoption forms a priority to be put back into SSIS including the birth parent social medical forms.	
150	2/5/2013	Region 4 Clay		Adoptions	Completeness	Also would like the ability to add our own templates without having to re-enter them	
151	2/5/2013	Region 4 Clay		Adoptions	Completeness	On the Background and Health Histories of the children, have everything that is mergeable, have it merge into the form instead of having to type have of the form (example: parents information, siblings, etc.).	
152	2/5/2013	Region 4 Clay		Adoptions	Completeness	Also that the Background and Health Histories not be “finalized” as these are ongoing documents that information should be added to as it is discovered, not completed and then starting a new one.	

#	Date	Origin	Priority	Module	Category	Wish	Description
12	10/8/2012	WAG Mtg +Region 1 Pennington		Adult Maltreatment	Accuracy	Present CEP (adult maltreatment reporting) and Intake as separate tasks with separate timelines.	CEP must be referred to lead agency within two days of report receipt. Adult maltreatment report initial disposition is required within five days of report referral when county is lead agency. Agencies need to track these timelines
179	3/26/2013	Region 6 Kandiyohi		Adult Maltreatment	Ease of Use	My request is purely luxury, not a huge need. We received faxed CEP's from NF and group homes. These are entered into SSIS and sent to the appropriate lead agency. It would save a ton of time if we could scan and copy past the narrative rather than having to retype word for word on the intake.	
31	10/8/2012	WAG Mtg		Alerts & Reminders	Ease of Use	Retain search parameters and grid settings on Alerts/Reminders	Defaults to all each time you login
57	11/19/2012	Region 1		Alerts & Reminders	Completeness	Receive a notification/reminder from MAXIS when they change an address and end a medical program for a person that we currently have a workgroup open.	Include MA opening or closing, and change of MCO (Managed Care Org.) also. Because of systems modernization and the health care exchange, any interface work with other systems may not be feasible in the near future.
68	12/6/2012	Region 7 Stearns		Alerts & Reminders	Completeness	Add a reminder to notify supervisors when there are new service arrangements waiting for approval. Currently, they have no way of knowing arrangements are waiting for approval – unless they look every day or request staff notify them by (Stearns).	Involves Fiscal area also. Is there always a specific approver identified?

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
75	12/6/2012	Region 7 Isanti +Region 1 Pennington +Region 13 Ramsey		Alerts & Reminders	Completeness	• Add the ability to get a reminder if an intake comes in for a participant of the work group (e.g. CMH case open and a CP intake is entered)(Isanti). • Add ability to get an alert if an intake comes in for a participant of the work group ie. CMH is open and a CP intake comes in.(Ramsey)	Possibly on "refer to current workgroup"? Idea of "subscribe" to which reminders an individual wants to receive. Any privacy issues? (CMH Worker notified of a CD intake?)
92	12/17/2012	Region 13 Ramsey		Alerts & Reminders	Completeness	Ability to delete alerts that won't go away. No more than one alert for the same thing.	Please send in specific examples - other than the known purge issue which is causing the alert requiring an intake to be associated with an assessment or case management workgroup.
132	2/5/2013	Region 5 Morrison		Alerts & Reminders	Ease of Use	Alerts/Reminders – workers would like to be able to sort by the notify date. Now you can only search by the Due Date.	
168	3/14/2013	Region 5 Morrison		Alerts & Reminders	Accuracy	Don't know if this is an enhancement or request to fix. I didn't see it on our Wish list	
183	3/27/2013	Region 7		Alerts & Reminders	Ease of Use	Reminders: Reminders would be more helpful and user friendly if it could be viewed as a calendar instead of a list. Currently it is not very user friendly and difficult to get through the filters to set it up.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
1	10/8/2012	WAG Mtg +Region 1 +Region 11		All	Performance	• Improve SSIS performance. • I wish it was faster. It's very slow. • Every time SSIS adds something - something else is messed up, slower, doesn't work or isn't reliable. Is the basic program unable to handle it all? Personally, I wish the documents that the counties can create in SSIS were more user friendly. But our main wish for SSIS is that it WORKS! • Just generally working would be nice. • Speed/processing issues.	T  system crashes.
40	10/8/2012	WAG Mtg		All	Audio/Video/Image	Ability to store images in the database without causing performance issues	This is on SSIS's shorter list of priority items.
49	11/19/2012	Region 1 +Region 13 +Region 8 +Region 12 +Region 4		All	Accuracy	• Can we please get auto spell/spell check back. • Ensure spell check continues to work in documents. • Spell check automatic in notes and plans. • I'd really like to have spell check back in contacts I'm entering….w/o even having to click on the E to make it big. • I want ongoing SPELL CHECK! • When typing, SSIS doesn't automatically correct the following example of an error- Worker stated, to Worker stated. The old system used to catch the double capital letters in a word and correct automatically. (I tend to do this error a lot when typing).	Because of technical issues, it is very possible that we will need to keep two separate spell checkers in they system, which means they may work differently. Q: when a word is saved to the dictionary, could the system automatically save it into both dictionaries?

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
55	11/19/2012	Region 1		All	Performance	Wish there was not such a delay when going back into SSIS from another program or other duty. Seems to be worse since the last install.	
61	11/19/2012	Region 1		All	Ease of Use	ALSO…..I would love it when you type in the Blue Text section of any intake/report that when you “ADD” a word to the dictionary, it would stay in the dictionary every time you type in a new report. Currently, when you ADD a word while spell-checking, it only adds for “that” particular intake & it doesn’t save it in memory for future intakes/report.	
87	12/17/2012	Region 13 Ramsey		All	Navigation	More worker/family friendly- too many clicks.	Examples: IFCSP - reviewing with families on-line; CEP, determination letters

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
109	1/7/2013	Region 3		All	Ease of Use	Automate the "empty data cache" function. ____ Hi Lisa: Just a follow up to the Data Cache comment I made at yesterday's meeting. I sent a question to our region wondering if they hear the same from the Helpdesk. This was my e-mail: Just curious when you e-mail or ask for help from the SSIS Helpdesk, is their answer sometimes, to empty Data Cache? At yesterday's WAG meeting I heard that this should not be emptied. Lisa Litchfield states hers hasn't been emptied for probably two years.. I made the comment that this is asked of me many times by the helpdesk, when workers are having issues. Today when I came back to look at past e-mails, that I've saved from the helpdesk, I can't find any that give me this direction. I'm just curious if you other mentors get this answer from helpdesk staff. If so I would like to notify Lisa again. Thanks for checking into this!	Reply from Jane - Mille Lacs Cnty: I have gotten that answer as well. That is one of the first things they ask if you have done. I don't think I have it in an e-mail as I usually am calling them so I can get the worker up and running again, but that is something they had me do not too long ago. Probably within the last 2 months. From: Diane Eastman Sent: Thursday, January 31, 2013 8:58 AM To: Staci Stoner Subject: Here's one example Yes, a lot of times that's the first question the Help desk asks me, see below. How was your meeting yesterday? LISA NOTE: The reason why the help desk often suggests emptying the data cache if there is a significant problem on a workstation is a particular workstation using SSIS may be impacted by what is described in the following explanation. The data cache is a facility to store server data (SSIS) on the local hard drive (an individual workstation). The entire purpose of the data cache is to improve performance. Data that is not changed often can be saved on the user's hard drive. Later, when the data is needed again, it can be fetched from the local hard driver rather than the SSIS server (this is faster for the user). For reasons unknown, sometimes the data cache becomes corrupt and causes errors. Clearing the data cache will fix such errors with little negative effect. The only negative effect is that the workstation performance ***will be slower*** as the data cache is "refilled" with data from the server and stored again on the user's hard drive. It is important that worker's do not repeat the empty data cache process because their workstation is slow after the initial emptying of the data cache. That will just restart the process over again.

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
109	1/7/2013	Region 3		All	Ease of Use		***Continued...*** From: Lasker, Lily M (DHS) Sent: Friday, January 25, 2013 9:05 AM To: Diane Eastman Subject: RE: Error message question??? It could possibly be the IE9 issue, but I would also have the worker empty data cache as well. Please let me know if either of these options resolves the problem. From: Diane Eastman Sent: Thursday, January 24, 2013 2:25 PM To: *DHS_DHS SSISHELP Subject: Error message question??? The worker was trying to print one of our county plans and each time gets this message, then usually gets an "access violation" one right away and needs to shut down SSIS and come back in to continue. It will usually print the first one when she goes back in, but the next time gets the same message. I'm thinking it could be one of two things, she has Windows 7 and Internet Explorer 9 from what Lilly told me last week there is some problems with the compatibility of these two in SSIS and she always prints this document 2 sided and sets that up on the print screen, could that be the problem?
149	1/30/2013	WAG Meeting		All	Accuracy	Drop downs: would like to be able to add another option that is not already in the list.	Where?
165	3/12/2013	Region 5 Cass		All	Ease of Use	I wish I could have two windows open at the same time on my machine so I can move information back and forth without having to close then open then close then open etc.	
195	4/10/2013	Region 2 Hubbard		All	Navigation	I frequently (daily) attempt to close a window and end up closing SSIS. I would like to have a “Are you sure you want to close SSIS” box appear when clicking on the big red X.	
160	3/6/2013	Region 2 Hubbard		Bus Org	Ease of Use	Would like to be able to combine Business Orgs if they have been created twice, or if they have a parent (i.e. North Homes).	

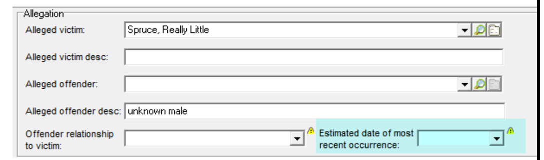
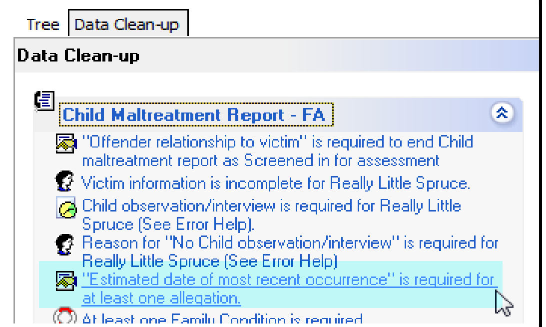
Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
171	3/15/2013	Region 2 Hubbard		Bus Org	Ease of Use	Ability to print labels from Bus Org	
7	10/8/2012	WAG Mtg		Child Maltreatment	Ease of Use	Quick entry of multiple allegations	
8	10/8/2012	WAG Mtg		Child Maltreatment	Accuracy	Allegation dropdown choices should match screening guidelines	review updated bulletin & updated maltx screening guide. Discuss with policy.
14	10/8/2012	WAG Mtg		Child Maltreatment	Completeness	Rationale for "No child observation" within 24 hours to prevent timeliness issues	**Nan will refer to Dave Thompson(Child Protection Program Manager).**
37	10/8/2012	WAG Mtg		Child Maltreatment	Ease of Use	List allegations/determinations by offender on the Maltreatment Determination screen	Needed for creation of the correct NOD Letter. NOD letters will likely need to be updated. Amy Lembcke is researching this.
63	11/19/2012	Region 1		Child Maltreatment	Completeness	I was thinking it would be helpful to have an option in CP assessments to click on why you did not meet your timeframe of initial contact. There is one for conducting a child observation so it could just go there.	Nan / Amy will discuss with Dave Thompson. Legislation proposed to link time frame to Risk as well as Substantial Child Endangerment, so this could change.
84	12/17/2012	Region 13 Ramsey		Child Maltreatment	Ease of Use	Easier to case note for families where there are two or more kids, direct access to case notes.	Is this an issue for CMH where there is usually one WG per child? Is the request for a "case notes log" similar to Activity Log?

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
94	12/17/2012	Region 11 Washington +Region 1 Pennington		Child Maltreatment	Accuracy	Maltreatment report Node – when you click on the date, it gives an error that it cannot be a future date. I change it to a minute earlier and it is fine.	Date issues on the maltreatment report node may be caused by differences between the server date/time and the workstation date/time. Workstation date/time can be changed to match the server date/time. SSIS will include this topic in a future SSIS Update article. ______________________________ The problem is a long-standing one caused by some fields/rules in SSIS validating against workstation time while others validate against server time, creating problems when they don't match. We've had general PRs to address the issue globally, but the Architecture Team decided that a global solution cannot be implemented at this time. Create a PR for each field where this issue occurs so that the developer can 'pad' the time and allow the workstation/server time discrepancy to be up to about 20 min. ______________________________ PR 12-1226-1038-21 is for Child Maltreatment.

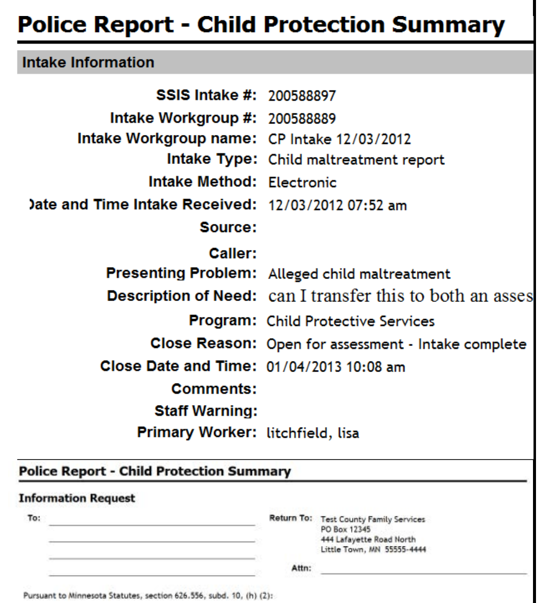
Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
114	1/7/2013	Region 4 Clay +Region 1 Pennington		Child Maltreatment	Accuracy	Is there a way to change the wording on the above section of the Child Maltx Screen? I have instructed otherwise but workers are regularly picking dates w/in the assessment period (which are accurate, especially for neglect) but they need to be picking dates, per policy, before the assessment was open (like intake period time) and then the error doesn't show up with a direct link when they try to close the workgroup. ..... On the right of the screen. You cannot close a workgroup unless you enter the date as the intake date or before. The majority of our assessments are entered the day after the intake day, and if the concern is neglect specifically (so possibly not 1 event but like a dirty home), when we do our data cleanup to close and enter a date it has been a day in the assessment, which is then unacceptable for closing. The problem also lies with the error message as it doesn't indicate that is the error and I have had to contact the help desk on a few of our workgroups until it clicked w/ me that this is happening regularly.	Clay may have resolved their local issue, but the wording could be clarified.   

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
114	1/7/2013	Region 4 Clay +Region 1 Pennington		Child Maltreatment	Accuracy	Lisa followed up with Rachel on her wish list item. In Clay County, the intake worker is not entering the date of most recent occurrence prior to opening the CP assessment workgroup. They are having the CP assessment workers enter it once they have done their assessment/investigation. This is allowable in SSIS as we don't put a hard red mandatory stop to the field at intake; we give them a yellow field marker indicating it must be entered at some point. If not entered in the assessment workgroup they get the data cleanup message below the allegation screen screenshot. ..... If a worker enters it during the assessment phase, there is no data clean-up telling them to do this until they try to close the workgroup (even if everything else needs to be done – like all of the SDM tools). So workers don't know they have entered the date incorrectly until they can't close the workgroup. This is frustrating for them since they believe they did all of their data clean-up on the workgroup. When I tested it initially the first thing on this data cleanup did not display along with all of the SDM tools, observation interview, etc.	114 continued

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
118	1/9/2013	Region 12 Hennepin		Child Maltreatment	Accuracy	Applies to AP also - Now when you print out/send the police report it shows my phone number rather than the assigned worker's. I get many calls from the police thinking they are calling the assigned worker it has also happened with legal workers. See Description column for the police report she is referring to at intake (it does display the name of the primary worker of the intake workgroup – thought I can't see anywhere it displays their phone number). They can print off the report (see description column), and handwrite the Assessment Workgroup's Primary Worker in the Attn.: field, but it does seem confusing to law enforcement if they see "primary worker" in one place (it would make sense they would want to talk to that worker). You cannot change the "assigned" primary worker on the intake. They could make it the responsibility of the assessment worker to send the law enforcement notification. But that could be a change of business practice for many (since they have to do it within 24 hours). So it looks like they would like to be able to designate somehow who law enforcement can follow-up with and they would like to provide the phone number of that person.	Report can be printed from the Child Maltreatment node under the Intake, and under the Assmt WG. The one printed from the Assmt WG includes info about the Assmt WG (including worker.) Look at including info on the Assmt WG from either point?  **Police Report - Child Protection Summary** Intake Information SSIS Intake #: 200588897 Intake Workgroup #: 200588889 Intake Workgroup name: CP Intake 12/03/2012 Intake Type: Child maltreatment report Intake Method: Electronic Date and Time Intake Received: 12/03/2012 07:52 am Source: Caller: Presenting Problem: Alleged child maltreatment Description of Need: can I transfer this to both an asses Program: Child Protective Services Close Reason: Open for assessment - Intake complete Close Date and Time: 01/04/2013 10:08 am Comments: Staff Warning: Primary Worker: litchfield, lisa **Police Report - Child Protection Summary** Information Request To: Return To: Test County Family Services PO Box 12345 444 Lafayette Road North Little Town, MN 55555-4444 Attn: Pursuant to Minnesota Statutes, section 626.556, subd. 10, (h) (2):
193	4/5/2013	Region 4 Clay		Child Maltreatment	Completeness	In the Child Maltx Report screen of assessments – under victim living situation – can there be an option for parents and extended family and/or grandparents caring for the child? I feel like the situation is coming up more and more often.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
33	10/8/2012	WAG Mtg		Clearing	Accuracy	Retain person name "case" as entered in SSIS after clearing person to a SWNDX (statewide) person who came from the MAXIS system	MAXIS (Income Maintenance & Assistance Eligibility) system person names imported into SSIS are UPPERCASE. This impacts how names display in documents and service plans as they are "merged" into the document.
25	10/8/2012	WAG Mtg		Court	Ease of Use	Quick court entry for multiple children	
26	10/8/2012	WAG Mtg +Region 1 Pennington		Court	Legislation	Exchange court data with SSIS	Legislation needed
27	10/8/2012	WAG Mtg		Court	Completeness	Optional Court file # entry on Court screen and available in grid	screen does not currently include court file #
28	10/8/2012	WAG Mtg		Court	Completeness	More adult options on court screens	Criminal/Probate court - Cindy Carlson, Hennepin county may have suggestions Ken Lewis, Hennepin county will bring possible options back. Amy will follow-up 3/11/2013.
29	10/8/2012	WAG Mtg		Court	Ease of Use	Quick entry of multiple actions related to court	
121	1/16/2013	Region 12 Hennepin		Court	Completeness	A place in the court section to indicate dismissal by court notice or the date it was signed by the judge.	New hearing type of "paper review"? When court dismisses without having a hearing.
123	1/16/2013	Region 12 Hennepin		Court	Accuracy	Court notices, especially dismissals seem to drop out of SSIS - Another related concern is that court information is lost when the worker does an update in the court section. This happened three times to one worker when preparing to close a case.	Re: Court Screen Susan Salinas will send in more info and the WG where this happened.
5	10/8/2012	WAG Mtg		Decision Tools		Adult Protection SDM (Structure Decision Making) tools in SSIS	discussion with policy underway

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
146	2/5/2013	Region 3 St. Louis		Decision Tools	Accuracy	The fairly recent requirement to complete the Strengths and Needs Assessment and Risk Reassessment upon closing CP workgroups is understandable but creates some problems with workgroups where the "child" is now an adult and the workgroup is being closed. One: there does not seem to be any need of the assessments at this point and two: we have to change the birthdate of the "child" so the tools will work. It has also been suggested that requirement be removed when there has been a TPR on the parents and the child is in an adoption workgroup. Here, the SW just wants to close the CP workgroup and is frustrated by the need to do the assessments.	
147	1/30/2013	WAG Meeting		Decision Tools		On the Strengths & Needs Assessment, on the child tabs, can help text be added to the question “Referral for early childhood developmental screening” to explain the difference between “no” and “not required”? Or could this question be removed from the tool to prevent duplicate entry, since these referrals will be tracked through the new Infant and Toddler Intervention screen?	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
161	3/7/2013	Region 2 Beltrami		Decision Tools	Ease of Use	Enhancement to auto fill repeated questions in the Risk assessment Neglect Risk and Abuse Risk screens. Janet Bowman reported that workers at a Training conducted in Beltrami county asked for an enhancement request to change some of the redundant questions in the Risk Assessment, 3 examples are below. 1)Number of children in the home; 2)Either caregiver has a history of domestic violence; 3)primary caregiver has/ had a mental health problem;. They felt that they were repeating the same information and would like to see it auto-fill once it has been answered in one of the sections.	
163	3/8/2013	Region 4 Clay		Decision Tools	Accuracy	I asked a question regarding the research/meaning of A9 of the Child Protection Risk Assessment (SDM tool) and I was told it is regarding offenders/perpetrators. Is there a way we can add words such as offender or perpetrator so victims scores aren't higher?	
164	3/12/2013	Region 5 Cass		Decision Tools	Ease of Use	When I do a RISK Assessment and it is a physical abuse assessment when I open this tool up and go to N1 and the question is Current Report is for Neglect when I check NO I feel that rest of that Neglect form should be grayed out and I go right to the Abuse Risk questions. The same if it is a Neglect and in question N1 I mark yes then the Abuse section should be grayed out.	

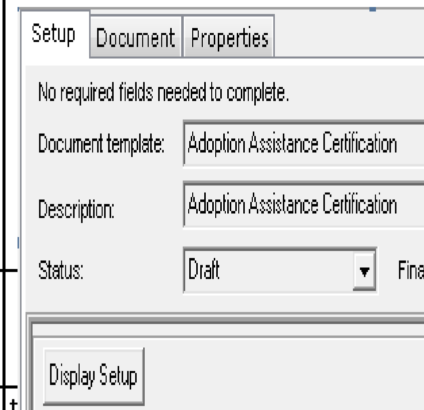
Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
188	3/27/2013	Region 7		Decision Tools	Completeness	Rule 25 Assessment: One county is requesting the Rule 25 assessment tool be in SSIS and be fillable/editable.	
3	10/8/2012	WAG Mtg		Documents	Ease of Use	capability for court reports and other SSIS documents	Export a document as a PDF document and attach to an email.
24	10/8/2012	WAG Mtg		Documents	Ease of Use	Ability to transfer/copy demographic data (parents) from OHPP Out of Home Placement Plan to a Service Plan when placement ends	Option to select sections to copy
38	10/8/2012	WAG Mtg		Documents	Completeness	Clarify that Family Assessment doesn't have appeal rights in the Family Assessment Summary Notices	**Nan will refer to Dave Thompson(Child Protection Program Manager)**
41	10/8/2012	WAG Mtg		Documents	Completeness	Correction order and License application under SSIS documents	
43	10/8/2012	WAG Mtg		Documents	Completeness	MnChoices plans in SSIS	
44	11/19/2012	Region 1		Documents	Completeness	A wish list request would be to see if there is a way to get all forms into SSIS. Some adoption forms are in SSIS, but then others are on External Documents, and other forms that are required are out on the edocs website which we have to go to there, then open up folders, then public document, and then search for what we need. It is very time consuming to get to everything needed. I am sure they will say that is impossible to do, but it was worth “wishing” on the wish list for it to happen!	

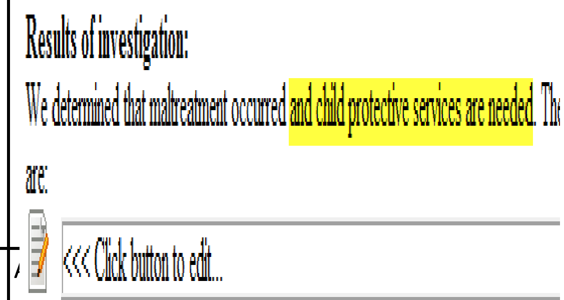
Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
50	11/19/2012	Region 1		Documents	Ease of Use	Be able to modify spacing in documents so we can cut down on wasted paper. Kind of like what we can with Word documents by "unprotecting" them. This will also let us fix the margins so we don't have 3 inch margins on each side and a body that's all crammed together. We could also get rid of items that don't apply to our cases so the document doesn't look so confusing and intimidating to our clients.	
71	12/6/2012	Region 7 Stearns		documents	Ease of Use	Add the ability to copy court reports similar to how case plans can be copied and updated (Stearns).	For now, workers can select the court action they wish to copy from both the individual client court folder or the court folder found under Case, access the Action menu, and select "Create Duplicate". Once the copy is made, workers can update it for an individual client under the client node, or can change the name of the client at the Case level.
72	12/6/2012	Region 7 Stearns +Region 1 Pennington		Documents	Ease of Use	Allow external documents in EDOCS accessed through SSIS to be more user-friendly and able to be saved into SSIS. Additionally, allow the form fields to auto-fill from SSIS (Stearns).	
77	12/17/2012	Region 13 Ramsey		Documents	Accuracy	Page breaks come at appropriate times.	
80	12/17/2012	Region 13 Ramsey		documents	Completeness	Have someone look at how the court reports appear, they do not look professional. There needs to be spaces for sections, underlines in some places, font changes, etc.	
83	12/17/2012	Region 13 Ramsey		Documents	EDMS	Ability to scan documents directly in.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
90	12/17/2012	Region 13 Ramsey		Documents	Ease of Use	Get rid of the display setup button and other double work.	Referring to the "Display Setup" button you see when you click on an existing document? The setup tab is selected by default, and on the bottom panel there is the "Display Setup" button. 
93	12/17/2012	Region 11 Washington		Documents	Completeness	In Care of: part of address does not show up in the Summary Disposition letters.	
110	1/7/2013	Region 3		Documents	Completeness	Fix state documents that have multiple fonts	this could apply to reports too.
111	1/7/2013	Region 3		Documents	Navigation	When searching for a document, remove the hourglass and have it go straight from "New Document" to the search function.	
112	1/7/2013	Region 3		Documents	Ease of Use	Fix template editor so that it works with IE9 and templates don't get "locked" when you leave the editor running without doing any work for a time.	
113	1/7/2013	Region 2 Hubbard		Documents	Completeness	County workers would like to have a court report altered to be usable to adult workers. i.e AMH or CD commitments.	Adult workers currently use Word documents.

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
116	1/9/2013	Region 1 Polk		Documents	Misc.	When sending out the determination letters to an offender it pulls over that on-going services are needed from the Child Maltreatment report. My workers do not feel that it is any business of the offender if the family is going to have services if the offender is not part of the immediate family. Under the Results of investigation: It states child protective services are needed.	This is high on Nan's list. 
125	2/4/2013	Region 12 Hennepin		Documents	Ease of Use	Kinship forms: 1. Need ability to add more relatives (limit is five, should be an ever expandable field as necessary if possible) 2. Need ability to add more than one child per form 3. Leave out blank sections if not used.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
131	2/5/2013	Region 5 Morrison Region 7		Documents	Ease of Use	Request the option to be able to transfer SSIS documents from one workgroup to another. Example: The background and health history or any documents that will be needed when there is an A/G workgroup. Would be nice the document is already completed in the CP workgroup to be able to copy it into the A/G workgroup also. Social History and Birth Parent History: Attach the Social History and Birth Parent History forms to the client instead of to the workgroup. If a child's permanency is other than reunification, it is difficult to move these documents to a new work group (Adoption/Guardianship or a new CW workgroup under the relative in a transfer of custody). Also, in the current form the only way to move the documents is to copy the documents. However, the documents can't be copied unless they are finalized. These need to be "living documents" and able to be updated as new information becomes available.	
134	2/5/2013	Region 4 Clay		Documents	Navigation	It takes anywhere from 15 to 20 "clicks" by mouse or using tabs to open a document, which seems excessive.	
140	2/5/2013	Region 4 Clay		Documents	Accuracy	I wish for the licensing homestudies and homestudy updates and other documents to be able to function without cutting off paragraphs, deleting my work or having formatting issues.	Ken is still seeing deleting and is collecting evidence. 4/29/2013

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
141	2/5/2013	Region 4 Clay		Documents	Ease of Use	Sometimes when you print a letter and then x out even after saving the letter, it will delete the letter.	
142	2/5/2013	Region 4 Clay		Documents	Ease of Use	More flexibility with the CPS Notice of Assessment Summary and Family Assessment letter to the mandated reporters. I had a case that two assessments were opened within a few weeks. The first assessment was being closed due to an emergency CHIPS being filed on the second. I did not feel that any of my options on the letters were fitting, either services or no services (in this case services were needed but were being provided through another case so that assessment was closing). The new templates do not allow for flexibility or for you to type in them other than the text box. NOD letters need more flexibility. 4/29/2013	
144	2/5/2013	Region 4 Clay		Documents	Ease of Use	Page breaks are a must! I am writing in Word and copy and pasting for this reason.	Adult doc template editor for local agencies

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
175	3/25/2013	Region 6 Yellow Medicine		Documents	Completeness	Add the new medication screen data as an element for document templates. Medication tracking was added to SSIS in V13.1, however, this was not added as an element for document templates. They would like to be able to add this element in their local agency CMH functional assessment document and possibly to other local agency templates in the future. This medication information can be very helpful client information to have in documents.	Policy is discussing. The intent is to do this with merge fields in the new editor. 4/29/2013
178	3/26/2013	Region 6 Kandiyohi		Documents	Misc.	A request came to me this week asking that all documents in SSIS that require a signature be compatible with electronic signature pens/pads.	For plans when visiting with clients. -Redmane(laptop entry) -not available -MnChoice - not available
184	3/27/2013	Region 7		Documents	Completeness	Foster Care Letters: In foster care letters, allow the option to pick more than one parent/client and be able to pick the addressee. In some documents only one person can be picked and it may be more appropriate to pick more than one.	Facility Investigation NOD
187	3/27/2013	Region 7		Documents	Completeness	"CPS Notice of Determination" for a license holder/facility director: On the document, in the "Results of investigation" section, add the ability to select either "was" or "were" after the free text field defining who was responsible for the maltreatment. TO be consistent, the choice should also be an option after the free text field in the "Your rights" section.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
6	10/8/2012	WAG Mtg		Intake	Navigation	Less intake/maltreatment report navigation	Entering person, address, phone, etc. at intake is very time consuming. Agencies use a template for intake and enter in SSIS later. Trickle affect is huge, if address changes have to go into each person. Quick entry is needed.
67	11/28/2012	White Earth		Intake	Navigation	The ability for more than one agency type- example, home health, child protection to utilize SSIS without being able to see each agencys workgroup's and intakes.	Currently if another agency- home health, utilize ssis, they are able to view the "front page" of an intake report, view names of workgroups and assign themselves as secondary workers. -Admin-Contract agencies inquiry only? -Limit by worker through person? -Can limit by Case/WG
98	12/17/2012	Region 11 Washington		Intake	Accuracy	Bring back ability to identify misspelled words in notes (when not open to editor)/ ability to fix commonly misspelled words without spell check (auto correct).	Tom Kine briefed group on 4/29/2013 regarding VCL and .NET spellchecking.

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
119	1/14/2013	Region 9		Intake	Completeness	Have the insurance information included as part of an Adult Mental Health intake. This is especially needed for Hold Orders.	In the Intake folder, the fact that Policy holder is a required field is a Problem. The problem is if the policy holder is not on the case, we can not enter the info. Sometimes we do not know enough about the policy holder (maybe only their name and sometimes not that at Intake) to enter them on the case. We have the insurance numbers (group and indiv ID) and would like to enter that. We, at social services, really don't NEED the policy holder name. We do not use the info for billing directly. We ask the medical hospitals to bill. They too do not need the policy holder name if they have the group and individual number. It seems like policy holder should not be a required field. We should just be able to enter what we know and then go back and add more details later if we get the info. This happens frequently with the 18-26 year olds who are on their parents' insurance.
145	2/5/2013	Region 4 Clay		Intake	Misc.	In our WAG meetings it has been brought up how the screening criteria don't match SSIS. This is the form our agency uses for every screened intake so the case aide can enter the decisions after the team screens. Maybe it can be helpful to other counties?	..\Region-County Documents\Intake Screening and Disposition form Clay County CP-CW.pdf
9	10/8/2012	WAG Mtg		Person & Related	Ease of Use	Quick entry of multiple relationships	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
10	10/8/2012	WAG Mtg		Person & Related	Ease of Use	Apply an address and phone to multiple people	
11	10/8/2012	WAG Mtg		Person & Related	Completeness	Phone number end date	Phone numbers are getting overridden
16	10/8/2012	WAG Mtg +Region 1 Pennington		Person & Related	Completeness	Relatives folder under participants (Maternal/Paternal/Kin)	is this about automating and tracking relative search information?
22	10/8/2012	WAG Mtg		Person & Related	Completeness	Add ability to enter treatments for a person (used in plans)	
34	10/8/2012	WAG Mtg		Person & Related	Ease of Use	A field to enter a phonetic name for pronunciation.	
35	10/8/2012	WAG Mtg		Person & Related	accuracy	Accommodate special characters in names such as accents	These are the only special characters I am able to enter within SSIS per Lisa Litchfield: First name: D'Angelo; Middle name: Mc'Mahan; Last name: Loop-d-loop Thé keyboard shortcuts below I fouñd ón the internet for standard accents on words. They did work in this email, bút not in SSIS: é ALT+130 á ALT+160 í ALT+161 ó ALT+162 ú ALT+163 ñ ALT+164 Some clients come from MMIS, which cannot have special characters.
36	10/8/2012	WAG Mtg		Person & Related	Completeness	Ability to record identifying marks for a person (i.e. Mongolian spots), that is easily viewable from an Intake	
39	10/8/2012	WAG Mtg		Person & Related	Ease of Use	Ability to stop the person search process	This functionality is currently available only at initiation of Search. They want an Escape option.

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
56	11/19/2012	Region 1		Person & Related	Ease of Use	Person search screen: You have it set on county, after entering the name, be able to double click on the selection rather than right click and view county detail or action view county detail.	
60	11/19/2012	Region 1		Person & Related	Ease of Use	Also, when adding a participant, after you enter the name/DOB/SS number & then save it to go add the address the Participant all compresses back up, and in order to add the address, you must click on the participants to drop down the name, and then go to the address.	
70	12/6/2012	Region 7 Kanabec +Region 1 Pennington		Person & Related	Completeness	On the State Detail Screen add a simple question of "has this person ever been in foster care" with only "yes or "no" as the answers. We believe this is the minimal information needed, and it would prompt workers to request information from other counties workgroups as pertinent (Kanabec).	
91	12/17/2012	Region 13 Ramsey		Person & Related	Ease of Use	Get rid of extra sub category check boxes for SDQ and Cassi when they have been entered.	The SDQ and CASII are CMH Assessment Tools found under the person>CMH Screenings and Assessments node.
103	12/18/2012	Region 10 Wabasha		Person & Related	Completeness	Could a Professional Collateral's "Field of Practice" be displayed on the main Person Screen?	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
106	12/18/2012	Region 1 Polk Region 7		Person & Related	Completeness	Checkup screen: I wonder if they would ever consider putting something more on the area where we indicate medical appointments. It currently has DATE and option for Medical, Dental, etc. Another good line would be Comment or Specifics: So we could indicate a PRE-OP appointment and then SURGERY to remove tonsils, adenoids and tubes put in ears. Just being able to add a specific, typed in comment, would be helpful. Say if you wanted to quickly check a date of a certain appointment or surgery or something….other wise all you get is MEDICAL. DENTAL. Or Child and Teen Check Up. Child Medical/Check up Information: When entering the checkup information add a small text box to utilize if desired to note the provider the child saw and the purpose of the appointment. This would differentiate all the appointments entered and make the entire node more meaningful.	
108	1/7/2013	Region 3		Person & Related	Ease of Use	Chronology sort to default to top of the list, not bottom or middle	
127	2/4/2013	Region 12 Hennepin		Person & Related	Completeness	Place to add adult placements (only for children now unless I have missed it)	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
128	2/4/2013	Region 12 Hennepin		Person & Related	Completeness	PMI issues: We need to be able to manually add PMI numbers as the pulling in from MMIS does not always function and we need them to claim. Example: If MA is closed but the service was provided while it was open, the PMI will not pull in from MMIS	Hennepin reconciles hundreds each month. -SMI may provide connection. -MnChoice may provide more.
130	2/5/2013	Region 3 Aitkin		Person & Related	Completeness	I just finished looking at "What's New in SSIS Version 13.1" and was really disgusted that they put a Medication Screen on, but it doesn't auto-fill anywhere. I thought that was the main purpose for it, I'm telling you our workers won't be filling it out until it will auto-fill in the plans, they're going to say one more time consuming thing to do in SSIS. Is this true it won't auto fill into any plans? See related #175	Reply from Pam-We also have 2 PRs scheduled for 13.2.1 (Pending technical review): 12-0813-1542-17: Merge medication info into all OHP plans in the Health Plan section 12-0813-1612-14 : Merge medication data into the CMH(IFCSP) We had always planned to do the merging and scheduled it for the release immediately following the release of the new screen. ________________________________ Reply from Jean-We need to just leave this alone for right now. Christeen has concerns about this screen not being fully vetted with the whole team that was is working on the psychotropic medications, even though Nan had worked closely with John Hanna, the staff representative on the team. When Nan returns, she and Amy will probably do more work on this area. In the meantime, here's the answer for inquiring (internal) minds: Since this screen did not previously exist, there was nothing available for autofilling into the new service plans. As data becomes available, we may be able to make the fields available to the service plans. Please be advised that we all need to consider this screen as a "placeholder" for the time being. There may be additional or somewhat different requirements when the entire team has had a chance to review it more thoroughly.

Worker Advisory Group Wish List by Module

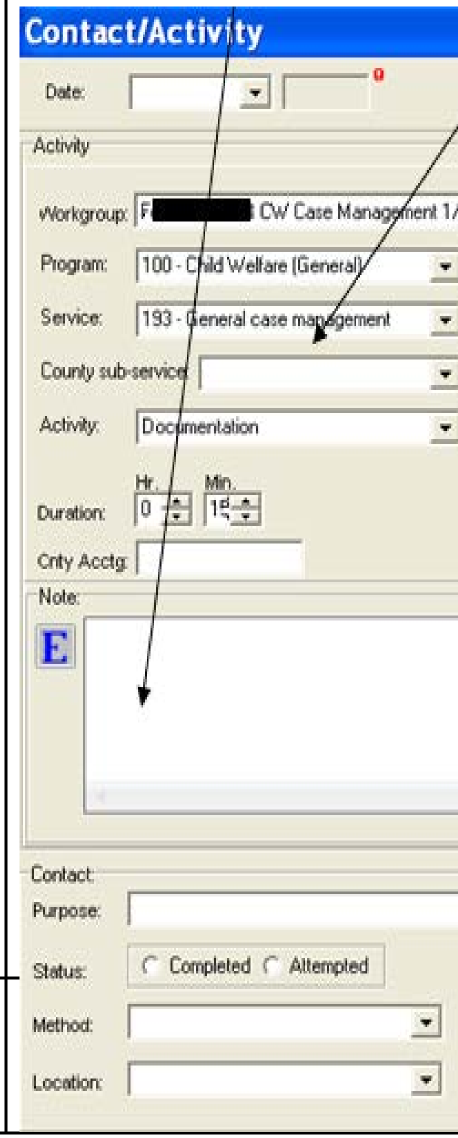
#	Date	Origin	Priority	Module	Category	Wish	Description
134	2/5/2013	Region 5 Morrison		Person & Related	Ease of Use	Lisa this was an e-mail I had sent to you along with your response: I don't like that chronology grid settings don't hold from one workgroup to the next. You have to set them for each grid. I tested it this morning and was able to change the chronology grid on one of my workgroups, close the caseload list, close SSIS, and then reopen it all again. The grid settings that I had set for the Chronology in that workgroup were the same as when I left it.	The grid column options and default displays are different depending where you are accessing grids. For example, if you are on the Chronology folder grid, you have many more options than if you are on the Case Note folder or the Contact/Activity folder. Double-check if this is one of the things that is happening to you that may seem like the grid settings aren't holding.
136	2/5/2013	Region 4 Clay		Person & Related	Completeness	Since SSIS communicates with Maxis could they program it to communicate which county is handling the financial case and a contact number?	Jurisdication? HIPPA?

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
137	2/5/2013	Region 4 Clay Region 7		Person & Related	Ease of Use	Region 4-When someone from another county requests case access on a client, it appears that all of the case types end up being requested, including the CD files. Since we still need a ROI for CD files, I have to call that worker who is requesting and ask him or her if they really meant to request the CD files and if so, need a ROI. 99% of the time, the person says they were requesting the CP files and it automatically requests CD also---they've never wanted the CD files and do not have a ROI. About once a month I end up making this call, then go in and deny the access. Seems a bit like a waste of time. Can workers request only specific files or does the system really request all files? Region 7-Statewide Access: If a CP worker requests state access, it requests access to all WG associated with the name no matter how old or in what service area. Requests are received fairly regularly from CP from other counties for SSIS requesting access. There may be a CD or MH WG that was open years ago and most likely not relevant. The supervisor who mentioned this call the worker and have never been told they actually wanted access to that. In requesting state access there should be a way to indicate a time span and type of case to avoid this unnecessary calling and unnecessary access to all workgroups, including those which have some additional federal data privacy	Is this working correctly? CD and AMH should not be automatic.

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
169	3/14/2013	Region 5 Morrison		Person & Related	Accuracy	Why does SSIS do this? When entering an activity of documentation and the worker types something on the purpose line and saves it. The purpose lines overrides what the worker types is puts in Documentation. Workers would like to be able to sort through their chronology for something they specificially typed but are unable to do so because it does this when entering the services as documenation. However, if the worker completes the status, method, location, and contact with fields it will, but that is inaccurate as they don't' have realy have contact with anyone.	They would like to see the long description.
172	3/15/2013	Region 2 Hubbard		Person & Related	Performance	O … e when th … case n … this q …	



Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
182	3/27/2013	Region 7		Person & Related	Accuracy	Addresses: Change SSIS to enforce postal standards for addresses similar to other state systems such as MAXIS and PRISM. There are no standards currently and addresses are entered in a variety of ways which make them inconsistent with other state systems. (Ex: Avenue can be spelled out, AVE or Ave.).	
189	3/27/2013	Region 7		Person & Related	Ease of Use	Statewide Access: If a CP worker requests state access, it requests access to all WG associated with the name no matter how old or in what service area. Requests are received fairly regularly from CP from other counties for SSIS requesting access. There may be a CD or MH WG that was open years ago and most likely not relevant. The supervisor who mentioned this call the worker and have never been told they actually wanted access to that. In requesting state access there should be a way to indicate a time span and type of case to avoid this unnecessary calling and unnecessary access to all workgroups, including those which have some additional federal data privacy requirements.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
192	4/3/2013	Region 8 Nobles		Person & Related	Completeness	I would like to see something under the client tab. I know the Service Arrangement tab will show the services we pay for, but other services, such as individual/family therapy, medication management, parenting classes, anger management, domestic violence, chemical dependency, etc., we don't pay for, thus aren't available for view in the Service Arrangement tab. It would be great to be able to select a service and the date offered, then the date services began and ended, with potential for entering the service provider.	
197	4/12/2013	Region 7 Isanti		Person & Related	Completeness	Can they add DC 0-3R diagnostic criteria to the diagnosis panel in participants? We have kids that use those codes and SSIS either needs to have those codes as options or at least a crosswalk to convert codes to allow us enter these diagnoses into SSIS.	These are not the same as the DSM IV or ICD as I understand it. Link to the site that described this as a diagnostic assessment system that is complementary to the DSM psychiatric manual: http://www.zerotothree.org/child-development/early-childhood-mental-health/diagnostic-classification-of-mental-health-and-developmental-disorders-of-infancy-and-early-childhood-revised.html

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
74	12/6/2012	Region 7 Isanti		Plans	Ease of Use	Suggestions when making changes to case and placement plans: 1. Ensure spell check continues to work 2. Place page breaks cat appropriate places 3. ~~Add back in the spot for CASII and SDQ dates and scores~~ 4. Have someone look at how the court reports appear-they do not look professional. There needs to be spaces for sections, underlines in some places, font changes etc. 5. Make changes incrementally so case plans can be updated with changes so recreating is not needed. Perhaps release just the new section that needs to be added for 6 months to give people time to insert that into the next plan and then the update itself would be in place by the time the plan change is made.	# 3 was added back to applicable service plans in 13.1. <#>.3 releases may be used for plan changes to coincide with August 1 legislative changes.
88	12/17/2012	Region 13 Ramsey		Plans	Ease of Use	Make case plans a word document.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
120	1/16/2013	Region 12 Hennepin		Plans	Ease of Use	In any case plan, have an add a parent button that could be pushed more than one time. The idea is that the basic case plan would be written. Then the worker could push the add a parent button and add information for parent number two. When pushed again, parent number three..........This would be coupled with printing the case plan with choices for parent number 1? 2? .... Thus, HIPAA would be respected. If we take this a step further, case plans for 1 and 7 could be combined if they were currently married and wanted a joint plan with just one signature page.	Complicated family scenario and duplicate work.

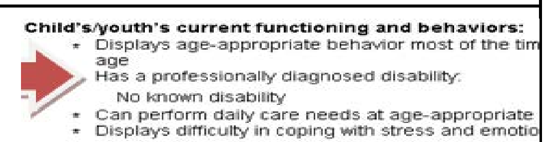
Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
143	2/5/2013	Region 4 Clay		Plans	Ease of Use	OHP Plans are not user friendly for parents, foster parents or workers. They are long and overwhelming for all parties and parents do not have a well laid out plan of action for them and get side tracked with all the other information in there. I also don't feel there should be separate plans for each child, all the information can be included for each child in one plan unless there are different parents for different children such as two different dads. It may work to use a small condensed very structured plan for parents on what they need to do that is only one or two pages, very simple and easy to understand. And then a separate plan that explains this is what the county is doing to be accountable so that your children's needs are being met while in care and they sign that stating they received a copy. I am not one in favor or more plans but I think in this situation it makes sense (Also the foster parents don't need to see all the information the parents are working on/their services). I have some very confused and overwhelmed foster parents and parents when they see these huge plans and it becomes a trust issue….setting them up to fail. Keep in mind the educational level on some of these parents. I have been to meetings where my voice is hoarse after going through an OHP Plan and then ILS plan… way too long!	
153	2/12/2013	Region 10 Mower		Plans	Completeness	PR 12-0511-0925-19 – Agency requests to merge providers onto 3 different screens in the IFCSP. IFCSP: Allow the medications field to autofill into the plan similar to other autofill fields. This way it only has to be updated in one area and can be consistent in the workgroup and in the case plan.	While reviewing some of the service plan issues remaining, the group came across a few things that may be better addressed by W.A.G.-(Plan design group)

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
154	2/12/2013	Region 5 Morrison		Plans	Completeness	PR 12-0611-1035-03 – Requests to merge SDM Tools onto the OHPP. This needs clearer definition on which tools and what data. The topic is more complicated now that tools are done for multiple individuals.	While reviewing some of the service plan issues remaining, the group came across a few things that may be better addressed by W.A.G.-(Plan design group)
155	2/12/2013	Region 9 Brown Region 7		Plans	Completeness	PR 12-0607-1324-15 – Request to merge Participants onto the service plan Signature Page. Headings on Signature Page: Add back the headings on the signature page for where each party signs the case plan and/or OHP. The plans in the past all had parent/guardian, child, facility, GAL, case manager etc. as a drop down box when creating the form and the social worker could pick each one that was needed. Now the signature page is blank in the headings with just boxes for signatures. In addition, allow the ability to add more lines for signatures and to return the ability to add titles to the person. For some youth, there are large teams involved with multiple members.	While reviewing some of the service plan issues remaining, the group came across a few things that may be better addressed by W.A.G.-(Plan design group)
166	3/12/2013	Region 3 St.Louis		Plans	Ease of Use	Could a CW/TCM check box be added to the Child Protection Services Plan set-up? Right now our workers are adding it to the end of the “Risk Factors” section, but would find it helpful to have the CW/TCM plan in its own box when applicable, which isn’t always the case, but to have the option there would be good.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
167	3/12/2013	Region 3 Aitkin		Plans	Accuracy	On all the new plans there is no spell check for the whole document. With the way they are set up now, it doesn't look like it will be possible. Our workers forget to do it in each box and then when they think they have finished their plan, end up going back into each box to do it and feel they have wasted a lot of time. Eventually once they get used to it, it may not be as big a problem as they are feeling it is now.	
173	3/21/2013	Region 12 Hennepin		Plans	Misc.	On the "Persons Involved in Plan" section of the Parent Support Outreach (PSOP) service plan, the client names appear in random order. Hennepin County staff would like to be able to select the order that the names appear in this section of the PSOP service plan. They prefer to have the parent's names appear before the children's names. It looks more professional.	There may be several parents and they want to choose who is listed first.
174	3/22/2013	Region 10 Olmsted		Plans	Accuracy	OHPP enhancement request: Our adoption worker would like to the wording on the bullet changed – as it reads it soulds like the child has a professionally diagnosed disability. She was wondering if it could say Professionally diagnosed disability status?	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
196	4/12/2013	Region 9 Waseca		Plans	Ease of Use	On the OHPP Trial Home Visit plan the workers are finding it confusing as to why all the placement options are listed under the “current placement” on page 1 when the only person you can do a THV with is the reunification home. When the worker went to do the plan it made her question if the intent was to be the current location of the child (which would be the reunification home) or if the intent was to be the type of placement the child was in immediately prior to the THV (which in that case the reunification home should not be an option). Clarification was obtained from DHS trainer, Angela. However, we felt that a new worker that was not maybe as well trained in child protection and maybe not willing to ask the question may run into an issue with this plan. Possible solution would be to remove the list and have the system have it hard coded in there with “child’s reunification home” as that is the only possible option or we wouldn’t be doing a THV plan.	

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
73	12/6/2012	Region 7 Mille Lacs		Purge	Ease of Use	Enhancement to the Purge/Destruction log: provide the option of listing the Case Name on the list as some counties file by case name, not workgroup name. For example, in one county all workgroups for the family are put into 1 case file. Without the option of a Case Name column, staff must go through the Purge/Destruction list, make sure they can be destroyed, find the case name and write it down, then re-run the Purge/Destruction list and rewrite the case name on the new list (Mille Lacs).	Currently the Destruction List allows for optional column "Case" to be added to the grid (but this is the Case #). The Purge log does not currently contain the Case Name or Case Number. Through PR 12-1206-1601-41 we are considering adding the following columns to the Purge Log: Destruction Date, Worker, Case, Workgroup Type. Need to consider adding Case Name to both the Purge Log and the Destruction List. Clarify with the WAG group. --Kim Lunz

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
124	2/4/2013	Region 1 Polk		Purge	Misc.	**SSIS Fiscal retentions** SSIS destruction dates when there is a fiscal detail associated with the workgroup is currently being researched. Please share that it may be more beneficial for counties for SSIS to have the retention of the fiscal payments/detail remain on SSIS in association to the SSIS person rather the wg. Some positives would be: 1. Counties would be in compliance with the State's retentions for program areas therefore not having the records on SSIS (except for fiscal) and the hard case file beyond those dates. 2. Program area wgs within the same case, for the same person, would not have part of the hard case file purging and needing to be destroyed and part needing to be kept. 3. Wgs would purge regarding the other retention rules therefore not requiring extra space for hard files for a longer period of time. 4. Reduction in the staff's time in reviewing the destruction list and extending the destruction date if needed, one wg at a time, when there are fiscal payments	Fiscal purge team will work on this.

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
4	10/8/2012	WAG Mtg		Reports	Accuracy	Child Protection report (police report) shouldn't have all past workgroups	There is a specialized report available from the Child Maltreatment node action menu titled "Police Report – Child Protection Summary." This report does not contain the listing of open and closed workgroups for the clients. Lisa has created a HINT for the Worker Mentors that addresses this topic. Click on this link http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs16_172909.pdf
13	10/8/2012	WAG Mtg		Reports	Completeness	Create needed General Reports for Adult Services	None identified 4/29/2013
17	10/8/2012	WAG Mtg		Reports	Completeness	Report showing contact with all people in ongoing Child Protection case(parents, foster parents, kids)	Compliance report does not include # contacts this person has had.
18	10/8/2012	WAG Mtg		Reports		List of top 20 reports used by agencies	**Topic for Mentor meeting. Find out more info on what would actually be helpful? No interest shown at mentor meeting. Query most frequently used? 4/29/2013**
59	11/19/2012	Region 1		Reports	Completeness	I would LOVE it if VA reports would print out all in one report-----(meaning that the Intake and the information on the TEXT page would all print out when needing a report.) It is time consuming to copy and paste the Text portion to a word document to get it to print.	They are referring to intake data that is not included on CEP report.
66	11/28/2012	White Earth		Reports	Completeness	A general report of children CURRENTLY in placement for given date or quarter to date including options for THV, LTFC, corrections, relative foster care placements	There are many tools but its hard to decipher what options to choose to get a current placement count. No tools give you a specific count.

Worker Advisory Group Wish List by Module

#	Date	Origin	Priority	Module	Category	Wish	Description
101	12/18/2012	Region 10 Dodge		Reports	Ease of Use	In SSIS, under Tools, General Reports, Client Data (folder), Clients in Open Workgroups with Estimated DOBs (report), I'd really like to be able to filter that report by worker somehow. Right now the report generates all clients on one report. If the report could be filtered, I could email directly to the social worker only their list of client names.	
133	2/5/2013	Region 5 Morrison		Reports	Ease of Use	SSIS Update 365 – The Client Eligibility Report. Is a nice feature but would be helpful if the report could be ran by workgroup for a workers whole caseload. How it's set up now the worker needs to print it by each workgroup.	Fiscal
157	3/6/2013	Region 2 Hubbard		Reports	Completeness	Would like a report added – clients who have died on a particular date or during a particular time period.	Edie(SSIS Data Analyst) sends out reports.

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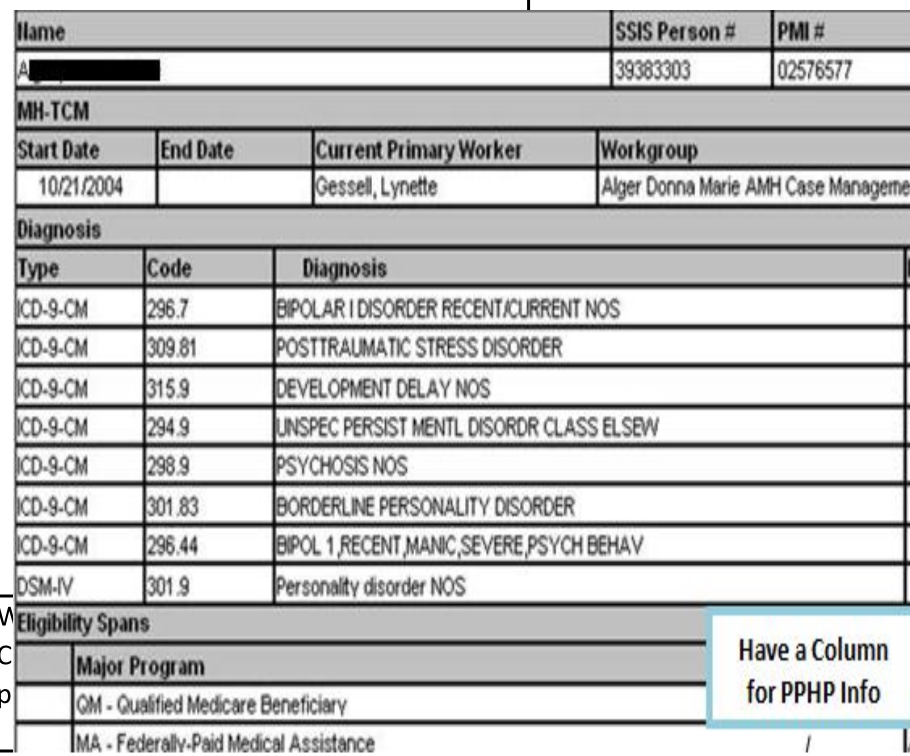
#	Date	Origin	Priority	Module	Category	Wish	Description
170	3/15/2013	Region 5 Morrison		Reports	Ease of Use	MH-TCM Eligibility Report located under Tools>General Reports>Healthcare Eligibility-Would it be possible to have the PPHP data per client added to the Eligibilty Span on this report. This would be helpful in regards to assisting workers in entering their sub codes when time reporting for billing purposes. By doing this it would eliminate the need for the hand reports that currently are being produced by checking MMIS & SSIS per client for workers.	Refer to Fiscal
15	10/8/2012	WAG Mtg		Staff Activity	Ease of Use	W C p	



Name	SSIS Person #	PMI #
A[redacted]	39383303	02576577

MH-TCM

Start Date	End Date	Current Primary Worker	Workgroup
10/21/2004		Gessell, Lynette	Alger Donna Marie AMH Case Managemen

Diagnosis

Type	Code	Diagnosis	P
ICD-9-CM	296.7	BIPOLAR I DISORDER RECENT/CURRENT NOS	
ICD-9-CM	309.81	POSTTRAUMATIC STRESS DISORDER	
ICD-9-CM	315.9	DEVELOPMENT DELAY NOS	
ICD-9-CM	294.9	UNSPEC PERSIST MENTL DISORDR CLASS ELSEW	
ICD-9-CM	298.9	PSYCHOSIS NOS	
ICD-9-CM	301.83	BORDERLINE PERSONALITY DISORDER	
ICD-9-CM	296.44	BIPOL 1,RECENT,MANIC,SEVERE,PSYCH BEHAV	
DSM-IV	301.9	Personality disorder NOS	

Eligibility Spans

	Major Program
	QM - Qualified Medicare Beneficiary
	MA - Federally-Paid Medical Assistance

Have a Column for PPHP Info

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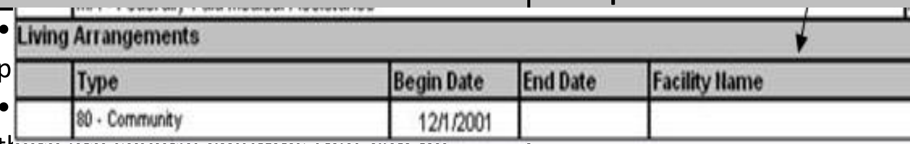
19	10/8/2012	WAG Mtg +Region 10 Wabasha		Staff Activity	Completeness	•  p • there are several columns that can be added or removed. Could "Purpose" be added as one of those columns?	
20	10/8/2012	WAG Mtg		Staff Activity	Completeness	Allow display of the entered purpose in chronology for non-contact activities	
21	10/8/2012	WAG Mtg		Staff Activity	Ease of Use	Quick entry of multiple activities for one time record	
32	10/8/2012	WAG Mtg		Staff Activity	Ease of Use	Ability to edit a "Contact With" person name that has been added on the contact/Activity screen	
42	10/8/2012	WAG Mtg		Staff Activity	Completeness	Add consultation to Rule 79 Case Management in Staff Activity	coordinate with fiscal.
47	11/19/2012	Region 1		Staff Activity	Ease of Use	Needs a save button in the "E" when time reporting.	X to close should trigger save.
53	11/19/2012	Region 1		Staff Activity	Ease of Use	Hate, hate, hate, that the contact/activity date and time does not auto-fill. I sometimes have 30 entries a day, mostly entering as soon as I am done with the activity or contact and it sure is time consuming that the date and time does not auto-fill.	Want to enforce entry, not auto-fill
58	11/19/2012	Region 1		Staff Activity	Accuracy	Would like to have the activity log work correctly. Sometimes when you click new it comes up with a blank bar.	Fixed?

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#	Date	Origin	Priority	Module	Category	Wish	Description
62	11/19/2012	Region 1		Staff Activity	Accuracy	We continue to have issues without chronology not saving. The activity entry will be there but anything we typed in the big box is gone. Please get this fix. It is making our workers do a lot of extra work. Also, we had worker get in all her time for the week into SSIS on Friday and then when we ran a report on Monday she only had half the hours. The other half are missing. Please fix this!!!!!	Fixed?
64	11/19/2012	Region 10 +Region 1 Pennington		Staff Activity	Completeness	We have a “wish list” request from Steele County. We would like to be able to document a Contact/Activity in an Intake, not just a Case Note. We are 100% time reporting county and would appreciate not having to make an extra entry in our Activity Log.	Shouldn't claim intake hours?
65	11/19/2012	Region 10 +Region 1 Pennington		Staff Activity	Completeness	Fillmore county - On a Contact/Activity note, in the Location box (screen bottom left), add “Court” as one of the location dropdown options.	
104	12/18/2012	Region 10 Wabasha		Staff Activity	Completeness	Could a Professional Collateral’s “Field of Practice” be displayed in the “Contact With” box in Activity Log?	

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#	Date	Origin	Priority	Module	Category	Wish	Description
176	3/26/2013	Region 10 Fillmore		Staff Activity	Ease of Use	In the Activity log, when entering a Contact/Activity, if there is only one client in the workgroup, it would be GREAT if the program defaulted to checking the one client in the Regarding box (upper right). It could be unchecked if the activity didn't pertain to the client, but I don't know a situation in which that would be the case. Just one less click. Streamlining it in cases like this would be an improvement.	
190	3/28/2013	Region 10 Houston		Staff Activity	Accuracy	I use the time logs sorted by sub-service when billing insurance companies for MH-TCM. It would be useful to me if the field chooser included the "client name" and not just the case or workgroup names. At times, the case/workgroup name may not be the actual client receiving the service.	

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#	Date	Origin	Priority	Module	Category	Wish	Description
191	3/28/2013	Region 9 Nicollet		Staff Activity	Accuracy	What we are looking for is simply a checkbox or some sort of indicator for the worker to denote if the activity would meet criteria for TCM claiming. Currently SSIS pulls from face-to-face contacts even if it is not a TCM eligible activity. This generates multiple unnessesary records making it virtually impossible to check them all for accuracy. The indicator would narrow the selection of records to only those that the workers mean to be used for TCM claiming purposes. We believe that this would greatly enhance the accuracy and efficiency of the claiming process, therefore increasing revenue and lowering the risk of adverse audit actions.	
69	12/6/2012	Region 7 Wright		Workgroup	Completeness	Add a quick and easy list in workgroups that will easily identify for support staff a release of information has been signed and dated when speaking to a family member or when someone requests copies of records. It sounds like something we would all benefit from (Wright).	Data Privacy problem - reject
107	1/7/2013	Region 3		Workgroup	Ease of Use	Have documents created in Intake follow through to be included in the Workgroup	
126	2/4/2013	Region 12 Hennepin		Workgroup	Completeness	Open and closed dates for WGs on the tree (now just opening)	

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#	Date	Origin	Priority	Module	Category	Wish	Description
139	2/5/2013	Region 4 Clay		Workgroup	Accuracy	I wish for the Biz/Org and License workgroups to have an easier way to update when a license is renewed. I want to just enter it into the workgroup and have it roll over as updated into Biz/Org, not the long process from the Biz Org where I have to copy the info from the old license then change it in the workgroup.	
156	3/6/2013	Region 2 Hubbard		Workgroup	Accuracy	Mentors would like the ability to change the workgroup program type. We currently request a data fix for this. The problem generally occurs when a worker selects the wrong workgroup when setting up a workgroup or when it is determined that a client would better be served under a different program. We run into problems when reports are run because clients are in the wrong area.	Happens a lot
158	3/6/2013	Region 2 Hubbard		Workgroup	Completeness	Would like to add an option for closing the WG – something like "Client left treatment against staff advice" or "Client chose to leave program".	

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#	Date	Origin	Priority	Module	Category	Wish	Description
159	3/6/2013	Region 2 Hubbard		Workgroup	Ease of Use	Would like to combine “cases”. Sometimes several “Cases” are created when all workgroups should be under one “case”. For example when creating a new workgroup, we can see under case name Smith, Jane 30965521; Smith, Jane 22485215; Smith, Jane 44256896. All of the workgroups are Jane’s minor child – Smith, Dot. We understand this is a training issue with workers but would like to be able to clean it up so we get the full picture when looking at family history.	You can transfer WG to a case. When last WG moved of deleted, asks if case s/b deleted.
162	3/8/2013	Region 7 Chisago		Workgroup	Completeness	We would like to make a suggestion for AMH cases that we get a warning when the case plan is due (every 180 days) and when diagnostic assessments are due (every 3 years) for our clients.	Alert or training? Not using case plans in SSIS, manually put in.
177	3/26/2013	Region 6 & Region 8		Workgroup	Completeness	When an SSIS case is closed any supplemental screens open for the client (such as MH-TCM or CW-TCM) automatically close on the same date. Now the screens stay open and when doing claiming we get exceptions on these cases and we have to go in and look to see if the case has been closed.	Coordinate with fiscal.
180	3/26/2013	Region 6 Kandiyohi		Workgroup	Completeness	Under CMH R 79 case management I would still like a Consultation option under specific cases like there is in CP/CW.	Pick a certain service to get a certain activity.

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#	Date	Origin	Priority	Module	Category	Wish	Description
194	4/8/2013	Region 10 Olmsted		Workgroup	Completeness	We have a request from our daycare licensors to add the following to the drop down fields for course name in the license training for CCL workgroups since these are required: SIDS and SBS Training SBS Video Transportation Class	Child Care Licensing
95	12/17/2012	Region 11 Washington				License history clears out at this time, would prefer it remain in time reporting on corporations keeping timesheet format.	Ask Jodi Kennedy