

SSIS V13.1 Release Training

February 2013



Service Plans

- Newly-formatted plans
- Setup and document functionality will be similar to all other State plans
- Additional documentation for these plans will be posted on SSIS training website

Updated Service Plans

- **90 Day Transition Plan**
- **Adolescent Parent Assessment and Service Plan**
- **Family Safety Plan**
- **CMH Crisis Plan**
- **Parent Support Outreach Plan**
- **Social Services Plan**

2/26/13

Social Services Information System (SSIS)

3

Relationships: Inactive reason detail

The screenshot shows a software window titled "Relationship" with the following fields and options:

- Person 1: Pete Bemidj's - SSIS Person #: 200178427
- Relationship: Birth parent
- Person 2: (empty)
- Relationship status: Inactive
- Inactive reason: (empty)
- Inactive date: (empty)
- Inactive reason detail: (empty)
- Birth father detail: (empty)

The context-sensitive help window is titled "Relationship Status inactive due to TPR:" and contains the following text:

Choose "involuntary" when the matter was filed as an involuntary termination of parental rights and:

1. The matter goes to trial and the county (or petitioner, if someone else filed the petition) prevails. The court should find the petition proven, and TPR is granted or ordered.
2. Parent fails to appear in court and the matter goes by default. The court should find the petition proven, and the TPR is granted or ordered.
3. Parent admits to the petition with no motion to modify the involuntary petition to a voluntary petition (parent, parent's attorney, or county attorney may ask the court to "amend" the petition to make it voluntary - as noted in item 4 below).

Choose "voluntary" when:

1. The matter was filed as a voluntary by the county.
2. The parent files his/her own voluntary TPR petition and it is granted by the court.
3. The parent signs a "consent to adopt" after a voluntary TPR.
4. The parent, parent's attorney, or county attorney, generally after settlement discussions, agree to amend the county's involuntary TPR petition to a voluntary TPR petition and parent admits, agrees, or consents to termination.
5. The parent, parent's attorney, or county attorney makes a record, accepted by the court, that the parent is agreeing, admitting, or consenting to a voluntary termination of parental rights.

This field is required when selecting Termination of parental rights (TPR) or Permanent transfer of legal/physical custody to a relative as the Inactive reason. Context-sensitive help has been added.

2/26/13

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4

Adoption: Adoptive Placement Verification

Wording on the Adoptive Placement Verification screen was changed to be clearer to workers and minimize data fixes.

Note: All adoptive parents listed on the APA must be verified and submitted at the same time.

2/26/13

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5

Adult Maltreatment: Notice of Findings

The screenshot displays the 'Template Search' window. On the left, a tree view shows several templates, with 'APS-Notice of Findings Letter' selected. On the right, a search form is visible with the following fields: 'Searches' (dropdown), 'Search on open' (checkbox), 'Group type' (dropdown menu showing 'State'), 'Category' (dropdown menu showing 'Adult Protective Services'), 'Name' (text input), 'Format' (dropdown menu), and 'Document identification' (text input).

Because of technical difficulties, the Notice of Findings tab has been temporarily removed from the Adult Maltreatment Report node. Use the Chronology folder to create the APS-Notice of Findings Letter.

2/26/13

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6

Child Maltreatment Report

The Number of alleged victims field allows a zero to be entered and saved if the screened out End reason is Unborn child.

The screenshot shows a form with the following fields and values:

- Identification:** SSIS Report #: 200908722; Police Report #: (empty); Imminent danger: Yes No
- Status:** Report status: Screened out; End reason: Unborn child
- End date:** 1/31/2013 12:10 PM; Number of alleged victims: 0
- Classification:** Report track: FA - Family assessment

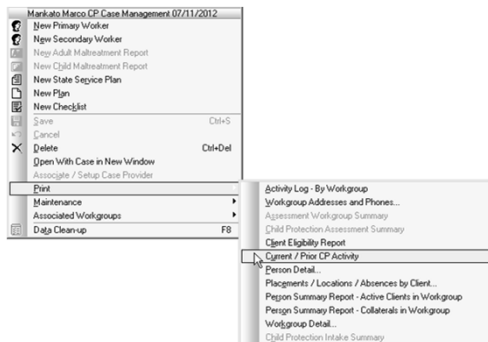
2/26/13

Social Services Information System (SSIS)

7

Child Maltreatment

The drop-down option of Print>Current/Prior CP Activity is disabled for users who do not have Access Offender Index function attached to their roles in SSIS Administration.



2/26/13

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8

Clearing

Clients with a Child Ward record cannot be merged regardless of Guardianship status. Attempting to do so will result in the following warning message: *“Person cannot be merged because Child Ward records exist.”*

Note: There may be situations when a client record needs to be merged with a client having a Child Ward record. If the warning message displays for the client needing to be merged, contact the SSIS Help Line for assistance.

2/26/13

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9

Court: Permanency Petition

For the Petition type of Permanency, the Petition detail options and Order/disposition of Long Term Foster Care and Long Term Foster Care-specified have been replaced with Custody to the agency-permanent and Custody to the agency-temporary continued. This is the result of new legislation.

2/26/13

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10

Person and Related Placement

Due to legislative changes, the Permanency Plan options of Live with relatives - long term foster care, Long term foster care - non-relative and Independent Living were removed. Reunify with parents or principal caretaker was removed as an option from the Concurrent permanency plan (Plan B) drop-down.

2/26/13

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11

SDM

The following changes were made to workgroup closing requirements:

1. SDM tools are no longer required if the workgroup does not have children under age 18.
2. If the workgroup to be closed does not have a required tool, the application will check that workgroup's initiating workgroup and allow the workgroup to close if the initiating workgroup has the required tool.
3. Either the Risk Re-assessment or Reunification Assessment can be used to satisfy the CP Case Management closing requirements.
4. Parent Support Outreach (PSOP) Case Management workgroups require an SDM Strengths and Needs Assessment tool to close (unless the initiating workgroup has a completed tool).

2/26/13

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12

Workgroup Related - Caseload List

Email addresses for Clients and Collaterals will now display if entered in the Person node.

Caseload Addresses and Phones

Clearing Status Filter: All
 : Worker: Wendy L.ZZDHS:Woessner
 As Of: 02/08/2013 01:03 PM
 Note: Estimated date of birth or age prints with an asterisk.

Workgroup: Mankato Maeve CP Assessment 1/28/2013			County Case #			
Name: Maeve Mankato	SSIS Person #	200177703	Date of Birth	01/11/2012	Age	12 months
Name: Mary Ann Mankato	SSIS Person #	198625328	Date of Birth	07/17/1977	Age	35 years

Address					
Address type	Eff. date	In Care Of	Directions/Comment	Address	
Physical location	07/11/2012			45 First Ave, Madelia, MN 11223	

Phone Number		
Phone type	Phone # and extension	Comment
Pager	(111) 555-2222	

Address		
E-mail type	E-mail address	Comment
Home	maryann61@email.com	

Documents, Case Notes & Chronology

Several lost-text issues in the editor fields have been fixed. Some of these fixes include losing text in a document or HTML service plan text box when printing or using keyboard shortcuts. Text lost on the User Activity Log and Chronology items, when expanding the editor multiple times, has been resolved.



General Reports: Children In Out-Of-Home Care - Occurrence Information Only

An additional column for Race has been added to the Children In Out-Of-Home Care Occurrence Information Only. This Placement report may be used to examine disparities in out-of-home placement of children. Grid settings may be used to show all races indicated for a child.

2/26/13

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15

General Reports Children In Out-Of-Home Care – Occurrence Information Only

Setup Children In Out-Of-Home Care - Occurrence Information Only									
Name	Race	American Indian/Alas	Tribe/Ethnicity	Asian	Black or African	Caucasian	Pacific Islande	Unknown	Declined
Jones,	Unknown							Yes	
Bierfen,	Two or More Races	Yes	Canadian tribe			Yes			
Bierfen,	Two or More Races	Yes	Canadian tribe			Yes			
Davis,	Two or More Races		Cambodian	Yes		Yes			
Davis,	Two or More Races		Cambodian	Yes		Yes			
Davis,	Two or More Races		Cambodian	Yes		Yes			
Bierfen,	Two or More Races		Chinese, Hawaiian	Yes			Yes		
Gang,	Pacific Islander		Samoan				Yes		
McDon,	Pacific Islander		Maouri				Yes		
Dunlop,	Pacific Islander		Guamanian				Yes		
Dunlop,	Pacific Islander		Guamanian				Yes		
Moreho,	Pacific Islander		Samoan				Yes		
Bob, Jc	Caucasian					Yes			

2/26/13

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16

Intake: Close Reason

A new intake Close reason was added to account for services to an outside agency: Refer to outside provider – Intake complete. This option is available for intakes that have an Intake type of Service request, Information and referral, or Licensing related.

2/26/13

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17

General Reports: Detailed Intake Statistics By Program Area

Detailed Intake Statistics - By Program Area

Period: All
 Department: J - Social Services
 Include "All Intakes" summary section: Yes
 Program Filter: All

Report Notes

Note: Only programs with one or more intakes that meet filter criteria will be displayed.
 Report on Department: Includes intake workgroups assigned to any Unit within the Department selected
 Report on Unit: Includes intake workgroups assigned to the Unit selected

Program: All Intakes (Including 34 pending intakes that have no program specified.)

Intake Type	Open for Assess	Refer to Workgrp	Open for Case Mgt	Doesn't Quality	Other Agency Resp	Resource Not Available	Request With-drawn	No Further Action Needed	Screen Out Report	Refer to Outside Provider	Pending	Total
Adult maltreatment report	10	1	7	0	0	0	0	0	0	0	42	60
Child maltreatment cooperative investigation	1	0	0	0	0	0	0	0	0	0	1	2
Child maltreatment report	103	16	0	0	0	0	0	0	0	0	13	132
CP case management transfer	0	0	4	0	0	0	0	0	0	0	1	5
Information and referral	0	0	0	0	1	1	0	0	0	0	2	4
Licensing related	153	3	3	0	0	0	0	0	0	0	11	170
Not specified/Other	0	0	0	0	0	0	0	0	0	0	0	0
Service request	61	3	30	0	0	0	0	2	0	0	15	111
Totals:	328	23	44	0	1	1	0	2	0	0	85	484

2/26/13

Social Services Information System (SSIS)

18

Medication Screen

Medication/check up folder

The screenshot shows a web-based form for entering medication information. At the top, there is a table header with columns: Medication, Start Date, End Date, Dosage Amount, Dosage Form, Psychotropic, and Prescription. Below the header, the form contains several input fields and controls:

- Medication:** A text input field.
- Start Date:** A date selection dropdown.
- End Date:** A date selection dropdown.
- Dosage Amount:** A text input field.
- Dosage Form:** A dropdown menu.
- Psychotropic:** Radio buttons for Yes and No.
- Prescription:** Radio buttons for Yes and No.
- Prescribed By:** A text input field.
- Reason:** A text input field.
- Comment:** A larger text input area.
- Action:** A dropdown menu at the bottom left.

Note: This screen is not a replacement for verification of medication via prescription information.

2/26/13

Social Services Information System (SSIS)

19

Other Resources:

- What's New in Version 13.1?
- SSIS Version 13.1 – Release Notes
- SSIS Version 13.1 Known Defects Report
- County Link>DHS Systems and IT updates>SSIS>Training>**Release & Pilot Training**
- SSIS Help Line:
dhs.ssishelp@state.mn.us
651-431-4801

2/26/13

Social Services Information System (SSIS)

20