

## Keeping adopted person information in SSIS

Over the last several years, SSIS has become more integrated with other DHS systems such as MAXIS and PRISM. Data is shared for purposes such as IV-E eligibility determinations and preparing the federal AFCARS report. As the department begins to implement the Shared Master Index (SMI), it is even more important that we understand the work requirements of each system.

With SMI, basic demographic data (name, gender, date of birth) on SSIS Persons will be available to users of all major DHS systems: MAXIS, MEC<sup>2</sup>, PRISM, MMIS and Health Match, in addition to SSIS. The three primary purposes of the SMI are coordination of services, reduction of duplicate data entry, and consistent identity management across all DHS programs.

In order to protect the privacy and, in some instances, to better assure the safety of adopted children, systems such as MAXIS create a second person record for the adopted child at the time of finalization of an adoption, and make the previous identity unavailable for display to users. SSIS users need to start consistently following this same convention in order to keep data between the systems synchronized and better understood among all the systems. Only SSIS, the child welfare system, is required to connect the pre-adoptive identity of the child with the post-adoptive identity. (Mn. Stat. 259.79)

In the past, SSIS told counties to change the legal name to the adoptive name and associate any new adoptive name to the birth name by entering the birth name as an alias. **This is no longer a viable option as SMI prevents the old name – and any alias name connected to it – from displaying to the users.** Until the Adoption redesign is incorporated into SSIS, an alternative method for handling adoptions is needed.

At this time SSIS recommends that counties maintain the birth name in SSIS until the adoption is finalized.

1. Maintain the birth name as an active client in the A/G workgroup.
2. Prior to closing the A/G workgroup remove the SSN on the birth child's record. (Child displays on the clearing log.)
3. Check SWNDX to determine if the existing SSN has been removed from the birth/previous record by MAXIS\*. If so, clear the child to the county and to the state making sure to find the record with

the correct PMI# and merge to it. This should result in no SSN on the child's birth/previous record.

4. In most situations MAXIS gives the adopted child a new PMI # at the time the adoption is finalized. Search SWNDX and add the adopted child's new record to the A/G workgroup\*. We need to do this to maintain the link between the birth child records and the adopted child records. This is our means of meeting the federal and state requirements to keep the connection until the redesign of the adoptions system is complete. We also need to do this to assure the adoption purge rules are properly applied to the new record for this child in any future workgroups.
5. Inactivate this adopted child's new record before closing the A/G workgroup. Use the reason "TPR or permanent transfer of custody."
6. Close the A/G workgroup.
7. Subsequent services to the adopted child and his/her new family should be provided in a New Case. Use the appropriate program and include the appropriate family members. Use the adopted child with his/her new PMI # from this point forward.

\*Check after the most recent MAXIS upload.

Call the SSIS Help Line at (651) 772-3777 for assistance with situations where MAXIS users may not have entered changes to the child's SSN or PMI.

### CountyLink Additions

These documents have been added or updated on CountyLink. Click on the document names to go directly to the CountyLink page.

- Fiscal Mentor Mtg. minutes, 1/11/06
- Fiscal Mentor Meeting agenda, 3/1/06
- Worker Mentor Mtg. minutes, 1/10/06
- Partnership Group minutes, 1/25/06
- Licensing Cleanup handout
- Initial V4.0 Data Definitions Documents
- Payments Spec—Part 2—Design, 2/11/06