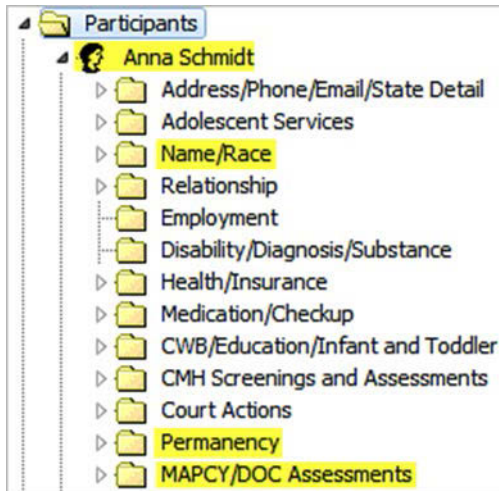


## Minnesota Assessment of Parenting Children and Youth: Before Opening a MAPCY in SSIS

All staff will need **Approver MAPCY** and/or **Assessor MAPCY** role assigned to them in SSIS Administration prior to being able to open and Assess a MAPCY or Approve a MAPCY. Information on roles is available in the [Security Administration – General Security](#) module.

To ensure that the child’s information merges correctly into the Setup tab of a new MAPCY tool, review the following client information before opening the MAPCY. Ensure that the information is entered, and update any existing data as needed.

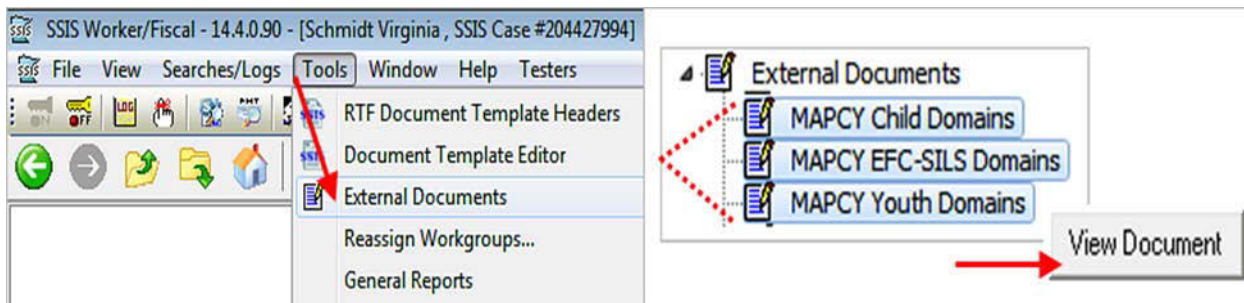
### Participants Folder – Client Node and Folders



- Client Node
  - Legal Name, DOB and Gender,
  - Hispanic Heritage and ICWA status
- Name/Race folder
  - All relevant Races
  - American Indian Race if ICWA
- Permanency folder
  - Continuous Placement
  - Placement/Location/Absence
- MAPCY/DOC Assessments folder
  - Prior DOC Assessments

Blank MAPCY tools are available to assist in answering the questions in conjunction with the foster parents. A blank MAPCY tool is available from several locations in SSIS.

### Tools – External Documents – Blank MAPCY Tools – View Document Button

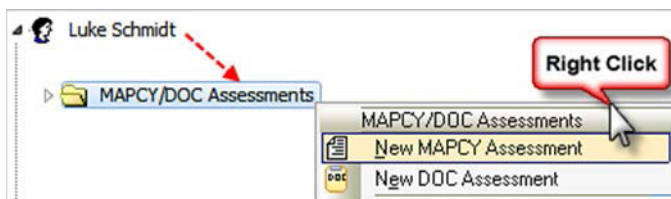


**To print a blank MAPCY tool outside of a workgroup:**

1. Click **Tools** and select **External Documents** in the Action menu.
2. Expand the **External Documents** folder and scroll to the **MAPCY** selections.
3. Select the desired **MAPCY** tool based upon the age of the child.
4. Beneath the **Details** tab click the **View Document** button.
5. The blank **MAPCY** tool displays.
6. Click the **Print** icon to print the document.

**Hint:** It may be easiest to print a blank document from External Documents to avoid opening a MAPCY tool in a workgroup before you are ready to enter the data.

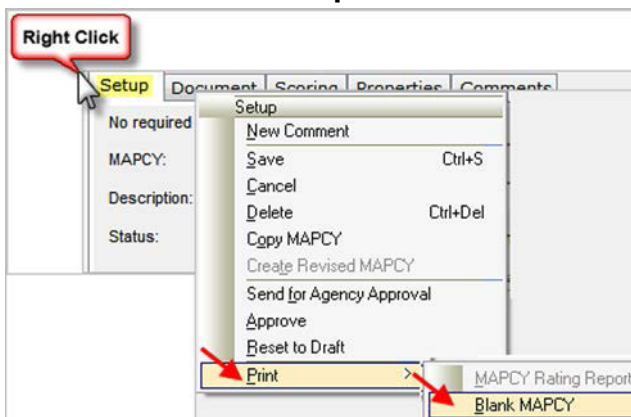
**Client Node – MAPCY/DOC Assessments folder – Action Menu – New MAPCY**



**To print a blank MAPCY tool from within a workgroup:**

1. Expand the child’s Client node.
2. Click on the **MAPCY/DOC Assessments** folder.
3. Right-click and select **New MAPCY Assessment** in the Action menu.
4. Select the desired tool in the **MAPCY** field based upon the age of the child.
5. The MAPCY tool displays beneath its own **Setup** tab.

**MAPCY Folder – Setup Tab – Action Menu – Print – Blank MAPCY**



6. Right-click on the **Setup** tab and select **Print**, then select **Blank MAPCY**.

**Hint:** Click Refresh if the Print Blank MAPCY feature doesn’t initially enable.

7. The blank **MAPCY** tool displays.
8. Click the **Print** icon to print the document.

**Hint:** The same Print Blank MAPCY option is also available from the following locations within an SSIS workgroup:

- The MAPCY node with the paper icon in the Tree View
- The Scoring node beneath the MAPCY node in the Tree View
- The Scoring tab on the Standard MAPCY screen.

**Hint:** Right-clicking on the Document tab, or the Document node in the Tree View, will print the completed MAPCY tool, but not a blank document. Only those sections that have the completed check mark will print!