

TIPS FOR NEW AND EXPERIENCED MENTORS

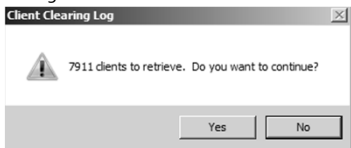
CLEARING

Clear Clients

Some agencies have long lists of clients needing to be cleared.

VERSUS

Some agencies clear clients before the intake is closed.



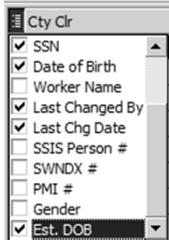
CLEARING PRIORITIES

Prioritize clearing victims and offenders

Prioritize clearing clients in open assessment and case management workgroups

CLEARING WITH ESTIMATED DATE OF BIRTH

Add Estimated Date of Birth to Clearing Log using Column Field Chooser:



CLEARING WITH ESTIMATED DATE OF BIRTH

Tip: Click and drag column headers to have Date of Birth and Est. DOB next to each other.

Cty Clr	State Clr	Reconcile	Date of Birth	Est. DOB	Name
<input checked="" type="checkbox"/>			3/27/1996		Kellen, Kitty Amy
<input checked="" type="checkbox"/>			12/13/1964		Appleford, Anna Barbara
<input checked="" type="checkbox"/>			5/24/1990		Newfamily, Knutegirl
<input checked="" type="checkbox"/>			5/1/1967		Kester, Ken
<input checked="" type="checkbox"/>			4/25/1997		BAD DATA, Bad Baby
<input checked="" type="checkbox"/>			2/1/1960		Appleford, Albert Aaron
<input checked="" type="checkbox"/>				9/29/1972	Bear, Monique
<input checked="" type="checkbox"/>				11/1/1966	Dauids, Deneen
<input checked="" type="checkbox"/>				7/17/1960	Bear, Joseph

NEW CLIENT WITH ESTIMATED DATE OF BIRTH

Entry of New Client with Estimated Date of Birth and Clearing Status of Uncleared Client:

Person Information		Workgroup Information	
Name / Status / Gender			
Legal Name:	Prefix: <input type="text"/>	First name: <input type="text"/>	Middle name: <input type="text"/>
		Last name: <input type="text"/>	Suffix: <input type="text"/>
Clearing Status:	Uncleared Client		Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female
Birth/Death Information			
Date of birth:	Age: <input type="text"/>	Date of death: <input type="text"/>	
Est. date of birth:	1/1/2015	Est. Age:	<input type="text"/>

WHY DOESN'T THE CHILD/OBSERVATION COUNT WHEN WE KNOW THE WORKER COMPLETED IT?

1) One typical reason is that the intake did not have a Disposition/Close reason entered prior to the CP assessment workgroup being opened.

The "timeframe" of the Child/Observation Interview does not start until the Close Reason is entered.

2) The worker entered the Child Observation/Interview as a Client Contact.

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TIME REPORTING THAT IS NOT A CONTACT

It is not a completed contact when you leave a voice mail.
Workers have not had completed "Contacts With" Files.

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TIME REPORTING THAT IS NOT A CONTACT, CONTINUED

Completing a case plan for a client is not a completed contact

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TIME REPORTING THAT IS NOT A CONTACT, CONTINUED

Travel to a provider Interview

Case Management Service

Though a worker travels for their job, it is not a completed contact .

Contact: _____
 Purpose: Travel Time: Day care provider interview
 Status: Completed Attempted
 Method: Face to face
 Location: Field/home

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TIME REPORTING THAT IS NOT A CONTACT, CONTINUED

Use of local agency or personal initials or acronyms: Will the following individuals know what they mean?

- Statewide Case Access Workers
- Attorneys
- Supervisors
- DHS Reviewers
- Judges
- Future Caseworkers

Contact: _____
 Purpose: NSC to DV and DV to NSC
 Status: Completed Attempted
 Method: Other
 Location: Field/home
 Contact With: _____ Add
 Travel

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TIME REPORTING THAT IS NOT A CONTACT, CONTINUED

Enter Professional Collaterals into SSIS Database with contact information. Future needs of Supervisors, local agency or statewide staff, or the current worker over a long period of time will make this agency and phone number difficult to find.

Contact: _____
 Purpose: Lifeworks 651 365 3759
 Status: Completed Attempted
 Method: E-mail
 Location: Office
 Contact With: _____ Add
 Lifeworks 651 365 3759

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QUESTIONS?

Remember: Call the SSIS Help Desk!

651-431-4801
Dhs.ssis.fiscal@state.mn.us

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