



V15.4 IMPORTANT RELEASE ITEMS

SSIS ENTRY REQUIREMENTS & TIPS

BLANK OHPP SERVICE PLANS TO REVIEW V15.4 CHANGES

- > [DHS SYSTEMS AND IT UPDATES](#) > [SSIS RESOURCES](#) > [SUPPORT](#) > [PLANS AND FORMS](#)
 - OHPP TO ACCESS TREATMENT
 - OHPP ADOPTION/GUARDIANSHIP
 - OHPP PERMANENT CUSTODY OF THE AGENCY: YOUTH AGE 16 OR OLDER
 - OHPP CHILD 18-21
 - OHPP DELINQUENCY PETITION
 - OHPP SAFETY PLAN AND SERVICES
 - OHPP TRIAL HOME VISIT

BLANK ADOLESCENT SERVICE PLANS TO REVIEW V15.4 CHANGES

- 90 DAY TRANSITION PLAN FOR YOUTH DISCHARGED AFTER AGE 18
- INDEPENDENT LIVING PLAN

MAPCY

- BLANK UNIFORM ASSESSMENTS UPDATED IN V15.4
 - MAPCY CHILD DOMAINS
 - MAPCY YOUTH DOMAINS
- NEW PERSON DOCUMENTS:
 - MAPCY ASSESSMENT NOTICE – CAREGIVER FC TO PERMANENCY
 - EXTRAORDINARY LEVEL APPROVAL NOTICE FC TO PERMANENCY

NEW SSIS CHRONOLOGY DOCUMENTS

- THE FOLLOWING CHRONOLOGY DOCUMENTS HAVE NEW OR UPDATED LANGUAGE REGARDING CREDIT REPORTS FOR YOUTH IN FOSTER CARE AGES 14 TO 17:
 - NOTICE TO PARENT(S) CHILD IN VOLUNTARY TREATMENT FOSTER CARE
 - NOTICE TO PARENT(S) AMERICAN INDIAN CHILD IN VOLUNTARY PLACEMENT
 - NOTICE TO PARENT CONSIDERING VOLUNTARY PLACEMENT OF A CHILD
 - NOTICE TO PARENT CONSIDERING VOLUNTARY PLACEMENT OF AN INDIAN CHILD
 - VOLUNTARY OUT-OF-HOME PLACEMENT AGREEMENT CONSENT-INDIAN CHILD
 - VOLUNTARY OUT-OF-HOME PLACEMENT AGREEMENT NON-INDIAN CHILD
 - VOLUNTARY PLACEMENT AGREEMENT FOR TREATMENT AMERICAN INDIAN CHILD
 - VOLUNTARY PLACEMENT AGREEMENT FOR TREATMENT NON-INDIAN CHILD

DHS RETENTION SCHEDULE

- IF YOU HAVE QUESTIONS ABOUT THE DHS RETENTION SCHEDULE AND SSIS PURGE RETENTION DATES, PLEASE CALL THE HELP DESK.

WHAT'S NEW IN SSIS?

Help

Testers



What's New?



Contents

About...

What's New in SSIS Version 15.4?

December 2015

Highlights:

Architecture

The Searches/Logs menu has been reorganized to keep more like functions together. No options were removed.

Table Viewer is available from SSIS Admin Tools menu. Users with Administer system Role/Function can access Table Viewer.

An automatic prompt generates if SSIS is installed on a workstation without Microsoft .NET Framework installed. After the .NET framework is installed, SSIS installs normally.

To accommodate an issue with email report functionality for Windows 8 configurations a "Save As" button is incorporated on the print preview screen. This allows users to save to the local drive as needed and then email the report.

Child Foster Care Report/Flipping Claims

Flipping Claims functionality has been added to the Child Foster Care Claims Report. SSIS will reverse or "flip" a Title IV-E and/or Northstar claim when data related to the claim changes and that change invalidates all or part of a claim. Training documentation will be available a few days before the training on December 8 and includes examples of flipping claims.

Security functions for creating and submitting the Child Foster Care Report have changed from Create IV-E Abstract Report and Submit IV-E Abstract Report to Create Child Foster Care Rpt and Submit Child Foster Care Rpt. Roles with these functions will update automatically.

If your connection to SSIS DHS is down, you will be unable to generate the Child Foster Care Report. Message "SSIS DHS connection is down. Cannot generate the Child Foster Care Report. Try again later." will display.

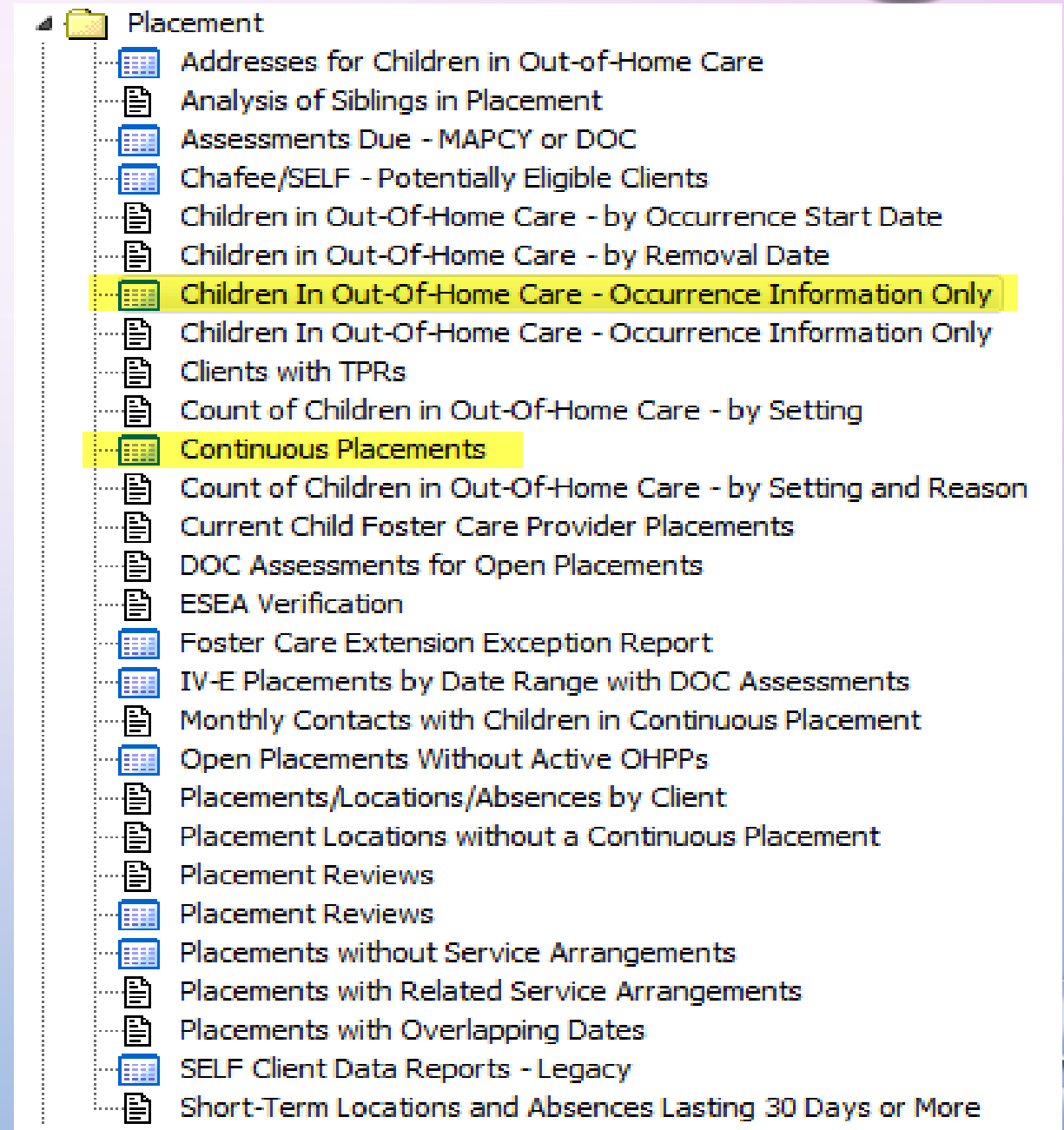
The column "Payment Quarter" on the Child Foster Care Claims tab on the Child Foster Care Report and on the Child Foster Care Claims Search has been changed to "Payment Period" to more closely reflect how data will display on the Northstar Care Fiscal Reconciliation.

New Manage Grid Settings reports have been created to assist in balancing claim information to the Remittance Advice tab and the IV-E payment from FOD.

Documents

GENERAL REPORTS TO ASSIST WITH CLOSING PLACEMENTS

- FEDERAL REQUIREMENT TO ENTER THE PLACEMENT DISCHARGE NO LATER THAN 60 DAYS AFTER LEAVING PLACEMENT.
- PREPARE FOR LIKELY ENTRY OF PLACEMENT CLOSING NO LATER THAN 30 DAYS. BEGIN SHIFTING PRACTICE TO EARLIER TIMELINES.
- REVIEW PLACEMENTS/CONTINUOUS PLACEMENTS ON A REGULAR BASIS AND MAKE SURE THE DATA IS UP-TO-DATE.



ICD-10

- REFER TO DHS BULLETIN “ICD-10 DIAGNOSIS CODE IMPLEMENTATION #15-25-11
- FEDERAL HIPAA REQUIREMENT
 - ANSWERS FOR:
 - WAIVERS
 - MMIS SERVICE AGREEMENTS
 - DEVELOPMENTAL DISABILITY SCREENING
 - LONG TERM CARE CONSULTATION SCREENING
 - HOME CARE AUTHORIZATION
- SSIS ENTRY IN THE DISABILITY/DIAGNOSIS/SUBSTANCE FOLDER
 - IF DIAGNOSIS (OR DIAGNOSES) ARE ENTERED – REVIEW & UPDATE DISABILITY SCREEN

DHS BULLETINS TO REVIEW

- TIMELY CASE DOCUMENTATION IN THE SOCIAL SERVICE INFORMATION SYSTEM (SSIS) SUPPORTS CASE PRACTICE #15-68-22
- EXTENDED FOSTER CARE FOR YOUTH AGES #18-21
- TITLE IV-E NORTHSTAR KINSHIP ASSISTANCE PROGRAM REQUIREMENTS #15-68-15

KINSHIP ELIGIBILITY VERIFICATION

REMIND WORKERS TO VIEW THE STATUS AT DHS FIELD FOR EACH CHILD ON A DAILY BASIS.

Creation Date:	10/29/2014		
Status at DHS:	Agency initial set up		
Workgroup:	Tese Malorie CP Assessment 06/19/2013		
Primary Contact:	Furst - Admin, Tina A V		
Continuous Placement:	06/19/2013 - Present (203030823)		
Legally Responsible Agency:	Mahnomen		
Person Kinship ID:	211046173	DHS Number:	

CW-TCM

- PLEASE REVIEW THE FULL ARTICLE THAT SUE KRINKIE, FORMER CW-TCM COORDINATOR, AND THE SSIS FISCAL TEAM WROTE FOR LAST WEEK'S SSIS UPDATE.
- SUE PROVIDED INFORMATION ON FEDERAL AUDITS:
 - NOT ALL CLAIMS ARE REVIEWED – ONLY A SMALL SAMPLE
 - EVEN THE SAMPLE IS SMALL – THERE IS NO WAY TO KNOW WHICH CLAIMS ARE GOING TO BE REVIEWED
 - THIS IS WHY ALL CLAIMS NEED TO BE VALID WITH PROPER DOCUMENTATION.
 - LAST AUDIT ONLY 118 CLAIMS WERE REVIEWED AND FROM THAT 7 WERE CONSIDERED INVALID.
 - FEDERAL AUDIT DETERMINES THE FORMULA OF HOW MANY OF ALL CLAIMS SUBMITTED WOULD BE INVALID BY A FORMULA BASED ON HOW MANY OF ALL CLAIMS SUBMITTED WOULD BE INVALID.
 - THEY DETERMINED THAT MINNESOTA HAD TO PAY BACK WAS A LITTLE OVER \$3.5 MILLION.
 - ALL COUNTIES AND TRIBES RECEIVING CW-TCM ARE ASSESSED AN AMOUNT THAT IS SET IN STATUTE.

CW-TCM ASSESSMENT REQUIREMENTS

- A CW-TCM ASSESSMENT MUST BE COMPLETED FOR EACH CHILD PRIOR TO CLAIMING. IF THE ASSESSMENT IS NOT DOCUMENTED ALL CLAIMS WILL BE INVALID.
- THE CW-TCM ASSESSMENT INCLUDES:
 - ELIGIBILITY CRITERIA THAT THE CHILD MEETS
 - CASE FINDING SPECIFIC TO THE CHILD AND PROVIDES THE REASON THE CHILD MEETS THE ELIGIBILITY CRITERIA.
 - COMPLETED CASE PLAN.

GOOD CASE FINDING DOCUMENTATION

- THE CHILD IS IN NEED OF PROTECTION AND SERVICES DUE TO NEGLECT AS THE CHILD, AGE 4, WAS LEFT ALONE AND DRUGS WERE FOUND IN THE HOME.
- THE CHILD IS IN PLACEMENT AS THE POLICE WERE CALLED TO THE HOME DUE TO A DOMESTIC ARGUMENT BETWEEN THE MOTHER AND HER BOYFRIEND. THE CHILD WAS PLACED ON A 72 HOUR HOLD.
- THE CHILD EXPERIENCED MALTREATMENT AS THE CHILD WAS HIT WITH A BELT BY THE PARENT RESULTING IN BRUISES ON THE CHILD.

POOR CASE FINDINGS DOCUMENTATION

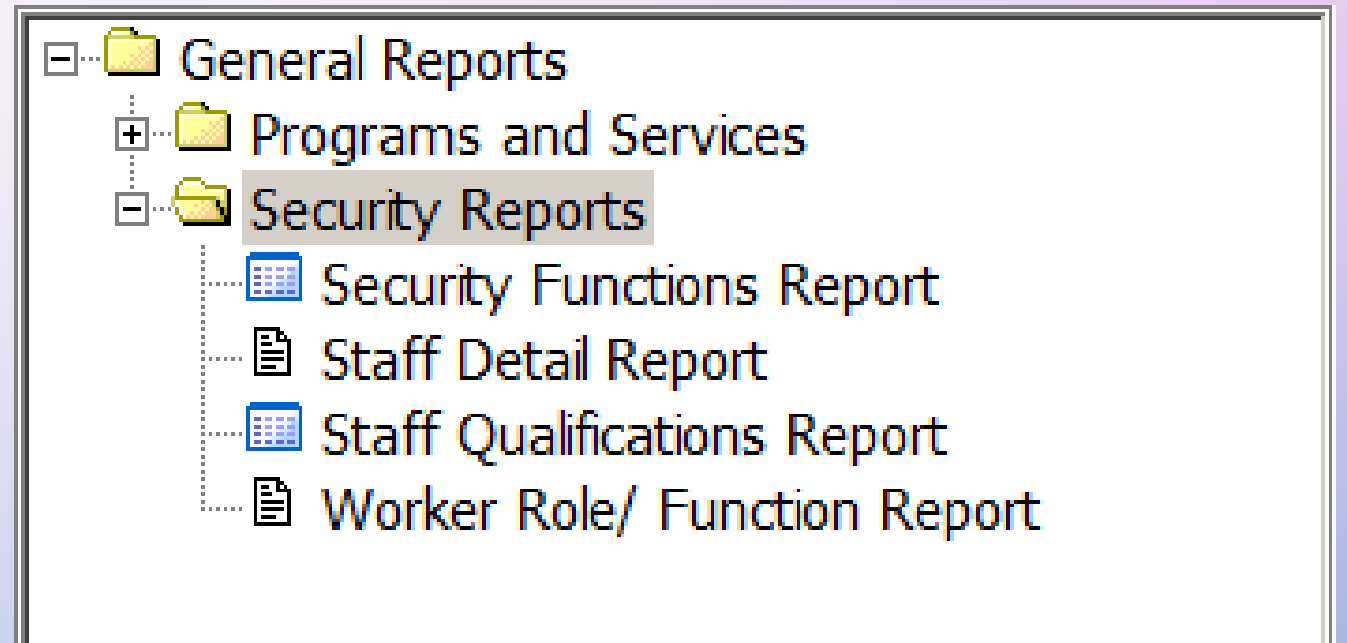
- A MALTREATMENT REPORT WAS RECEIVED AND AN ASSESSMENT WILL BE COMPLETED. (NOT SPECIFIC TO THE CHILD. UNKNOWN WHAT OCCURRED TO PUT THE CHILD “AT RISK”)
- THE CHILD HAS EDUCATIONAL, MEDICAL AND SOCIAL NEEDS. (TOO GENERAL AND VAGUE)
- THE CHILD WAS REFERRED FOR SERVICE. (TOO GENERAL AND VAGUE)
- THE PARENT IS CHEMICALLY DEPENDENT AND NEEDS CD TREATMENT. (ONLY ABOUT PARENT)

SSIS ADMINISTRATION ROLES AND FUNCTIONS

- REVIEW OF SSIS ADMINISTRATION
- USER SSIS ADMIN REPORTS TO SET UP USERS
- SET UP USERS IN SSIS ADMIN AND DO A YEARLY REVIEW

GENERAL REPORTS IN SSIS ADMIN

- SECURITY REPORTS:
 - SECURITY FUNCTIONS REPORT
 - STAFF DETAIL REPORT
 - STALL QUALIFICATIONS REPORT
- WORKER
ROLE/FUNCTION
REPORT



SECURITY FUNCTIONS REPORT

GRID REPORT

OVERALL LOOK AT YOUR
AGENCY'S SSIS SECURITY
FOR USERS

Setup | Security Functions Report

Searches: Search on open

Function:

- Access adoption reports
- Access Case
- Access Charting and Analysis
- Access Commissioner Transition
- Access kinship reports
- Access malt detail reports
- Access mCase
- Access MnCHOICES

REVIEW USER PROFILES

SHOULD CURRENT ROLES BE UPDATED?

New | Program restrictions | Department Assignments | Unit Assignments | Units supervised | Qualifications | Special Studies

Identification		Role	
Prefix:	<input type="text"/>	Role:	<input type="text" value="<NONE>"/>
First:	<input type="text"/>	Temp Role:	<input type="text"/>
Middle:	<input type="text"/>	From:	<input type="text"/>
Last:	<input type="text"/>	To:	<input type="text"/>
Suffix:	<input type="text"/>	Workgroup Function Scope	
Title:	<input type="text"/>	Scope:	<input type="text"/>
E-mail:	<input type="text"/>	Workgroup Edit Allowed:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Phone:	<input type="text" value="() -"/>	Intake Worker Scope	
SSIS User ID:	<input type="text"/>	Intake Worker Scope:	<input type="text"/>
Agency Staff ID:	<input type="text"/>	Intake Unit:	<input type="text"/>
SSIS Staff ID:	<input type="text" value="223000507"/>	Reporting	
Entity:	<input type="text"/>	Cnty Of Srvc:	<input type="text" value="Aitkin"/>
Employee Type:	<input type="text"/>	Staff Activity Required:	<input type="radio"/> Yes <input type="radio"/> No
Mental Health Adult Initiative (MHA):	<input type="radio"/> Yes <input type="radio"/> No	Documents	
RTC Employee:	<input type="radio"/> Yes <input type="radio"/> No	Local Agency Contact:	<input type="radio"/> Yes <input type="radio"/> No
Host County:	<input type="text"/>	Document Credentials:	<input type="text"/>

STAFF DETAIL REPORT EXAMPLE

Staff Detail Report

Goode, Jon B, 212054019

Phone: (303) 333-0333

E-mail: jonb@state.or.us

County Staff ID: 1234

County entity: Social Services

Employee type:

Mental health adult initiative: No

RTC employee: No

Host county:

Role

Role: Goode Sample Role

Temp Role:

From:

To:

Scope

Workgroup: Department

Workgroup edit allowed: Yes

Detail worker: Department

Detail unit: BSH 549

Reporting

County of service: Andra

Staff activity required: Yes

Documents

Local Agency Contact: Yes

Document Credentials: Lic Social Worker

Program Restrictions

Children's Services

Child Care

Mental Health

Developmental Disabilities

Department Assignments

SSS default

Unit Assignments

SSS default

Staff Qualifications

Type	Claim Category	Qualified	Start Date	End Date
Child safety (permanent professional)		Yes	1/1/2001	
Healthcare planning	CUSTOM	Yes	1/1/2002	

REVIEW CURRENT STATUS IN ADMIN

- ARE ALL STAFF ENTERED?
- DO ALL STAFF WHO ARE NO LONGER EMPLOYED HAVE A TEMP ROLE OF “NONE”?
- ARE ALL SITE LOCATIONS ENTERED AND CORRECT?
- ARE ALL DEPARTMENTS CORRECT?
 - UNITS ASSOCIATED WITH DEPARTMENTS?
 - STAFF CORRECTLY ASSOCIATED WITH UNITS?
 - ROLES WITH APPROPRIATE ASSIGNED FUNCTIONS?
 - STAFF ASSIGNED TO ROLES?
 - EXTERNAL PLACEMENT CASE MANAGERS UPDATED?

CONFIDENCE IN SSIS SECURITY

- UNDERSTANDING ROLES AND FUNCTIONS IN SSIS ADMIN
- EASIER TO MAINTAIN IN THE FUTURE
- COMPLIANCE WITH DATA PRACTICES
- BETTER UNDERSTANDING OF WHO HANDLES WHAT IN YOUR AGENCY
- OPPORTUNITIES OF FINDING NEEDED BACKUP AND CROSS TRAINING

QUESTIONS?

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SSIS WORKER MENTOR COORDINATOR

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