

# Recommended Worker Mentor Resources Impact of Placement, Policy, Federal and State Requirements

Support Materials for Supervisors, Caseworkers, Social Workers, and Case Aides

June 2016

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## Placement/Permanency

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SSIS Placement Tip Sheet April 2016

[SSIS Placement Tip Sheet Updated April 2016](#)

DHS Bulletin #15-68-16

[Extended Foster Care for Youth Ages 18–21](#)

Adoption and Foster Care Analysis and Reporting System (AFCARS)

[AFCARS Foster Care and Adoption Data Elements](#)

DHS Bulletin #14-68-12

[Clarification of Placement for AFCARS Purposes](#)

DHS Bulletin #15-68-14

[Ensuring Educational Stability of Children in Foster Care](#)

DHS Bulletin #15-68-05

[Procedures for Emergency Relative Placements](#)

DHS Fact Sheet: Concurrent Permanency Planning: Reducing time in foster care

[Relative Notice Requirements for Children in Foster Care](#)

DHS Bulletin #15-68-12

[Concurrent Permanency Planning: Reducing time in foster care](#)

Adoption and Guardianship Policy on Sibling Placement, Separation and Visitation

[A/G Policy on Sibling Placement, Separation and Visitation](#)

Adoption Process Checklist for Children under Guardianship of the Commissioner

[Adoption Process Checklist](#)

DHS Bulletin #16-68-08

[Clarifying Culture in Placement Decisions](#)

DHS Bulletin #15-68-14

[Ensuring Educational Stability of Children in Foster Care](#)

DHS Bulletin #14-68-07

[School Nutrition for Children in Foster Care](#)

DHS Bulletin #14-68-16

[Consumer Credit Reports for Youth in Foster Care](#)

Child and Teen Checkups Coordinators webpage

[Child and Teen Checkups \(C&TC\) Early and Periodic Screening Diagnosis and Treatment \(EPSDT\) Program](#)

Placement support for Adolescents

[Adolescent Services webpage](#)

DHS Bulletin #16-68-09

[Responding to Youth Who Run Away from Foster Care Practice Guide Issued](#)

DHS Bulletin #15-68-17C

[Title IV-E Requirements for the Preventing Sex Trafficking and Strengthening Families Act](#)

DHS Adoption and Guardianship Resources

[Adoption and Guardianship webpage](#)

DHS Policy on Foster and Adoption Placement Decisions for Children under Guardianship of the Commissioner:

[Foster and Adoption Placement Decisions for Children Under Guardianship of the Commissioner](#)

DHS Policy on State Adoption Exchange and Other Child-specific Recruitment Activities for Children Under Guardianship of the Commissioner

[State Adoption Exchange and Other Child-specific Recruitment Activities for Children under Guardianship of the Commissioner](#)

Northstar Care for Children

[Northstar Care for Children webpage](#)

Transfer of Permanent Legal and Physical Custody (TPLPC) Process checklist

[Transfer of Permanent Legal and Physical Custody \(TPLPC\) Process Checklist eDocs](#)

SSIS Fact Sheet

[Statewide Child Welfare Information System - SSIS](#)

DHS Bulletin #15-68-22

[Timely Case Documentation in the Social Service Information System \(SSIS\) Supports Case Practice](#)

Payment arrangements for bed holds

[Social Services Information System Update #411 Page 4](#)

Child Foster Care and Waiver Services Policy Clarification and How to enter Payments in SSIS

[Social Services Information System Update #429 Page 2](#)

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*Title IV-E Requirements, Relative Custody Assistance, and Resources*

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DHS Bulletin #15-68-04C

[Title IV-E Foster Care Update](#)

DHS Bulletin #14-68-06

[Title IV-E Foster Care Placement, Care and Supervision Agreement](#)

DHS Bulletin #15-68-15

[Title IV-E Northstar Kinship Assistance Program Requirements](#)

DHS Bulletin #16-68-07

[Overview of Relative Custody Assistance](#)

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*CW-TCM Requirements and Resources*

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DHS Bulletin #14-68-20

[CW-TCM Policy Guidelines Child Welfare-Targeted Case Management \(CW-TCM\) requirements for counties and contracted vendors](#)

DHS Bulletin #14-68-21

[CW-TCM Policy Guidelines Child Welfare-Targeted Case Management \(CW-TCM\) requirements for tribal social service agencies](#)

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*Coordinated Court and Department of Human Services Requirements*

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DHS Bulletin #16-68-06

[Separating Confidential Documents and Information When Filing Juvenile Protection Case Records](#)

Children's Justice Initiative (The Children's Justice Initiative (CJI) is a collaboration between the Minnesota Judicial Branch and the Minnesota Department of Human Services) [main site](#):

[Children's Justice Initiative \(CJI\)](#)

CJI Child Safety, Permanency, and Wellbeing Checklist "Questions to Ask Regarding Every Child Involved in the Child Protection System."

[CJI Child, Safety, Permanency and Wellbeing Checklist](#)

CJI CHIPS to Permanency Timeline "Required Timing for Permanency Proceedings under Minnesota Statutes Chapter 260C except CHIPS By-pass Cases and Voluntary Placements."

[CJI CHIPS to Permanency Timeline](#)

CJI Permanency Timeline for Children in Out-of-Home Placement

[CJI Permanency Timeline for Children In Out-Of-Home Placement](#)

CJI Administrative and Judicial Events for a Child in Voluntary Foster Care for Treatment

[CJI Administrative and Judicial Events for a Child in Voluntary Foster Care for Treatment](#)

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*Child Protection and Children's Mental Health Requirements*

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DHS Bulletin #15-68-19C

[Revised Child Maltreatment Intake, Screening and Response Path Guidelines](#)

DHS Bulletin #15-68-01

[Child Safety Practice Guidance Issued](#)

Governor's Task Force Recommendations - 2015

[Governor's Task Force on the Protection of Children Final Report and Recommendations](#)

Tribal Response to the Governor's Task Force Recommendations - 2015

[Tribal Response to the Governor's Task Force on the Protection of Children](#)

Child protection in Minnesota: Keeping children safe

[Child protection in Minnesota: Keeping children safe \(March 2016\)](#)

DHS Bulletin #16-68-04

[Parent Support Outreach Program \(PSOP\) Updated Guidance](#)

Child Protection and Child Welfare Supervision webpage

[Resources for Child Protection and Child Welfare Supervision](#)

Minnesota Children's Mental Health Laws and Requirements

[Children's mental health programs and services](#)

Mental Health Services Manual

[Minnesota Online Mental Health Services Manual for Adult and Children's Mental Health](#)

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*Out of Home Placement Plans*

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DHS Bulletin #16-68-01A

[Modifications to the Out-of-Home Placement Plan in Social Service Information System](#)

DHS Bulletin #15-68-17

[Title IV-E Requirements for the Preventing Sex Trafficking and Strengthening Families](#)

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*Tribal, Federal, and State Social Services Resources and Reporting*

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Indian Child Welfare Manual: Indian Child Welfare Act and Minnesota Indian Family Protection Act Requirements

[Indian Child Welfare Manual: ICWA and MIFPA](#)

Government to Government legal and political processes and resources between the United States and Indian Tribes and Alaska Native Entities

[IndianAffairs.gov webpage](#)

Tribal Leaders Directory and Tribal Entities List - 2015

[US Department of Indian Affairs/Division of Tribal Government Services](#)

Children's Bureau – Office of the Administration for Children & Families

[Federal Adoption and Foster Care Analysis Reporting System \(AFCARS\) Webpage](#)

[Federal National Child Abuse and Neglect Data System \(NCANDS\) Webpage](#)

State Statute: Monthly Contacts with Children in Placement

[260C.212 CHILDREN IN PLACEMENT. Subd. 4a. Monthly caseworker visits](#)

DHS Bulletin #16-69-02 (Outcome Expectations for Children and Adults)

[2016 County Performance Thresholds](#)

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*Adult Maltreatment, VA/CEP, MAARC*

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Adult Protective Services web page

[Adult Protective Services Resource Information and Links](#)

Structured Decision Making ® for Adult Protection

[Minnesota Adult Protection Guidelines and Procedures Manual](#)

Adult Protection Manual

[DHS Adult Protection Manual - A Training Manual for County Adult Protective Services](#)

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*Contact/Activities in SSIS for Time Reporting*

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Increase knowledge for Supervisors, Workers, and Mentors for which Programs, Services, Sub-Service codes local agencies have added, and Activities to be selected for time reporting.

Impact on agency practice and/or workers that use “Contact” section of a potentially billable activity to document inappropriate things, e.g., completed contacts with case file, leaving voicemails, reading or sending emails to clients or professionals, typing service plans, etc.

DHS Bulletin: #15-32-09

[Changes to DHS BRASS Manual for Calendar Years 2016 - 2017](#)

SSIS Fiscal Training Documentation

[SSIS Software Specification Healthcare Claiming Requirements](#)

Each program area has their own requirements and need to be contacted directly for accurate information

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## Documenting Mentor Training and Mentor Responsibilities

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DHS Bulletin: #15-32-07

[Instructions for Completing the Social Service Fund Report, Form \(DHS-2556\)](#)

Federal Financial Participation for Worker Mentor Training, Worker Mentor Staff Time Training, Worker Mentor Troubleshooting User and Desktop Support, Travel Expenses, etc

- Line 40 – User and Desktop Support
- Line 43 - Other (specify)
- Section - Note:
- Section - SSIS Claiming Frequently Asked Questions

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