

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

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

December 2016

Placement/Permanency

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 #16-68-16

[Clarification of Placement for AFCARS Purposes](#)

U.S. Department of Health & Human Services, Administration for Children & Families (ACF)

[ACF Child Welfare Policy Manual October 20, 2016](#)

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 #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 #16-68-18

[Allocations Announced for Adolescent Independent Living Skills Funding](#)

DHS Bulletin #16-68-09

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

DHS Bulletin #16-68-04

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

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](#)

DHS Bulletin #16-68-11

[Overview of 2016 Laws Affecting Children and Families](#)

Child Welfare Policy Guidance for the Social Services Information System

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](#)

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

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](#)

DHS Bulletin #16-68-13

[Transfer of a Child Welfare Case to a Tribe Outside of Minnesota](#)

DHS Bulletin #16-68-14

[County Responsibilities for the Transfer of a Child Welfare Case to a Tribal Agency](#)

DHS Bulletin #15-68-17C

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

CW-TCM Requirements and Resources

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](#)

Coordinated Court and Department of Human Services Requirements

DHS Bulletin #16-68-06C

[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](#)

Child Protection and Children's Mental Health Requirements

DHS Bulletin #16-68-21

[After Hours Child Protection Coverage](#)

DHS Bulletin #16-68-20

[Minnesota's Child Maltreatment Report, 2015](#)

And, direct link to the report in eDocs

[Minnesota's Child Maltreatment Report 2015 - Report to the 2016 Minnesota Legislature](#)

Minnesota's Best Practices in Family Assessment and Family Investigation

[DHS Bulletin #16-68-17](#)

And, direct link to the practice guide in eDocs

[Minnesota's Best Practices in Family Assessment and Family Investigation](#)

DHS Bulletin #15-68-19

[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 \(March 2016\)](#)

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

Governor's Task Force on Mental Health – Final Report

[Task Force on Mental Health November 2016](#)

DHS Policy Practice Guide for offering Voluntary Services

[Engaging Families in Voluntary Child Welfare Services Practice Guide](#)

Out of Home Placement Plans

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](#)

Tribal, Federal, and State Social Services Resources and Reporting

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

[Indian Child Welfare Manual: ICWA and MIFPA \(Currently being updated - do not use\)](#)

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

[IndianAffairs.gov webpage](#)

Federal Register – Indian Child Welfare Act Proceedings

[Indian Child Welfare Act Proceedings - A Rule by the Indian Affairs Bureau on 06/14/2016](#)

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](#)

Federal Child Welfare Policy Manual (includes AFCARS, CAPTA, Independent Living, Title IV-B, Title IV-E, and Tribes/Indian Tribal Organizations)

[Children's Bureau Office of the Administration for Children & Families Child Welfare Policy Manual](#)

Child Welfare Data Dashboard 2016 webpage

[DHS Child Welfare Data Dashboard](#)

Child Welfare Data Dashboard Help

[Minnesota Child Welfare Data Dashboard Help Document](#)

SSIS Update Issue 444 May 13, 2016

[Minnesota again "Substantially Noncompliant" with Title IV-E Due to Late Entry of Discharge Data for AFCARS Reporting](#)

Adult Maltreatment, VA/CEP, MAARC

Adult Protective Services web page

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

Structured Decision Making ® for Adult Protection

[Minnesota Adult Protection Structured Decision Making \(R\) Guidelines and Procedures Manual](#)

Adult Protection Manual

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

Contact/Activities in SSIS for Time Reporting

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

Documenting Mentor Training and Mentor Responsibilities

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

Key: **New items from 4th quarter 2016 highlighted in light orange**

Compilation by: Lisa Litchfield, M.A., L.I.C.S.W.

SSIS Worker Mentor Coordinator, SSIS Joint Design Facilitator, SSIS Worker Advisory Group Coordinator/Facilitator, SSIS Help Desk Customer Support

Minnesota IT Services | Partnering with Department of Human Services

Lisa.Litchfield@state.mn.us