

SSIS VERSION 14.3 WORKER RELEASE TRAINING

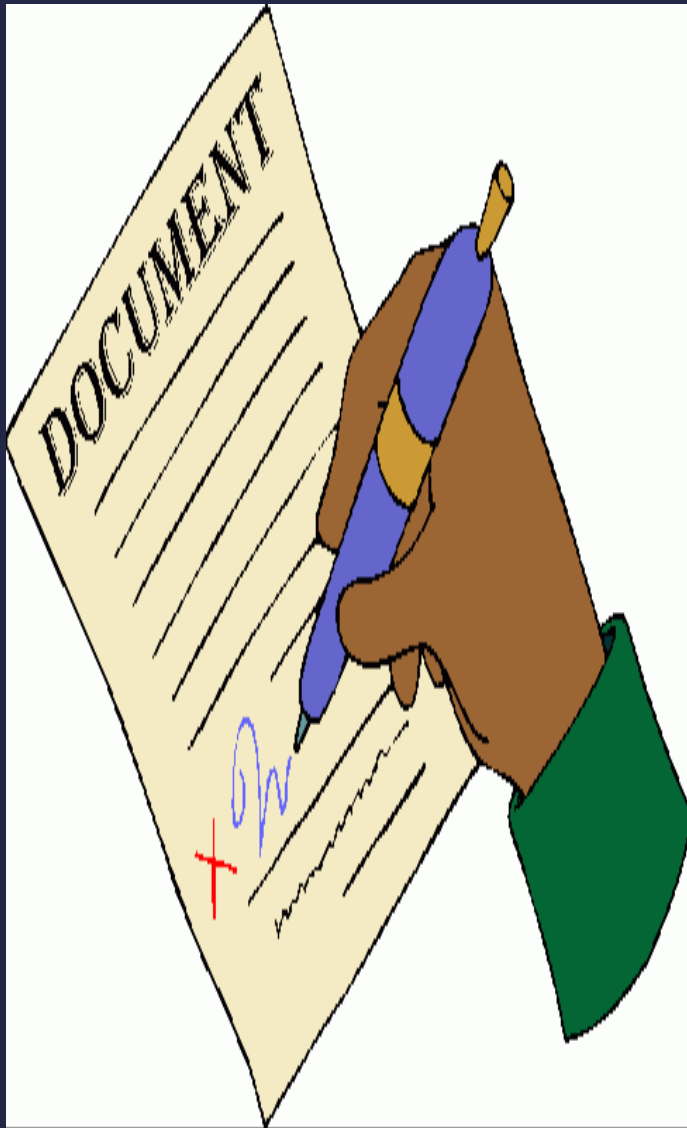
September 2014

Renetta Walk - Worker Trainer

Agenda

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- Documents
 - ▣ Overview
 - Rich Text Format (RTF) Documents
 - How to Edit RTF Documents
 - ▣ Adding or Removing Headers on RTF documents
 - How to Create, Attach, Change or Remove RTF Document Template Headers
- General Changes/Updates
 - ▣ Reports
 - ▣ Fields
 - ▣ Screen
 - ▣ Other Updates
- Training Schedule



WORKGROUP CHRONOLOGY DOCUMENTS

State Workgroup Documents

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- ❑ Some of the State HTML workgroup documents were changed to RTF documents because the original HTML implementation did not give users the intended flexibility within the document.
- ❑ There are now two different formats for the Workgroup Chronology documents.
 - ❑ HTML
 - ❑ RTF

Two Types of State Workgroup Documents in Chronology

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- HTML documents
 - Protected text entered by the State is non-editable by users.
 - All merged fields on the Setup tab are protected text.
 - Text boxes
 - To enter text, you have to click on the pencil to open the editor.
 - Text is entered in one text box at a time.
 - Cannot edit text that merges in from the Setup tab.

Two Types of State Workgroup Documents in Chronology

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- Rich Text Format (RTF) documents
 - Offers more editing flexibility within the document.
 - Users can insert text as needed.
 - Some merge fields can be edited.
 - Many documents were transitioned to the new RTF format.
 - Other documents used primarily by child protection, adult protection and licensing workers will transition to RTF format at a later date.

Example of HTML Fields/Elements

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- Merge fields
 - Agency
 - Parent 1
- Elements
 - Drop-down menus
 - Checkboxes
- Protected text.

State of Minnesota	District Court
County Anoka	Judicial District: <input type="text"/> Court File Number: <input type="text"/> Case Type: Juvenile
In the Matter of the Welfare of the Child(ren) of: Name: Janice Harvard <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Certification of Distribution of Social Worker Court Report for Hearing on <input type="text"/> or Between Disposition Review Hearings

The undersigned hereby certifies that the original of the Social Worker Juvenile Court Report of , is attached and is hereby filed with the Court, and that a true and correct copy of the Report was distributed to the following parties and their attorneys:

on 20 ,
at the following address:

by: Personal delivery Interoffice Mail Facsimile U.S. Mail

Example of RTF Fields

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- Editable merge fields
 - Parent 1
 - Parent 2
- Add or remove most text in the document.

State of Minnesota County: Freeborn	District Court Judicial District: Court File Number: Case Type: <i>Juvenile</i>
---	---

In the Matter of the Welfare of the Child(ren) **Certification of Distribution of**
of: **Social Worker Court Report**
Terri Walk Parent Legal Custodian **for**
Ursula Walk Parent Legal Custodian **Hearing on _____**
or
Between Disposition Review Hearings

The undersigned hereby certifies that the original of the **Social Worker Juvenile Court Report of _____**, is attached and is hereby filed with the Court, and that a true and correct copy of the Report was distributed to the following parties and their attorneys:

Asst. County Attorney, _____, on _____, 20____, at the following address _____ by
 Personal delivery Interoffice Mail Facsimile U.S. Mail

List of HTML Documents

- Some documents remain in HTML format
- See handout: List of HTML Documents in Chronology.

Documents in Chronology-HTML

This list contains current HTML documents in Chronology.

HTML Document Name	
1.	APS Notice of Findings
2.	APS-Initial Disposition Letter
3.	APS-Reconsideration Letter
4.	CPS Family Assessment Mandated Reporter Summary Notice
5.	CPS Family Investigation Notice of Reconsideration
6.	CPS Notice of Assessment Summary
7.	CPS Notice of Summary Disposition
8.	Dual Reconsideration Notice
9.	Licensing Disqualification - Risk of Harm Notice

List of RTF Documents

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Social Services Information System (SSIS)

- 80 related documents updated
- See handout: List of Rich Text Format (RTF) Documents in Chronology.

Documents in Chronology-Rich Text Format (RTF)

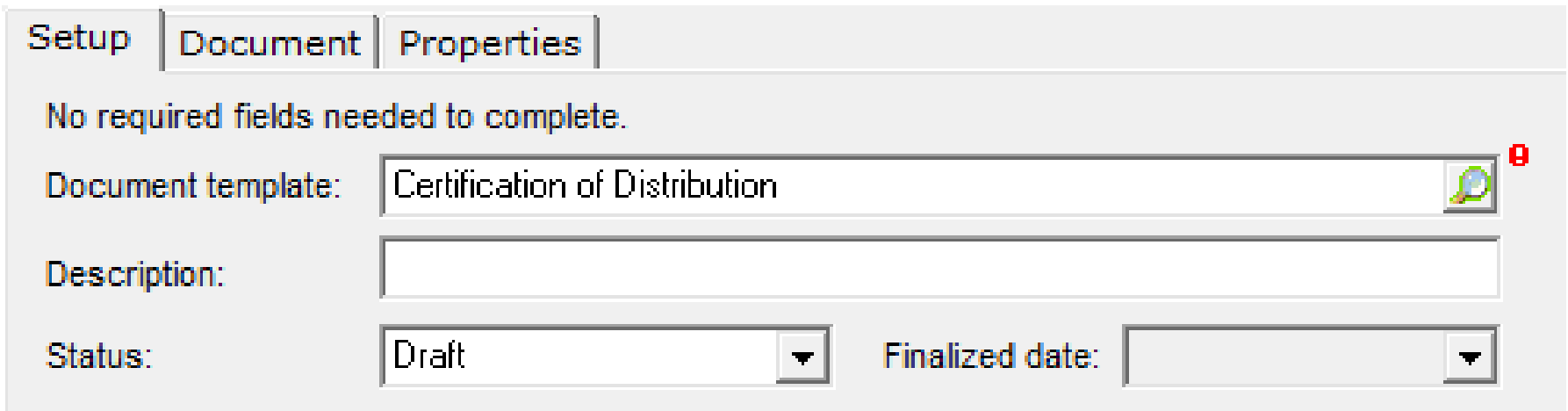
This list contains current documents replaced by RTF documents. The RTF documents are available in Chronology.

RTF Document Name	
1.	Adoption Assistance Agreement
2.	Adoption Assistance Certification
3.	Adoption Placement Agreement
4.	Adoption Placement Decision Summary
5.	Adult Foster Care Reference Letter – Corporate
6.	Adult Foster Care Reference Letter – Family
7.	APS-Notice of Investigation not completed
8.	At-Risk Adoption Assistance Amendment
9.	Authorization To Provide Care for Child
10.	Background Study Clearance
11.	Caretaker Relative Notice
12.	Certification of Distribution – Social Worker Court Report

Access the RTF Documents

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- Search remains the same for all workgroup documents.



The screenshot shows a software interface with three tabs: "Setup", "Document", and "Properties". The "Properties" tab is active. Below the tabs, there is a message: "No required fields needed to complete." Below this message, there are four input fields:

- Document template:** A text box containing "Certification of Distribution" with a magnifying glass icon on the right.
- Description:** An empty text box.
- Status:** A dropdown menu with "Draft" selected.
- Finalized date:** An empty date selection field.

Type-Ahead Functionality

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- ❑ Type-ahead functionality available on the Document template field on the Setup tab, except in State Service Plans.

Example:

Enter part of the document name and click the search button. The document name displays in the Template Search list.

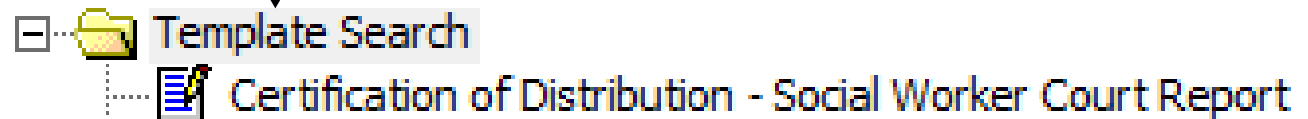
Setup | Document | Properties

No required fields needed to complete.

Document template: Certification of Distribution

Description:

Status: Draft Finalized date:



Access Documents

To Access Documents:

1. Right-click on the Chronology folder and select **New Document**.
2. Use the type ahead feature by entering the name of the document in the Document template field and click the search button, or click the search button to get a complete listing of all documents.

RTF Document Editing Options

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□ Users can

- Edit Name merge fields
- Copy and paste table rows
- Add or remove spacing
- Add or remove page breaks
- Use hyperlinks and bookmarks
- Change font style, size, color and other word processing options
- No longer need to do this field by field
- Edit and Print from the expanded view.

Click the Editor button to Edit or Print

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Document Properties

E

Must click the Editor button to edit the document.

State of Minnesota **District Court**

County: Freeborn

Judicial District: _____

Court File Number: _____

Case Type: *Juvenile*

In the Matter of the Welfare of the Child(ren) Certification of Distribution of Social Worker Court Report for Hearing on or Between Disposition Review Hearings

Parent Legal Custodian

Parent Legal Custodian

The undersigned hereby certifies that the original of the **Social Worker Juvenile Court Report of _____**, is attached and is hereby filed with the Court, and that a true and correct copy of the Report was distributed to the following parties and their attorneys:

Asst. County Attorney, _____, on _____, 20____, at the following address _____ by
 Personal delivery Interoffice Mail Facsimile U.S. Mail

Guardian ad Litem, _____, on _____, 20____, at the following address _____ by
 Personal delivery Interoffice Mail Facsimile U.S. Mail

Attorney for Guardian ad Litem, _____, on _____, 20____, at the following address _____ by

RTF Document

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Edits made on the document

- Added names
- Increased font size and type
- Changed font color
- Deleted the lines when I entered the Guardian ad Litem's information.

State of Minnesota	District Court
County: Freeborn	Judicial District: Tenth
	Court File Number:
	Case Type: <i>Juvenile</i>

In the Matter of the Welfare of the Child(ren) **Certification of Distribution of**
of:
John Jones **Social Worker Court Report**
 Parent Legal Custodian **for**
Janice Jones **Hearing on August 14, 2014**
 Parent Legal Custodian **or**
Between Disposition Review
Hearings

The undersigned hereby certifies that the original of the **Social Worker Juvenile Court Report of Larry Jones**, is attached and is hereby filed with the Court, and that a true and correct copy of the Report was distributed to the following parties and their attorneys:

Asst. County Attorney, Debbie Lawrence, on August 12, 2014, at the following address 444 Lafayette Rd, St. Paul, MN 55104 by
 Personal delivery Interoffice Mail Facsimile U.S. Mail

Guardian ad Litem, Shawn Pikel on August 12, 2014, at the following address 444 Lafayette Rd, Suite 3441, St. Paul, MN 55104 by
 Personal delivery Interoffice Mail Facsimile U.S. Mail

Guardian ad Litem, _____, on _____, 20____, at the following address _____ by
 Personal delivery Interoffice Mail Facsimile U.S. Mail

RTF Document

Adding or Removing Text

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CHILD'S ADDRESS: 444 Lafayette RD #4140 St Paul, MN 55155	Merge fields are not inside the brackets and are non-editable.	PHONE: 651-431-4917 ed a telephone number					
MOTHER'S ADDRESS: 444 Lafayette RD #4140 St Paul, MN 55155		PHONE:					
FATHER'S ADDRESS: []		<table border="1"> <thead> <tr> <th>Type</th> <th>Phone</th> <th>Phone ext</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>(651)444-4444</td> <td></td> </tr> </tbody> </table> PHONE:	Type	Phone	Phone ext	Home	(651)444-4444
Type	Phone	Phone ext					
Home	(651)444-4444						

In accordance with the Minnesota Indian Family Preservation Act we are hereby notifying you that the above name child [MN Statutes, sections 260.761 and 260.765:

- Has been in voluntary foster care since [MM/DD/YYYY] (Note: this notice must be made within 7 days of an out of home placement, excluding weekends and holidays.) [MN Statutes, section 260.765, subd. 2
- Is being considered for voluntary foster care placement (Note: this must be done within 7 days of determination that placement may be needed and requires continued agency involvement in excess of 30 days.) [MN Statutes, section 260.761, subd. 2
- Is receiving services that may exceed 30 days and involves conditions which may lead to out of home placement [MN Statutes, section 260.761, subd. 2
- Is involuntarily out of the home due to police hold or court order since [MM/DD/YYYY]. (Note: Notice to tribe must be sent by registered mail with return receipt requested.) [25 USC 1901 - 1963

NAME OF THE COURT:	COURT ADDRESS:
PHONE:	COURT CONTACT PERSON:

RTF Document

Adding or Removing Text

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The diagram shows a list of RTF fields with annotations. Red circles highlight the brackets around the date and address. Red arrows point from text boxes to these brackets. The text boxes are labeled 'Text inside the brackets' and 'Text outside the brackets.' The fields are: DATE:]July 29, 2014[, TO: NAME: Terri Walk, TRIBE: ADDRESS:]444 Lafayette RD #4140[, CITY, STATE ZIP:]St Paul, MN 55155[.

DATE:]July 29, 2014[

TO:

NAME: Terri Walk

TRIBE:

ADDRESS:]444 Lafayette RD #4140[

CITY, STATE ZIP:]St Paul, MN 55155[

Text inside the brackets

Text outside the brackets.

The brackets display around merged fields. They are unseen in the main body of the text for a document; yet, the main body of text is still editable.

Add or Delete Text

To Add or Remove Text in a RTF Document:

1. From the **Document** tab, click Editor button.
2. Add or delete text as desired.
 - Text displayed between an open and closed bracket is editable
 - Text displayed outside of the brackets is non-editable
3. Click the **File** menu and select **Save**.

RTF Document Date Picker

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In accordance with the Minnesota Indian Family Preservation Act, a child's name child [MN Statutes, sections 260.761 and 260.765:

Click on date picker.

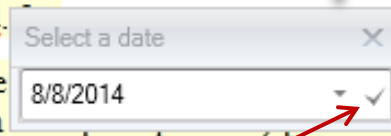
Has been in voluntary foster care since [MM/DD/YYYY] (Note: Notice to tribe must be sent by registered mail with return receipt within 7 days of placement.) [MN Statutes, section 260.761, subd. 2]

Today's date defaults.

Is being considered for voluntary foster care placement (Note: Notice to tribe must be sent by registered mail with return receipt within 7 days of placement.) [MN Statutes, section 260.761, subd. 2]

Is receiving services that may exceed 30 days and involves conditions which may lead to out of home placement [MN Statutes, section 260.761, subd. 2]

Is involuntarily out of the home due to police action (Note: Notice to tribe must be sent by registered mail with return receipt within 7 days of placement.) [MN Statutes, section 260.761, subd. 2]



Select a date

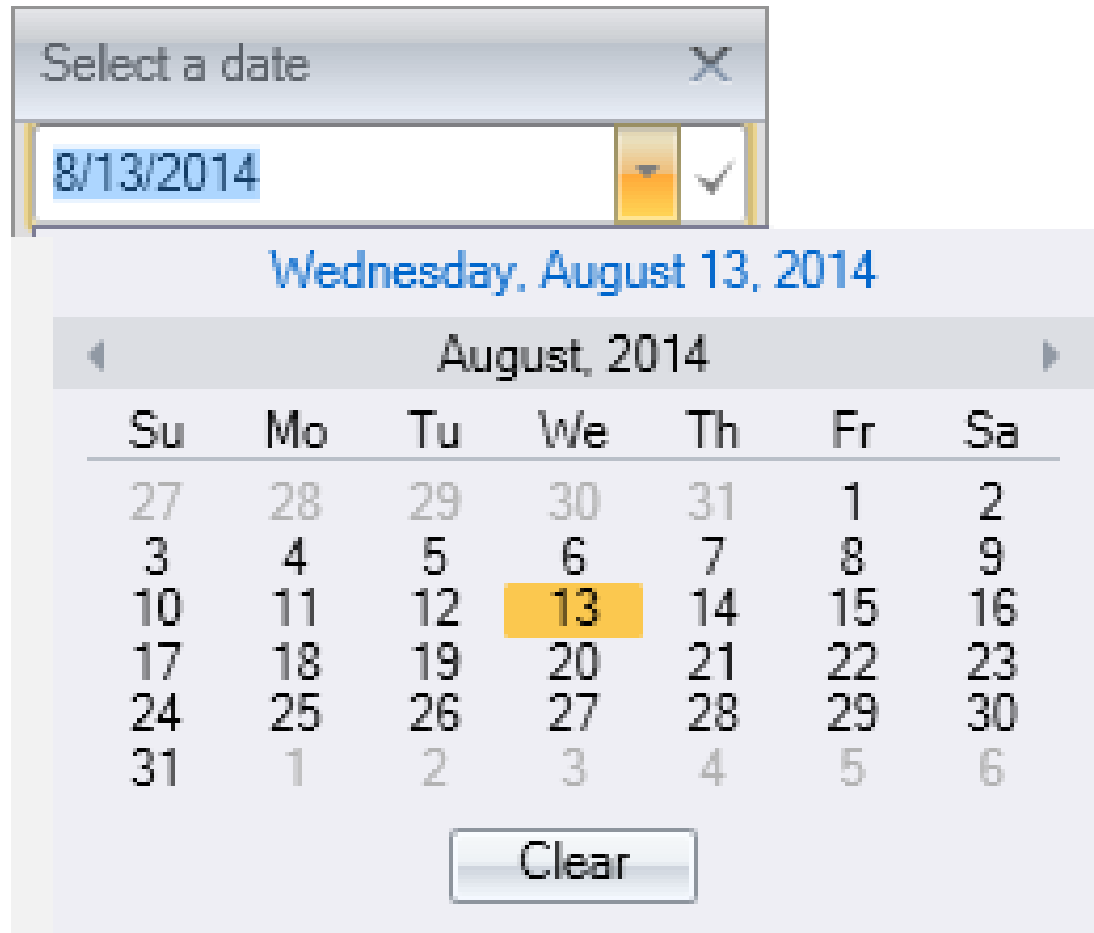
8/8/2014

✓

Click the checkmark to save the date.

How to Change the Date

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Use New Date Picker

To Select A Date:

1. Click on the date picker in the RTF document.
2. Select the date.
 - Today's date is the default date, or
 - Enter a new date, or
 - Click on the date drop-down menu to access a full calendar and select a date.
3. Click the checkmark to save the date.

Some Expanded Editor Options

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Normal word processing features.

- ❑ Tab options on the RTF editor toolbar.
- ❑ Additional menu options available on the ribbon beneath the selected Tab on the toolbar.



Document Opened in the Expanded Editor

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NOTICE TO TRIBE OF SERVICES TO AN INDIAN CHILD

DATE: July 29, 2014

TO:

NAME: Terri A. (added a middle initial) Walk
TRIBE:
ADDRESS: 444 Lafayette RD #4140
CITY, STATE ZIP: St Paul, MN 55155

Add additional information within the brackets.

Important Notices

Added a hyper link here: [eDocs](#)

In certain court proceedings concerning the custody of a child, specific rights apply if the child that is the subject of the proceeding is an Indian child. An "Indian child" means any unmarried person who is under age eighteen and is either (a) a member of an Indian tribe or (b) is eligible for membership in an Indian tribe. A "Parent" means the biological parent of an Indian child, or any Indian person who has lawfully adopted an Indian child, including a person who has adopted a child by tribal law or custom. It does not include an unmarried father whose paternity has not been acknowledged or established.

In child custody cases concerning an Indian child:

1. The child's parents, Indian custodians and tribe have the right to intervene in any proceedings involving children who are tribal members or are eligible for tribal membership.

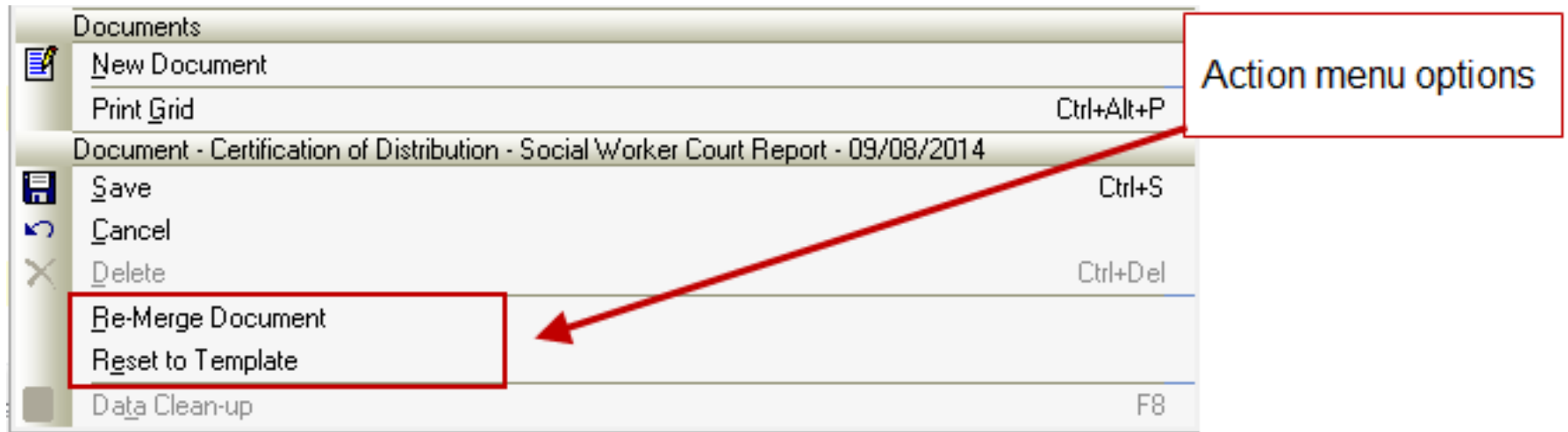
Edit the RTF Document

To Edit the RTF Document:

1. From a completed **Setup tab**, click the **Document** tab.
2. Click the Editor button and edit document as desired.
3. Click the **X** to close the editor.
4. Save changes.

New Document Tab Menu Options

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New Document Tab Menu Options

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- ❑ Re-Merge Document
 - ❑ Clears any **edits made to merge fields**
 - ❑ Updates any **merge fields that were changed** in the database
 - ❑ Use to update the Header on an existing document.

Warning: Typing immediately before or after the text is considered outside of the merge fields. This means that re-merging from the Setup tab will not affect edits before and/or after the merge field.

New Document Tab Menu Options

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- ❑ Reset to Template

Clears **all** edits to the document (text, spacing, deletions, etc.) **except merge fields.**

Re-Merge or Reset the RTF Document

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To Use Re-Merge Document or Reset to Template:

1. From the Chronology folder, access the **Action** menu and expand the Documents folder.
2. Select the document and then select **Display Setup**.
3. Complete **Setup** tab.
4. Click the **Document** tab.

Re-Merge or Reset the RTF Document

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To Use Re-Merge Document or Reset to Template Cont'd:

4. Access the **Action** menu and select **Re-Merge Document** or **Reset to Template**.
5. Review the warning message and select **Yes** or **No** to continue or cancel.
6. Click the blue E to open the editor.
7. Update document and Click **Save**.

How to Edit RTF Documents Demo

Available on Demand

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- Click on the link: [How to Edit an RTF document](#). Follow the login instructions: Enter First Name, Last Name and E-Mail Address.

Or

- Access iLinc recordings:
 1. Click on the following link: <https://minnesota.ilinc.com/> (No need to sign in. Go to Step 2.)
 2. Click on the **Public Sessions** tab.
 3. Click on the **Join** tab.
 4. Find the session that you would like to watch.
 5. Click on the **Open** button for that session. The session will open in a new window.

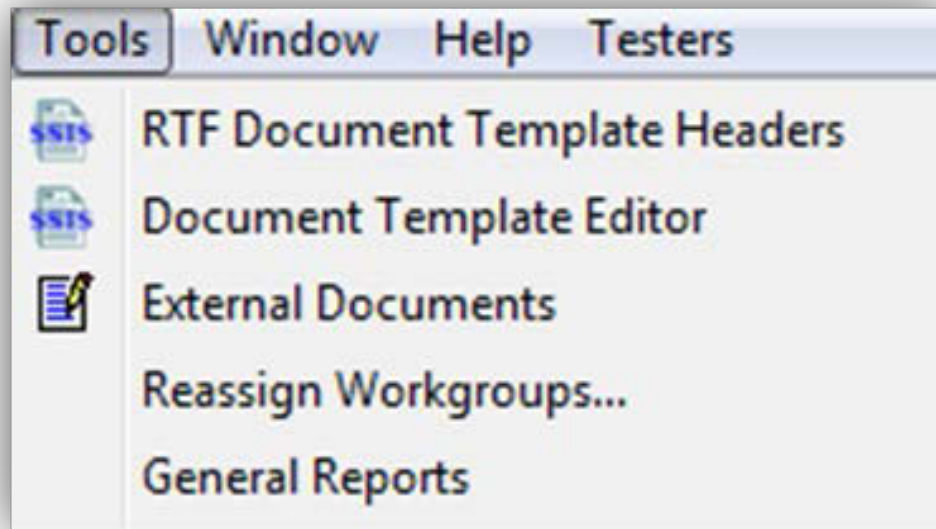
RTF Document Headers

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- ❑ The RTF documents need new RTF Headers attached.
- ❑ First Page Header is the only option available.
- ❑ Security Admin rights of Create Document Templates needed to create and attach the RTF Headers.

Access RTF Document Headers

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To Access RTF Document Template Headers:
Access the **Tools** menu and select **RTF Document Template Headers**.

Create RTF Document Headers

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Template Name	Document Template #
Tinas Header	10211055
Tinas Second Header	10211058
Tinas Third Header	10211210
Renetta Header -UST	10211536
	10211539

Template Name:

Associated Templates - First Page Header

- Adoption Assistance Agreement
- Adoption Assistance Certification
- Adoption Placement Agreement
- Adoption Placement Decision Summary
- Adult Foster Care Reference Letter - Corporate

E

Enter Header title here.

Click blue E to open the editor and add Header information.

Create an RTF Document Header

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To Create a RTF Document Header:

1. Access the **Tools** menu and select **RTF Document Template Headers**.
2. Access the **Action** menu and select **New RTF Document Template Header**.
3. Enter a title for the Header in the **Template Name** field and save.
4. Click on the blue E to expand the editor.
5. Create the Header in the editor.
6. Click **X** to close the editor and click **Save**.

Attach RTF Document Header


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Template Name	Document Template #
Tinas Penguins In Line	10211230
Tinas Header	10211055
Tinas Second Header	10211058
Tinas Third Header	10211210
Renetta Header -UST	10211536

Template Name:

Associated Templates - First Page Header

- Sibling Separation Request Information
- Social and Medical History for a Child in Foster Care DHS-6754A
- Supplemental Adoption Assistance Needs Assessment
- Supplemental Relative Custody Assistance Needs Assessment



Department of Human Services 444 Lafayette Rd N. St. Paul, MN 55105	
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Attach RTF Document Header

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To Attach the RTF Document Header:

1. Access the **Tools** menu and select **RTF Document Template Headers**.
2. Highlight the Header in the Tree View or grid.
3. Select the checkbox next to each document that will use the selected Header.
4. Click **Save**.

Change an Attached RTF Document Header

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To Change an Attached RTF Document Header:

1. Access the **Tools** menu and select **RTF Document Template Headers**.
2. Highlight the **new** Header in the Tree View or grid.
3. Check the checkbox next to each document to change the Header.
4. Click **Save**.

Remove an Attached RTF Document Header

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To Remove an Attached RTF Document Header:

1. Access the **Tools** menu and select **RTF Document Template Headers**.
2. Highlight the Header in the Tree View or grid.
3. Uncheck the checkbox next to each document to remove the Header.
4. Click **Save**.

Remove an Attached RTF Document Header

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Hints:

- ❑ If the user finalizes a document and the template Header is later removed, the finalized document will retain the original header.
- ❑ If the user did not finalize the document and the template Header is updated or removed, the template will generate with the newly associated header or no header once the new Re-Merge Document function is used.

RTF Document Headers Tips

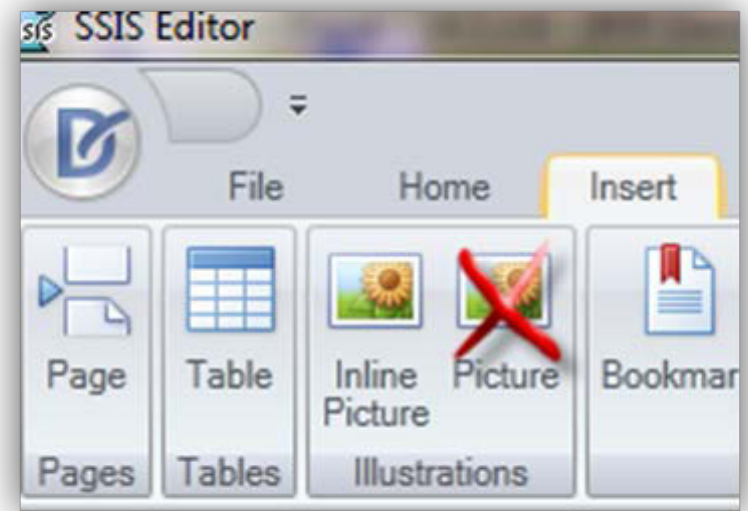
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- ❑ The user must have the security function “Create Document Template” in order to create a RTF Header.
- ❑ Do not copy and paste Headers used in the HTML Document Template Editor. Most of the fields used, including tables, do not translate into the RTF editor.
- ❑ Use the “Re-Merge Document” option to update the Header on an existing document.

RTF Document Headers Tips

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- ❑ To insert an image file (e.g. jpg, png, etc.), use the editor option “Inline Picture” instead of the “Picture”. This prevents overlapping that may occur when the document is created in Chronology or the Client folder.



How to Create, Attach, Change or Remove RTF Document Headers Demo

Available on Demand

43

- Click on the link: [How to Create, Attach, Change or Remove a RTF Document Template Header](#). Follow the login instructions: Enter First Name, Last name and E-Mail Address.

Or

- Access iLinc recordings:
 1. Click on the following link: <https://minnesota.ilinc.com/> (No need to sign in. Go to Step 2.)
 2. Click on the **Public Sessions** tab.
 3. Click on the **Join** tab.
 4. Find the session that you would like to watch.
 5. Click on the **Open** button for that session. The session will open in a new window.

Known Defects

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Document Templates

□ Documents and Local Agency Service Plans

Printing a document or service plan twice causes an error message to display. The error message prevents printing the document or service plan.

- Workaround: Refresh the screen after printing.

□ Template Search

When viewing RTF documents in the Template Search preview screen, right-clicking on a hyperlink displays a menu with “Open hyperlink” enabled. Clicking on the “Open hyperlink” does nothing.

- Workaround: Do not click on the “Open hyperlink” menu option.

Known Defects

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Document Templates Cont'd

□ Spellchecker

The checkboxes are seen as spelling errors.

- Workaround: Add the letters “o” and “x” to the your custom dictionary.

Summary

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- What stayed the Same?
 - Workgroup documents are still accessed through Chronology.
 - Users should still finalize (or activate) documents, instead of leaving them in draft status.
 - The document template editor is still available for your agency to create HTML documents.
 - Properties tab is the same.

Summary of Changes to RTF Documents

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- What changed?
 - Some documents have different merge fields on the Setup tab.
 - More editing capabilities, you can edit almost anywhere within the document.
 - The document looks more like a letter.
 - Merge fields cannot be edited, although some name merge fields are editable.
 - No drop-down menus, watch for other options, i.e. choice or checkbox selections.
 - Ability to copy and paste table rows

Summary of Changes to RTF Documents

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- What changed?
 - Change font style, size, color and use other word processing features.
 - Add or remove page breaks
 - Use hyperlinks and bookmarks
 - Edit and Print from the expanded view.
 - Agencies must create and add new RTF Headers to the RTF documents.

Hint: Review all documents prior to finalizing to ensure you have worded them as intended.

Existing HTML Workgroup Documents

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- Existing HTML workgroup documents, that were updated to RTF documents, are still available for workers to complete
 - ▣ If users already created these documents.

Warning: The copy feature is not available.

What's Next?

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- The remaining HTML documents will be updated to RTF documents in a later release.
- Create the RTF Editor for document templates created by local agencies.
- More editing capabilities within the document.
 - Adding more drop-down menus



UPDATES/CHANGES

Workgroup Report Changes

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Report Name	New/Update
Licensing Workgroup Detail	Placements with no end date now display at the beginning of the Provider Placement Log

New or Updated Fields

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- Staff Activity
 - Now includes Status, Agency of Service, Location and Purpose as optional columns.
- Contact/Activity
 - "Court" was added as an option to the Location field.
- Person Search/Clearing
 - Default Search Option is now Starts With.
 - You can still change the search preference as desired and the system will hold your settings.

New or Updated Fields

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- Diagnostic codes
 - ICD-9 can no longer have a future Diagnosis End Date.

Type:	Code:	Diagnosis:
ICD-9-CM	300.00	ANXIETY STATE NOS

Diagnosis code effective dates: 01/01/1964 to present.

-Client's Diagnosis Information

Diagnosis Start Date: 08/13/2013 Diagnosis End Date: 8/14/2014 ⓘ

Primary Diagnosis: Yes No

New or Updated Screens

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- Data Clean-up
 - When "Alcohol abuse" is selected on the Child Maltreatment Family Conditions tab, at least one workgroup client must have a substance involvement record in order to satisfy data clean-up and close the workgroup.

New or Updated Screens

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□ Repository

- The "Order" and "Adhoc" sections of the Filter screen have been removed
- Use the grid functionality to sort the data as desired.

Example:

If you use the **Group by** functionality to sort by primary worker, the printed report will have a page break between workers.

New or Updated Screens

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The screenshot displays a software interface with the following components:

- History Table:** A table with columns 'Timestamp', 'Status', and 'Gap'. It lists various operations such as 'Cleared', 'Reading', and 'Uploaded' with corresponding dates and times.
- Results of Last "Read":** A summary panel showing 'Records to Upload' (0) and 'Errors' (0). It also includes a section for 'Type Subtotals for All Errors' with columns 'Error Type CD' and 'Error Description', currently displaying '<No data to display>'. There are scroll bars on the right side of this panel.
- Non-Compliant Data:** A table with columns 'Type', 'Client', 'Workgroup', 'Unit', and 'Date'. A red arrow points to the 'Primary Worker' dropdown menu, with a callout box containing the text 'Group By 'Primary Worker''. The table area below shows '<No data to display>'. Above the table, it says 'Non-Compliant Data -- 0 filtered records'.
- Footer:** A search bar for 'Error Description', a filter string 'Error Types: all|Primary Workers: all|Report Period Start: 01/01/2014|', and buttons for 'Filter', 'Print', and 'Close'. The status bar at the bottom indicates 'Ready'.

Select Decision Tools on State Service Plans Setup Tab

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Document: Family Assessment Service Plan

Elements

Review Date: 8/11/2014

Agency: County Test data base

Workgroup: Walk Josline CW Assessment 7/28/2014

Display the language block? yes

Service plan: Family Assessment Service Plan

Effective from date: 8/11/2014

Effective to date: 1/21/2015

Case: Walk Terri 189150566

Name: Walk Terri 189150566

Local agency case #:

Risk Assessments

Risk Assessment:

Risk Level:

Strengths and Needs Assessment

Strengths and Needs Assessment: Walk Josline CW Assessment 7/28/2014

Strengths

- Walk, Ursula - Social Support Systems
- Walk, Ursula - Resource Management/Basic Needs
- Walk, Ursula - Household Relationships/Domestic Violence

Select the appropriate decision tool from the drop-down menus.

- Decision Tools from closed workgroups merge into some State Service Plans
- ▣ If selected on the Setup tab, now merge into the Child Protective Services Plan and Family Assessment Service Plan from associated closed workgroups.

Example

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Strengths and Needs Assessment

Strengths and Needs Assessment: Walk Josline CW Assessment 7/28/2014

Strengths

<input checked="" type="checkbox"/>	Walk, Ursula - Social Support Systems	Walk, Ursula	Social Support Systems	Y
<input checked="" type="checkbox"/>	Walk, Ursula - Resource Management/Basic Needs	Walk, Ursula	Resource Management/Basic Needs	Y
<input checked="" type="checkbox"/>	Walk, Ursula - Household Relationships/Domestic Violence	Walk, Ursula	Household Relationships/Domestic Violence	Y
<input checked="" type="checkbox"/>	Walk, Terri - Resource Management/Basic Needs	Walk, Terri	Resource Management/Basic Needs	Y
<input checked="" type="checkbox"/>	Walk, Terri - Household Relationships/Domestic Violence	Walk, Terri	Household Relationships/Domestic Violence	Y
<input type="checkbox"/>	Walk, Josline - Family Relationships			

A few of the additional selections.

- Once the decision tool is selected on the Setup tab, additional fields display below.
- Select the appropriate options to merge into plan.

Important Licensing Information

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- Licensing review
 - Kin must be licensed and child in placement with them for 6 months prior to eligibility for Kinship Assistance.
 - Start licensing your RCA families and relatives immediately.
 - License individuals who are going for kinship or adoption assistance.

OTHER CHANGES/UPDATES

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- 64-bit capability
 - Voluntary option and is not required
 - IT staff can do this to improve workers' workstation performance.
 - Most useful for workers who run large amounts of data, i.e., reports.
 - Is only available for workstations that are Windows 7, 64-bit mode
 - Allows access to the full range of memory on a modern PC.



TRAINING SCHEDULE

Training Dates

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□ Basics

- October 2014 –Brainerd Lab
 - 10/7 - Day 1 SSIS Intake Basics
 - 10/8- Day 2 SSIS Case & Workgroup Basics
 - 10/9 - Day 3 SSIS Child Services Basics
- November – Rochester Lab
 - 11/4 - Day 1 SSIS Intake Basics
 - 11/5 - Day 2 SSIS Case & Workgroup Basics
 - 11/6 - Day 3 SSIS Child Services Basics
- December – Metro Lab
 - 12/9 - Day 1 SSIS Intake Basics
 - 12/10 - Day 2 SSIS Case & Workgroup Basics
 - 12/11 - Day 3 SSIS Child Services Basics

Training Dates

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□ VA-CEP

- ▣ September 30, 2014 - Duluth Lab
 - PM session
- ▣ December 2, 2014 – Metro Lab
 - PM Session



RESOURCES

Resources

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- What's New in SSIS Version 14.3?
 - [What's New in SSIS Version 14.3?](#)
- Version 14.3 Detailed Release Notes
 - [Version 14.3 Detailed Release Notes](#)
- Documents:
 - Create and Edit a RTF Document
 - List of HTML Workgroup Documents in Chronology
 - List of RTF Workgroup Documents in Chronology
 - RTF Headers
 - [How to Create and Attach Headers to RTF Documents](#)

Contacts

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