

Licensing & LNDX Changes

SSIS Worker
December 2014

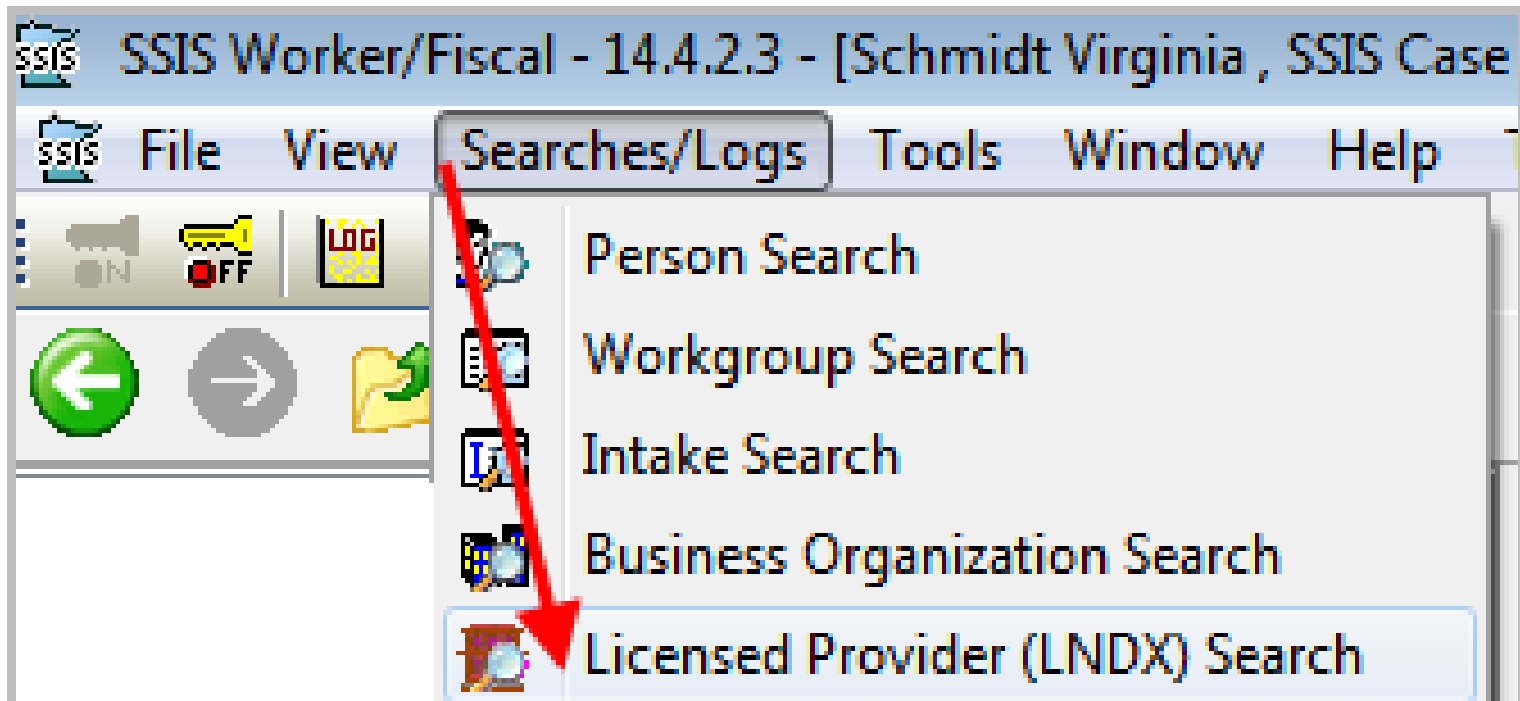
Licensing Changes in SSIS: Why

- An interface with DHS Licensing to update license information automatically was created.
- SSIS ran a one time process to create links between LNDX and existing SSIS License records
- New functions to better meet Northstar reporting *and* claiming

Licensing Changes: Details

- A New LNDX Links folder is available under the License folder in the Bus Org
 - Contains all Child Foster Care licenses issued by DHS and Department of Corrections (DOC)
 - Auto updating occurs
 - An interface is run nightly to update license information with any changes from DHS Licensing
 - Viewable from licensing workgroup
 - Viewable under the Licensing Case when workers selects **Open Case in New Window**
- If the agency adds a license the agency must link it to the DHS license found under LNDX.
- The License entry screen can continue to be utilized by agencies if used it for Licensing workgroups. A link also needs to be created for licenses found on LNDX.

Licensing Changes: LNDX Links

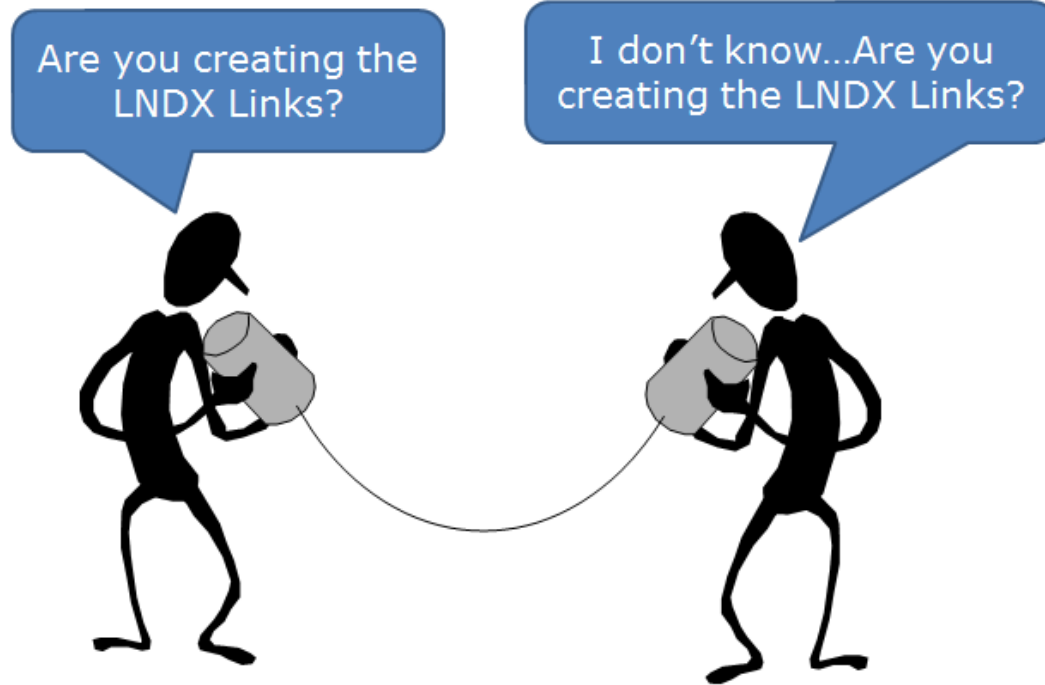


LNDX Links: Biz Org Tree View

Business Organization Search

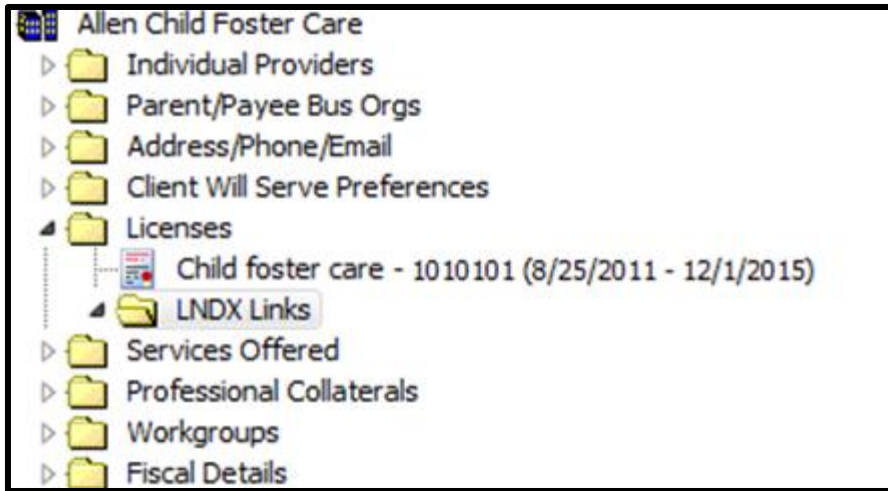
- ▶ Kathy McCracken Foster Family Home
 - ▶ Individual Providers
 - ▶ Address/Phone/Email
 - ▶ Client Will Serve Preferences
 - ▶ Licenses
 - Child foster care - 0505 (1/3/2012 - 1/3/2013)
 - Child foster care (7/10/2014 -)
 - LNDX Links
 - ▶ Services Offered
 - ▶ Professional Collaterals
 - ▶ Fiscal Details

Who completes the LNDX Link Process?



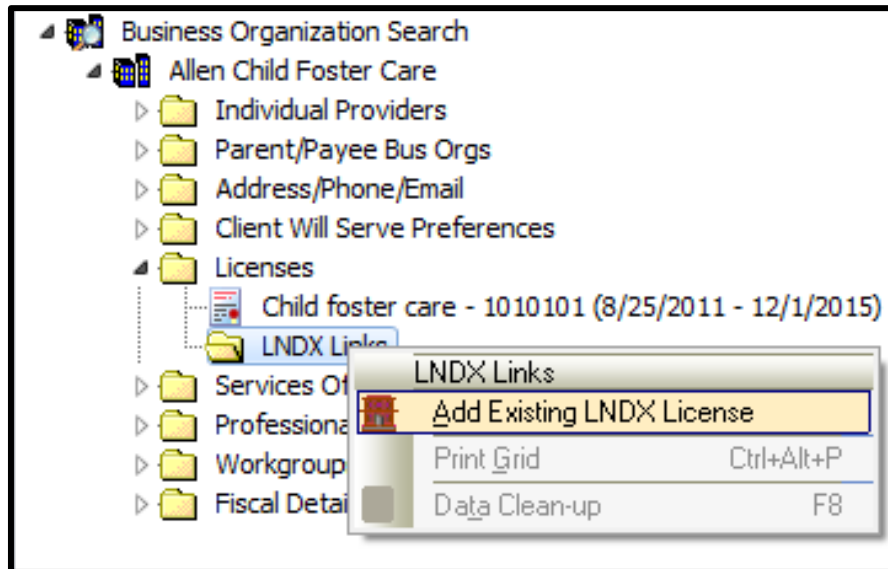
Agencies must determine the staff and process to complete this action.

Licensed Provider (LNDX) Search



Create the LNDX Links record if:

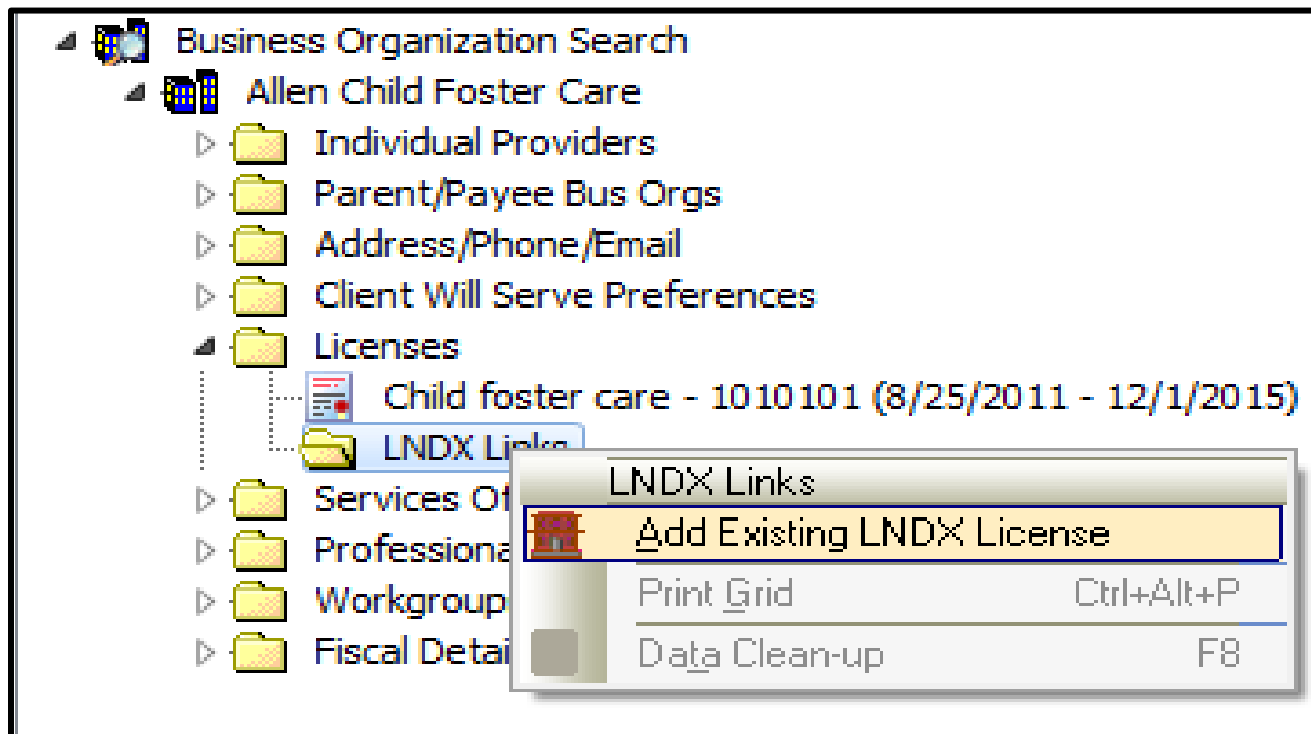
- SSIS did not create a link
- A new Bus Org is added
- A new License is granted



To link the license:

- Access the **Action** Menu
- Select **Add Existing LNDX License**

Access LNDX Links



To link the license:

- Access the **Action Menu**.
- Select **Add Existing LNDX License**.

Licensed Provider (LNDX) Search

The screenshot shows a web-based search application for Licensed Providers (LNDX). The interface includes a navigation pane on the left with folders for 'DHS Licensed' and 'Health Licensed'. The main search area contains the following fields and controls:

- Searches:** A dropdown menu.
- Max results:** A text input field set to '500'.
- Search on open:** A checkbox.
- Licensing Agency:** A label above a dropdown menu showing 'DHS Licensing' and a text input field containing '1010101'. This field is circled in red.
- License #/Health Facility # LNDX #:** A text input field.
- Service Class:** A dropdown menu showing 'Child Foster Care'.
- Provider Type:** A dropdown menu.
- Name:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- County:** A dropdown menu.
- Search:** A button circled in red.
- Clear:** A button.
- Active only:** A checked checkbox.
- Results:** A large text area displaying '<No data to display>'. Above it is a small 'ini' label.
- Action:** A dropdown menu.
- Select:** A button.
- Close:** A button.

- Enter search criteria and click **Search**.

Select License Record

Name	License # / Health Facility #	Service Class / Provider Type	Initial Effective Date	Expiration Date	City	County
Mom & Pop Foster Home	1010101	Child Foster Care	08/25/2011	08/01/2016	Cityville	Bjorn

License #:	<input type="text" value="1010101"/>	Service Class:	<input type="text" value="Child Foster Care"/>		
Name:	<input type="text" value="Mom & Pop Foster Home"/>				
License Holder:	<input type="text" value="Mom & Pop"/>				
Initial Effective Date:	<input type="text" value="08/25/2011"/>	Current Effective Date:	<input type="text" value="08/01/2014"/>	Expiration Date:	<input type="text" value="08/01/2016"/>
Capacity:	<input type="text" value="1"/>				
Phone:	<input type="text" value="(123)123-1234"/>	Fax:	<input type="text" value="() -"/>		

Address					
<input type="text" value="12345 Main Street"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text" value="Bjorn"/>	<input type="text" value="Cityville"/>	<input type="text" value="MN"/>	<input type="text" value="12345"/>	<input type="text"/>	

License Status	As Of	Can Serve Clients
In Good Standing	08/25/2011	Yes

Action ▾	Select	Close
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- Highlight the correct License record and click **Select**.

LNDX Links Folder

Business Organization Search

- Allen Child Foster Care
 - Individual Providers
 - Parent/Payee Bus Orgs
 - Address/Phone/Email
 - Client Will Serve Preferences
 - Licenses
 - Child foster care - 1010101 (8/25/2011)
 - LNDX Links**
 - Child Foster Care - 1010101 (8/25/2011)
 - Services Offered
 - Professional Collaterals
 - Workgroups
 - Fiscal Details

License #: 1010101 Service Class: Child Foster Care

Name: Mom & Pop Foster Home

License Holder: Mom & Pop

Initial Effective Date: 08/25/2011 Current Effective Date: 08/01/2014 Expiration Date: 08/01/2016

Capacity: 1

Phone: (123)123-1234 Fax: () -

Address

12345 Main Street

Bjorn Cityville MN 12345

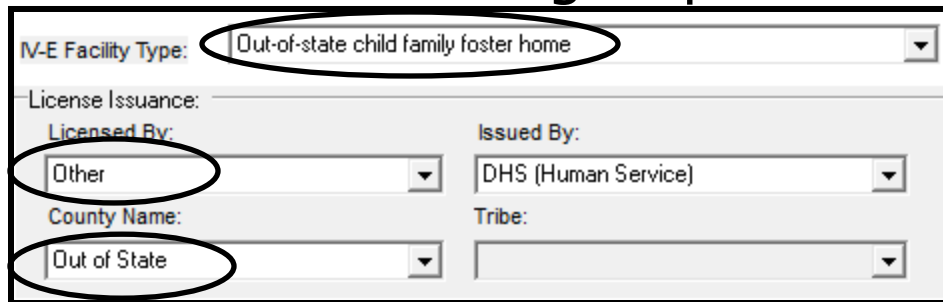
License Status	As Of	Can Serve Clients
In Good Standing	08/25/2011	Yes

- The License information displays for the Bus Org.

Out of State & Tribal Licenses

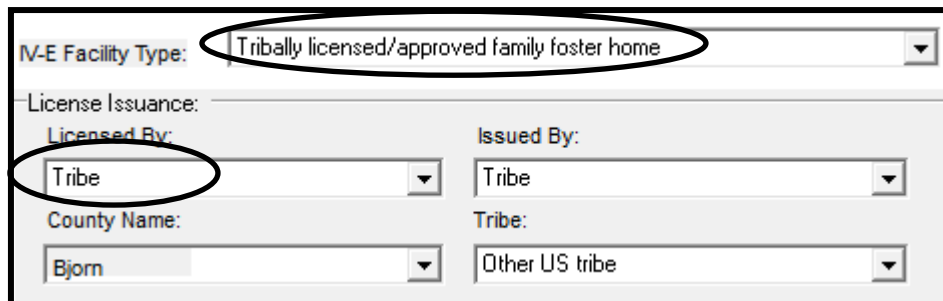
Continue to create SSIS License records for:

- Out of State Licenses
 - Out-of-state child family foster home
 - Out-of-state child group residential home



A screenshot of a web form for creating an SSIS License record. The form is titled "IV-E Facility Type:" and has a dropdown menu set to "Out-of-state child family foster home". Below this, there is a section for "License Issuance:" with two columns: "Licensed By:" and "Issued By:". The "Licensed By:" dropdown is set to "Other", and the "Issued By:" dropdown is set to "DHS (Human Service)". Below these, there are two more dropdowns: "County Name:" set to "Out of State" and "Tribe:" which is empty.

- Tribal Licenses
 - Tribally licensed/approved family foster home
 - Tribally licensed/approved group residential home



A screenshot of a web form for creating an SSIS License record. The form is titled "IV-E Facility Type:" and has a dropdown menu set to "Tribally licensed/approved family foster home". Below this, there is a section for "License Issuance:" with two columns: "Licensed By:" and "Issued By:". The "Licensed By:" dropdown is set to "Tribe", and the "Issued By:" dropdown is set to "Tribe". Below these, there are two more dropdowns: "County Name:" set to "Bjorn" and "Tribe:" set to "Other US tribe".

County Issued Licenses

Continue to use SSIS License entry screen for Licensing workgroups

- A link still needs to be created for licenses found on LNDX

The screenshot displays the SSIS License entry screen with the following fields and values:

- License Type:** Child foster care (dropdown), Corporate License (checkbox, unchecked)
- Classification:** Emergency (checkbox, unchecked), Interim (checkbox, unchecked), Permanent (checkbox, checked)
- License Status:** Status: Granted (dropdown), Updated: (empty dropdown)
- Capacity:** 3 (input), License #/Version: 1010101 (input)
- Effective Date:** 08/25/2011 (dropdown), Expiration Date: 12/01/2015 (dropdown)
- Preferences:** Clients: No preference (checkbox, checked), Developmentally delayed (checkbox, unchecked), Emotionally disturbed/mentally ill (checkbox, unchecked); Min/Max Age: 1 (input), 18 (input); Gender: Either (dropdown)
- IV-E Facility Type:** Child family foster home (dropdown)
- License Issuance:** Licensed By: County (dropdown), Issued By: DHS (Human Service) (dropdown); County Name: Bjorn (dropdown), Tribe: (empty dropdown)

Not available on LNDX

- Some Licenses are not available on LNDX, for example, Out of State and Tribally licensed/approved family foster homes
- These licenses are not included in LNDX because they are not licensed by DHS Licensing or DOC.
- Continue to create and use the SSIS License screen for:
 - Tribal and Out of State Licenses

LNDX Links: Service Arrangements and Payments

Business organizations / vendors

Name: County vendor #: SSIS bus org #:

Service vendor:

Payee vendor:

License #: IV-E sub code:

Service Class / Type	License #	Effective Date	Expiration Date	Status
Child Foster Care	1010101	08/25/2011	08/01/2016	In Good Standing

Program:

- License # drop down on Service Arrangements and Payments includes:
 - Licenses with a LNDX link
 - SSIS License records for Tribal and Out of State

LNDX: Service Arrangements and Payment

- For both Service Arrangements and Payments, the License # drop down displays all the LNDX links.
 - The drop down also includes License records entered in SSIS for Tribally licensed/approved or Out of State Family Foster Homes
 - Multiple LNDX Link records may exist for a provider if they have multiple licenses, for example, a child foster care license and an adult foster care license.
 - If there are multiple records, be sure to select the correct license number from the drop down.
- The license number is required to include the Payment on either the Title IV-E Abstract or Northstar report and if it is not the correct setting, you will receive a proofing message on the report.
- If your agency continues to use the SSIS License entry screen for licensing workgroups and a link is not created, that license number does not display in the drop-down.

Licensing Record Update

- Two new Rule 4 Child Care - Placing Agencies added to the License record:
 - Children's Home Society of MN
(formerly Children's Home Society & Family Services)
 - Evolve Adoption and Family Services
(formerly HOPE Adoption and Family Services International Inc.)