

V15.5 General Release Highlights & Tips

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Review All Fiscal Mentor Meeting Handouts and Training Documentation

- Child Claim Report (used to be Title IV-E claim report)
- V15.1.5 is coming for Title IV-E Abstract Report
- Changes in some Fiscal State Report Due Dates
- Review Fiscal Training presentation from Fiscal Mentor Meeting for iLinc Release Training and Release Q & A trainings.
- SSIS Updates Providing Valuable Information Regarding Fiscal Functionality
- mainly this gets caught in the proofing of the title IV-E/Child Foster Care report

Pre-Northstar (Legacy) DOC Assessment

- Available on eDocs:
 - Pre-Northstar Care for Children Difficulty of Care Assessment (DHS2834-ENG 1-15)
- Local Agency Document template editors can add this as a direct link in ssis external documents

DHS Permanency Support Program Consultants

- For Kinship and Adoption Programs, DHS Permanency Support Program Consultants have been designated for each local agency.
- Local agencies have been notified of their specific contact person

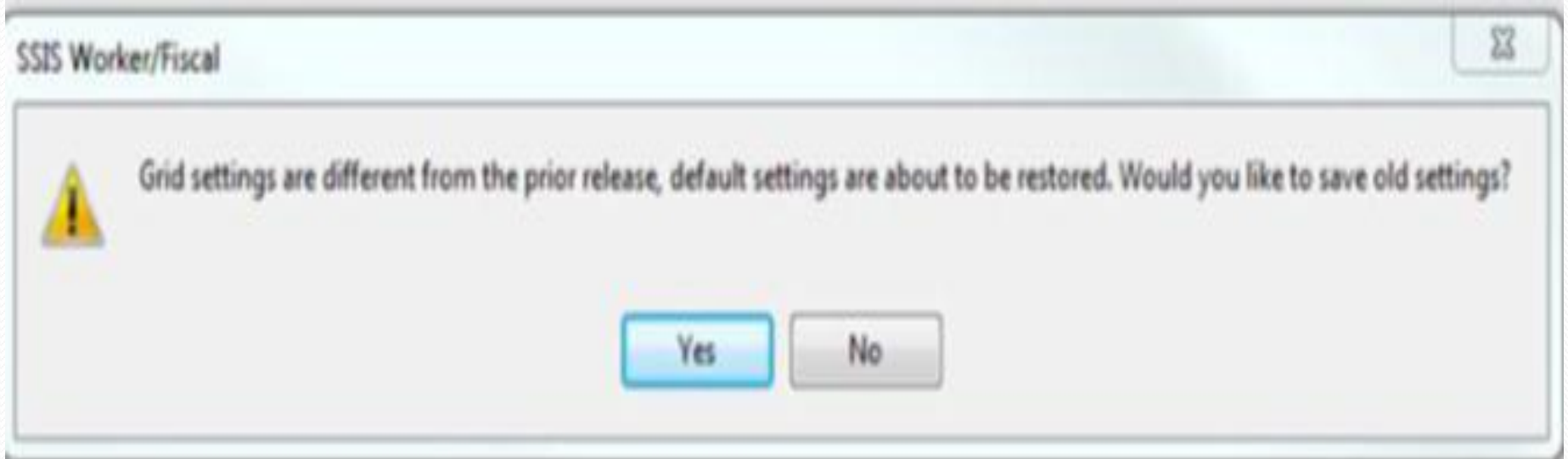
Licensing Bug

- Licensing linking issue:
- There are around 100 Licenses that are displaying as can serve clients as NO when the licensing website says YES.
- This is due to the fact that their license actually expired and they were in the process of getting their license renewed when the expiration date hit.
- When their renewal was approved and the expiration date that we have from licensing no longer exists in DHS licensing, it's not getting updated in SSIS
- We are working on the fix now and it should be in v15.1. However, if you come across this issue, contact the help desk because it may require a small data fix.

Changes to Saving Your Grid Settings

- Previously when a new version of SSIS was released, users would lose their personal grid settings when grid columns were added or changed unless saved using Manage Grid Settings.
- Starting with V14.4, a warning message displayed the first time users accessed a grid having a setting different than the SSIS default setting for the particular grid. This new message gave the user the option to save their personal setting prior to the application restoring the grid to the SSIS default. When selecting **Yes**, users were prompted to name and save their grid setting using the Manage Grid Settings functionality. If users selected **No**, the last known grid setting was not saved and the grid displayed as the SSIS default. If the grid was already set to the SSIS default, users did not see the new message.
- This message displays in V15.1 for all grids that a user accessed before the V15.1 installation. This prompt allows users to save old settings if preferred.

Grid Settings Dialog Box



Not Saving Grid settings

- Hint: If you want to select Clear User Settings yet retain a “backup” of the settings, save your Manage Grid Settings to an .xml file. See the article “Save Your Grid Settings...” in SSIS [Update #396](#) for detailed instructions.
- If you don’t care about losing grid settings, clear user settings then you don’t have to click on all of the do you want to save grid settings pop-up boxes.
- If users don’t have saved settings they want to retain and don’t want to encounter this prompt, they can clear user grid settings from the **File<Utilities** menu. Only use this option if the user clearly does not want to retain any saved grid settings.

Document Templates Inactivated

- These are no longer used for Legacy or Northstar
 - Adoption Assistance Certification
 - Adoption Assistance Agreement
 - Relative Custody Assistance Agreement

Person Documents are Growing

The Documents require the Local Agency Document Template Editor to add an RTF Header to these four new Person Documents:

- Prospective Adoptive Parent Statement to Decline Northstar Adoption Assistance
- Prospective Relative Custodian Statement to Decline Northstar Kinship Assistance
- Commissioner Transition – Benefit Agreement Cover letter
- Commissioner Transition – Notification to Relative Custodian
- New State Person document: Northstar Kinship RCA Commissioner Transition Benefit Agreement

Changes to Person Documents

- The following documents have been updated with text changes and Federal compliance language:
 - Northstar Kinship Assistance Benefit Agreement
 - Extraordinary Level Approval Notice
 - Extraordinary Level Denial Notice – Auto-Denial
 - Extraordinary Level Denial Notice – Requirements Not Met
 - Extraordinary Level Withdrawal Notice (*Requires new RTF Header*)
 - MAPCY Assessment Notice – Caregiver
 - MAPCY Assessment Notice – Youth

Reminders & Alerts

- Strongly encourage Case Workers and Social Workers to check their Reminders and Alerts Log frequently.
- The pop up box alerting them to new reminders and alerts is still not working correctly
- The green check-boxes on the Reminders and Alerts grid indicating New is also not yet working consistently.

SAE Verification

- Currently when the social worker completes the Adoptive Placement Verification, they also need to create the SAW Exempt Verification with a reason of “Child placed with parents under signed APA.”
- Many times workers forget to do this step, then DHS does not know to tell Minnesota Adoption Resource Network (MARN) to remove the child from the State Adoption Exchange
- V15.1 fixes this: SSIS will add SAE Exempt Verification when the worker completes the Adoptive Placement Verification.
- Worker’s needn’t complete a second SAE Exempt Verification.

Continuous Placement

- New Business Rules:
 - Cannot save a Continuous Placement with dates that overlap another Continuous Placement
 - WARNING: This Continuous Placement starts within one day after the child was discharged from placement and experienced a new removal from home. Review the Continuous Placement dates for accuracy.
 - Cannot create a new Continuous Placement for a child who was adopted. Post-adoption services should be recorded under the child's new adoptive identity.
 - WARNING: The dates of this Continuous Placement only partially cover the dates of one or more Placements. Review the Placement and Continuous Placement dates for accuracy.

Placement & Continuous Placement

- New Business Rules:
 - Cannot Save the Placement/Location/Absence when multiple Continuous Placements are open for this child
 - Cannot create a Placement/Location/Absence when multiple Continuous Placements are open for this child
 - Cannot save a Placement with dates and times that overlap another Placement.
 - **WARNING:** This Placement does not occur entirely within the dates of an existing Continuous Placement. Review the Placement dates for accuracy.

Upcoming DHS Reviews

- Federal Child & Family Service Review – 2016
- CW-TCM/MH-TCM Review – 2016
- Title IV-E Review - 2016

Questions?

- Contact SSIS Help Desk
 - 651-431-4801
 - Dhs.ssishelp@state.mn.us