

## SSIS Child Protection Worker Training

The SSIS Child Protection Worker training courses are currently offered as part of the Child Welfare Foundations training schedule. Beginning September 28, 2021 additional SSIS Child Protection Basics courses will be available for enrollment in TrainLink. Both the Child Welfare Foundations SSIS training and the SSIS Child Protection (CP) Basics courses focus on data entry requirements for caseworkers using a "life of a case" model and are held in a virtual online environment. A breakdown of objectives and course offerings can be found below.

### Child Welfare Foundations SSIS Labs

The SSIS Training Lab that follows Child Welfare Foundations Classroom 2 core curriculum is designed to walk learners through key elements of data entry for:

- Child Protection intake and screening;
- Closing an intake and transitioning to an Assessment Workgroup;
- Review of Structured Decision Making @ Tools (Risk Assessment and Safety Assessment).

The SSIS Training Lab that follows Child Welfare Foundations Classroom 3 core curriculum is designed to walk learners through key elements of data entry for:

- Case Management;
- Permanency and Placement;
- Court Actions;
- ICWA/MIFPA ;
- Out-of-Home Placement Plan.

***\*There are currently no prerequisites for the Child Welfare Foundations SSIS Labs and scheduling is conducted through the Minnesota Child Welfare Training Academy. You will not find these courses in TrainLink.***

### SSIS Child Protection Basics

These courses are designed for new staff or support staff that enter data into SSIS and are offered outside of Child Welfare Foundations. This training is also available for new SSIS Mentors and for those seeking a refresher. These classes can be taken as a series or individuals can pick and choose which course to take based on the work they do for their agency.

#### SSIS CP Basics--Intake and Screening-SSIS101A

##### Description

The SSIS Child Protection Basics - Intake and Screening course focuses on data entry requirements for caseworkers during the intake process. This is a four-hour virtual training that replaces the current SSIS Child Protection Worker (CPW) course and is designed for new staff and support staff or staff needing a refresher.

##### Objectives

By the end of the SSIS CPW Training, you will be able to:

- Practice how and when to create and close a child protection intake workgroup.
- Practice how and when to create and complete a Child Maltreatment Report
- Demonstrate the use of various folders in the tree view.
- Identify DHS Best Practices in SSIS related to child welfare and protection, documentation, and workflow during the intake process.

#### SSIS CP Basics-Assessment-SSIS101B

##### Description

The SSIS Child Protection Basics for – Assessment course focuses on data entry requirements for caseworkers during the assessment process. This is a four-hour virtual training that replaces the current SSIS Child Protection Worker (CPW) course and is designed for new staff and support staff or staff needing a refresher.

##### Objectives

By the end of the SSIS CPW Training, you will be able to:

- Practice how and when to update and close a child protection assessment workgroup.
- Practice how and when to complete and close a Child Maltreatment Report
- Demonstrate the use of various folders in the tree view.
- Identify DHS Best Practices in SSIS related to child welfare and protection, documentation, and workflow during the assessment process.

#### SSIS CP Basics Case Management-SSIS101C

##### Description

The SSIS Child Protection Basics for Non-CP Staff – Case Management course focuses on data entry requirements for caseworkers during the ongoing case management process. This is a four-

hour virtual training that replaces the current SSIS Child Protection Worker (CPW) course and is designed for new staff and support staff or staff needing a refresher.

#### Objectives

By the end of training, you will be able to:

- Practice how and when to update and close a child protection case management workgroup.
- Practice how to review the complete a Child Maltreatment Report
- Demonstrate the use of various folders in the tree view.
- Identify DHS Best Practices in SSIS related to child welfare and protection, documentation, and workflow during the case management process.

*\*\*These courses do not cover specialized entries such as Placement records, OHHP, Court Actions, CW-TCM, IV-E Eligibility, ICWA, SDM Tools, etc.*

#### Registration for SSIS CP Basics

Registration is through [TrainLink](#) and closes two days before the class start date. New workers who have not attended a class through [TrainLink](#) must first [request a new Unique Key](#).

To find the SSIS Child Protection Worker course from [TrainLink](#) select **Children's Services** from the list of Learning Centers, click the **Class Schedule**, and search under the category **All SSIS Classes**. Select the class date and class you wish to register for and click **Enroll in this class** or **Join the Waitlist** if the class is full.

Trainees will receive additional information one week prior to training.

#### SSIS Child Protection Worker Class Schedule

Class starts at 9:00 a.m. and ends at 1:00 p.m. Breaks are offered throughout the training.

Date	Time	Virtual Classroom
5/24/2022	9:00 a.m. to 1:00 p.m.	SSIS101A-Intake and Screening
5/25/2022	9:00 a.m. to 1:00 p.m.	SSIS101B-Assessment
5/26/2022	9:00 a.m. to 1:00 p.m.	SSIS101C-Case Management

#### Training resources

We recommended that trainees review the following resources in preparation for this training. Trainees are **not** required to print these resources or bring them to class.

SSIS Training Handouts	DHS Resources
<a href="#">Intake and Child Maltreatment Report Outline</a>	<a href="#">Minnesota Child Maltreatment Intake, Screening and Response Path Guidelines</a>
<a href="#">Open Case / Workgroup Setup Hints</a>	<a href="#">Minnesota's Best Practices for Family Assessment and Family Investigation</a>
<a href="#">Permanency Folder Outline</a>	<a href="#">Structured Decision Making (SDM) Policy and Procedures Manual</a>
<a href="#">Service Plan Definitions</a>	<a href="#">Child Protection Webpage and Policy Resources</a>
<a href="#">AutoCorrect and Spelling Options</a>	<a href="#">Child Protection CountyLink Webpage</a>
<a href="#">SSIS Reminders and Alerts</a>	<a href="#">Northstar Care for Children</a>
<a href="#">CW-TCM Data Entry in SSIS</a>	<a href="#">Children's Mental Health</a>
<a href="#">Enhanced Grid Options</a>	<a href="#">Minnesota Child Welfare Training System (Foundations Training)</a>
<a href="#">Other SSIS Worker Documentation</a>	

#### Contacts

##### Agency workers:

Contact your assigned [SSIS worker mentor](#) for SSIS questions before and after trainings.

##### SSIS mentors:

Contact the SSIS Help Desk

651-431-4801 or [DHS.SSIShelp@state.mn.us](mailto:DHS.SSIShelp@state.mn.us)