



SSIS Fiscal

New Vendor Entry

February 2023



For accessible formats of this information or assistance with additional equal access to human services, write to DHS.ssihelp@state.mn.us, call 651-431-4801, or use your preferred relay service.

New Vendor Entry

All new vendors must first be entered in an agency's accounting system and imported into SSIS using the Vendor Import process (excluding Tribal agencies who do not use Vendor Import). The Import process is scheduled to run automatically Monday through Friday at 5 minutes after the hour, beginning at 7:05 a.m. and ending at 6:05 p.m. Once the vendor is imported into SSIS an agency may need to add additional information for Service Arrangements, Payments, and IV-E Claiming.

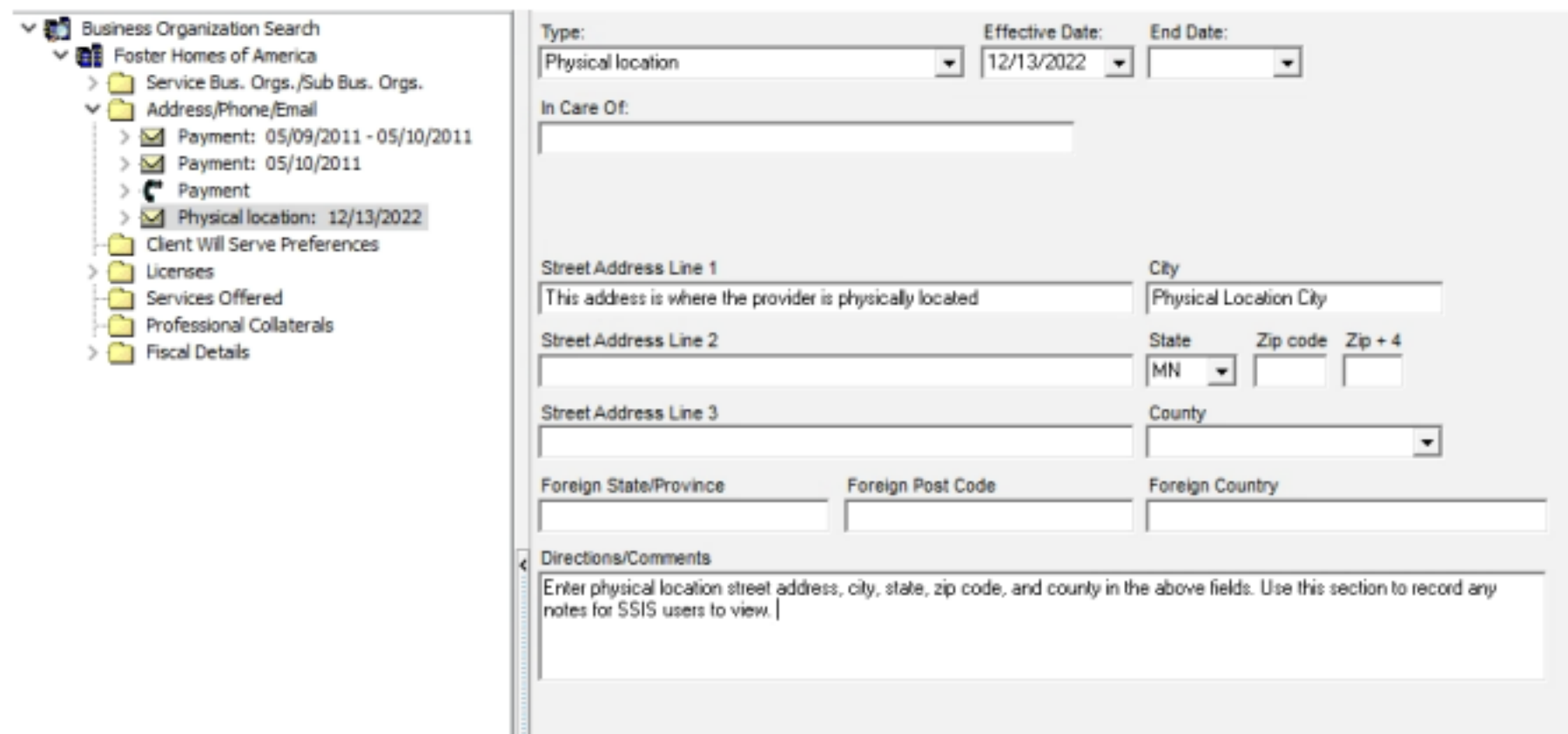
New Address, Phone, or Email

The Payment (type) address and Payment (type) phone import from the agency's accounting system. SSIS recommends that agencies enter the Physical Location of the vendor. The physical location is required to be entered as an address type for Child Foster Care Providers.

Add a New Address/Physical Location:

1. From Searches>Business Organization Search or from Searches/Logs> Business Organization Search
2. Access **Action** and select **New Address**.
3. Select **Physical Location** from the **Type** field.
4. Enter the **Effective Date** and required fields. Only one physical location address can be effective at one time.
5. Enter any **Comments** needed.
6. Click **Save**.

Hints:



The screenshot displays the 'Business Organization Search' interface. On the left, a tree view shows the hierarchy: Business Organization Search > Foster Homes of America > Address/Phone/Email > Physical location: 12/13/2022. The main form area is titled 'Physical location' and includes the following fields:

- Type:** Physical location (dropdown)
- Effective Date:** 12/13/2022 (dropdown)
- End Date:** (empty dropdown)
- In Care Of:** (text input)
- Street Address Line 1:** This address is where the provider is physically located
- City:** Physical Location City
- Street Address Line 2:** (empty)
- State:** MN (dropdown)
- Zip code:** (empty)
- Zip + 4:** (empty)
- Street Address Line 3:** (empty)
- County:** (empty dropdown)
- Foreign State/Province:** (empty)
- Foreign Post Code:** (empty)
- Foreign Country:** (empty)
- Directions/Comments:** Enter physical location street address, city, state, zip code, and county in the above fields. Use this section to record any notes for SSIS users to view. |

Vendor License Entry

Enter New/Pending License:

1. Select the **Licenses** folder in the Tree View and access the **Action** menu.
2. Select **New License**.
3. Complete all fields.
4. Click **Save**.
5. Access **Action** menu and select **New License** to complete multiple licenses if needed.

The screenshot displays a software interface for entering a new license. On the left, a tree view shows the 'Licenses' folder selected, with a context menu open. A red arrow points to the 'New License' option in the menu. The main form contains the following fields and options:

- License #/Version:** Input field.
- Effective Date:** Date picker.
- Expiration Date:** Date picker.
- License Status:** Dropdown menu with 'Pending' selected.
- Updated:** Date picker.
- License Issuance:** Section containing:
 - Licensed By:** Dropdown menu.
 - Issued By:** Dropdown menu.
 - County Name:** Dropdown menu.
 - Tribe:** Dropdown menu.
- License Classification:** Dropdown menu with options: Emergency, Interim, Permanent.
- Capacity:** Input field.
- License #/Version:** Input field.
- Effective Date:** Date picker.
- Expiration Date:** Date picker.
- Preferences:** Section containing:
 - Clients:** Radio buttons for 'No preference', 'Developmentally delayed', and 'Emotionally disturbed/mentally ill'.
 - Min/Max Age:** Input fields.
 - Gender:** Dropdown menu.
- N-E Facility Type:** Dropdown menu.
- License Issuance:** Section containing:
 - Licensed By:** Dropdown menu.
 - Issued By:** Dropdown menu.
 - County Name:** Dropdown menu.
 - Tribe:** Dropdown menu.
- All federal Title IV-E required background checks passed:** Radio buttons for 'Yes' and 'No'.
- Last required background check completion date:** Date picker.
- Note:** All documentation must be on file with the local agency.

Hints:

Continue to manually create SSIS license records for both out-of-state and tribal licenses. The applicable **IV-E Facility Type** entries to be entered manually include the following selections:

- Out-of-state child residential facility
- Out-of-state child family foster home
- Tribally licensed/approved family foster home
- Tribally licensed/approved child residential facility

IV-E Facility Type must be correct and match both the license type and manual license entry. Out-of-state and tribal license numbers should be entered in the **License #/Version** Field by typing in the appropriate indicator below:

- OSF = Out-of-state child residential facility
- OSH = Out-of-state child family foster home
- OT2 = Tribally licensed/approved family foster home
- TR = Tribally licensed/approved child residential facility

Add Existing License from LNDX:

1. Expand the **Licenses** folder in the Tree View.
2. Select the **LNDX Links** folder and access the Action menu.
3. Select **Add Existing LNDX License**.
4. Search for the license by name, license number, county, or service class.
5. Click on the match from the populated list and click the **Select button**.
6. Ensure the correct license number displays under **LNDX Links**, it will automatically save to the folder once selected.
7. Access **Action** menu and select **Add Existing LNDX License** if adding multiple licenses for a vendor.

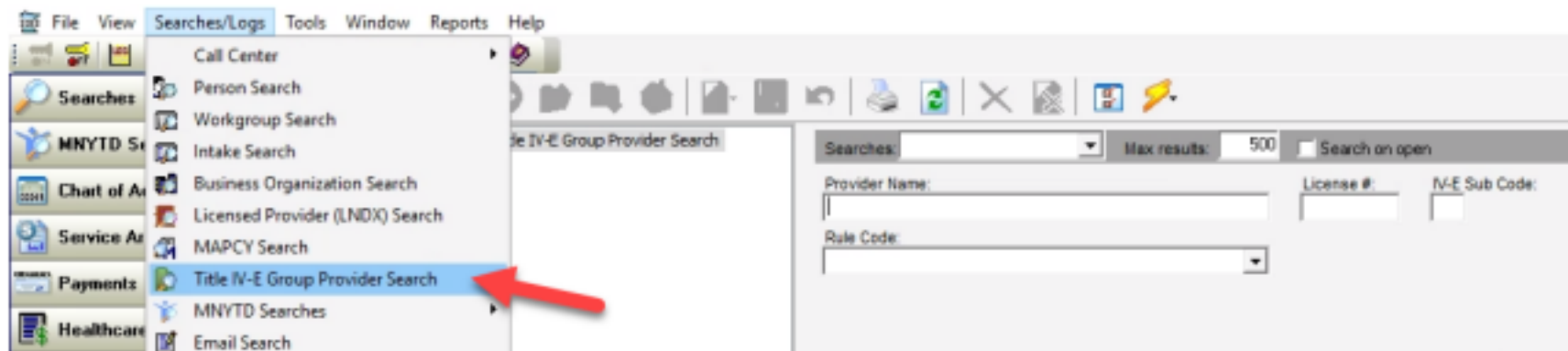
The screenshot displays the 'Licensed Provider (LNDX) Search' interface. On the left, a tree view shows the 'Department of Human Services' folder expanded to 'LNDX Links'. The main window contains a search form with the following fields and controls:

- Searches:** A dropdown menu.
- Max results:** A text input field set to '500'.
- Search on open:** A checkbox.
- Licensing Agency:** A dropdown menu with 'DHS Licensing' selected.
- License #/Health Facility #:** A text input field.
- LNDX #:** A text input field.
- Parent License #:** A text input field.
- Service Class:** A dropdown menu.
- Provider Type:** A dropdown menu.
- Name:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- County:** A dropdown menu.
- Active/Inactive/All:** Radio buttons for filtering results.
- Search:** A button to execute the search.
- Clear:** A button to reset the search criteria.
- Action:** A dropdown menu at the bottom left.
- Select:** A button at the bottom right.
- Close:** A button at the bottom right.

Hints:

Use the Title IV-E Group Provider Search to find licensing information for vendors not licensed by the agency.

- From Searches/Logs, select Title IV-E Group Provider Search.
- The sub-code identifies which service the IV-E per diem is for when a facility provides multiple services.



Vendor Services Offered

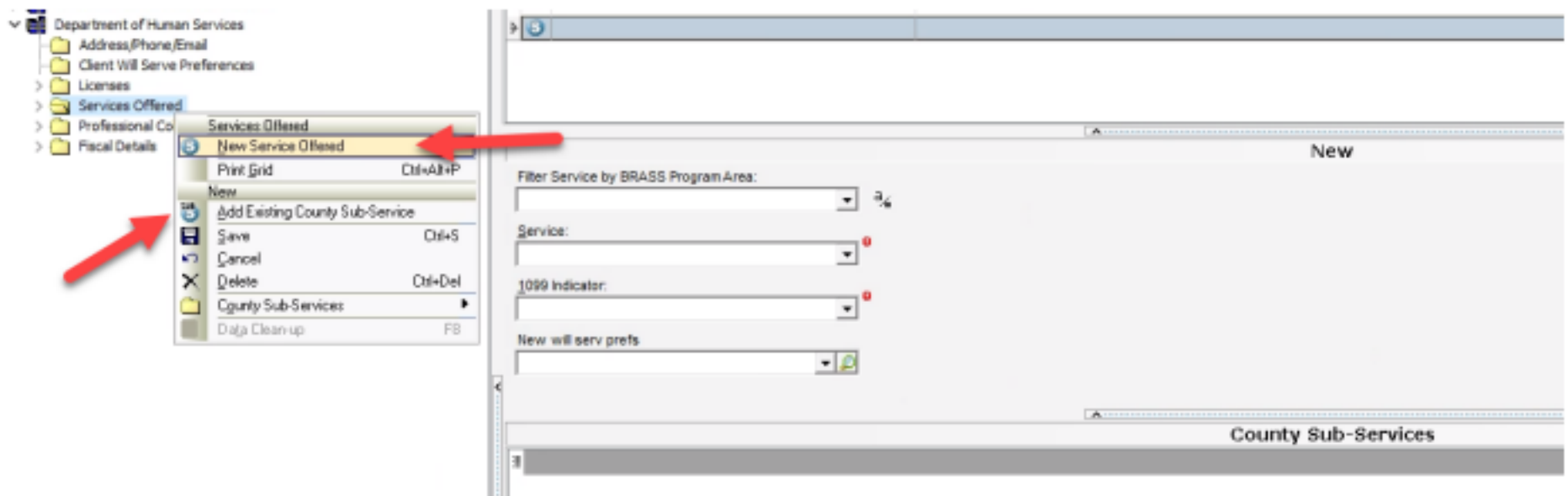
Enter New Service Offered:

1. Select the **Services Offered** folder in the Tree View and access the **Action** menu.
2. Select **New Service Offered**.
3. Select the **BRASS Program area** from the drop-down menu.
4. Select the **Service** and complete the **1099 Indicator** and **Client Will Serve Preferences** drop-down menus.
5. Click **Save**.

Add County Sub-Service to a Service Offered:

1. Select the service in the grid, access the **Action** menu, and select **Add Existing County Sub-Service**.
2. Search for County Sub-Service and click the Select button.
3. Click **Save**.

Hints:



County Sub-Services are created in SSIS Admin.