

SSIS Worker Documentation

Admin

[SSIS Administration Overview](#)
[SSIS Administration Functions](#)
[Department \(Access, Add, Edit and Delete\)](#)
[Location \(Access, Add, Edit and Delete\)](#)
[Reset Errors Role Functions](#)
[Roles \(Add, Edit, Delete\)](#)
[SSIS External Worker Setup and Time Entry](#)
[Tableau Server Orientation](#)
[Tableau Server User Guide](#)
[Unit \(Access, Add, Edit and Delete\)](#)
[User \(Search, Add, Edit, Inactivate\)](#)
[Staff Detail Report](#)
[Staff Qualifications Report](#)
[Worker Role/Function Report](#)
[Security Functions Report](#)

Adolescent Services – MNYTD

[MNYTD Release Training 2016](#)
[MNYTD Release Training 2016](#)
[MNYTD Module](#)
[MNYTD IL Services Job Aide](#)
[MNYTD Survey Contacts and Notice of Privacy Practices](#)
[MNYTD Survey Job Aide](#)
[MNYTD IL Services Caseworker Tip Sheet](#)
[NYTD Technical Assistance Brief on Surveying Youth with Special Needs or Limited English Proficiency](#)
[NYTD Understanding the Baseline Population Data Collection Requirement](#)
[MNYTD Glossary](#)

Adoption – County and Tribal

[Adoptions Workflow](#)
[Northstar Adoption Assistance Eligibility Determination](#)
[Northstar Adoption Assistance Benefit Agreement](#)
[Northstar Adoption Placement Agreement](#)
[Northstar Adoption in SSIS–Citizenship Information–](#)
[Northstar Adoption in SSIS–System Requirements and Security Functions](#)
[Northstar Adoption in SSIS–Inactivating Parental Relationships](#)
[Northstar Adoption in SSIS–Child Ward Folder](#)
[Tribal Ward Tip Sheet: Adoption as Permanency Plan](#)
[Adoption Reports handout](#)
[Sending Attached Documents to DHS](#)

Adult Maltreatment:

[Adult Protection SSIS User Guide](#)

AFCARS

[AFCARS Tips](#)
[AFCARS-SSIS Repository Cross Reference](#)
[AFCARS Update 2009](#)
[Professionally Determined Conditions](#)

Business Organization

[Business Organization Worker](#)
[Bus Org Physical Location](#)

Child Maltreatment Report

[Child Maltreatment Report](#)
[Changing Child Maltreatment Report Track](#)
[Child Protection Summary Reports](#)
[Child Maltreatment Report Transfer Process](#)
[Quick Add Allegations](#)
[Child Maltreatment Determination Appeals](#)
[Referring Subsequent Child Maltreatment Reports Chart of Accounts \(COA\)](#)
[Minnesota Child Maltreatment Intake, Screening, and Response Path Guidelines](#)

Children's Mental Health

[CMH Assessments](#)
[CMH Legacy Screenings & Assessments](#)
[CMH Screenings and Assessments](#)
[CMH TCM Indiv. Family Community Support Plan](#)
[CMH Screening Indicator](#)
[Mental Health Screening Initiatives](#)

Chronology

[Combined Documents](#)
[Chronology: Documents](#)
[Case Notes](#)
[Contact and Activity](#)
[Documentation](#)
[Family Group Decision Making](#)
[Legacy Documents](#)
[Document List](#)
[Reports](#)
[Creating a New Document in Chronology](#)
[List of RTF Documents in Chronology](#)
[RichText Format-RTF Workgroup Documents in Chronology](#)

Clearing

[Clearing Agency and State](#)
[Best Practice Tips for Clearing](#)

Court Actions

[Court Actions in SSIS](#)
[Enter New Court Action](#)
[Create Duplicate Court Action](#)
[Removing a Court Action](#)
[Printing a Court Action](#)
[Accessing Court Actions Help](#)

Facility Investigations

[Facility Investigation](#)

Family First Prevention Services Act

[Expectant and Parenting Youth](#)
[Family First Prevention Services Act \(FFPSA\) Resource Guide](#)

[Juvenile Treatment Screening Team](#)
[Living Arrangements for Specialized Settings](#)
[QRTP Assessment and Qualified Individual](#)
[QRTP Court Approvals](#)
[QRTP Extended Placement Review](#)
[QRTP Family and Permanency Team in SSIS](#)
[QRTP Assessment Flow Chart](#)
[Relative Search in SSIS](#)
[Specialized placements for victims of sex trafficking, commercial sexual exploitation, risk youth](#)

General

[SSIS Overview](#)
[Accessing TrainLink for SSIS Training](#)
[SSIS Navigation Guide/Glossary](#)
[Getting Help in SSIS](#)
[Glossary of Terms](#)
[Using SSIS to Assist with legislative Requirements](#)
[Spell Check and Autocorrect Options](#)
[Special Studies](#)

Grids

[Saved Searches and Saved Grid Settings](#)
[Grids](#)
[Grid Options in SSIS](#)
[Print Options for Grids and Grid Reports](#)
[Print Options for Banded Grid Reports](#)

Horizon (VMware)

[VMWare Horizon Client and SSIS \(Agency user\)](#)
[VMWare Horizon Client and SSIS \(State user\)](#)

ICWA/MIFPA

[ICWA/MIFPA Data Entry in SSIS](#)
[ICWA/MIFPA Manual](#)

Intake

[Intake](#)
[Intake Searches](#)

IV-E/Client Eligibility Log

[Client Eligibility](#)
[Foster Care Extension for Youth in Placement](#)
[Eligibility Records](#)
[IV-E Submission Worksheet](#)
[Court Actions and IV-E](#)
[IV-E Initial Referrals](#)
[Workflow Process for Entering IV-E](#)

Licensing

[Licensing](#)
[Licensed Provider LNDX Search](#)

MAPCY (Minnesota Assessment of Parenting Children and Youth)

[Minnesota Assessment of Parenting Children and Youth](#)
[Post-permanency Reassessments](#)

Northstar Kinship

[Northstar Kinship Workflow](#)
[Northstar Kinship Assistance Eligibility Determination](#)
[Northstar Kinship Assistance Benefit Agreement](#)
[Northstar Kinship Placement Agreement](#)
[Kinship Node and Kinship Verifications](#)

Parent Support Outreach Program

[Parent Support Outreach Program SSIS Reference Guide](#)

Participant

[Person Search](#)
[Professional Collateral](#)
[Professional Collateral Merge](#)
[Statewide Case Access](#)

Payments

[Link to Fiscal Claims and Payments documentation](#)
[Initial Foster Care Payment Notice](#)

Placement/Permanency

[Permanency Folder Overview](#)
[Continuous Placements Folder](#)
[Placements-Locations-Absences Folder](#)
[Removal Adoption History Folder](#)
[Copying Placements From Siblings](#)
[Permanency Folder Action Menu](#)
[Foster Care Extension for Youth in Placement](#)
[Ending a Placement](#)
[SSIS Best Practices for Sibling Entry FAQ](#)
[Adoption and Foster Care Analysis and Reporting SSIS Placement Guide](#)

Reminders & Alerts

[Reminders and Alerts](#)
[SSIS Reminders and Alerts](#)
[View Others' Reminders and Alerts](#)
[Create Other's Reminders](#)
[Security Functions for Reminders and Alerts](#)

Service Arrangement

[Link to Fiscal Service Arrangements documentation](#)

SEY/STY (Sexually Exploited Youth/Sex Trafficked Youth)

[Trafficking and Exploitation Data Entry in the Social Services Information System \(SSIS\)](#)

Service Plans & Reviews

[Adolescent Parent Assessment and Service Plan](#)
[Family Safety Plan](#)
[Parent Support Outreach Plan](#)
[Social Services Plan](#)
[90-Day Transition Plan](#)
[CW-TCM Service Plan](#)
[CMH Crisis Plan](#)

[Independent Living Plan](#)
[Child Protection Service Plan](#)
[Family Assessment Service Plan](#)
[Activating a Complete Plan and Overview Properties](#)
[Copying a Service Plan](#)
[Moving a Service Plan](#)
[OHPP Setup Tab](#)
[OHPP Document Tab](#)
[OHPP Template Tutorial Guide-Dec 2021](#)
[OHPP Template Sample – Safety and Permanency](#)
[Printing a complete Service Plan](#)
[Overview Completing the Document Tab](#)
[SP Overview Completing the Setup Tab](#)
[Printing a Blank Service Plan](#)
[Independent Family Community Support Plan \(IFCSP\)](#)
[CW-TCM Plan](#)
[IFCSP Setup Tab](#)
[IFCSP Document Tab](#)

Structured Decision Making (SDM)

[Version 12.2 Navigation Changes](#)
[SDM Policy and Procedures Manual](#)
[SDM: Printing Blank Tools and Definitions](#)
[SDM: Risk Assessment](#)
[Risk Assessment \(blank\)](#)
[Risk Assessment Definitions](#)
[SDM: Risk Reassessment](#)
[Risk Reassessment \(blank\)](#)
[Risk Reassessment Definitions](#)
[SDM: Safety Assessment](#)
[Safety Assessment \(blank\)](#)
[Safety Assessment Definitions](#)
[SDM: Strengths and Needs Assessment](#)
[Strengths and Needs Assessment \(blank\)](#)
[Strengths and Needs Assessment Definitions](#)
[SDM: Reunification Assessment](#)
[Reunification Assessment \(blank\)](#)
[Reunification Assessment Definitions](#)
[SDM Revised Tools Webinar Presentation](#)
[SDM Revised Tools Webinar Presentation](#)

Supplemental Health Care Eligibility

[CW-TCM Case Plan Example](#)
[CW-TCM Quick Reference Guide](#)
[CW-TCM Presentation](#)

Tools

[RTF Document Template Headers](#)
[Document Template Editor](#)
[HTML Document Print Error Issue](#)
[Document Categories and Document Forms](#)
[Header Instructions](#)

[External Documents List](#)

[List of Preloaded State External Documents](#)

[External Documents: Create, Edit or Delete](#)

[External Documents: Search](#)

[General Reports](#)

[General Reports – AMH Clients Missing a Diagnosis](#)

[General Reports – Case List with Clients Grid Report](#)

[General Reports – CMH Assessments Report](#)

[General Reports – Contacts with Clients](#)

[General Reports – IV-E Information by Continuous Placement](#)

[Repository](#)

[SSIS Repository](#)

[Repository Errors Report Instructions](#)

[Using Tableau to retrieve CP maltreatment timeliness data](#)

Workgroups

[Workgroup Search](#)

[Workgroup Change Log](#)

[Case Details Folder](#)

[Close Workgroup](#)

[Workgroup Information](#)

[Case Workgroup Setup](#)