

## SSIS Worker Documentation

---

### Admin

---

[SSIS Administration Overview](#)  
[SSIS Administration Functions](#)  
[Backing Up and Restoring Settings in SSIS Pre 25.1 Release](#)  
[Backing Up and Restoring Settings in SSIS Post 25.1 Release](#)  
[Department \(Access, Add, Edit and Delete\)](#)  
[Location \(Access, Add, Edit and Delete\)](#)  
[General Reports](#)  
[Purge and Destruction](#)  
[Reset Errors Role Functions](#)  
[Roles \(Add, Edit, Delete\)](#)  
[Security Functions Report](#)  
[SSIS External Worker Setup and Time Entry](#)  
[Staff Detail Report](#)  
[Staff Qualifications Report](#)  
[Tableau Server Orientation](#)  
[Tableau Server User Guide](#)  
[Unit \(Access, Add, Edit and Delete\)](#)  
[User \(Search, Add, Edit, Inactivate\)](#)  
[Worker Role/Function Report](#)  
[User View Log in SSIS](#)

---

### 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](#)  
[Adult Protection SSIS User Guide Changes \(V23.3\)](#)

---

---

[Adult Protection SSIS User Guide Changes \(V23.4\)](#)

[Adult Protection SSIS User Guide Changes \(V24.1\)](#)

[Adult Protection SSIS User Guide Changes \(V24.2\)](#)

[Adult Protection SSIS User Guide Changes \(V24.3\)](#)

[Adult Protection SSIS User Guide Changes \(V24.4\)](#)

---

## **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](#)

[Noncaregiver Trafficking Assessment](#)

[Child Protection Summary Reports](#)

[Child Maltreatment Report Transfer Process](#)

[Quick Add Allegations](#)

[Child Maltreatment Determination Appeals](#)

[Referring Subsequent Child Maltreatment Reports](#)

[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](#)

---

## **Chronology**

[SSIS Chronology Module](#)

[Combined Documents](#)

[Family Group Decision Making](#)

[Document List](#)

[List of RTF Documents in Chronology](#)

[RichText Format-RTF Workgroup Documents in Chronology](#)

---

## **Clearing**

[Clearing Agency and State](#)

[Clearing FAQ](#)

---

## **Court Actions**

[Court Actions in SSIS](#)

---

## **Facility Investigations**

[Facility Investigation](#)

---

## **Family First Prevention Services Act**

---

[Expectant and Parenting Youth](#)  
[Family First Prevention Services Act \(FFPSA\) Resource Guide](#)  
[Generating a Title IV-E Prevention Services Claim in SSIS for Motivational Interviewing](#)  
[In-Home Family Support Plan \(CP\)](#)  
[Juvenile Treatment Screening Team](#)  
[Living Arrangements for Specialized Settings](#)  
[Prevention Services Eligibility Determination in SSIS](#)  
[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, or at 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](#)  
[Export or Import Email Contacts in SSIS](#)

---

## **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 Log](#)  
[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**

---

[Participants Entry Module](#)

[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](#)

[Copy From Sibling Function and Update Continuous Placement](#)

[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](#)

[Extended Foster Care Best Practice Guide for Youth Ages 18 up to 21](#)

[Monthly Caseworker Visit with a Child in an Out of Home Placement](#)

---

## **Reminders & Alerts**

---

[Reminders and Alerts](#)

[SSIS Reminders and Alerts](#)

[View Others' Reminders and Alerts](#)

[Create Other's Reminders](#)

[Security Functions for Reminders and Alerts](#)

---

## **Safe Place for Newborns**

---

[Safe Place for Newborns](#)

---

## **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 \(SSIS\)](#)

---

---

[Noncaregiver Trafficking Assessment](#)

---

## **Service Plans & Reviews**

---

[Adolescent Parent Assessment and Service Plan](#)

[Family Safety Plan](#)

[Social Services Plan](#)

[90-Day Transition Plan](#)

[CW-TCM Service Plan](#)

[CMH Crisis Plan](#)

[In-home Service Plan](#)

[Independent Living 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](#)

[Data Integrity Report](#)

[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

---

[Workgroups in SSIS](#)

[Workgroup Change Log](#)

[Workgroup Transfer to Case](#)

--