

SSIS Update

Issue 646

January 22, 2025

AFCARS

Education Screen Field - Defect

A new Education screen defect has been identified in SSIS affecting the Highest Level of Education Completed when Kindergarten or 1st Grade is selected. If either is selected from the Grade drop-down, None Completed is the only option available.

Workaround: When completing this screen for children in Kindergarten or 1st Grade – enter a grade higher than 1st grade, enter the appropriate 'Highest Level of Education Completed' field, then return to the 'Grade' field drop down and change it to Kindergarten or 1st Grade. Click Save and refresh the screen. The 'Grade' and 'Highest Level of Education Completed' fields will display the correct data.

Questions should be directed to the [SSIS Help Desk](#).

Copying and Pasting into SSIS

Copying and pasting text from outside applications into SSIS is not recommended. If text is copied from an outside application, such as an email or other document, SSIS may not support the formatting and may appear unreadable or missing when a user returns to it later.

Special formatting is often hidden within copied text. Clear formatting from text prior to pasting it into SSIS such as within notes, intakes or other SSIS text boxes. This can be done by copying/pasting text into Notepad or another program that allows for removal of formatting, then copying/pasting the unformatted text into SSIS.

Reminder: Images are not supported in SSIS unexpanded nor expanded editor views. While the system may allow images to be pasted into SSIS, they are not supported, may be lost, and will not appear when printing.

Adult Protection SSIS User Guide update

Appendix B of the [Adult Protection SSIS User Guide](#) has been updated. Directions to approve/deny the SDM® Intake Assessment have been added.

The decisions entered in the assessment will determine the Tool Status. When the Tool Status is override, approval required, the APS supervisor or designated AP staff will review and approve the SDM® Intake Assessment Agency Screening Decision. If the AP supervisor denies the Agency Screening Decision, the AP worker will need to update the tool with the screening decision in the Intake Assessment Tool.

The [Adult Protection SSIS User Guide](#) December 2024 edition with the updated Appendix B- Approval/Denial of the SDM® Intake Assessment is now available on the SSIS Resource Page [Worker Documentation page](#) and the [SSIS Adult Protection Worker Training page](#).

Questions regarding this guide can be directed to [Anna Chaloupka](#).

APS and SSIS Learning and Development release new video

The Adult Protection Unit, in partnership with the SSIS Learning and Development Unit, is proud to announce the release of a new APS eLearning video. The new video, "Intake and Assessment, Time and Activity Reporting", demonstrates how to select the correct BRASS and Activity Codes in the APS Intake and Assessment Workgroups. A brief overview of BRASS codes as well as a short demonstration of creating an Activity in SSIS are included in the video.

To find the video, search for "APSBRASSV" in TrainLink and register. The video is approximately six minutes long and will remain on your transcript upon viewing.

If you have questions about the APS Program policies and procedures, contact the Minnesota Department of Human Services Adult Protection Unit at 651-431-2609 or dhs.adultprotection@state.mn.us. For questions on or issues with the video, contact SSIS Learning and Development at ssistraining.dcyf@state.mn.us.

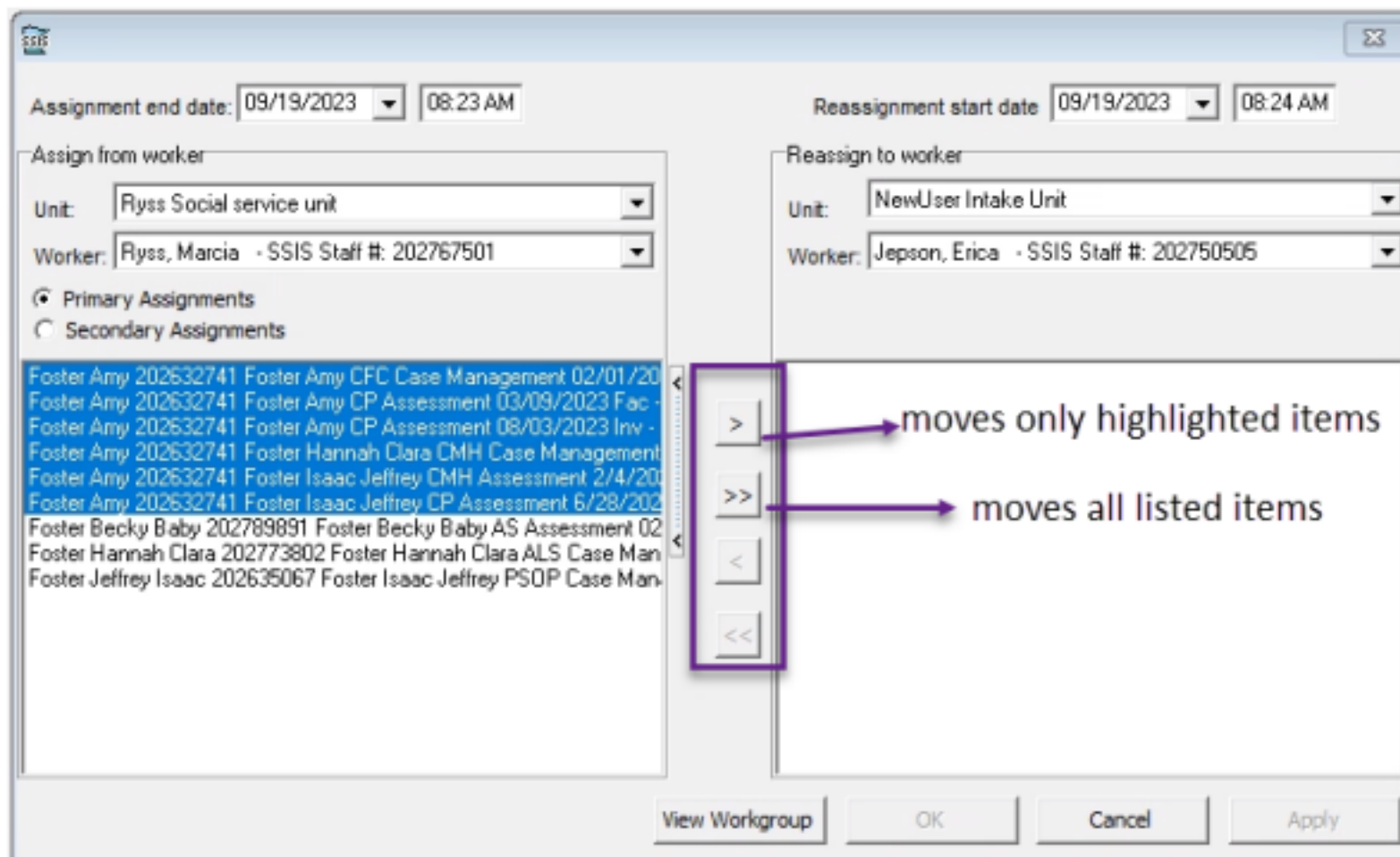
SSIS Tip

Use 'Reassign Workgroups...' to transfer worker assignments se 'Reassign Workgroups...', found under Tools in SSIS, when transferring staff assignments from one worker to another in Assessment or Case Management workgroups. This is particularly important when transferring primary staff assignments when there is also one or more secondary staff assigned. Benefits of using the 'Reassign Workgroups...' tool include:

Review all workgroups assigned to a particular worker (like the 'my caseload' option under Workgroup Search, only Assessment and Case management workgroups will be listed), including both primary and secondary assignments, depending on screen selection.

Can transfer primary or secondary worker assignments from one worker to another. Able to transfer one, multiple or all workgroup assignments on a worker caseload at one time.

Helps ensure the workgroup Unit assignments are updated for multiple workgroups at the same time as the staff reassignments – which is beneficial for agencies utilizing/relying on unit specific reports that rely on the workgroup unit assignment.



*Don't confuse 'Reassign Workgroups...' with the 'Assignment Log'. The Assignment Log should be used for the initial primary worker assignment. The Reassign Workgroups tool is for re-assigning/transferring already assigned workgroups from one worker to another.

Upcoming SSIS coffee talks

The SSIS Business section at DCYF will be taking a break from SSIS coffee talks during the month of January.

Coffee talks will resume Tuesday, February 18 at 9:00 a.m. with *SSIS Statewide Release v25.1*. [Registration](#) is required and will be open until the webinar begins. This session will be recorded and posted on the [Minnesota Child Welfare Training Academy SSIS Training website](#) seven to ten business days following the event. Visit the [SSIS Resources page](#) for release information, release notes, and the known defects report.

SSIS Adult Protection Worker Training

Monday, February 3rd and Thursday, February 6th, 2025

Monday, March 3rd and Thursday, March 6th, 2025

Monday, April 7th and Thursday, April 10th, 2025

Monday, May 5th and Thursday, May 8th, 2025

The SSIS Adult Protection Worker course follows the life of an adult vulnerable to maltreatment case starting with the intake received from the Minnesota Adult Abuse Reporting Center (MAARC) through the assessment and closing of a case. This is a technical training designed to provide overview of data entry as related to Adult Protective Services (APS) into SSIS. Adult Protection policy staff are also available during each class. Training is offered in two half-day virtual classes and is designed for new Adult Protection workers, SSIS mentors, and for those seeking a refresher. Individuals will need to take both days for credit of course completion. New workers are encouraged (not required) to take the online [SSIS Essentials eLearning](#) prior to taking the course.

The SSIS Essentials eLearning includes two APS specific courses:

SSIS APS Essentials 104A: Exploring APS Intakes

SSIS APS Essentials 104B: Exploring APS Assessments

APS workers should take these two courses instead of SSIS 104: Creating an Intake. APS Essentials courses and other APS eLearning resources can be found on the [APS eLearning Suite site](#).

SSIS Adult Protection Training Day 1 9:00 a.m. - 1:00 p.m. includes:

Adult Maltreatment Report (AMR) in Intake

AMR Bounce procedure (discussion only)

Structured Decision Making ® Tools in an APS Intake

Agency Report Action Options

Assigning the AMR

Initial Disposition Letters

Closing the Intake and transitioning to an Assessment Workgroup

SSIS Adult Protection Training Day 2 9:00 a.m. - 1:00 p.m. includes:

Chronology Case Notes and Activities

Structured Decision Making ® Tools required during the APS Assessment

Participant Folder Entry

Adding Collaterals

Updating the AMR

Data Cleanup

Closing the AMR and the Assessment Workgroup
Notice of Findings, Case Closure Communication, and Vulnerable Adult Maltreatment Summary of Investigation
Transitioning the Assessment to Case Management
Appeals

To register for SSIS Adult Protection Training navigate to [TrainLink Home Page](#) and sign in using your Unique ID.

Navigate to Children's Services
Select Upcoming Webinars/Live Training
Choose "All SSIS Classes"
Type in a Date Range, if needed
Select the SSIS Adult Protection Training of your choice and enroll

SSIS training opportunities

Training opportunities for new SSIS users or those seeking a refresher are now available to SSIS users. Courses are great for those new to SSIS or those seeking a refresher. Click the topic below for course descriptions, schedules, and registration information.

[SSIS Adult Protection Worker Training](#)
[SSIS Fiscal Online Training](#)
[Adult Protection eLearning Suite](#)
[SSIS Essentials eLearning](#)

SSIS webinar materials and previous recordings can be found on the [Minnesota Child Welfare Training Academy \(MCWTA\)](#) website.

Quick links

[SSIS Resources](#) via CountyLink
[TrainLink Registration](#)
[SSIS Update Archive](#)
[MN Child Welfare Training Academy Updates](#)
SSIS Help Desk (651) 431-4801 or dhs.ssishelp@state.mn.us

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[SSIS Update](#)

[MN Child Welfare Training Academy Updates](#)

[Empowering Youth Update](#)

[DHS Child Safety and Prevention Update](#)

[DHS Permanency Support Update](#)