

SSIS Update

Issue 651

April 2, 2025

AFCARS Data Review: Licensing Compliance

The latest AFCARS data review indicates that Minnesota's potential non-compliance is largely due to missing licensing information for non-relative family foster homes. Fifty percent of errors stem from agencies not entering a license for these providers, either manually or via the LNDX link.

Agencies have until **April 30th** to correct missing data for the **October 1, 2024, to March 31, 2025**, reporting period.

All non-relative family foster homes must be licensed prior to placement. Agencies can use the **Open Placements with Unlicensed Providers** report to identify unlicensed placements, and cross-reference this with the **Children In Out-Of-Home Care – Occurrence Information Only** report (found under General Reports > Placement). Filter by **Foster Family Home – Non-relative** using the Placement setting column to identify any unlicensed providers for follow-up.

Twenty percent of errors related to licensed homes were due to inconsistent manual license entries. When entering a tribally licensed/approved foster home, ensure the **IV-E Facility type** field is correctly marked as **Tribally Licensed/Approved Family Foster Home** rather than **Child Family Foster Home**.

Upcoming SSIS coffee talks

SSIS users are invited to attend April's SSIS coffee talk, *SSIS Legal and Financial Responsibilities* Tuesday, April 22 at 9:00 a.m. [Registration](#) is required and will remain open until events begin. Webinars are recorded and posted on the [Minnesota Child Welfare Training Academy SSIS Training page](#) within seven to ten business days.

SSIS Engagement and Information site

The SSIS Section is using a new tool to both engage and provide information to our SSIS Mentor and Coordinator population called the SSIS Engagement and Information Site. SSIS Mentors and Coordinators do not need to subscribe or register for this site to view its contents or engage; however, if you do wish to register for this page you may do so by following the steps outlined here [SSIS Engagement and Information Site](#). You can access the SSIS Engagement and Information Site by:

Navigating to the [SSIS home page](#) and selecting the first link under **Engage with us**; or
Simply select this link [SSIS Engagement and Information Site | Minnesota Engage DCYF](#) and saving it as a favorite from your browser.

If you have questions about the SSIS Engagement and Information Site, please email the SSIS Training at ssistraining.DCYF@state.mn.us.

SSIS CW-TCM Healthcare Claiming Training

Upcoming Dates:

Tuesday, June 17th, 2025 | 10:00 AM - 12:00 PM

This SSIS training is perfect for new fiscal staff or anyone wanting a refresher on CW-TCM Healthcare Claiming. The session will cover the process of creating claims in SSIS, as well as how to generate and submit a CW-TCM claiming batch.

This course is offered quarterly, with new dates added regularly—stay tuned for more.

To register:

[SSIS CW-TCM Healthcare Claiming Training Registration](#)

SSIS Adult Protection Worker Training

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 PartnerLink

[TrainLink](#)

[SSIS Update Archive](#)

[MN Child Welfare Training Academy](#)

[SSIS Help Desk](#)

[SSIS Time Entry Transformation](#) project site

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