

SSIS Update

Issue 660

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Building a Better Home for Minnesota's Kids: A New Child Welfare System

Minnesota is investing in building a better "home" for its children and families – a modern Comprehensive Child Welfare Information System (CCWIS). The state legislature has provided funding and direction to ensure this system includes the best modern features to improve outcomes for children and families. The Commissioner of Children, Youth, and Families is leading the effort to design and implement this system.

Key Features for the "New Home":

- **Better Outcomes:** The system will add value for caseworkers, reducing their administrative burden and allowing more time with children and families.
- **Easy Access:** Child welfare workers will be able to easily access the system on various devices, such as mobile phones, improving efficiency while in the field.
- **Quality Data:** The system will gather comprehensive data to inform better decisions and ultimately improve the lives of children and families.
- **Legal Protections:** The system will ensure compliance with all relevant federal and state laws, supporting best practices (including ICWA, MIFPA, and Title IV-E) and required reporting (AFCARS, NCANDS, NYTD, IV-E Prevention, CFSR, and other reviews).
- **Addressing Needs:** Other important needs identified by the Commissioner and local child services agencies will also be addressed.

The legislative language can be found at [Laws of Minnesota 2025, First Special Session, chapter 3, article 11, section 6.](#)

Look for updates on the [SSIS EHQ site](#) and reach out to Cynthia.Shypulski@state.mn.us for questions related to CCWIS Modernization.

SSIS Mentor Expertise Needed for CCWIS Scope Definition

We are in the planning phase for CCWIS modernization, and we need input from partners and current SSIS system experts. We will be actively seeking input from all partners (e.g. case workers, SSIS Mentors/Coordinators, state policy experts, local social service agencies administration, American Indian Child Welfare Initiative Tribal Nations) to inform the help shape the design and testing of this new system.

We invite current SSIS Coordinators and Mentors to a conversation about defining the scope of the "new house". Please register for one of the conversations below!

- [Tuesday, August 12 3-4 p.m.](#)
- [Thursday, August 21, 1-2 p.m.](#)
- [Friday, August 22, 8-9 a.m.](#)

Please reach out to Cynthia.Shypulski@state.mn.us for any questions related to CCWIS Modernization.

Guidance on Repository Error 4056

During a recent SSIS weekly open discussion meeting there was some confusion noted regarding Repository Error 4056. This error typically occurs when a legal guardian is listed as being less than 10 years older than a client who has an open continuous placement.

What You Should Do:

- Review the DOB/estimated DOB for both the client and the legal guardian.
- If either the date of birth (DOB) or estimated DOB is incorrect, correct the inaccurate information (whether it is the child's or legal guardian's DOB).
- There may be cases where the DOBs are accurate, yet the error still occurs. For example, when a sibling is the legal guardian and is less than 10 years older than the client. In these cases, the error can be ignored.

If you have questions or continue to experience issues, please reach out to the SSIS Help Desk for further assistance: dcyf.ssishelp@state.mn.us.

Updated Guidance on Entering QRTP Placements When Moving Between Programs/Services Within the Same Residential Facility

During our June SSIS Coffee Talk, we provided guidance on entering placements when a child/youth moves between program/services within the same residential facility and one of the programs/services is not QRTP-certified. In those cases, two separate placements **must** be entered to clearly reflect the difference in certification and requirements. To summarize this guidance:

- When **not all** programs/services are QRTP-certified within the same residential facility:
 - Workers enter separate placements in the continuous placement.
 - The QRTP requirements are required when a child/youth receives QRTP-certified services.
- When entering placements into SSIS:
 - Select the appropriate setting and reason,
 - If the program/services are **not** QRTP-certified, answer 'no' to the question: "Is the bus org/provider certified to provide QRTP services?".
 - If the program/services **are** QRTP-certified, answer 'yes' to the question: "Is the bus org/provider certified to provide QRTP services?".

Questions were also raised about what to do when a child/youth moves between programs/services that are all QRTP-certified and within the same residential facility. At the time, the response given was that two placements should be entered and the QRTP requirements completed for each placement. After further review with Policy, there is a need to clarify and update this guidance:

- When **all** programs/services are QRTP-certified within the same residential facility:
 - Workers do not need to enter two separate placements.
 - Complete the QRTP requirements for the initial placement.
 - The QRTP requirements are **NOT** required to be completed again when a child/youth moves QRTP-certified programs/services within the same residential facility.
- When entering the placement into SSIS:
 - Select the appropriate setting,
 - Under 'Reason', indicate either:
 - Treatment for severe emotional disturbance, or

- Treatment for developmental disabilities or related conditions
- Answer 'yes' to the question: "Is the bus org/provider certified to provide QRTP services?"
- Do not change the placement entry when the child/youth moves QRTP-certified programs/services within the same residential facility. The setting and reason remain the same.

We recognize that this clarification may resolve some of the recent confusion and questions from agencies. We appreciate your patience and partnership as we continue to align policy and system guidance.

Did you know...SSIS Essentials Edition

Did you know that there are now ten modules available in the SSIS Essentials curriculum? Or that you can take them in any order, any time, and from any computer or laptop? Well, both of those are true! The new SSIS Essentials is made up of six eLearning courses, released in January, and now four instructional videos.

Not only can you take the courses in any order, but you can also navigate within them the way that best fits your needs! In each course, there is a "home page" with buttons to visit any section of the course. With the videos, you can open a chapter list from the left side of the video and jump to any segment.

All these changes are the result of your input and suggestions, and we still welcome them. Look for the evaluation at the end of each course or watch your email over the next few days if you've completed courses prior to July 1.

SSIS Essentials

The SSIS User Support – Learning & Development team is excited to announce the release of the final four modules of the SSIS Essential curriculum. The new courses are:

- SSIS Essentials 107 – Time Reporting (SSISES107)
- SSIS Essentials 108 – Data Clean-up (SSISES108)
- SSIS Essentials 109 – Reminders (SSISES109)
- SSIS Essentials 110 – Alerts (SSISES110)

The new modules are all available on TrainLink using the course code in parentheses after the course name. Each course is an instructional video ranging from 6 to 12 minutes in length and does not include a quiz or knowledge check. Videos are marked with chapters for easy navigation to a specific time and topic. If you have feedback or issues with the videos, or any other SSIS Essentials course, please send an email to ssistraining.dcyf@state.mn.us.

Resource Spotlight:

Intakes Needing Action

A new document, **Intakes needing Action**, is now available on the [SSIS Resource page](#) under Worker Documentation>Intake.

This document provides guidance on:

- Identifying and resolving intakes marked as "Intake needing action"
- Best practices to **prevent** future intakes from becoming an "Intake needing Action"

Review this document to ensure consistent and efficient handling of all intakes.

SSIS coffee talk: Statewide Release v25.3

Date: Tuesday, August 19

Time: 9 a.m.

Join the SSIS Business team at DCYF to learn what's new in SSIS Statewide Release v25.3. The release is scheduled for Wednesday, August 20 at 6 p.m.

Register now on the [SSIS Engagement and Information site](#).

Note: Registration is required to attend.

The webinar will be recorded and posted to the [Minnesota Child Welfare Training Academy SSIS Training page](#) 7–10 business days after the event.

Contact Heide Moris, SSIS Mentor Program Coordinator, at heide.moris@state.mn.us for more information.

Stay Connected and Informed

Access helpful tools and stay up to date on child welfare, training, and SSIS news through the [SSIS Engagement and Information site](#). All quick links and subscription options are available there.