

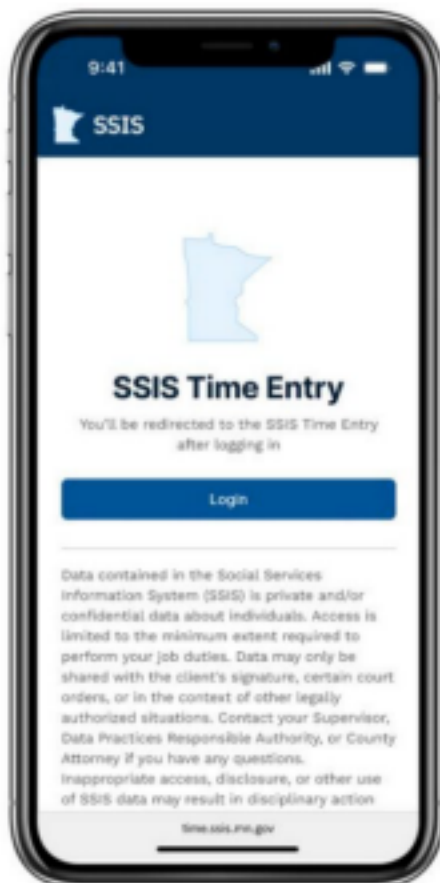
SSIS Update

Issue 662

September 2, 2025

SSIS Update: Time Entry Transformation

The Time Entry Transformation (TET) Project is moving forward! The Minimum Viable Product (MVP) is launching this fall, beginning with Stearns County, with staggered rollout to ensure proper testing. The new web-based, mobile-friendly tool will connect to SSIS databases, offering faster performance, improved usability, and a more efficient user experience — all while letting caseworkers spend more time with children and families.



The new app will be accessible from a desktop, mobile phone, or tablet. Users will log in with their current credentials and select the appropriate database. While it creates time entries and case notes, all other SSIS functionality remains in the existing system.

Stay Involved & Up to Date:

- Visit the [Engagement HQ Time Entry Transformation page](#) — share suggestions, ask questions, sign up for pilot testing, and see the latest updates
- Sign up for [GovDelivery](#) updates
- Read the **SSIS Update** newsletter
- Attend **Coffee Talks** for live updates and discussion

Any current county or Tribal Nation SSIS end user can join testing — check out the Engagement HQ link above for more about pilot testing. Sign up now to help shape the next phase of SSIS Time Entry!

SSIS Tip: Personalizing Grids for Maximum Efficiency

Did you know that most grids in SSIS can be personalized to save you time and make your work easier? Once personalized, most automatically save your grid settings, so you can focus on the data you need to do your job.

A few ways to personalize your SSIS grids:

- Add or remove columns: Use the Field/Column chooser on the far left of the grid headers to see additional columns not shown by default.
- Reorder columns: Simply drag and drop column headers to position them how you like within the header row.
- Sort and filter: Click a column header to sort ascending or descending.
- More grid options: Right-click any column header for more options like; Filters, Find Panel (in grid keyword search), Footers/Sub-Footers (for counts), or Group by Box for multilevel grid grouping.

Recommended columns to add for commonly used grids:

- Activity log grid: Add Purpose to see details without opening each record.
- Workgroup folder grid: Add WG End Date, Unit, and Primary Worker. With these added, sort by WG End Date to quickly show which workgroups are open and who they're assigned to.
- Person Search screen grid: Add the SSIS Person # column to check if two records refer to the same person (if same number, both options are bringing you to the same person information, that person just has multiple names associated). If numbers differ but you suspect they are the same person, notify your SSIS coordinator or clearing staff.

For more guidance, check out the Grid-related job aids on the [SSIS Worker Documentation](#) page via PartnerLink or watch the "Grids and General Reports in SSIS" Coffee Talk (Mn Child Welfare Training Academy [Coffee Talk Archive](#), Webinar 3/15/22).

Time stamped coffee talk recordings now available

Three additional Coffee Talk Agenda Discussion Topics with time stamped documents are now available on the [MN Child Welfare Training Academy website](#):

1. [Statewide Release v23.2- May 23, 2023](#)
2. [Meet the Learning and Development Team- October 22, 2024](#)
3. [Placement Entry in SSIS- June 24, 2025](#)

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

Resource Spotlight

SSIS Administration Overview: Essential Resource for System Administrators

The ***SSIS Administration Function Overview*** is a valuable resource for understanding the key responsibilities and tasks handled by SSIS System Administrators. Each agency designates one or more individuals to serve in this role, and DCYF strongly recommends having at least two backup administrators to ensure continuity and support.

SSIS System Administrators play a critical role in maintaining security and system functionality. They are responsible for setting up new users, assigning appropriate roles and functions, and managing key organizational structures like units, departments, and locations. They also ensure agency information stays current and accurate.

Additional areas administrators may work with include:

- Agency-defined codes
- Interface settings
- Programs and services
- Purge and destruction lists
- Roles and functions
- Table Viewer Search
- User profiles and credentials

This overview document is a must-read for current and new administrators alike—supporting accurate system management and ensuring your agency remains compliant and efficient.

SSIS coffee talk: Minnesota Youth in Transition Database (MNYTD)

Date: Tuesday, September 23
Time: 9 a.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.

Adult Protection training

Upcoming SSIS Adult Protection training sessions. Each training spans two days, from 9:00 am to 1:00 pm on both days:

- October 2025: Monday, October 20 and Thursday, October 23
- November 2025: Monday, November 10 and Thursday, November 13
- December 2025: Monday, December 15 and Thursday, December 18
- February 2026: Monday, February 9 and Thursday, February 12
- April 2026: Monday, April 6 and Thursday, April 9
- May 2026: Monday, May 4 and Thursday, May 7

Training questions can be directed to [Anna Chaloupka](#), SSIS Adult Protection Training Specialist.

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.