

## SSIS Update #665

Oct. 15, 2025

### Adoption and Foster Care Analysis and Reporting System (AFCARS) and Repository Update

The SSIS team is requesting all agencies run and review the SSIS repository and correct outstanding items as soon as possible. Agencies should complete a "Validate Only" read of the repository monthly to ensure timely correction of errors.

The most recent AFCARS reporting period ended September 30, 2025. The next federal submission is scheduled for November 2025.

AFCARS data elements approaching non-compliance have been identified. Agencies with these issues have been contacted via email with specific correction requests. If you received one of these emails, make the corrections and respond timely once updates are complete.

Specific errors needing attention are:

- **Error # 4100- Current Education Required** (AFCARS Element 35: School Enrollment)
- **Error # 4110- Current Removal/Adoption/TPLPC Screen Required** (AFCARS Element 41: Prior Adoption & Element 44: Prior Guardianship)

Refer to the [AFCARS/Repository Overview & Cross-Reference Guide](#) on the SSIS Resource page under SSIS Worker Documentation for assistance correcting these errors.

Timely and accurate updates are critical to ensure compliance and data integrity for the federal report as well as to avoid fiscal penalties.

### Enter the Correct County of Financial Responsibility (CFR) and County of Service (COS)

It is important that SSIS users who create intakes or workgroups enter the correct CFR and COS. These fields are used in agency, state, and federal reports.

Accurate entry is critical. SSIS data is used to generate federally required Adoption and Foster Care Analysis and Reporting System (AFCARS) reports. AFCARS requires that each child in placement has the correct CFR agency identified. This federal data integrity item must meet 100 percent compliance to avoid fiscal penalties. If an

incorrect agency is listed in CFR, it could be identified during federal AFCARS or CCWIS review resulting in fiscal penalties for Minnesota.

Multi-county alliances should select the correct individual county responsible for the case rather than defaulting to a single county within the alliance. Refer to your agency's internal process for determining which county should be entered as CFR and COS. Ensuring these fields are accurate maintains data integrity and ensures proper program and financial responsibility.

## Printing a blank Adult Protection Service (APS) Plan

To print a blank copy of the APS Service Plan from the SSIS Resource Page on PartnerLink (formerly CountyLink), use the following link: [SSIS home page](#). Under the "Support" header select: SSIS Plans and Forms. Once open, click Adult Protection Service Plan under the 'Blank SSIS Service Plans'. Workers can print a blank plan from the PDF.

After the 25.4 release: (Currently not in production)

Print a blank copy of the APS Service Plan from SSIS, select External Documents from the Tools list. Then select APS Service Plan from the available documents. Workers can print a blank plan from the PDF.

## SSIS Adult Protection User Guide September 2025

The [SSIS Adult Protection User Guide September 2025 edition](#) is now available on both the SSIS Resource Page-Worker Documentation and the SSIS Adult Protection Worker Training websites. This updated edition includes several important updates and additions. For more information about these changes, refer to the [SSIS Adult Protection User Guide Changes \(v25.3\)](#).

If you have any questions about the user guide, contact [Anna Chaloupka](#), SSIS Adult Protection Training Specialist.

## New Adult Protection Services (APS) eLearning

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, "SSIS Adult Protection SDM® Intake Assessment – Override Approval", demonstrates the process for handling requests for a screening override in the SDM® Intake Assessment. The video covers the approval and denial process, as well as re-sending and finalizing the assessment.

To find the video, search for "APSINAOA" in TrainLink and register. The video is approximately seven 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](mailto:dhs.adultprotection@state.mn.us). For questions on or issues with the video, contact SSIS Learning and Development at [ssistraining.dcyf@state.mn.us](mailto:ssistraining.dcyf@state.mn.us).

## Adult Protection training opportunities

Upcoming SSIS Adult Protection training sessions span two days, from 9 a.m. to 1 p.m. each day:

1. Monday, Oct. 20, and Thursday, Oct. 23, 2025
2. Monday, Nov. 10, and Thursday, Nov. 13, 2025
3. Monday, Dec. 15, and Thursday, Dec. 18, 2025
4. Monday, Feb. 9, and Thursday, Feb. 12, 2026
5. Monday, April 6, and Thursday, April 9, 2026
6. Monday, May 4, and Thursday, May 7, 2026.

To register:

7. Visit the TrainLink Home Page.
8. Sign in to TrainLink using your Unique ID.
9. Navigate to “Children’s Services.”
10. Select “Upcoming Webinars/Live Training.”
11. Choose “All SSIS Classes.”
12. Type in a date range, if needed.
13. Select the SSIS Adult Protection training of your choice and enroll.

For training questions, contact Anna Chaloupka, SSIS Adult Protection training specialist, at [anna.t.chaloupka@state.mn.us](mailto:anna.t.chaloupka@state.mn.us)

## SSIS Fiscal CW-TCM Healthcare Claiming Training

This SSIS Fiscal training is ideal for new fiscal staff as well as anyone seeking a refresher on CW-TCM Healthcare Claiming. The session will cover the complete claiming process in SSIS, including creating claims, addressing time proofing errors, and generating and submitting a CW-TCM claiming batch.

SSIS Fiscal CW-TCM Healthcare Claiming Training

Date: Tuesday, Dec. 9, 2025

Time: 10 a.m.-12 p.m.

Virtual: Microsoft Teams

Register here [SSIS Fiscal CW TCM Healthcare Claiming Training](#)

This course is offered quarterly. Training dates for 2026 will be announced in the new year.

## SSIS Coffee Talk: SSIS learning and development updates

Date: Tuesday, Oct. 28, 2025

Time: 9-10:30 a.m.

Location: Webex

Register on the [SSIS Engagement and Information site](#). Registration is required.

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

Contact Heide Moris, SSIS mentor program coordinator, at [heide.moris@state.mn.us](mailto:heide.moris@state.mn.us) for more information.

## Time stamped coffee talk recordings now available

Three SSIS Coffee Talk Agenda Discussion Topics with timestamped documents are now available on the MN Child Welfare Training Academy website:

1. [Statewide Release v20.4- November 24, 2020](#)
2. [Adult Protection Services- November 24, 2020](#)
3. [MAPCY Post Permanency Reassessment- September 29, 2020](#)

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

## Explore SSIS resources

Stay informed with the latest SSIS updates, training and child welfare resources.

- [PartnerLink SSIS Resource Page](#) – A familiar, easy-to-navigate layout that includes easy access to worker and fiscal documentation, release information and system updates.
- [Engagement HQ SSIS Engagement and Information Site](#) – A modern design with quick links and subscription options.

Both sites are updated regularly; check back often for the newest information.