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# Out of Home Placement Plan in AgileApps & SSIS

SSIS Worker

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## **Out of Home Placement Plan (OHHP) in AgileApps & SSIS**

Agile Apps is a web-based application with a low-code platform, which means a code does not have to be written to build the platform. There is no need for agencies to purchase software, and it will require no additional financial investment of counties to implement.

Each agency will have their own database.

It is easy to make changes in the system. Changes made in AgileApps can be done without having to wait for an SSIS quarterly release.

Faster than SSIS. Because it is web-based workers won't have to tackle with the SSIS performance issues when completing the OHPP.

The functionality is intuitive meaning it is easy to understand and easy to use.

Because there is no interface with SSIS, there needs to be a way to connect the OHPP in AgileApps with SSIS. Therefore, agency workers will still need to complete the OHPP setup tab in SSIS. Workers will also need to add information from SSIS on the Basic Information tab of Agile Apps. The information from SSIS needs to identify the child/youth for whom the OHPP is for as well as information about the placement the OHPP is associated with. Therefore, workers will need to enter the child/youth's SSIS person number and the Placement Location ID for the placement for which the OHPP is associated with in AgileApps.

### **What needs to be in SSIS?**

Because there is no interface with SSIS, there needs to be a way to connect the OHPP in AgileApps with SSIS. Therefore, agency workers will still need to complete the OHPP setup tab in SSIS. Workers will also need to add information from SSIS on the Basic Information tab of Agile Apps. The information from SSIS needs to identify the child/youth for whom the OHPP is for as well as information about the placement the OHPP is associated with. Therefore, workers will need to enter the child/youth's SSIS person number and the Placement Location ID for the placement for which the OHPP is associated with.

### **Why do these additional steps need to be taken?**

Requiring these pieces of information in each system will tie the two together for purposes of audits as well as to eliminate repository and data clean-up errors in SSIS.

### **OHPP Set up menu**

The OHPP set up tab has been updated to include both the SSIS person number and the Placement location ID so that it is easy for workers to locate. Workers completing an OHPP in Agile Apps should use the Document template titled "Out of Home Placement Plan – Setup only AA".

Setup Document Properties Redaction

3 required fields needed to complete.

Document template: Out of Home Placement Plan - Setup only AA Help

Description: Out of Home Placement Plan - Setup only AA

Status: Draft Status date: 09/29/2025

Document

Document: Out of Home Placement Plan - Setup only AA

The SSIS person number is located in the OHPP setup tab in the Child section:

Child

Participant: [Redacted]

First name Last name: [Redacted]

Age: [Redacted]

Date of birth: [Redacted]

SSIS Person #: [Redacted]

Statewide cumulative days in placement: [Redacted]

Does the agency have financial responsibility for the placement? yes

The Placement location ID will only appear in the OHPP setup tab if the answer to the question “Does the agency have financial responsibility for the placement?” with the answer “yes”:

The Placement location ID will then auto-populate in the Placements or locations or absences section of the OHPP setup tab:

Placements or locations or absences

Placements or locations or absences: Placement

Setting: Pre-kinship home - relative/kin

Bus org - provider: [Redacted]

Placement location #: 203057576

Workers will also record the Agile Apps OHPP Number in the SSIS OHPP setup tab in the Workgroup section:

Workgroup

Workgroup: [ ] [v] [🔄]

CW-TCM? [ ] [v]

Service plan

Service plan: Out-of-Home Placement Plan [v] [🔄]

Effective from date: [ ] [v] ⚠️

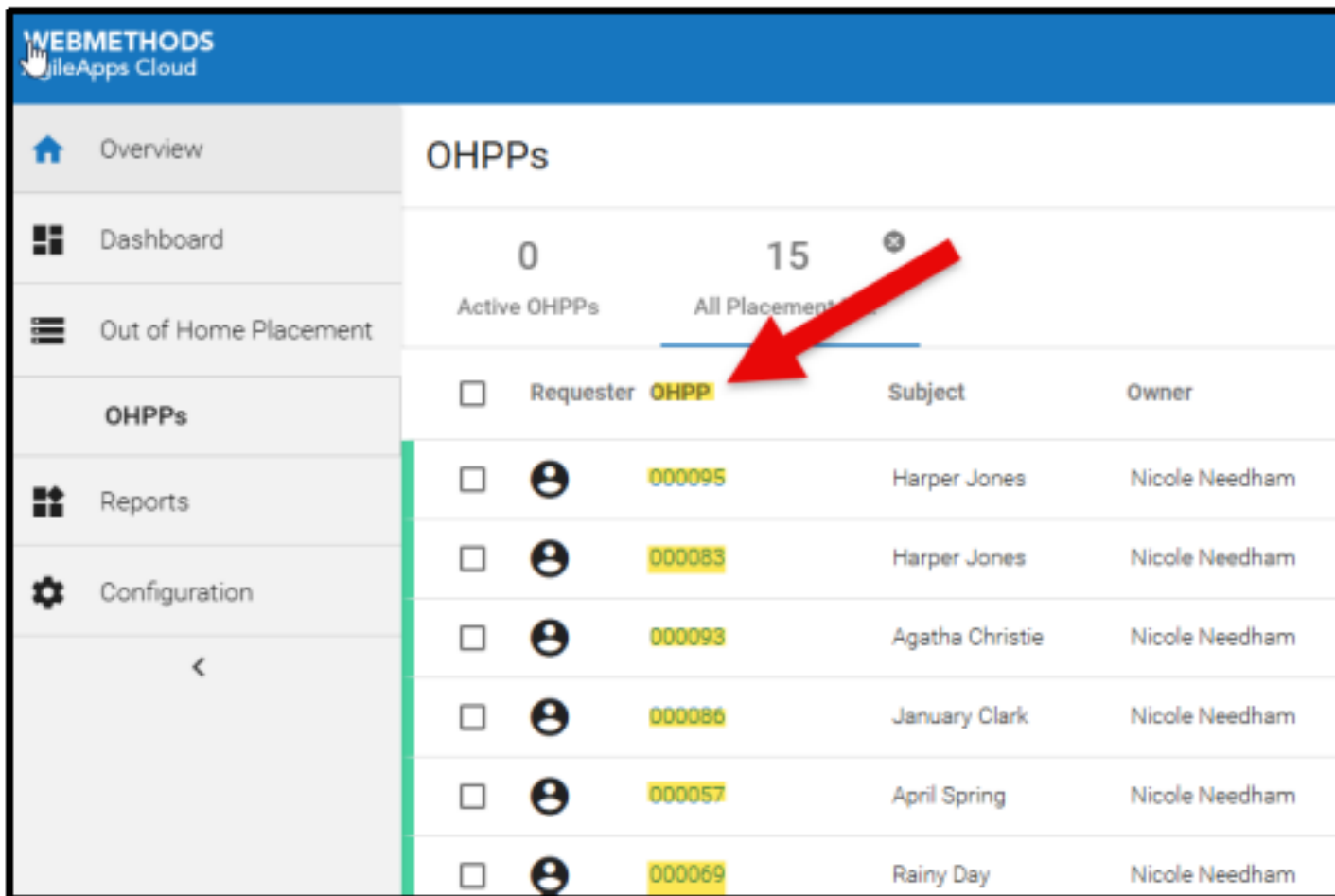
Effective to date: [ ] [v] ⚠️

AgileApps OHPP Number: [ ] ⚠️

To locate this number in Agile Apps, workers will need to navigate to the left side of their screen and select OHPPs:

Requester	OHPP	Subject	Owner
[ ] [👤]	000095	Harper Jones	Nicole Needham
[ ] [👤]	000083	Harper Jones	Nicole Needham
[ ] [👤]	000002	Anthony Christie	Nicole Needham

Once OHPPs is selected, the worker will see a list of their Out-of-home placement plans. The second column, titled OHPP, lists the OHPP number associated with the OHPP in Agile Apps. This is the number workers will need to enter in the SSIS setup tab in the Workgroup section.



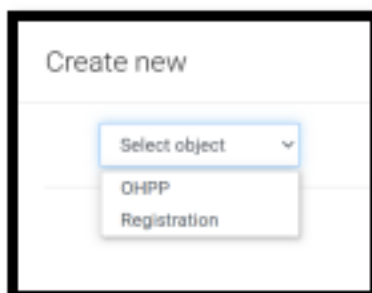
## AgileApps

Each agency will have their own AgileApps database. Agencies will receive an email with a link to sign their workers up for an account. Each worker will have a dashboard. All OHPPs completed by that worker will be in their dashboard. Workers will still be able to copy OHPP for review of OHPPs.

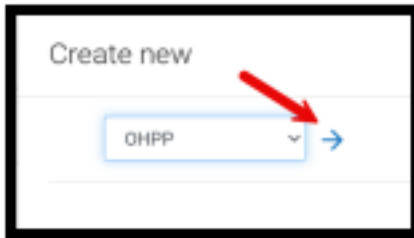
To create a new OHPP, workers will need to click on the + Create button in the top blue ribbon:



Workers will then need to select OHPP from the dropdown 'Select object' menu:



Then click on the blue arrow to create the OHPP template:



The OHPP tabs will appear. It defaults to the Basic Information tab:



The Basic Information tab needs to be completed first. This tab has all of the identifying information. Enter the SSIS person number and Placement Loc ID on this tab. These are the requirements to connect AgileApps to SSIS.

<p><b>Child's/Youth's Name *</b></p> <input type="text"/>	<p><b>Placement Setting *</b></p> <p><input type="radio"/> Foster family home (relative)</p> <p><input type="radio"/> Foster family home (kin)</p> <p><input type="radio"/> Foster family home (non-relative)</p> <p><input type="radio"/> Pre-adoptive home (relative)</p> <p><input type="radio"/> Pre-adoptive home (non-relative)</p> <p><input type="radio"/> Pre-kinship home (relative)</p> <p><input type="radio"/> Group home (staff-operated)</p> <p><input type="radio"/> Group home (family-operated)</p> <p><input type="radio"/> Residential program (QRTP)</p> <p><input type="radio"/> Supervised independent living</p> <p><input type="radio"/> Intermediate Care Facility - Developmental Disabilities (ICF-DD)</p> <p><input type="radio"/> Juvenile correctional facility (non-secure - 12 or fewer children)</p> <p><input type="radio"/> Juvenile correctional facility (non-secure - 13 or more children)</p> <p><input type="radio"/> Juvenile Justice Facility (Juvenile correctional facility - locked)</p> <p><input type="radio"/> Child's reunification home</p>	<p><b>Caseworker Name *</b></p> <input type="text"/>
<p><b>Date of Birth *</b></p> <input type="text" value="MM/dd/yyyy"/>		<p><b>Caseworker Phone *</b></p> <input type="text"/>
<p>Independent Living Plan included for child/youth 14 and older</p> <p><input type="radio"/> No</p>		<p><b>Placement Location Start Date *</b></p> <input type="text" value="MM/dd/yyyy"/>
<p><b>SSIS Person Number *</b></p> <input type="text"/>		<p><b>Placement Location ID *</b></p> <input type="text"/>
<p><b>Effective Date *</b></p> <input type="text" value="MM/dd/yyyy"/>		<p><b>Display Language Block</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p><b>Status</b></p> <p><input type="radio"/> Draft</p>		

The questions on this tab include questions that determine how the plan will print. Selections here will determine if the plan prints with child or youth or active or reasonable. Throughout AgileApps both words will display but only the word selected for these questions will print.

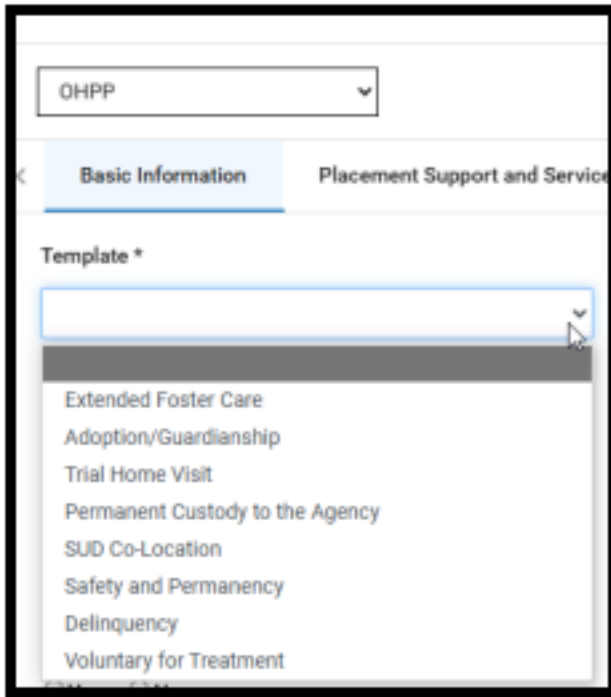
Is this Out of Home Placement Plan for a child or youth? \*

Child  Youth

Does this Out of Home Placement Plan contain Active or Reasonable Efforts? \*

Reasonable  Active

The selections on the Basic Information tab will also determine which tabs are displayed.



From the template dropdown menu, select the appropriate template for the child or youth. Only the tabs relevant to the template selected will appear.

The questions below will also determine which tabs will appear for the template:

Does the Indian Child Welfare Act (ICWA) and Minnesota Indian Family Preservation Act (MIFPA) apply? \*

Yes  No

Does the child/youth have siblings?

Yes  No

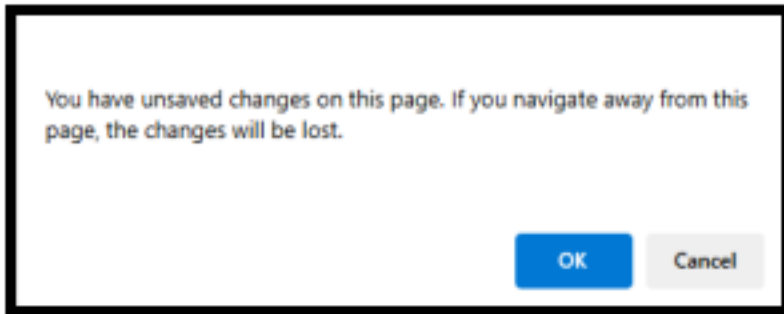
In addition, workers will also see the Addendums on the Basic Information tab. These will be discussed in more detail later in the job aid but selecting these will make the relevant tabs for those addendums appear.

TPLPC Addendum

Expecting or Parental Youth Addendum

QRTP Addendum

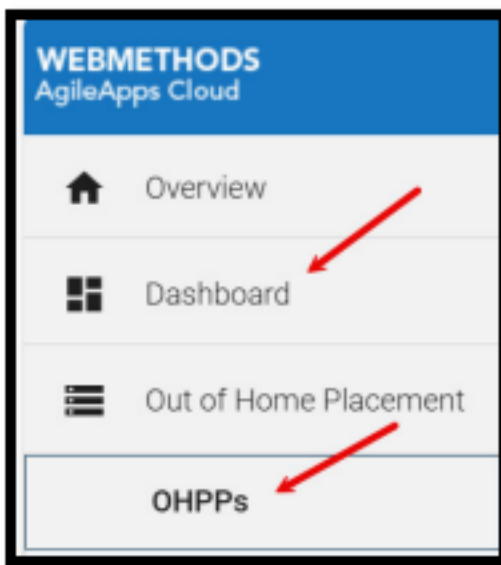
The questions with an asterisk on them are required to be answered in order to save the template. AgileApps does not have autosave. Workers should get in the habit of saving the template frequently. If workers try to leave the template without saving, this error message will appear.



**Click Cancel, return to the screen and save. Do not click OK, the unsaved changes will be lost. It is good practice to save often.**

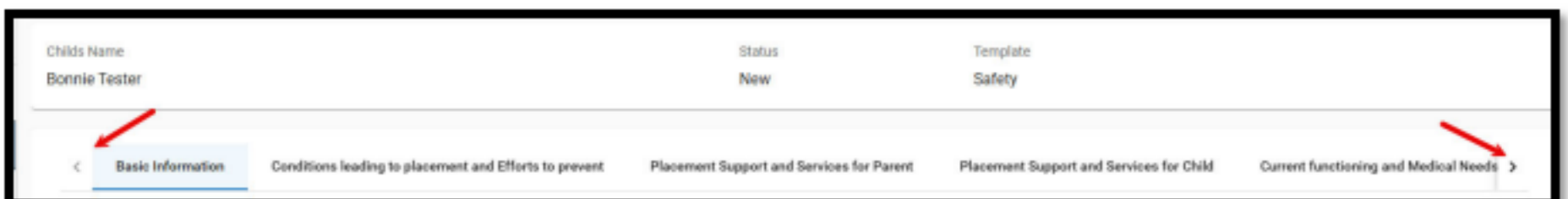
## Starting and returning to an OHPP

If workers are unable to finish the OHPP, they can come back later to finish it. Workers can access the saved OHPP from their Dashboard or under the Out of Home placement heading and clicking on OHPP.



## Navigating through the OHPP

Workers will need to answer every question on each tab. With the new OHPP, all questions are required. Workers can navigate through the tabs by clicking on the arrows at the top of template.



In addition, workers will be able to use the tab button to tab through each question. Unfortunately, it does not work to navigate from tab to tab, only question to question on a tab.

## OHPP Summary

The OHPP Summary is generated when workers select the appropriate Out-of-home Placement Plan and complete the Basic Information, Support & Services for Parent, and the Visitation Status and Plan tabs. After these sections are filled out, workers should save their work, go to the print menu and select .OHPP Summary.

The OHPP summary provides templated content outlining what will be included in the full Out-of-home Placement Plan, general information relevant to all families, and the details entered in the Basic Information, Support & Services for Parent and Visitation Status and Plan tabs.

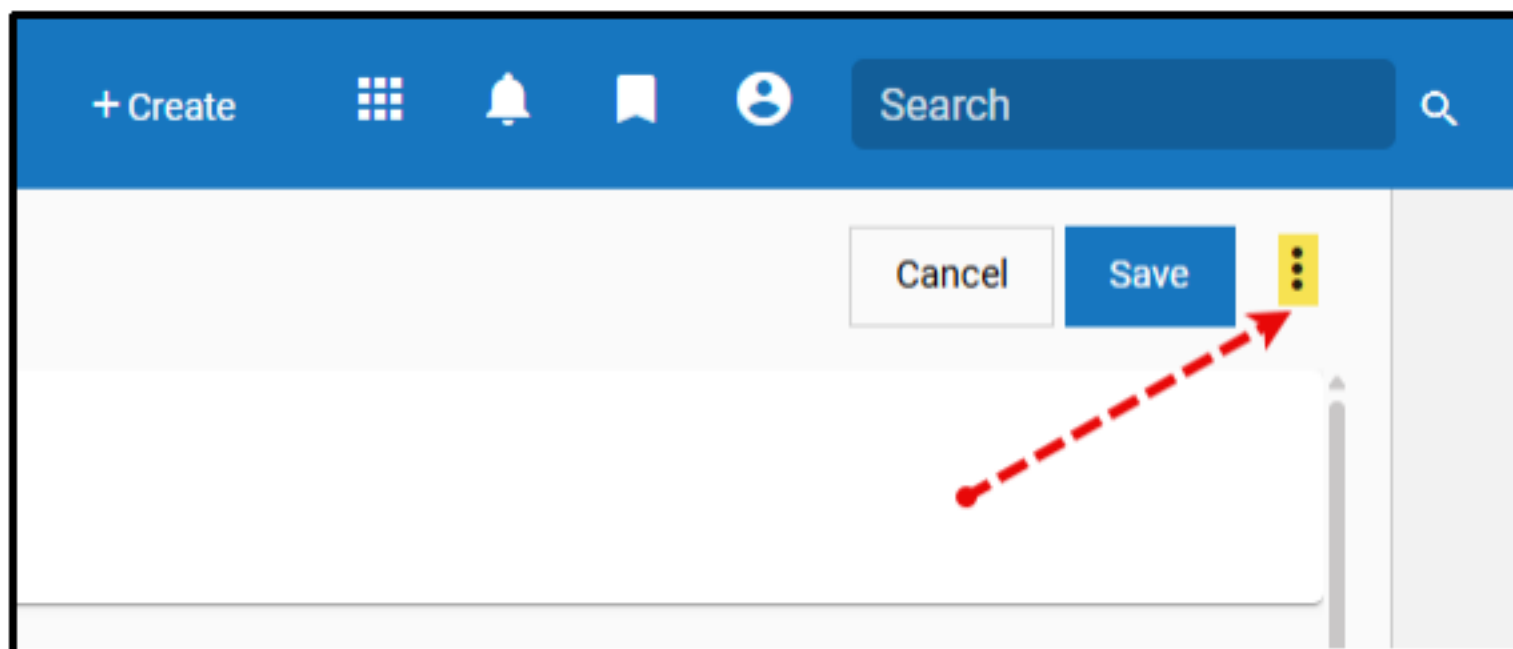
## Addendums

Addendums may be created to supplement a child/youth's current Out-of-home Placement Plan, either when specific circumstances change in the middle of an active Out-of-home Placement Plan or to supplement an Out-of-home Placement Plan. These addendums provide specific information required for the specific circumstances of the child's placement.

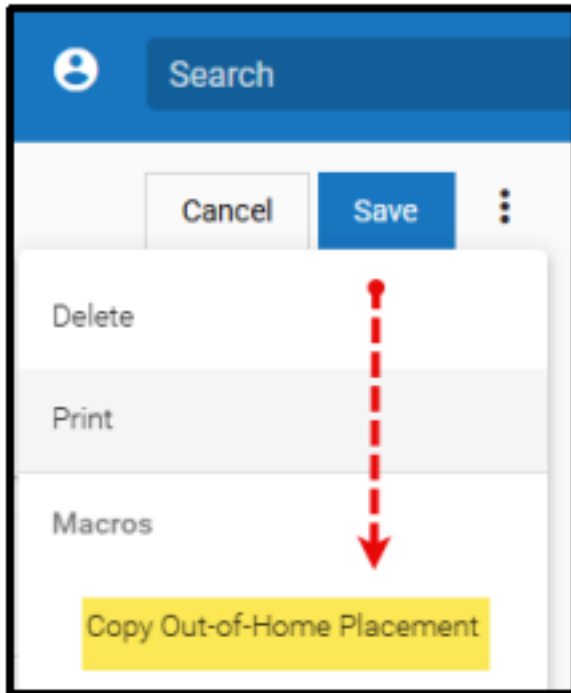
Once the Out-of-home Placement Plan is due, the worker will need to create an updated Out-of-home Placement Plan and an updated addendum. There are three addendums available that may be added to any of the out-of-home placement templates: TPLPC; Expectant or Parenting Youth and QRTP.

## Copy an OHPP

To copy an Out-of-home placement plan, workers will navigate to the upper right corner of the webpage and click on the three little dots next to the Save button:



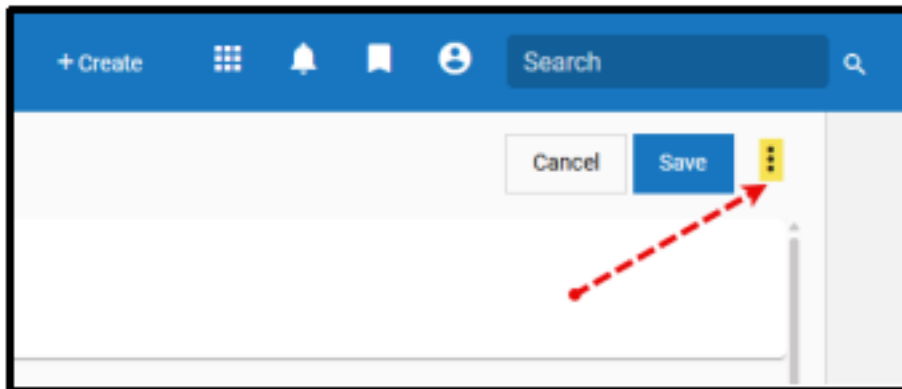
Workers will then select Copy Out-of-Home Placement Plan:



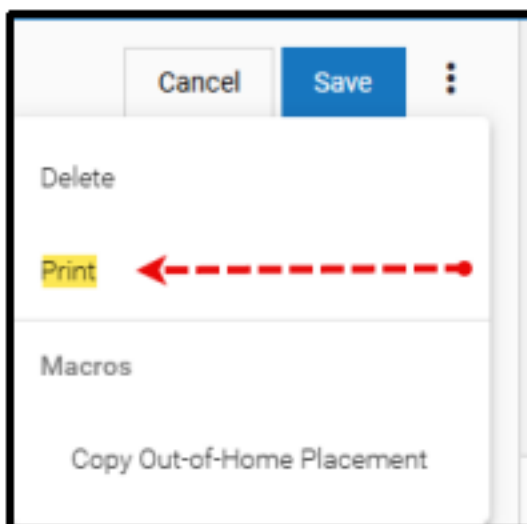
Agile Apps will then copy the entire Out-of-home placement plan and assign it a new OHPP numbers. Workers will need to diligently review each tab to ensure that the information is up-to-date and accurate.

## Printing the OHPP from Agile Apps

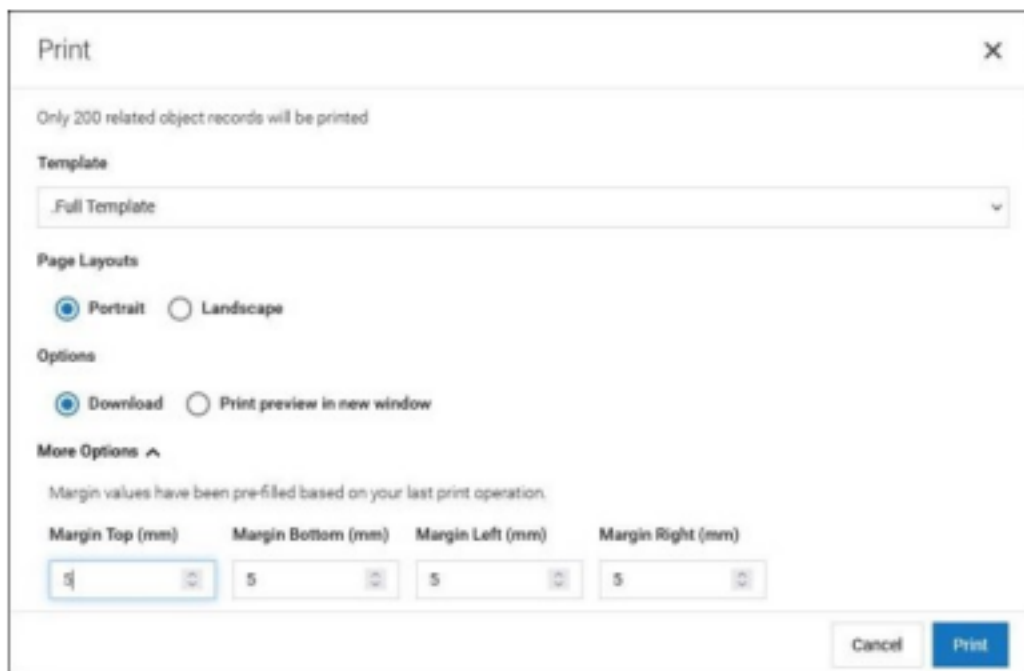
To print the Out-of-home placement plan from Agile Apps workers will navigate to the upper right corner of the webpage and click on the three little dots next to the Save button:



Then, select Print:



Workers will need to set their preferred margins for each template. This only needs to be set one time per template, per web browser. Agile Apps works well with any browser except Internet Explorer. It is recommended that workers use Google Chrome as this is the preferred web browser for Agile Apps:



To print the entire Out-of-home placement plan template, workers will select Full Template in the Template selection. To print the Out-of-home placement plan and the Independent Living Plan, workers will select, Template with ILP. To print only the Independent Living Plan, workers will select Independent Living Plan. To print an addendum, workers will select the appropriate addendum. Addendums do not print with the out-of-home placement plan. They must be printed separately.

## Activating the OHPP

When the OHPP has been signed by the parents/guardians or ordered by the Court, workers will need to activate the OHPP in both SSIS and Agile Apps.

To activate the OHPP in Agile Apps, workers will navigate to the Basic Information tab and change the status from “Draft” to “Active”.

Effective Date \*

05/12/2025

Review Date

11/08/2025

Status

Draft

Draft

Active

Inactive

## OHPP Retention

Because Out-of-home placement plans are now completed in Agile Apps, workers will need to store the finalized/signed case plans in their agency's electronic document management system and/or upload to SSIS as an attached document.

## How to Create a Desktop Shortcut to a Webpage

A desktop shortcut allows you to open a specific webpage directly from your desktop, just like an application.

### Google Chrome (Windows & Mac)

Open Chrome and go to the webpage you want to save.

Click the three-dot menu in the top-right corner.

Select **More tools > Create shortcut...**

Enter a name for the shortcut.

(Optional) Check **Open as window** if you want it to open like an app.

Click **Create**.

The shortcut will appear on your desktop (or in your Applications folder on Mac).

### Microsoft Edge (Windows & Mac)

Open Edge and navigate to the desired webpage.

Click the three-dot menu in the top-right corner.

Select **Apps > Install this site as an app** (or **More tools > Pin to Start/desktop**, depending on version).

Confirm by clicking **Install**.

A shortcut icon will be created on your desktop or in your apps list.

### Mozilla Firefox (Windows & Mac)

Open Firefox and go to the webpage.

Resize the browser window so you can see both the webpage and your desktop.

Click and drag the **lock icon** (or globe icon) from the address bar onto your desktop.

This creates a shortcut that opens the page in Firefox.

### Safari (Mac only)

Open Safari and go to the webpage.

Click the URL in the address bar and drag it onto your desktop.

This creates a shortcut that opens the page in Safari.

Tip: These shortcuts behave like bookmarks, but live on your desktop for quick, one-click access. They're perfect for frequently used systems, dashboards, or internal tools.