

Placements/Locations/Absences Folder in SSIS

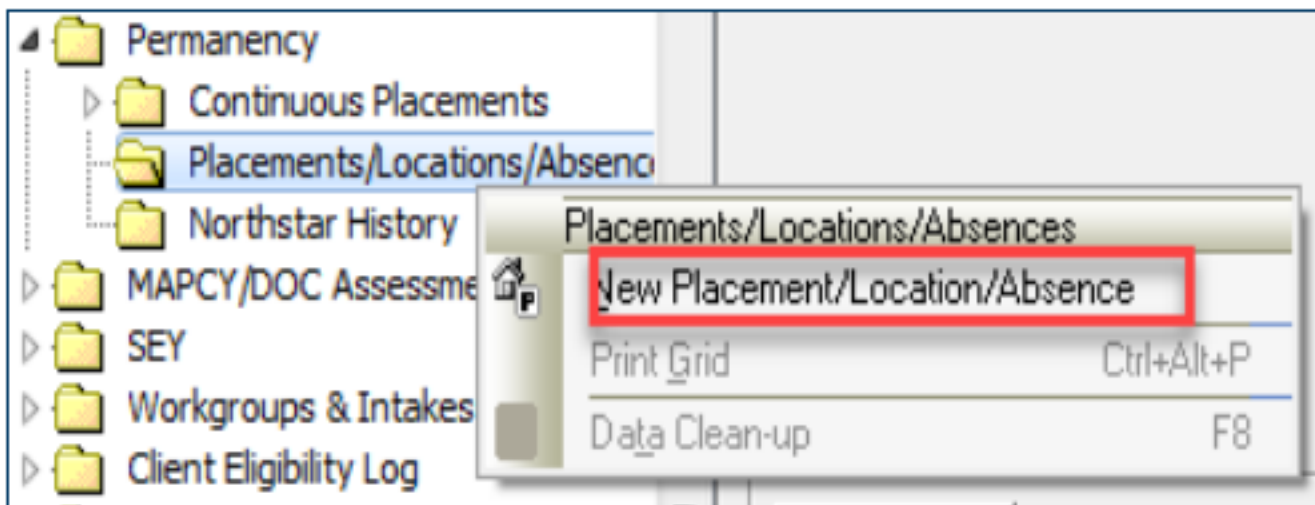
Over the course of continuous placement children may be placed in different settings. Placement settings are recorded within three categories in SSIS (Placements, Locations and Absences). Placements (foster home) and Absences (runaway) are required to be entered in SSIS. The entry of a Location (hospitalization) may or may not be required depending on the length of time it occurs. Locations are typically for shorter durations where the intent is for the child to return to a Placement.

Placement can be defined as 24-hour substitute care for children placed away from their parent(s) or guardian(s) and for whom the local social service agency has placement and care responsibility, whether or not the placement is licensed, or payments are made.

Entry of Placements, Locations, and Absences assist workers in tracking and monitoring children and youth in foster care. Placement stability is also tracked through entry within the Placement/Location/Absence folder.

For available placement guidance, users may visit [Entering Child Foster Care Placement in the Social Service Information System](#) for more guidance.

New Placement/Location/Absence Action Menu



First Half of the Placement/Location/Absence Default Tab

<Unknown> Foster Parents Changes to this placement/location ICWA Placement Preference

Placement / Location / Absence Information

[Setting:](#) [Dropdown] !


[Reason:](#) [Dropdown]

[Potential Specialized Setting certification:](#) N/A

[Start Date:](#) [Dropdown] [Dropdown] ! [Entry Date:](#) 02/03/2026 [Dropdown] 12:14 PM

[Classification:](#) <Unknown> [Effective date:](#) [Dropdown]

[Workgroup:](#) Aitkin Barbara CP Case Management 03/07/2024 [Dropdown]

[Bus org / provider:](#) [Text] 

[Is the bus org/provider certified to provide QRTP services?](#) Yes No

[Location description:](#) [Text]

[End reason:](#) [Dropdown]

[End date:](#) [Dropdown] [Dropdown] [End Entry Date:](#) [Dropdown] [Dropdown]

[Disruption reason:](#) [Dropdown]

[Disruption detail:](#) [Dropdown]

[School district attending:](#) [Dropdown]

[Notice of change of foster care placement/location/absence was provided to the court?](#) Yes No

[Missing Episode Debriefing form completed?](#) Yes No

[ICPC receiving state:](#) [Dropdown] Check if no payment will be made to the provider

[Does another agency or state have financial responsibility for this child -courtesy supervision by this agency?](#) Yes No

Second Half of the Placement/Location/Absence Default Tab

School Change Information

[Is child currently enrolled in school?](#) Yes No

[Did child change schools due to this placement?](#) Yes No

[Date child enrolled in new school:](#) [Dropdown]

[Reason for change:](#) [Dropdown]

[If unreasonable travel; reason for placement choice:](#) [Dropdown]

[Other:](#) [Text] [Up Arrow] [Down Arrow]

[School exemption reason:](#) [Dropdown]

The default tab initially displays the word <Unknown>. However, Unknown will change to either **Placement, Location, or Absence** depending on the placement classification.

There are several settings that display in this field, ranging from, (1) Placement settings (for pre-adoptive homes, juvenile corrections, hospitals, residential treatment, camp, group homes, and supervised independent living); (2) Location settings also display reflecting the child's custodial parent's home (allowing for SSIS to track the time spent on a Trial Home Visit); as well as the non-custodial parent's home, which is not a 'placement', but again is used to track the time the child spends out of the custodial parent's custody (which counts on the permanency timeline); and (3) Absence settings such as unauthorized absence displays for a child who has ran away from their placement or a parent has taken the child without permission.

The selection you make in the **Setting** field determines the available options in the **Reason** field.

1. Workers will select an option from the dropdown list for **Setting**.
2. In the **Reason** dropdown there are several choices related to Placement/Locations/Absence. Workers will make the appropriate selection.
3. **Potential Specialized Setting certifications:** refers to the specific FFPSA specialized setting certification that may apply based on the placement's specific setting and reason combination. It does not signify if the provider is or is not certified. Potential specialized settings include:
 - PPY (Pregnant and Parenting Youth)
 - ST/CSE/At Risk (Sex Trafficked, commercially sexually exploited, At risk of being sex trafficked or commercially sexually exploited).
 - SILS (Supervised Independent Living Services)
 - QRTP (Qualified Residential Treatment Program)
4. Enter the **Start Date/Time** of the Placement/Location/Absence in the next field.
5. The **Time** field defaults to the current time, but you should delete that time and enter an actual time relevant to the child's placement
6. The **Entry Date** defaults to the date workers are entering the placement information into SSIS.
7. The **Effective date** records the most recent change to information in the **Placement/Location/Absence** folder.

When workers first enter data on this tab, the Effective Date is the same as the Start Date. The Effective Date would change if the placement provider or setting were to change

8. **Classification** depending on the setting and reason code users will see their type of Placement, Location, Absence.
9. The workgroup automatically displays in the **Workgroup** field.
10. The **Bus org / provider** field records the foster care home or facility providing out-of-home care for the child. This has to manually be selected through a Bus. Org Search

Workers will need to search for a foster care provider. Foster care providers are also clients in SSIS. Therefore, agencies have additional information available about them. It is a good idea to review the foster parents prior to placement because it provides valuable information when searching for the most appropriate placement for a child. To locate a Foster Care Provider under Bus Org, select the **magnifying glass search icon** to enter the **Bus org/provider** search. One way to search is to type the name of the Bus Org. into the name field. Locate your provider in the **Grid** and highlight with cursor. Workers can then choose the provider by navigating the cursor to the **Select** button in the lower right-hand corner of the screen and clicking. This will bring the **Bus org/ provider** into the applicable field.

Bus org/Provider Search

SSIS Bus Org #	Name	County Vendor #	Bus. Org. Status	Phone #	Fax #	Street Address	City, State, Zip
19850661	F&F Foster Home for Children		Active				
19288883	Fabian Leabo	7038	Active				
11548048	Fabish Child		Active	(507) 243-3344		3233 NW Second	Taopi, MN 55000-1111

Name:	Bus. Org. Status:	Effective:		
Fabian Leabo	Active	4/29/2011 9:06:1		
Voucher Method:	Default 1099:	Type:		
	Undetermined			
County Vendor #:	SSIS Bus. Org. #:	MMIS Provider #:	Federal Tax ID:	NPI:
7038	19288831			
Comments:				

11. **Is the bus org/provider certified to provide QRTP services?** **Purpose**-This question is used to determine if the bus org provider is certified to provide Qualified Residential Treatment Program (QRTP) services. When placement is within a provider that is QRTP certified, several QRTP requirements must be completed and documented in SSIS. Answering 'Yes' to this question will activate QRTP required data clean-up messages, alerts/reminders, and Title IV-E claiming elements. **Practice** When a child or youth is placed in a residential program or group home, workers must verify if the provider is certified to provide QRTP services. If the provider is QRTP certified, workers must ensure they are completing and following the QRTP requirements and documenting the requirements in SSIS. If workers are unsure if the provider is QRTP certified, they can use the DHS [Search, MN DHS Licensing Info Lookup](#) or ask the provider's admission or intake staff.

12. The **Location Description** field is an optional free text field. You may use it to provide additional directions such as where to exit or turn to locate the foster home. You can also paste a link to the Map Quest or Google Maps directions.
13. The **End reason**, **End date**, and **End Entry Date** fields are completed when workers are ready to end the placement/location/absence.
14. The **Disruption reason** and **Disruption detail** fields in SSIS enable when workers enter information indicating a disrupted placement.
15. The **School district attending** field represents the school that the child is attending while in foster care.
16. **Notice of change of foster care placement/location/absence was provided to the court?** Workers will use the **Yes/No** option buttons to answer this question. When a child's placement/location/absence changes (after the initial placement) the agency is expected to notify the court of the child's move within 72 hours, using this notice (found in Chronology Documents).
17. When a child/youth is located/returned to foster care after a runaway episode or is discharged while still a runaway, the agency must complete the **Missing Episode Debriefing Form**. This form can be found in Chronology Documents. When this form is completed, workers will indicate whether or not the debriefing form was completed
18. **ICPC Receiving State** stands for the Interstate Compact on the Placement of Children. When a child is placed outside of the state of Minnesota by a county within MN, the placement entry is by the MN agency that has legal and financial responsibility. Select the state child is receiving ICPC Services. This cannot be Minnesota
19. Sometimes people providing foster care do not want payment for foster care services. In such cases, click in the **Check if no payment will be made to the provider** check box.
20. If the agency provides **Courtesy supervision** for a child that another agency has financial responsibility for, workers will select **Yes** in this field. This is not considered a placement in the agency and requires no entries in the Continuous Placements folder.
21. The **School Change Information** Section documents any changes in the child's school because of the placement.
22. The **Did the child's school change as a result of placement?** field records if the school change was due to the placement. There is help text available, for example on when to select yes.
23. If the child changes schools workers will need to enter the **Date child enrolled in new school** and the **Reason for change**.
24. If the reason for school change is "unreasonable travel" workers will select the primary reason that the child was placed in the placement location that resulted in the school change in the **If unreasonable travel reason for placement choice** field. If none of the reasons for school change are appropriate, please explain in detail why the child changed schools in the **other** field.
25. If the child is not currently enrolled in school, workers will indicate the reason why they are not enrolled by choosing the appropriate reason from the **school exemption reason** list dropdown menu.

Foster Parents Tab

Minnesota reports relationships between children who enter foster care and their foster care providers from the Foster Parents tab.

1. Click on the **Foster Parents** tab.
2. The name of a foster parent defaults in the first **Name** field. Some will have one foster care provider, and some will have two providers listed.
3. Click the foster parent's **Relationship** dropdown list. Notice the options of **Kin**, **Previous foster parent** and **Other non-relative**. It is important to note this difference, especially if you copy placements between siblings where this information could differ.

Relationship of Foster Parent Dropdown List

Relationship:	<input type="text"/>
	Aunt/uncle
	Kin (tribal or ethnic)/previous foster parent
	Grandparent
	Other non-relative
	Other relative
	Stepparent

- In the following example, "**Other Non-Relative**" is selected as the relationship between this foster parent and the foster child in the **Relationship** field.

4. Click **Save**.

Completed Foster Parent Tab

Edna Buckett	
Foster Parent	
Name:	<input type="text" value="Edna Buckett"/>
Relationship:	<input type="text" value="Other non-relative"/>

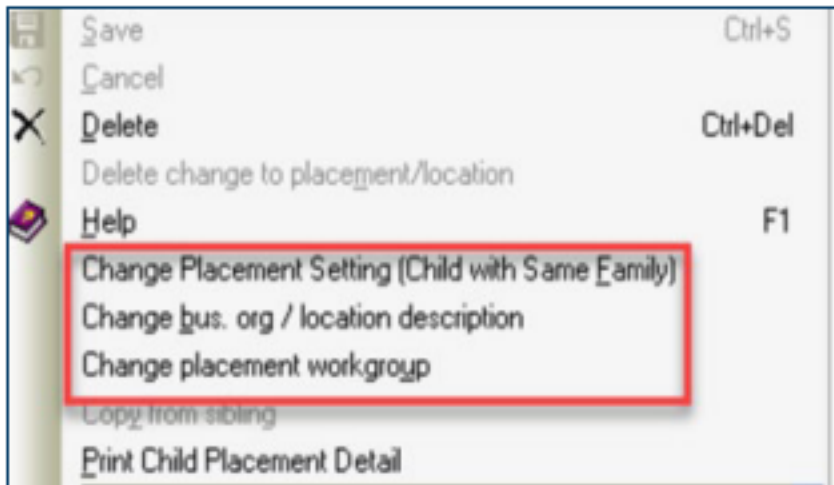
Anthony Buckett	
Foster Parent	
Name:	<input type="text" value="Anthony Buckett"/>
Relationship:	<input type="text" value="Other non-relative"/>

Changes to this placement/location

When you have a change in placement for a child, workers need to make sure they are entering this information correctly in SSIS.

- Use **Change Placement Setting** when the child remains with the same provider and that provider decides to adopt the child or when changing to a pre-kinship workgroup.
- Use **Change bus org / location** when the provider's license number or address changes, but the child remains with them during the relocation.
- Use **Change Placement Workgroup** when the primary responsibility for placement transfers to another workgroup when there is a TPR, the child becomes a ward of the State. Thus, the from a Child Protection workgroup changes to an Adoption/Guardianship workgroup.

Permanency Action Menu Options for Change



If there are changes to the placement/location/absence folder they will appear in the **Changes to this placement/location** tab.

ICWA Placement Preferences

When an agency is contemplating removal of an Indian child, consultation with their tribe prior to removal, or during removal, is best practice. Seeking guidance from an Indian child's tribe and parents regarding placement can result in fewer removals or placement changes if foster care/pre-adoption placement is necessary. Agencies must give due diligence in efforts regarding consideration of all available placements specified in order.

ICWA Placement Preference Screen

Available ICWA Foster Care and Pre-adoptive Placement Preferences

Did the agency consult with the Tribe regarding:

The need for placement: Yes No ❗

Available placement: Yes No ❗

Tribe's established preferences: Yes No ❗

All Available Placement Type / Settings:

A placement that complies with the order of preference for foster care or pre-adoptive placement established by an Indian child's tribe, in accordance with 25 USC 1915(c): Yes No ❗

A member of the Indian child's extended family: Yes No ❗

A foster home licensed, approved or specified by the Indian child's tribe: Yes No ❗

An Indian foster home licensed or approved by an authorized non-Indian licensing authority: Yes No ❗

An institution for children approved by an Indian tribe or operated by an Indian organization which has a program suitable to meet the Indian child's needs: Yes No ❗

Placement does not meet ICWA placement preferences: Yes No

Good cause to depart from placement preferences under ICWA: Yes No

Basis for Good Cause:

Request of one or both of the Indian child's parents: Yes No

Request of the Indian child: Yes No

Unavailability of suitable placement after a determination by the court that a diligent search was conducted to find suitable placements meeting the placement preferences in ICWA at 25 USC 1915 but none has been located: Yes No

Extraordinary physical, mental or emotional needs of the Indian child, such as specialized treatment services that may be unavailable in the community where families who meet the placement preferences live: Yes No

Presence of a sibling attachment that can be maintained only through a particular placement: Yes No

Summary of departure from ICWA preferences:

1. Create an **Action Menu** by right clicking the mouse on the **ICWA Placement Preferences** tab.
2. Under the **Available ICWA Foster Care and Pre-adoptive Placement Preferences** section click within the **Yes** and **No** option buttons to answer the questions associated with consulting the tribe on placement preferences.
3. Under the **All Available Adoptive Placement Type/Settings** section click within the **Yes** and **No** option buttons to answer the questions associated with consulting the tribe on available adoptive placement types and settings.
4. Workers will then select the adoptive placement preference that is being utilized under **Of the available types/settings indicate the one selected** section of this screen. If an adoptive placement does not follow preferences, workers will select the option button associated with **Placement does not meet ICWA placement preferences**.

5. If deviation has occurred from ICWA Placement Preferences workers will use the **Basis for Good Cause** section of this screen and click the **Yes** and **No** option buttons next to each basis for good cause.
6. Workers will summarize the departure from ICWA preferences in the free text field at the bottom of this screen. Note: “good cause” does not alleviate an agency of active efforts and due diligence in finding available adoptive placements.