



SSIS Fiscal Flyer

Winging Toward Integration

Issue 37

Social Services Information System

February 28, 2007

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Activity Log time reports can be run for all services

The **Activity Log by Client** report prints time records for a client during a selected date range. The programs and services picker on the report setup screen does not require a program and service to be selected, so the report can be run for all services. Select the Client or Participants node in the treeview. Click on **Action**, select **Print**. Select **Activity Log by Client**. The report setup screen displays

The **Activity Log by Workgroup** report prints

time records for a workgroup during a selected date range. The programs and services picker on the report setup screen does not require a program and service to be selected, so the report can be run for all services. Select the Workgroup node in the treeview. Click on **Action**, select **Print**. Select **Activity Log by Workgroup**. The report setup screen displays

Pre-register for VPC Mentor meeting on TrainLink

Fiscal Mentor Meeting

March 14, 2007

9:00 AM – 3:00 PM

Mary Klinghagen 651-431-4792

mary.klinghagen@state.mn.us

Both Worker and Fiscal Mentor Meetings in March will be held via VPC. Some counties are concerned about the considerable drive time to VPC sites so we've made some suggested changes which we'll be wanting you to help evaluate. We are using the Office of Enterprise Technology (OET) to host 28 sites, instead of 16, and the VPC will be a full six hours. We'll appreciate your cooperation and feedback with the new arrangements.

Due to room capacity and scheduling requirements, pre-registration is REQUIRED on TrainLink. Instructions for first-time TrainLink users were e-mailed to all mentors on February 2.

Please note:

- ◆ Registration closes on March 3, 2007.
- ◆ Sites with zero registrations will be cancelled and released.
- ◆ No additional sites will be added.

Please pay attention to the video site address since locations vary from social/human services, court services, commissioner's rooms, etc.

Handouts for the meetings will be posted to the Worker/Fiscal Mentor Program web pages. Please be sure to print the handouts and bring them with you. Copies will NOT be available at the sites.

CountyLink Additions _____

- ◆ Health Care Claiming Spec
- ◆ TCM -CSR Spec
- ◆ Ref. 210: Legato Media Mgmt. Software
- ◆ Worker Mentor rosters

All CSIS counties must load CSIS Release 06.4

CSIS Release 06.4 was electronically distributed, CSIS counties received e-mailed documentation on December 18, 2006. This release includes changes to many of the claims processing shutdown dates. In order for these changes to be available to current CSIS processing, you must load this release.

Without this application update, many functions will cease on February 28, 2007.

If you are unable to locate the released documentation, please call Mary Klinghagen at 651-431-4792. Direct questions about the script processing utility to the SSIS Help Line at 651-431-4801.

Daylight Saving Time requires patches

The Energy Policy Act of 2005 changed the effective date for Daylight Saving Time (DST) in the U.S. In 2007, DST begins on Sunday, March 11 and ends on the Sunday, November 4.

SSIS is applying necessary patches to each SSIS server operating system and applications. All SSIS county servers will be updated by February 28th.

Counties need to apply necessary patches to their workstations and non-SSIS county owned servers before March 11, 2007. Detailed patch information can be found on the Internet by searching for "Daylight Saving Time" and your application name.

IV-E Abstract fix information updated

In the last Project Update, we shared several fixes that were made shortly after the release of SSIS Version 4.2. Some additional problems have been discovered.

There are three defects with the Child Count Ratio report and corresponding Child Count Verification List. For reference, these are the lines:

- A. IV-E Reimbursable child
- B. IV-E Eligible, non-reimbursable child
- C. Total children in placement
- D. IV-E Eligible unknown and placement < 30 days
- E. IV-E Eligible American Indian child
- F. Total American Indian children in placement
- G. IV-E Eligible Indian unknown and placement < 30 days

#1 Line A: Clients in facilities, including Rule 4, Rule 5, Rule 8, etc., that should be counted in Line A are erroneously being counted in Line B.

#2 Lines D and G: The number of days in placement was being calculated as the total days in placement rather than as the days in placement as of the end of the given month for child counts. This led to possible undercounts for lines D and G.

#3 All Lines: Clients are counted based on the month of the payment's Warrant/Effective Date. If there are multiple payments in a month for payments with service dates in different months with different eligibility and reimbursability in those months, the client may be counted on the wrong line.

DHS Financial Operations Division (FOD) is aware of these defects. SSIS will correct the programming and the corrections will be sent to FOD as adjusted counts for the 2007 Q1 report, due April 20, 2007.

NPI numbers transition to UMPI

Several counties have asked when they will get NPI (National Provider Identifier) numbers. Counties will not be assigned NPI numbers for Health Care claiming. Instead, MMIS will assign each county a UMPI (Unique Minnesota Provider Identifier) number in place of the current MMIS Provider number.

MMIS will notify counties of their UMPI numbers later this calendar year. Counties will not need to apply for this ID.

To buy or not to buy..Vista

Counties are asking about the new Microsoft Vista operating system which is available for new computers. For the near term, SSIS does **not** support Vista.

The version of Delphi that SSIS is written in is incompatible with Vista, so our developers cannot yet use Vista as their operating system until our Delphi version is upgraded. That upgrade is scheduled for early 2008, meaning that bugs appearing to Vista users cannot be properly diagnosed and fixed.

While the current version of SSIS might run on Vista, we cannot guarantee that it will; we have not tested SSIS on Vista. In the next few months we hope to procure a test workstation with Vista installed so we can test SSIS on the new operating system.

We recommend that counties ordering new computers buy them with Windows XP Professional installed rather than Vista.

Notification of workgroup requirements for TCM CSR Report

A client will be counted in the Targeted Case Management Report (TCM CSR) for Vulnerable Adults (VA) AND Developmental Disabilities (DD) case management (BRASS Service Codes 693 and 593 respectively) only if he/she is in either an Adult Protective Services (APS) or Developmental Disability (DD) workgroup. In Line 1 of the report (Adult Rule 79 and VA/DD Case Management), time records for 693 and 593 will only be counted when the time record is in the appropriate workgroup.

Because a worker cannot move time records to a different workgroup, SSIS and Financial Operations highly recommend that all counties create the appropriate workgroups now. This ensures that these BRASS services can be associated to the APS or DD workgroup during the initial time entry.

Note Creation of APS workgroups for adult protection assessments and investigations will be necessary in the Version 5.0 release of SSIS (scheduled for Fall 2007). This version will implement the CEP (Common Entry Point) and Vulnerable Adult assessment and investigation reporting.

Corrections and shelter clarifications

Payments can be made for corrections placement service without entering the placements.

This is for counties that do not have a IV-E Maintenance Agreement with their corrections department and are not umbrella agencies. The payment batch edit report will list a warning, but will not prevent the payment from being included in the batch.

Per Financial Operations, 171x is a valid BRASS code for IV-E claiming in some situations. IV-E claiming eligibility for the abstract will be deter-

mined like any other substitute care payment. If making a shelter payment that should not be reimbursed, use the IV-E Reimbursable Indicator on the payment screen in order to exclude the payment from the abstract.

Currently, 171x is not being claimed, but is being included in child counts. This will be part of the March IV-E patch, so if you had a payment that should have been claimed last quarter, it will be in the next quarterly report as a supplemental claim and the child count adjusted.

DHS Training Center reserves campus parking areas

Moving the training labs from Metro Square to 444 Lafayette means training everyone in where to park. Workers who register via TrainLink for a class at the new DHS Training Center will receive the map pictured below, a shuttle schedule, and a dashboard validation certificate.

The shuttle bus will transport parkers from these remote lots. Note Training-designated parking lots are reserved for the Training Center. VPC participants should use the Visitor lots shown with darker green designation, or street parking.

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Job Posting:**SSIS Trainer**

The Training Unit of the Child Safety and Permanency Division at DHS has a vacancy for a trainer on the SSIS training team. This position will be posted internally first and then will be open to interested external candidates if there is no internal candidate. Persons interested in the position need to have a resume posted on the DOER Resumix system. The link for this is www.doer.state.mn.us/employment and then click on "My state job search." If you have questions, contact Richard Dean, Training Unit Supervisor, at Child Safety and Permanency Division, P.O. Box 64943, St. Paul MN 55164-0943, or contact him at (651) 431-4669 or by email at richard.f.dean@state.mn.us.

The following information is based on a posting developed for DHS internal candidates. The job is in the MAPE Bargaining Unit. The FLSA status is: Non-Exempt. Overnight travel is required.

State Programs Administrator Senior, SSIS Trainer

\$ 18.13-\$ 26.60 hourly (\$ 37,855-\$ 55,541 per year)

MN Department of Human Services, Child Safety and Permanency Division

The position provides training and advanced-level technical assistance on the Social Services Information System (SSIS) computer application to county and tribal staff. SSIS is a client server computer project where local agencies use their own servers and networks.

Duties include:

- ◆ Delivery of training to county and tribal staff
- ◆ Development of curriculum and other materials, both written and multi-media,
- ◆ Coordination of the provision of training and material with the SSIS Help Line and other SSIS county support areas so that training addresses the problems and needs reported by counties
- ◆ Participation in the development activities of the project
- ◆ Provide information and gather feedback from counties by participating in regional meetings.

Required background/qualifications:

- ◆ Demonstrated ability to both develop and deliver formal training in a computer lab setting and/or to provide broad-based technical/help line assistance, and
- ◆ A broad understanding of county social services systems.

Preferred candidates will have professional Minnesota county social service experience using the SSIS application; experience training computer software in a hands-on lab environment; experience writing training curriculum or user manuals; a job-related academic background.