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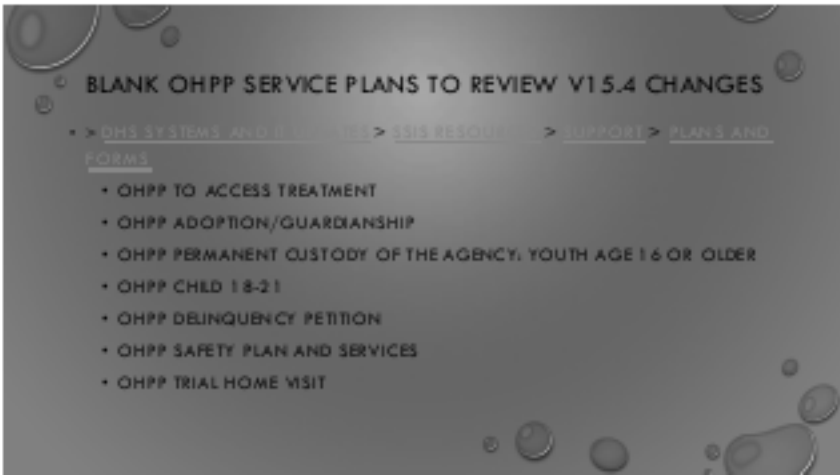
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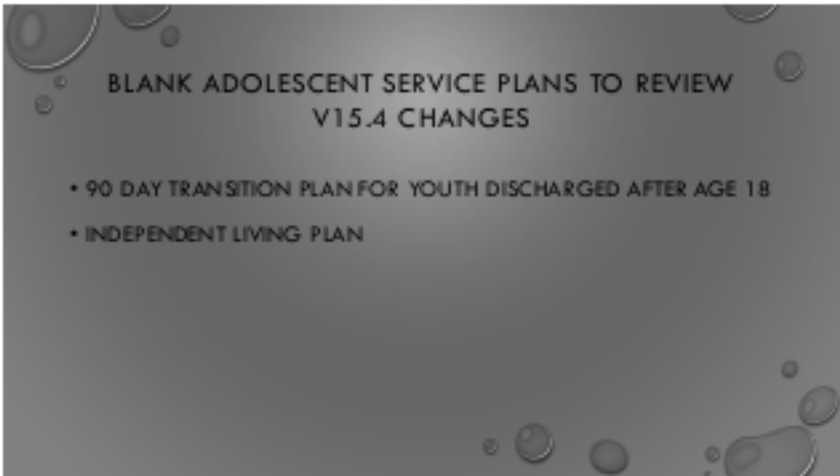
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**MAPCY**

- BLANK UNIFORM ASSESSMENTS UPDATED IN V15.4
  - MAPCY CHILD DOMAINS
  - MAPCY YOUTH DOMAINS
- NEW PERSON DOCUMENTS:
  - MAPCY ASSESSMENT NOTICE – CAREGIVER FC TO PERMANENCY
  - EXTRAORDINARY LEVEL APPROVAL NOTICE FC TO PERMANENCY

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**NEW SSIS CHRONOLOGY DOCUMENTS**

- THE FOLLOWING CHRONOLOGY DOCUMENTS HAVE NEW OR UPDATED LANGUAGE REGARDING CREDIT REPORTS FOR YOUTH IN FOSTER CARE AGES 14 TO 17:
  - NOTICE TO PARENT(S) CHILD IN VOLUNTARY TREATMENT FOSTER CARE
  - NOTICE TO PARENT(S) AMERICAN INDIAN CHILD IN VOLUNTARY PLACEMENT
  - NOTICE TO PARENT CONSIDERING VOLUNTARY PLACEMENT OF A CHILD
  - NOTICE TO PARENT CONSIDERING VOLUNTARY PLACEMENT OF AN INDIAN CHILD
  - VOLUNTARY OUT-OF-HOME PLACEMENT AGREEMENT CONSENT-INDIAN CHILD
  - VOLUNTARY OUT-OF-HOME PLACEMENT AGREEMENT NON-INDIAN CHILD
  - VOLUNTARY PLACEMENT AGREEMENT FOR TREATMENT AMERICAN INDIAN CHILD
  - VOLUNTARY PLACEMENT AGREEMENT FOR TREATMENT NON-INDIAN CHILD

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**DHS RETENTION SCHEDULE**

- IF YOU HAVE QUESTIONS ABOUT THE DHS RETENTION SCHEDULE AND SSIS PURGE RETENTION DATES, PLEASE CALL THE HELP DESK.

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**WHAT'S NEW IN SSIS?**

Help

- What's New?
- Contents
- About...

**What's New in SSIS Version 15.47**  
December 2015

**Highlights:**

**Architecture**

The Subsequent sign items have been reorganized to help more like functions together. No options were changed.

Table Viewer is available from SSIS Admin Tools menu. Users with Administrator System Role/Function can access Table Viewer.

An automatic prompt generated if SSIS is installed on a workstation without Microsoft .NET Framework installed. After the .NET Framework is installed, SSIS installs normally.

To accommodate an issue with email report functionality for Windows 8 configurations a "Open All" button is incorporated on the print preview screen. This allows users to open to the first view as needed and then view the report.

**Child Foster Care Report/Rolling Claims**

Rolling Claims functionality has been added to the Child Foster Care Claims Report. SSIS will generate "R" or "N" N/E and/or Non-Resident claim when data related to the claim changes and that change constitutes all or part of a claim. Training documentation will be available a few days before the training on December 8 and includes examples of Rolling claims.

Security functions for creating and updating the Child Foster Care Report have changed from Create N/E Abstract Report and Submit to a Database Report to Create Child Foster Care Report and Submit Child Foster Care Report. Roles with these functions will update automatically.

If your connection to SSIS DB is down, you will be unable to generate the Child Foster Care Report. Message "SSIS DB connection is down. Cannot generate the Child Foster Care Report." by right click "All Display".

The column "Payment Quarter" on the Child Foster Care Claims list on the Child Foster Care Report and on the Child Foster Care Claims Search has been changed to "Payment Period" to more closely reflect how data will display on the Foster Care Fiscal Reconciliation.

New Message and Settings reports have been created to assist in gathering claim information to the Healthcare Advice tab and the N/E placement from FISC.

**Documents**

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**GENERAL REPORTS TO ASSIST WITH CLOSING PLACEMENTS**

- FEDERAL REQUIREMENT TO ENTER THE PLACEMENT DISCHARGE NO LATER THAN 60 DAYS AFTER LEAVING PLACEMENT.
- PREPARE FOR LIKELY ENTRY OF PLACEMENT CLOSING NO LATER THAN 30 DAYS. BEGIN SHIFTING PRACTICE TO EARLIER TIMELINES.
- REVIEW PLACEMENTS/CONTINUOUS PLACEMENTS ON A REGULAR BASIS AND MAKE SURE THE DATA IS UP-TO-DATE.

**Placement**

- Addresses for Children in Out-of-Home Care
- Analysis of Settings in Placement
- Assessments Due - PMPCT or DOC
- Chafetz/SUP - Potentially Eligible Clients
- Children in Out-Of-Home Care - by Occurrence Start Date
- Children in Out-Of-Home Care - by Removal Date
- Children in Out-Of-Home Care - Occurrence Information Only
- Children in Out-Of-Home Care - Occurrence Information Only
- Clients with TRG
- Count of Children in Out-Of-Home Care - by Setting
- Continuous Placements
- Count of Children in Out-Of-Home Care - by Setting and Reason
- Current Child Foster Care Provider Placements
- DOC Assessments for Open Placements
- ESBA Verification
- Foster Care Extension Exception Report
- N/E Placements by Date Range with DOC Assessments
- Nearby Contacts with Children in Continuous Placement
- Open Placements Without Active CHRs
- Placement Locations/Reasons by Client
- Placement Locations without a Continuous Placement
- Placement Reviews
- Placement Reviews
- Placements without Service Arrangements
- Placements with Related Service Arrangements
- Placements with Overlapping Dates
- SUP Client Data Reports - Legacy
- Short-Term Locations and Absences Lasting 30 Days or More

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**ICD-10**

- REFER TO DHS BULLETIN "ICD-10 DIAGNOSIS CODE IMPLEMENTATION #1 5-25-11"
- FEDERAL HIPAA REQUIREMENT
  - ANSWERS FOR:
    - WAIERS
    - WMS SERVICE AGREEMENTS
    - DEVELOPMENTAL DISABILITY SCREENING
    - LONG TERM CARE CONSULTATION SCREENING
    - HOME CARE AUTHORIZATION
- SSIS ENTRY IN THE DISABILITY/DIAGNOSIS/SUBSTANCE FOLDER
  - IF DIAGNOSIS (OR DIAGNOSES) ARE ENTERED - REVIEW & UPDATE DISABILITY SCREEN

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### DHS BULLETINS TO REVIEW

- TIMELY CASE DOCUMENTATION IN THE SOCIAL SERVICE INFORMATION SYSTEM (SSIS) SUPPORTS CASE PRACTICE #15-68-22
- EXTENDED FOSTER CARE FOR YOUTH AGES #18-21
- TITLE IV-E NORTHSTAR KINSHIP ASSISTANCE PROGRAM REQUIREMENTS #15-68-15

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### KINSHIP ELIGIBILITY VERIFICATION

REMIND WORKERS TO VIEW THE STATUS AT DHS FIELD FOR EACH CHILD ON A DAILY BASIS.

Creation Date: 1/20/2014

Status at DHS: Agency initial set up

Signature: Case Manager (P. Assessment) (01/20/2014)

Primary Contact: P. Admin. Time A/V

Continuum Placement: (01/20/2014 - Present) (01/20/2014)

Legally Responsible Agency: (01/20/2014)

Person Kinship ID: 211946171      DHS Number:

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### CW-TCM

- PLEASE REVIEW THE FULL ARTICLE THAT SUE KRINKE, FORMER CWTCM COORDINATOR, AND THE SSIS FISCAL TEAM WROTE FOR LAST WEEK'S SSIS UPDATE.
- SUE PROVIDED INFORMATION ON FEDERAL AUDITS
  - NOT ALL CLAIMS ARE REVIEWED - ONLY A SMALL SAMPLE
  - EVEN THE SAMPLE IS SMALL - THERE IS NO WAY TO KNOW WHICH CLAIMS ARE GOING TO BE REVIEWED
  - THIS IS WHY ALL CLAIMS NEED TO BE VALID WITH PROPER DOCUMENTATION
  - LAST AUDIT ONLY 118 CLAIMS WERE REVIEWED AND FROM THAT 7 WERE CONSIDERED INVALID
  - FEDERAL AUDIT DETERMINES THE FORMULA OF HOW MANY OF ALL CLAIMS SUBMITTED WOULD BE INVALID BY A FORMULA BASED ON HOW MANY OF ALL CLAIMS SUBMITTED WOULD BE INVALID
  - THEY DETERMINED THAT WINN-DIXIE HAD TO PAY BACK WAS A LITTLE OVER \$3.5 MILLION
  - ALL COUNTIES AND TOWNS RECEIVING CW-TCM ARE ASSESSED AN AMOUNT THAT IS SET IN STATUTE

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**CW-TCM ASSESSMENT REQUIREMENTS**

- A CW-TCM ASSESSMENT MUST BE COMPLETED FOR EACH CHILD PRIOR TO CLAIMING. IF THE ASSESSMENT IS NOT DOCUMENTED ALL CLAIMS WILL BE INVALID.
- THE CW-TCM ASSESSMENT INCLUDES:
  - ELIGIBILITY CRITERIA THAT THE CHILD MEETS
  - CASE FINDING SPECIFIC TO THE CHILD AND PROVIDES THE REASON THE CHILD MEETS THE ELIGIBILITY CRITERIA.
  - COMPLETED CASE PLAN.

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**GOOD CASE FINDING DOCUMENTATION**

- THE CHILD IS IN NEED OF PROTECTION AND SERVICES DUE TO NEGLECT AS THE CHILD, AGE 4, WAS LEFT ALONE AND DRUGS WERE FOUND IN THE HOME.
- THE CHILD IS IN PLACEMENT AS THE POLICE WERE CALLED TO THE HOME DUE TO A DOMESTIC ARGUMENT BETWEEN THE MOTHER AND HER BOYFRIEND. THE CHILD WAS PLACED ON A 72 HOUR HOLD.
- THE CHILD EXPERIENCED MALTREATMENT AS THE CHILD WAS HIT WITH A BELT BY THE PARENT RESULTING IN BRUISES ON THE CHILD.

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**POOR CASE FINDING S DOCUMENTATION**

- A MALTREATMENT REPORT WAS RECEIVED AND AN ASSESSMENT WILL BE COMPLETED. (NOT SPECIFIC TO THE CHILD. UNKNOWN WHAT OCCURRED TO PUT THE CHILD "AT RISK")
- THE CHILD HAS EDUCATIONAL, MEDICAL AND SOCIAL NEEDS. (TOO GENERAL AND VAGUE)
- THE CHILD WAS REFERRED FOR SERVICE. (TOO GENERAL AND VAGUE)
- THE PARENT IS CHEMICALLY DEPENDENT AND NEEDS CD TREATMENT. (ONLY ABOUT PARENT)

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### SSIS ADMINISTRATION ROLES AND FUNCTIONS

- REVIEW OF SSIS ADMINISTRATION
- USER SSIS ADMIN REPORTS TO SET UP USERS
- SET UP USERS IN SSIS ADMIN AND DO A YEARLY REVIEW

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### GENERAL REPORTS IN SSIS ADMIN

- SECURITY REPORTS:
  - SECURITY FUNCTIONS REPORT
  - STAFF DETAIL REPORT
  - STAFF QUALIFICATIONS REPORT
  - WORKER ROLE/FUNCTION REPORT




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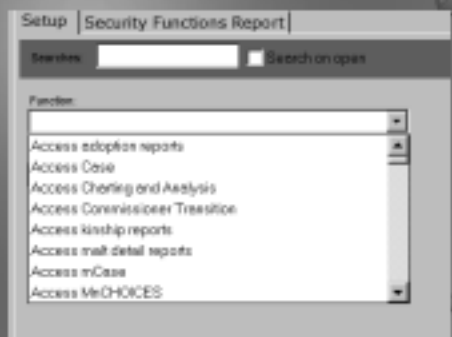
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### SECURITY FUNCTIONS REPORT

GRID REPORT  
OVERALL LOOK AT YOUR AGENCY'S SSIS SECURITY FOR USERS




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### REVIEW USER PROFILES SHOULD CURRENT ROLES BE UPDATED?

Navigation: Program operations / Department assignments / Role Assignments / Units supervised / Qualifications / Special Studies

**Identification**

First Name: [text field]  
Last Name: [text field]  
Middle Name: [text field]  
Suffix: [text field]  
Title: [text field]  
Phone: [text field]  
Mobile Phone: [text field]  
Email: [text field]  
Work Email: [text field]  
Home Email: [text field]  
Work Address: [text field]  
Home Address: [text field]  
City: [text field]  
State: [text field]  
Zip: [text field]

**Role**

Role: [text field]  
Role ID: [text field]  
Role Description: [text field]

**Organizational Function Group**

Function Group: [text field]

**Organizational Unit**

Unit: [text field]

**Reporting**

Supervisor: [text field]

**Account Information**

Account ID: [text field]  
Account Name: [text field]

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### STAFF DETAIL REPORT EXAMPLE

**Staff Detail Report**

**Personal Information**

Name: [text field] | Email: [text field]  
Address: [text field] | City: [text field] | State: [text field] | Zip: [text field]  
Phone: [text field] | Mobile: [text field]

**Professional Information**

Organization: [text field] | Department: [text field] | Position: [text field]  
Supervisor: [text field] | Reporting Unit: [text field]

**Staff Qualifications**

Qualification ID	Qualification Name	Expiration Date	Status
[text field]	[text field]	[text field]	[text field]
[text field]	[text field]	[text field]	[text field]

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### REVIEW CURRENT STATUS IN ADMIN

- ARE ALL STAFF ENTERED?
- DO ALL STAFF WHO ARE NO LONGER EMPLOYED HAVE A TEMP ROLE OF "NONE"?
- ARE ALL SITE LOCATIONS ENTERED AND CORRECT?
- ARE ALL DEPARTMENTS CORRECT?
  - UNITS ASSOCIATED WITH DEPARTMENTS?
  - STAFF CORRECTLY ASSOCIATED WITH UNITS?
  - ROLES WITH APPROPRIATE ASSIGNED FUNCTIONS?
  - STAFF ASSIGNED TO ROLES?
  - EXTERNAL PLACEMENT CASE MANAGERS UPDATED?

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**CONFIDENCE IN SSIS SECURITY**

- UNDERSTANDING ROLES AND FUNCTIONS IN SSIS ADMIN
- EASIER TO MAINTAIN IN THE FUTURE
- COMPLIANCE WITH DATA PRACTICES
- BETTER UNDERSTANDING OF WHO HANDLES WHAT IN YOUR AGENCY
- OPPORTUNITIES OF FINDING NEEDED BACKUP AND CROSS TRAINING

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**QUESTIONS?**

LISA LITCHFIELD  
SSIS WORKER MENTOR COORDINATOR  
[llitchfield@state.wn.us](mailto:llitchfield@state.wn.us)  
651-431-4795

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