

## Quick Links

[SSIS Resources via CountyLink](#)

[SSIS via DHS-SIR](#)

[TrainLink Registration](#)

Help Desk 651.431.4801  
[dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

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**MAY 25, 2016**

General Update

# SSIS Update

Social Service Information System News from **MN.IT @ DHS | SSIS** | ISSUE 444 | MAY 13, 2016

## SSIS Joint Fiscal and Worker Meeting is Next Wednesday, May 18—Are You Ready?

Seats are filling up fast for next week’s meeting. 327 people have registered and only 48 spots remain! If you have not registered, or received your TrainLink registration confirmation via email, you must make your reservation soon to be guaranteed a seat.

Use the pre-meeting checklist to make the most of this information-packed event.

### Pre-Meeting Checklist

[Reserve your seat through Trainlink.](#)

IMPORTANT: If you have not received an email confirmation from TrainLink, you are not registered. Unregistered walk-ins cannot be guaranteed a seat due to Fire Marshall regulations.

Download the [May 18 Joint Worker and Fiscal Mentor Meeting Agenda](#)

Download and/or print handouts for the 5/18 meeting from the [CountyLink Fiscal Mentor Meeting information page](#). NOTE: Copies of handouts will not be provided at the meeting, but you will have WiFi access.

[Check your route to St. Cloud.](#) It’s orange cone season!

Plan for a productive day with your SSIS colleagues.\*

\* DHS’s Scent-free Policy applies to meetings held offsite as well as in DHS buildings. This ban accommodates persons with chemical sensitivities. Persons wearing scented products may be asked to leave a DHS class or meeting. Your cooperation is greatly appreciated.

## Minnesota again “Substantially Noncompliant” with Title IV-E Due to Late Entry of Discharge Data for AFCARS Reporting

Late entry of placement discharge dates into the system is the issue. There are AFCARS errors that cannot be fixed: the timeliness of when we enter data on child removals from home and discharges from care. Dates are recorded automatically when entered. What’s late is late. Federal regulations require the automatic recording of the dates of entry into the system and also require that removal and discharge dates be entered within 60 days of the event. For the October 2015 to March 2016 reporting period, 11.88 % of the discharges were entered into the system 60 or more days after the event, so penalties will be assessed by the federal Administration for Children and Families (ACF). Any time 10% or more are late, we are in a penalty state.

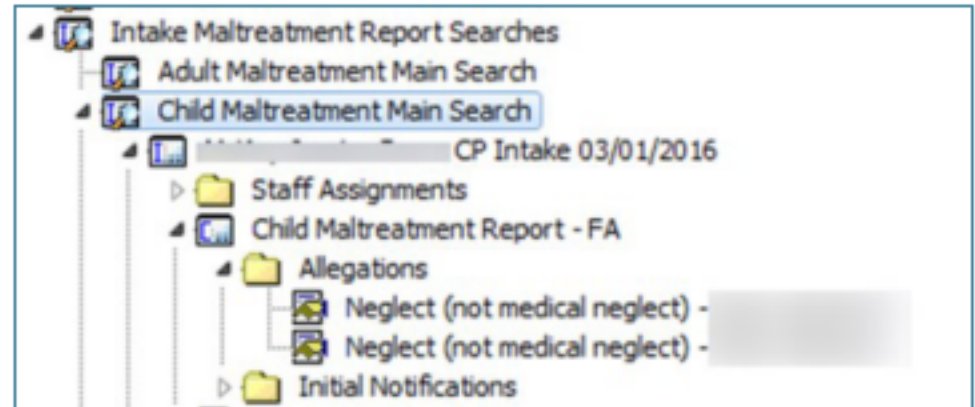
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## Expectations for Documentation of CP Intake Reports

During the first quarter of 2016, the Quality Assurance screening review team found areas of child protection intake reports which need further documentation. Per the [Minnesota Child Maltreatment Intake, Screening, and Response Path Guidelines](#), the following areas must be completed for all child protection intakes whether screened in or screened out.

**Child Maltreatment Report (CMR)** should include the allegation, alleged victim, alleged offender and relationship of the offender to the victim.

**Initial Notifications folder, under the CMR**, indicates cross-reporting to law enforcement or other appropriate entities.



**Provide documentation in the Child Protection Intake Summary or comments tab stating:**

**Who is involved in the screening decision of the intake.**

**EXAMPLE:** Screened out RB, JR, DK, AP, BW, TM, SD, JT, LM (sup) The allegations from the past have been previously assessed with no determinations. The current bruises the child said he fell but mom thinks the step mom did it. The family is in the middle of a custody dispute. No indication that step mom did anything. It is known to the agency that bio mom does not like step mom. No further actions will be taken by this agency.

**The reason why an intake is screened out.**

**EXAMPLE:** Screening Team: RB CP TS SC Quinn (intern)  
**Screening Decisions:** Chronic/Severe Drug/Alcohol use—no indication mom was unable to care for the children or that her use negatively impacts the children’s basic needs and safety. Supervision-children are aware of where mom was and able to access her. Ed Neglect-no indication children meet absence requirements required by statute.

**When and where an intake is forwarded, when it is not in the county and/or tribe’s jurisdiction.**

**EXAMPLE:** Screen out decision: out-of-county jurisdiction. County ABC is not the county of jurisdiction; family resides in County XYZ. Intake worker contacted County XYZ on 2/2/2016.

Child Protection Intake Summary			
Alleged Victim:	[Redacted]	Offender Relationship to Victim:	Biological parent
Alleged Offender:	[Redacted]	Est Date of Most Recent Occurrence:	3/1/2016
Allegation: Neglect (not medical neglect)			
Allegation Detail: Chronic and severe use of alcohol/controlled substances Inadequate attention to educational needs Inadequate supervision			
Alleged Victim:	[Redacted]	Offender Relationship to Victim:	Biological parent
Alleged Offender:	[Redacted]	Est Date of Most Recent Occurrence:	3/1/2016
Allegation: Neglect (not medical neglect)			
Allegation Detail: Chronic and severe use of alcohol/controlled substances Inadequate attention to educational needs Inadequate supervision			
Initial Notifications			
Agency Notified	Date	Method	Person Notified
Law enforcement	3/2/2016	Phone	[Redacted]
Law enforcement	3/2/2016	Email	[Redacted]

**Comments:** Screened out RB, JR, DK, AP, BW, TM, SD, JT, LH (sup) The allegations from the past have been previously been assessed with no determinations. The current bruises the child said he fell but mom thinks the step mom did it. The family is in the middle of a custody dispute. No indication that step mom did anything. It is known to the agency that bio mom does not like step mom. No further actions will be taken by this agency.

Screening Team: RB CP TS SC Quinn (intern)  
 Screening Decisions: Chronic/Severe Drug/Alcohol use - no indication mom was unable to care for the children or that her use negatively impacts the children’s basic needs and safety. Supervision - children are aware of where mom was and able to access her. Ed Neglect - no indication children meet absence requirements required by statute.

**Enter accurate client information under the Participants folder**, including name, date of birth, address, telephone number, and race.

Clients						
Name	Birth Date	Date of Death	Age	Gender	Race	Child out of home?
Duck, Donald Quacky JR	11/23/1994		21	M	American Indian/Alaskan Native	Yes
Phone Type	Phone	Comment				
Cell	(651) 555-1212					
Type, Address:	c/o: 123 E Elm St, Kissimmee, FL 32845					
Directions:						
Effective Date:	4/16/2004	In Care of: Mickey House				
Name	Birth Date	Date of Death	Age	Gender	Race	Child out of home?
House, Minn E	3/18/1970		46	F	Caucasian	No
Type, Address:	Physical location: 123 First Ave, Spirit, MN 56999					
Directions:						
Effective Date:	5/9/2016	In Care of:				

## Minnesota again “Substantially Noncompliant” *continued from page 1*

See [DHS Bulletin #15-68-22](#) to review some best practice and policy reasons for timely data entry. Review the “AFCARS ALERT” article from [SSIS Update Issue #419](#) of May 1, 2015 for ideas on how to assist with entering placement data into SSIS in a more timely way. Set a goal to enter the discharge dates within 30 days: this gives some cushion of time when things happen that throw schedules off track.

Together, we can improve the timeliness of entry into SSIS. If you have suggestions of something that has worked well for your agency, please contact the SSIS Help Desk to share your ideas. Local agency Worker Mentors can reach the SSIS Help Desk at 651-431-4801 or by emailing [dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

## Upcoming Events

### SSIS Fiscal New Worker Training

SSIS Fiscal designed FNWT for the new Fiscal worker and also as a refresher course for current staff working with fiscal tasks such as Service Arrangements, Payments and Healthcare Claims. Participants work directly in SSIS during the two-day class.

#### Upcoming Class Dates & Locations

May 25-26— Bemidji

July 13-14— Metro (St. Paul)

August 17-18 — Willmar

September 14-15 — Duluth

October 11-12 — Metro (St. Paul)

See [Implementation Memo 168](#) for more information regarding the 2016 FNWT sessions.

[Register for FNWT online via TrainLink.](#)

### Worker Mentor Meeting June 21

**Please note this is a change to the prior meeting date of May 17.**

The Worker Mentor meeting has been rescheduled for June 21 to coincide with the release of v16.2. **If you have already registered for the May 17th meeting, you will be automatically registered for June 21st.** If you are now unable to attend, you may cancel your registration.

[Register for Mentor Meetings through TrainLink.](#)