



SSIS Fiscal Flyer

Winging Toward Integration

Issue 8

Social Services Information System

May 26, 2004

SSIS schedules Version 3.8 and Version 4.0 releases

SSIS Fiscal will have some functions available in SSIS Version 3.8. These functions will help counties prepare for the major Fiscal release in Version 4.0, January of 2006. Counties will have time to ensure there are no duplicate vendors/providers/business organizations in SSIS or in county accounting systems. **Staff will also be able to set up their Chart of Accounts and BRASS sub-services ahead of time.**

(BRASS sub-service is the 4th and 5th digits of the BRASS code, and is currently used by some counties.)

Many of the changes to Programs and Services and Business Organizations in Version 3.8 are behind the screens and are not noticeable to users. These changes prepare the application and database for the functions that will be coming in Version 4.0.

Version 3.8 Contents:

Anticipated statewide release date – Late Fall of 2004

- Placement redesign
- Difficulty of Care (DOC) Points
- Electronic case transfer
- Programs and Services redesign
- Licensing interface
- Charting and Analysis – Phase 2, State Outcome Indicators
- Child Well-being Tool
- Children's Mental Health Screening Indicator
- Chart of Accounts
- Vendor/Provider Import from county accounting system
- Business Organization changes to accommodate vendor information

Version 4.0 (SSIS Fiscal) Contents:

Pilot scheduled for July 2005

Anticipated statewide release date – January 1, 2006

- Payments
- Chart of Accounts Maximums
- Claiming
- Service Arrangements
- IV-E Report
- Other state reports.



Reporting Workgroup begins detailed design

The Reporting WG met for its first detailed design meeting on April 21, 2004. This meeting included reviewing some of the planned SSIS Fiscal architecture. Four reporting sub-workgroups then concentrated on current processing of the four state reports that will be incorporated into SSIS Fiscal. These groups were IV-E Abstract, Social Services Expenditure and Grant Report (SEAGR), Community Mental Health Reporting System (CMHRS), and the Targeted Case Management/Family Preservation – Client Statistical Report (TCM/FP-CSR or DHS3150.2).

Participants' *home assignment* was to review current local reports and return with a list of local reports that will be needed in SSIS Fiscal. This list will include existing reports, existing reports with modifications, and reports needing creation. The next meeting date is June 16, 2004.

If you have report requests, please contact a Reporting WG participant or e-mail ssis.fiscal@state.mn.us. All participants are listed on the SSIS web site.

Chart of Accounts module available in SSIS Version 3.8

The Chart of Account (COA) module will be the first SSIS Fiscal module available in SSIS Version 3.8. The COA module will allow counties to set up their COA structures in preparation for the main SSIS Fiscal Application release in SSIS Version 4.0, January 2006.

The purpose of the COA module is to provide a way to define valid

Chart of Account codes. Chart of Account codes are made up of Chart of Account elements. The elements most commonly used by counties include: Fund, Department, Program, Service, Object, and Org.

This module lets counties set up valid values, descriptions, and effective date ranges for the Chart of Account elements and codes.

Counties will also be able to print the Chart of Account elements and codes.

As part of the V3.8 release, SSIS will also provide a COA Initial Load Utility Program to allow counties to import the Chart of Accounts elements and codes from their county accounting systems. More details about this utility will be made available prior to Version 3.8's release.

The first step to using the COA Module is for counties to set up their COA element types, element lengths, and order in county preferences. The following table lists the default element types, element lengths, and order that SSIS will set up. Counties can either accept the defaults or modify to meet their needs.

Default Elements (Counties can change these defaults)

Element Type	Element Length	Order
Fund	2	1
Department	3	2
Order	3	3
Service	5	4
Object	4	5

COA Element Screen available in SSIS Fiscal

The screenshot displays the 'COA Element' screen in the SSIS Fiscal application. It features a sidebar on the left with navigation options: 'Payments', 'COA Element', 'COA Code', and 'COA Group Maximum'. The main window is titled 'Chart of Account Element Search' and contains a search interface with fields for 'Element Type', 'Element Value', 'Start Date', and 'End Date', along with a 'Description' field and search buttons. Below the search fields is a table of search results:

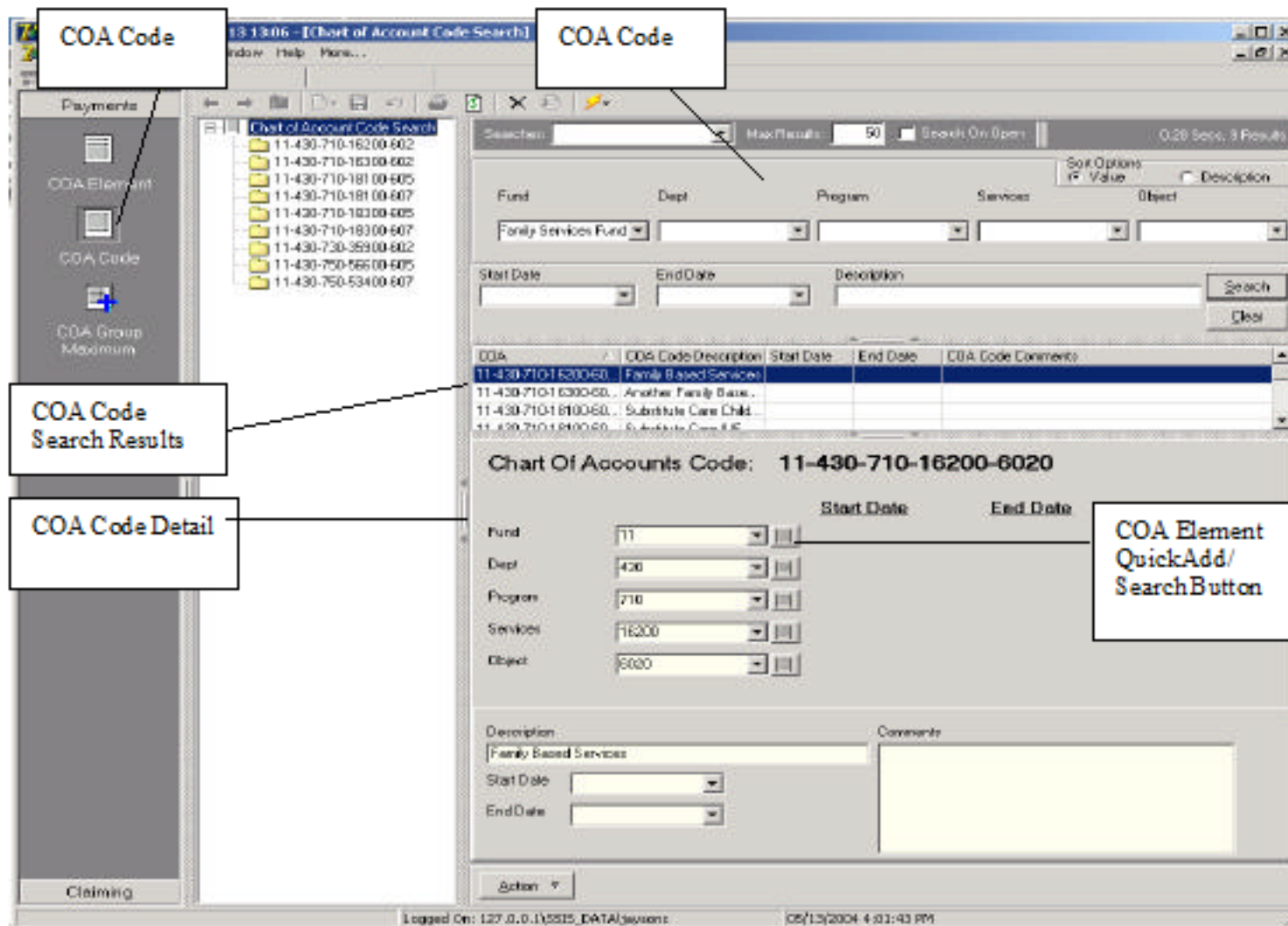
Element Type	Element Value	COA Element Description	Start Date	End Date	COA Element Comments
Fund	11	Family Services Fund			Family Services
Fund	12	Test Fund 2			
Fund	13	Test Fund 3	01/01/2004	01/01/2...	
Services	16100	Family Based Crisis Service			
Services	16200	Family Based Counseling ...			
Services	16300	Family Based Life Manag...			
Services	16100	Substitute Care Family Foo...			

Below the search results is a 'Fund' detail section with the following fields:

- Element Value: 11
- Element Description: Family Services Fund
- Start Date: [Dropdown]
- End Date: [Dropdown]
- Comments: Family Services

The bottom of the screen shows a status bar with 'Logged On: 127.0.0.1\SSIS_DATA\jaysorc' and '05/13/2004 9:53:18 PM'.

COA Code Screen available in SSIS Fiscal



Provider/Bus Org/Vendor Cleanup project begins

SSIS has identified data clean up tasks that counties need to perform in preparation for Version 3.8.

These tasks are designated as *The Provider/Bus Org/Vendor Cleanup Project*.

The Project has two phases. Phase 1 is prior to Version 3.8's release; Phase 2 in Version 3.8 adds functionality allowing counties to merge vendors.

Before beginning Phase 1 tasks, SSIS recommends that counties run the purge process that may generate more available vendors for removal from SSIS.

Phase 1 – The first phase begins this summer. Counties will receive reports listing SSIS Provider/Bus Org/Vendor records that are not attached to placements, service agreements, licenses, maltreatment allegations, school records or professional collaterals. Counties can decide which, if any, of these records to delete, and can delete them from their database.

Counties will also receive reports of:

- Records with unusual names (such as "ZZ-conversion")
- Records with duplicated names
- Records with duplicated vendor numbers.

Phase 2 – The second phase begins after counties receive SSIS Version 3.8 which will include:

- A set of provider/bus org/vendor cleanup reports mentioned above
- Functionality to merge duplicate provider/bus org/vendor records.

Cleanup functions will be controlled by security settings and will only be accessible to county workers who are given the authority to use them. As each county resolves critical cleanup issues, it can begin V3.8's vendor data import function.

The first round of cleanup reports will be sent in late June. If you have not already done so, please submit the county contact information form (on page 7) before June 4th.



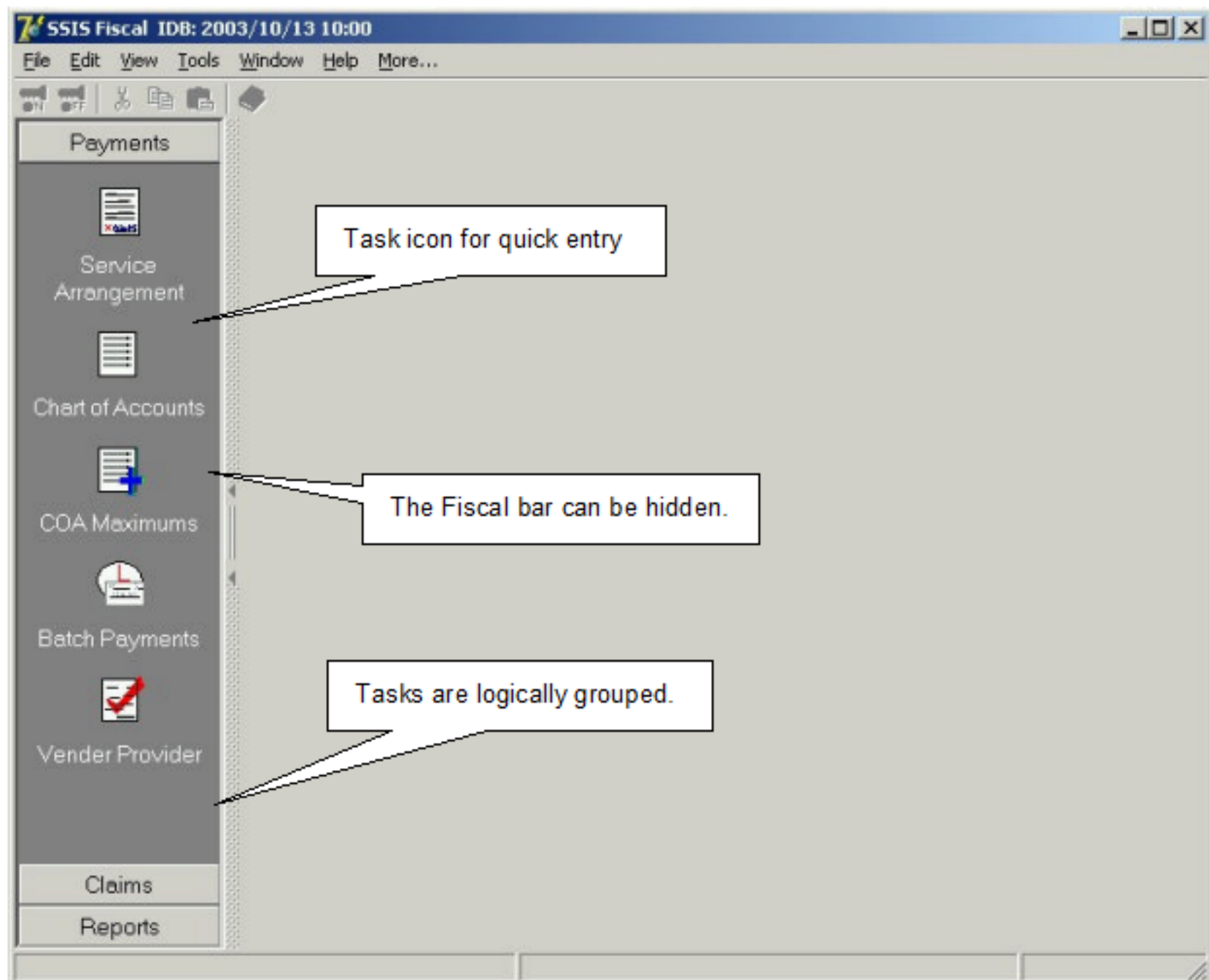
Preview! Navigating SSIS Fiscal

“Don’t judge a book by its cover” is an often-quoted saying. In the case of a book, the judgment may not be fair. However, how a software application presents information and allows the user to navigate through that information is crucial.

SSIS Fiscal is challenged to craft a fiscal system that looks good, is functional, and is easy to use. SSIS Fiscal hopes it

meets this challenge to build a Windows-based system that is task-centric, allowing users to jump to tasks and enter data quickly. The screenshots on pages 4 and 5 showcase some of the general interface components that will be built into SSIS Fiscal, giving you a feel for how the SSIS Fiscal user interface will work.

One goal was to allow fiscal workers to jump to a particular task, such as entering a Chart of Account, without having to navigate through a hierarchy of levels (the treeview). Typically, a fiscal worker does not perform several tasks at a time on a specific client, but rather works on a task like entering Chart of Accounts for the system. The first screenshot shows the Fiscal Toolbar’s design that allows users access to tasks.



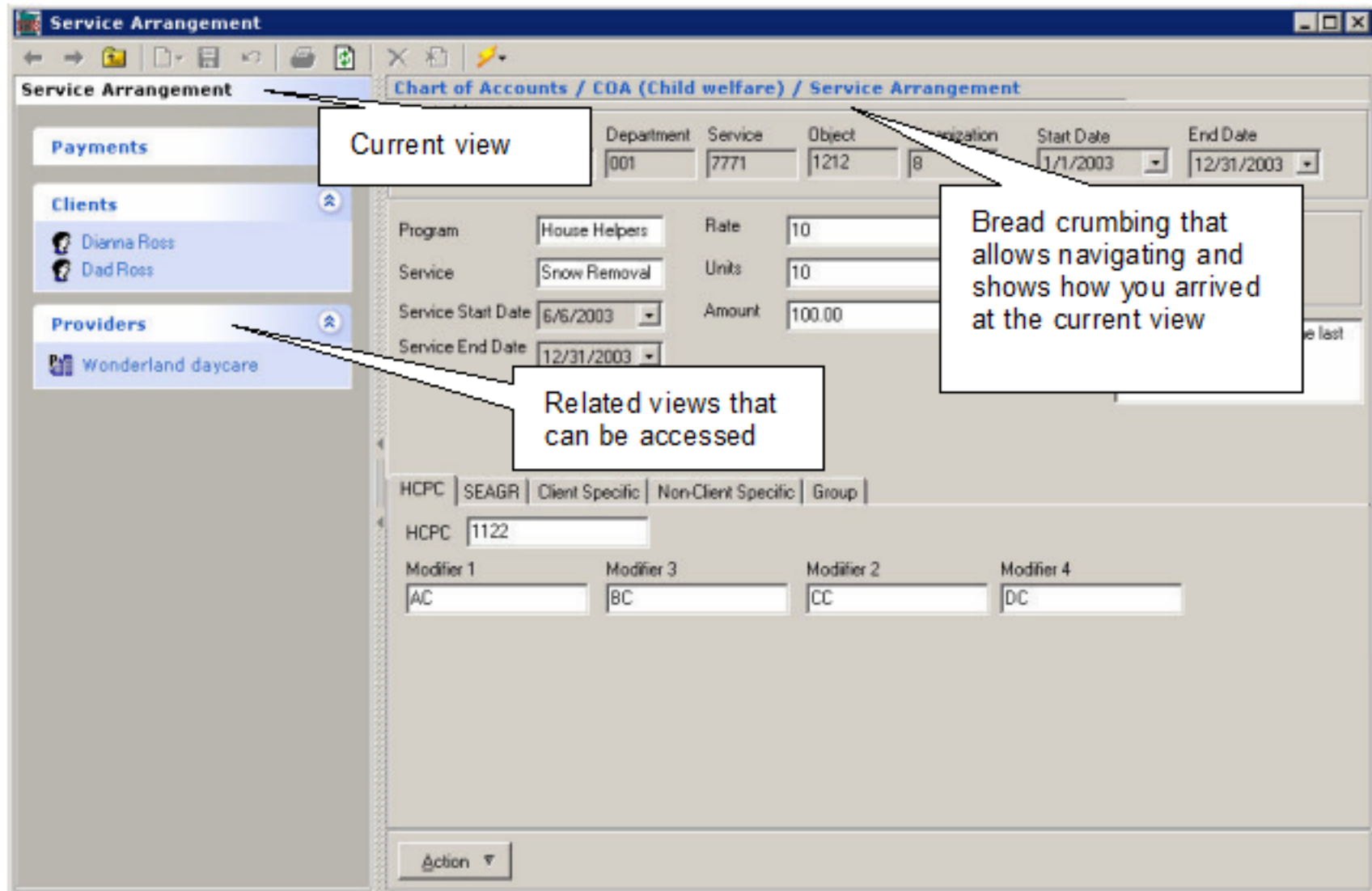
Navigation from page 4

Navigation in SSIS Fiscal is also important. The goal is to let users move quickly from one view to a related view. The example below is the Service Arrangement screen on the right. The left side allows the user to move to Payments, Clients, or Provider.

SSIS Fiscal also wants the user to know where he/she came from and not get lost in a maze of different views. To help a user move from screen to screen, see items on the left-

hand side of the screen. SSIS Fiscal will make use of a Windows XP-like control that allows users to see related information and quickly move between screens. Another navigational help used by many web pages is a technique called *breadcrumbing*. A tree view shows where you are and allows you to move back to a previous view. These two controls answer the common questions users have, "Where can I go from here?" and "How do I get back to where I was?"

The following screen shows both the XP navigation control and breadcrumbing. The current view is of a Service Arrangement with the related views of Payments, Client, and Providers. The breadcrumbing at the top shows that this visitor started by looking at the Chart of Accounts View. By selecting the breadcrumbing title, the user can move back to previous views.



The trick to creating a user interface for any system is to make it useful and easy to get things done. SSIS Fiscal is committed to bringing fiscal workers an interface that allows them to quickly find and perform their tasks.

To comment on the design process, the workgroups' documents on the web site, or to invite SSIS Fiscal staff to attend your regional meeting, please contact Kate Stolpman: kate.stolpman@state.mn.us or call 651-772-3789. Workgroup documents are available for review on the CountyLink web site: http://countylink.dhs.state.mn.us/main/groups/public/documents/pub/county_id_001551.

SSIS Fiscal reimbursement guidelines

There are several categories of costs associated with the SSIS Fiscal Project. Most of them are eligible for SSIS FFP at 50%. All FFP-eligible costs can be claimed using the DHS Schedule 2556.5 "SSIS Quarterly Expense Claims."

Eligible Costs:

↳ County Costs invoiced by TriMin Systems for the IFS interface are eligible for 50 % FFP. Use Item C1. "Other" and indicate IFS Interface. Please note that ongoing costs for maintenance of this interface will need to be cost-allocated.

↳ Development costs for programming county interfaces to SSIS Fiscal in non-IFS counties are eligible for 50% FFP but must be prior approved by SSIS. They should be reported on line A1, Programming/Testing of Schedule 2556.5 "SSIS Quarterly Expense Claims." New XML development would have the same rules as any new development, covering hardware, software, and programming costs. However, ongoing maintenance costs for these interfaces will need to be cost-allocated if used for population other than child welfare.

↳ Hardware and software (operating system software such as Windows 2000 or Windows XP) costs for fiscal staff workstations are eligible for 50% FFP but need to be cost-allocated. Only the child welfare portion is eligible for FFP.

↳ Training time and expenses are also eligible for FFP but need to be cost-allocated also.

The following costs are NOT eligible for SSIS FFP:

↳ County Costs (March 5, 2004 memo) invoiced by DHS Financial Management for SSIS Fiscal are not eligible for FFP. All counties except Hennepin and Blue Earth (who opted out of paying the costs for Fiscal and therefore, the design and development input for the system) have been billed for these costs and will be billed again in 2005.

Workgroup members want your county fiscal reports input

SSIS Fiscal and the Reporting Design Workgroup are reviewing current local reports. They need your input!

Look over your existing county fiscal and program reports.

- What do you currently use and want to continue finding in SSIS Fiscal?
- What would be useful reports combining fiscal and program information?
- Are there new reports that you would like considered?

Please contact one of the Reporting Workgroup participants or e-mail ssis.fiscal@state.mn.us. Specify the items that you would like included in the report, the format preferred, and whether specific sorting filters need to be incorporated (e.g., date, worker, BRASS service).

Watch for CountyLink's move in June

DHS has redesigned its public, county and intranet web sites to match the look and feel of the State of Minnesota site. It also combined the public and CountyLink sites in one location.

On **Monday, June 7**, workers will access CountyLink by going to the DHS public web site (www.dhs.state.mn.us) and clicking on the **County and Tribal Workers theme button**. The site merger will help county workers because:

- All DHS content is now available to workers without switching between the public and CountyLink web sites.
- Many more DHS business areas have posted county-specific content on the new CountyLink.
- The search feature will generate results from the entire site.

The June 28 Project Update will include screen shots to guide workers through their first visit. SSIS will be listed in the left navigation column. After clicking on SSIS, bookmark the page for quick access in the future. SSIS Fiscal documents and all SSIS content will be organized exactly the same as workers are used to seeing it.

ATTN: SSIS County Coordinators

The first phase of SSIS Fiscal is scheduled for release in late Fall 2004!

Details forthcoming...

The first phase of SSIS Fiscal is coming! This phase in Version 3.8 will include Vendor/Provider, Charts Of Account, and changes to Programs & Services. In an effort to ensure the county provider data is accurate and viable, SSIS requires counties to correct data entry errors on their provider records.

Use this form to identify the person in your County who is responsible for correcting provider records, as well as an alternate contact person. SSIS will contact them and provide ongoing instructions and reports related to correcting and maintaining accuracy for their provider records. Send this information to SSIS in one of the following manners:

Fax: SSIS Fiscal
DHS-SSIS
(651) 772-3794

or

Mail: SSIS Fiscal
DHS-SSIS
444 Lafayette Road
St. Paul, MN 55155-3862

or Scan and e-mail: ssis.fiscal@state.mn.us

Primary contact					
Name, Title:				Phone:	Fax:
Email: <small>(please print)</small>				County:	
Schedule <small>(Days/Times not available during the week)</small>				Comments: <small>(please print)</small>	
M	T	W	Th	F	

Alternate contact					
Name, Title:				Phone:	Fax:
Email: <small>(please print)</small>				County:	
Schedule <small>(Days/Times not available during the week)</small>				Comments: <small>(please print)</small>	
M	T	W	Th	F	

Please return to SSIS by Friday, June 4, 2004.