

SSIS Mentor Meeting Minutes

July 29, 2008 - Holiday Inn, St. Cloud, MN

Topic	Discussion	Action Item
Welcome	Maureen welcomed all and introduced SSIS staff in attendance.	
SSIS update	<ol style="list-style-type: none"> 1.) Maureen offered SSIS's appreciation to all mentors for the dedication, problem solving skills, piloting and support of SSIS and the effort they put forward to assist their county staff with all areas of the SSIS application. Certificates of appreciation for experienced and new primary and alternate mentors were handed out. If there are errors on the certificates, please email Maureen and they will be corrected and replaced. There were some certificates left after the meeting and they will be mailed to those counties. 2.) Version 5.1 pilot continues. Thanks to pilot counties: Washington, Anoka, Hennepin, Ramsey and McLeod. We appreciate your dedication and help toward distributing the best release ever. 3.) The next MPAC meeting is scheduled for August 5th at 10:00. The agenda has been sent out. Mentors who received the agenda are asked to send to their county representative(s) for feedback. Mentors, we need your support in this area. 4.) The next mentor meeting will be via VPC and is scheduled for September 23rd from 8:00AM-11:30AM. Please watch for an agenda and registration notice for the VPC. 5.) With the new Adoption process on SSIS and the State Adoption Unit (SAU), a social worker will only have to send <u>one</u> copy of the Permanency order and the birth certificate to SAU. 6.) In Version 5.1, the Notice of Findings tab on the VA/CEP report which contains letters to be sent to people once there is a determination of abuse or neglect. These letters have been changed in response to the Attorney General's request. The letters are simpler and more generic in content with some text removed or replaced. Mentors are encouraged to print comparison letters as workers now see them and then ones they will see after the release. 	

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	<p>7.) SSIS's response to why counties must clear offenders to the State Offender Index when they are known:</p> <ul style="list-style-type: none"> a. Both MN and Federal licensing laws require us to check for any history of maltreatment before licensing someone to care for children or vulnerable adults. We use both criminal background checks and the SSIS Offender Index. b. SSIS needs an accurate and reliable index that provides this information for county workers based on the need to know. c. The Offender Index is not viewable to the outside world, only to county/tribal social services workers who need to know and must protect children and vulnerable adults. d. The Offender Index displays information on people who have been determined by social workers to have committed maltreatment and not necessarily criminally convicted. <p>8.) What's New in Version 5.1? This document of all the new additions and changes is currently being written and will be sent out with the State release on or about August 15th.</p>	
<p>SSIS Training Update</p>	<p>1.) NWT is being held in the following areas for the next two months.</p> <ul style="list-style-type: none"> a. Willmar-August 5-7—Cancelled due to low enrollment b. Brainerd-August 26-28— Short on enrollment c. St. Paul-September 9-11 d. Crookston-September 23-25 <p>2.) Version 5.1 training will be VPC on August 20th and 22nd. An Implementation Memo will announce sites and times.</p> <p>3.) IV-E Pretest and SSIS /MAXIS Interface training is on August 18th (AM) and August 19th (PM). This will be very beneficial for all workers and mentors.</p> <p>4.) Supervisor Forum originally scheduled for August 12th has been postponed to October 8th (PM). Watch for information on sites and times.</p>	

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Licensing	Licensing navigation with handout was presented by Maureen. Handout is on the Worker Mentor Meeting Information web page.	
Identity Management	“Clearing is not just for the clearing worker,” stated Edie Johnson. All workers must participate in building a reliable and up-to-date SWNDX system. Edie took the time to show workers how challenges in client identity could be solved with minimal effort and that MAXIS records are helpful for many reasons since many of the clients may be receiving services from Income Maintenance. Edie sends out biannual reports to counties to enlist their help with clean up of our statewide system. If you have any questions about any reports you have received please contact Edie Johnson edith.johnson@state.mn.us . Please try to complete the changes promptly.	
Legislative Update	<p>Nan Beman updated all attendees with the new state legislation mandating monthly face-to-face contact by the primary worker with the child only. This State statute now mandates what has been Federal law in the past. This information is found in Bulletin #08-68-06 and was presented by Ann Ahlstrom, CJI attorney in the recent past and currently for the Minnesota Supreme Court. Mentors had many questions about the process of recording this information in time records so that the information can be gathered and reported accurately for the State.</p> <p>There were also questions on entering time spent with the child alone. Counties and tribes are advised to see children away from their caregivers when the SW judges that practice to be appropriate. Note: SSIS staff are researching the best way to enter contacts by staff outside the local social service agency. More information later.</p> <p>Email Nan.beman@state.mn.us for questions.</p>	
Pilot County panel presentations on Version 5.1	Six mentors representing Anoka, Ramsey, Hennepin and McLeod led the dialog with the mentors regarding what they had learned from piloting the new Adoption process and what the mentors needed to know to be ready for the release. Important information was disseminated about having relationships and fathers documented before the release. Pilot counties stated that it was slow at first but the new functionality is intuitive for the workers and the workers just need to “take their time and they will catch on fast.” Pilots also requested that screen prints of all screens being trained at the VPC’s be available so that workers and mentors could take notes. This presentation was limited because Maureen didn’t provide screen prints to look at during the presentation and there were computer issues. Apology noted.	

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Enhancement requests	1.) Add tribal information on the Intake Summary Report for awareness to ongoing workers. 2.) Add ICWA information on SWNDX for worker awareness 3.) Add a new OHPP for Adoption (State Wards). Nan Beman is requesting counties to respond to her regarding their needs for this plan. 4.) Request: Have an option on each client created that would allow choosing more than one category (e.g., This person is a collateral [Professional or other] and/or a client.). This would allow the worker to state whether he/she wants them searchable or not.	Mentors, if you brought these enhancements requests up at the meeting, please contact the Help desk with all important information so they can be entered in as enhancement requests.
Alerts/Reminders	Postponed until the September VPC meeting so that more discussion could ensue regarding the new legislation.	
Next meeting	Worker: September 23, 2008—VPC Fiscal: September 24, 2008—VPC	