

SSIS and Adoptions

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Agenda

- What to complete before starting a child ward folder?
 - Verifying accurate information in SSIS
- Adoption Assistance eligibility determinations
- Sending attached documents in SSIS
- Pre-Post identity in SSIS
- Questions

Disclaimer: this is a recorded training, please refrain from sharing private information about specific cases. If there are any case specific questions, please refer to our contact information and follow up with us after the training

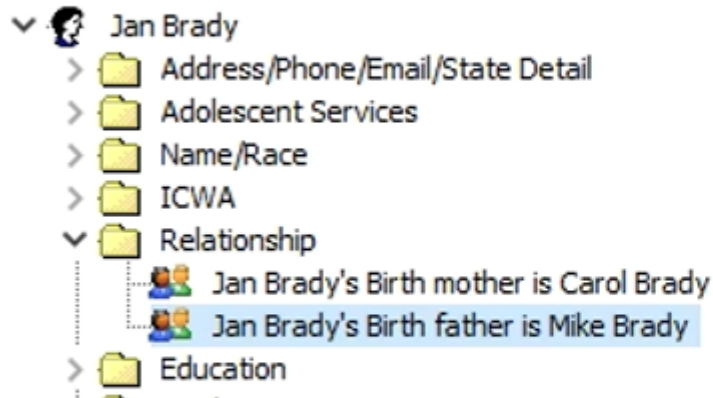
What to complete before starting a child ward folder?

Before a Child Ward record is completed, the following fields must be complete and accurate:

- Child must have inactive relationships entered with birthparents/previous parent's relationships.
- Child's Birth Location and Child's citizenship information
- Child's Race information
- Child's ICWA eligibility on person node and ICWA eligibility/determination screens.
- Child's Legal name
- Previous parent's legal names
- Sibling relationships
- Sibling's legal names

Inactivate relationships

Child must have inactive relationships entered with birth parents/previous parents' relationships. Make sure the **inactive** date is **accurate**. (EX: date of both TPRs completed).



Relationship

Person 1: Jan Brady's - SSIS Person #: 202494562

Relationship: Birth mother

Lineage:

Person 2: Carol Brady - SSIS Person #: 202494548

Jan Brady's Birth mother is Carol Brady

Relationship status

Status: Inactive

Inactive date: 4/28/2020

Inactive reason: Termination of parental rights

[Inactive reason detail](#): Involuntary (found by court or admitted by parent)

Petition filing date: 4/1/2020

Birth mother married at time of child's birth: Yes

Relationship

Person 1: Jan Brady's - SSIS Person #: 202494562

Relationship: Birth father

Lineage:

Person 2: Mike Brady - SSIS Person #: 202494652

Jan Brady's Birth father is Mike Brady

Relationship status

Status: Inactive

Inactive date: 4/28/2020

Inactive reason: Termination of parental rights

[Inactive reason detail](#): Involuntary (found by court or admitted by parent)

Petition filing date: 4/1/2020

Birth father detail: Custodial (married to mother)

Address both birth parents

- SSIS requires two birth parents, even if one is unknown.
- If there is no established/adjudicated father, you will need to create a relationship by selecting “**Unknown Male**” on the **Person 2** field.

The screenshot shows the 'Relationship' form in a software application. The 'Person 1' field is set to 'Sheila Snow's - SSIS Person #: 202612846'. The 'Relationship' dropdown is set to 'Birth parent'. The 'Person 2' field is empty. Below the 'Person 2' field is a table with columns 'Name', 'Age', and 'SSIS Person #'. The table contains the following data:

Name	Age	SSIS Person #
Barbara Snow	7	202642420
John Snow	42	202630371
Suzy Cue	0	202632397
Unknown Male		202633275
Unknown Female		202633272

The 'Relationship status' field is set to 'Status:'. The 'Inactive date' field is empty.



Address both parents cont'd

1. Make sure to inactivate the relationship by selecting **Inactive** on the **Status Field**.
2. Enter the **Inactive date**
3. Enter the **Inactive reason**.
4. Enter the appropriate **Inactive reason detail**.
5. Enter the **Petition filing date**.
6. Enter the **Birth father detail**.

The screenshot shows a web form titled "Relationship" with the following fields and values:

- Person 1:** Sheila Snow's - SSIS Person #: 202612846
- Relationship:** Birth father
- Lineage:** (empty dropdown)
- Person 2:** Unknown Male - SSIS Person #: 202633275

Below these fields, a summary line reads: "Sheila Snow's Birth father is Unknown Male".

The "Relationship status" section contains the following fields:

- Status:** Inactive
- Inactive date:** 3/10/2022
- Inactive reason:** Termination of parental rights
- Inactive reason detail:** Involuntary (found by court or admitted by parent)
- Petition filing date:** 2/1/2022
- Birth father detail:** Alleged

Child Information

From the person information on the person node

- Child's Birth Location
- Child's citizenship information

The screenshot displays a software interface for managing child information. At the top, a tree view shows a node for 'Amanda Bear' with sub-nodes for 'Address/Phone/Email/State Detail' and 'Adolescent Services'. Below this, the 'Person Information' tab is active, showing fields for Name / Status / Gender. The 'Legal Name' field is split into Prefix, First name (Amanda), Middle name, Last name (Bear), and Suffix. The 'Clearing Status' is set to 'Client' and the 'Gender' is 'Female'. Below this, the 'Birth/Death Information' section shows the 'Date of birth' as 11/9/2004, 'Age' as 17 years, and 'Date of death' as empty. The 'Birth location' section shows 'County' as Brown, 'State' as Minnesota, and 'Country' as empty. A line connects the 'Birth location' section to the 'US Citizenship' section below. The 'US Citizenship' section shows 'US citizenship status' as 'U.S. Citizen/naturalized citizen', 'Verification method' as 'Birth Certificate', 'US citizenship date' as 9/1/2012, and 'Date verified' as 1/9/2013.

Person Information Workgroup Information

Name / Status / Gender

Legal Name: Prefix First name Middle name Last name Suffix
Amanda Bear

Clearing Status: Client Gender: ☐ Male ☒ Female

Birth/Death Information

Date of birth: 11/9/2004 Age: 17 years Date of death:

Est. date of birth: Est. Age:

Birth location: County State Country
Brown Minnesota

US Citizenship

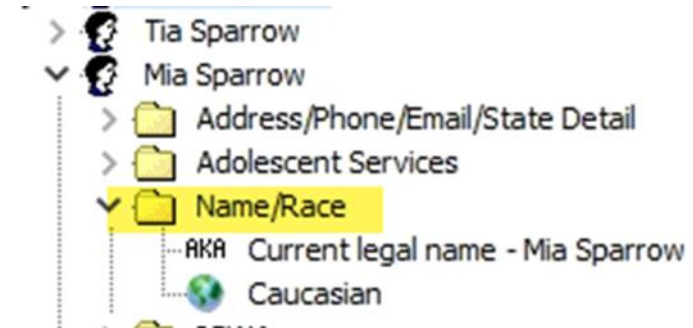
US citizenship status: U.S. Citizen/naturalized citizen Verification method: Birth Certificate

US citizenship date: 9/1/2012 Date verified: 1/9/2013

Child Information cont'd

From the Name/Race folder
under the person node

- Child's Race



ICWA eligibility

- Child's ICWA eligibility on the person information tab in the person node

The screenshot displays a software interface with a tree view on the left and two form panels on the right. The tree view shows a node for 'Amanda Bear' with sub-nodes for 'Address/Phone/Email/State Detail' and 'Adolescent Services'. The 'Person Information' tab is active, showing fields for Name / Status / Gender. The 'Other' tab is also visible, showing fields for Primary Language, Hispanic heritage, Marital Status, Interpreter Needed, and a highlighted 'Qualifies under ICWA' section.

Person Information | Workgroup Information

Name / Status / Gender

Legal Name: Prefix: First name: Middle name: Last name: Suffix: ☐ Unknown

Clearing Status: Client Gender: ☐ Male ☒ Female

Other

Primary Language: English

Hispanic heritage: No

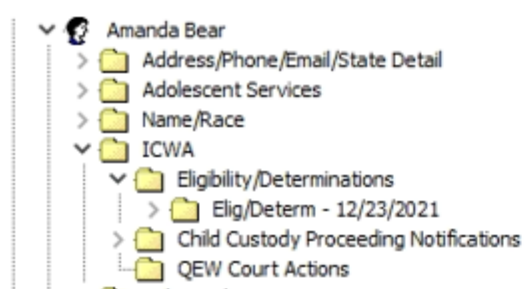
Marital Status: Single, never married

Interpreter Needed: ☐ Yes ☒ No

Qualifies under ICWA: ☒ Yes ☐ No

ICWA eligibility cont'd

- ICWA eligibility/determination screens,



A screenshot of a web application form titled 'ICWA Status'. The form has several tabs: 'ICWA Status', 'ICWA Inquiry', 'MIFPA Notices', 'ICWA Applies/Determinations', and 'Transfer to Tribal Court'. The 'ICWA Status' tab is active. The form contains the following fields:

Create Date:	12/23/2021 04:26:07 PM	Calculated ICWA Determination:	Yes, ICWA/MIFPA applies
Status:	Finalized	Status Date:	09/15/2022 08:23:48 AM
Worker:	Jepson, Erica		

ICWA eligibility cont'd II

- As well as the continuous placement screen
- Select the correct eligibility/determination from the ICWA drop down menu.

The screenshot displays a software interface for managing child welfare cases. On the left is a navigation tree with the following structure:

- ▼ Rover Thirteen
 - > Address/Phone/Email/State Detail
 - > Adolescent Services
 - > Name/Race
 - > ICWA
 - > Relationship
 - > Education
 - > Employment
 - > Diagnosis/Conditions/Substance
 - > Health/Insurance
 - > Medication/Checkup
 - > CWB/Infant and Toddler Intervention
 - > Expectant/Parenting Youth
 - > CMH Screenings and Assessments
 - > Court Actions
 - ▼ Permanency
 - > Continuous Placements
 - > Placements/Locations/Absences
 - > Removal/Adoption/TPLPC History
 - > Relative Search
 - > Child Ward
 - > Juvenile Treatment Screening Team
 - > QRTP Documentation

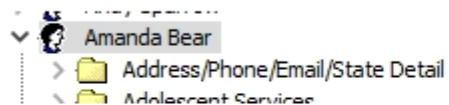
The main panel on the right is titled "Cont plcmt - 12/23/2021" and contains several tabs: "Authority", "Removal Conditions", "Permanency Plans", "Reviews", and "Foster Care Extension". The "Removal Information" section includes the following fields:

- Cont Placement #: 202640469
- ICWA: Elig/Determ - 12/23/2021 - Yes, ICWA/MIFPA applies (highlighted in yellow)
- Start Date: 12/23/2021
- Entry Date: 12/27/2021 10:19:41 AM
- Target Population: Child welfare/protection
- Supervising Agency: County social services
- Effective Date: 12/27/2021
- Tribe: (empty field)

Legal Names

Parent and child's legal names must match SSIS, child's birth certificate, and court orders.

- If changes are needed in SSIS, it can be done on the person node.
- If the error is found after submission of child ward folder, a data fix must be requested.



Name / Status / Gender					
	Prefix	First name	Middle name	Last name	Suffix
Legal Name:	<input type="text" value=""/>	<input type="text" value="Amanda"/>	<input type="text" value=""/>	<input type="text" value="Bear"/>	<input type="text" value=""/>
					<input type="checkbox"/> Unknown
Clearing Status:	<input type="text" value="Client"/>			Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female

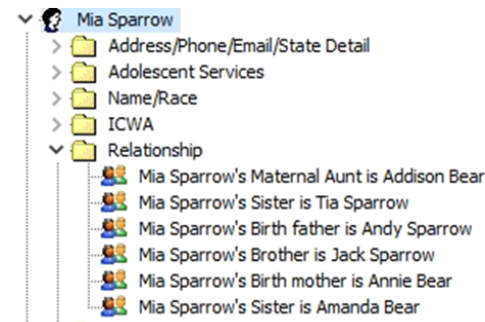
Birth/Death Information

Sibling relationships

All sibling relationships must be entered into SSIS

This includes those with a biological, legal, or marital connection to the child.

See job aid: [SSIS: Best Practices for Siblings Entry FAQ](#)



Relationship

Person 1: Mia Sparrow's - SSIS Person #: 202640461

Relationship: Sister

Lineage:

Person 2: Tia Sparrow - SSIS Person #: 202640457

Mia Sparrow's Sister is Tia Sparrow

Relationship status

Status: Active

Inactive date:

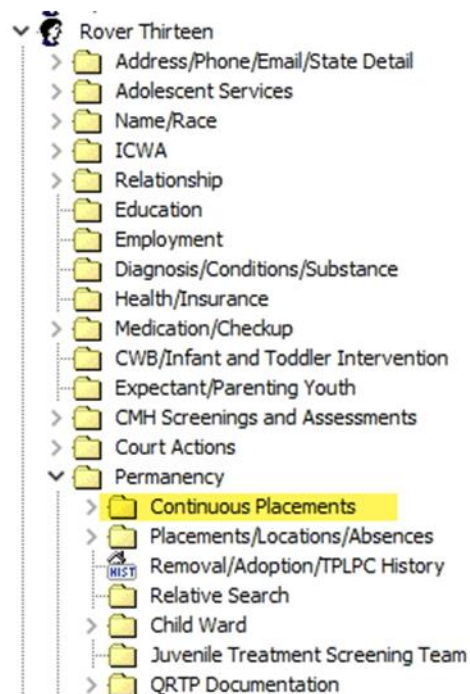
Inactive reason:

Inactive reason detail:

Petition filing date:

Siblings cont'd

- Sibling legal names must be used
- Complete sibling tab in the continuous placement folder and verify all sibling relationships have been entered.



Cont plcmnt - 10/09/2020 | Authority | Removal Conditions | Permanency Plans | Reviews | ICWA Adoptive Placement Preferences | Siblings

[Sibling Information](#)

[All Siblings:](#)

Name	Relationship (Person 1 - Person 2)	Name (Person 2)	Status	Inactive Date	Inactive Reason
Donald J Crow	Sibling - sibling	Joseph Crow	Active		

[Siblings in Open Continuous Placements:](#)

Person	DOB	Age	Start Date	Primary Permanency Plan	Worker
Donald J Crow	10/10/2005	15	10/09/2020	Reunify with parent(s) or legal guarc	Eric Kratt
Joseph Crow	1/1/2002	18	03/06/2019	Reunify with parent(s) or legal guarc	Eric Kratt

I verify that all known sibling relationships have been entered, or there are no known siblings as of the Last Reviewed Date.

[Last Reviewed Date:](#)

Action ▼

Importance of accurate information

- All names in court orders, background checks, licenses and SSIS must match.
- All relationships must be entered and accurate.
- Ensure information is entered into SSIS.

Inaccurate information leads to corrections which can delay permanency for children.

Common Issues

Paperwork Errors

- Documents sent without all pages
- Placement agreements being signed before cleared AW – BGS & approved home study
- Spelling of legal names & required individuals on placement agreements

Licensing

- Misspelled names on CFC license and AW – BGS
- Address not matching CFC license
- All pre-adoptive parents on APA must be on the CFC license, if CFC AW – BGS are being submitted

Common Issues cont'd

- Court orders missing required language
- Effective date of APA is prior to the date that the child is legally free for adoption
- Adoption AW – BGS older than 1 year
- Child's social and medical history incomplete & not current

Financially vs. Legally responsible agency

Financially responsible agency

- Completes forms in SSIS
 - Approves MAPCY, enters eligibility determinations, creates BA, Child Ward folder

Legally responsible agency

- Provides information and documentation, as needed
- Makes placement decisions, files petitions, court jurisdiction
- Responsible for placement record

[Legally & Financially Responsible Agency Roles](#)

Submitting Child Ward

Once a child ward folder is submitted no changes can be made to the following areas:

- Names
- Relationships
- Placements associated with the folder

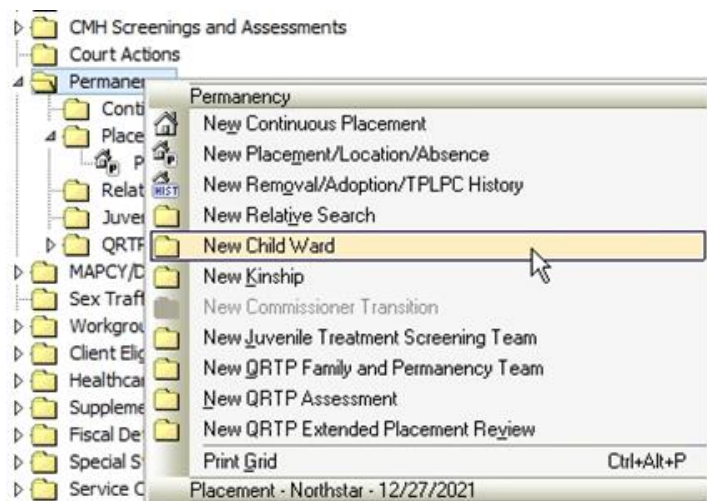
It is very important to make sure the information is correct before submitting the child ward folder to DHS. In order to make changes after the child ward is submitted a data fix will be needed.

Adoption Assistance Eligibility

Responsible Agency and the Child Ward Folder

If a worker is unable to start an Adoption Assistance Eligibility Determination, verify that a legally responsible agency is chosen from the Child Ward folder.

Reminder: Financially responsible agency completes the child ward folder. The worker will need to choose the legally responsible agency in the child ward folder.

A screenshot of the 'Child Ward Information' form. The form contains the following fields:

- Guardianship type:
- Effective date:
- Status at DHS:
- Guardianship active:
- Workgroup:
- Primary Contact:
- Legally Responsible Agency:
- AD Ward ID:
- Person Ward ID:
- DHS Number:

Adoption Assistance Eligibility Determination

- Watch for blank or inaccurate fields in the following fields:
 - Citizenship status
 - Removal from home
 - Best interest statement
 - ICWA applies
 - FC payment prior to guardianship
 - IV-E FC pymt during cont. plcmt.

Participant:	Rover Thirteen
Name:	Rover Thirteen
Date of birth:	01/01/2011
18th birthday:	01/01/2029
Citizenship status:	U.S. Citizen/naturalized citizen
Child ward verification	
Child ward:	DHS guardianship 04/01/2021
Guardianship type:	DHS guardianship
Legally responsible agency:	Aitkin
Continuous placement dates:	04/01/2022 - present
Placement location dates:	04/01/2022 - present
Adopting parent 1:	John Rhinehart
Adopting parent 2:	Suzy Rhinehart
Removal from home:	Court ordered
Best interest statement:	Yes
ICWA applies:	No
FC pymt prior to guardianship:	No
IV-E FC pymt during cont plcmt:	No

Adoption Assistance Eligibility Determination cont'd



To prevent a false not eligible Adoption Assistance Eligibility result, you must go to the appropriate section of the Tree View to enter the information, return to the Adoption Assistance Eligibility Setup tab and click the refresh button(s) to have the information autofill into the previously blank fields.



Citizen Status

Child's citizen/immigration status

To correct the child's citizen/immigration status:

- Go to the person node.
- Click on the correct US citizenship status from the drop-down menu.
- Click on correct the verification method, US citizenship date, and the date verified by the agency.

The screenshot shows the 'Person Information' tab with the following fields:

- Name / Status / Gender:**
 - Prefix: []
 - First name: Rover
 - Middle name: []
 - Last name: Thirteen
 - Suffix: []
 - Unknown: ☐
- Clearing Status:** Client
- Gender:** ☐ Male ☒ Female
- Birth/Death Information:**
 - Date of birth: 1/1/2011
 - Age: 11 years
 - Date of death: []
 - Est. date of birth: []
 - Est. Age: []
 - Birth location: County [], State [], Country []
- Person numbers:**
 - County Person #: []
 - SSIS Person #: 202639415
 - SWNDX #: 39490658
 - SSN: []
 - PMI #: []
 - SMI #: []

The screenshot shows the 'US Citizenship' section with the following fields:

- US citizenship status:** U.S. Citizen/naturalized citizen (selected from a dropdown menu)
- US citizenship date:** []
- Verification method:** Birth Certificate
- Date verified:** 12/28/2021
- Other:**
 - Primary Language: []

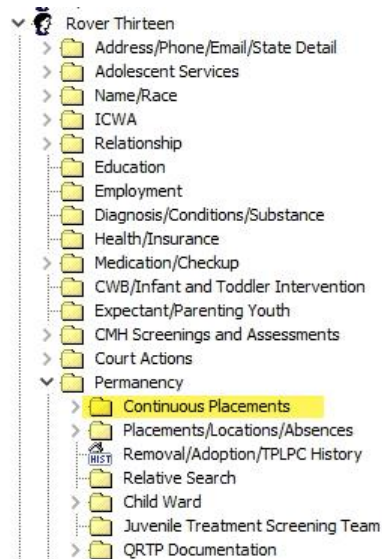
> Apollo Thirteen
> Rover Thirteen

Removal from home

In order to be eligible for assistance the authority for removing the child/youth from the home must be:

- Voluntary or Court Ordered

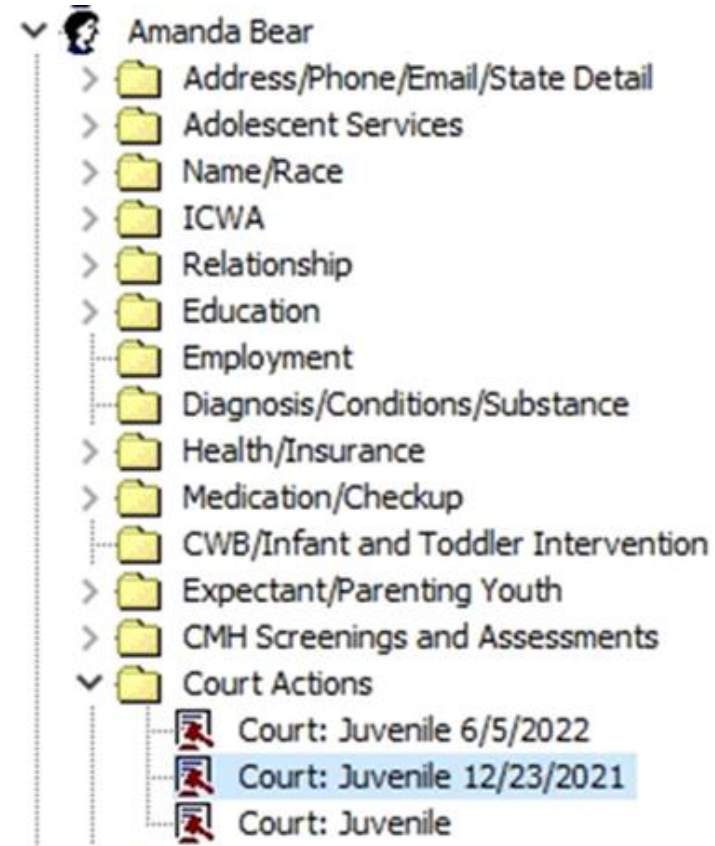
If it isn't accurate, this can be changed on the authority tab of the Continuous Placement.



A screenshot of a web application interface showing the 'Authority' tab for 'Cont plcmnt - 04/25/2022'. The 'Placement authority' section is highlighted in yellow, showing 'Court ordered' as the selected authority and '4/27/2022' as the effective date. The interface includes tabs for 'Cont plcmnt - 04/25/2022', 'Authority', 'Removal Conditions', and 'Permanency Plans'. The 'Authority' tab is active, and the 'Placement authority' section is highlighted in yellow. The 'Authority' dropdown menu is set to 'Court ordered', and the 'Effective date' is set to '4/27/2022'.

Did the court order contain a best interest statement?

- If there is not a **Y** next to Best interest statement in the adoption assistance eligibility determination set up screen- Go to the court action and look at the first court action for the child's continuous placement.



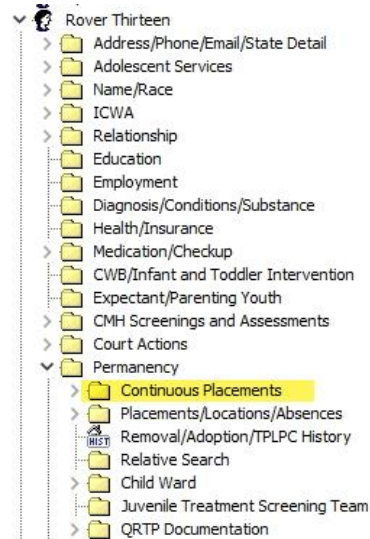
Did the court order contain a best interest statement (cont'd)?

- Click on the child findings tab
- After verifying the best interest statement was in the first court order, select yes and enter the date of the court order.

Court Action		ICWA QEW	
Court Hearing	Child Findings	QRTP Placement Approval	
Continuous Placement:	12/23/2021 to present		
Best Interest Statement:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date:	12/23/2021
Reasonable (Active) Efforts Statement:	Yes	Date:	12/23/2021
Reasonable (active) efforts to finalize permanency plan made:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Date:	
Judicial findings meet placement review requirements:			

ICWA eligibility determination

- Continuous placement tab in permanency folder
 - Select from ICWA drop down menu.
 - If nothing there, it needs to be completed in the ICWA folder
- If tribal guardianship, it auto-fills as ICWA doesn't apply



Cont plcmnt - 12/23/2021 Authority Removal Conditions Permanency Plans Reviews Foster Care Extension

Removal Information

Cont Placement #: 202640469 ICWA: Elig/Determ - 12/23/2021 - Yes, ICWA/MIFPA applies

Start Date: 12/23/2021 Entry Date: 12/27/2021 10:19:41 AM

Target Population: Child welfare/protection

Supervising Agency: County social services Effective Date: 12/27/2021

Tribe:

Child Ward Information Child Ward Event Summary

Guardianship type: Tribal guardianship Effective date: 09/16/2022

Status at DHS: Tribal guardianship

Workgroup: Lion Sarabi CP Assessment 4/19/2022

Primary Contact: Jepson, Erica

Legally Responsible Agency: Blue Earth

AD Ward ID: 104858594 Person Ward ID: 202765580

DHS Number:

- Was a foster care payment made prior to guardianship?
- Was a IV-E foster care payment during continuous placement?

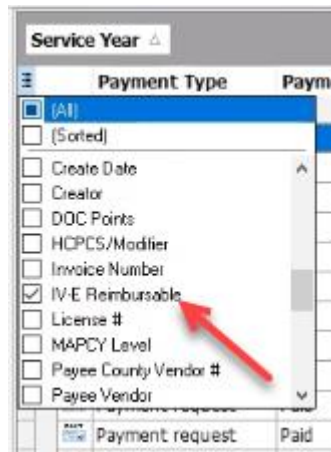
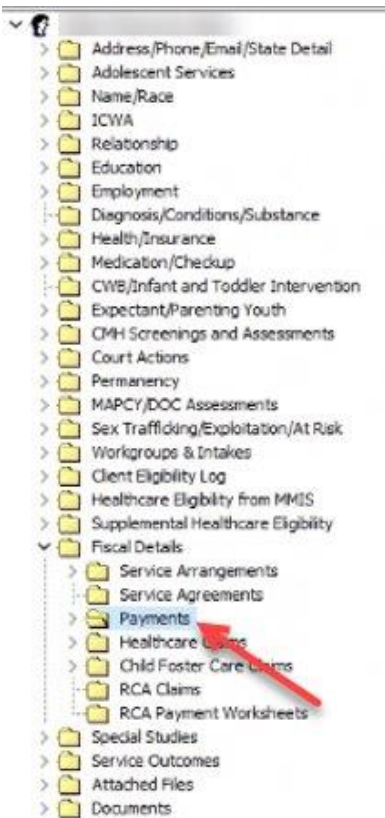
These questions are associated with non-applicable children and help determine if the child is eligible for Title IV-E or Non-Title IV-E adoption Assistance.

If these questions are blank or not accurate, consult with your agency's fiscal worker and/or the agency's IV-E regional trainer.

To view payments and determine if they were IVE-Reimbursable:

- Click on the Fiscal Details folder in the person node.
- Click on payments.
- Make sure IV-E Reimbursable is checked in the filters.
- Search payments.
- Verify the dates and IV-E reimbursable.

Fiscal Details Cont'd II



Service Year	Payment Type	Payment Status	Amount	Service Vendor	Client Name	Service Start Date	Service End Date	Warrant / Eff Date	COA Code	IV-E Reimbursable
Service Year : Last Year	Payment request	Paid				09/16/2021	09/30/2021	09/07/2021		No
	Payment request	Paid				09/01/2021	09/15/2021	08/24/2021		No
	Payment request	Paid				08/16/2021	08/31/2021	08/10/2021		No
	Payment request	Paid				08/01/2021	08/15/2021	07/27/2021		No
	Payment request	Paid				07/16/2021	07/31/2021	07/13/2021		No
	Payment request	Paid				07/01/2021	07/15/2021	07/06/2021		No
	Payment request	Paid				06/16/2021	06/30/2021	06/15/2021		No
	Payment request	Paid				06/01/2021	06/15/2021	06/08/2021		No
	Payment request	Paid				04/16/2021	05/15/2021	05/11/2021		No
	Payment request	Paid				05/16/2021	05/31/2021	05/11/2021		No
	Payment request	Paid				04/16/2021	04/30/2021	04/20/2021		No
	Payment request	Paid				05/01/2021	05/15/2021	04/20/2021		No
Count: 12										
Service Year : Previous Years										

Sending attached document in SSIS to DHS

Who can submit documents to DHS?

- PERMANENCY ONLY- No other program area, e.g., Children's Mental Health or Child Welfare, can use the electronic submission process of attached documents at this time.
- SSIS Admin Functions Required
 - View Attached Files
 - Workers must have this Admin function to send attachments and MAPCY Rating Report and OHPP.

See job aid: [Sending Attached Documents to DHS](#)

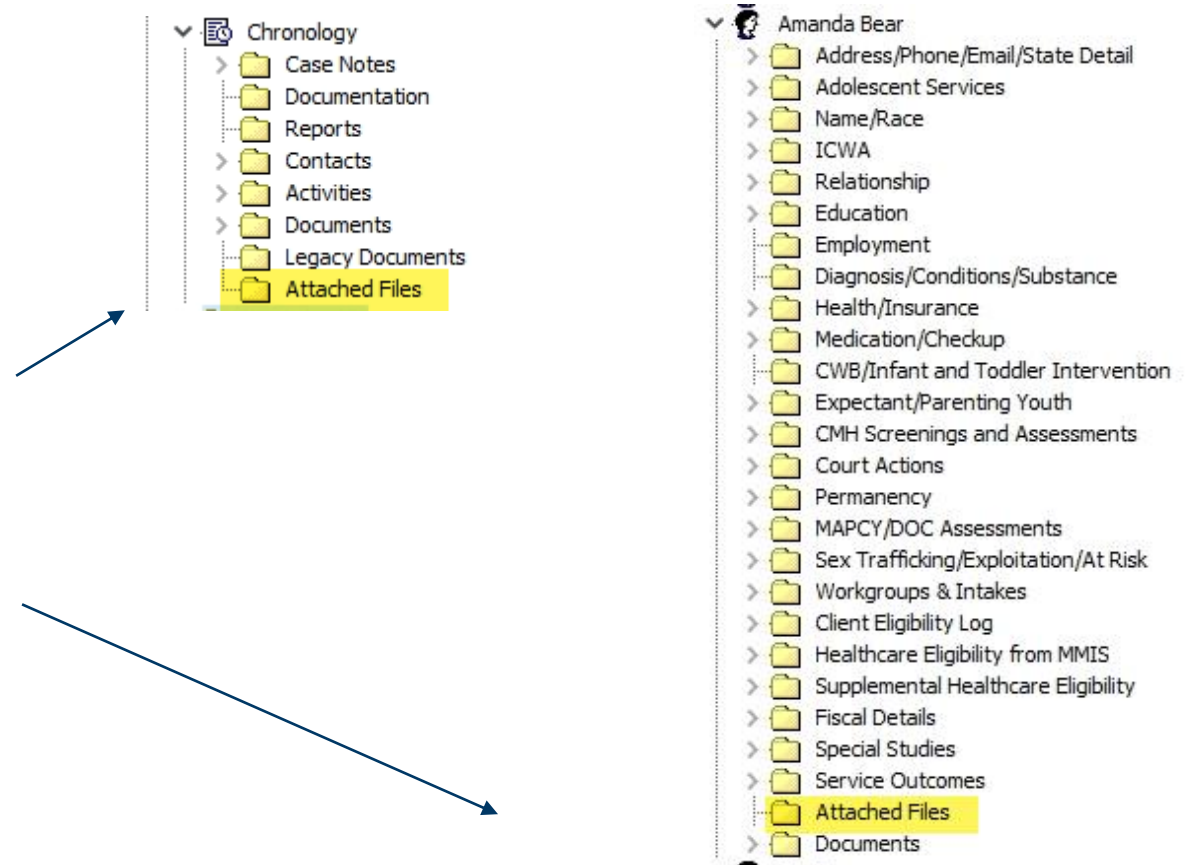
- Attached files are secured between workers and DHS
- Attached files exist in local agency database and SSIS database.
- Types of Files that can be attached currently.
 - Text files (.doc, .docx, .rtf, .txt)
 - PDF files (.pdf) Images (.bmp, .png, .jpg)
 - Scanned Items (.img, .pdf)
 - PowerPoint (.pptx)
 - Excel (.xls)
 - Compressed files (zip)

Available Locations for Electronic Submission of Attached Files to DHS Permanency

- Workgroup > Chronology > Attach Files
- Person > Attached Documents
- MAPCY Rating Report > Report Viewer
- Out of Home Placement Service Plan > Report Viewer

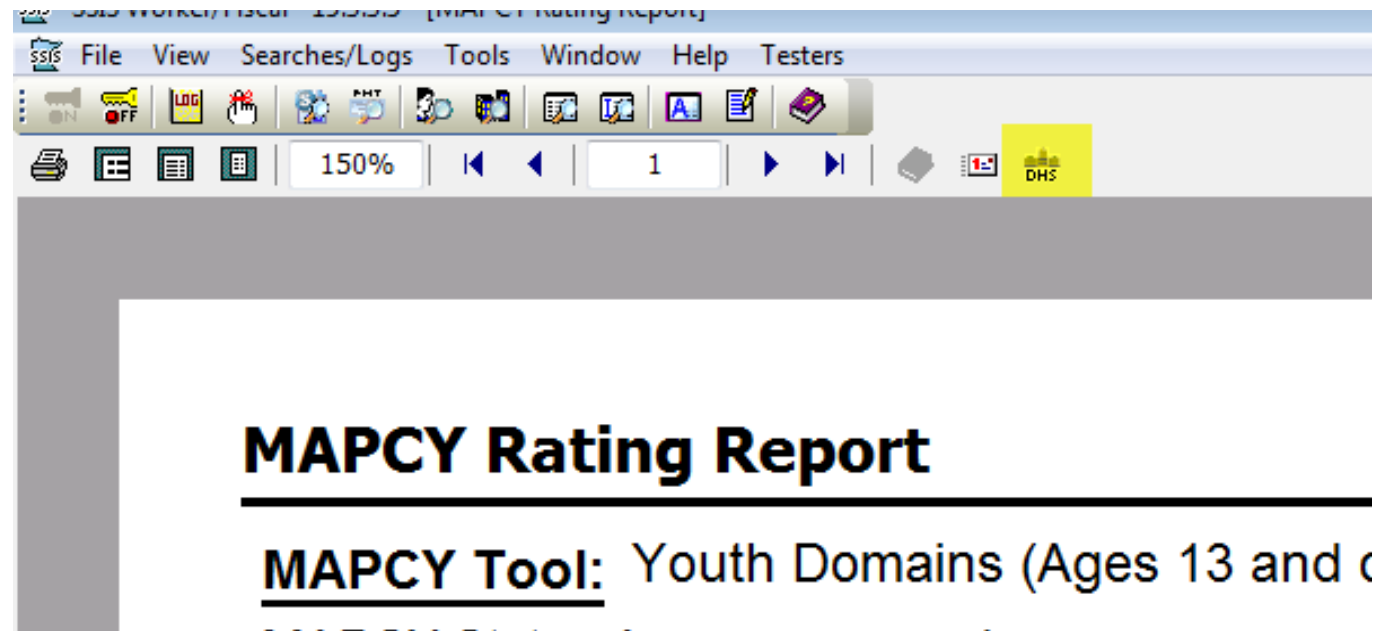
Available Locations for Electronic Submission of Attached Files to DHS Permanency Cont'd

- To attach files from chronology or person for electronic submission to SSIS DHS.
- Workgroup > Chronology > Attached File
- Person > Attached File
- Right-click or access Action menu and select New Attached File.



MAPCY Attached Documents Option Available Only on MAPCY Rating Report

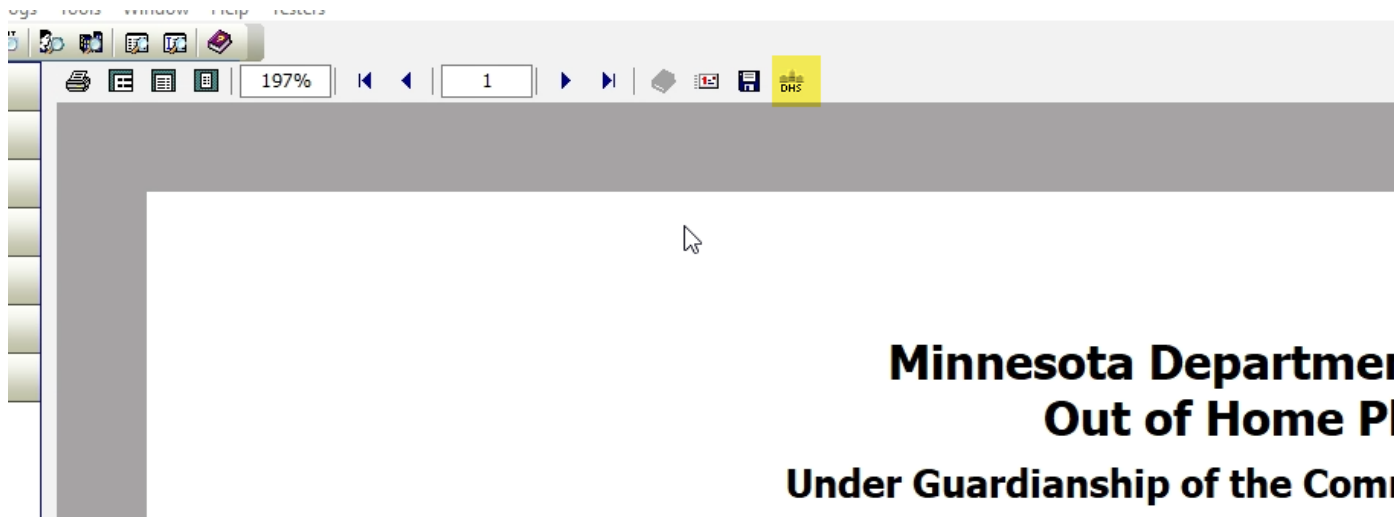
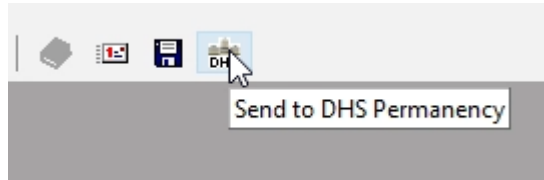
- Once the MAPCY is completed and scored, access the MAPCY Rating Report.
- Note DHS icon on the toolbar.
- Click this and the MAPCY Rating Report is electronically sent to DHS.



Out of Home Placement Plan Required Document

- Once the Out of Home Placement Plan is completed, it, too, can be submitted electronically to DHS.
- Click on Action>Print
- Note DHS icon on the toolbar.
- Curser flyover says “Send to DHS.”

Out of Home Placement Plan Required Document Cont'd



Pre-Post identity in SSIS

Pre-Adoption Identity

- Once an adoption is finalized- **ALL** workgroups must be closed. Even if there is no name or SSN change.
- If the child/youth is receiving CMH, DD, or CW services after the adoption is finalized, a new workgroup must be opened using the post-adoptive identity.
 - Create a new child Client with the post-adoptive identity name.
 - Do not merge the pre- and post- identity child name
- SSIS de-links the child's pre- and post-adoptive identity on SWNDX once Adoption Finalization Verification entry is complete.

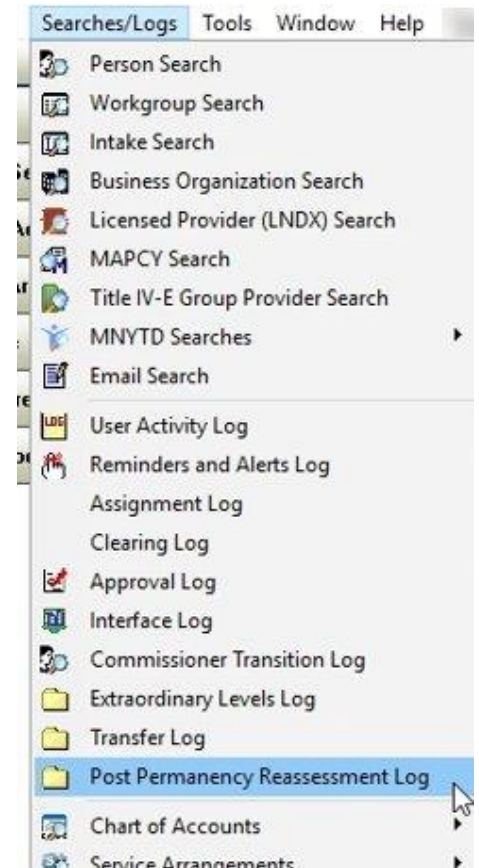
Steps to open Services post-adoption

1. Close Adoption/Guardianship Workgroup.
2. Open New Intake Workgroup with program area of DD/CMH/CW.
3. Enter the child as a New Participant with his/her new legal name.
 - Do not use Add Existing Client to find child's previous legal name.
4. Open New Case Management Workgroup in appropriate program area.
5. If child is in placement (i.e., treatment), start a new Placement with the date the adoption was finalized.
 - Enter new Continuous Placement state date the day adoption was finalized.

Do not create a new case or workgroup for the post-adoptive identity child from the old case or workgroup.

Post permanency Re-Assessment – Financially Responsible

- Financially Responsible agency manages the log for new requests
 - Pending reassessments are found in the Post Permanency Reassessment Log (Searches/Logs – Post Permanency Reassessment Log)
 - Request to agency will include both the pre-adoptive and post-adoptive names and SWNDX numbers and current MAPCY level
 - Must have role added in SSIS Admin Function in order to view the Post-Permanency Re-assessment Log.

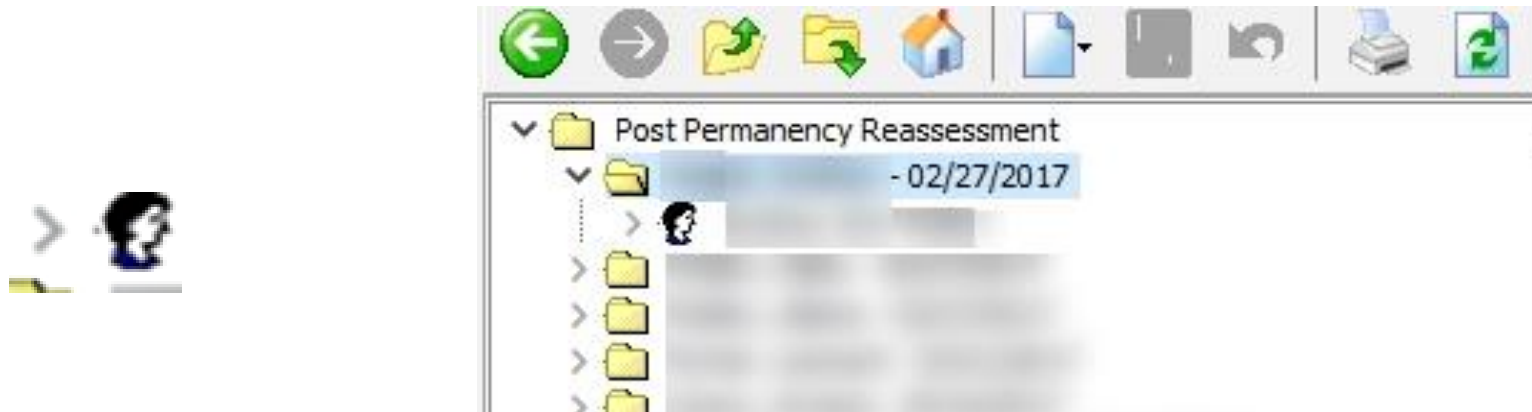


Post permanency Re-Assessment – SWNDX

- Once DHS has initiated the Post Permanency Reassessment, the child with the post adoptive SWNDX # (as cleared by DHS) will display on the Post Permanency Log in the local agency

Post permanency Re-Assessment – Caret

- If the post adoptive client exists in the local agency AND has the same SWNDX # as the Post Permanency Reassessment Log, there will be a 'carrot' next to the child's name on Post Permanency Reassessment Log. Allowing the local agency to expand the person tree for that child



Post permanency Re-Assessment – No Caret

- If the post adoptive client exists in the local agency AND does not have a SWNDX # OR has a different SWNDX # than the one the Post Permanency Reassessment Log, there will NOT be a 'carrot' next to the child's name on Post Permanency Reassessment Log
- If there is a SWNDX # but it is different than the one on the Post Permanency Reassessment Log a data fix is needed. Email the help desk.



Post permanency Re-Assessment – Clearing

- If there is no carrot to expand the person - The post adoptive client should be added and cleared to the SWNDX # on the Post Permanency Reassessment Log.
 - In order to clear to the local agency, a new intake must be created using a new participant.
 - An intake should be entered as a service request and in the description of need put "post permanency re-assessment."
 - The intake can be closed or opened for assessment depending on the agency's protocol for completing post permanency re-assessments.
 - Once the child's post adoption identity is entered as a client, it can be cleared to the local agency.

Post permanency Re-Assessment - MAPCY

- MAPCY should not be completed until the client in SSIS Worker and the Post Permanency Log match
 - If a MAPCY is completed with non-matching SWNDX #s, the system will not recognize that they are the same child and the system will NOT pick up the reassessed level.
- If SWNDX #s do not match, send both SWNDX # to the SSIS Helpdesk for a data fix before creating the MAPCY

[Adoption Workflow from SSIS worker Documentation](#)

Questions

Contact Information

Who to Contact

Pre-finalization:

- Contact your county/tribal worker with questions regarding TPLPC or adoption process

Post-finalization:

- Contact your DHS worker with questions about payments, reassessment requests, and reimbursements
- *Email is strongly preferred/encouraged due to high caseload sizes*

adoption.assistance@state.mn.us

Who to Contact – Adoption Workers

For adoption workers:

- Contact your agency's program consultant at DHS with specific case questions
- Contact northstar.benefits@state.mn.us with general Northstar questions

Who to Contact – Topic Areas

- MAPCY
 - jody.mcelroy@state.mn.us
- ICPC
 - mn.icpc@state.mn.us
- Title IV-E
 - [Regional IV-E trainers & map \(DHS-6962\)](#)
- ICWA
 - DHS.ICWA.MIFPA@state.mn.us
- Foster Care
 - dhs.csp.fostercare@state.mn.us
- Adoption Assistance
 - adoption.assistance@state.mn.us
- SSIS Help Desk
 - dhs.ssishelp@state.mn.us
- Child Welfare Training System
 - dhs.csp.training@state.mn.us

Permanency Unit

Permanency Quality Assurance Team (PQAT):

- Catrina Ankarlo, Elisha Wolfman, & Vanessa Ryan

Email – northstar.benefits@state.mn.us

Agency Policy Specialist:

- Heidi Ombisa Skallet

Supervisors:

- Kathleen Hiniker (PQAT & Adoption/Kinship Assistance Eligibility)
- Mical Peterson (Adoption/Kinship Assistance – Payments & Reimbursements)

SSIS Business Operations

SSIS Help desk: dhs.ssishelp@state.mn.us

Shawna Meyers, Samantha Breidenbach, Staci Stoner

Child Welfare Subject Matter Experts: [SSIS Worker Documentation \(state.mn.us\)](http://state.mn.us)

Erica Jepson and Marcia Ryss

Fiscal Subject Matter Expert:

Molly Koehler

Supervisor:

Cynthia Shypulski

Thank you!

DHS.SSISHelp@state.mn.us