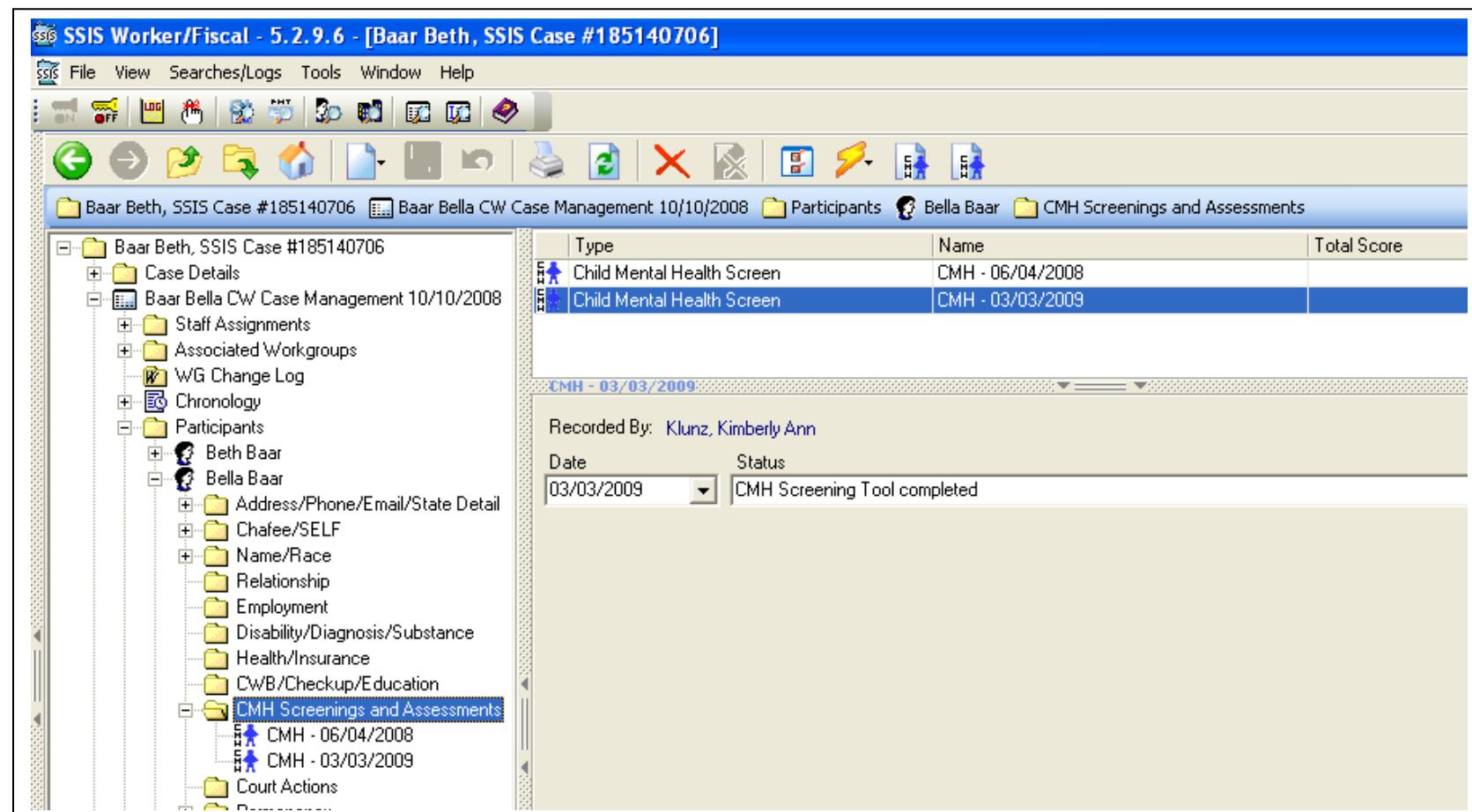


SSIS Guide

This system is used for entering and reporting Child Welfare Mental Health Screenings. When a screen is not properly documented, funding is lost. Use this SSIS Guide when entering your screening information. The following are screen captures that will provide you with the necessary steps for completing the tracking.

Step 1: Entering CMH Screening and Assessments.

The Child Mental Health Screenings are entered from the “CMH Screenings and Assessments” node located under the child’s node. Click “New Child Mental Health Screen” to enter a screening completed or the reason the child is exempt from this requirement.



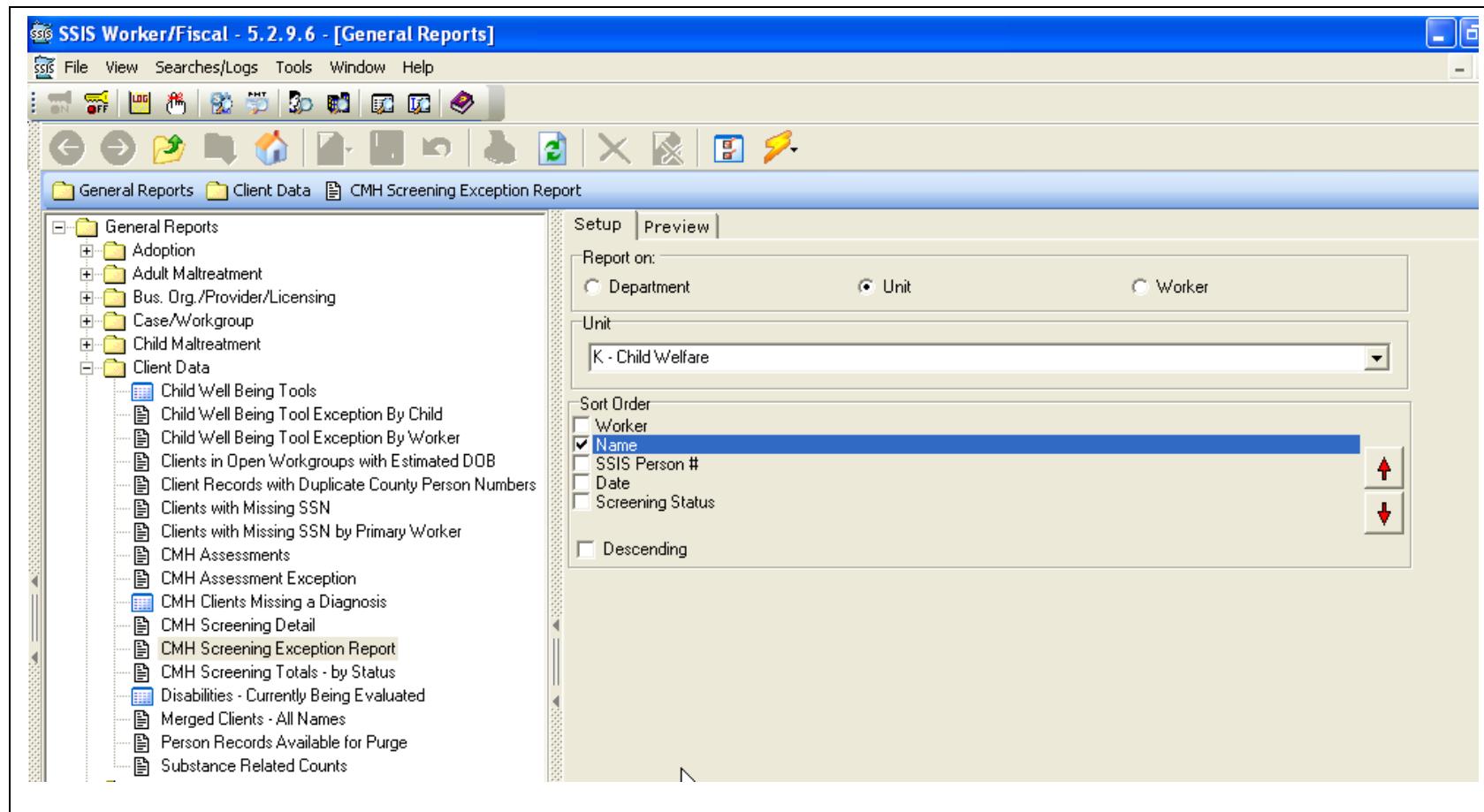
The screenshot shows the SSIS Worker/Fiscal application interface. The title bar reads "SSIS Worker/Fiscal - 5.2.9.6 - [Baar Beth, SSIS Case #185140706]". The menu bar includes File, View, Searches/Logs, Tools, Window, and Help. The toolbar contains various icons for navigation and file operations. The main window displays a file tree on the left and a data grid on the right. The file tree shows the structure: Baar Beth, SSIS Case #185140706, Baar Bella CW Case Management 10/10/2008, Participants, and CMH Screenings and Assessments. The CMH Screenings and Assessments node is expanded, showing two entries: "CMH - 06/04/2008" and "CMH - 03/03/2009". The "CMH - 03/03/2009" entry is selected. A detailed view of this entry is shown in a modal window. The modal window has a header "CMH - 03/03/2009". It contains the text "Recorded By: Klunz, Kimberly Ann", a date field "Date" set to "03/03/2009", and a status field "Status" set to "CMH Screening Tool completed".

Type	Name	Total Score
Child Mental Health Screen	CMH - 06/04/2008	
Child Mental Health Screen	CMH - 03/03/2009	

Step 2: Accessing CMH Screening Exception Setup Screen.

The CMH Screening reports are located in Tools\General Reports\Client Data. There are three CMH Screening reports available in SSIS:

The CMH Screening Exception Report will list all clients who currently meet the stated criteria (are between the ages of 3 months and 18 years, are not currently in a CMH Workgroup, but are either in a CP Case Management Workgroup, or have a Continuous Placement and/or a Placement recorded in SSIS). Information about the child's most recent CMH Screening will be included if it exists.



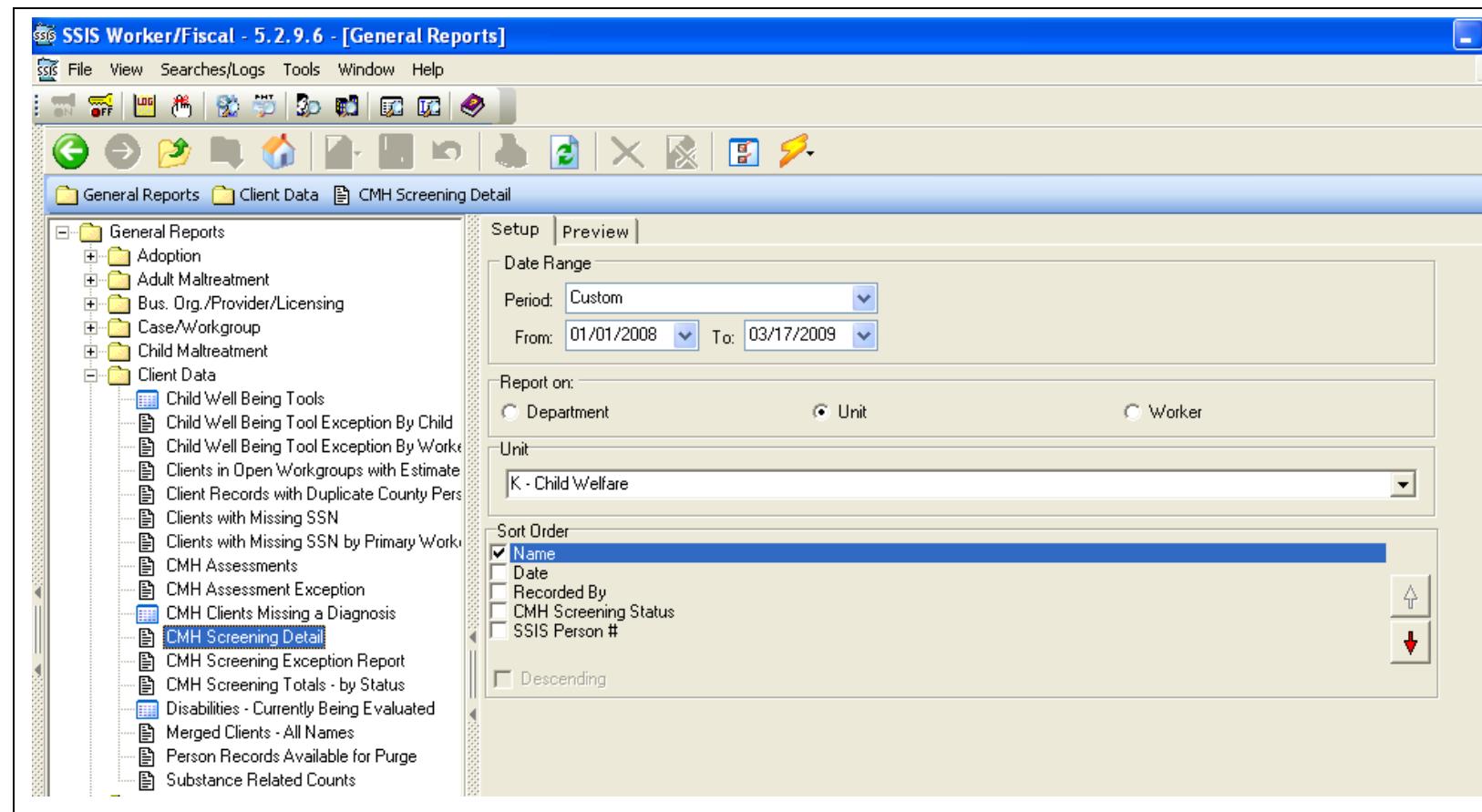
Step 3: Viewing CMH Screening Exception Report.

Below is a CMH Screening Exception Report example. This is the best report to help individual social workers track their assigned cases for CMH screens.

CMH Screening Exception Report						
Report Notes						
Worker	Name	SSIS Person #	In Placement?	Open CP Case Mgmt?	Date	Screening
Klunz, Kimberly Ann	Akin, Adam A	104020344	Yes	No		
Klunz, Kimberly Ann	Brown, Baby B	101657750	Yes	No	03/03/2009	CMH Screening
Klunz, Kimberly Ann	Brown, Barney B	101837105	Yes	No		
Klunz, Kimberly Ann	Brown, Breana	101837709	Yes	No		
Klunz, Kimberly Ann	Brown, Brittany	115657050	Yes	No		
Klunz, Kimberly Ann	Brown, Bryan	116066297	Yes	No		

Step 4: Creating CMH Screening Detail Report.

The CMH Screening Detail report will list all clients who have a CMH Screening record dated within the date range selected for the report.



The screenshot shows the SSIS Worker/Fiscal software interface, version 5.2.9.6, specifically the General Reports section. The window title is "SSIS Worker/Fiscal - 5.2.9.6 - [General Reports]". The menu bar includes File, View, Searches/Logs, Tools, Window, and Help. The toolbar contains various icons for report management. The left sidebar lists report categories: General Reports, Adoption, Adult Maltreatment, Bus. Org./Provider/Licensing, Case/Workgroup, Child Maltreatment, and Client Data. Under Client Data, the "CMH Screening Detail" report is selected and highlighted with a blue border. The main panel is titled "Setup" and contains the following configuration options:

- Date Range:** Period is set to "Custom", with "From: 01/01/2008" and "To: 03/17/2009".
- Report on:** The "Unit" radio button is selected, and the dropdown menu shows "K - Child Welfare".
- Sort Order:** The "Name" checkbox is checked and highlighted with a blue selection bar. Other options include "Date", "Recorded By", "CMH Screening Status", and "SSIS Person #". A "Descending" checkbox is also present.

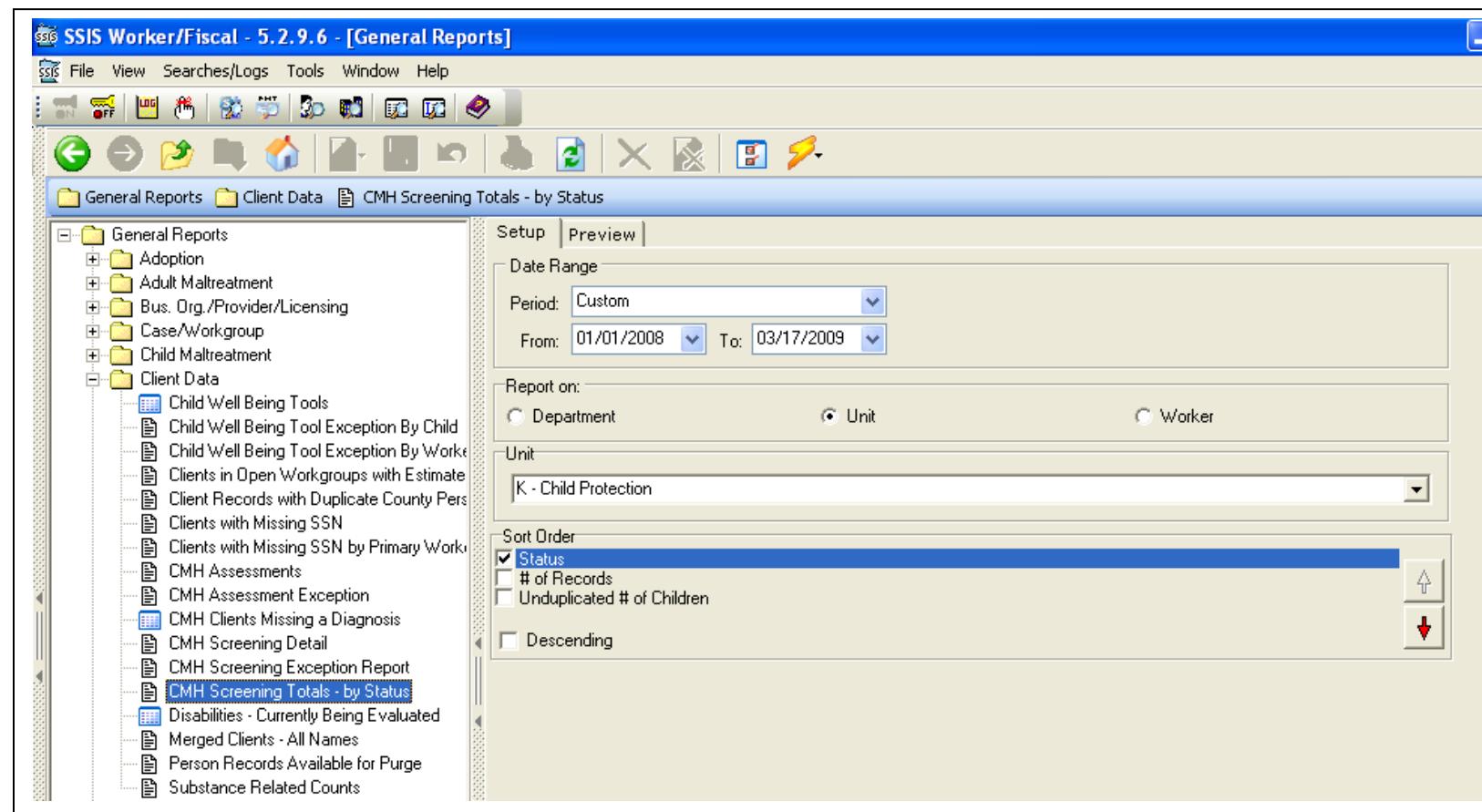
Step 5: Viewing CMH Screening Detail Report.

Below is a CMH Screening Detail report example.

CMH Screening Detail				
Period: Custom				
Date Range: From: 01/01/2008 To: 03/17/2009				
Unit: K - Child Welfare				
Sort Order: Name;				
Name	SSIS Person #	Date	CMH Screening Status	Recorded By
Alba, Alex	101837949	04/02/2008	CMH Screening Tool completed	Klunz, Kimberly Ann
Baar, Bella	185712871	06/04/2008	Exempt - Parent/guardian refused screening	Klunz, Kimberly Ann
Baar, Bella	185712871	03/03/2009	CMH Screening Tool completed	Klunz, Kimberly Ann
Bean, Mexican Jumping	115462946	01/20/2009	Exempt - Screening completed w/in past 180 days	J - Judd, Dan
Brown, Baby B	101657750	03/03/2009	CMH Screening Tool completed	Klunz, Kimberly Ann
Butter, Bertha	186616147	01/20/2009	Exempt - Screening completed w/in past 180 days	J - Judd, Dan
Hoskins, Alana Maria	186616134	03/11/2009	Exempt - Case management case closed within 30 days of opening	J - Judd, Dan

Step 6: Accessing CMH Screening Totals by Status Setup Screen.

The CMH Screening Totals – by Status report lists counts of CMH Screening records, by CMH Screening status, dated within the date range selected.



The screenshot shows the SSIS Worker/Fiscal software interface, version 5.2.9.6, with the title bar "SSIS Worker/Fiscal - 5.2.9.6 - [General Reports]". The menu bar includes File, View, Searches/Logs, Tools, Window, and Help. The toolbar contains various icons for report management. The left sidebar shows a tree view of reports under "General Reports" and "Client Data". The "Client Data" node is expanded, showing "CMH Screening Totals - by Status" as the selected report. The main pane is titled "Setup" and contains the following configuration:

- Date Range:** Period: Custom, From: 01/01/2008, To: 03/17/2009.
- Report on:** Department (radio button), Unit (radio button selected), Worker (radio button).
- Unit:** K - Child Protection.
- Sort Order:** Status (checkbox checked, highlighted in blue), # of Records (checkbox), Unduplicated # of Children (checkbox). There are up and down arrow buttons to change the sort order.
- Descending:** A checkbox labeled "Descending" is unchecked.

Step 7: Viewing CMH Screening Totals by Status Report.

Below is a CMH Screening Totals by Status Report example. This report will give supervisors and managers total numbers for all completed and exempt screenings.

CMH Screening Totals - By Status

Period: Custom

Date Range: From: 01/01/2008 To: 03/17/2009

Unit: K - Child Protection

Sort Order: Status;

Report Notes

*The total unduplicated # of children may not be equal to the sum of unduplicated # of children for each CMH screening status because one child may have had more than one screening record during the time span of the date range.

Status	# of Records	*Unduplicated # of Children
CMH Screening Tool completed	6	6
Exempt - Case management case closed within 30 days of opening	0	0
Exempt - Child under the care of a mental health professional	1	1
Exempt - Diag assmt w/in 180 days prior to CP Case Mgmt or Plcmt	0	0
Exempt - Parent/guardian refused screening	1	1
Exempt - Screening completed w/in past 180 days	0	0
Exempt - Unable to locate child	0	0
Totals:		8