

Eligibility Overview



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Overview of Title IV-E for Foster Care

Title IV-E of the Social Security Act provides Federal funding for foster care maintenance for children who meet eligibility and reimbursability criteria. Title IV-E also provides funding for administration and training for the foster care program.

Covered Expenses

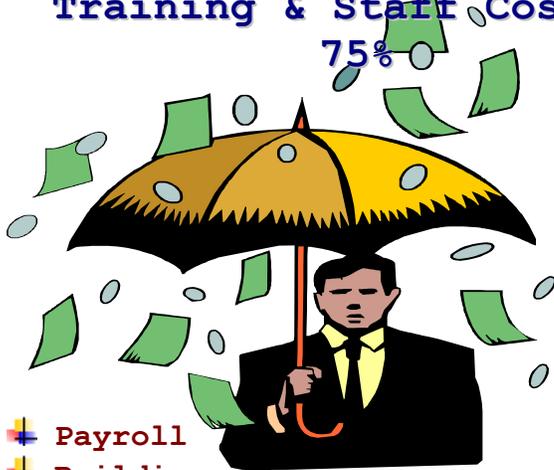
IV-E Eligibility	IV-E Reimbursability
Staff costs Administrative costs Training costs	Room Board Other maintenance and supervision costs



A child who is determined IV-E Eligible and IV-E Reimbursable is also categorically eligible for Foster Care Medicaid.

I-VE ELIGIBLE REIMBURSABLE

Administrative Costs @ 50%
Training & Staff Costs @ 75%



- + Payroll
- + Building
- + Travel
- + Practice Model Training

Utah Foster Care Maintenance Costs @71%



- + Shelter
- + Food
- + Clothing
- + Certain Special Needs

Initial Eligibility

- * Physical Removal
- * Lived w/Caretaker Relative within 6 months of eligibility month
- * Custody by court order or voluntary placement
- * "Best Interest" language in Initial Court order
- * "Reasonable Efforts" language
- * Age
- * Citizenship / Qualified Alien
- * Income & Assets of AFDC group
- * Deprivation
- * IV-E Placement requirements met

Initial Reimbursability

- * SSI recipient
- * Placement with kin, pending licensure as a foster family home
- * Runaway foster child

Changes Affecting Eligibility

- ✗ Age & Citizenship
- ✗ Custody
- ✗ Trial Home Placements
- ✗ IV-E Placement Requirements met

Changes Affecting Reimbursability

- ✗ SSI recipient
- ✗ Placement with kin, pending licensure as a foster family home
- ✗ Runaway foster child

+ The eligibility and reimbursability of a child can change throughout the custody episode.

RMS

Random Moment Sample Process



Child and Family Services receives funding from Federal and State funds. A process must be in place to determine what portion of the agency's work qualifies for Federal funding to help pay for staff salaries, benefits and administrative costs.



The Random Moment Sample (RMS) process was established for this purpose. Through the RMS, caseworkers and their supervisors participate in a random sample process in which work activities are reported for specific points in time or "moments." When all of the sampled "moments" are compiled for a month, Child and Family Services has a statistically valid "snapshot" of how caseworkers and caseworker supervisors in the agency spent their time.



Caseworkers and supervisors participate in the RMS process. Eligibility workers do not participate in the RMS process.



Caseworker and supervisor participation is very important in the RMS process. Complete, accurate and timely reporting is essential.



Office of Administrative Support (OAS) staff administers the RMS process.



The RMS process randomly pairs a supervisor or caseworker with a given moment during the month. At least 700 RMS contacts have to be selected each month, with at least 2000 valid contacts per quarter.



In order to claim Federal funds for administrative purposes, Child and Family Services must use a statistically valid method to identify costs that can be claimed.



Computer System Access

System/Database	Contact	Description/Needs
MMIS ERep EShare EFind DWS Intranet	Cindy Page Jeri Boyle Jeri Boyle Jeri Boyle Jeri Boyle	<ul style="list-style-type: none"> ✓ Contact Cindy @ 801-538-6489 to get the form. Form needs supervisor signature ✓ Mainframe access form with supervisor signature Log on ID's Time limited passwords eFind training completed
ORSIS	Jeri Boyle ORSIS information is now available in EFind.	<ul style="list-style-type: none"> ✓ ORSIS access forms completed, signed by supervisor and faxed to Jeri ✓ Conflict of interest declaration
MI706	Cecelia Richins Mark Gunders Jeri Boyle	<ul style="list-style-type: none"> ✓ Notification of new worker ✓ MI706 Printer 801-538-3486 ✓ MMIS access - Mainframe access approval form
CARE	SAFE Help Desk DJJS Supervisor	<ul style="list-style-type: none"> ✓ For DCFS, CARE access is now through SAFE ✓ For DJJS, contact supervisor
SAFE	SAFE Helpdesk	<ul style="list-style-type: none"> ✓ Supervisor must request eligibility access
Excel/Word/Access	DTS	<ul style="list-style-type: none"> ✓ Programs installed
Foster Care Licensing Database	Linda Moon Joseph Gonzales	<ul style="list-style-type: none"> ✓ User ID and password

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Policy on the Appropriate Use of Information Technology Resources

The purpose of this policy is to ensure that IT Resources owned or operated by the State of Utah or the Utah Department of Human Services are used efficiently and appropriately. This policy is also designed to notify Department employees and others about how they may (and may not) use IT Resources, and about how the Department will monitor and enforce this policy.

IT Resources – a wide range of information technology resources owned or operated by the State of the Department, including:

- Computer hardware and software such as SAFE, MMIS, ORSIS, ERep, Legacy and EFind.
- All items listed in the definition of “IT Resources” are the property of the State and the Department. Under state and federal law, files and other contents of these IT Resources may be regarded a “records” of the State or the Department.

Unauthorized uses of IT Resources are always prohibited!

A user may not use IT Resources to access information that is classified or treated as confidential or otherwise restricted, unless the user is authorized to access such information under applicable laws, statutes, regulations or policies.

- In managing client records and information, employees shall:
 - Respect and protect the appropriate confidentiality and privacy of clients. Employees shall not use such client information for personal purposes.
 - Not knowingly violate any state or federal laws (including GRAMA) that specify when and how clients, other agencies and the public may inspect or copy the Department’s records, include client records.

A new user may not obtain access to computer related IT Resources until that user has signed the Access Request Form. The Department may periodically require users to complete the Access Request Form re-certifying that they understand and will comply with the IT Resources Policy.

- *I have read, understand and agree to comply with the Department's "Policy on the Appropriate Use of Information Technology Resources." I have discussed any questions and issues of concern with my supervisor or contract manager in the Department, and these matters have been resolved to my satisfaction.*

User's Signature _____ Date _____

Password and Access Security

- Users are responsible for maintaining the security of their passwords. Users may not share, post or display their logon id's or passwords.
- Users shall change their passwords whenever a security problem is identified by the User or the Division or the Department's Office of Technology.
- SAFE, ERep, EFind, MMIS, Legacy, ORSIS and other systems are used to access the information necessary for eligibility work. These systems contain government information, which is restricted to authorized users only. Unauthorized access, use, misuse or modification of any of these computer systems or the data contained in them is a violation of the law and could subject the user to prosecution.
 - At no time may you access the confidential records contained in these systems to gain information of a personal nature. Access is restricted to the use necessary to perform your functions as an eligibility worker.
 - The systems and access are subject to monitoring to ensure proper performance of applicable security features or procedures.

Violations of Security

- Depending on the circumstances, the violation and the degree of the employee's culpability, the Department may take one or more of the following agency actions:
 - Corrective action.
 - Disciplinary action.
 - Legal action, including criminal prosecution.
- Department administrators may consult with the Office of Human Resources regarding the most appropriate action to take in response to an employee's violation.
- If an employee's violation results in either personal gain to that employee or personal harm or loss to a client, the State or another employee, disciplinary action is generally warranted. Disciplinary action can include the loss of your job.



DCFS Purchase Service Code Eligibility

Purchase Service Code	Description	Eligibility
AAC	Absence Transition to Adult Living	FB
ABD	Absence Moderate Level Behavioral Disorder/Small Group	FB
ABE	Absence Moderate Level Behavioral	FB
ABF	Absence High Level Behavioral	FB
ACS	Adoption Court Supervision	FB
ADD	Absence Moderate Level Substance Dependent/Small Group	FB
ADE	Absence High/Moderate Level Substance Dependent	FB
AFX	Absence Individual High Cost Maintenance	FB
AHX	Absence Cognitively Impaired Basic Care and Supervision	FB
AIB	Absence Proctor Care Single Client	FB
AIS	Absence-Individualized Residential Treatment Services, Cognitively Impaired	FB
AMD	Absence – Moderate Level Mental Health/Small Group	FB
AME	Absence – Moderate Level Mental Health	FB
AMF	Absence – High Level Mental Health	FB
APB	Absence Proctor Care Multiple Clients	FB
ASE	Absence Moderate level Sex Offender Male	FB
ASF	Absence High Level Sex Offender Male Age 16+, Male Age 12-15, Female	FB
AWP	Youth Advocate Program	FB
BAB	Baby of Foster Child	FB, FT
BAF	American Fork Training School - non-pay	
BFH	Foster home - non pay	
BGH	Group home - non pay	
BHR	Home at relative or guardian - non pay	
BOH	Living at home - non pay	
BSM	State Mental Hospital - non pay	
CAH	Adoptive home not final - non pay	
CE1	Level 1 Crisis emergency shelter placement	FB, FT
CE2	Level 2 Crisis emergency shelter placement	FB, FT
CE3	Level 3 Crisis emergency shelter placement	
CFP	Level 1, Basic foster care payment	FB, FT
COR	Corrections facility - non pay	
CRP	Crisis respite care pay	FB
CRT	Residential treatment facility (>25) (non pay)	FB
CRW	Runaway (non pay)	
CTP	Contracted Transportation Payment	FB
DAC	Transition to Adult Living	FB, FT
DBD	Moderate Behavioral Certified Model	FB, FT
DBE	Moderate Behavioral	FB, FT
DBF	High Behavioral	FB, FT

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Purchase Service Code	Description	Eligibility
DDD	Moderate Substance Dependent Certified Model	FB,FT
DDE	High Behavioral	FB, FT
DGS	Day Group Skills Support Services	FB
DGT	Day Group Support and Transportation	FB
DHX	Cognitive Impaired Residential Basic Care & Supervision	FB, FT
DIB	Proctor Care Single Client	FB, FT
DIS	Individual residential training services, cognitively impaired	FB, FT
DMD	Moderate Mental Health Certified Model	FB, FT
DME	Moderate Mental Health	FB, FT
DMF	High Mental Health	FB, FT
DMM	Diagnostic Mental Health Services (Medicaid Services)	FB
DPB	Proctor Care Multiple Clients	FB, FT
DSD	Moderate Sex Offender Male Certified	FB, FT
DSE	Moderate Sex Offender (female)	FB, FT
DSF	High Sex Offender (male)	FB, FT
DVC	Family Violence Children's Treatment	FB
FAC	Contracted Adoption Promotion & Support	FB
FC1	Level 1 Foster Care	FB,FT
FC2	Level 2 Foster Care	FB, FT
FC3	Level 3 Foster Care	FB,FT
FHX	Individual High Cost Maintenance	FB,FT
FPA	Adoption Promotion and Support Services	FB
FPF	Family Preservation Flex Fund	FB
FPR	Reunification	FB
FTC	Foster child transportation, case activity	FB,FT
FTE	Foster Child Transport to School of Origin	FB,FT
FTP	Foster child transportation payment	FB
FTV	Foster child transportation, visit	FB, FT
FVP	Family Violence Payment	UN
FVS	Family Violence Treatment	FB
GAI	Adoption Incentive Grant Service	FB
GAR	Guardianship Subsidy	FB
GHP	Group Home Placement (non pay)	FB
GHX	Community Living Residential Support Payment	FB
HBN	Home based needs	FB
HLR	High Level Inpatient Treatment	FB
ICP	Initial clothing payment	FB, FT
IDT	Intensive Day Treatment and Transportation	FB
ILN	Independent living - non pay	FB
ILP	Independent living program	FB
JSP	Joyous season payment	FB
MCP	Medicaid Co-pay Reimbursement	FB
MFC	Medically fragile child	FB, FT

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Purchase Service Code	Description	Eligibility
MFN	Medical facility/Nursing home	
NCA	Mental Health Evaluation – Non foster child	FB
NCN	Mental Health Assessment by a Non Mental Health Therapist, non foster child	FB
NFC	Individual Counseling – Non foster child	FB
NFT	Family Therapy w/client present – Non foster child	FB
NFW	Family Therapy w/o client present – Non foster child	FB
NGS	Day Group Skills Support for non foster child	FB
NGT	Group Therapy – Non foster child	FB
NIS	In home service tracking	FB
NNM	Medication Management – Non foster child	FB
NMR	Medication Management by RN – Non foster child	FB
NPE	Psychiatric Evaluation – Non foster child	FB
NTI	Individual Psychotherapy – Interactive non foster child	FB
NXE	Psychological Evaluation – Non foster child	FB
NXH	Testing battery, non foster child	FB
NXN	Neuropsychological testing, non foster child	FB
ONA	Observation and Assessment placements	FB,FT
OUT	Individualized Out of State Placement	FB
PC1	Contracted Foster Care Level 1	FB,FT
PC2	Contracted Foster Care Level II	FB,FT
PPC	Peer Parenting Contracted Payment	FB
PTP	Contracted Transportation Payment – Peer Parent	FB
RE1	Respite care basic	FB
RE2	Respite care specialized	FB
RE3	Respite care structured	FB
RMM	Rehabilitative Mental Health Services (Medicaid Service)	FB
SAC	Subsidized adoption – Supplemental costs	FB
SAD	Shelter Administrative Payment	FB
SAP	Subsidized adoption payment	FB
SAR	Subsidized adoption – Non-recurring costs	FT
SDS	Skills development services	FB
SHB	Shelter group home (boys)	FB
SHG	Shelter group home (girls)	FB
SHN	Shelter/non pay	
SIL	Special independent living payment	FB
SNB	Special needs baby	FB, FT
SNC	Special needs clothing	FB, FT
SNE	Psych evaluation parents	FB
SNG	Special needs gifts	FB
SNL	Special needs lesson	FB
SNM	Special needs miscellaneous	FB
SNR	Special needs recreation	FB

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Purchase Service Code	Description	Eligibility
STP	School expense – Non tuition costs	FB, FT
SUB	IV-E adoption subsidy	FT
TLN	Transitional Living Needs	FB
TLP	Transitional living payment	FB
TLR	Transitional Living Room and Board	FB
WHX	DSPD Waiver (MR RC) Maintenance	FB
YAP	Youth advocate worker	FB
YIS	Intensive supervision	FB

DJJS Purchase Service Code Eligibility

Purchase Service Code	Description	Eligibility
AAC	Transition to Adult Living Absence	YC
AIB	Absence Proctor Care Single Client	YC
APB	Absence Proctor Care Multiple Clients	YC
DGS	Day Group Skills Support Services	YC
YAC	Transition to Adult Living	FT, YC
YBE	Moderate Behavioral	FT, YC
YBF	High Behavioral	FT, YC
YDE	High/Moderate Substance Dependent	FT, YC
YIB	Proctor Care Single Client	FT, YC
YIS	Intensive Supervision Mentoring Service (tracking)	YC
YME	Moderate Mental Health	FT, YC
YMF	High Mental Health	FT, YC
YPB	Proctor Care Multiple Clients	FT, YC
YSD	Moderate Sex Offender Certified	FT, YC
YSE	High/Moderate Sex Offender	FT, YC
YSF	High Sex Offender 16+	FT, YC
YSF-Y	High Sex Offender	FT, YC
YTM	Mileage Rate	YC