

SAFE Eligibility Worker Guide

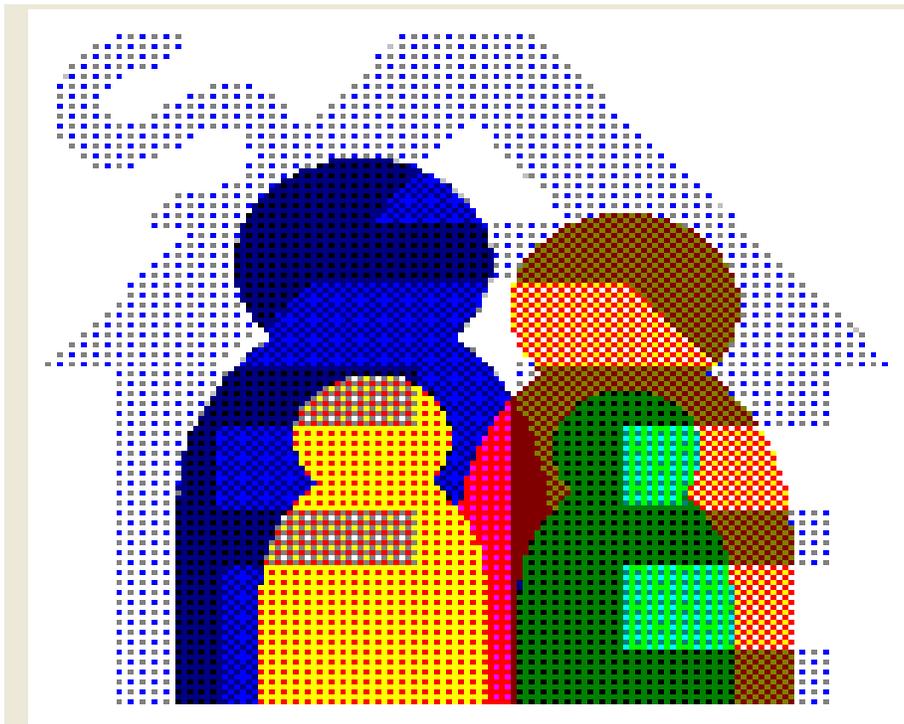


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SAFE Person Screen Name/Address Ethnicity/Hispanic/Tribal Information

General Tab.

SAFE [Person - ...]
File Edit Function Module Window Help

Person: [redacted] Client ID: [redacted] Person ID: [redacted] DOB: [redacted] Gender: [redacted]

General | Ref/Case | Eligibility | Documents | Health | Psychosocial | Education | Purch Svc

Last: [redacted] First: [redacted] MI: [redacted] Person ID: [redacted]
Gender: Male Hispanic: [redacted] Client ID: [redacted]
DOB: [redacted] Age: [redacted] Ethnicity: [redacted] SSN: [redacted]
DOB Status: [redacted] Deceased Date: [redacted] Deceased Status: [redacted] Juv. Court Ibr: [redacted]
Language: [redacted]
Email: [redacted]

Tribe: [redacted] Enrollment Ibr: [redacted]
Band: [redacted] Tribe Ct Ibr: [redacted]
Contact: [redacted] Tribe Notified: [redacted]
Address: [redacted] Phone: [redacted]
Zip: [redacted] City: [redacted] State: [redacted]

Address: 1 of 8 [redacted] Alias Last First MI Court Jurisdiction Start End

Tribe Information.

- Ethnicity**
- Abandoned – Can't Say
 - Am Indian/Alaska Native
 - Asian
 - Black
 - Client Declined
 - Incapacitated - Can't Say
 - Multiracial-other race not known
 - Pacific Islander
 - Unknown
 - White

- Hispanic**
- Abandoned – Can't Say
 - Client Declined
 - Hispanic
 - Incapacitated – Can't Say
 - Non Hispanic
 - Unknown

Adding a MI706's to SAFE Person Screen

Click on the
"Health Tab".

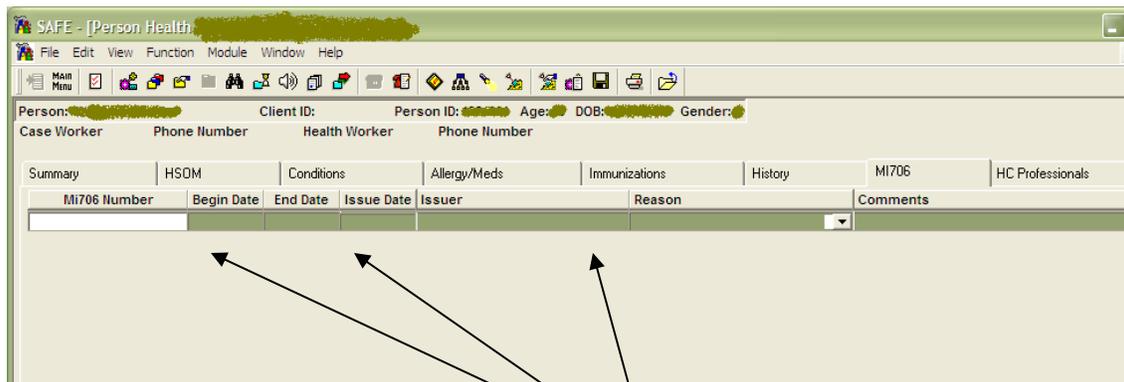
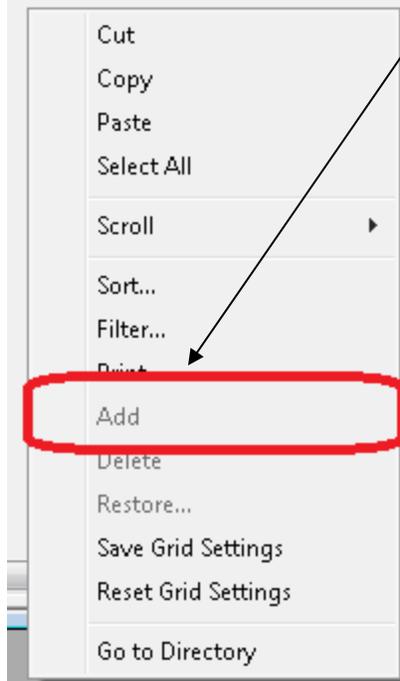
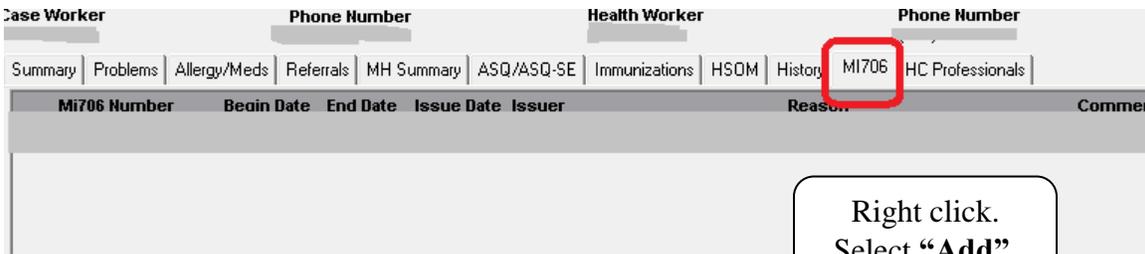
The screenshot shows the top section of the SAFE Person Screen. At the top, there are fields for Person, Client ID, Person ID, DOB, and Gender. Below these are several tabs: General, Ref/Case, Eligibility - Entry, Eligibility - Results, Health, Psychosocial, Education, Purch Svc, Court, Relationships, History, Worker, and Ref. The 'Health' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Event, Appt Due, Appt Date, Visit Date, Comments, and Source Status. At the bottom left of the screen, there is a button labeled 'Health Details', which is also highlighted with a red box. An arrow points from the 'Health Details' button to the 'Health' tab.

Click the "health details" button.

Click on the
"MI706 tab".

The screenshot shows the bottom section of the SAFE Person Screen. At the top, there are fields for Person, Client ID, Person ID, Age, DOB, and Gender. Below these are fields for Case Worker, Phone Number, Health Worker, and Phone Number. Below these fields are several tabs: Summary, Problems, Allergy/Meds, Referrals, MH Summary, ASQ/ASQ-SE, Immunizations, HSOM, Histor, MI706, and HC Professionals. The 'MI706' tab is selected and highlighted with a red box. Below the tabs is a table with columns: Event, Appt Due, Appt Date, Visit Date, Comments, and Source Status. An arrow points from the 'MI706' tab to the 'Click on the "MI706 tab"' text box.

Safe Section
12/2014



Add the information to appropriate fields.
Save!

****When extending an MI-706 make sure to update the end date field in SAFE**

SAFE Person Screen

Resource for locating information about the Removal Home

Ref/Case Tab on the Person Screen
This tab has the SAFE case history for the client.

The screenshot shows the SAFE Person Screen interface. At the top, there is a menu bar with 'File', 'Edit', 'Function', 'Module', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the 'Person' screen with fields for 'Person ID', 'Client ID', 'DOB', and 'Gender'. The 'Ref/Case' tab is selected, showing a table of case history. The table has columns for 'A Case', 'Person Role', 'Ref/Case ID', 'Client Name (Case)', 'Closure/Disposition', 'Type', 'Division', and 'Region'. The table contains 15 rows of data.

A Case	Person Role	Ref/Case ID	Client Name (Case)	Closure/Disposition	Type	Division	Region
Referral	Alleged Victim	1077450		Unaccepted	CPS	DCFS	Northern
Case	Alleged Perpe	1049110		Unsub: SA	CPS	DCFS	Northern
Case	Alleged Victim	1005540		Unsub: FP,SA	CPS	DCFS	Northern
Case	Victim	999559		Sub: MN	CPS	DCFS	Northern
Referral	Uncertain	918808		Unaccepted	CPS	DCFS	Northern
Case	Case Contact	913445		Adoption Final	SCF	DCFS	Northern
Case	Child Client	913431		Adoption Final	SCF	DCFS	Northern
Case	Case Contact	913437			SCF	DCFS	Northern
Case	Foster Child	913441			SCF	DCFS	Northern
Case	Victim	911100		Sub: FP,DV	CPS	DCFS	Northern
Case	Child Client	909229		Change in Service/More Intensive	ICAR	DCFS	Northern
Referral	Alleged Perpe	925144		Unaccepted	CPS	DCFS	Northern
Referral	Alleged Victim	884879		Unaccepted	CPS	DCFS	Northern
Case	Child Client	844902		Moved, Cannot Locate	CAR	DCFS	Northern
Case	Child Client	795934		Administrative Decision	CAR	DCFS	Northern

Previous case information can be accessed by **“Double Clicking”** on the case, or by **“Right Clicking”** and selecting **“Go to Case”**.

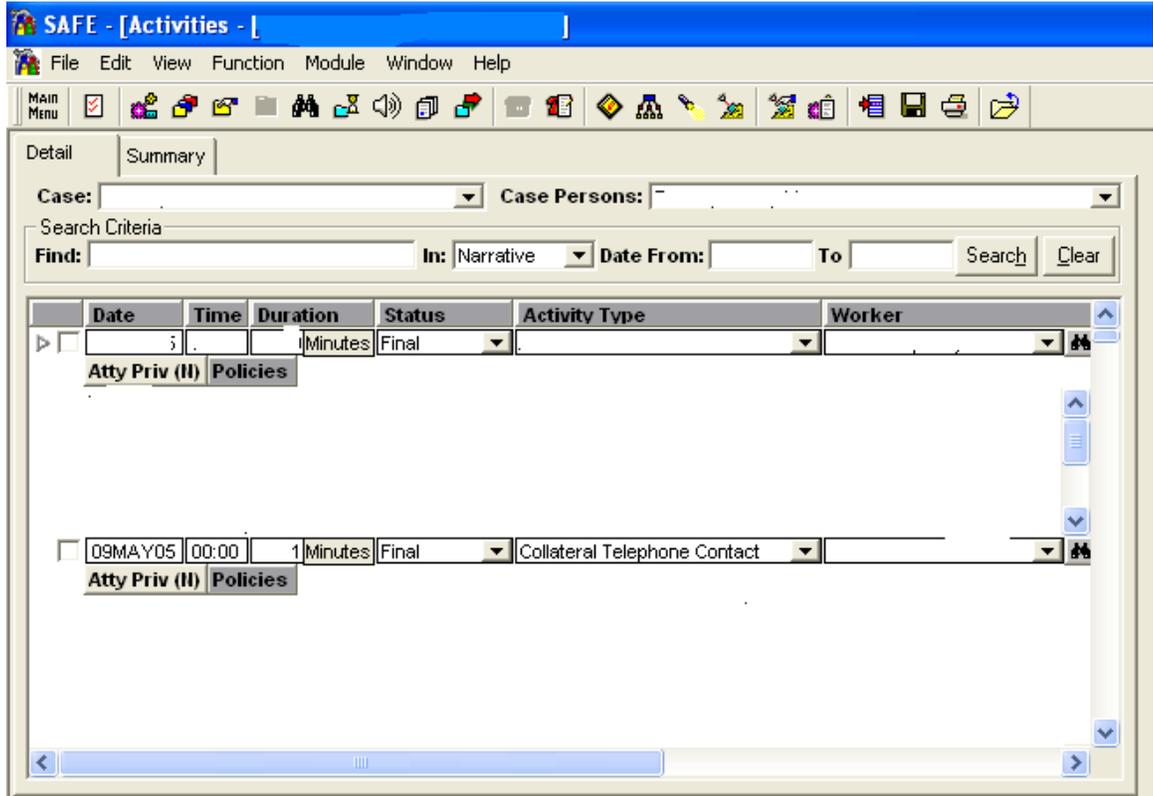
Use the scroll bar to view other columns.

Family information located on the "General Tab" of the Person screen.

The screenshot displays the 'SAFE - [Person]' application window. The title bar includes the application name and a menu bar with 'File', 'Edit', 'Function', 'Module', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Person: [redacted]' and features a tabbed interface with the 'General' tab selected. The 'General' tab contains several sections of data entry fields:

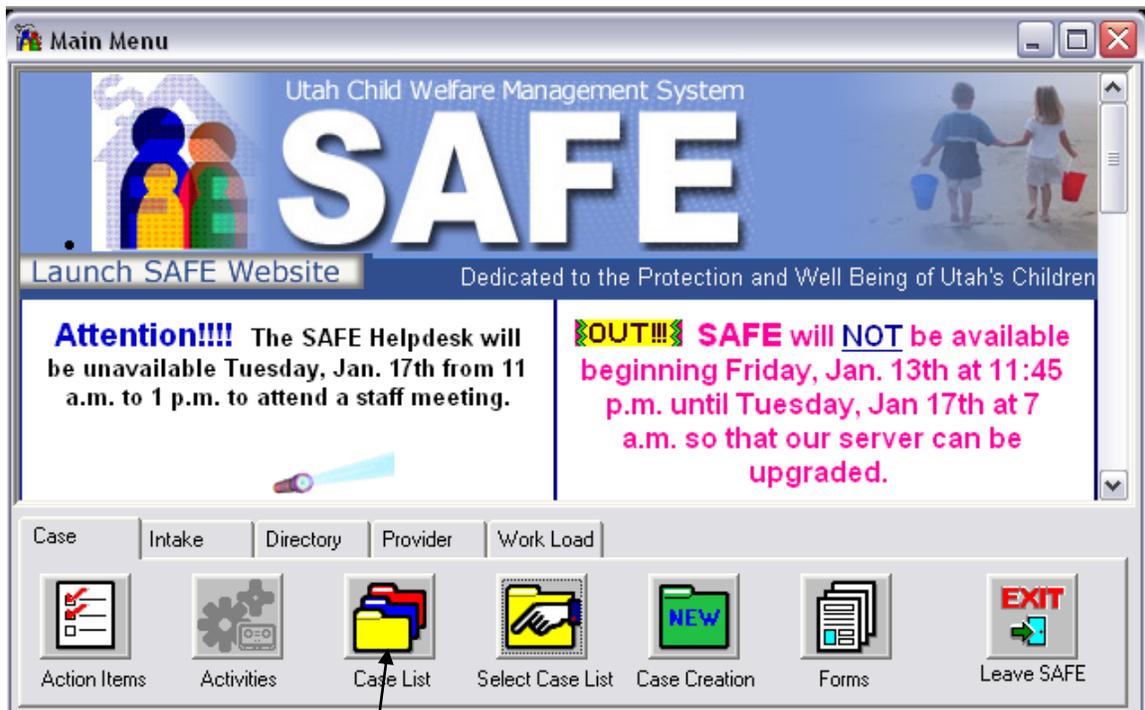
- Personal Information:** Last, First, MI, Gender, DOB, Age, Deceased Date, Deceased Status, Person ID, Client ID, SSN, Juv. Court Hbr, Language, and Email.
- Demographics:** Ethnicity (with 'White' selected), Hispanic, and Tribe.
- Address and Contact:** Address, Zip, City, State, Enrollment Hbr, Tribe Ct Hbr, Tribe Notified, and Phone.
- History:** Address: 1 of 5 and Phone: 1 of 2, both with scrollable lists.
- Table:** A table with columns for 'Alias Last', 'First', 'MI', 'Court Jurisdiction Start', and 'End'.

Address and phone number history for client.



Case Activity Logs can contain valuable information. You may want to contact a particular worker for more information regarding an activity log.

SAFE Case Lists



Select "Case List" from the SAFE Main Menu to display your assigned case list.

Case List Display

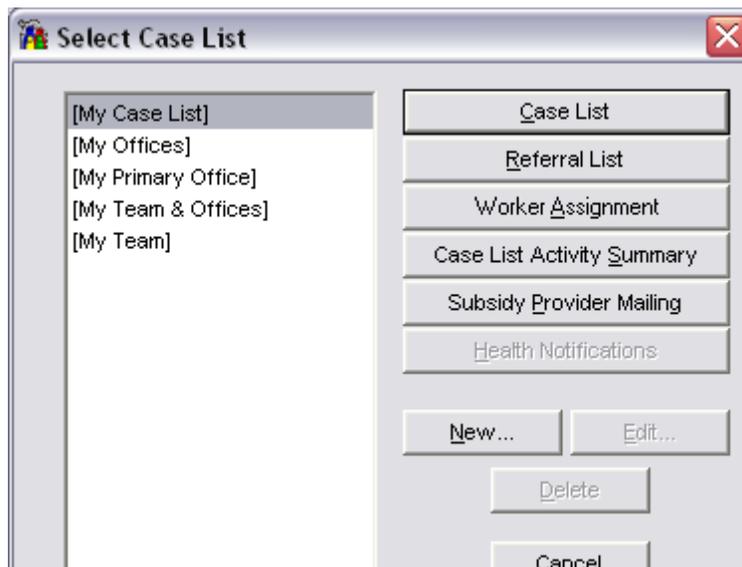
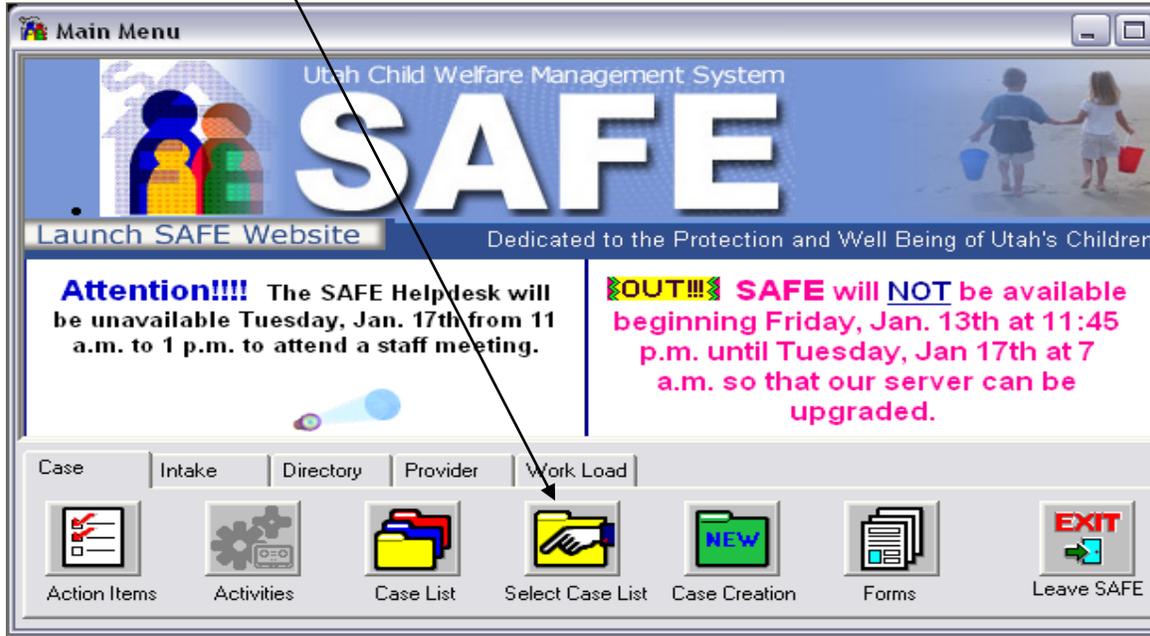
Case Name	Start Date	IV-E Elig	Med Elig	Primary Worker	DOB	Role
SCF	18Aug05 00:00	FT	FC-F		20Dec2000	Foster Child
SCF	16Dec04 00:00	NO	FC-C		05Jun1997	Foster Child
SCF	25Jun03 00:00	FT	FC-F		25Jul1988	Foster Child
SCF	13Jul05 00:00	FT	FC-F		21Jul1991	Foster Child
SCF	18Aug05 00:00	FT	FC-F		22Jul1997	Foster Child
SCF	12Jan05 00:00	FT	FC-F		21Aug1996	Foster Child
SCF	25Jun03 00:00	NO	FC-C		04Jun1987	Foster Child
SCF	16Sep04 00:00	NO	FC-C		22Dec1987	Foster Child
SCF	25Sep98 00:00	FT	FC-F		10Mar1988	Foster Child
SCF	11Jul00 00:00	NO	FC-C		13Aug1991	Foster Child
SCF	02Aug05 00:00	NO	FC-C		02Jul1989	Foster Child
SCF	18Apr94 00:00	NO	DD-D		17Mar1994	Foster Child
SCF	17Aug04 00:00	FE	FC-C		04Jan1991	Foster Child
SCF	05Apr05 00:00	FT	FC-F		03Oct1989	Foster Child
SCF	22Oct04 00:00	NO	FC-C		05May1988	Foster Child
SCF	24Jan05 00:00	NO	FC-C		26Jan1988	Foster Child

Total Cases: 816

Information available from your Case List
Case Name
Case Type
Start Date
Primary Worker
Eligibility
Total Cases assigned
More columns and information available by using the scroll bar at the bottom of the screen.

Using the SAFE Case List to Find New Cases

From the Main Menu –“Select Case List”.



From the “Select Case List” menu, make sure “My Case List” is highlighted, then click on the “New” button.

Case Type
Select **"Equals"** from the drop down menu.
Select **"SCF"** from the row browser.

Select **"End Date"**.
Select **"Null"**.
Leave **"Blank"**.

The screenshot shows the 'Define Case List' application window. It features a search criteria table with three rows. The first row is for 'Case Type', the second for 'End Date', and the third for 'Supervisor'. Each row has a search item, a search type dropdown, and a search value field. The 'Case Type' search type is set to 'Equals' and the search value is 'Supervision in Sub. Care'. The 'End Date' search type is set to 'Null' and the search value is blank. The 'Supervisor' search type is set to 'Equals' and the search value is blank. To the right of the search criteria table are 'Search' and 'Clear' buttons. Below the search criteria table is a 'Query' field with 'Collector' entered. At the bottom of the window is a table with columns: Case ID, Client ID, Client Name, SVC, Region, Office, Start, End, Worker Name. The table is currently empty.

Search Item	Search Type	Search Value
Case Type	Equals	Supervision in Sub. Care
End Date	Null	
Supervisor	Equals	

Select **"Supervisor"**.
Select **"Equals"**.
Select **"Supervisor's name"** from the row browser.

Click **"Search"**.

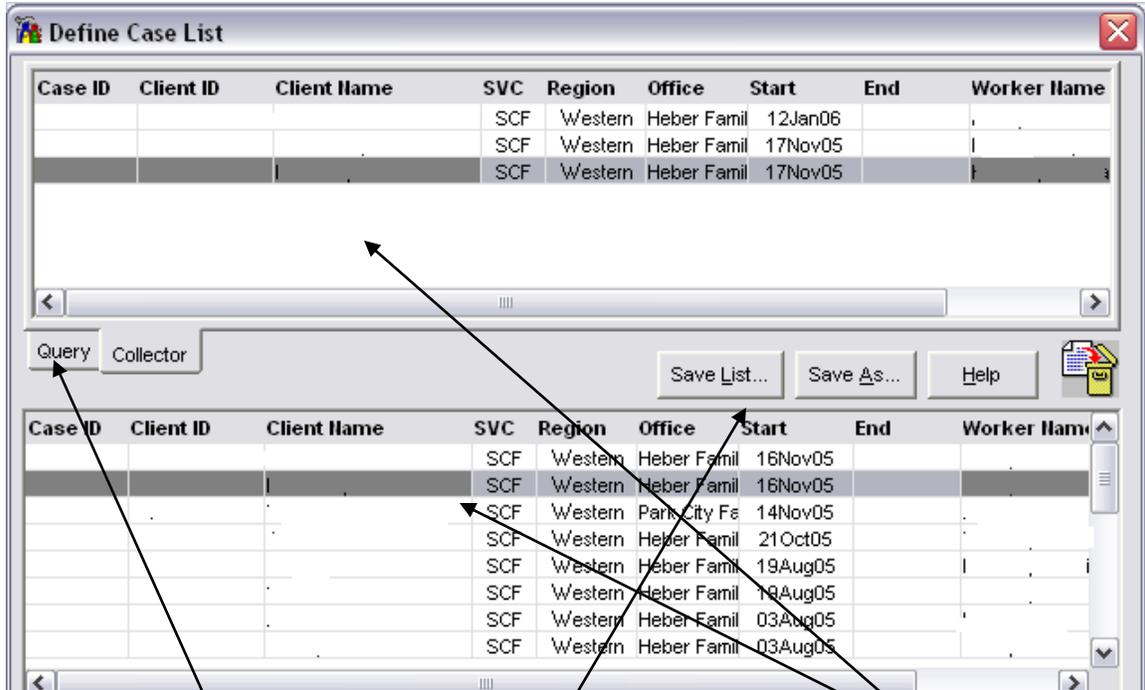
Cases assigned to the selected supervisor's team will be displayed.

“Double Click” on the **“Start”** column to bring the newest cases to the top.

The screenshot shows the 'Define Case List' application window. At the top, there is a search section with three columns: 'Search Item', 'Search Type', and 'Search Value'. The first row has 'Case Type' as the search item, 'Equals' as the search type, and 'Supervision in Sub. Care' as the search value. The second row has 'End Date' as the search item, 'Null' as the search type, and an empty search value. The third row has 'Supervisor' as the search item, 'Equals' as the search type, and an empty search value. There are 'Search' and 'Clear' buttons to the right of the search section. Below the search section, there is a 'Query' dropdown menu with 'Collector' selected. To the right of the 'Query' dropdown are 'Save List...', 'Save As...', and 'Help' buttons. Below these buttons is a table with the following columns: 'Case ID', 'Client ID', 'Client Name', 'SVC', 'Region', 'Office', 'Start', 'End', and 'Worker Name'. The table contains several rows of data, with the 'Start' column showing dates like '12Jan06', '17Nov05', '17Nov05', '16Nov05', '16Nov05', '14Nov05', '21Oct05', and '19Aug05'. A 'Records Found' label shows the number '25'. At the bottom of the window, there are navigation arrows.

Case ID	Client ID	Client Name	SVC	Region	Office	Start	End	Worker Name
			SCF	Western	Heber Famil	12Jan06		
			SCF	Western	Heber Famil	17Nov05		
			SCF	Western	Heber Famil	17Nov05		
			SCF	Western	Heber Famil	16Nov05		
			SCF	Western	Heber Famil	16Nov05		
			SCF	Western	Park City Fe	14Nov05		
			SCF	Western	Heber Famil	21Oct05		
			SCF	Western	Heber Famil	19Aug05		

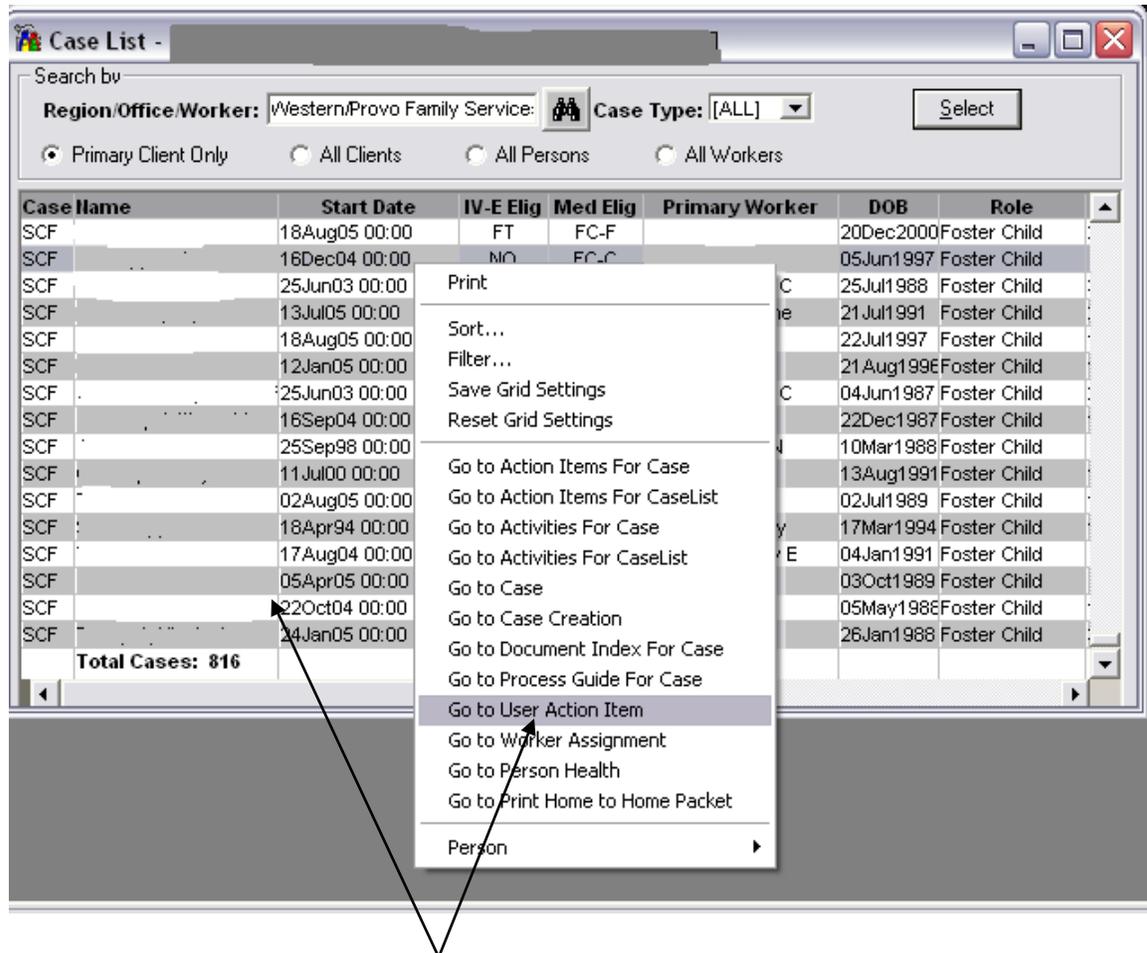
Cases may be selected and moved to the **“Collector”**.
Select the **“Collector Tab”**.



Select the desired cases with the mouse button. Multiple cases can be selected by holding the **“CTRL”** button down while selecting. **“Drag”** the cases to the **“Collector Box”**.

You may return to the **“Query”** screen and search for other team lists. Once you have the desired list collected in the **“Collector Box”** you may **“Save”** it or **“Print”** by clicking the right mouse button.

Using User Action Items in SAFE From the Case List Display



Select the case with the mouse.
“Right Click”.
This will display a drop down box.
Select **“Go to User Action Item”**.

Case List - []

Search by
Region/Office/Worker: vWestern/Provo Family Service: [] Case Type: [ALL] [Select]
 Primary Client Only All Clients All Persons All Workers

Case Name	Start Date	IV-E Elig	Med Elig	Primary Worker	DOB	Role
SCF	18Aug05 00:00	FT	FC-F		20Dec2000	Foster Child
SCF	16Dec04 00:00	NO	FC-C		05Jun1997	Foster Child
SCF					25Jul1988	Foster Child
SCF					21Jul1991	Foster Child
SCF					22Jul1997	Foster Child
SCF					21Aug1996	Foster Child
SCF					04Jun1987	Foster Child
SCF					22Dec1987	Foster Child
SCF					10Mar1988	Foster Child
SCF					13Aug1991	Foster Child
SCF					02Jul1989	Foster Child
SCF					17Mar1994	Foster Child
SCF					04Jan1991	Foster Child
SCF					03Oct1989	Foster Child
SCF					05May1986	Foster Child
SCF	24Jan05 00:00	NO	FC-C		26Jan1988	Foster Child

User Action Item Moon, Linda

Creation: 13Jan06 Rc Id: 1155766

Action Due: 00 00

Action Item: []

Completion Date: 00 00

Lead Days: [] Reminder: []

OK Cancel

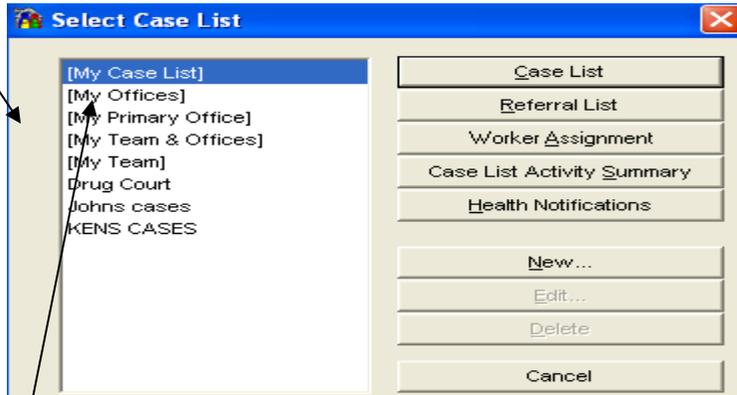
Total Cases: 816

Enter **“Action Due”** date.
Enter **“Action Item”**.
Enter **“Lead Day”** if you want SAFE to remind you prior to the due date.
The **“Action Item”** will appear in your notifications on the requested date when you log onto SAFE.

When you clear the **“Action Item”**, you must enter a completion date or the **“Action Item”** will remain in the case.
If the **“Action Item”** remains in the case it will have to be cleared prior to case closure.

SAFE Worker Assignment

Open "Select Case List" from the Main Menu.



Open "My Offices". All of the offices you work with should be listed here. If that is not the case, contact the SAFE Helpdesk.

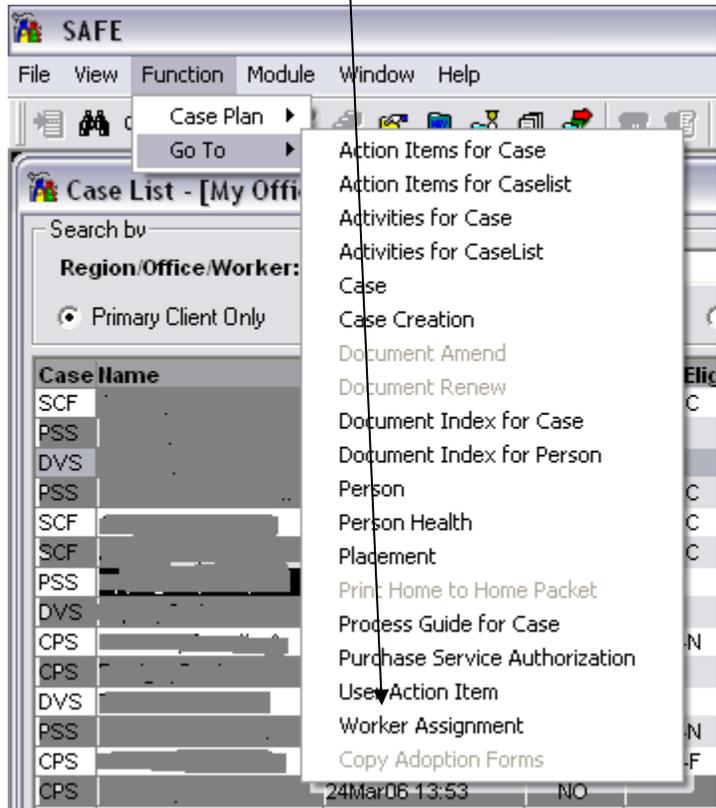
Select case type **SCF** or **AAM** and click **Select**.

Click on the "Start" column to bring most recent removal to the top.

Case Name	Start Date	IV-E Elig	Med Elig	Primary Worker	DOB	Role	O.D	Relationship	Case ID
SCF	21Oct05 00:00	NO	FC-C		14Aug1988	Foster Child	1a	Primary	1374282 0
PSS	18Mar06 00:00	NO			23Apr1985	Adult Client		Primary	1407082 0
DVS	05Oct05 00:00	NO			02Feb1977	Alleged Perpetra		Primary	1372586 0
PSS	01Apr05 00:00	NO	FC-C		14Jul1970	Adult Client		Primary	1323708 0
SCF	18Jan06 00:00	NO	FC-C		01Dec1989	Foster Child	1a	Primary	1392589 0
SCF	07Feb05 00:00	NO	FC-C		29Jun1992	Foster Child	5a	Primary	1310986 0
PSS	17Feb06 00:00	NO			13Apr1989	Child Client		Primary	1402920 0
DVS	06Oct05 00:00	NO			31Oct1977	Alleged Perpetra		Primary	1383597 0
CPS	08Mar06 18:59	NO	NB-N		15Jan1994	Alleged Victim		Primary	1403439 0
CPS	06Mar06 09:30	NO			22Oct2004	Alleged Victim		Primary	1402646 0
DVS	15Nov05 00:00	NO			28Nov1978	Alleged Perpetra		Primary	1390988 0
PSS	01Apr05 00:00	NO	NB-N		17Sep1973	Adult Client		Primary	1323702 0
CPS	23Mar06 08:40	NO	SA-F		04Aug1995	Alleged Victim		Primary	1407068 0
CPS	24Mar06 13:53	NO			01Apr1991	Alleged Victim		Primary	1407653
DVS	19Sep05 00:00	NO			15Jan1982	Alleged Perpetra		Primary	1383960 0
CPS	16Mar06 12:49	NO	FC-D		29Mar1993	Alleged Victim		Primary	1405803 0
PSS	21Jan05 00:00	NO	SA-F		01Jul1961	Adult Client		Primary	1306875 0
SCF	08Jun04 00:00	FT	FC-F		08Oct1990	Foster Child	2a	Primary	1232523 0
SCF	08Jun04 00:00	NO	FC-F		17Oct1991	Foster Child	2a	Primary	1232527 0
PSS	15Apr05 00:00	NO			13Jan1972	Adult Client		Primary	1336242 0
CPS	23Mar06 10:00	NO			10Dec2002	Alleged Victim		Primary	1407434 0
CPS	17Mar06 08:06	NO			24Dec1990	Alleged Victim		Primary	1405849 0
SCF	12Jan06 00:00	XX	FC-D		24Mar1990	Foster Child		Primary	1391347 0

-
- Print
-
- Sort...
 - Filter...
 - Save Grid Settings
 - Reset Grid Settings
-
- Go to Action Items For Case
 - Go to Action Items For CaseList
 - Go to Activities For Case
 - Go to Activities For CaseList
 - Go to Case
 - Go to Case Creation
 - Go to Document Index For Case
 - Go to Process Guide For Case
 - Go to User Action Item
 - Go to Worker Assignment
 - Go to Person Health
 - Go to Print Home to Home Packet
-
- Person
-

“Right Click” on case. Select “Go to Worker Assignment”
OR
Highlight the case and go to the tool bar, click **“Function”**, then to **“Worker Assignment”**.



The screenshot shows the 'Worker Assignment' window. At the top, there are fields for 'Worker:' (with 'Primary' and 'Secondary' radio buttons), 'Role:', 'Worker:', 'Region:', 'Office:', and an 'Unassigned Cases Only' checkbox. A 'Reassign' button is also present. Below these fields is a table with columns: Case ID, Case Name, Case Start Dt, Primary Worker, T, and C. One row is visible with Case ID 1402920, Case Name PSS, Case Start Dt 17Feb06, and Primary Worker. Below the table is another table with columns: Secondary Worker, Role, Assigned Dt, and Unassign. Callout boxes with arrows point to the 'Secondary' radio button, the 'Worker:' dropdown, the 'Unassigned Cases Only' checkbox, and the 'Secondary Worker' column header.

Select "Secondary Worker".

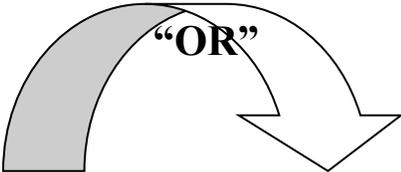
Select "Eligibility Worker".

Select your name from the worker list or the row browser.

Putting a check in "Unassigned Cases Only" will bring all of the current SCF or AAM cases that have not been assigned to you.

In the "Assign" box highlight the name of the child that has not been assigned and hit assign.
OR
You can assign multiple new cases by highlighting the first child and while holding down the "Ctrl" key highlight the remaining unassigned cases, then click "Assign".

The next time you log in to SAFE you will get an alert about pending cases assigned to you. Closing the notify box means you have accepted these cases.



Worker Assignment from SAFE Case

The screenshot shows the SAFE software interface with the following details:

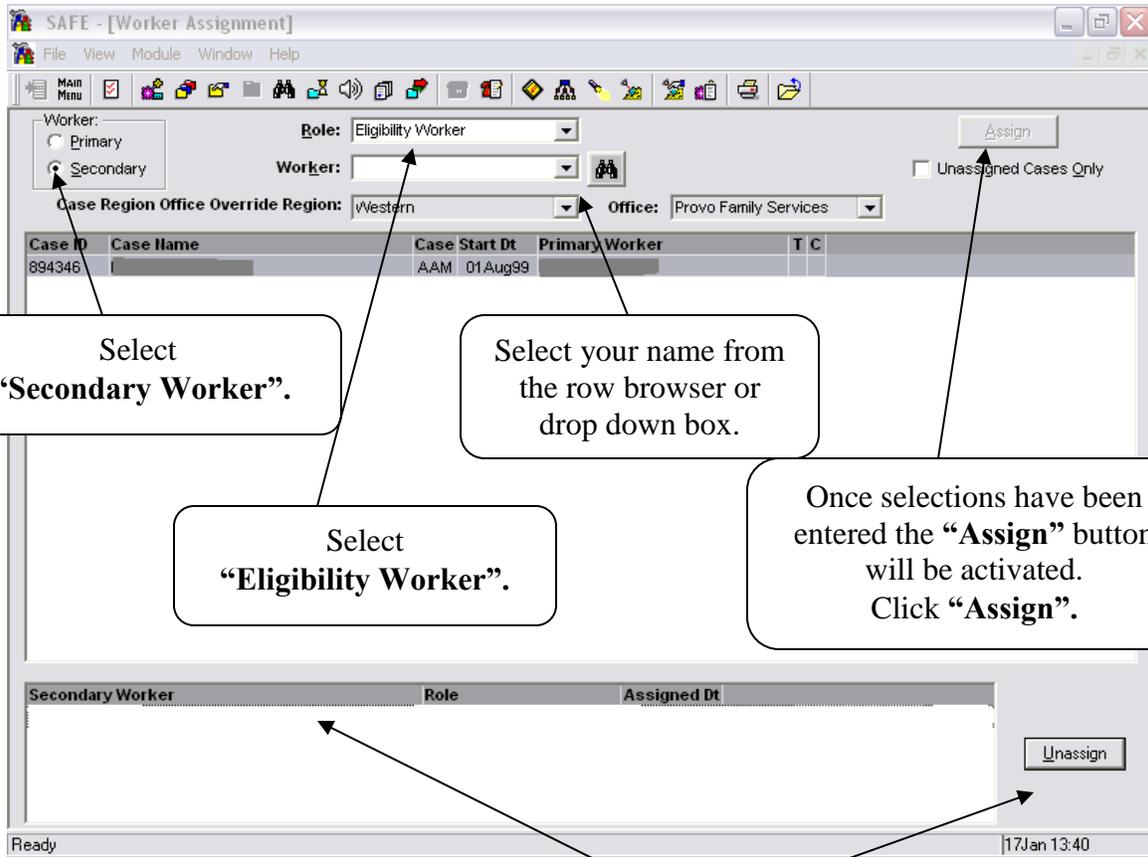
- Start Date:** 01 Aug99
- End Date:** [Blank]
- Worker:** [Redacted]
- WkrOff:** Western/Provo Family Services
- CaseOff:** Western/Provo Family Services
- Due Date:** [Blank]
- Address:** [Blank]

Worker Listing Table:

Worker Name	Assignd	Vacated	Role
[Redacted]	09Aug05	[Blank]	Primary Worker
[Redacted]	14Jul04	[Blank]	Eligibility Worker
[Redacted]	01 Aug99	07Jul03	Primary Worker

An arrow points to the 'Eligibility Worker' row in the table.

Right Click in the “**Worker Listing**” box.
An “Eligibility Worker” assignment must be made in order to receive the eRep AFDC result notice.



****When you assign yourself as a worker, SAFE will add an activity in the case activity logs.**

SAFE Placement Information Person screen

Use the "History" tab on the person screen

The screenshot shows the 'Person' screen with the 'History' tab selected. The 'View' section has 'SCF Placements' selected. The table below shows placement history with callouts pointing to specific columns:

Placement	Formal	Living Arrangement	Provider	Provider ID	Caretaker	Status	Remov
03Jul14	Y	FC1-Level I Foster Care	Baron, Brittany			Final	17Dec14
03Oct13	Y	FC1-Level I Foster Care				Final	03Jul14
18Aug11	Y	BHR-Home Of Relative/Guardie,				Final	17Oct12
07Jun05	Y	SHN-Shelter (Non-Pay)				Final	10Jun05

Start date of the first placement

Type of Placement

Provider Name ID #

Proctor home information should be entered here by the caseworker.

This screen will show all placements from any custody episode recorded in SAFE.

- ✓ Check the start date of the first placement to verify the date the child last lived with the caretaker relative losing custody.
- ✓ The placement history should be reviewed to ensure that each placement meets the IV-E and Medicaid placement requirements. The placement must be a qualified placement for IV-E eligibility purposes and also be fully licensed for a foster child to be IV-E eligible and IV-E reimbursable.
- ✓ The placement must be receiving a Foster Care maintenance payment for a child to be Foster Care Medicaid eligible.
- ✓ Information about the licensure of foster homes licensed by the Office of Licensing is available in the Foster Care Licensing Database.
- ✓ Proctor home licensing certificates and copies of the proctor parents' BCI's must be included in the IV-E eligibility case record.

Residential placement licensure can be checked online in the Office of Licensing Provider Look Up.

SAFE Placement Information SCF case “Out of Home” Tab

In the open SCF case, click on the “**Out of Home Tab**” to access the placement information for the foster child.

The screenshot shows the SAFE software interface with the 'Out-of-Hm' tab selected. The table below contains the following data:

Placement	Living Arrangement	Provider	Provider ID	Removal	Caretaker	Form
08Apr05	DIR-Individual Residential Care				Nelson, Jennifer	
20Aug03	DFB-Fmly Bsd Res Care	NEW LEAF ALTERNATVE			Angilau, Fita	Y
25Jun03	DFB-Fmly Bsd Res Care	NEW LEAF ALTERNATVE		20Aug03	Dubbeld, Trish	Y
30May03	DFB-Fmly Bsd Res Care	FAMILY FIRST SERVICE		25Jun03	Nasio, Mele	Y
30May03	DFB-Fmly Bsd Res Care	FAMILY FIRST SERVICE		30May03	Mafleu, Tina	N
24Oct02	DFB-Fmly Bsd Res Care	FAMILY FIRST SERVICE		30May03	Manu, Penina	Y
15Oct02	COR-Correction Facility	WASATCH MENTAL HEA		24Oct02	Slate Canyon Detent	Y
03Jun02	SFD-Level 3, Structured Foster Care	JOYCE BRANNUM		15Oct02		Y
30May02	SHN-Shelter (Non-Pay)			03Jun02	Vantage Point Youth	Y
10May02	SFP-Level 2, Specialized Foster Car	JUDITH EWELL		30May02		Y
06May02	BGH-Group Home (Non-Pay)			10May02	Vantage Point Youth	Y
06May02	BGH-Group Home (Non-Pay)	WASATCH MENTAL HEA		06May02	Vantage Point Youth	N

Number of Formal Placements: []

Placement start and end dates.

For additional placement information “**Double Click**” on that placement.

Caretaker Name
Name of the caretaker is entered here by the caseworker, if the caretaker is different than the Provider. This is where Proctor Home information is located.

Provider Name
Name of foster parent, group home, residential placement or the name of the agency that licenses the caretaker.

Use scroll bars to access more columns.

SAFE Screen for Proctor Placements

The screenshot shows the SAFE software interface with the following fields and sections:

- Header:** Name: [redacted], ID: [redacted], Type: SCF, Start Dt: 06May02, Reg/Off/Wrk: Western/American Fork Family Services/[redacted], End Dt: [redacted], Status: Final
- Buttons:** New Placement, Close Placement
- Tabs:** General, Details, Permanency
- Living Arrangement Change:** Reason: [dropdown], Dt: 20Aug03, Emergency:
- Narrative:** Caretaker was changed.
- Provider:** Living Arrangement: DFB - Fmly Bsd Res Care, Start Dt: 20Aug03, End Dt: [redacted], Org/Last: NEW LEAF ALTERNAT, First: [redacted], ID: [redacted], Address: PO BOX 501, DRAPER, UT 84020-, Phone: (801)485-3772
- Caretaker:** Org: [dropdown], Last: Mouse, First: Mickey, Street: 3301 E Center, City: Draper, State: UT, Zip: 84720, Phone: (801) [redacted]

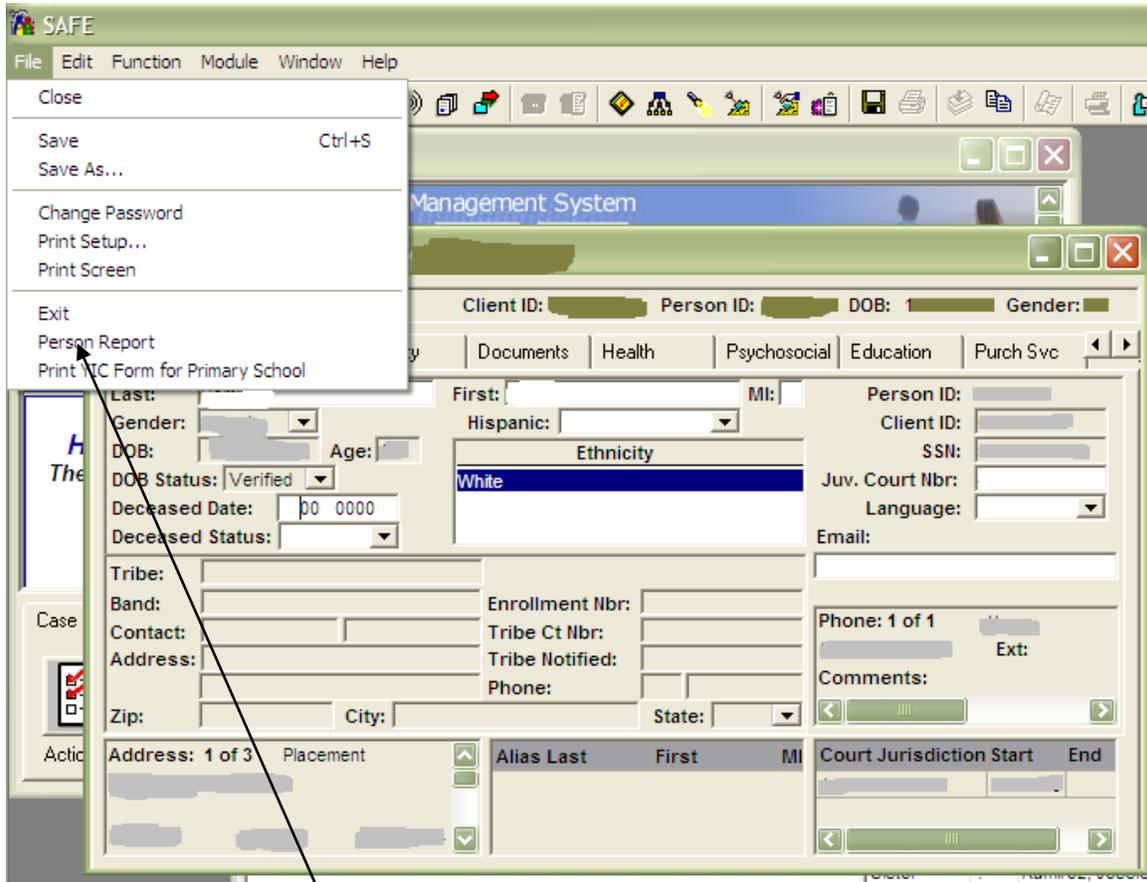
Provider
Name of agency that has licensed the proctor home.

Proctor home licensed by the provider.

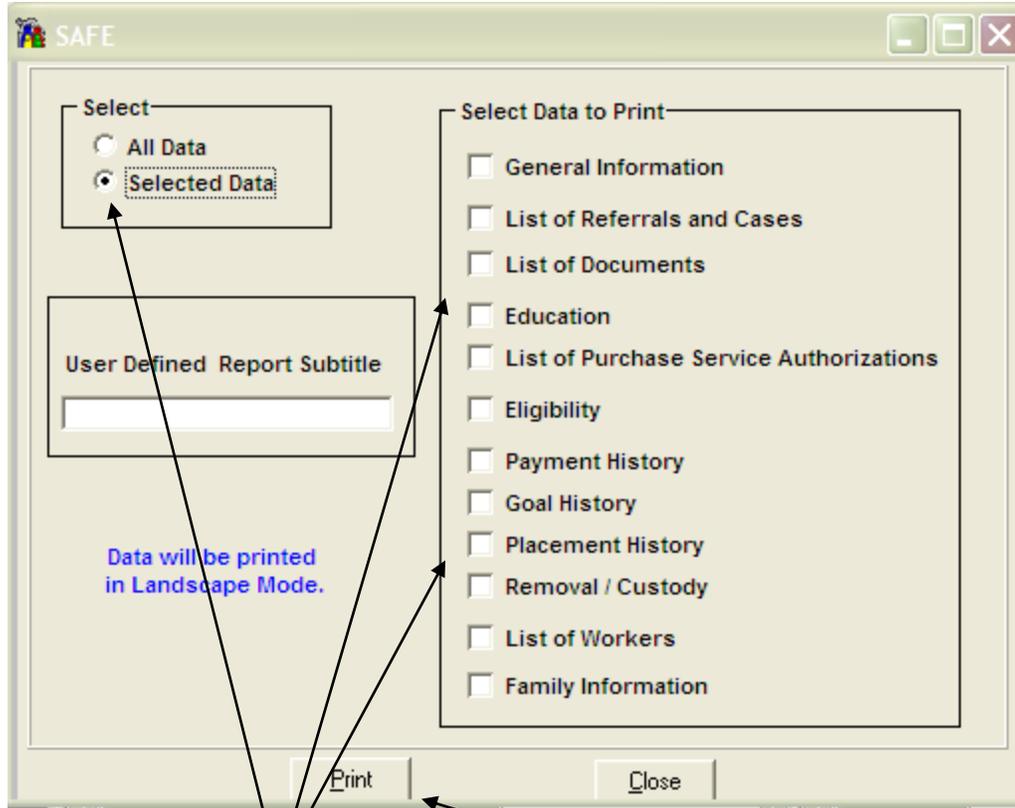
Proctor home name, address and phone number should be entered in the caretaker field.

The Medicaid Card must be mailed to the place where the foster child lives. The proctor home is where the child is living.

SAFE Placement Information Person Report



With the person window open, use the drop down box from file and select **“Person Report”**.



Select the option of **“All Data”** or **“Selected Data”**.
When **“Selected Data”** is selected, then you can choose the information you want to view or print.

Select **“Print”**.

Adding a Social Security Number in SAFE

The screenshot shows the SAFE software interface for a client named Daisy Duck. The client ID is 1725735. The form includes fields for Last Name (Duck), First Name (Daisy), MI, Gender (Female), DOB (18JAN1991), Age (14), and Ethnicity (Unknown). The SSN field is currently empty and is highlighted with a red arrow pointing to a callout box. The interface also shows tabs for General, Ref/Case, Eligibility, Documents, Health, Psychosocial, Education, and Purch Svc. The status bar at the bottom indicates 'Ready' and the date '17Nov 13:03'.

Enter the SSN.
SAVE.
Message stating that “SSN matches an SSN associated with this number, are they the same client?”
Double check to insure the client is the correct client. If the information is correct, answer, “Yes” to complete the **SAVE.**

SAFE Eligibility Screens

**SAFE Person Screen.
Eligibility Tab.**

**IV-E Eligibility (Non-e-Rep)
Radial Button.**
IV-E Eligibility will be displayed when
the “Eligibility Tab” is opened.

IV-E Type	Effective Date	Determination Result	Termination Reason	Termination Date	Case ID	Application Date	Early Reason	Determination Date	Worker
-----------	----------------	----------------------	--------------------	------------------	---------	------------------	--------------	--------------------	--------

13 Columns.
Columns may be arranged for personal preferences.
Use the scroll bar to display additional columns.

IV-E Eligibility Entry

Current IV-E will show as
“XX” for a foster child
without a IV-E entry.

Person: [redacted] Client ID: [redacted] Person ID: [redacted] DOB: [redacted] Gender: [redacted]

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View
• IV-E Eligibility (Non - eRep) • IV-E Court-Ordered Language • IV-E Removal Requirement / DSPD Waiver

Current IV-E: XX

IV-E Type	Effective Date	Determination Result	Termination Reason	Case ID	Applicatio Early Reason	Determini Dete
-----------	----------------	----------------------	--------------------	---------	-------------------------	----------------

Ineligible Reasons | Note

Context Menu:
Cut
Copy
Paste
Select All
Insert
Redo
Print
Add
Delete
Restore...
Scroll
Sort...
Filter...
Save Grid Settings
Reset Grid Settings
Add IV-E Eligibility
Delete IV-E Eligibility
Go to Document Index for Person
Go to Person Health

“Right Click” in this area
to access the drop down box.

Select
“Add IV-E Eligibility”.

****Remember****

DO NOT enter the IV-E eligibility information into SAFE until **ALL** of the IV-E determination paperwork has been completed.

SAFE Eligibility Guide
12-2014

The screenshot shows the 'Eligibility - Entry' tab in the SAFE system. The 'View' section is set to 'IV-E Eligibility (Non - eRep)'. The 'Current IV-E' dropdown is set to 'Initial Eligibility'. A table below shows the entry for Case ID 1606794, with an 'Application Date' of 17Nov08. Three callout boxes provide instructions: one points to the 'Application Date' field, another to the 'Effective Date' field, and a third to the 'Initial Eligibility' dropdown.

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date
1606794	Initial Eligibility	17Nov08							

Callout 1 (Application Date): Enter the date the eligibility type begins. This is always the first day of the month.

Callout 2 (Effective Date): Enter the date the application is received.

Callout 3 (Initial Eligibility): Make sure to select the correct custody episode. Some foster children will have more than one custody episode.

 **Date format for SAFE Eligibility Entry is DD/MON/YR (01OCT05).**

 **The determination worker, region and office will auto fill with the name of the eligibility worker that is logged into SAFE.**

How to Proceed if the Initial Eligibility Determination is “NO”

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Wavier

Current IV-E

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date
					Yes No				

Ineligible Reasons

Date	Worker	Note

Enter the date the determination was made.

Choose “NO” from the drop down box.

Person: Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Wavier

Current IV-E

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Reason

Ineligible Reasons

Date	Worker	Note

If this is a continuous custody episode from DHS or DJJS custody, select the appropriate agency from the drop down box.

SAFE Eligibility Guide
12-2014

The screenshot shows a software interface with a navigation bar at the top containing tabs: General, Ref/Case, Eligibility - Entry, Documents, Health, Psychosocial, Education, Purch Svc, Court, Family, History, Worker, Rep Payee, ICPC. Below the navigation bar, there are radio buttons for 'IV-E Eligibility (Non - eRep)', 'IV-E Court-Ordered Language', and 'IV-E Removal Requirement / DSPD Wavier'. The 'Current IV-E' field is set to 'XX'. A table displays a record with the following data:

Case ID	IV-E Type	Applicatio	Effective Date	Determination Result	Determination Date	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
	Initial Eligibility		01Sep08	No	03Dec08				

Below the table is a yellow 'Ineligible Reasons' section with a list of reasons, each preceded by an unchecked checkbox:

- Age requirement not met
- Assets exceed limits □ AFDC group
- Citizenship □ not U.S. or qualified alien
- Court order □ No best interest language in initial order
- Court order □ No reasonable efforts to prevent removal 60 days
- Custody not given to agency
- Deprivation not present in removal home
- Income exceeds limits □ AFDC group
- Insufficient data
- Not living with relative who lost custody within 6 months
- Removal Requirement Not Met

Two callout boxes provide instructions: one points to the 'Initial Eligibility' dropdown in the table, stating 'Initial Eligibility Determination is "NO".', and another points to the 'Ineligible Reasons' bar, stating 'Click on the "Ineligible Reasons Bar" to open the drop down menu. Click the mouse to select as many reasons as are applicable.'

****SAVE****

Add Eligibility Notes

Person: Client ID: Person ID: DOB: Gender:

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Waiver

Current IV-E: XX

Case ID	IV-E Type	Applicatio	Effective Date	Determination Result	Determination Date	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
Ineli									

Context Menu:
Cut
Copy
Paste
Select All
Redo
Print
Scroll
Sort...
Filter...
Add Eligibility Note
Delete Eligibility Note
Edit Eligibility Note
View Eligibility Note
Go to Eligibility Notes History

Table Headers: Date, Worker, Note

Callout 1: "Right Click" in this area to open the drop down box for note selection.

Callout 2: Select "Add Eligibility Note".

Eligibility Note -

Entry Date: Worker:

Add details of the determination including:
Court order information
Deprivation
Income
Assets
AFDC Group Size
Reason case is not IV-E

Details are great! Tell the story!

Buttons: Save, Close

Callout: Click "Save". Click "Close".

****SAVE and Close Person Screen****

How to Proceed if the Initial Eligibility Determination is “YES”

Person: _____ Client ID: _____ Person ID: _____ DOB: _____ Gender: _____

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Wavier

Current IV-E: XX

Case ID	IV-E Type	Applicatio	Effective	Determination	Determination	Early	Determination	Determination	Termination
		Date	Date	Result	Date	Reason	Worker	Region/Office	Reason
1603173	Initial Eligibility			<input type="text" value="Yes"/>	03Dec08		Moon, Linda	Other/Human Ser	

Enter the “Application Date” and the “Eligibility Effective Date”. The eligibility effective date is always the first day of the month

Enter the date the determination was made.

Select “YES” from the drop down box.

Ineligible Reasons	Date	Worker	Note
--------------------	------	--------	------

Person: _____ Client ID: _____ Person ID: _____ DOB: _____ Gender: _____

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Wavier

Current IV-E: XX

Case ID	IV-E Type	Applicatio	Effective	Determination	Determination	Early	Determination	Determination	Termination
		Date	Date	Result	Date	Reason	Worker	Region/Office	Reason
						<input type="text" value="DHS Custody"/>			

If this is a continuous custody episode from DHS or DJJS custody, select the appropriate agency from the drop down box.

Ineligible Reasons	Date	Worker	Note
--------------------	------	--------	------

Person: _____ Client ID: _____ Person ID: _____ DOB: _____ Gender: _____

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Waiver

Current IV-E: XX

Case ID	IV-E Type	Applicatio	Effective Date	Determination Result	Determination Date	Early Reason	Determination Worker	Determination Region/Office	Termination Reason
1603173	Initial Eligibility			Yes	03Dec08		Moon, Linda	Other/Human Ser	
1603173					03Dec08		Moon, Linda	Other/Human Ser	

Ineligible Reasons Date Worker note

Choose "Yes" or "No" from the drop down box.

Enter the "Effective Date".

"Right Click" to add a second eligibility line. Select "Initial Reimbursability" from the drop down box.

- ✚ FT= IV-E Eligible and IV-E Reimbursable.
- ✚ FE= IV-E Eligible, not IV-E Reimbursable.
- ✚ NO= Not IV-E Eligible.
- ✚ XX= No Eligibility Determination Entered.

****SAVE****

✚ Add Eligibility Note. See page 35 for instructions.

Terminating IV-E Reimbursability

n	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date	Termination Reason	Termination Worker	Termination Region/Office
	Yes		Moon, Linda	Other/Human Ser		IV-E eligibility ended		
	Yes		Moon, Linda	Other/Human Ser		Placement-Kin pending licensure		
						Runaway		
						SSI recipient		

Enter “Termination Date”. This is always the last day of the month.

Select
“Termination Reason”
from the drop down menu.

****SAVE****

 **Add Eligibility Note.** See page 35 for instructions.

Terminating IV-E Eligibility

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family

View
 IV-E Eligibility (Non - eRep)
 IV-E Court-Ordered Language
 IV-E Removal Requirements

Current IV-E: XX

Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date	Termination Reason	Termination Worker	Termination Region/Office
Yes		Moon, Linda	Other/Human Ser		Adoption Final		
Yes		Moon, Linda	Other/Human Ser		Age 18 and graduated from high school		

Ineligible Reasons

Date	Worker

Worker/Region/Office will auto fill.

Enter "Termination Date". This will always be the last day of the month.

Select "Termination Reason" from the drop down menu.

****SAVE****

 **Add Eligibility Note.** See page 35 for instructions.

Adding Ongoing Eligibility or Reimbursability

General Ref/Case Eligibility - Entry Documents Health Psychosocial Education Purch Svc Court Family History Worker Rep Payee ICPC

View
• IV-E Eligibility (Non - eRep) ○ IV-E Court-Ordered Language ○ IV-E Removal Requirement / DSPD Waiver

Current IV-E: XX

Case ID	IV-E Type	Application Date	Effective Date	Determination Date	Determination Result	Early Reason	Determination Worker	Determination Region/Office	Termination Date
	Initial Eligibility								

Ineligible Reasons

Date	Worker	Note
------	--------	------

Select
"Ongoing Eligibility or Reimbursability"
as the IV-E Type.

Enter the
"Effective Date".
This is always the first
day of the month.

****SAVE****

 **Add Eligibility Note.** See page 35 for instructions.

****REMEMBER****

Eligibility notes should be added to SAFE in the note section anytime you take an action on a IV-E case.

This includes:

-  **Initial Determination.**
-  **Reviews.**
-  **Changes.**
-  **Closure.**

SAFE Court Order Language Requirements View (Eligibility Entry Tab)

Purpose:

SAFE created the Court Order Language Requirements view to allow eligibility workers to document information related to IV-E court order requirements.

Access:

Eligibility workers will have access to add or edit information on this view. DCFS workers will have access to view, but not edit this information. This tab will be disabled for all other users.

Navigation:

You can access this view by opening the person window and selecting the  tab. From there select the  view.

Eligibility Entry:

To enter information the user first selects a case from the  dropdown. The worker then makes a selection from the

 drop down. Available selections are

- Court Order/Warrant
- Voluntary Placement
- Up-front Voluntary Relinquishment

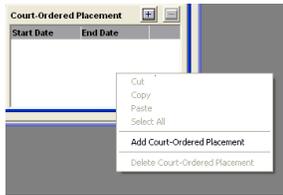
Court order requirements are activated based on the custody type selected. Right click in the court order section to add or delete court orders

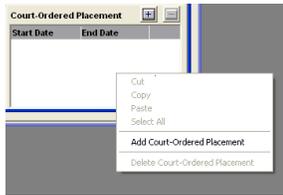
- Cut
- Copy
- Paste
- Select All
- Add Court Order
- Delete Court Order

or use the   to add and delete. Use the IV-E court order wording to document the requirements met by the selected order. A selection for trial home placement/court order is being added.

IV-E Court Order Wording	
<input type="checkbox"/>	Best Interest Language in Court Order-Voluntary Placement (180 Days)
<input type="checkbox"/>	Best Interest Language in Court Order-Voluntary Relinquish (180 Days)
<input type="checkbox"/>	Best Interest Language in Initial Order
<input type="checkbox"/>	Reasonable Efforts to Finalize Permanency Plan Language (Yearly)
<input type="checkbox"/>	Reasonable Efforts to Prevent Removal Language (60 days)

Court ordered placements are documented in the section titled **Court-Ordered Placement**



Use the   or right click in the  to add start and end dates of court ordered placements.

Person: [redacted] Client ID: [redacted] Person ID: [redacted] DOB: [redacted] Gender: [redacted]

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Family | History | Worker | Rep Payee

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement

Case/Episode: [redacted] Custody Type: [redacted]

Date	Hearing Type	Judge	Entered By	IV-E Comment
------	--------------	-------	------------	--------------

IV-E Court Order Wording

- Best Interest Language in Court Order-Voluntary Placement (180 Days)
- Best Interest Language in Court Order-Voluntary Relinquish (180 Days)
- Best Interest Language in Initial Order
- Reasonable Efforts to Finalize Permanency Plan Language (Yearly)
- Reasonable Efforts to Prevent Removal Language (60 days)

Court-Ordered Placement

Start Date	End Date
------------	----------

The custody type selection will enable the correct IV-E Court Order Wording requirement selections.

IV-E Determination Screens Eligibility Entry Tab Removal Requirement

Person: [Client ID] [Person ID] [DOB] [Gender]

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Waiver

Case/Episode: [] IV-E Removal Requirement Met: SAFE will determine if the removal requirement was met. A yes or no will display

Eligibility Mo: [ID] [Start] [End]
14Jan08 Select correct case ID

Removal from Caretaker Relative
Was the person from whom the court took custody, who voluntarily placed the child, or who relinquished parental rights a caretaker relative? Yes No

If Yes, list relationship: [Father] (dropdown menu open with options: Father, Adoptive Father, Adoptive Mother, Aunt, Brother, Cousin, Grandfather)

Last Resided Date
When did the child last live with parent(s) or guardian relative(s) from whom custody was voluntarily or judicially taken? []

Type of Removal: [Father] (dropdown menu open with options: Father, Grandfather)

Removal Requirement (All Required)

- Child placed with same non-parent caretaker relative.
- Child was living with non-parent caretaker relative when voluntarily or judicially placed in State custody.
- Non-parent caretaker relative became licensed as foster parent.

DSPD Waiver Services

Start Date	End Date
[]	[]

Select caretaker relative who is losing custody from the drop down menu.

Enter "Yes" or "No"

If the child is eligible to receive DSPD service enter that start date by clicking on the + button. If DSPD services end, an end date will need to be entered.
Clicking the - button will delete the highlighted record.

Person: [Client ID] [Person ID] [DOB] [Gender]

General | Ref/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Purch Svc | Court | Family | History | Worker | Rep Payee | ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Waiver

Case/Episode: [] IV-E Removal Requirement Met: Yes

Eligibility Month: [] (date when legal process was initiated that led to removal of child) Enter the Eligibility Month

Removal from Caretaker Relative
Was the person from whom the court took custody, who voluntarily placed the child, or who relinquished parental rights a caretaker relative? Yes No

If Yes, list relationship: []

Last Resided Date
When did the child last live with parent(s) or guardian relative(s) from whom custody was voluntarily or judicially taken? []

Type of Removal: [] Select removal type

Removal Requirement (All Required)

- Child placed with same non-parent caretaker relative.
- Child was living with non-parent caretaker relative when voluntarily or judicially placed in State custody.
- Non-parent caretaker relative became licensed as foster parent.

DSPD Waiver Services

Start Date	End Date
[]	[]

Enter Date child last lived with caretaker relative losing custody

Person: [Name] Client ID: [ID] Person ID: [ID] DOB: [DOB] Gender: [Gender]

General | Rel/Case | Eligibility - Entry | Documents | Health | Psychosocial | Education | Pluch Svc | Court | Family | History | Worker | Rep Pages | ICPC

View
 IV-E Eligibility (Non - eRep) IV-E Court-Ordered Language IV-E Removal Requirement / DSPD Waiver

Case/Episode: [Dropdown] IV-E Removal Requirement Met: Yes

Eligibility Month: [Date] (Date when legal process was initiated that led to removal of child)

Removal from Caretaker Relative
Was the person from whom the court took custody, who voluntarily placed the child, or who relinquished parental rights a caretaker relative? Yes No
If Yes, list relationship: [Dropdown]

Last Resided Date
When did the child last live with parent(s) or guardian relative(s) from whom custody was voluntarily or judicially taken? [Date]

Type of Removal: [Constructive]

Constructive Removal Requirement (All Required)	
<input type="checkbox"/>	Child placed with same non-parent caretaker relative.
<input type="checkbox"/>	Child was living with non-parent caretaker relative when voluntarily or judicially placed in State custody.
<input type="checkbox"/>	Non-parent caretaker relative became licensed as foster parent.

DSPD Waiver Services	
Start Date	End Date

If removal type is “**Constructive**” you must enter the information in this box. All three elements must be applied in order for a case to meet the constructive removal type requirements.

Person Home Screen – Court Tab

Person: [Redacted] Client ID: [Redacted] Person ID: [Redacted] DOB: [Redacted] Gender: [Redacted]

General | Ref/Case | Eligibility - Entry | Eligibility - Results | Health | Psychosocial | Education | Purch Svc | **Court** | Relationships | History | Worker | Ref

Juvenile Court #: [Redacted] District Office: [Redacted]
Current or Most Recent Judge: [Redacted]

View
 Juv. Ct. Hearing Info
 Juv. Ct. Incident History
 Related Persons
 Assigned Attorneys
 Account Summary

Date	Start-End Time	Hearing Type	Judge or Commissioner	Hearing Location	Hearing Id	Order
11Dec14	08:45 AM - 09:15 AM	CW - Post Termination f	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
23Oct14	10:15 AM - 10:30 AM	CW - Post Termination f	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
07Aug14	10:45 AM - 11:00 AM	CW - Term Parent Right	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
17Jul14	10:15 AM - 10:30 AM	CW - Term Parent Right	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
19Jun14	02:00 PM - 02:15 PM	CW - Review	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
12Jun14	10:30 AM - 10:45 AM	CW - Permanency	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
15May14	03:15 PM - 03:30 PM	CW - Pretrial Continue	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
15May14	03:15 PM - 03:30 PM	CW - Pretrial Continue	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
17Apr14	04:00 PM - 04:15 PM	CW - Shelter Hearing C	[Redacted]	444 26th St - Courtroom 3, Ogden	[Redacted]	VIEW
16Apr14	03:00 PM - 03:15 PM	CW - Shelter Hearing	[Redacted]	2525 Grant Ave, Ogden	[Redacted]	VIEW

Juv. Ct #	Youth Name	Inc. #	Incident Description	Hearing Type	Applies To	Intake/Probation Officer
		2	CHILD WELFARE PROCEEDING	CW - Post Termination	YOUTH	

The default view upon selecting the Court tab is **Juvenile Court Hearing Information** and consists of the following information:

- **Date** – The dates for all past and upcoming hearings.
- **Start-End Time** – The scheduled start and end time for the scheduled hearing.
- **Hearing Type** – The type or reason for the Court Hearing is displayed.
- **Judge or Commissioner** – The name of the Judge or Commissioner that conducted the hearing or is scheduled to conduct an upcoming hearing.
- **Hearing Location** – The address where the hearing was or is to be held.
- **Hearing Id** – The number assigned by CARE to identify the specific hearing.
- **Order** – This column identifies the fact that a Court Order exists and provides a means to open a Court Order for a specific hearing via the label “**View**” displayed in red text.
 - Double click on “**View**” to retrieve the Court Order for viewing and printing as displayed below.
 - This same navigation will exist from the Juvenile Court Incident History tab “Order” column.

Other radial button selections will contains information about juvenile court incident history, related person, assigned attorneys and an account summary.

Court Order View

The screenshot shows a PDF viewer window titled "SAFE". The toolbar includes icons for print, save, copy, zoom (1 / 4), and search (Find). A status bar at the top indicates "The validity of the document certification is UNKNOWN. The author could not be verified." and "Signature Properties".

The document content is centered and reads:

Fourth District Juvenile Court
FOR UTAH COUNTY, STATE OF UTAH

STATE OF UTAH, in the interest of	Minutes, Findings, and Order
Client, Harmony 12-25-2001 A person under the age of 18 years	Case No. 468477

Before Judge Jessica Justice on 09 Oct 08

This case came before the Court for a hearing on the following:

Case Number 468477, Harmony Client

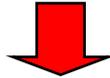
- 24 - OBSTRUCTION OF JUSTICE (Felony - 3rd Degree) - Pretrial
- 25 - POS. DRUG PARAPHERNALIA - DFZ (Misdemeanor - Class A) - Pretrial
- 26 - TAMPERING WITH WITNESS (Felony - 3rd Degree) - Pretrial
- 27 - PROBATION VIO. - NON-PECUNIARY (Contempt) - Pretrial

Safe Eligibility Entry Cheat Sheet

SAFE Person Screen – Eligibility Entry Tab

IV-E Eligibility Entry (non – e-Rep)

- ✗ Enter the result of the Initial IV-E eligibility **“Yes or No”**
 - ✗ If yes, enter the result of the Initial IV-E reimbursability **“Yes or No”**
- SAVE**
- ✗ Enter a detailed description of the determination process in the **“Note Section”**
- SAVE Notes and Exit note box**



SAFE Person Screen – Eligibility Entry Tab

IV-E Court Order Language Radial Button

- ✗ Select Case Episode
 - ✗ Select Custody Type
 - ✗ If custody type is **“Court Order/Warrant”**, add court hearing dates and hearing types in the **“Court Orders”** section.
 - ✗ Select the applicable boxes in the **“IV-E Court Order Wording”** section
 - ✗ If applicable, enter **“Court Ordered Placement”** information
- SAVE**



SAFE Person Screen – Eligibility Entry Tab

IV-E Removal Requirement/DSPD Waiver Radial Button

- ✗ Select Case Episode
 - ✗ Enter Eligibility Month
 - ✗ Enter **“Yes or No”** for Removed from Caretaker Relative
 - ✗ If removal was from a caretaker relative, select the appropriate relationship type
 - ✗ Enter Last Resided Date
 - ✗ Enter Type of Removal
 - ✗ If Removal Type is **“Constructive”**, enter the information in the Constructive Removal Requirement (all required) box
 - ✗ If applicable, enter DSPD Waiver Services information
- SAVE**



SAFE Person Screen – Rep Payee Tab

General Info Radial Button

- ✗ If the foster child is receiving SSA or SSI or other type of unearned income, enter the information here
- SAVE**

SAFE Automated IV-E Process AFDC Result Notification Screen

New	Notification Type	Message	Due	Received	Worker	Office
	Notice #145	: Initial AFDC result of -Yes- received for date: Sep		09Nov11 3:20 AM		
	Notice #145	: Initial AFDC result of -Yes- received for date: Sep 1:		09Nov11 3:20 AM		

The initial eRep to SAFE interface is an overnight interface. When an eligibility determination is complete and authorized in eRep you should receive an AFDC result in SAFE overnight.

SAFE Eligibility Results Tab
Determination Factors View

The ERep result should match the handwritten calculation on the determination form and Income/Asset Computation Sheet.

SAFE sends the initial Non-AFDC result to eRep when the "SAFE retrieval" button in eRep is activated. SAFE stores the result that it sends at that time. This result does not change if corrections are made in SAFE.

Type	Date	Result	Deprivation	Income	Assets	Medicaid Program
Initial	01Sep11	Yes	Unemployment	360.00	1,975.00	Unknown

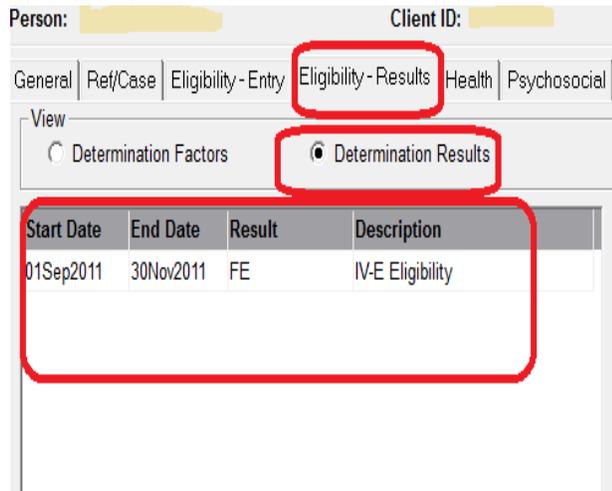
Non-AFDC-Results (SAFE)			
Type	Date	Result	Ineligible/Termination Reason
Initial	01Sep11	No	Placement-Eligibility criteria not met

ERep sends the following elements to SAFE in the overnight file:

- ✓ Type = Initial
- ✓ Date = Eligibility Month
- ✓ Result = Overall "yes" or "no"
- ✓ Deprivation
- ✓ Income
- ✓ Assets
- ✓ AFDC Group size and members
- ✓ Medicaid Program

SAFE Eligibility Results Tab Determination Results View

This view holds the eligibility history of the person. A new row will be added if the result changes. Currently this screen is populated with the results on the Eligibility Entry tab. In the future this screen will be populated with the automated result determined by SAFE.



SAFE Ongoing Non-AFDC Results

Non-AFDC-Results (SAFE)			
Type	Date	Result	Ineligible/Termination Reason
Ongoing	19Oct11	No	Runaway/Non-qualified Placement
Ongoing	16Nov11	Yes	
Ongoing	19Dec11	Yes	
Ongoing	18Jan12	Yes	
Ongoing	15Feb12	Yes	

- SAFE calculated the Non-AFDC result on a monthly basis and sends that result to eRep through an interface.
- These results will not change if corrections are made to the SAFE case.

SAFE Trust Accounting

Getting Started

SECURITY FIRST

The SAFE Trust Accounting Module is the first web module released on the web. As such, great care should be made to ensure that tight security and access to the system is maintained by IT Staff and DCFS staff or any others that have access to the system. Since it is a browser based application, great care should be made to not use computers that have spyware or key-loggers on them.

The How To Manual should assist Trust Accounting users in performing their business functions of maintaining trust accounts, managing fund requests and printing checks. At the end of each month, the trust accounts will be reconciled with the bank and verified by the OFO.

In order to get to any SAFE web pages you must have successfully logged into the SAFE Trust Accounting system.

In order to do this, the user must have been added to the SAFE security system for Trust Accounting and the appropriate security roles assigned to the user.

SAFE website (Trust Accounting)

Copy and paste link in Google Chrome

<https://safe.hs.utah.gov/SafeWebsite>

How do I view Trust Accounts?

Open, Closed, Dedicated and Non-Dedicated trust accounts can be viewed from the trust account list page.

1. Click on the Trust Account List Link
2. View Trust Accounts balances, pending balances, Primary worker, Transactions, Detail, Create Cost of Care and Create Personal Need Fund Request

How do I View Trust Account Transactions?

1. Click on Trust Account List link
2. Click on Transactions link
3. View all account transactions for child

How do I view Trust Account Detail information?

1. Click on Trust Account List link
2. Click on Detail link for child
3. View Trust Account Detail for child

How do I Change My Password?

If you are a SAFE user, you must change your password using the SAFE system. If you are not a SAFE user then you must contact the Help Desk to change your password.