

ALTERNATIVE CARE CLIENT INFORMATION INSTRUCTIONS

Purpose:

The purpose of this screen is to:

- Open an Alternative Care case in FACES for children in out-of-home care;
- To maintain current data regarding the alternative care child;
- To record information for the federal Adoption and Foster Care Reporting System (AFCARS); and
- To serve as the authorization for maintenance payment and Title XIX coverage for children in alternative care and for children approved for adoption subsidy.
- Children who are to be entered into FACES via the Alternative Care Client Information screen are one of the following:
 - ☐ Children placed in the care and custody of CD (includes temporary custody) and placed in alternative care.
 - ☐ Children placed in the legal custody of relatives with CD court ordered supervision.
 - ☐ Children placed in the physical custody of relatives with CD retaining legal custody.
 - ☐ Children placed in the legal custody of non-relatives/kinship with CD court ordered supervision.
 - ☐ Children placed in the physical custody of non-relatives/kinship with CD retaining legal custody.
 - ☐ Children previously in the custody of CD who have been placed in the temporary custody of adoptive parents.
 - ☐ Children involved in an interstate placement (ICPC) including those in the custody of another agency.
 - ☐ Children involved with the Interstate Compact for Adoption and Medicaid Assistance (ICAMA). These are children receiving subsidy from another state. These cases are opened and updated by Central Office only. They have the case manager county code of Central Office/Cole County. They are opened for Missouri Medicaid only in the FACES system.
 - ☐ Children designated as status offenders and placed in the care and custody of CD (includes temporary custody).
 - ☐ Children who receive adoption subsidy (these cases will remain open in the AD (adoption) function as long as the adoption subsidy is in effect). This includes Adoption Subsidy IV-E children from other states whose adoption is finalized but who are opened

in FACES for Title XIX only.

- Children placed in a non-licensed alternative care home (includes relative or non-relative kinship), facility or non-approved adoptive home with court ordered legal custody and/or supervision by CD.
- Children who are currently or were previously in the custody of a private adoption agency, Division of Youth Services (DYS), or the Department of Mental Health (DMH) who have been approved for adoption subsidy (i.e., the adoption subsidy agreement has been signed by the Director).
- Children in the custody of a CYAC parent who is in the Division's custody. The CYAC child must be in the same placement as the CYAC parent. These children are identified as CYAC children and only certain fields must be completed.
- Children who remain in the legal custody of their parent/legal guardian but who are being served through a Voluntary Placement Agreement.
- LS-8 Chafee Youth
- Legal Guardianship
- o Clients who are NOT to be entered into FACES via the Alternative Care Client Information Screen are:
 - Children who have been placed in the Division's care and custody but are removed from one parent and placed with another parent.
 - Children who are in the custody of the Division but remain placed in the parental home.

Number of Copies and Distribution:

The information should be entered directly into FACES by the case manager for the children. A copy may be made for the file, if needed.

Instructions for Completion:

The Alternative Care Client Information screen is to be completed at the time a child enters alternative care and updated as changes occur in the child's situation. This screen must be utilized for openings, re-openings, changes, and closings.

For foster care case management agencies, DHS, or DMH adoption subsidy children, the Children's Division is responsible for completing the Alternative Care Client Information screen.

Alternative Care Client Information Screen

This screen allows users to view the information related to an alternative care function for a child as well as provide links to allow the user to access detail screens in order to view, add, or update related information. This screen also provides a means to enter the information needed to open or update the AC function.

Update AC Function - To be used to update information on the screen.

Call/Case Assignment Detail – To be used to (re)assign the case to a particular worker. Open Date – This is the date the alternative care case was opened. This date should be the earliest of the Emergency Authorization for Removal, CS-33, or initial court order. In most cases, the open date, legal status date, and first placement begin date should match.

Function Status – The function status should be active if the case is opened correctly. If the case is in initial status, the worker has not completed all the fields required for opening. For workers on probation who require supervisory approval, the status may say pending until the supervisor approves the opening. NOTE: Medicaid is not active until the case status is active.

ICAMA indicator – Needs to be completed for adopted children placed in Missouri from another state.

Were Preventative Services Provided - Indicate whether preventive services were provided to the family prior to the child entering alternative care by selecting yes or no from the drop down box. Preventive services are services provided to prevent placement in alternative care.

Function Closing Screen

This screen allows users to close a case management function for a child and/or family.

Function Closing - To be used to close a child in alternative care. Enter the date the alternative care case is closed for services (the date the court terminates jurisdiction).

The allowable close reasons are:

- Adoption Finalized – Active Subsidy (AD) (Adoption Function)
- Adoption Finalized – No Subsidy (13)
- Adoption/Guardianship Subsidy Terminated (07)
- Care and Custody with Other Agency (02)
- Case Opened in Error (ER)
- CFCIP After Care Closed (AC)
- Child Returned to Tribe per Indian Child Welfare Act (18)
- CYAC Child (10)
- Deceased (08)
- Independence Achieved/Emancipation by Court (03)
- Legal Guardianship Awarded (No Subsidy) (05)
- Living with Other Relatives (12)
- Returned Child to Sending State (ICPC) (06)
- Returned to Parent(s)/Caretaker(s) (11)
- Runaway – Unable to Find (04)
- SB 1003 - Child Returned to Parent/Guardian (19)
- Youth Incarceration (YI)
- The close date for a CYAC child will be the date the CYAC parent left alternative care.
- Prior to closing, all information should be entered up to the date of closing. The legal status must be the legal status PRIOR to closing (i.e., legal status 1, 3, 4, 5, 6 or 7). DO NOT change the legal status when closing a case. When you close the AC function, it automatically end dates the present alternative care legal status.
- An adoption subsidy child whose adoption is finalized will remain open in FACES until the adoption subsidy is terminated. The AC function will close and the case will open in the AD

(adoption) function.

NOTE: It is important that timely closing of cases occur as:

- Late closing could cause an overpayment to a vendor.
 - Late closing will delay the addition of a child to a TANF case which will delay Medicaid coverage.
 - Late closing will affect AFCARS reporting and may result in loss of title IV-E federal funds.
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- Select the reason for case closing from the drop down box.
 - For a CYAC child, the close reason of CYAC child must be entered.

Re-open function – Only utilize this function if the case was closed in error. If opening a new case (re-entry), go to Case Intake to open a NEW alternative care function.

Case Member Screen

This screen allows users to view information regarding case members associated to the Case #. This screen contains links and buttons that transition the user to other Case Management and General Functions screens where information specific to the case member can be added/updated.

Lives In Primary Household - Lives in Primary Household refers to the date the Case Member resided in the household or became a part of the household composition. For example, a child in alternative care may not be physically living in the household at the time they are added, but that child is considered to be part of the household composition.

NOTE: The begin date for the child and all household members present at the time of removal must be on or before the child's removal date.

Religious Preference – Select the religious preference from the drop down box. Infant

Drug Exposure – Select all that apply. At least one code must be entered.

Documentation from a physician is required for exposure. This field must also be completed for a CYAC child.

Individual Screen

This screen allows users to view an Individual's demographic information as well as any relationships to other individuals previously added.

Per federal direction, an individual's race and ethnicity is to be self-identified and not prescribed by the worker. For the client who declines to report their race, staff may check the "Race Declined" checkbox in FACES on this screen to indicate the client's wishes. In addition, persons who are multi-racial and provide their race information should have all appropriate races selected in FACES.

Race and Hispanic Origin is entered into PROD and is associated with the DCN. To change/update this information, go to PROD.

Note: Do not use "unable to determine" unless:

- the child is very young; or
- is severely disabled and no person is available to determine the child's race; or
- the parents have abandoned the child and the race cannot be determined; or
- The person declines to provide their race or ethnicity.

If the child's heritage contains two (2) or more races, report all of them. Enter race(s) with which the child or parent (s) identify. For federal reporting purposes, Hispanic is considered to be an ethnicity or origin. Report both the race and ethnicity of the child.

A child is considered to be of Hispanic origin if he is a Mexican, Puerto Rican, Cuban, Central or South American person, or person of other Spanish cultural origin regardless of race.

Staff should utilize this screen to indicate whether the foster parents and/or adoptive parents have Hispanic/Latino origin.

Education Information Screen

This screen allows users to add, view and update education information for a child. This is a required screen for opening a new AC function.

Current School District - Enter the number of the school district code in which the child is living. This is a six digit code. If the child is living out-of-state, enter 999-999.

Enter the school district number for all children ages 5 through 7. This field must be updated each time the child changes school districts. If a child moves to a new school district during the year, the worker should update the education information in FACES by selecting the update education information button.

To change education information for a child who advances to a new grade level or starts a new school year, the worker should click on the add education information button. Education information for a new school year cannot be added until June 1st. A list of the school district codes can be found by clicking the DESE hyperlink at the top of the page.

Does the child attend public school - Indicate whether or not the child is attending a public elementary or secondary school. Select No if the child is not attending public school (e.g., preschooler or child who attends parochial or private school).

Court Information Screen

This screen allows users to view, add, and update information related to court activities associated with the Case # and DCN. A Court Hearing Date cannot be earlier than the Open Date for the Function chosen. When adding a hearing, the AC function is checked automatically by the system when the court hearing date is equal to or greater than the AC Function Open Date. If a court hearing is entered in error, the hearing can be inactivated unless:

- Inactivation results in a change of legal status;
- The hearing is the only active hearing associated to the child;
- The inactivation date is greater than one year after the Hearing Date; or
- The function is closed.

Court Information - For openings, the date custody is awarded to CD should be the first hearing date reported into the system for children in legal status 1. Either an Order for Protective Custody or a Protective Custody Hearing (or both) must be entered in FACES for all AC cases where the child is in the legal care and custody of the Children's Division for alternative care placement (Legal Status 1).

For a CYAC child (legal status 7), the hearing date will be the date of placement. For a VPA child

(legal status V), the hearing date will be the date the child was placed per the Voluntary Placement Agreement, not (necessarily) the date the VPA was signed.

The Court Order Date is the date in the body of the order, not necessarily the date the judge signs the order.

Staff should enter an adoption finalization hearing to indicate the date the adoption was legalized.

The allowable court hearings are:

- Order for Temporary Protective Custody
- Protective Custody Hearing
- Adjudication Hearing
- Dispositional Hearing
- Dispositional Review Hearing
- Permanency Hearing
- Permanency Review Hearing
- Adoption Hearing
- Adoption Finalization Hearing
- Guardianship Hearing
- Other Hearing(s)
- Court Reports
- Termination of Parental Rights (TPR) Activity
- Other Court Actions

Legal Status: Select the appropriate legal status (LS-1, 2, 3, 5, and 9) for the child utilizing the Court information screen. For a CYAC child, only legal status 7 (CYAC child) can be reported. To report Legal Status 4, 7, 8, and V, use the Legal Status Information link. Descriptions of each legal status are as follows:

- Legal Status 1- Care and custody with CD with placement in out-of-home care.
 - Children can be in the custody of the Division while remaining in the home. An AC function should not be opened in this situation instead; the legal status should be tracked on the FCS Information screen. Also, removal from one parent and placement with another parent should not have an AC function opened.
- Legal Status 2- Temporary custody with adoptive parents. Placement type must be an adoptive placement type (ADF, ADR, or ADO).
- Legal Status 3- Supervision only with CD. No maintenance should be entered and Title XIX will not be opened by the system.
- Legal Status 4- Care and custody with juvenile court or other agency. Generally this is with DMH, or ICPC where another state has custody and the child resides in our state.
- Legal Status 5- Finalized Adoption. Placement type must be ADF, ADR, or ADO. Once changed to Legal Status 5 and an ADF, ADR or ADO placement, function will then open under the AD (adoption) function and the AC function will close.
- Legal Status 7- Child of a youth in out-of-home care (CYAC). We do not have custody of these children. They remain in the custody of the parent.

- Legal Status 8- Chafee Youth. Youth age 18 to 23 receiving services through Chafee services. Youth must have been in CD custody and in LS1 in out-of-home care on date of 18th birthday to qualify.
- Legal Status 9- Subsidized guardianship awarded.
- Legal Status V- Voluntary Placement Agreement. This legal status is used when the parent/guardian and CD enter into and sign a Voluntary Placement Agreement.
- TPR Status and Date: For the Mother, Legal Father, and Putative Father, indicate the status of the parental rights of each. Enter an effective date for each status. If there is no Legal or Putative Father, code 7 (not applicable), and the date the SS-61 is completed would be entered. However, code 7 should only be used after TPR information for the remaining parents has been entered. Code 7 cannot be used as the TPR status for the mother. These fields must be completed for children with permanency goal of adoption. These fields will not be completed for a CYAC child. Please note the following:
 - If child is entering legal status 2 or 5, termination information must be entered.
 - Every child has both a father and a mother, even if their identity is not known, and both must be terminated on. If a parent's identity is unknown, you will have to add a natural parent named "Unknown, Unknown" to the case member list so that they will display on the Termination Hearing screen.

FST Information Screen

This screen allows users to view, add, and update information related to the Family Support Team, including documentation of every FST Meeting.

FST Information - This field is used to identify the type of FST which has occurred. Enter the FST type which best matches the primary reason for the FST. Although there may be more than one reason for calling an FST, only one FST type may be chosen. Descriptions of the FST types are as follows:

24 Hour Meeting-Select this meeting when the FST meeting occurs prior to or within 24 hours of the protective custody hearing.

72 Hour Meeting-for FST meetings held within 72 hours of a child coming into CD custody.

30 Day Meeting-for FST meetings held within 30 days of a child coming into CD custody.

60 Day Meeting- for FST meetings held within 60 days of a child coming into CD custody.

90 Day Meeting-for FST meetings held within 90 days of a child coming into CD custody. Subsequent 6

Month Meeting-for FST meetings held within 6 months of a child coming into CD custody.

Placement Change-Use if the primary reason for the FST meeting is not a 24 hour, 72 hour, 30 day, 60, day, 90 day, or 6 month FST meeting and is convened to discuss a placement change.

Review Progress-Use if the FST meeting is not a 24 hour, 72 hour, 30 day, 60 day, 90 day, or 6 month

FST meeting and the primary reason for the FST meeting is to review progress.

Goal Change Needed-Use if the FST meeting is not a 24 hour, 72 hour, 30 day, 60 day, 90 day, or 6 month FST meeting and the primary reason for the FST meeting is to discuss a change in permanency goal.

Revise Service Plan-Use if the FST meeting is not a 24 hour, 72 hour, 30 day, 60 day, 90 day, or 6 month FST meeting and the primary reason for the FST meeting is to revise the service plan.

Meeting at Request of Parent - A parent can request a Family Support Team meeting at any time to discuss the child's placement, permanency goals, or progress towards permanency.

60 Month TA Limit-Use if the FST meeting is not a 24 hour, 72 hour, 30 day, 60 day, 90 day, or 6 month FST meeting and the primary reason for the FST meeting is to discuss a family meeting their 60 month TANF time limit.

Other-Use when the primary reason for the FST meeting does not meet the criteria established in the descriptions listed above.

Permanency Plan - Select the permanency plan established for the child. The permanency plan is selected from the FST information screen.

Reunification - To be used when the case plan is to return the child to his/her parent(s)/legal guardian(s).

Adoption -To be used when adoption is the case plan.

Guardianship - To be used if the case plan is to transfer custody to a non-parent caretaker, with whom the child was not living prior to entering foster care, and whom the court has designated as legal guardian.

Placement With Fit and Willing Relative - To be used if the goal is to have the child live permanently with a non- parent relative or other relatives. Choosing this option is appropriate when it is documented to the court that compelling reasons exist which make all other permanency options unacceptable. Relative placement does not prevent adoption or guardianship. If the child is with a relative who wishes to care for the child long-term, adoption and guardianship should still be explored as they offer more permanence than simple placement through the court.

Another Planned Permanent Living Arrangement - APPLA is the least preferred permanency option and is used only for youth 16 and older. Select this option when there is a specific permanent placement for the child, not just a foster care placement that can be indefinitely extended. Choosing this option is appropriate when it is documented to the court that compelling reasons exist which make all other permanency options unacceptable and not in the best interests of the child.

PPRT Information Screen

This screen allows users to add, update, and view Permanency Planning Review Team meeting information related to a child. This screen enables users to document that PPRT requirements have been met.

PPRT Information - Enter the date the permanency review was completed. Per policy permanency planning review team (PPRT) meetings are to occur within 6 months of a child's entry into care and no less than every 6 months thereafter. A date for a PPRT meeting can only be entered if during the

course of the meeting the following criteria were met:

- An objective 3rd party reviewer who is not responsible for case management or delivery of services to the subject child or his/her parents was involved in the PPRT meeting;
- The continuing necessity for and appropriateness of the placement was reviewed;
- The extent of compliance with the case plan was reviewed;
- The extent of progress made toward alleviating or mitigating the causes necessitating placement in foster care was reviewed;
- An expected date for return of the child to his/her own home or another permanent placement is projected;

- All non-Children's Division attendees have signed a Confidentiality Form

Independent Living Program Information Section

ILP Referral Date - For youth ages 14 plus enter the date of referral for Chafee services.

ILP Services Begin Date - For youth ages 14 plus enter the date Chafee services began.

Emergency Assistance Services (EAS) Screen

This screen allows users to determine the Initial Eligibility for Emergency Assistance Services (EAS) for the child and/or family. If the child, family, or the Child and the Family together were previously approved for EAS but additional EAS are required, this screen allows users to determine additional EAS Eligibility for the child and/or for the family.

Emergency Assistance Services (EAS) - This field is completed using the Emergency Assistance Services Authorization Start Date on the CS-EAS-1 form. The date is displayed from the EAS form that the worker completes in FACES.

The EAS Authorization Start Date will be used as the start date to allow for payment of all authorized emergency services provided for up to 365 days after this date. After the date has been entered into the system, edits will prevent changing the date until twelve (12) months have elapsed. This edit is to restrict claiming allowable services more than once within a twelve month period.

In some cases, the first service for the family may be authorized before the child has been set up in FACES. When this occurs, staff should enter the date recorded on the CS-EAS-1 completed for the family, even though this date will be a date in the past. FACES will allow backdating up to 90 days in the past in order to allow entry of the correct EAS Authorization Start Date.

In all cases, a child with an active alternative care function will also be listed as a household member in the corresponding Family Center Services case(s) or other applicable Case Management Function(s) with the whereabouts of out of home in alternative care. This is because the child in FACES is considered a member of the household, even though (s)he resides out of home in alternative care. If there is no EAS Authorization Start Date for the child with an applicable case management function(s), or the EAS date is over one year old, the EAS Authorization Start Date can be entered into the FACES system.

The CS-EAS-1 form is generated in order for the parent, guardian, or representative to sign the form requesting EAS for an intact family. The Children's Service Worker signs the CS-EAS-1 electronically on behalf of a child in out-of-home care.

ICPC Information Screen

This screen allows users to enter information for the Interstate Compact Placement of Children (ICPC) program. This screen assists users with developing a plan to address ICPC information and services.

ICPC Information - ICPC information is entered for children placed into or out of Missouri, e.g., placements in which CD or the other state retains legal custody and/or supervision and the placement is still an alternative care placement (out of the parent's home), or if the child is in an adoptive home and in the temporary custody of the adoptive parent. If the child is placed with a parent in or out of Missouri, the AC Client Information screen would be closed.

- If a child is placed out of Missouri (in another state) through ICPC, make sure to select a placement mode of ICPC out-of-state.
- If a child is placed in Missouri from another state through ICPC, make sure to select a placement mode of ICPC in-state.

Placement Information Screen

This screen is used to document a child's placement. The screen allows users to view, add, and update placements for children in out-of-home care. The child's whereabouts should be documented at all times. Because there are times when a child may be in a placement setting not captured in the conventional placement types listed below, a temporary location code of OTH (Other) exists in order to capture the temporary location or second temporary location of children who are temporarily away from the placement, such as for summer camp or when on vacation. In addition, temporary location options also include RUN, MMD, MMH, MMF, and DET. This information is critical to have in FACES during times of emergencies or natural disasters to show where children are at all times and to account for their safety.

Placement Information - Use "Correct Current Placement" button to correct an error in the placement information. The use of Correct Current Placement causes information to be replaced. It does not enter another line in the child's placement history. NEVER USE "CORRECT CURRENT PLACEMENT" TO ADD A NEW PLACEMENT TYPE.

Use the "New Placement" button to add a new placement or placement type. This button will be used when a provider changes from unlicensed to licensed. The worker will add a new placement starting with the date an RHU or KHU provider became BOTH Licensed AND Contracted to become an RHO or KHO vendor type respectively.

Placement Begin Date: Enter the date in which the current placement began or the date the placement type changed with the vendor remaining the same (e.g., change from foster home to adoptive home).

The placement begin date must be equal to or greater than the open date.

The same date may be reported twice if a different placement with a new vendor is being reported. If the vendors are to receive payment, the second vendor will receive the payment in this situation as this is the vendor with whom the child spent the night.

Placement Reason: Enter the reason the current placement is being reported. Select the dominant reason if there is more than one.

For openings or re-openings, only the following placement reasons are allowed:

- Reason to Suspect CA/N
- Adoption
- Placed with Relative
- Moved into regular placement from emergency placement
- Case plan achieved
- Alternative care disruption
- Adoption Disruption
- After-care Disruption
- Foster parent death/Illness
- Status Offender
- Other
- Refused to Submit for Fingerprints

Placement Mode: Select the placement mode to indicate the circumstances under which the child is opened or re-opened in the alternative care system, moves from one placement to another, or when the child is placed in or out of Missouri in an interstate placement.

NOTE: For a CYAC child, the placement mode will be CYAC child. This placement mode is only allowed with the legal status 7 (CYAC child).

Placement Type: Enter the type of placement being reported.

Definitions of placement types are as follows:

FHO - Foster Home - a licensed foster home caring for six or less children.

FHB - Youth with Elevated Needs-Level A Foster Home - a CD licensed foster family home in which a child in CD custody is placed who has been approved for youth with elevated needs Level A foster care. Refer to CWM Section 4.11 Attachment A, for monthly maintenance and incentive payment amounts for which the child is eligible.

FHE - Emergency Foster Home - a foster home which has been specifically licensed to care for six or less children in CD custody on an emergency basis only. These foster homes are available to receive children on a 24 hour basis. These foster homes are only used on a short term basis not to exceed 30 days. When the child is moved into a regular placement, that placement should be reported as a new placement, even if the child is remaining in the same foster home, but under a new placement type (e.g. FHE to FHO)

FHM - Medical Foster Home - a CD licensed foster family home which has medical knowledge of a child's need and in which a child in CD custody is placed and has been approved for medical foster care. Refer to the CWM Section 4.11 Attachment A, for monthly maintenance payment amounts for which the child is eligible.

RHO - Relative Home - a relative provider who has completed licensing and training in order to care for related children (Refer to the CWM Section 6.3.1, for additional information pertaining to licensure of a relative home.)

RHB - Level A Relative Home - a licensed relative home which has completed Behavioral training and in which a related child in CD custody who has been approved for behavioral care is placed. Refer to CWM Section 4.11 Attachment A for monthly maintenance and incentive payment amounts for which the child is eligible.

RHM - Medical Relative Home - a licensed relative provider who has medical knowledge of a child's

needs and in which a related child in CD custody who has been approved for medical care is placed. Refer to CWM Section 4.11 Attachment A for monthly maintenance payment amounts for which the child is eligible.

- RHU- Unlicensed Relative Home – an unlicensed relative home to care for a related child who is in CD custody.
- KHO- Kinship Home – A non-relative home in which licensing and training have been completed in order to provide care for a non-related child in the custody of the CD. Kin is defined as a person who is non-related by blood, marriage or adoption who has a close relationship with the child or child's family.
- KHB- Level A Kinship Home – a licensed non-relative kinship provider who has completed Level A training and in which a non-related child in CD custody who has been approved for Level A care is placed.
- KHM- Medical Kinship Home – a licensed non-relative kinship provider who has medical knowledge of a child's needs and in which a child who has been approved for medical care is placed.
- KHU- Unlicensed Kinship Home – an unlicensed non-relative kinship provider who has been ordered by the court to provide care to a child with whom there are close ties and is in CD custody.
- ADF - Adoptive Home - Foster - a CD, private agency, DMH or DYS foster family which is approved as an adoptive home in order to adopt the child in their care. Refer to the CWM Section 6.3.3 for instructions regarding when to report this placement type.
- ADR - Adoptive Home - Relative - an approved CD, private agency, DMH or DYS adoptive home in which the family is adopting a related child placed in their home. Refer to the Alternative Care Handbook for instructions regarding when to report this placement type.
- NOTE: A relative home adopting a child who is not eligible to receive a maintenance payment can be licensed for Foster/Adoptive Care (FAH) and receive alternative care payments. (See CWM Section 6.3.3 for further information.)
- ADO - Adoptive Home - Other - An approved CD, DMH, DYS or private agency adoptive home adopting a child who is not related to the adoptive family or has not been placed in the home as a foster child.

NOTE: An exception notice will be generated when a child has been in placement type ADO, ADF or ADR for over 90 days and legal status 1 (CD care and custody) is still reported. Thereafter, a monthly exception notice will be generated until the legal status has been changed to 2 (temporary custody with adoptive parents) or 5 (final custody awarded to adoptive parents). For judicial circuits which do not award custody until finalization, disregard the reminder report.

- FAH - Foster/Adoptive Home - a CD approved adoptive home licensed to provide foster/adoptive care. See CWM Section 6.3.3, for information on when this placement type is eligible for payment.
- FGH - Foster Family Group Home - a foster home licensed to provide care in their own home for 7-12 non-related children.
- CFP - Youth with Elevated Needs-Level B Foster Home - a foster home licensed to care for children

in the Level B foster care program. The capacity for these foster parents is four children and includes a maximum of two children who qualify for Level B care.

RFA - Residential Facility - a residential child care agency licensed by the Residential Program Unit to provide residential treatment for children and youth. Examples of the appropriate use of this placement type include, but are not limited to youth placed in a setting with an RF license that accepts the child at the foster care rate, youth placed in an out-of-state residential treatment facility, or youth placed in in a residential setting through ICPC. With the issuance of the Residential Treatment contract effective April 1, 2016, placement types of RF2, RF3, RF4, RFE, RFI, RFM, RFP, RFT, and RFH should be used for children placed in a licensed residential facility, even if they are case managed by an FCCM or Specialized Care provider.

RF2- Residential Facility Level 2- to identify Level 2 children. RF3-

Residential Facility Level 3- to identify Level 3 children. RF4-

Residential Facility Level 4-to identify Level 4 children.

RFE- Emergency Residential Facility-to identify emergency placements.

RFI- Residential Infant Facility-to identify infant/toddler children in a residential placement setting.

RFM- Residential Maternity Facility-used to identify maternity and maternity with infant.

RFP- Residential Placement- Often used to identify children who have not yet been assigned a level.

RFT- Residential Treatment Aftercare-used to identify children in aftercare.

RFH - Residential Foster Home - foster home administered as part of a residential child care agency's array of placement options for children with significant medical, developmental, emotional, or behavioral needs. This placement has the temporary location of TFC – therapeutic foster care and is a highly intensive individual treatment for 1 or 2 children.

JHO - Juvenile Court Home - any facility, including foster and group homes, which is operated and approved by the Juvenile Court, but not licensed or approved by the Residential Program Unit. (This placement type does not include detention facilities. See DET placement type in these instructions.) This placement type is used for children in the custody of the Juvenile Court in Class I counties (e.g., Clay County, Green County, Jackson County, St. Louis City and St. Louis County) who have been adjudicated as HDN and are receiving foster care payments. Other placement types should be reported for these children as appropriate. This placement type cannot be used for a CYAC child.

NOTE: If Class I Juvenile Courts elect to have their facilities licensed by CD, the facility would be set up in the vendor system as FH or RF vendor types in the FACES Vendor Subsystem (FHO or RFA placement types). If the facility is to be licensed as a RFA, the Residential Program Unit is responsible for licensing the facility.

If a child in CD custody is placed in a Juvenile Court facility, the facility must be licensed or certified by CD in order for the child to receive payment. In this event, the child's placement type would be changed from JHO to the appropriate placement type, e.g., FHO.

MMD - Medical Facility - any medical hospital. This placement type is set up in Central Office. This placement type cannot be used for a CYAC child.

- MMF - Mental Health Facility - a mental health facility, or psychiatric hospital in which a child in CD custody is placed. This placement type is set up in Central Office. A mental health facility or psychiatric hospital placement type cannot be used for a CYAC child.
- MMH - Mental Health Home - DMH foster home in which a child in CD custody who has been deemed eligible for a Medicaid Waiver is placed. This placement type is set up in Central Office. A CYAC child may be placed with a CYAC parent in a DMH foster home.
- MMW - Mental Health Medicaid Waiver - a mental health facility, psychiatric hospital or DMH foster home in which a child in CD custody with an IDA/Medicaid Waiver is placed. This placement type is set up in Central Office. A CYAC child may be placed with a CYAC parent in a DMH foster home.
- TLG - Transitional Living Group Home – A licensed, residential child care site where older youth (ages 16-20) concentrate on preparation for independent living and completion of their educational/vocational programs in a supervised group setting. Youth are expected to maintain employment and develop goals and plans for their future. If a group home setting would be in the best interest of the youth, staff should refer the youth through FACES by using the Referral – Transitional Living Group Home/Scattered Site Services screen. In addition, the youth’s Children’s Service Worker will submit the Residential Treatment Referral, CS-9, to their supervisor as part of the referral packet. Update the youth’s placement screen to show the youth placed in a TLG placement type. The maintenance level will be no maintenance.
- TLS - Transitional Living Scattered Site – Youth who are considered for this type of placement must demonstrate the ability to live independently with some support services and must be actively participating in Chafee services. If a TLS placement is selected by the FST, staff should refer the youth through FACES by using the Referral – Transitional Living Group Home/Scattered Site Services screen. In addition, the child’s Children’s Service Worker will submit the Residential Treatment Referral, CS-9, to their supervisor as part of the referral packet. Update the youth’s placement screen to show the youth placed in a TLS placement type. The maintenance level will be no maintenance.
- LGS - Legal Guardianship Subsidy – Qualified relatives (grandparents, aunts, uncles, adult siblings, or first cousins to the child) who obtain legal guardianship of a child in the custody of the Children’s Division.

The following placements must not have vendor numbers. In addition, these placement types are not to be used for a CYAC child with the exception of ILA and CTO.

- ILA - Independent Living Arrangement - For youth with a permanency goal of another planned permanent living arrangement, this placement type should be the next step in the natural progression after successfully completing a Transitional Living Scattered Site placement. In this placement, a youth lives on his/her own, usually in an apartment or college campus setting, with supervision from the case manager. A direct payment per month is made to the youth who is responsible for paying all of his/her own bills and rent.
- SCH - School - This placement type includes the Missouri School for the Blind and the Missouri School for the Deaf when the child is a resident of the school.
- RUN - Runaway - a child in the care and custody of CD who leaves a placement without permission. The maintenance level will be no maintenance.
- DET - Detention - a secure or semi-secure facility in which a pre- adolescent or adolescent in the care and custody of CD is placed temporarily (normally up to 30 days) until an

appropriate placement can be located. This placement type should be of short duration and is not considered a permanent plan. Children, placed in a detention facility, are placed there because a more suitable placement has not yet been located.

CTO - Non-Licensed Court Ordered Placement - a non-licensed, non-certified or non-approved facility in which the child is placed by the family or court and the court gives CD legal custody or orders CD to supervise the placement. There is no maintenance or payments for these placements.

TLA - Transitional Living Advocate – The transitional living advocate is an adult, 21 years of age or older, who provides the youth a safe place to stay, continued life skills training, encouragement and guidance in regard to employment, education and/or training, and preparation for successful transition from CD custody.

Pre-Placement Visit: Select yes or no to indicate whether a pre-placement visit(s) occurred prior to the child's placement in the facility being reported.

NOTE: This field must be completed for all children. For a CYAC child, the pre-placement visit of CYAC child should be selected.

Pre-Adoptive Placement – Select yes or no to indicate if this child is in a pre-adoptive placement with the vendor. If the placement changes and is no longer pre-adoptive, select no in this field.

Note: This field should only be yes if the child's Guardian Ad Litem and/or the court agrees with the recommendation that this is a pre-adoptive placement.

Family Structure - Select the option which best indicates the structure of the child's current foster or adoptive family.

The selections of married and unmarried couple describe families where there are two adults in a relationship as a couple and caring for the child.

Note: If a caretaker is not living as part of a couple, use family structure selections of single male or single female. The structure of the family should be reported as married couple if the provider is a married couple, even if one parent is required to live elsewhere due to his/her profession, i.e. is in the military. The structure of the family should be reported as single male or female for a single person even if that person is living with his/her parent(s).

Maintenance Level: Select the level which indicates the level of maintenance payment for which the child is eligible. If the child is receiving outside income (SSI, Child Support, etc.) that income will be used for the maintenance payment prior to any state or federal funds being used.

The Children's Income and Disbursement System (KIDS) identifies all outside income deposited for a child in CD custody and in alternative care. This also includes children in CD custody or the temporary custody of the adoptive parents receiving adoption subsidy (refer to the CS-KIDS-1 and CS-KIDS-2 Instructions for further information pertaining to the use of a child's outside income). The child's income will be used first for the maintenance; then, the appropriate fund source (HDN, IV-E, etc.) will make up any difference in the cost of care. For children with outside income who are eligible to receive the standard maintenance rate, the maintenance code of standard rate should be entered.

The outside income of children in Legal Status 7 (CYAC child) will not be deposited in KIDS (CWM Section 4.11).

The system will determine the correct amount of payment based on the child's age only when the standard rate has been entered. When the child moves into a new age category, s/he will receive the new maintenance amount in the month in which his/her birthday occurs.

When the maintenance codes of below standard rate or above standard rate are selected, the monthly amount to be paid must also be entered.

NOTE: If the child enters or leaves care in the middle of a month, the system will automatically calculate a partial month's payment. When the child leaves care and the AC function is closed, the maintenance code should not be changed to No Maintenance Payment as this will prevent payment from being generated to the vendor with whom the child was placed at the time of closing.

The following examples explain when to use the various codes to complete the maintenance field.

- Standard Rate: Indicates the child is eligible for the standard amount within his/her age category. If the child has outside income that will be used prior to any state or federal funds being used, the income will be processed through the KIDS system. It is not necessary to enter an amount as the system will calculate the correct amount.
- Below Standard Rate: This code is used when the payment amount approved is less than the standard rate. This code will be used by Class I Juvenile Courts for children in their custody who are adjudicated HDN and are receiving outside income. As the court maintains the child's account and issues payment from the outside income source, this maintenance code will be used when the outside income is not sufficient to pay the full monthly amount. This code will be used for adoption subsidy children who are approved for less than the standard rate. The amount to be paid from the system must be entered in the amount field. This is a five (5) position field (e.g. \$123.45).
- No Maintenance Payment: -This selection is entered if there is to be no maintenance payment made from the automated system. Only the no maintenance selection is allowed for a CYAC child. Maintenance for a CYAC child will be paid through the CYAC parent's AC function. (See instructions for Above standard Maintenance below.)

NOTE: For children who have gone home for a trial visit with the parent(s), the maintenance code should be changed to no maintenance as the AC function will remain open showing the child's current placement. If the provider is owed partial month's care for the month in which the code change was made, the days owed should be paid on a payment request, as will not generate any payment to the provider.

- Above Standard Rate: This rate is used if approval has been received to generate a payment for a child who is above the standard rate for the age group. The monthly amount to be paid through the automated system must be entered in the amount field, when approval has been given by area office to pay above the standard rate. This would be used in extraordinary circumstances and for subsidy.

Above standard rate is also used to pay maintenance for a CYAC child. The amount entered will be the parent's maintenance rate plus the standard rate for the child based upon the child's age.

Above standard rate is not used when entering the payment amount for children who have

been approved for Elevated Needs Level A and B or Medical Foster Care. The maintenance rate for Elevated Needs Level B and Medical Foster Care should be entered as standard rate and the placement type will indicate payment is needed at a higher rate. This will allow rate increases to adjust automatically and not cause an underpayment.

NOTE: An on-line edit has been established to disallow above standard rate for private agency, DMH, or DYS children who have been approved for adoption subsidy.

Emergency Foster Home Rate: This rate should be used for children placed in emergency foster homes with foster parents who are contracted to provide emergency foster care at a rate established in the Child Welfare Manual. FACES will automatically reimburse the emergency foster care provider at the emergency foster care rate when this maintenance code is entered for the child. Payment for this service will be calculated in FACES automatically at the end of each month, and payment will be generated on the first payroll of the following month. Payment for this service will appear in CSIPS with a service code of "FHEM". These placements should not exceed 30 days.

Note: Emergency foster care providers must have an approved Emergency foster care amendment to their foster care contract in order for payment to be allowed.

Note: For Psychiatric Diversion children placed in Emergency foster homes, the maintenance no maintenance. These payments must be paid on a payment request using a service code of "FHEM".

Youth with Elevated Needs-Level B Home Rate: This rate should be used for children placed in Level B foster homes. FACES will automatically reimburse the provider at the Level B rate when this maintenance code is entered for the child. Payment for this service will be calculated in FACES automatically at the end of each month, and payment will be generated on the first payroll of the following month. Payment for this service will appear with a service code of "MAIN".

Note: Level B providers must have an approved Career Parent amendment to their foster care contract in order for payment to be allowed.

Transitional Living Advocate Rate: This rate is used for older youth placed in an approved transitional living advocate home. The Case Manager updates the system to reflect a TLA placement type and a maintenance level of transitional living advocate rate.

EXAMPLE:

A child receives a monthly OASDI payment that is less than the standard maintenance rate. The child has been determined eligible for Alternative Care IV-E. Alternative Care IV-E funds will supplement the OASDI income in order that the child receives the standard maintenance amount. As the child is to receive the standard rate for his/her age, the worker will enter the maintenance level of standard maintenance. KIDS will make the necessary adjustments to make correct maintenance payments to the vendor.

Vendor Number: Enter the Departmental Vendor Number (DVN) assigned through the vendor system to the vendor with whom the client is being placed. This is a nine-digit number. A vendor number will

not be entered for placement types: ILA, SCH, RUN, DET or CTO. For a CYAC child, the same DVN entered for the CYAC parent will be entered for the CYAC child.

Vendor Name: This field will auto populate when a vendor number is entered and the "Go" button next to it is clicked.

If the placement type is RUN or DET, the county office address should be entered. For placement type SCH, either the address where the client is residing or the county office address can be used. If only a portion of the address changes, only the portion of the address that has been changed must be re-entered in the gray area.

Address Line 1: Enter the first line of the street address. If the address is a rural route or post office box only, it should be entered. When a client does not have a street address or post office box number, the words "General Delivery" should be entered.

Address Line 2: Enter the second line of the street address. If a post office box number is used along with a street address, it should be entered. This is an 18- position field.

Residence County: Select the county in which the child is currently residing. If there is a DVN, the residence county will be auto populated based on the DVN address.

Least Restrictive Environment: Select yes or no and explain. The least restrictive environment is one in which meets the child's needs according to his or her needed level of care.

Close Proximity: Select yes or no. The child should be placed in close proximity to the child's family and community if it is in the child's best interests to do so.

Consultation with MSW prior to removal from the home: A consultation should occur any time a child is removed from the home, whether CD is making the recommendation or not. A consultation is also strongly encouraged anytime a child changes placements.

Temporary Location Information- Temporary Location Type: The following codes are used when a child is not residing in their placement.

- A – Trial Home Placement
- O- Out of Placement
- R – Residential Placement
- S- Adoption/Guardianship Treatment
- T – Therapeutic Foster Care
- V – VPA (LS5 & LS9 only)

Trial Home Visit: The child in CD custody, has been in an out of home placement, but has been returned home on a trial home visit. Trial home visits are understood to be court ordered, therefore, the placement type, vendor name and vendor address do not change when a child goes on a trial home visit. Instead staff should add a new temporary location and list the address of the parents to track where the child is physically placed. No maintenance is paid when a child is on a trial home visit. Staff should request the court to terminate jurisdiction if there is no longer a need for court involvement to prevent children from remaining in CD custody longer than necessary. Ideally, trial home visits should not exceed 180 days.

Adoption/Guardianship Residential Treatment: This placement subtype is used when a child who is receiving adoption subsidy or subsidized guardianship and requires treatment in a residential

treatment or mental health facility.

Voluntary Placement Agreement (NOTE: This applies to children in LS-5 AND LS-1 only).

IV-E Eligibility Information Screen

This screen allows users to complete a IV-E eligibility application.

IV-E Eligibility Information - This field is completed for children in the custody of CD (legal status 1).

NOTE: An Alternative Care IV-E eligibility determination is not completed for a CYAC child as the child's eligibility is based upon the IV-E parent's eligibility. Even though the IV-E determination is not completed on the baby, the determined info would flow from the parent's determination to the baby's AC Client Info screen.

This field is not completed for Alternative Care IV-E children placed through ICPC or opened through ICAMA. AC Client Info does show IV-E information if Missouri is the sending state.

AC Client Information Screen

TITLE XIX FFP: Use of this field is restricted to the Children's Division Eligibility Analyst. If the child is ineligible for Alternative Care IV-E, the Eligibility Analyst determines eligibility for Title XIX FFP via the FACES system. If the child is eligible for Title XIX FFP, FACES populates the eligibility determination date and enters fund category 12 (Title XIX FFP) on the AC Client Info screen.

An FFP eligibility determination must also be completed for a CYAC child whose parent is not Title IV-E eligible.

If the child has been determined ineligible for Alternative Care IV-E and Title XIX FFP, the date of the Title XIX FFP eligibility determination is populated to the AC Client Info screen to indicate an eligibility determination was completed. The fund category is changed to 01 (HDN).

The Eligibility Analyst will receive an annual reminder notice 30 days prior to the FFP eligibility redetermination date.

NOTE: For children determined Title XIX FFP eligible (fund category 12) whose IV-E eligibility code is "Y," the ES will receive a redetermination notice every 6 months instead of annually.

ELIGIBILITY CODE: Use of this field is restricted to the CD Eligibility Analyst. If the child has been determined eligible for Alternative Care IV-E, but is not reimbursable, the Eligibility Analyst enters a Y (Yes) at the time the Alternative Care IV-E eligibility determination date is entered. If the child is ineligible for Alternative Care IV-E, the Eligibility Analyst completes the Title XIX FFP eligibility determination and enters one of the following codes at the time the Title XIX FFP eligibility determination date is entered.

- Contrary to the welfare of the child criteria not met
- No TANIF relatedness
- Removal criteria not met
- Age criteria not met
- Initial court order criteria not met
- Reasonable Efforts criteria not met
- Specified relative criteria not met

- Income exceeds limits
- Resources exceed limits
- Deprivation criteria not met
- IV-E not determined
- NA (System Derived)

This information is entered on the AC Client Information screen by the IV-E Eligibility Analyst. If the child's fund category is Alternative Care IV-E or Adoption Subsidy IV-E, a reimbursable code must be entered.

IV-E REIMBURSABLE CODE: A IV-E reimbursable code must be entered for children who have been determined IV-E eligible. At the time eligibility is determined or re-determined, FACES populates one of the codes specified below to indicate the child's IV-E reimbursability:

- Reimbursable
- Reasonable efforts criteria not met
- Age criteria not met
- Financial need criteria not met
- Concurrent receipt of SSI
- Deprivation criteria not met
- Non-reimbursable placement
- Receipt of TA
- Income exceeds limits
- Resources exceeds limits
- Deprivation criteria not met
- Custody criteria not met
- Child received SSI
- Child home on trial visit
- Income exceeds FC maintenance rate
- NA (System Derived)

Previous fund codes can be viewed on the Valid Fund Code List or All Fund Code List screens. A child must be age 18 before the code of Age criteria not met is allowed.

Medicaid Source Code: The system will automatically assign a Medicaid Source Code for children whose fund category is HDN, Alternative Care IV-E, or Title XIX who are in legal status 1 or 7. This field will be blank for all other children.

This code notifies the Division of Medical Services (DMS) which source to use to pay the child's Medicaid claims.

The Medicaid Source Codes are defined as:

- GR (General Revenue Funds)
- IV-E (Alternative Care IV-E Funds)
- FFP (Federal Financial Participation)

The Medicaid Source Code assigned by the system will correspond to the child's fund category (e.g., the Medicaid Source Code of General Revenue will be assigned to children with fund category of HDN).

Fund Category: The Fund Category reflects the basis for maintenance payment and/or Medicaid eligibility. For children in legal status 1 (CD Care and Custody) or 7 (CYAC Child) who enter or re-enter care, the system will automatically enter fund category Title XIX FFP for the child unless the child's placement type is RUN, DET or the DMH residential treatment facility, Cottonwood. In this situation, Fund Category HDN will automatically be entered. Thereafter, FACES an Eligibility Analyst will determine and update the fund category for legal status 1 or 7 children.

The following defines when certain fund categories should be used:

- HDN-This Fund Category is used when the child has been determined ineligible for Alternative Care IV-E and ineligible for Title XIX FFP. This fund category is also used for a CYAC child whose parent is not IV-E eligible and the CYAC child does not meet Title XIX-FFP eligibility.
- Alternative Care IV-E=This Fund Category is used when the client who is in CD custody has been determined eligible for Alternative Care IV-E. This fund category is also used for a CYAC child whose parent is eligible and reimbursable for IV-E. Use of this fund category is restricted to the Eligibility Analyst for children in legal status 1, 2 or 7.
- Adoption Subsidy – HDN-This Fund Category is used when a child is approved for adoption subsidy payment and/or Medicaid and was not previously approved or eligible for Alternative Care IV-E or Title XIX/FFP payment. Private Agency, DMH and DYS adoption subsidy children are eligible only for this Fund Category.
- Adoption Subsidy - IV-E=This Fund Category is used when a child who was eligible or approved for Alternative Care IV-E prior to adoption is approved for adoption subsidy. It is also used for those children who received SSI prior to the adoption and those children who had a previous IV-E Eligible adoption.
- Adoption Subsidy – FFP=This Fund Category is only to be used for a child who was not SSI or IV-E eligible prior to adoption but did meet FFP criteria. It is also used for children whose adoption subsidy contract was approved after the adoption was final.
- Subsidized Guardianship-This fund category is used when a child is placed in the home with a relative who has obtained legal guardianship and has been approved for the subsidized guardianship program. This fund category is entered by the Case Manager.

NOTE: An Adoption Subsidy Agreement must be in effect; i.e., signed by the Division Director, before any of the adoption subsidy fund categories are used. Refer to the CWM Section 4.30, for more information related to the adoption subsidy program and the use of these fund categories.

- Indochinese - This Fund Category is used when the client is eligible for the Refugee Assistance Program.
- Cuban or Haitian - This Fund Category is used when the client is eligible for the Refugee Assistance Program.
- Russian Jew or Ethiopian - This Fund Category is used when the client is eligible for the Refugee Assistance Program.
- Not Eligible/No Request (For Maintenance Payment and Title XIX) = This Fund Category is used when the client is not eligible for Medicaid and maintenance payment as an alternative care client, or Medicaid and maintenance have not been requested for the

client.

Examples are:

- Children placed into Missouri through the ICPC. However, if the child is eligible for Alternative Care IV-E, the child is eligible for Medicaid only using the appropriate fund code Alternative Care IV-E. Refer to the CWM 4.25.2 for more detailed information;
- Children who are placed in the temporary custody of adoptive parents and are ineligible for adoption subsidy payment;
- Children placed with a relative who receives TA and Medicaid through the TANIF program. Children who are in CD custody who are placed with a relative are eligible for special expenses if special expenses are to be paid, the child's fund category must be changed to HDN.
- Children placed with a relative or in a facility which does not request maintenance or Medicaid for the child.

Title XIX FFP - This Fund Category is automatically entered by the system for all children whose legal status is 1 (CD care and custody) or 7 (CYAC child) at entry or re-entry in care (unless the placement type is ILA, DET or the DMH residential facility, Cottonwood) and when a child has been determined eligible for Title XIX FFP. Under this Fund Category, maintenance is paid through HDN and Medicaid is matched by federal funds.

The ES will also use this fund category for Class I Juvenile Court children who are open in FACES and have been determined eligible for Title XIX/FFP. The ES should refer to Chapter 7 in the Financial Assistance Policy and Procedure Manual for eligible living arrangements for Juvenile Court children.

Chafee Aftercare Youth

This fund code is used to provide services for former foster youth who left custody at age 18 but have not yet reached age 23.

Title XIX Begin Date: This date will automatically display based on information in the system.

Title XIX End Date: This date will automatically display based on information in the system. NOTE: If the child has gone home on a trial visit with the parent(s) prior to the court relieving CD of custody, Title XIX should not be closed until the case is closed. The Medicaid card needs to be given to the parent(s) to use for the child. If the parent is approved for TANIF for the child during the trial visit, the Title XIX should be closed in FACES so the child can receive Title XIX through TANIF. Refer to the CWM Section 4.10.11, for additional information regarding trial home visits.

The date the custody of a child is transferred from CD to a relative, adoptive parent or other agency even though CD retains supervision.

The date of confirmation of the child's Medicaid coverage in the other state for Alternative Care IV-E or Adoption Subsidy IV-E children who move from Missouri (Placement Mode of ICPC).

Psychiatric Diversion Information Screen

This screen allows users to enter Psychiatric Diversion begin date associated with the Case # and DCN. Psychiatric Diversion information can only be entered for a child that is Legal Status 1, Care and Custody with CD.

Psychiatric Diversion Begin Date: Enter the date the child was referred to the Psychiatric Diversion program. In many cases this date will be prior to the date the child was staffed by the Psychiatric Diversion team.

Psychiatric Diversion End Date: Enter the date the child was discharged from the Psychiatric Diversion program. This date indicates that the child has stabilized due to Psychiatric Diversion services, and is no longer in the program. In many cases these children will remain in the Division's custody, but are in a stable placement.

Note: The Psychiatric Diversion begin and end dates are retained in FACES so that information on children who participate in the program more than once will be available.

Rehabilitation Service Information Screen

This screen allows users to enter Rehabilitation Service begin and end dates, and referral sources associated with the Case # and DCN. The scores are derived from the Childhood Severity of Psychiatric Illness (CSPI) screening tool contained on the Residential Treatment Referral, CS-9.

Rehabilitation Service Begin Date: Enter the date the child was determined eligible for Rehabilitation Services. This will be the date on which the CSPI was completed.

Rehabilitation Service End Date: Eligibility for funding will follow the child, as long as specialized treatment services continue to be provided. This date will automatically be generated when the case closes or when the child no longer needs specialized treatment services. There should be no manual entries made in this section.

Note: The Rehabilitation Service Begin and End Dates are retained in FACES similar to the way in which Psychiatric Diversion dates are displayed.

CSPI Score: This field must be completed for children who have a Rehabilitation Service Begin Date. This is the total raw score that is the sum of all item ratings on the Childhood Severity of Psychiatric Illness (CSPI) rating scale. The valid entries are 0-81.

Complexity Indicator: This field must be completed for children who have a Rehabilitation Service Begin Date. This is derived by counting the items on which the child received a rating of 2 or 3 on the CSPI rating scale. The valid entries are 0-27.

Note: CSPI Score and Complexity are to be updated whenever a new CSPI rating sheet is completed to monitor the child's needs and the effectiveness of treatment provided.

Level of Care: Leave this field blank.

Alternative Care Client Information Screen

Adoption and Foster Care Automated Reporting System- Alternative Care Details – Must be completed for all children in Legal Status 1, 2, 3, or 4. This section must be completed when a child enters or re-enters out-of-home care, not when the child moves between placements.

Non-identifying information collected in these sections, and elsewhere in the automated system, will be reported to the federal government. Missing data and /or late updating may result in loss of title IV-E federal funds. These questions apply to the caretaker(s) present in the home at the time of the child's removal from the home.

Family Structure At Removal: Enter the code which best represents the caretaker(s) present in the household from which the child was removed for placement into out-of-home care. Indicate the structure of the family as of the date of the child's removal. Family structures of married and unmarried couple describe families where there are two adults in a relationship as a couple. If a caretaker is not living as part of a couple, select a family structure of single male or female. Unable to determine should be used only if the child has been abandoned or the caretakers are otherwise unknown.

Child Ever Adopted?: Enter the code to indicate whether this child has ever been legally adopted. This also includes inter-country adoptions. "Unable to determine" should only be used if the child has been abandoned or the child's parent(s) are otherwise not available to provide the information. Selecting "Yes" indicates this child was adopted prior to the current out-of-home placement.

Note: Do not include stepparent adoptions.

Age at Adoption: Enter the child's age in years, actual or estimated, at the time of the legalized adoption.

Year of Birth of Caretaker(s) Present in Home at Time of Removal, Estimate if Necessary: The purpose of these fields is to record the four digit year of birth of the caretakers from whom the child was removed. If the actual year of birth is unknown, it is appropriate to estimate.

Note: This field will correspond with the family structure represented selected. If the family structure is a single person, then only one field may be entered. If couple is selected as the family structure, then two must be entered.

Mother Year of Birth: Enter the four digit year of birth of the child's biological or adoptive mother, if she was present in the home at the time of the child's removal. If the actual year of birth is unknown, estimate.

Father Year of Birth: Enter the four digit year of birth of the child's biological or adoptive father, if he was present in the home at the time of the child's removal. If the actual year of birth is unknown, estimate.

Other Principal Female Caretaker: Enter the four digit year of birth of the female caretaker, other than the biological or adoptive mother, if one was present in the home at the time of the child's removal. If the actual year of birth is unknown, estimate.

Other Principal Male Caretaker: Enter the four digit year of birth of the male caretaker, other than the biological or adoptive father, if one was present in the home at the time of the child's removal. If the actual age is unknown, estimate.

Was the Birth Mother Married at the Time of the Child's Birth: Indicate whether or not the birth mother was married at the time of the child's birth by selecting yes or no from the drop down box.

Adoptive Parent Relationship to Child Prior to Adoption: Select the relationship the adoptive parent had to the child prior to adoption.

Primary Special Need: Select the child's primary special need as required for AFCARS reporting. The options in the drop down box are: age, sibling group, medical conditions, racial/original background, other, and not applicable. Children who have a special need because of their racial/original background, age, sibling group or medical conditions should be reported using the appropriate code. Children who have no other defined "special need" outside of being in the custody of the

Children's Division and having a determination made that they are unable to return to their removal

home should be reported using “other state defined special need”.

Medical Information Screen

This screen allows users to add, view and update medical information for a child. Staff should enter diagnosed medical and mental health conditions on the Medical Information Screen. Medical and mental health conditions should be reported only if diagnosed by a medical or mental health professional.

Evaluated Disability Conditions-Select yes or no to indicate whether the child has a diagnosed condition. This will be based upon clinical diagnosis by a professional.

If “Yes” is selected, the Current Diagnosed Conditions section will expand with a list of choices. Staff should select the child’s medically diagnosed condition from the drop down choices. Select No to indicate that a professional has evaluated the child and determined the disability does not apply. If the child has not yet been evaluated by a medical or mental health professional, select “not yet evaluated.” Once the evaluation has been completed, staff should update this field to indicate whether the child has a diagnosed condition.

Staff should include the dates of the diagnosis and the name of the medical professional who made the diagnosis. Documentation of the evaluation(s) should be requested from the physician and kept in the child’s section of the case record. Any child approved for medical foster care must have a disability condition selected. If a new evaluation is conducted and the current diagnoses are not given, staff should enter an end date to the diagnoses not made.

If information is entered in error, utilize the invalidate checkbox and explain the reason for the invalidation in the comment box. Any reference pertaining to the invalidated diagnosis will no longer display on the screen but will remain in history.

AC Client Information Screen

Conditions Associated with the Removal - Select each condition associated with the child’s removal and placement into out-of-home care. More than one condition may apply. The conditions should only be those related to the child’s current or most recent removal from home. These conditions do not apply to a child moving between out-of- home care placements while he/she is in the Division’s custody.

Indicate one or more of the following Removal Conditions:

- Abandonment: The child has been left alone or with others, and the caretaker did not return or make his whereabouts known.
- Caretaker Inability to Cope: The caretaker is unable to manage the child.
- Child Alcohol Abuse: The child’s compulsive use of or need for alcohol was a factor which led to the child’s removal. This option should also be selected for infants addicted to alcohol at birth or those with fetal alcohol syndrome. If alcohol exposed infant is chosen on the participant characteristics screen, this removal reason should be selected.
- Child Behavior Problem: The child’s behavior in school and/or the community adversely affects socialization, learning, growth and moral development and was at least one of the factors which led to the child’s removal from home. Examples include running away from home and gang behavior.

- Child Disability: A clinically diagnosed disability was at least one of the factors which led to the child's removal. For example, the child has a clinically diagnosed disability AND this disability was a contributing factor which led to the child's removal from home.
- Child Drug Abuse: The child's compulsive use of or need for drugs was a factor which led to the child's removal. This option should also be selected for infants addicted to narcotics at birth or those with fetal drug exposure. If drug exposed infant is chosen on the participant characteristics screen, this removal reason should be selected.
- Inadequate Housing: Housing facilities were substandard, overcrowded, unsafe or otherwise inadequate so that the parent(s) and child could not reside together. This condition includes homelessness.
- Neglect: An allegation or probable cause finding that negligent treatment or maltreatment, including failure to provide adequate food, clothing, shelter or care, was at least one of the removal conditions. This field includes emotional abuse. This includes the death of a sibling if the concern is that this child has been or may be neglected.
- Parent Alcohol Abuse: The parent or principal caretaker's compulsive use of alcohol was a factor which led to the child's removal.
- Parent Death: Family stress or inability to care for the child due to the death of a parent or caretaker was a factor in the child's removal.
- Parent Drug Abuse: The parent or caretaker's compulsive use of drugs was a factor which led to the child's removal.
- Parent Incarceration: The temporary or permanent placement of a parent or caretaker in jail/prison was a factor in the child's removal from home.
- Physical Abuse: Alleged or preponderance of evidence finding of physical abuse, injury or maltreatment of the child by a person responsible for the care, custody, and control of the child. This includes the death of a sibling if the concern is that this child has been or may be physically abused.
- Relinquishment: The parent(s), in writing, assigned the physical and legal custody of the child to the agency for the purpose of having the child adopted. This also includes children coming into care as a result of the Safe Haven Act.
- Sexual Abuse: An allegation or probable cause finding of sexual abuse or exploitation of a child by a person who is responsible for the child's welfare was at least one of the removal conditions.

MEMORANDA HISTORY: CS87-104, CS87-126, CS89-77, CS89-67, CS91-5, CS91-9, CS91-66, CS91-6, CS92-13, CS92-19, CS92-38, CS92-59, CS93-18, CS93-23, CS93-41, CS93-54, CS94-6, CS95-39, CS95-45, CS95-69, CS97-13, CS97-34, CS97-46, CS98-54, [CD05-05](#), [CD05-80](#), [CD06-52](#), CD15-01, CD19-