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E&P APPENDIX B: COMPUTER SYSTEMS

COMPUTER SYSTEMS

This section provides instruction on how to use the various state computer systems to obtain information necessary to make the IV-E eligibility determination.

I.   KAECSES -- Kansas Automated Eligibility Child Support Enforcement System

KAECSES is a major computer system containing data for all youth placed in state custody and removed from their home. All foster care cases have a IV-E eligibility determination done to determine the source of funding. This eligibility data is entered into KAECSES along with other relevant case data and a medical card is generated from this system. Through KAECSES, you will be able to access income and resource information necessary to make a IV-E eligibility determination.

1. To sign on to KAECSES, please follow these steps:
    Step 1:   Double click on the KAECSES icon to open session.
    Step 2:   Type SRCICSR or SRCICSS and press the enter key.
    Step 3:   Type User ID and Password and press the enter key.

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Step 4:   Type SRXP press enter.

Step 5:   Enter security code and password.

2.   <u>To search for basic client information,</u> follow these directions:

Step 1:   Type 1 (Inquiry Menu) as the function # and press enter.

Step 2:   Type 1 (Prior Contact Check) as the function # and press enter.

Step 3:   Type in the client's KAECSES ID in the space called client identifier to call up the client's record. If that does not work, type the client's last and first name to call up that record.

3.   To <u>return to the main KAECSES menu</u> screen press F2.

4.   To <u>gather income information from KAECSES</u>, please follow these steps (you will be using the CAMM menu):

Step 1:   Sign onto KAESCES using "coreview" as the <u>security key</u> and "super" as the <u>password</u>. Using your own sign-on will not allow you to reach the CAMM menu.

Step 2:   Obtain clients case # by entering 1 in the function space to select Inquiry Menu and press the enter key.

Step 3:   Enter 1 in the function space to select Prior Contact Check and press the enter key.

Step 4:   Tab down to Client Identifier and enter the KAECSES Client ID and Press the enter key.

Step 5:   Locate the appropriate program code and enter the sequence number at the bottom right hand corner of the screen and press the enter key.

Step 6:   At the Program Involvement Person List screen press F9 twice. You will return to the Supervisor/Administration Menu. The case number and program type will appear automatically.

Step 7:   Press shift and tab to skip down to next and type CAMM and press enter.

Step 8:   At the Case Maintenance Menu enter function 7 (Resource/Income Review) or 8 (Income Review), benefit month, and budgeting method then press enter.

Step 9:   You will have a list of screens that can be obtained by pressing the enter button. They follow in this order:

- ☐   Liquid Resources
- ☐   Vehicles
- ☐   Other Assets/Property

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- ☐ FS Resource Determination
- ☐ Unearned Income Education
- ☐ Unearned Income
- ☐ Earned Income
- ☐ Self Employment/Intermittent Income
- ☐ Expenses/Need Standard
- ☐ MR History/ Requirements
- ☐ FS Allotment Determination
- ☐ FS Eligibility Determination
- ☐ Budget Print Request

II.   Other State Systems

For cases in which the child and/or family do not receive any type of financial assistance, you will need to access other state computer systems in order to obtain the financial information. You will be able to access these other systems through the KAECSES system.

To access these databases through KAECSES, please follow the following steps:
Step 1:   At the welcome screen, type SRCICSR or SRCISS and press the enter key.
Step 2:   Type in the USERID and password

Step 3:   Type in your security key and password

From this point you will be able to access all of the systems described below.

A.   EATSS System -- Easy Access to Social Security

You will be able to access information regarding a person's social security (SSA) and supplemental security income (SSI) through the EATSS system. To do so, please follow the following steps:

Step 1:   Access KAECSES

Step 2:   After typing your password, Enter "Shift + F2" or "PF2" to toggle, then type SWSS. Hit control.

Step 3:   Type the client's social security number. Hit control. This database contains SSA and SSI data from three different state systems (SDX, BENDEX, and TPQY). EATSS will automatically bring you to the system that has the most recent benefit information but you may select all three systems manually using the PF keys. Be sure to check all three systems for verification of social security benefits. There may be several screens of SSI/SSA historical information. You will need to scroll through all of them.

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Note: Pressing F4 results in system update with the most current information in a day or two.

B.   KES System **--** Kansas Employment Security

The KES system can provide you with information regarding earned income and unemployment benefits. In particular, you will want to access the BASI and BARI screens which will provide you with quarterly income information. To access this system, please follow the following steps:

Step 1:   Access KAECSES to the point where you see the indication that the sign-on is complete.

Step 2:   Type BASI (for earned income) or BARI (for unemployment benefits) (space) and the person's social security number. Press the enter key. You will see a list of the person's quarterly earnings or unemployment benefits.

C.   Department of Revenue -- Motor Vehicles

1.   This system allows you to access the Department of Revenue's motor vehicle file. You may need to access this information in order to determine if a person owns a motor vehicle.

2.   This system may not be especially useful for the purposes of determining resource value as it does not contain information regarding the value of the vehicles. Nevertheless, it will tell you whether or not a person owns a motor vehicle.

3.   To access this system, follow the following steps:

Step 1:   Sign on to KAECSES.

Step 2:   Type VIQM and press the enter key. The VIPS Vehicle inquiry menu will display.

Step 3:   Move the cursor to the first field in the owner name section. Type the letter L.

Step 4:   Type the person's name as follows: last name, space, first name, space, middle initial, then press ENTER. The VIPS list by owner name screen will display. Variations of the name can be input (i.e. last name, first initials, or the most information available) to see what possibilities pull up on the screen.

Step 5:   Move the cursor to the specific record to be viewed and type an S on the blank field. Press the enter key. The vehicle title and owner lien inquiry screen will display. This is a two page screen. Press PF8 to scroll to the second page.

Step 6:   Press PF3 to return to the VIPS vehicle inquiry menu.

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Step 7:   To exit the system, press the clear key, type CSSF LOGO and press the enter key.

D.   SWDX System

The Public Assistance Data Exchange (SWDX) is used primarily by public assistance workers to inquire into public assistance data and employment security data for neighboring states (Iowa, Illinois, Missouri, Nebraska, and Oklahoma).

1.   To access these systems, please follow the following steps:

Step 1:   Sign on to KAECSES.

Step 2:   Type SWDX and

Step 3:   Press the enter key.

2.   For SWDX information:

Step 1:   Type option E.

Step 2:   Type the two character abbreviation of the state in which the client lives or works.

Step 3:   Type the social security number for the client.

Step 4:   Do not type anything in the CASE ID NO field.

Step 5:   Type all 9's in the WORKER LOC/ID field. Press the enter key.

Step 6:   To inquire about another person, press the clear key (which is your pause/break key) and the main inquiry menu will redisplay.

To exit the system, press the clear key at the main menu. The sign-off is complete.

E.   Child Support System

1.   The Child Support system contains information regarding child support. To access the system, please follow the following steps:

Step 1:   At the welcome screen, type SRCICSY and press the enter key.

Step 2:   Type your user ID and password and press the enter key.

Step 3:   Type SRXK and press the enter key.

Step 4:   Type your security key and password and press the enter key.

Calculation of Child Support Income

 The following are practice instructions written by CSE to assist IV-E foster care eligibility specialists to review and document child support income. The child

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support screens which are necessary to document IV-E foster care eligibility depend on the income amounts and time frames for receipt. Eligibility specialists will need to prudently document the support, e.g. if no support is reported, only the LCDA and COLL screen need be printed to document zero. If a large arrearage is received, multiple screens may be necessary in order to document the support is attributable to the child in foster care and the month in which it was received.

The child support information on LCDA and COLL changed via CSE policy and procedures Feb. 9, 2004. Initial IV-E foster care eligibility, with AF segments during the period October 1, 2004 through March 31, 2005, determined since Feb. 2004, require review to achieve compliance. Ongoing IV-E foster care cases with AF segments during the time frame October 1, 2004 through March 31, 2005 require review to achieve compliance. No retrospective review of cases is required of state only funded foster care segments nor of cases closed prior to October 1, 2004.

The following instructions are to be used in obtaining child support totals for initial eligibility (total household amount) and for ongoing eligibility determination (for child only).

General Background Information

HOUSEHOLD SUPPORT:

In order to research the total child support received during a month on behalf of any child in a household, you need to determine all the children and all possible payers. CSE cases are set up in groupings as:

> Applicant/ Recipient (custodial parent or caretaker)
> Absent Parent (could be mother or father)
> Children associated to that absent parent, living with the A/R

Because of the groupings of case-related people, there could be multiple cases related to the family household. It is important to keep track of all the children in the household, and their absent parents. Each absent parent needs to be researched to determine if they paid child support for the month for any child in the household.

It is notable that an AP, being researched, could possibly be paying support for a child in another household. Maintain that AP/child match so only payments for the children of the household are counted.

OVERALL PROCESS

> Determine all children in the household
> Research all applicable Absent Parents
> Tally support paid on behalf of household children

INDIVIDUAL CHILD'S SUPPORT:

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A child may be supported by both parents and have two associated cases in CSE.

Remember that CSE records show payments by the payer, and that some of those paying absent parents are obligated to pay for several children. It remains important to remember while researching to match up the payer with the person they are supporting, so only the money paid on behalf of the child you are researching is counted.

OVERALL PROCESS

Research both parents (Absent Parents)
Tally support paid on behalf of the child for the time frame needed

Initial Eligibility – Income by Family

Child's Person Number (same one as your computer system). You can also use CSE's NAME screen to obtain the Person number.
Person#_____

In KAECSES – CSE side:

COMN Screen

Type "COMN" in the upper left NEXT field. Press <ENTER>.
On COMN, type the child's Person# and PF2 Display to find all CSE cases with that individual.
Locate the active case with the "A/R" for the household grouping you need. (Note the abbreviations under Role column)
Case # _____
A/R Person # _____
(Applicant/Recipient)
AP Person # _____
(Absent Parent)
To determine if there are more payers for the household family, ask:
Does the A/R have other children in the household with other AP's?
Replace Person # on COMN, with the A/R Person # and PF2 Display.
Examine any other Cases displayed than the one already noted where the Person# searched has an A/R Role.
Are there other active children (look for "Stat" column on the right with "A's" for active)?
If so, note any case #'s, children's names and AP #'s on those cases:
Case #'s_____
Children's Names

_____
AP #'s _____

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LCDA Screen

Type "LCDA" in the NEXT field, and press <Enter>.

Type in the first AP Person# in AP/Payer field, and enter the Collection Dates to represent the month of support. (Example: From 11012004 To 302004)

Press PF2 Display

If any payments were made during this time frame, they will display. Each applicable payment will have to be researched.

NOTE: This screen displays the payee for each distributed collection segment. You may be able to narrow the search by considering only the A/R of your household.

Information is displayed as a grouping with a blank line separating each payment. The first line is the collection and displays a date in the "Coll Date" column. The subsequent lines that appear indented (with no dates displayed in that "Coll Date" column), represent how the collection distributed.

Place an "S" in the corresponding left hand column select field, titled "S," from an "indented" distribution listing.

Type "COLL" in the "Flow To" line at the bottom left of the screen.

Press PF 16 Flow-To

COLL Screen

Below the screen header information, there is/are lines that have enterable "Sel" fields on the left hand column. Again, the first line of listing begins with a date display, and the subsequent lines are separated from the "date" line by a blank line. You need to research those lines (after the blank line) that begin with an Obligation Type abbreviation (like CS, MS, AJ, etc.).

NOTE: Use only the lines of distributed child support for a child who is a member of the household you identified previously.

CAUTION: Usually selecting one of the "indented" distribution listings from LCDA will supply all the information you need on COLL. On COLL if a portion of a payment had to redistribute, a negative amount will display to cancel out the original listing.

Research every potential payment in the time frame, and keep track of total collections.

Payments for the child(ren) of the household:

_____ _____ _____ _____ _____ _____

For each additional AP, enter Person # and date frames on LCDA & repeat search.

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Ongoing Eligibility – Income specific to the child

Recheck and document child support income for each child when the case is reviewed.

Need: Child's Person Number (same one as your computer system). You can also use CSE's NAME screen to obtain the Person number.

Person#_____

In KAECSES – CSE side:

COMN Screen (Determine the payor(s) specific to the child. A foster care child has both parents as absent, and both may be paying child support.)

Type "COMN" in the upper left NEXT field. Press <ENTER>.

On COMN, type the child's Person# and PF2 Display to show all CSE cases with that individual.

Locate the active case(s) with the "CH" in order to determine which AP(s) to search. (Note the abbreviations under Role column)

Case # _____

AP Person # _____

(Absent Parent #1)

AP Person # _____

(Absent Parent #2)

LCDA Screen

Type "LCDA" in the NEXT field, and press <Enter>.

Type in the first AP Person# in AP/Payor field, and enter the Collection Dates to represent the months necessary to determine ongoing eligibility. (Example: From 06012004 To 11302004)

Press PF2 Display

If any payments were made during this time frame, they will display. Each applicable payment will have to be researched.

III.   ENTERING ELIGIBILITY INTO KAECSES

A.   Opening Foster Care Eligibility Case

A foster care eligibility case is opened when a child is court ordered into the custody of DCF and is in an out-of-home placement. The eligibility case is opened in the KAECSES system by following the steps outlined below:

1.   CLME screen (main menu) - choose #2 and ENTER.

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2. CLIR screen - search diligently for the child in the system to prevent the creation of a duplicate client ID number for the child in error.

3. Save the individual by either entering "Y" on the CLPR screen or by returning to the CLIR screen, choosing # 2 and entering all the identifying information. ENTER.

4. If the individual is not found during the search, choose #4 to create a new case, from the menu on the CLIR screen. Fill in the county code; the area number, unit number and worker number. ENTER.

5. REAP screen - enter FC for programs applied for. Enter the date application was received and the date benefits start. Enter PI (primary individual) for relation and "01" (first and only person on the case) for position. ENTER.

6. INDA screen - do not fill in any information. Go to the "next" field and enter APEM. ENTER.

7. APEM screen - choose #1 to start the actual case sequence screens. ENTER.

8. INDA screen - the second time this shows. Just hit ENTER.

9. SEPA screen - enter "IN" next to AM (automatic medical). Enter "IN" next to FC (foster care). ENTER. *If the "IN" next to AM turns red and will not let you proceed, you have to code it "OU" and key it in at a later date as the medical is open elsewhere on the system for this particular month.*

10. MERE screen - enter a "Y" under insurance code if there is third party insurance. ENTER. All health insurance coverage information from outside insurers (non-state) should be forwarded to EDS by fax. The (Third Party Liability) TPL fax form is found in the form section of the DCF Net. If you access the form thru DCF Net, the form name is Third Party Liability Fax Form and the number is MS-2505. To submit the form to EDS, send the fax form to (785) 274-5918.

11. SSDO screen - enter either "HC" (hard copy) or 'CS' (client statement) under the VR fields for the social security number and the date of birth. ENTER.

12. ETRC screen - this is where you enter the ethnicity, residency and citizenship and verification ("HC" or "CS"). ENTER.

13. PRAD screen - go to the Next field and hit ENTER.

14. CHSE screen - enter "01" and ENTER. The next screen is the CSE referral screen. Fill in the information for the biological/legal mother. The field directly under the POA (position on application) is filled in by using the code "01". Tab over to the field directly under RSN (reason) and enter "FC" (foster care). Tab down to the narrative line and type in a short message telling CSE that the child has been placed into DCF custody. *If Parental Rights have been Terminated (PRT) and adoption is the case goal, inform CSE of the PRT and give the date child was referred to the Adoption Contractor.* ENTER.

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15. CHSE second screen - enter "02" and ENTER. The next CSE referral screen displays. Repeat the same process for the biological/legal father. At the "next" field type in FOCA. ENTER.

16. FOCA screen - Enter BASIC eligibility for source of funding and complete the fields using the current FOCA screen codes. ENTER.

17. FCPD screen - Enter PAYMENT eligibility for source of funding; enter the placement name and address; the start and end dates. Tab to the review through field and enter 11 months in the future. ENTER. AUTHORIZE. ENTER. *NOTE: Changes affecting payment eligibility such as IV-E ineligible placements, child receiving SSI or Judicial Language are done in the FCPD - Source of Funding field.

18. If opening this case after rollover (seven calendar days before the end of the month), you will need to go to the APEM screen and manually roll the case over to the next month. This is done by entering "4" and the month/year for the next month. ENTER. Go to SEPA to authorize Medicaid for the new month.

19. Go to the "next" field and enter FCPD fill in the information on this screen. ENTER.

B.   SEQ CHAPTER \h \r 1Completing a Review on a Foster Care case in KAECSES

A yearly review should be completed on all foster care cases. Refer to Section 3250 Redetermination-Ongoing Eligibility.

1. On CLME screen (main menu)-enter the FC case number, enter the Program type FC, and enter the Benefit month (the month you are completing the review). In the NEXT field type CLIR then hit ENTER.

2. On CLIR, in the SELECT FUNCTION field enter 5. Tab down to the ENTER EXISTING CASE NUMBER field and enter the foster care case number and then hit ENTER.

3. On the RERE screen you will enter the date you are completing the review in the REVIEW APP DATE field. Tab to the NEXT field and type in FCPD and then hit ENTER.

4. On FCPD screen, you will enter the REVIEW THROUGH field with the month and year of the next review. This would be 11 months from the current month. (Example: If you are entering the review for 3/06, then your review date would be 2/07). You will then hit ENTER. Then authorize the screen in the AUTH field, type CAP2 in the NEXT field and then hit ENTER.

5. CAP2 will show in the REV DUE field then next time the Foster Care case will need to be reviewed.

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IV.   Suggestions for Working with KAECSES

1.   PF9 key - takes you back to the previous menu screen with no updates. PF1 key - takes you back to the previous menu screen with updates. PF2 key - takes you back to the main menu with updates. Enter "Shift + F2" or "PF2" to toggle from one screen to another.

2.   ACHI screen to check history of all actions on KAECSES.

3.   CABHscreen to show cash benefit history.

4.   CAIH screen to show cash payment history.

5.   CAP1 screen that has information of whose caseload this case is under.

6.   CAP2 screen that gives overall information about the case including what type of case, start/end dates, status of case and personal identifying information.

7.   CARC screen accessed using "8" from main menu. Used to transfer case.

8.   CLME   main menu screen.

9.   ELWM   menu to work from for notices.

10. MEBH   screen to show medical benefit history.

11. RERE screen review dates are updated here, then "next" to FCPD. Enter the new review date. ENTER.

12. REPT screen to "revert program to open"; you have to "next" to this screen. Use to reopen the case when DCF has *not* been relieved of custody.

V. Issuing Initial Foster Care Medical Approvals

1. Inquire for current or past medical coverage

2. Register in KAECSES if a new case (must have C&Y Lead access)

    SEQ CHAPTER \h \r 1Follow instructions in the KAECSES Manual for client inquiry and registration.
    See Appendix E for KAECSES screen and default values to be used until an official eligibility determination can be made.

3. Produce a copy any current medical card or validated KAECSES CAP2 screen

4. If in managed care, coordinate with KMAP Liaison

5. Send official letter to CW/CBS provider, "Notice of Medical Coverage," along with copy of interim verification from Step 3.

6. Fully authorize medical assistance within 5 working days.

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7. Print temporary card by logging on to interchange MMIS. Select "Beneficiary" from the Main Menu.

Bring up Beneficiary Search Window. (Enter "Y" in the Phonetic Box and click "Search" if need list of possible beneficiaries.)

Beneficiary Base Window displays. Click on "Add'l Options" tab at toolbar, then click on "Temp ID Card" Print the card.

VI.   Medical Card Re-authorization

1. SEPA screen - enter code "IN" next to AM (automatic medical). ENTER.
2. FCPD screen - enter the placement name and address; the start and end dates.
3. Tab to the review through field and enter 11 months in the future. ENTER. *(redetermination only)*
4. AUTHORIZE. ENTER.

VII.   Closing Foster Care Payment Cases

Close a foster care case at the end of the month the child returns home. Send a letter to parent with the current medical card and inform them the foster care medical card will end and that the child's insurance should be re-established with the family insurance.

1. Inquire for child by name, SSN or ID#.
2. Select the FC Case on CLPR, F9
3. Go to APEM, put in current month
4. Go To CHSE. At NO: put in 01, ENTER.
At narrative, write something to let Child Support know what is happening, ie Home to mom 01-01-06; Dismissed 01-01-06. Enter. On 2nd screen at NO: put 02 and put in same narrative.
5. Go to FCPD, put end date of placement or custody, ENTER, authorize, ENTER
6. Back to APEM, Select #4, put in next month, enter. This is called Rollover
7. Go to SEPA, code OU medical, then to FCPD.
8. Go to "denial closure reason", put in OT, enter, authorize
9. Check CAP2 to see if closed at end of previous month.

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VIII.   Reopening a Foster Care Payment Case

A.   Reopening a Foster Care Payment Case for a New Episode of Care

When reopening a foster care case in which custody has been terminated, you must go through the same screens as a brand new case. Data about the reopened child will populate most screens except CHSE and FOCA.

See the below instructions for CHSE and FOCA data entry on reopened cases.

CLME screen (main menu) - choose #2 and ENTER.

CLIR screen - Search diligently for the child's name to prevent duplication of client ID numbers. In reopening cases, where a child has been in foster care, use the existing closed FC case number.

Save the individual by either entering "Y" on the CLPR. ENTER

Choose #3 from the menu on the CLIR screen. Fill in the county code; the old foster care case number to be reopened; the area number, unit number and worker number. ENTER.

REAP screen - enter FC for programs applied for. Enter the date application was received and the date benefits start. Enter PI (primary individual) for relation and "01" (first and only person on the case) for position. ENTER.

INDA screen - do not fill in any information. Go to the "next" field and enter APEM. ENTER.

APEM screen - choose #1 to start the actual case sequence screens. ENTER.

INDA screen - the second time this shows. Just hit ENTER.

SEPA screen - enter "IN" next to AM (automatic medical). Enter "IN" next to FC (foster care). ENTER. *Occasionally, the "IN" next to AM turns red and will not let you proceed, you have to code it "OU" and key it in at a later date as the medical is open elsewhere on the system for this particular month. Do an inquiry to see who has a medical case open and notify them to close. After closure, code SEPA AM "in" on the next month after previous medical was closed.*

MERE screen - enter a "Y" under insurance code if there is third party insurance. ENTER. All health insurance coverage information from outside insurers (non-state) should be forwarded to EDS by fax. The (Third Party Liability) TPL fax form is found in the form section of the DCF Net. If you access the form thru DCF Net, the form name is Third Party Liability Fax Form and the number is MS-2505. To submit the form to EDS, send the fax form to (785) 274-5918.

SSDO screen - enter either "HC" (hard copy) or "CS" (client statement) under the VR fields for the social security number and the date of birth. ENTER.

ETRC screen - this is where you enter the ethnicity, residency and citizenship and verification ("HC" or "CS"). ENTER. See Appendix E for entry codes on the ETRC screen.

PRAP Screen - ENTER

PRAD screen - go to the Next field and hit ENTER.

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CHSE screen - enter "01" and ENTER. The next screen is the CSE referral screen. The biological/legal mother data will appear. Review the information and update as needed. Tab down to the narrative line and type in a brief ***new*** message telling CSE that the child has ***returned*** to DCF custody and is removed from the home. ENTER.

CHSE second screen - enter "02" and ENTER. The biological/legal father data will appear. Review the information and update as needed. Tab down to the narrative line and type in the same information as on the first CHSE screen for mother. At the "next" field type in FOCA. ENTER.

FOCA screen - FOCA Screen information. Once the FOCA screen is completed during the initial set up of a case, there is no requirement to update this screen for on-going foster care cases in FOCA since they are updated in FACTS. Updates must occur when a child/youth moves to another county or another type of service such as: adoption assistance, independent living, CINC to JJA or JJA to CINC

FCPD screen - enter the placement name and address; the start and end dates. Tab to the review through field and enter 11 months in the future. ENTER. AUTHORIZE. ENTER.

If Case is opened after Rollover at the end of the month, case must be copied to the next month and placement information entered. A med card should be sent for the new month.

B.   Reopening a Foster Care Payment Case with Continuous Episode of Care

1.   Inquire for child by name, SSN or ID#.

2.   Select the FC Case on CLPR, F9

3.   Use "@ next" on REPT screen to "revert program to open"; you have to "next" to this screen. Use to reopen the case when case was closed one month and reopened the next month or to reopen in the same month.

4.   You will be asked to enter a brief explanation of why the case was closed, such as "reunification failed" or "closed in error". ENTER.

5.   Check SEPA to make sure the medical case is closed.

6.   All of the other required screens will be populated with data from the previously closed case.

7.   On the FCPD screen, input the current placement.

8.   AUTHORIZE and ENTER. The case is now reopened.

IX.   **LOTC Coding for MRDD Waiver, SED Waiver and Psychiatric Residential Treatment Center (PRTF) Placement for Foster Care and Adoption Support Children**

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After a foster care child or adoption support child is determined eligible to receive services for an HCBS MRDD Waiver, HCBS SED waiver or to be placed in a **Psychiatric Residential Treatment Center (PRTF)** placement, PPS staff are to set up the Long Term Care (LOTC) screen in KAECSES.   If this screen is not completed the provider will not receive payment.

For children eligible for Physically Disabled, Technology Assisted or Head Injury Waivers this process is handled by EES.   EES staff can assist PPS with LOTC issues, when needed.

I. Accessing the LOTC:

1. To get to LOTC screen enter child's FC or AS Case Number, Program Type and current Benefit Month.   Then go to "Next" and type "LOTC" and <ENTER>:

```
CLME              CLERICAL MENU              080605 11:51
                                              DEBBIE G

       1. INQUIRY MENU

       2. APPLICATION REGISTRATION
       3. APPLICATION MAINTENANCE
       4.  NOT AVAILABLE
       5.  NOT AVAILABLE
       6. CLIENT MAINTENANCE

       7. PROGRAM AND PERSON ALERTS

       8. CASE RECORD CONTROL
       9.  NOT AVAILABLE
      10.  NOT AVAILABLE
      11.  NOT AVAILABLE
      12.  NOT AVAILABLE
      13.  NOT AVAILABLE

   ENTER     FUNCTION (BY NUMBER):
     CASE NUMBER (FOR 3,4,7,8,10,12):   01000000
     PROGRAM TYPE    (FOR 9,10,12):     FC
     BENEFIT MONTH       (FOR 12):      0805

     MR REPORT MONTH     (FOR 5):
     DOC/WARR NUMBER     (FOR 10):
                                   NEXT--> LOTC
```

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2. On first LOTC screen enter "01" for primary client #1 and <ENTER>:

```
LOTC              LONG TERM CARE                    080605 11:49
                                                    DEBBIE G
CASE NAME: KRINGLE, CHRISTOPHER A     CASE NUMBER: 01000000


POS ON APP/NAME:                01

LIVING ARRANGEMENT:
LEVEL OF CARE:
LA/LOC PAYMENT EFF DATE:

PATIENT LIABILITY:
PAT LIABILITY EFF DATE:
DATE SCREEN COMPLETED:
PEND DATE:
```

3. You will now see a <u>blank</u> LOTC Screen that looks like this:

```
LOTC              LONG TERM CARE                    080605 11:50
                                                    DEBBIE G
CASE NAME: KRINGLE, CHRISTOPHER A     CASE NUMBER: 01000000


POS ON APP/NAME:          01  CHRIS  K

LIVING ARRANGEMENT:
LEVEL OF CARE:
LA/LOC PAYMENT EFF DATE:

PATIENT LIABILITY:
PAT LIABILITY EFF DATE:
DATE SCREEN COMPLETED:
PEND DATE:
```

II. <u>Completing LOTC For MRDD and SED Waivers</u>:

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1. You will receive an ES-3160 from the Case Manager approving the waiver and providing the dates needed for the LOTC screen.   PPS should complete Section II, Eligibility Information, sign at the bottom on the "EES Specialist/Social Worker" line (noting your Job Title) and return a copy to the CDDO or CMHC and distribute as required by your region. Enter the required information on the LOTC screen, process as indicated below and <ENTER>:

```
LOTC            LONG TERM CARE                  080605 11:50

                                          DEBBIE G
    CASE NAME: KRINGLE, CHRISTOPHER A      CASE NUMBER: 01000000

    POS ON APP/NAME:          01   CHRIS  K

    LIVING ARRANGEMENT:       HC        (For Home and Community Based Services)
    LEVEL OF CARE:            DD (MRDD)  -or-  SE (SED)
    LA/LOC PAYMENT EFF DATE:  070105    (Effective Date from 3160 Section III)
    PATIENT LIABILITY:        0         (HCBS Obligation - 0 for FC)

    PAT LIABILITY EFF DATE:   0705      (MoYr of Obligation - generally Eff Dt Mo/Yr)
    DATE SCREEN COMPLETED:    052605    (Assessment Date from 3160 Section III)
    PEND DATE:                          (Leave Blank)
```

2. Return to CLME screen.   Go to NEXT, type "LOTC" and <ENTER>:

```
CLME            CLERICAL MENU                   080605 11:51
                                          DEBBIE G

         1. INQUIRY MENU
         2. APPLICATION REGISTRATION
         3. APPLICATION MAINTENANCE

         4.  NOT AVAILABLE
         5.  NOT AVAILABLE

         6.  CLIENT MAINTENANCE
         7. PROGRAM AND PERSON ALERTS
         8. CASE RECORD CONTROL
         9.  NOT AVAILABLE
         10.  NOT AVAILABLE
         11.  NOT AVAILABLE
         12.  NOT AVAILABLE
         13.  NOT AVAILABLE

         ENTER FUNCTION (BY NUMBER):
```

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```
          CASE NUMBER (FOR 3,4,7,8,10,12):   01000000

          PROGRAM TYPE    (FOR 9,10,12):    FC
          BENEFIT MONTH      (FOR 12):      0805
          MR REPORT MONTH     (FOR 5):
          DOC/WARR NUMBER    (FOR 10):




                              NEXT--> LOTC
```

3. At Blank LOTC, type "01" and <ENTER>:

```
LOTC              LONG TERM CARE            080605 11:52
                                              DEBBIE G

CASE NAME: KRINGLE, CHRISTOPHER A       CASE NUMBER: 01000000

POS ON APP/NAME:                    01

LIVING ARRANGEMENT:
LEVEL OF CARE:
LA/LOC PAYMENT EFF DATE:

PATIENT LIABILITY:
PAT LIABILITY EFF DATE:
DATE SCREEN COMPLETED:


PEND DATE:
```

4. PRINT this LOTC sceen and staple to ES-3160 and <ENTER>:

```
LOTC              LONG TERM CARE            080605 11:52
                                              DEBBIE G

 CASE NAME: KRINGLE, CHRISTOPHER A        CASE NUMBER: 01000000

POS ON APP/NAME:              01  CHRIS  K
LIVING ARRANGEMENT:           HC
LEVEL OF CARE:                DD (or SE)

LA/LOC PAYMENT EFF DATE:      070105
PATIENT LIABILITY:            0.00
PAT LIABILITY EFF DATE:       0705

DATE SCREEN COMPLETED:        052605

 PEND DATE:
```

   5. Closing the LOTC Screen when Waiver Services Terminate: PPS should receive a ES-3161 from the Case Manager with date of termination.   Update the LOTC screen as indicated below and <ENTER>:

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```
LOTC              LONG TERM CARE              080605 12:15
                                  DEBBIE G
  CASE NAME: WHITE, HARRY M        CASE NUMBER: 02000000

  POS ON APP/NAME:              01  HARRY  W


  LIVING ARRANGEMENT:        IL       (Unless deceased then enter "NO")
  LEVEL OF CARE:             NA       (Enter "NA")
  LA/LOC PAYMENT EFF DATE:   012306   (Day AFTER date HCBS Services
                                       Terminated-From 3161-Section III)
  PATIENT LIABILITY:         0.00     (No Change)

  PAT LIABILITY EFF DATE:    0705     (No Change)
  DATE SCREEN COMPLETED:     052605   (No Change)
  PEND DATE:                          (Leave Blank)
```

6. Return to LOTC and PRINT copy. Staple the copy to ES-3161.

7. If HCBS services are still being provided when the child returns home or is
   released of custody and so that the Foster Care Medicaid case will be
   closing, PPS should complete a ES-3161 to notify the Case Manager of
   the Medicaid closure.

III.   Completing LOTC for PRTF Placements:

1. PPS will receive an Acknowledgment from the CW/CBS provider or a PPS
   5460 from JJA indicating placement in a PRTF facility has occurred. A
   MS-2126 Notification of Facility Admission/Discharge from the PRTF
   facility must also be sent and is the date to be used for date beneficiary
   entered the facility. Use the MS-2126 document for the date of placement
   in and the release from a PRTF facility.

2. The Date Screen Completed field must contain input to the get the
   information to cross over to the iC-MMIS. Input either the date of actual
   screening assessment or the admission date. The date to use is a
   regional decision since this field is not involved in payment.

   Access the LOTC screen as indicated in Section I.

   Enter information as indicated below and <ENTER>:

```
LOTC              LONG TERM CARE              080605 12:15
                                  DEBBIE G
  CASE NAME: WHITE, HARRY M        CASE NUMBER: 02000000

  POS ON APP/NAME:              01  HARRY  W

  LIVING ARRANGEMENT:        BF       (Enter "BF" for Beh Mgmt Facility)
```

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```
LEVEL OF CARE:                  MH          (Enter "MH" for Mental Health)
LA/LOC PAYMENT EFF DATE:        122805      (Enter screening date, else admission date)
PATIENT LIABILITY:              0           (Enter "0" for no obligation)

PAT LIABILITY EFF DATE:    1205     (Enter MoYr admitted to facility)
DATE SCREEN COMPLETED:          122805      (Enter date admitted to facility)
PEND DATE:                                  (Leave blank)
```

3. Return to LOTC as indicated in Section I and PRINT screen. Staple the
    copy to the MS-2126 and the PRTF Acknowledgment/JJA-4016.

4. Closing the LOTC when released from PRTF placement: PPS will
    receive a MS-2126 and an Acknowledgment from the CW/CBS orPRTF
    provider indicating the date the youth left the facility or moved from PRTF
    status.   Update the LOTC as indicated below and <ENTER> :

```
LOTC               LONG TERM CARE              080605 12:15
                              DEBBIE G
CASE NAME: WHITE, HARRY M          CASE NUMBER: 02000000


POS ON APP/NAME:              01  HARRY  W

LIVING ARRANGEMENT:           IL          (Change BF to IL)
LEVEL OF CARE:                NA          (Change MH to NA)
LA/LOC PAYMENT EFF DATE:      022606      (Enter date youth left  PRTF  facility)

PATIENT LIABILITY:            0.00        (No Change)
PAT LIABILITY EFF DATE:       1205        (No Change)

DATE SCREEN COMPLETED:        122805      (No Change)
PEND DATE:                                (Leave Blank)
```

5. Return to LOTC as indicated in Section I and PRINT screen.   Staple to
    the MS-2126 and the PRTF release Acknowledgement/JJA-4016.

X.   Opening an Adoption Assistance Case

A.   An adoption assistance case is opened at the time an Adoption Assistance
Agreement (PPS 6130) is completed and signed by all parties. The foster care
case needs to be closed before opening the adoption assistance case.

B.   A new case number is always created when changing a foster care case to
an adoption assistance case. After the adoption is finalized and the Decree of
Adoption Journal Entry has been received, the adoption case will be changed to
indicate the new names of the adoptive child(ren). The pre-adoptive names will
be maintained as an alias.

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C.   The adoption assistance case is opened in the KAECSES system by following the steps as outlined below:

1.   CLIR screen - search for the child by choosing #1 in the select function field. Use the child's ID# in the #2 client identifier field. ENTER.

2.   CLPR screen - enter "Y" in the save client field. ENTER.

3.   CLIR screen reappears. Choose #4 to register application with new case number. Enter county code and section, unit and caseload number. ENTER.

4.   REAP screen - enter "AS" for programs applied for. Enter the date application was received and the date benefits start (the effective date of the agreement). Enter PI (primary individual) for relation and "01" (first and only person on the case) for position. ENTER.

5.   INDA screen - do not fill in any information. Go the "next" field and type in APEM. ENTER.

6.   APEM screen - choose #1 to start the actual case sequence screens. ENTER. (If you are opening an "AS" case in the same month that a "FC" is already open, you will have to code SEPA "OU" in the opening month because two medical cases cannot be open in the same month. Just be sure to code SEPA "IN" when you roll your "AS" case to the next month.)

7.   **At this point just hit ENTER on each screen that comes up until you reach the FOCA screen.**

8.   **FOCA screen –**
a. Enter the Source of Funding code (SOF). Enter "FD" for Federal IV-E or "ST" for State GA). This needs to match the eligibility as determined during the completion of the Adoption Placement Agreement.
b. Enter the legal status code as "05" to indicate custody with parental rights terminated.
c. Enter the goal as "PA" for placed with adoptive home.
d. Enter the placement type as "21" (if no monthly cash payment) or "22" (if there is a monthly cash payment).
 e. Enter the date placed as the date of the adoption placement agreement.
 f. Enter

9.   **ASPD screen -**
a. Enter the adoptive placement name and address
b. Enter the start and end dates.
c. Enter the Source of Funding code (SOF). Enter "FD" for Federal IV-E or "ST" for State/GA. This needs to match the eligibility as determined during the completion of the Adoption Assistance Determination.
d. Enter the amount of Subsidy.   **Prorate the first month of subsidy to coincide with the effective date on the Adoption Assistance Agreement.**

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e. Tab to the <u>review through</u> field and enter 11 months in the future.
f. Authorize.
g. Enter.

D.   The adoption assistance case will need to be manually rolled to the next month until the "<u>benefit issuance</u>" field comes up with "MO" (monthly) instead of "DA" (daily). This procedure is done by going to the APEM screen and choosing #4 (copying details for new month) and entering the next month in the "<u>month</u>" field. Go to SEPT and enter "IN" after "AM" medical entry. Enter ASPD in the "next" field. ENTER. Complete the ASPD screen with the same information with the exception of the "<u>grant amount</u>" field. The amount in the grant amount field will be changed to the full monthly determined amount from the Adoption Assistance Agreement. Repeat the process as necessary to reach the current month. Go to the SEPA screen to authorize Medicaid.

E.   Adoption cases differ from foster care cases in that adoption cases pay at the beginning of the month and foster care cases pay at the end of the month.

XI. Completing a Review on an Adoption Assistance case in KAECSES
A yearly review should be completed on all Adoption Assistance cases. Refer to Section 6200*.* When a renegotiation is requested, refer the request to the Adoption Assistance Expert in your region.

> 1. On CLME screen (main menu)-enter the AS case number, enter the Program type AS, and enter the Benefit month(the month after you are completing the review as Adoption Support is always a month ahead in KAECSES). In the NEXT field type CLIR then hit ENTER.
>
> 2. On CLIR, in the SELECT FUNCTION field enter 5. Tab down to the ENTER EXISTING CASE NUMBER field and enter the Adoption Assistance case number and then hit ENTER.
>
> 3. On the RERE screen you will enter the date you are completing the review in the REVIEW APP DATE field. Tab to the NEXT field and type in ASPD and then hit ENTER.
>
> 4. On ASPD screen, you will enter the REVIEW THROUGH field with the month and year of the next review. This would be 12 months from the current month. (Example: If you are entering the review for 3/06, then your review date would be 03/07). You will then hit ENTER. Then authorize the screen in the AUTH field, type CAP2 in the NEXT field and then hit ENTER.
>
> 5. CAP2 will show in the REV DUE field then next time the Adoption Assistance case will need to be reviewed.

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XII.   Closing Adoption Assistance Cases

A.   Go to the APEM screen and enter the upcoming month.

B.   Go to the ASPD screen which will display the upcoming month.

C.   Tab to the "denial closure reason" field and enter "OT".

D.   Tab to the authorization field and enter your authorization code. Hit ENTER.

E.   Check on the CAP2 screen to make sure the case is closed for the end of the current month.

XIII.   Excerpts from KAECSES Manual:

316   FOSTER CARE/ADOPTION SUPPORT

FOCA

This screen is the first of the screens that are unique to Foster Care and Adoption Support. It is used to register non-financial identifying information on the KAECSES system for a child in foster care placement, adoptive home receiving AS (adoption support), or in non-payment placement that receives medical assistance for the child/youth. Information that will transfer on to other FC and AS screens are case name, case number, program type, and source of funding.

FOCA	FOSTER CARE/ADOPTION SUPPORT	021798 13:27
		☐ JEANINE A
CASE NAME: WALLER, KID	CASE NUMBER: 00000715	
PROGRAM TYPE :	FC	SOURCE OF FUNDING :	AF
PARENTAL RIGHTS SEVERED :	Y	RESPONSIBLE STATE :	KS
LEGAL STATUS :	05	DATE OF INITIAL CUSTODY :	091097
COUNTY COURT COMMITMENT :	BB	REASON CASE CLOSED :	
CHILD/FFH RACIALLY MATCHED :	Y	ADMIN REVIEW/STAFFING DATE:	020298
DATE OF PERIODIC REVIEW HEARING:	020298	GOAL :	IL
TYPE OF CURRENT PLACEMENT:	01	DATE OF CURRENT PLACEMENT :	091097

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CLASSIFICATION OF OFFENSE :

CONDITIONAL RELEASE :

WORKER NUMBER:

COUNTY CODE:

BB

SCHOOL DISTRICT :

NEXT-->

PROGRAM TYPE: The system will display either "FC" for Foster Care or "AS" for Adoption Support**.**

SOURCE OF FUNDING: Enter a two-letter code for this field. For Foster Care, an AF, GA or PE code can be chosen. The source of funding code of "PE" will be automatically changed to "GA" after ninety days if the code has not previously been changed. For Adoption Support, an FD or ST code can be chosen. (NOTE: FOCA source of funding for Adoption Assistance reflects IV-E eligibility determined during the determination of adoption assistance.)

PARENTAL RIGHTS SEVERED: Enter "Y" for yes or "N" for no.

RESPONSIBLE STATE: An entry for Kansas (KS) will automatically be entered by the system but the worker may override this with a code for another state. (DISPLAY TABLE VALUES for complete listing of valid codes).

LEGAL STATUS: Enter a two-digit code for legal status; these codes can be found on the HELP screen for FOCA or the application form.

DATE OF INITIAL CUSTODY: Enter the six digit month, day and year.

COUNTY COURT COMMITMENT: Enter a two character county code (DISPLAY TABLE VALUES for complete listing of valid codes).

REASON CASE CLOSED: If the case is closed, enter an appropriate one-digit closure code.

CHILD/FFH RACIALLY MATCHED: Enter "Y" for yes or "N" for no.

ADMIN REVIEW/STAFFING DATE: Enter six digits for month, day and year.

DATE OF PERIODIC REVIEW HEARING: Enter six digits for month, day and year. This field should only be completed for a Legal Status of child in need of care (CINC).

GOAL: Enter an appropriate code.

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TYPE OF CURRENT PLACEMENT: Enter an appropriate two-digit code. The entry of the code for "AJCF", "BJCF", "TJCF" or "LJCF" is only valid for a Legal Status of juvenile offender (JO) committed to JCF. The entry of the code for "Adoption-Non- Assistance" or "Adoption-Assistance" is only valid for a Legal Status of 5, 6, 7 or 10. The FOCA screen is used to register non-financial identifying information on the KAECSES system for a child in foster care placement, in an adoptive home receiving adoption support (AS) or in a non-payment placement that receives medical assistance (Medicaid only). Update the type of placement in KAECSES when a change occurs.

DATE OF CURRENT PLACEMENT: Enter six digits for month, day, and year.

CLASSIFICATION OF OFFENSE: If appropriate, enter a two-digit code. This field is entered only for a Legal Status of juvenile offender (JO).

CONDITIONAL RELEASE: Enter "Y" for yes of "N" for no. This field is applicable only for a Legal Status of juvenile offender (JO).

WORKER NUMBER: Enter an appropriate two-digit code for the worker assigned to the case.

COUNTY CODE: Enter an appropriate two-digit code for the county having jurisdiction on the case (DISPLAY TABLE VALUES for complete listing of valid codes).

SCHOOL DISTRICT: Enter a three-digit school district code designating which district the child/youth resides.

NOTE: In addition, a CSE referral is required if the foster child's source of funding is "AF", "GA" or "PE" and parental rights have not been severed. The referral is automatically made by KAECSES to CSE when FCPD is authorized.

337   FC PAYMENT DETERMINATION

FCPD

This screen is used to authorize a Foster Care payment for an independent living placement and/or a medical card for a child in an eligible foster care placement.

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The FCPD screen will be displayed with the case name, case number, benefit month, and program type as KAECSES-entered fields and these fields cannot be changed. Initially, the source of funding will be displayed as entered on the FOSTER CARE/ADOPTION SUPPORT (FOCA) screen.

When the FCPD screen is accessed to authorize a payment and/or medical card for the benefit month, a blank screen is displayed. The worker enters the information related to that payment, authorizes the payment, and either exits the screen or enters a "Y" in MORE BENEFITS to make another payment. If this screen is accessed again to make another payment for the same benefit month, a "Y" must be entered to display each authorized benefit for that month, one at a time, until the last benefit for the month has been displayed. Only at that time will a blank screen be displayed for the worker to make another payment.

FCPD		FC PAYMENT DETERMINATION	021898 14:25
			JEANINE A
CASE NAME: FCKID,			FOUR CASE NUMBER: 00000528
PROGRAM: FC		SOURCE OF FUNDING: AF	MONTH: 0498
PAYEE - LAST:	WILKINS	FIRST: STEVEN	MI:
STREET	CITY	STATE	ZIP
123 COW STREET	TOPEKA	KS	66614
START DATE: 040198		END DATE: 043098	
SPECIAL SERVICE FEE:			TRANSITIONAL FEE:
CALCULATED AMT: 0.00			
GRANT AMT : 0.00			DENIAL CLOSURE REASON:
AUTH: AUTO	☐	BENEFIT ISSUANCE: MO	REVIEW THROUGH: 0498
			MORE BENEFITS: NEXT-->

In order to make a payment from this screen, the Service Specialist (SS) may do the following:

☐ Enter the payee name in the LAST, FIRST, and MI (Middle Initial) fields. In addition, this information may be modified on an existing authorized benefit, as long as it hasn't been issued yet;

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☐ Enter or modify the payee address in the two lines of STREET and in the CITY, STATE, and ZIP fields. If the nine-digit zip code is known, it may be entered, otherwise a five-digit zip code will be accepted;

START DATE**:** Enter the first day of the benefit month the medical card or payment is to be issued;

END DATE**:** Enter the last day of the benefit month the medical card or payment is authorized. For the first month, if continuous placement, Service Specialist must enter last day of the month. Payment will roll over from that point, until end date is changed.

SPECIAL SERVICE FEE: Leave blank (not being used);

TRANSITIONAL FEES: Leave blank (not being used).

Press ****ENTER****.

FCPD		FC PAYMENT DETERMINATION	021898 14:25 / JEANINE A
CASE NAME: FCKID,			FOUR CASE NUMBER: 00000528
PROGRAM: FC		SOURCE OF FUNDING: AF	MONTH: 0498
PAYEE - LAST:	WILKINS	FIRST: STEVEN	MI:
STREET	CITY	STATE	ZIP
123 COW STREET	TOPEKA	KS	66614
START DATE: 040198		END DATE: 043098	
SPECIAL SERVICE FEE:			TRANSITIONAL FEE:
CALCULATED AMT: 0.00			
GRANT AMT : 0.00			DENIAL CLOSURE REASON:
AUTH: AUTO	☐	BENEFIT ISSUANCE: MO	REVIEW THROUGH: 0498
			MORE BENEFITS: NEXT-->

KAECSES performs the following tasks:

☐ Edits that the dates are valid and are within the month being processed;

The Service Specialist can do the following:

☐ Authorize the FCPD screen by entering the PEN in the AUTH field so the medical card is sent to that address;

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- ☐ Enter or change a review through date, if applicable (an overdue review does not prohibit benefits from being issued); and

- ☐ Enter a "Y" if more benefits need to be authorized for the case.

STATUS CHANGE

After processing the screen, KAECSES will set the FC program to:

- ☐ OPEN - if benefits are authorized;

- ☐ DENIED - if it's the initial month and a denial/closure reason has been entered;

- ☐ CLOSED - if it's other than the initial month and a denial/closure reason is entered; or

337 AS PAYMENT DETERMINATION

ASPD

This screen is used to authorize an Adoption Assistance payment and/or a medical card for a child with an adoption assistance Medical Card. The ASPD

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screen will be displayed with the case name, case number, benefit month, and program type as KAECSES-entered fields and these fields cannot be changed. Initially, the source of funding will be displayed as entered on the FOSTER CARE/ADOPTION SUPPORT (FOCA) screen. The valid codes are FD and ST; these codes should match the SOF codes from the FOCA screen. (NOTE: ASPD source of funding reflects IV-E Payment eligibility for Adoption Assistance.)

When the ASPD screen is accessed to authorize a payment and/or medical card for the benefit month, a blank screen is displayed. The worker enters the information related to that payment, authorizes the payment, and either exits the screen or enters a "Y" in MORE BENEFITS to make another payment. If this screen is accessed again to make another payment for the same benefit month, a "Y" must be entered to display each authorized benefit for that month, one at a time, until the last benefit for the month has been displayed. Only at that time will a blank screen be displayed for the worker to make another payment.

ASPD		AS PAYMENT DETERMINATION	021898 14:25 JEANINE A
CASE NAME: ASKID,			FOUR CASE NUMBER: 00000528
PROGRAM:AS		SOURCE OF FUNDING: FD	MONTH: 0498
PAYEE - LAST:	WILKINS	FIRST: STEVEN	MI:
STREET	CITY	STATE	ZIP
123 COW STREET	TOPEKA	KS	66614
START DATE: 040198		END DATE: 043098	
SPECIAL SERVICE FEE:			TRANSITIONAL FEE:
CALCULATED AMT: 0.00			
GRANT AMT : 0.00			DENIAL CLOSURE REASON:
AUTH: AUTO	☐	BENEFIT ISSUANCE: MO	REVIEW THROUGH: 0498
			MORE BENEFITS: NEXT-->

In order to make a payment from this screen, the Service Specialist (SS) may do the following:

☐ Enter the payee name in the LAST, FIRST, and MI (Middle Initial) fields. In addition, this information may be modified on an existing authorized benefit, as long as it hasn't been issued yet;

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☐ Enter or modify the payee address in the two lines of STREET and in the CITY, STATE, and ZIP fields. If the nine-digit zip code is known, enter it, otherwise a five-digit zip code is accepted;

START DATE**:** Enter the first day of the benefit month the medical card or payment is to be issued;

END DATE**:** Enter the last day of the benefit month the medical card or payment is authorized. For the first month, if continuous placement, Service Specialist must enter last day of the month. Payment will roll over from that point, until end date is changed.

SPECIAL SERVICE FEE: Leave blank (not being used);

TRANSITIONAL FEES: Leave blank (not being used).

Press ****ENTER****.

ASPD		AS PAYMENT DETERMINATION	021898 14:25 JEANINE A
CASE NAME: ASKID,			FOUR CASE NUMBER: 00000528
PROGRAM: AS		SOURCE OF FUNDING: FD	MONTH: 0498
PAYEE - LAST:	WILKINS	FIRST: STEVEN	MI:
STREET	CITY	STATE	ZIP
123 COW STREET	TOPEKA	KS	66614
START DATE: 040198		END DATE: 043098	
SPECIAL SERVICE FEE:			TRANSITIONAL FEE:
CALCULATED AMT: 0.00			
GRANT AMT : 0.00			DENIAL CLOSURE REASON:
AUTH: AUTO	☐	BENEFIT ISSUANCE: MO	REVIEW THROUGH: 0498
			MORE BENEFITS: NEXT-->

KAECSES performs the following tasks:
☐ Edits that the dates are valid and are within the month being processed;
☐ Edits that the special service fee is either N or Y or blank;
☐ Edits that the transitional fee is either N or Y or blank;

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☐ Calculates and displays a calculated amount by considering the child's age, and whether a special service fee, or transitional fee or both is needed. This information is then used to access the FAMILY FOSTER CARE RATES table for the correct daily multiplier which is multiplied by the number of days the payment is for (this calculation is currently not being used. A zero will appear in the "Calculated Amount" field);

☐ Displays either the same calculated amount in the grant amount field if the worker had not previously overridden the calculated amount, or the amount used to override the previous calculated amount; and

☐ Displays a benefit issuance indicator.

The Service Specialist can do the following:

☐ Enter a worker-calculated payment in the GRANT AMT (Amount) field to override the system-calculated amount;

☐ Authorize the payment by entering the PEN in the AUTH field;

☐ Override the system-entered BENEFIT ISSUANCE field with "DA" (Daily), "MO" (Monthly) or "SU" (Suspend), if necessary. A benefit may only be suspended if it's the current month and there is not more than one benefit record for the month;

☐ Enter a denial/closure reason to deny or close the case (DISPLAY TABLE VALUES for complete listing of valid codes);

☐ Enter or change a review through date, if applicable (an overdue review does not prohibit benefits from being issued); and

☐ Enter a "Y" if more benefits need to be authorized for the case.

KAECSES validates the entered data and displays error messages if appropriate. The address is not validated against the ZIP CODES/CITIES table as is done on the ADDR (Address) screen.

STATUS CHANGE

After processing the screen, KAECSES will set the AS program to:
☐ OPEN - if benefits are authorized;

SPECIAL PROCESSING

The closure of the FC program must be authorized on the FCPD screen.

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KAECSES does not edit for overlapping benefits within a month. Start and end dates may be shortened or lengthened at any time before benefits have been issued.

After all benefits have been displayed, a "Y" may be entered in the MORE BENEFITS field to display a screen with the appropriate fields enterable to authorize a new benefit for the month. The Service Specialist (SS) can then authorize a new benefit with the appropriate start and end dates.

NOTE: Monthly rollover for the Foster Care program will copy benefits from the current month into the following month.

THE FOLLOWING NEW ALERTS HAVE BEEN ADDED TO KAECSES

PE SOURCE OF FUNDING > 30 DAYS
This alert is generated on foster care cases when the source for funding code on FOCA has been PE for a period greater than thirty days but less than sixty-one days.

Due Date: The date the alert is produced.

Alert Type: Weekly (SWRUN83Q)

PE SOURCE OF FUNDING > 60 DAYS
This alert is generated on foster care cases when the source for funding code on FOCA has been PE for a period greater than sixty days but less than ninety-one days.

Due Date: The date the alert is produced.

Alert Type: Weekly (SWRUN83Q)

THE FOLLOWING MONTHLY STATUS REPORT WILL BE AVAILABLE on SAR TO REGIONAL OFFICES REGARDING THE "PE" CODE

Report Number: MR380

Report Name: IV-E STATUS REPORT

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PENDING CASES BY NUMBER OF DAYS FROM APPLICATION DATE AND CASES AUTOMATICALLY CHANGED TO GA (OVER 90 DAYS) AS OF 99/99/99

Batch Run Number: SWRUN83Q

Distribution: PPS Administration Staff (Available on SAR.)

Frequency/Timing: Monthly

Sequence/Page Breaks: Region/section/unit/caseload/30 days/ 60 days/ 90 Days Page break is by region.

Totals:

- Total: (>30 days): The total number of foster care cases for the region where the source of funding code on FOCA has remained PE for a period greater than thirty days.

- Total: (>60 days): The total number of foster care cases for the region where the source of funding code on FOCA has remained PE for a period greater than sixty days.

- Total: (>90 days): The total number foster care cases for the region where the source of funding code on FOCA has remained PE for a period greater than ninety days and the code is automatically changed to GA.

 Report Format:

Region:	DCF regional office
Caseload:	The caseload to which the case is assigned.
Case Name:	The case name associated with the KAECSES case number.
Case Number:	KAECSES case number.
Over 30 Days:	Regional listing of foster care cases where the source of funding code on FOCA has remained PE for a period greater than thirty days.
Over 60 Days:	Regional listing of foster care cases where the source of funding code on FOCA has remained PE for a period greater than sixty days.
Over 90 Days -Automatically Changed to GA:	Regional listing of foster care cases where the source of funding code on FOCA has remained PE for a period greater than ninety days and the code has automatically been changed to GA.

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KAECSES
Pending cases by Number of Days from Application Date and
Cases Automatically Changed to GA (Over 90 Days) as of 02/20/01

Region Northeast

Caseload	Case Name		Case Number
Over 30 Days			
001-1-07	Adan	Tim	00005442
001-1-07	Adana	Tim	00005437
Total : 2			
Over 60 Days			
001-1-07	Bell	Jan	00005435
001-1-07	Carl	Amy	00005446
001-1-07	Driver	Dan	00004721
Total: 3			
Over 90 Days - Automatically changed to GA:			
001-1-07	Walker	Cindy	00004723
001-1-18	Picket	Wicket	00004725
925-8-01	Jasper	Dog	00004724
925-8-22	Ruggles	Dara	00004735
Total: 4			

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