

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
SEPTEMBER 15, 2017**

IM 5316

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance

SUBJECT: Utilizing FileNet for Foster Care

PROGRAMS: All Programs

EFFECTIVE: Immediately

RETENTION: Until superseded

ATTACHMENTS: Updated FileNet Naming Convention

SECTIONS

AFFECTED: 448-01-40-25 - Electronic Case File Organization

Effective immediately documents stored in FileNet under a foster care child's Medicaid case must be specific to the documents required for Foster Care Medicaid initial and ongoing eligibility only.

Medicaid Policy Manual Chapter 510-05-55-05, Foster Care and Related Groups states that a child is considered to be in foster care IF all the following requirements are met:

1. There is a current foster care court order;
2. A public agency has care, custody, and control of the child;
3. The child is a foster care child in the state foster care system through the state's Children and Family Services unit, or a Tribal 638 Foster Care child.

Medicaid allows the upload of supporting eligibility documentation into FileNet. For children in foster care, the Foster Care Medicaid case should include the following documents to support eligibility:

- The initial, subsequent court orders and continuances verifying a public agency has care, custody and control of the child.
- SFN 641-Title IV-E Title XIX Foster Care Application
- SFN 869 – Title IV-E Initial Eligibility Worksheet
- SFN 870 – Title IV-E Reimbursability
- SFN 873 – Title IV-E Income Calculation Worksheet
- SFN 38 – Emergency Assistance Service Application
- SFN 642 – Title IV-E/Title XIX Redetermination
- SFN 45 – Notice of Change specific to changes that affect the Medicaid case only - Change in Child’s Status-18+, Closing Foster Care, Change in Parent’s Status
- Non-financial verifications such as verification of age, citizenship, identity and social security number (SSN).
- Social Security or other income/asset specific to the child
- SFN 60 – 18+ Continued Care Agreement
- SFN 443 – Notice of Right to Claim Good Cause

Note: When completing Narratives for Foster Care Medicaid eligibility, it is important to only include information relevant to the Foster Care Medicaid eligibility. Do NOT include names of Foster Parents in the narrative.

The following documents are part of foster care eligibility and are **not** specific to Foster Care Medicaid eligibility and should not be a part of the Medicaid documentation in FileNet.

- Foster Care Eligibility Summary Sheet
- Legal Affidavits, Petitions, Scheduling Orders
- SFN 630 – Foster Care Placement Notification
- SFN 45 – Notice of Change Form – Foster care Placement Changes and additions
- SFN 1023 Transportation Budget
- Agreements between agencies
- SFN 827 – Credit Form
- Foster parent Licensing and BCI/FBI information
- Irregular payment approvals and receipts
- CCWIPS screen prints – payment and history screens

However, to allow staff to continue to scan documents not specific to Foster Care Medicaid eligibility into FileNet, a new Category ‘Foster Care’ has been added to the County FileNet Short Name list. Documents specific to the foster care program (non-Medicaid) must be scanned under the new Subject/Title Name of ‘Foster Care’.

These are the new ND Short Name and Subject Titles under the 'Foster Care' category:

- 50 FC Legal
- 51 FC Residency
- 52 FC Licensing
- 53 FC Payments, Approvals, Receivables
- 54 FC Narratives

Items with these new ND Short Names will have special access restricted to Eligibility Workers who have access to Frame/CCWIPS, while the documents specific to Foster Care Medicaid eligibility will continue to be available to all Eligibility Workers.

The following category has been added to the Short Name table located on the County Intranet:

<https://intranet.dhs.nd.gov/counties/showsubdir.asp?subdir=/dhsinfo/County%20Social%20Services/Scanning%20Project>

FOSTER CARE (FC) ELIGIBILITY (NOT MEDICAID ELIGIBILITY RELATED)		
50	FC Legal	Affidavits, Petitions, Scheduling Orders
51	FC Residency	SFN 630-FC Placement Notification, SFN 45 Notice of Change, agreements between agencies
52	FC Licensing	Provider License and background checks
53	FC Payments, Approvals, Receivables	Irregular payment receipts, facility billing statements, FC child care bills, travel expenditures, SFN 904-EMP I, II, III & IV agreement, irregular payment approvals (emails, meeting notes, irregular payment approval form), SFN 1023 Transportation Budget, SFN 827 Credit Report
54	FC Narratives	Foster Care Eligibility Summary, narratives specific to foster care

The following changes have been made to existing ND Short Names list to accommodate the new Foster Care documents:

- 1 – Removed SFN 630, SFN 642 attachment A, and SFN 1781
- 1 - Add SFN 60 18+ Continued Foster Care Agreement
- 12 – Removed Foster Care (facility billing statements, travel reimbursement form, group home approval, and irregular payment receipts)
- 20 - Removed Foster Care License and background checks
- 21- Removed Foster Care Notice of Change

Many of the above listed foster care documents and forms are a part of each counties Foster Care case management service file (paper or electronic) and the information the Eligibility Worker receives is a duplicate. Therefore, agencies working towards or who are fully paperless with their Foster Care case management service files are encouraged to consider ways that may allow both the Case Manager and the Foster Care Eligibility Worker to access this information in a centralized location to avoid storage duplication.

For Medicaid cases that may already contain information not relevant to Foster Care Medicaid eligibility, this information needs to be modified using the ND Short Names for Foster Care. As reviews are completed, a case is closed, or a previously closed case is reopened, please identify those documents NOT relevant to Foster Care Medicaid eligibility to update the ND Short Name. If assistance is needed with updating the short name, please contact Karmen Svihovec or Tina Walters for assistance with renaming the documents.

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If you have any questions, please contact your Regional Representative.