

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
April 12, 2017**

PI 17-16

TO: Regional Supervisors
County Social Services
Division of Juvenile Services
Tribal Social Services
PATH

FROM: Kelsey Bless, Permanency Administrator

SUBJECT: Approved Agencies for Payment 623-05-45-05
Differential Roles of Staff 623-05-55

PROGRAMS: Foster Care

EFFECTIVE: **Immediately**

RETENTION: Until Manualized

Children and Family Services (CFS) is finalizing the update to Policy Manual 623-05 Foster Care Maintenance Payments. This policy issuance (PI) is specific to Approved Agencies 623-05-45-05 and Differential Roles of Staff 623-05-55. Changes made to policy are noted **in red** and all outstanding PI's will be manualized as soon as possible for easier online viewing.

If you have questions, contact Children & Family Services Permanency Administrator, Kelsey Bless, at 701-328-3581.

Purchase of Foster Care Services From Other Agencies 623-05-45

Changing Title Name of Section

Classification of Approved Agencies for Payment 623-05-45-05

North Dakota Department of Human Services has the authority to license providers on various levels. In order for a provider to receive foster care payment, the agency and/or provider must be licensed/ approved (tribal affidavit). Below are the listed providers:

1. Family foster homes for children: An authorized licensing agent includes any approved LCPS, Tribe, or County Social Service working with the Department to license a family foster home for children.

FOSTER CARE MAINTENANCE PAYMENTS POLICY MANUAL

Division 20
Program 600

Division 20
Program 600

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- 1.2. Licensed Child Placing Agencies (LCPA): The Department licenses ND agencies to assist in licensing ND foster and/or adoptive homes. If the licensed or approved (tribal affidavit) home is providing foster care, the agency and/or provider is reimbursable. ND LCPA's include:

Foster Homes

- PATH – ND
- Lutheran Social Services
- Youthworks

Adoptive Homes

- Catholic Charities North Dakota (AASK)
- PATH – ND (AASK)
- Christian Family Life Services
- The Village Family Service Center
- God's Children Adoptions
- All About U Adoptions
- Building Forever Families – Adoption & Family Services

3. Group and Residential Child Care Facilities (RCCF): The Department, Children & Family Services Division licenses/approves (Tribal) ND facilities to provide residential services. RCCF's are reimbursable and specific contact information and rates can be found in 623-05-20-40. ND RCCF's include:

- Charles Hall Youth Services - Bismarck, ND
- Dakota Boys & Girls Ranch Youth Home – Fargo, ND
- Dakota Boys & Girls Ranch (Main Campus) – Minot, ND
- Eckert Youth Home – Williston, ND
- Harmony House – Devils Lake, ND
- Home on the Range – Sentinel Butte, ND
- Lake Oahe Group Home – Ft. Yates, ND (*Approval*)
- Prairie Learning Center – Raleigh, ND
- Pride-HOPE Home - Bismarck, ND
- Serenity Christian Home – Fargo, ND

Kay's Place will be closing June 2017. The agency will not be listed in the updated manual.

4. Psychiatric Residential Treatment Facilities (PRTFs): The Department – Behavioral Health Division licenses ND PRTF's. ND Medical Services provides reimbursement for the placement, as foster care funding is not utilized in the medical/psychiatric setting. ND PRTF's include:

- Ruth Meiers - Grand Forks, ND

FOSTER CARE MAINTENANCE PAYMENTS POLICY MANUAL

Division 20
Program 600

Division 20
Program 600

-
- Dakota Boys & Girls Ranch – Western Plains - Bismarck, ND
 - Dakota Boys & Girls Ranch - Fargo, ND
 - Dakota Boys & Girls Ranch – Minot, ND
 - Luther Hall - Fargo, ND
 - Pride-Manchester House - Bismarck, ND

Dual Licensed Facility: North Dakota has two provider's dual licensed to provide adolescent residential care. Dakota Boys and Girls Ranch as well as PRIDE Inc. HOPE Home and Manchester House are dual licensed to provide both RCCF and PRTF levels of care in state.

5. Out of State Approved Vendors: The Department, Children & Family Services Division oversees the out of state vendor list. If services are not available in state for the foster child, an out of state placement may be secured. The **only** vendors/providers approved for reimbursement are listed on the Out of State Placement Option sheet located on the NDDHS website at: <http://www.nd.gov/dhs/info/pubs/docs/cfs/foster-care-out-of-state-providers.pdf>

Differential Roles of Staff 623-05-55

Foster Care and Medical Assistance eligibility and payment authorization require planned and coordinated activities between the income maintenance/eligibility staff and foster care case managers (County, DJS, Tribal). Despite their interrelatedness with foster care cases, there are clearly defined distinction in roles, activities, and responsibilities.

Eligibility worker duties for foster care cases include, but are not limited to:

1. Determining a child's eligibility based on information provided by case management, with information obtained by parents, on the Title IV-E/Title XIX Application;
2. Entering payment and other information in the payment system.
3. Conducting comprehensive, periodic reviews of eligibility;
4. Determining court orders contain the appropriate language and are still in full effect;
5. Ensuring that the child in foster care meet all the eligibility requirements pursuant to the July 16, 1996 AFDC/FC (IV-E) guidelines (P. L. 104-193, Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and the Adoption and Safe Families Act of 1997;
6. Determining that financial need is in compliance with AFDC and Medical Assistance standards;

FOSTER CARE MAINTENANCE PAYMENTS POLICY MANUAL

Division 20
Program 600

Division 20
Program 600

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7. Ensuring that the irregular payment approvals and necessary case plan information is in the eligibility file or cross-referenced to the appropriate service file;
 8. Submitting placement application and court orders to Child Support.
 9. Ensuring all required paperwork is complete when filed;
 10. Ensuring file information is submitted timely, when drawn for a file review by the central office;
 11. Following the Foster Care Eligibility Policy Chapter 447-10.

Foster Care Case Managers (County, DJS, Tribal) duties for foster care eligibility include, but are not limited to:

1. Engaging families to complete all required eligibility forms. All forms must be complete – no blanks when submitted to eligibility. The eligibility worker will then be able to determine initial and on-going foster care and Title XIX (Medicaid) eligibility;
2. Referring seriously disabled children to SSI;
3. Ensuring court orders contain the appropriate and required language;
4. Identifying and arranging for a foster care placement in a least restrictive, most appropriate setting;
5. Ensuring the eligibility worker is aware of the foster child's placement including any changes throughout the duration of the case (SFN 45);
6. Initiating group home placement/payment approval in the case management data system;
7. Completing data entry requirements accurately and timely in the case management data system;
8. Reviewing and updating the care plan for foster care (this is a factor drives payment for the placement);
9. Determining and negotiating irregular and excess maintenance payments at the Child and Family Team;
- ~~1-~~10. Ensuring the eligibility worker gets a copy of:
 - ✓ The original court order and all subsequent court orders for the duration of the case;
 - ✓ The family foster home license and background check results for auditing purposes;
 - ✓ The irregular payment information and payment approvals;
 - ✓ Receipts and payment information submitted from family foster homes; which require reimbursement timely;
 - ✓ Updated Notice of Change (SFN 45) timely;
 - ✓ Updated case plan (quarterly CFTM notes, etc).
- ~~2-~~11. Ensuring file information is submitted timely, when drawn for a file review by the central office;
- ~~3-~~12. Following the Foster Care Permanency Policy Chapter 624-05.