

CPPS Change Notice April, 2003

CPPS CHANGE 03-03 DATE: 04/11/03

Manual: Child Placement and Payment System

Effective: April 14, 2003

Date: April 11, 2003

The accurate and timely completion and updating of the DSS-5094 and DSS-5095 forms have taken on new importance as a result of the federal Child and Family Services Review. North Carolina was required to develop a Program Improvement Plan designed to bring us into substantial conformity with the 7 federal outcome areas. Improvement in the capturing and reporting of information is an important part of the Program Improvement Plan. Our progress in achieving substantial conformity is measured through submission of information from our AFCARS (DSS-5094, and DSS-5095) system.

As part of the Division's ongoing effort to ensure that our information systems contain data which most accurately reflect the child's actual experiences while in care, the attached changes have been made to the Child Placement and Payment Systems online manual. When viewed on the web site, the changes will appear in red print. If your staff are maintaining hard copies of this manual, these changes may be made as "pen and ink" changes to that hard copy. Alternatively, a corrected MS Word copy of the manual can be found at: <http://www.dhhs.state.nc.us/dss/childrenservices/> to the left side of the page, under the ~~NEW~~.

The online manual may be viewed at the Division of Social Services, Children's Services manual page at:

<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-80/man/index.htm>

A summary of the changes needed to bring us into compliance are:

1. We are required to identify minors who were previously adopted internationally separately from the minors who were adopted domestically. We will capture this in field 15 – Previously Adopted.
2. Type of Authority, field 19 will add additional codes to include situations where an inter-county transfer occurred, and record situations where a young adult came into care via a Voluntary Placement Agreement Contractual Agreement for Residential Services (VPA/CARS).
3. Allow a plan goal and "waive" reviews for emancipated youth or VPA/CARS - young adult aged 18-21 years of age.
4. Alter living arrangement code definition for the therapeutic foster home (53) formally licensed by the Division of Facility Services.

CPPS Change Notice April, 2003

5. Alter the permanency field #46 to record additional details regarding the change in placement reason. This is being changed to provide additional accuracy in our AFCARS submission.

We notified you in the Change Notice for Manual dated 7-1-02 about the revisions to Family Services Manual, Volume I, Chapter VI, Adoption Services, Sections 1304 and Section 1305. The revised Section 1305 included changes in the vendor payment policy. This is a reminder about that policy change and how to report claims on the 5095. A child is now eligible for a maximum of \$2400 per year for any combination of medical and/or non-medical services or treatment not covered by any medical insurance program, including Medicaid or private insurance. This means the total of \$2400 may be use for medical services only, non-medical services only, or a combination of medical and non-medical services. This change affects all children who receive adoption assistance and have been approved for vendor payments. If a child has been approved for medical vendor only, the total amount available to him is \$2400. If a child has been approved for therapeutic vendor only, the total amount available to him is \$2400. (See Chapter VI, Section 1305, IIB, Benefits Available.)

The DSS-5095 will not change for these areas. Since the total of \$2400 is available for all of one service or a combination of both services, the requests for reimbursement can be split as long as the total for both does not exceed \$2400. Examples, one child has a medical cost of \$1800. Enter \$1200 in Field 21 and \$600 in Field 22. Another child has a therapeutic cost of \$2400. Enter \$1200 in Field 21 and \$1200 in Field 22. For auditing purposes, it is important to keep documentation for all services for which reimbursement is requested.

One change that has been made is that you are no longer required to change the amount of payment due to a change in the child's age. (FIELD 24, MONTHLY AMOUNT). THIS WILL BE DONE AUTOMATICALLY AT THE BEGINNING OF THE MONTH PRIOR TO THE MONTH THE CHILD EXPERIENCES AN "AGE UP" BIRTHDAY.

There have been many questions about the funding source for Nonrecurring Cost. No funding source is indicated on the DSS-5095 for nonrecurring costs since all costs are funded by IV-E. The Funding Source requested for Field 23 relates to Field 21, Medical Vendor and Field 22, Therapeutic Vendor. **Please do not enter a funding source when the request is for reimbursement of nonrecurring costs.**

Just a reminder that the nonrecurring expenses cover reimbursable costs for adoption fees, court costs, attorney fees, and other expenses that are directly related to the legal adoption of a child with special needs. These expenses can include such costs as the preplacement assessment, including physical and psychological examinations, transportation and reasonable costs of lodging and food for the child and/or the adopting parents when necessary to complete the placement or adoption process and supervision of the placement. Since the nonrecurring cost is directly related to the legal adoption of a child, the expenses incurred in a placement that does not result in a

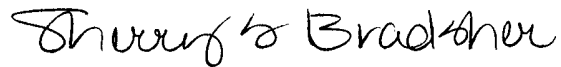
CPPS Change Notice April, 2003

PETITION FOR ADOPTION cannot be covered under nonrecurring. **The DSS-5095 will not accept nonrecurring costs without a date for the Petition for Adoption.**

The Child Placement and Payment System will not allow the entry of nonrecurring costs, Field 20, AND vendor payments, Fields 21 and 22, in the same month. Therefore, enter nonrecurring costs and vendor payments in different months. A child's eligibility for services covers the state fiscal year, so as long as the services are provided within this time period, the agency can claim reimbursement.

If you have questions about entering data into the system from an accurately completed DSS-5094 or DSS-5095 form, you may contact the DIRM help desk at (919) 733-9100 or Kevin Kelley at (919) 733-4622. If you have questions regarding the policies related to adoption assistance, please contact Amelia Lance at (919) 733-4622 in the Policy Initiative and Community Based Program Team or your county's CPR.

Sincerely,



Sherry S. Bradsher
Deputy Director