

# **Kinship Care**

## **Policy and eWiSACWIS**

# Agenda

- ▶ Court Ordered Kinship Care
- ▶ Voluntary Kinship Care
- ▶ Waitlisted Kinship Care
- ▶ Relative Living Arrangement & Placement
- ▶ 48.977 Long –Term Guardianship
- ▶ Additional Information and Contacts

# Overview

- ▶ To give a better understanding of the different Kinship Care Categories and the importance of identifying which category to use and where in eWiSACWIS.
- ▶ To also identify the Service Documentation required for different categories of Kinship Care.
- ▶ Answer the common questions and ongoing issues with data entry (accurate data = accurate funding).

# Court Ordered Kinship

# Program Reminders

- ▶ All Court Ordered Kinship Care Cases that are found eligible must be added to the Kinship Care caseload and paid monthly.
- ▶ This applies to 48.355, 48.357, 48.977 Court Ordered Kinship Cases.
- ▶ Voluntary or Court Ordered Cases receiving Kinship payment may not be denied or held based on county fiscal/budget issues.

# Data Entry - eWiSACWIS

## Court Ordered Cases

- ▶ Use the existing CPS Family Case. Services Report not required. (Reference Person is usually Mother).
- ▶ Complete/update the Person Management window for the child. (emphasis on Basic, Additional, and Kinship Tabs).
- ▶ Create and Maintain the Kinship Provider.
- ▶ Create an Out of Home Placement using a court-order related Kinship Care Service Type and Placement Status. Refer to KIDS.

- ▶ Create A Permanency Plan.
- ▶ Refer to Maximus via the Eligibility Icon.
- ▶ Update the Child's Legal Status.
- ▶ Create a Case Plan and subsequent Case Progress Evaluations.
- ▶ End the placement when appropriate.
- ▶ Close the case when appropriate.

# Voluntary Kinship Care

# Data Entry – eWiSACWIS

## Voluntary Kinship Care

- ▶ Use a Services Report to create a referral and either link it to the child's existing case or create a case for the child. (The child is to be used as the Reference Person.)
- ▶ Complete the Person Management window for the child. (emphasis on Basic, Additional, and Kinship Tabs.)
- ▶ Create and Maintain the Kinship Provider.

- ▶ Create an Out of Home Placement using a Voluntary Kinship Care Service Type & Placement Status.
- ▶ Refer to KIDS via the Out of Home Placement Window.
- ▶ End Placement when appropriate.
- ▶ Close Case when appropriate.

# Waitlisted Kinship Cases

# Program Reminders

- ▶ All Waitlisted Cases must be reported in eWiSACWIS separate from Voluntary Paid Kinship Care Cases.
- ▶ Reports and funding are directly affected by the way these cases are entered into the application.
- ▶ Kinship Care reports are generated on a monthly basis. Entering Waitlisted cases in a timely manner is important.

# Data Entry – eWiSACWIS

## Waitlisted Kinship Care

- ▶ Waitlisted Kinship Care Placements will be entered exactly the same as Voluntary Kinship Cases except for :

- ▶ When assigning Service Types for the provider, add or use the Service Type of **Kinship – Waitlisted** for the provider.
- ▶ When creating the Out of Home Placement for the child, use the Kinship Care-Waitlisted Service Type.

What happens when the child is removed from the Waitlist and payments are authorized?

If the County is starting to pay Kinship on a former Waitlisted case from the day funding is available and not the placement start date :

- Close the waitlisted placement the day before you are going to start paying.
- Open the new paid Kinship placement starting with the first day the relative will be paid.

If the County is paying from the first day the child was placed:

- Close the waitlisted placement 'Placement Made in Error'.
- Open a new placement using a paid Kinship Service Type starting with the date the child was waitlisted.

# Relative Living Arrangements & Placements

# Program Reminder

## ► Distinguish between KC and kc

- KC = A Kinship Care application accepted and payments started/or waitlisted.
- kc = A Relative raising a relatives child. There is no official relationship to the Kinship Care program.

**Do not report kc cases as KC in eWiSACWIS.  
Marking these cases with the eWiSACWIS label  
'Kinship Care', will negatively affect the accuracy of your  
county's case counts.**

# Question

- ▶ What if there is a voluntary agreement between the parents and a relative to change the child's living arrangements and the relative wants to apply for Kinship Care payments. How does this get documented in eWiSACWIS?

# Answer

- ▶ A Services Report is created for the child and relative . The child is the Reference Person and a new case is created (if the child does not have a case).
- ▶ Creating the Voluntary Kinship Care in the Out of Home Placement window is not required until the Kinship Care application has been approved.

# Question:

What happens when there is a Court order for Kinship Care with a relative but the home has not been approved or does not want access to Kinship Care?

**Answer:**

**Follow the instructions for  
setting up a Voluntary  
Kinship Care Placement in  
addition to:**

Pending the approval and creation of a Court-Ordered Kinship Care placement, complete the following Provider and Out of Home Placement documentation:

- ▶ Updating /Creating the Provider unlicensed services to have the Category and Service Type set up as 'Relative Care – Unlicensed'. (kc not KC)
- ▶ Update the Home Provider page, Basic Group Box – Type to 'Relative'.
- ▶ When creating the Initial Out of Home Placement Window, the Placement Status will need the value of 'Relative Care-Unlicensed.'

# Court-ordered Kinship to a 48.977 Long-term Guardianship

- ▶ If a court-ordered Kinship placement becomes a 48.977 Guardianship case, the placement should be ended as a 'discharge to the Guardianship-Relative' on the Placement Ending window and a new Voluntary Kinship placement should be created. Remember to update the Provider with the proper Category and Service Type.

# Voluntary Kinship arrangement changes to Court Ordered Kinship placement:

- ▶ The Voluntary Kinship service must be ended and a new placement is created using the Court-Ordered Kinship Service Type
- ▶ The Date of Removal on the Out of Home Placement window should reflect the date of the Court Order.

Questions ?

Comments?

# Where to Get More Information related to Policy Questions

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State of Wisconsin

608-266-2464

[TelferHR@dhfs.state.wi.us](mailto:TelferHR@dhfs.state.wi.us)

# More Information Related to Documentation in eWiSACWIS

- ▶ [http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/index.htm)
- ▶ Quick Reference Guides
- ▶ Placement Manual
- ▶ How Do I Guides
- ▶ eWiSACWIS Help Desk  
1-866-355-2180  
helpdesk@wi.gov

# Other Kinship Care Resources

▶ **ICPC**

Lynn Lehr 608-266-8501

[lehrlm@dhfs.state.wi.us](mailto:lehrlm@dhfs.state.wi.us)

Brenda Kritz 608-266-2075

[kritzbr@dhfs.state.wi.us](mailto:kritzbr@dhfs.state.wi.us)

▶ **Medical Assistance**

John La Phillip 608-266-6772

[laphijo@dhfs.state.wi.us](mailto:laphijo@dhfs.state.wi.us)

▶ **Child Care**

Rebecca Brueggman 608-266-9703

[BRUEGRE@dwd.state.wi.us](mailto:BRUEGRE@dwd.state.wi.us)

▶ **Child Support**

David White 608-267-1429

▶ **Milwaukee Kinship Care Contacts**

Mary Kennedy 414-220-7035

[kenneml@dhfs.state.wi.us](mailto:kenneml@dhfs.state.wi.us)

▶ **eWiSACWIS Financial**

Chris Partridge 608-267-3304

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