KIDS Referral Informational Sheet

- **What is the process for the interface?**

Automated referrals are made to the KIDS program based on how certain questions in the eWiSACWIS system are answered. In eWiSACWIS, there are three questions on the Out of Home Placement page under the KIDS Referral section. Depending on how these questions are answered a referral may or may not be automatically generated; however, if there is a court order for child support then a referral will be made regardless of how the rest of the questions are answered. Also, in order to initiate a send, at least one parent must be identified on behalf of the child.

Each night a file of all of the KIDS referrals is automatically sent to the State DWD/KIDS program. The KIDS system uses this data to open a case in their system. If a KIDS worker updates demographic or address information in their system, the relevant information is sent back to eWiSACWIS and formatted into a data comparison report. For data integrity reasons, each county should designate a worker to review and validate the information and update eWiSACWIS if necessary.

Part of the implementation process in each county is to discuss which standard reports are available in the system. Each county indicates which reports they would like to receive and then identifies which staff should be added to the report's automated distribution list. The standard report, FM0705, lists the relevant changes made to a case by a worker on the KIDS system, which had been referred to KIDS via eWiSACWIS. Likewise, if changes occur in eWiSACWIS, updates will be sent to KIDS automatically. Such changes include employment, assets, addresses, person demographics, and placement changes. A KIDS worker will then decide whether to update this information to their system.

On a monthly basis, eWiSACWIS sends the KIDS application the cost of care for all children that have been referred to them. In return, KIDS sends to eWiSACWIS the payment amount of Child Support that should be credited towards the cost of the child's care. This payment amount is automatically recorded in the child's trust account ledger. The county will continue to physically receive their payments from KIDS in the same manner in which they received them prior to using eWiSACWIS, but the documentation of these payments will be completed automatically. The county is responsible for creating a trust account for the child in the eWiSACWIS system as appropriate/necessary. However, if a trust account is not created for the child at the time that the KIDS program attempts to document a payment then the child will appear on an exception report. Each county should designate at least one worker who will receive their county's KIDS exception report. This report can be accessed via the eWReports environment from the eWiSACWIS application. It should be noted that once the cost of a child's care is reimbursed in full and the child has been discharged from all placements (i.e. all placements are closed), eWiSACWIS will send a notice to the KIDS program. This notice will appear on a KIDS report and the KIDS worker and eWiSACWIS fiscal worker should communicate via an offline process to determine when child support payments should stop depositing in eWiSACWIS.

County child support enforcement programs will not have access to the eWiSACWIS application but will continue to access data from the KIDS system.

- **How often does the interface run?**

Nightly.

- **When will the county begin using the KIDS interface?**

A county will begin using the automated KIDS referral the day they go live with the eWiSACWIS system. From this day forward, the county no longer needs to submit paper referrals to the KIDS program as long as all of the necessary questions in eWiSACWIS are answered since the interface will provide the State with this information on a nightly basis.

- **Are any referrals made on the cases entered into eWiSACWIS through the MDE and/or conversion process?**

Yes. eWiSACWIS sends a conversion file containing all open placements to KIDS at the time the county data is converted into eWiSACWIS. This ensures that KIDS is aware of all of children in open placements, who are currently in the eWiSACWIS system.

- **How are KIDS Referrals completed in eWiSACWIS?**

eWiSACWIS electronically submits referrals to the KIDS system based upon the responses provided to the KIDS Referral questions. As a result, counties will no longer need to report child support referrals as they had been done prior to using eWiSACWIS.

In eWiSACWIS, the KIDS Referral is completed when an Out of Home Placement is created for the child and the placement is indicated as a "paid service." Depending on how the KIDS Referral questions are answered a referral may or may not be automatically generated. The combination of how the questions below are answered indicates whether a referral will take place. In the questions described below, if questions (1) and (2) are 'Yes', then a referral will be made to KIDS. Alternatively, if question (3) is answered 'Yes', then a referral will be made to KIDS regardless of how the other questions were answered.

Child Support Review

Is this referral in the best interest of the child?	○ Yes ● No
Is this placement expected to be long term?	○ Yes ● No
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?	○ Yes ● No

- **Should kinship cases be referred to KIDS?**

Yes. It is very important that when a child is placed in a kinship placement that the worker answers all three of the KIDS questions. Workers should not be concerned that the three questions are not kinship specific as these questions apply to **ALL** out of home placement types.

It is very important to document information on at least one of the child's parents in eWiSACWIS. On the child's person management record one parent needs to be added so that this information can also be transferred to KIDS. To ensure the best possible match the worker should enter information on both parents and the kinship care provider.

What are the KIDS Referral questions asking?

1. **Is this referral in the best interest of the child?**

The DSS/DHS, in consultation with CSA, determines whether the circumstances of the case are such that the referral would not be in the best interest of the child. Such a determination should include whether the support requirements would result in a documented hardship (e.g., having to move from their residence, filing for bankruptcy, precluding the parent(s) from maintaining the home for their child's return). It is critical that the impact of any support order be considered relative to the need to maintain the home and the relationships among all family members. If the DSS/DHS determines that a referral would adversely affect the child's placement or return, then the DSS/DHS should consult with CSA regarding the appropriateness of the referral and options for child support. Any such determination and the rationale for this decision must be included by the DSS/DHS in the child's case record. If it is decided that a referral to child support is in the child's best interest then the question should be answered "Yes" as this will generate a referral to KIDS.

2. **Is this placement expected to be long term?**

If the child's length of placement is expected to be for six months or longer then it is considered to be a long-term placement. If this question is answered "Yes," then a referral will be made to KIDS. (Note: County child support and human/services agencies may jointly agree that a shorter period of placement is considered adequate for the CSA to pursue support in their county. If there is agreement, this shorter timeframe can be defined as "long term" for that county.)

3. **Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer to child support services?**

If the case worker is aware of an existing court order for child support, then this question should be answered "Yes." If the worker doesn't know if a child support order exists but the case is otherwise appropriate for child support services then the question should be answered "Yes." This will generate a referral to KIDS.