

Kinship Care FAQ

What steps need to be followed to enter non-CHIPS (Voluntary) Kinship Care cases?

- Separate Kinship Care cases, with the child as the Reference Person, must be created for all children in non-CHIPS (voluntary) kinship care placements. The process begins by creating a Services Access Report with a Service Report Type of Kinship.
- Once the Access Report is screened in by a supervisor, a case is created with a case type of Kinship Care.
- Next, the Kinship Provider needs to be created with a type of Kinship Care. This is done by completing a Provider > Home Inquiry with the Inquiry Type of Kinship Care.
- After the Kinship Provider is created, a Kinship Care service can be completed for the child.
- A Kinship Care Service is created by accessing the Service page and selecting the appropriate kinship service category and service type for the service on the Service tab. It is also important that the child's relationship to the kinship provider is documented in the Relationship of Child to Kinship Provider field on the Provider tab of the Service page.
- Lastly, the child's Person Management record which includes the Kinship Care information needs to be completed, in order for the automatic reporting to be complete and accurate. Also, include the parent's information on the Parent Info tab of the child's Person Management record.

What steps need to be followed to enter CHIPS (Court Ordered) Kinship Care cases?

All CHIPS (Court Ordered) Kinship information should be included in the documentation of the family's CPS Family case. This includes all placement documentation. The kinship information can be added directly to the CPS Family case still using the original Reference Person.

Does eWiSACWIS generate Federal reporting information?

Kinship Care data will be extracted from eWiSACWIS for federal reporting. It is important that counties ensure data is complete to avoid any penalties due to missing or invalid data at the time the data extraction is done for federal reporting. Listed below are the data entry requirements to assist counties with ensuring accuracy and completeness of Kinship Care data.

If a Kinship Care application is denied, does it still need to be entered into eWiSACWIS?

Yes, denials are entered in eWiSACWIS. To properly document the denial, a county would create a Services Access Report with the Service Report Type of Kinship. This needs to be done for **EACH CHILD** that is denied. If an application is denied, the Services Access Report is screened out by a Supervisor and the reason for denial is entered on the Services Access Report as well. Once the Services Access Report is screened out it should either be linked to an already existing case or a new case should be created.

If a **kinship provider** (criminal background, inadequate housing, etc) is denied, this should **also** be documented on the Home Inquiry. The Home Inquiry should be screened out with the Reason of "do not meet requirements" and then document the reason on the home inquiry text document.

How do Kinship Care cases get referred to child support in eWiSACWIS?

There is an interface between eWiSACWIS and KIDS which occurs on a daily basis. It is very important that when a child is placed in a kinship placement (**both court ordered and voluntary**) that the worker answers **all** of the KIDS Referral questions based on his or her knowledge of the case at the time of the placement/service. The child's information will be included in the interface file eWiSACWIS sends to KIDS if:

- All 3 KIDS questions are answered "YES"
- If questions #1 and #2 are BOTH answered "YES"
- If question #3 is answered "YES"

It is also very important to document information on the child's parents in eWiSACWIS. On the Parent Info tab of the child's Person Management page, the parents need to be added so that this information can also be transferred to KIDS.

Is there a way to document county funded Kinship placements?

Yes; there is a non-pay Kinship service type.

What is the best way to document a relative caregiver who is not licensed but may become a Kinship Care provider in the future?

It would be necessary to create the relative as an unlicensed home provider so the placement with this provider can be made. The child's placement would be with a non-paid service type, category (Relative – unlicensed).

If the relative provider chooses to become a kinship provider for the child, the relative can be paid back to the time the child was placed in their care or to receive kinship payments from that date forward. If they are to be paid back to the date in which the child was first placed with them, then the original unpaid placement would need to be closed on the same date in which it was opened with the ending reason of "Placement Made in Error." This is the only ending reason in the system that will allow for overlapping dates in the placement history of a child. Then, a new placement can be made using the paid kinship service types from that first placement date forward. For example, the child was originally placed with the relative on January 1, 2003. A non-paid unlicensed relative caregiver placement would be made for the child with the begin date of January 1, 2003. On February 15, 2003 the relative is able to qualify for kinship and is to be paid for the placement back to January 1, 2003. The non-paid unlicensed relative caregiver placement would be closed with the ending date of January 1, 2003 and the ending reason would be "Placement Made in Error." Next, it would be necessary to create a kinship placement using a paid kinship service type with the begin date of January 1, 2003. If the relative is not to be paid back to the beginning of the placement, it would be necessary to close the unpaid unlicensed relative caregiver placement with the end date of February 14, 2003 and a kinship placement using a paid kinship service type would be created with February 15, 2003 as the begin date.

What is the best way to document a child's change in placement from a Voluntary Kinship Care Service to a Court Ordered Kinship Care Placement?

When a Voluntary Kinship Care case service changes to a Court Order Kinship Care placement, the Voluntary Kinship Service must be ended. The provider record needs to be updated for court ordered Kinship Care. A placement is created using the Court-Ordered Kinship Care Service type. The date of the court order should be used as the date of removal for the child on the Out of Home Placement page.

What is the best way to document a child's change in placement from a Court Ordered Foster Care placement to a Court Ordered Kinship placement?

Close the court ordered foster care placement using the appropriate end date but do NOT enter a discharge reason when closing this placement. Next, create the court ordered kinship placement with the appropriate begin date. The new kinship placement is NOT an initial removal from home nor is it the beginning of a new placement episode. These placements should all be documented in the same case. A new kinship case should not be created due to such a placement change.

Does eWiSACWIS have the ability to document a waitlist?

Yes. There is a non-pay service type that has been established for waitlisted Kinship cases so that the case and placement can be documented within eWiSACWIS but payments will not be generated. The Provider record needs to be maintained with a Service Type of 'Kinship Care-Waitlisted.' 'Kinship Care – Waitlisted' also needs to be used for the Service Category on the Out of Home Placement page for the child.

When a county determines that the placement should be paid it will be necessary to close the non-pay placement and create a new placement and update the provider with the correct service type and financial information.

If the county is paying from the first day the child was placed with the relative, close the waitlisted placement with the reason of 'Placement Made in Error.' Open the new placement using a paid Kinship Care Service type starting the date the child was waitlisted.

If the county is going to start payments but not go back to the placement date, close the waitlisted placement the day before the county is going to start paying. Open a new paid Kinship Care placement on the date that the county wants the payments to begin.

Kinship Care Data Entry Requirements

Data Element	Criteria	eWiSACWIS Screens/Tabs/Data Items
CARES Case	This item may be blank if the Caregiver is not involved in a CARES Case. If entered, the number must consist of 10 numeric digits.	<ul style="list-style-type: none"> • Maintain Case page • CARES Case Number field
Provider CARES PIN	This item may be blank if the Caregiver is not involved in a CARES Case. If entered, the number must consist of 10 numeric digits.	<ul style="list-style-type: none"> • Person Management page • Additional tab • CARES PIN field
Provider Date of Birth	Every effort should be made to obtain the Caregiver's birth date. The item should be left blank only when it is impossible to obtain the information. When entered, this must be a valid, complete date and show a Caregiver over 18 years of age.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Birth Date field
Zip Code	Every effort should be made to enter the Caregiver Zip Code. The item should be left blank only when it is impossible to obtain the information. When entered, this data must consist of 5 numeric digits.	<ul style="list-style-type: none"> • Create Provider Work • Subject – Maintenance and Item – Maintain Physical Address and/or Mailing Address • Zip Code field
Provider Gender	Caregiver Gender must be indicated.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Gender field
Provider Ethnicity	Hispanic Y/N must be indicated.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Ethnicity field
Provider Race	The first Race must be indicated. 'Unable to Determine' is not acceptable.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Race fields
Provider Social Security Number	Every effort should be made to obtain the Caregiver's SSN. The item should be left blank only when it is impossible to obtain the information. Under no circumstances should 'pseudo' or locally assigned SSNs be reported. When entered, this data must consist of 9 numeric digits. The first 3 digits cannot be 588, or 666. No part of the SSN may be all zeros (000-45-6789, 123-00-6789, or 123-45-0000).	<ul style="list-style-type: none"> • Person Management page • Basic tab • SSN field
Provider Marital Status	This item must be indicated and cannot be Unknown or Blank.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Marital Status field

Data Element	Criteria	eWiSACWIS Screens/Tabs/Data Items
Provider Educational Level	This item must be indicated.	<ul style="list-style-type: none"> • Person Management page • Education tab • Child's Highest Grade Level Completed field <p>Although the Group and Data Item say Child's, this field may be used for the Provider's Educational Level when the Person is the Provider. '99' for Unknown will be assumed when not coded on Providers.</p>
Provider Employment Status	This item must be coded and cannot be Unknown.	Not currently available in eWiSACWIS. '1' for Unemployed – Looking for Work will be assumed.
Child CARES PIN	This item may be blank if the Child is not involved in a CARES Case. If entered, the number must consist of 10 numeric digits.	<ul style="list-style-type: none"> • Person Management page • Additional tab • CARES PIN field
Child SSN	Every effort should be made to obtain the Child's SSN. The item should be left blank only when it is impossible to obtain the information. Under no circumstances should 'pseudo' or locally assigned SSNs be reported. When entered, this data must consist of 9 numeric digits. The first 3 digits cannot be 588, 666 or greater than 728. Unless entered as all zeros, no part of the SSN may be all zeros (000-45-6789, 123-00-6789, or 123-45-0000).	<ul style="list-style-type: none"> • Person Management page • Basic tab • SSN field
Child DOB	The child's birth date cannot be blank and must be a valid, complete date and show a Child less than 19 years of age.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Birth Date field
Child Gender	Child's Gender must be indicated.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Gender field
Child Ethnicity	This item must be indicated.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Ethnicity field
Child Race	The first Race must be indicated. 'Unable to Determine' is not acceptable.	<ul style="list-style-type: none"> • Person Management page • Basic tab • Race fields
Child Highest Grade Completed	This item must be indicated.	<ul style="list-style-type: none"> • Person Management page • Education tab • Child's Highest Grade Level Completed field <p>None, Preschool, Kindergarten, and Non-graded Special Education will = previous KC value of '98' for No Formal Education</p>