CIP/COP/Children's Waiver Funding Placements

When documenting a placement for a child in eWiSACWIS who is receiving funds from CIP, COP or Children's Waiver, you must enter the placement on the Out of Home Placement page. If the placement is in a foster home or treatment foster home, the full cost of care must be recorded using the Foster Care Rate page.

Funds that are received from CIP, COP or Children's Waiver to offset the child's cost of care must be documented in eWiSACWIS as a trust account benefit type. Each month the agency's trust account manager must record the CIP, COP, Children's Waiver monies received as well as the amount of the required local match on the General Trust Account page, Ledger tab.

Note: Because of the high amount of funding that is received from a CIP/COP placement, a deposit in excess of the Maximum Spending Limit may issue a Spend Down Tickler to the assigned Trust Account Manager. Also eWiSACWIS will flag a child on the Trust Account Current Balance report (r-FM0701/r-FM0705) as spend down required. This spend down tickler is issued to highlight accounts where children have excess funds, which may affect eligibility. However, this tickler will automatically be removed when the monthly draw-down batch inserts withdrawal entries to offset the cost of care. It is important that the Trust Account Manager monitors this information, and ensures the funding is applied toward the cost of care.

The following pages will document the example of a Foster Home placement. Following the documentation of the placement and rate setting will be an example of creating and maintaining the Trust Account page for a CIP/COP/Child Waiver child.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation, the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

CIP/COP/Children's Waiver Funding Placements

Foster Home Placements with CIP/COP Funding
A foster home is a home provider. Foster homes are paid using the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate page.
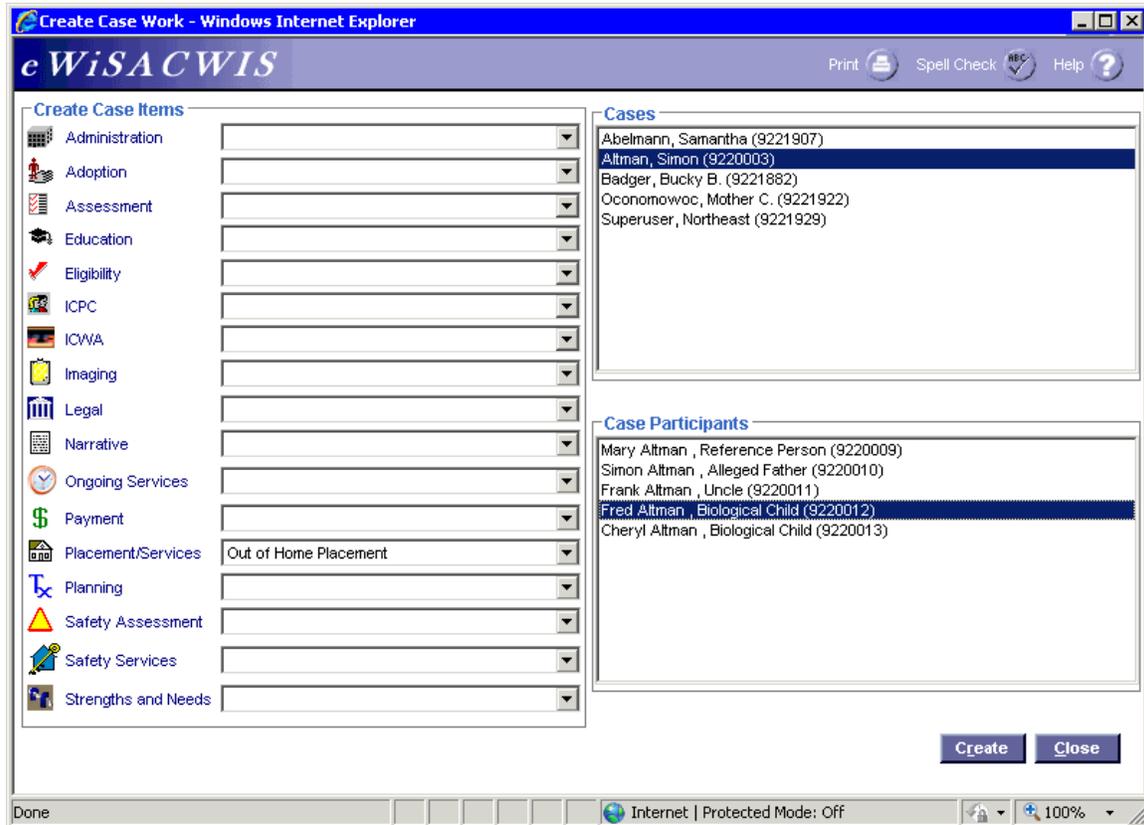
Create Case Work Page

Step 1 of 5

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

CIP/COP/Children's Waiver Funding Placements

Out of Home Placement Page > Service Tab
Step 2 of 5
- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Foster Care.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age.
- The Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 5).
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

Out of Home Placement Page > Service Tab (continued)

Step 3 of 5

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that "good cause" drives the decision to refer one parent and not another.

Out of Home Placement Page > Provider Tab
Step 4 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.

CIP/COP/Children's Waiver Funding Placements

Out of Home Placement Page > Service Tab
Step 5 of 5

- In the Placement Setting field, choose the appropriate value of Foster Family Home (Non-Relative) or Foster Family Home (Relative).
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.
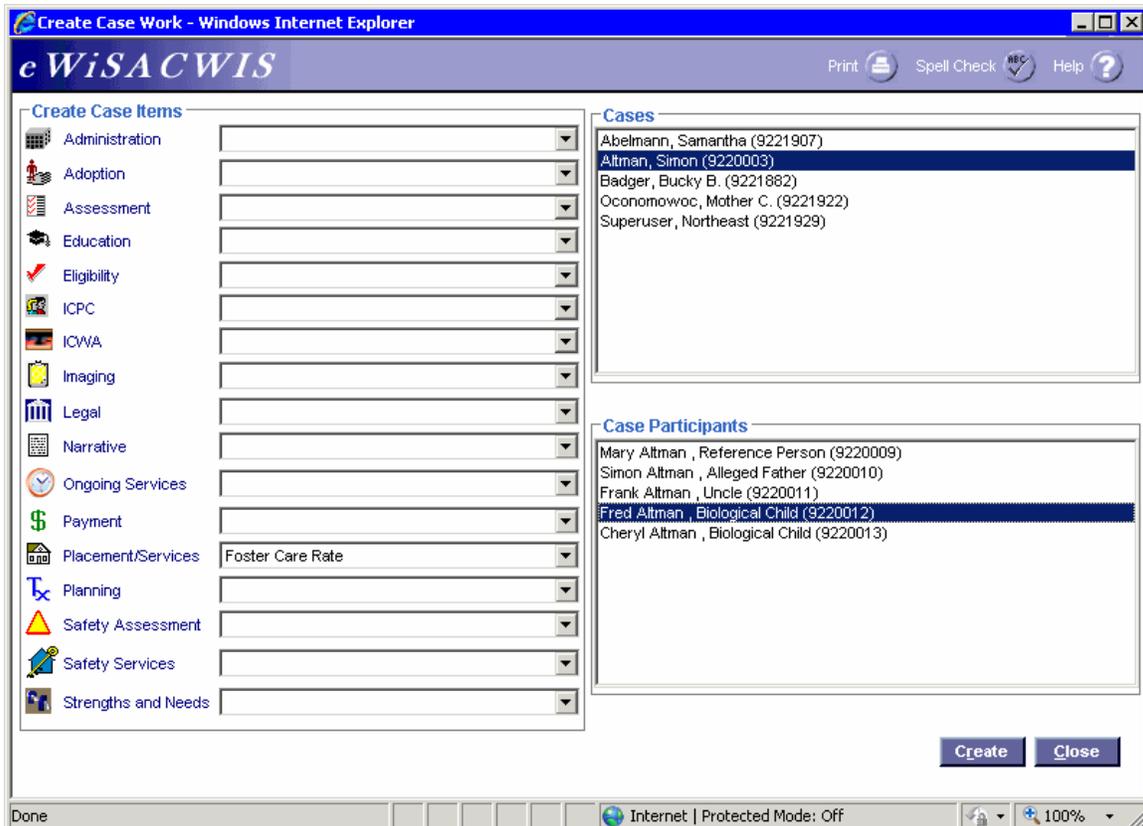
Create Case Work Page

Step 1 of 2

- From the Create Case Work page select Placement/Services > Foster Care Rate > Case > Case Participant and click Create.

CIP/COP/Children's Waiver Funding Placements

Foster Care Rate Page
Step 2 of 2
Note: In order to pay a foster home a rate above the basic rate, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.

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CIP/COP/Children's Waiver Funding Placements

Trust Account Management for a Child Receiving CIP/COP/Children's Waiver Monies

A Trust Account (General) is created automatically by the system when a child enters a claimable placement type. Once the placement of the child is documented in eWiSACWIS, the Trust Account Manager accesses the trust account and inserts a Benefit Record for the monies received and maintains the account information on the Ledger.
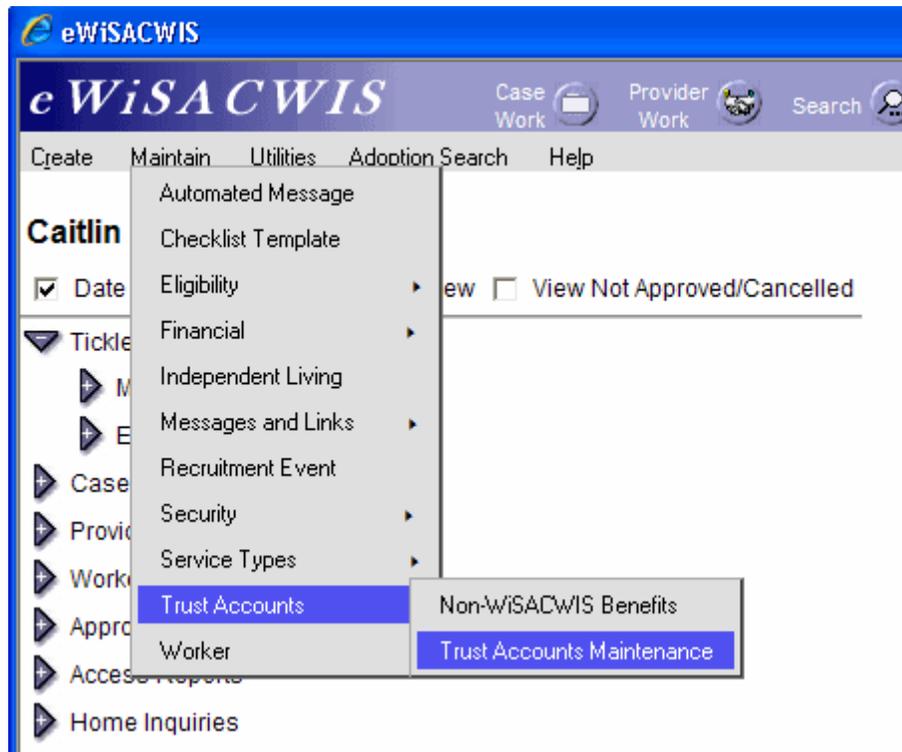
Desktop (Trust Account – General Account)
Step 1 of 7
- From the Desktop, select Maintain > Trust Accounts > Trust Accounts Maintenance.

Trust Account Maintenance Page
(Trust Account – General Account)
Step 2 of 7
- Enter the Last Name or SSN for the child and then click the Search button.

Trust Account Maintenance Page
(Trust Account – General Account)
Step 3 of 7

- From the Search Results, click on the Edit hyperlink for the child you want to work with.

Trust Account Page > Benefit Record Tab
(Trust Account – General Account)
Step 4 of 7
- Click Insert to access the Maintain Benefit Record pop-up page.

Maintain Benefit Record Page
(Trust Account – General Account)
Step 5 of 7

- In the Type field, select Other – CIP, AODA, etc. Note the "Benefit is available for" field defaults to "All Outstanding."
- Enter the Effective Date (when the benefit became available for the county to use against its outstanding cost of care).
- Complete the rest of the fields with available data.
- Click Continue to return to the Benefit Record tab.

Trust Account Page > Ledger Tab
(Trust Account – General Account)
Step 6 of 7

- When benefits are received and need to be recorded, click Create to access the Maintain Ledger Record pop-up page.

CIP/COP/Children's Waiver Funding Placements

Maintain Ledger Record Page
(Trust Account – General Account)
Step 7 of 7

- On the Maintain Ledger Record page complete all needed fields.
- In the Benefit Type field, select Other – CIP, AODA etc.
- When all data is entered click Save and Close to return to the Ledger tab.
- Click Close.