Group Home Placements

CORPORATE GROUP HOME PLACEMENTS

A corporate group home is a private provider. Payments made to corporate group homes are either episode driven payments or Calc Ongoing (a system operation that automatically calculates payment amount based upon the number of days in placement) generated payments (this is a county/agency choice). The rates paid to corporate group homes are provider specific rates that are recorded on the Provider Service Rate page for each corporate group home.

FAMILY GROUP HOME PLACEMENTS

A family group home is a private provider. Family group homes are paid by the Calc Ongoing batch. The rates paid to family group homes are determined by using the Uniform Foster Care Rate (UFCR) and Administrative fee.

A Foster Care Rate page must be completed for each child placed in a family group home before a rate above the basic foster care rate can be paid to the family group home. The rate and fee is set by contract and is available from your agency's fiscal manager.

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.

Group Home Placements
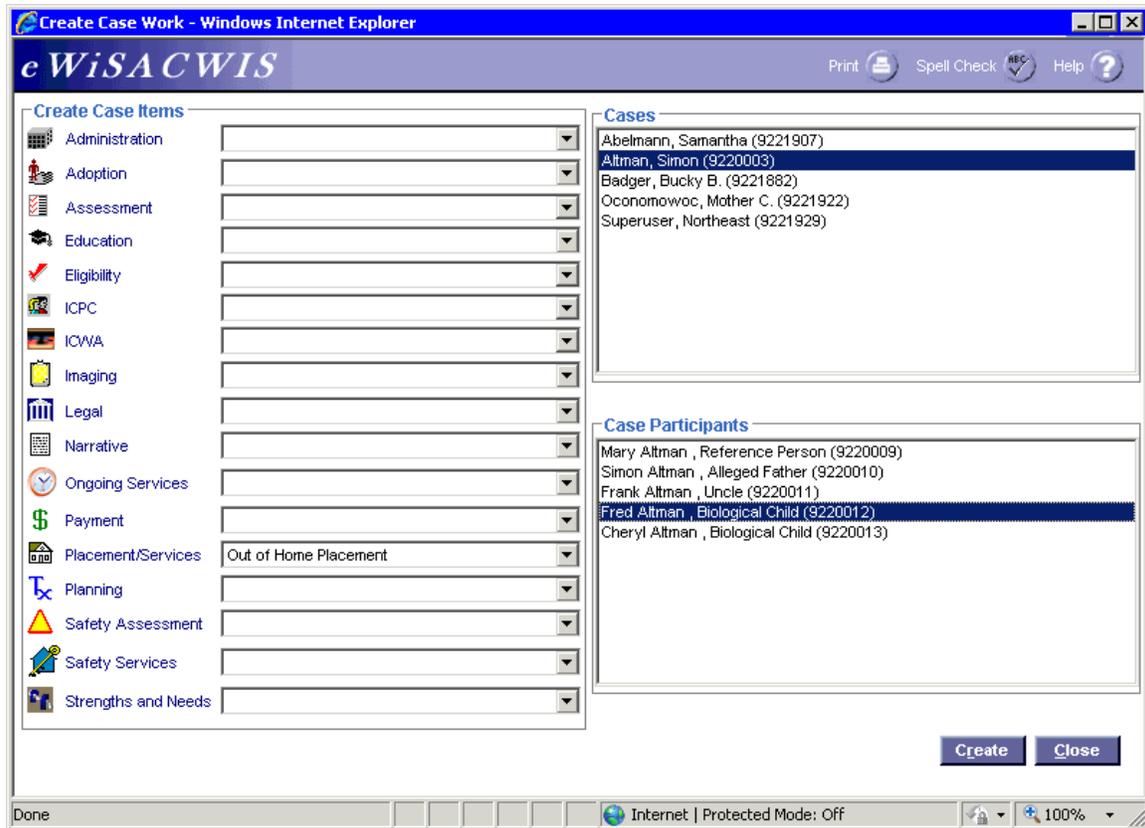
Create Case Work Page (Corporate)
Step 1 of 4

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

Group Home Placements

Out of Home Placement Page > Service Tab (Corporate)
Step 2 of 4

- 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 Group Care.
- In the Service Type field choose Group Home (Group Home = Corporate Group Home).
- In the Placement Setting field choose Group Home.
- Do not enter an amount in the Administrative Fee field.
- 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.

Group Home Placements

Out of Home Placement Page > Service Tab (Corporate) (continued)

Step 3 of 4

- 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.
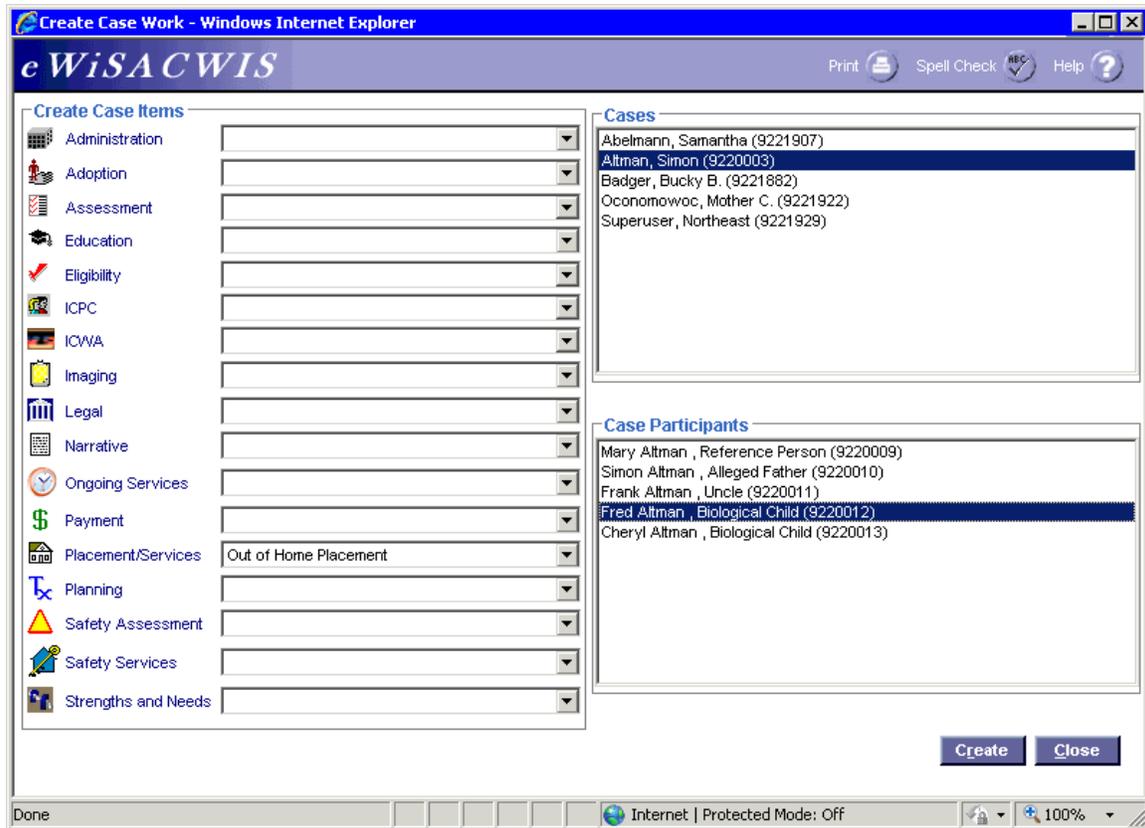
Group Home Placements

Out of Home Placement Page > Provider Tab (Corporate)
Step 4 of 4

- 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 group home provider's name in the Parent Agency field <u>and</u> the payment is to go directly to the group 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.
- 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.

Group Home Placements

Create Case Work Page (Family)

Step 1 of 4

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

Group Home Placements

Out of Home Placement Page > Service Tab (Family)
Step 2 of 4

- 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.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Family Group Home.
- In the Service Type field choose the appropriate family group home service type based upon the child's current age
- In the Placement Setting field choose Group Home.
- 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.

Group Home Placements

Out of Home Placement Page > Service Tab (Family) (continued)
Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions.
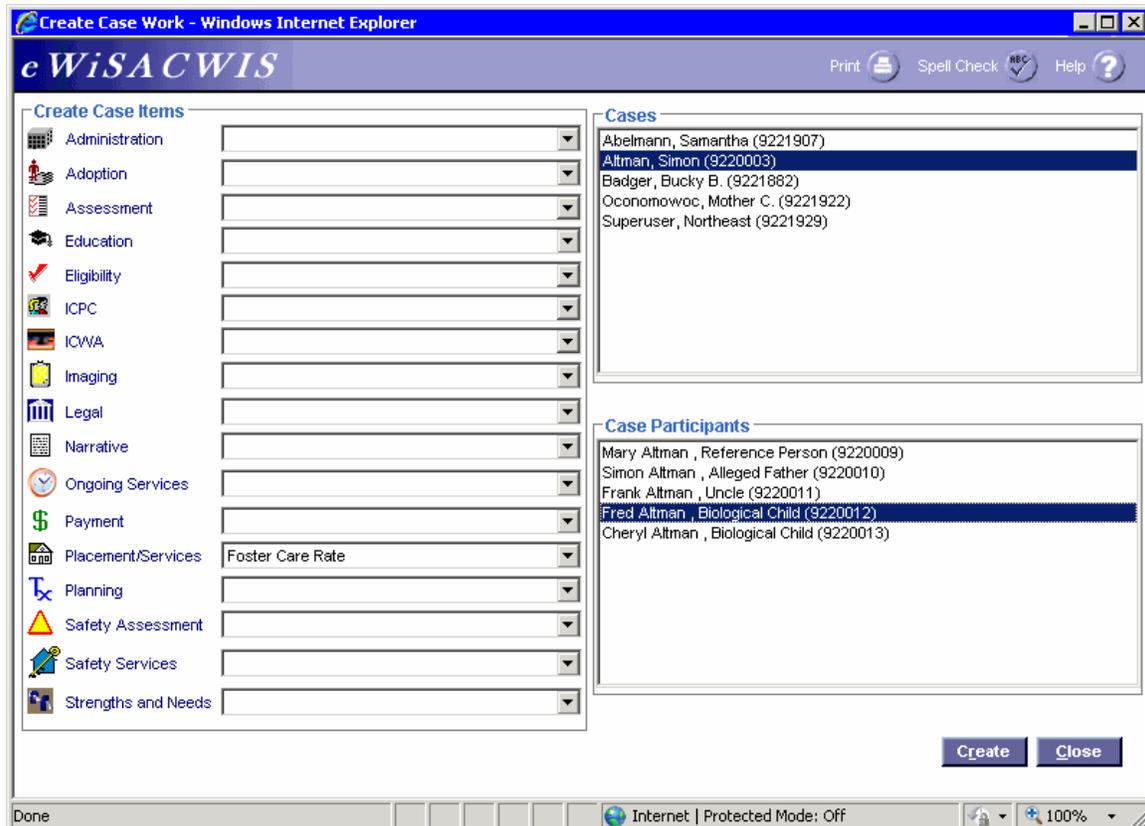
Group Home Placements

Out of Home Placement Page > Provider Tab (Family)
Step 4 of 4

- 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 family group home provider's name in the Parent Agency field <u>and</u> the payment is to go directly to the family group 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.
- 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.

Last Updated
June 2011

Group Home Placements

Create Case Work Page (Family)
Step 1 of 2

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

Group Home Placements

Foster Care Rate Page (Family)
Step 2 of 2

Note: In order to pay the family group home the rate that your county has contracted to pay, 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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June 2011

11