

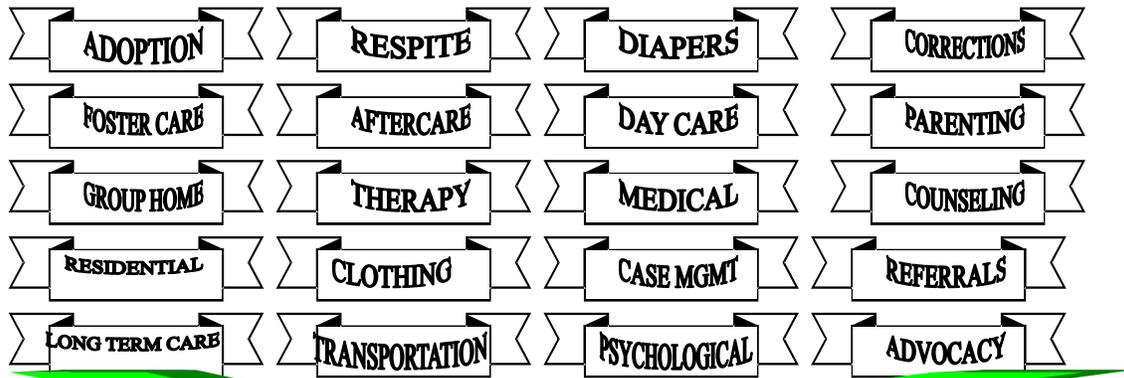
# **SERVICES/PLACEMENTS**

**Removals**

**Court Order Details**

**Placements**

**Non-Payable and Payable Services**



## CLIENT SERVICES



**SERP**

**SEIH**

**SERN**

- The system allows you to track payable and non-payable services for a client
  - The system will display a client's placement/service history
- On line service approval and alerts

## SERL - Services List

```
CAFSSERL                SERVICES LIST                06/29/2016   16:06
USER ID : C81285                PAGE NO: 001
CAPS ID : 00001654   00   NAME: DOE, ANNETTE

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE        TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

S RSN  SERVC  DESCRIPTION                FACILITY NAME  OPEN DATE  CLOSE DATE  S  A  C  APPRV
_  FP  SEMRM  REMOVAL                LEWIS AND CLARK  05/01/2016  99/99/9999

SERN
SEIH + F11
SERP
PATH: _
```

- This screen displays the history of all services provided to a specific client
- The worker can INQUIRE, MODIFY and DELETE services on this screen
  - Only the most recent removal service (SEMRM) can be modified
- The worker can enter a SERVICE CODE to view specific types and dates of services
- Approval levels (**S**upervisor, **A**ddministrator, **C**entral Office) are only populated for payable services
  - APPRV codes: **P**ending, **A**pproved, **D**enied
  - All required levels of approval required before payment will be made
- You cannot select MODIFY (with the exception of the close date if one was not originally entered) once the approval process has been completed, unless the service is denied
- You can add a service by typing the appropriate screen (SERN, SEIH, or SERP) in the PATH and pressing F11, the system will take you to the screen in ADD mode

## SERN - Service Detail: Non-Payable

```
CAFSSERN          SERVICE DETAIL: NON PAYABLE          06/29/2016  16:13
USER ID : C81285  MODIFY
CAPS ID : 00001654  00  NAME: DOE, ANNETTE

SERVICE CODE: SEMRM          REMOVAL
PROVIDER      : 0001002  000  LEWIS AND CLARK CPS
OPEN DATE    : 05/01/2016    CLOSE DATE: 99/99/9999
ABANDONED?   : N    REMOVED FROM: 00001655  DOE, JANE          REL: BMR
                                     REMOVED FROM:                                     REL:

REASON FOR SERVICE:          FP  FAMILY PRESERVATION
REASON FOR REMOVAL(PRIMARY):  CBP OTHERS:

COMMENTS:

SHIFT+F1=MORE DETAIL , SHIFT+F9=RELL

PATH: _
```

PROVIDER indicates who provided the service.

- This screen allows input of all non-payable services provided to a specific client
- F12 Lookup on Service Code:
  - P services are listed at the top; these are placement services such as foster care, shelter, guardianship)
  - S services begin around page 6; you can type S in the START CODE field to jump to the first S code. Examples include removal, diaper and clothing allowance.
- Only non-payable funding sources can be input on this screen
  - No trust account funding sources or provider overpayments are allowed on this screen
- The ABANDONED field allows entry of J (Juvenile placement at Pine Hills, Riverside, or YTC) by users with Staff Type of CDB, CDR or CDS. The Removed From fields can be left blank when J is used.
- The REASON FOR REMOVAL field is enterable only on a removal service (SEMRM) and a PRIMARY reason will be required.
  - Up to four OTHER reasons for removal can be entered and other reasons are optional
  - Open Date = Date child removed. Leave Close Date blank until child returns home; this keeps it at the top of SERL.
- Shift F1 accesses CREI

## CREI - CPS Removal Eligibility Information

```
CAFSCREI      CPS REMOVAL ELIGIBILITY INFORMATION      07/14/2016      10:18
USER ID: C71012IV MODIFY      PAGE NO: 001
CAPS ID: 00001654      00      NAME: DOE, ANNETTE

EFFECTIVE DATE: 05/01/2016
END DATE: 99/99/9999

LEGAL INFORMATION
DOES THE INITIAL COURT ORDER SANCTION THE REMOVAL OF THE CHILD FROM THE HOME?
(CHECK WITH "Y" OR "N")
Y      1) CONTAINS THE CONTRARY TO WELFARE LANGUAGE
      COURT ORDER EFFECTIVE DATE: 05/01/2016
WERE REASONABLE EFFORT REQUIREMENTS MET WITHIN 60 DAYS OF REMOVAL?
(CHECK THE OPTION THAT APPLIES WITH "Y" OR "N")
Y      2A) REASONABLE EFFORTS HAVE BEEN MADE TO PREVENT REMOVAL
      COURT ORDER EFFECTIVE DATE: 05/01/2016
      2B) NO REASONABLE EFFORTS WERE REQUIRED
      COURT ORDER EFFECTIVE DATE:

OR
VOLUNTARY INFORMATION
1) THERE IS A -
      START DATE:      EXPIRATION DATE:

F11=ADD

PATH: _
```

- This screen is used to record contrary to welfare language and reasonable efforts information. It is also used to record voluntary placement information.
- This screen can be updated by IVE Unit staff and specific Program Bureau staff. Field workers will have inquire access only.

# COURT HISTORY



SE-04

- You can ADD, INQUIRE, MODIFY or INACTIVATE court events
- Complete history of court events in the system

## CRTL - Court List

```
CAFSCRTL          COURT LIST          07/14/2016   10:36
USER ID : C74142SW          PAGE NO: 001
CAPS ID : 00001181      00   NAME: ALMOND, ADAM

TO DISPLAY, ENTER X: X ACTIVE ONLY _ ACTIVE AND DELETED F11, ENTER TYPE:
START FROM:          COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE
SEL TYPE HEAR/FILE DT   REASON      DISPOSITION  STS      EFFECTIVE DATES
FROM          TO
-   MNE  05/10/2012
-   CTO  05/09/2012  AFD          AFD          A          05/10/2012  99/99/9999
-   PET  04/01/2012  LTC          TLC          A          12/12/2011  99/99/9999
-   CTO  12/01/2011  TLC          TLC          A          12/12/2011  99/99/9999

PATH: _
```

- This screen displays the court events specific to a client
  - A document type must be entered before pressing F11 to add a new detail
- You may INQUIRE on a court event at any time
- MODIFY on any court reason is possible only until the COURT DISPOSITION is entered
  - Once the disposition is entered, the majority of the information on the court event becomes protected
- You can DELETE a court reason from the system. This reason will remain on the database, but will be considered INACTIVE. In order to delete, you must enter COMMENTS at the bottom of CRTD (Court Detail) for the reason you wish to inactivate, then place a “D” on the select line, press ENTER and SHIFT+F4 to confirm the delete
- By entering a START FROM date you may view COURT REASONS from a particular date forward
- You can view specific COURT REASONS by entering the COURT REASON type

## CRTD - Court Detail

```
CAFSCRTD                COURT DETAIL                07/14/2016    10:24
USER ID : C71012IV MODIFY
CAPS ID : 00001654      00      NAME: DOE, ANNETTE
                                LAST UPDATED: 07/08/2016 BY: C81285

CAUSE NUMBER           : 98765
TYPE OF COURT DOCUMENT: CTO                EFFECTIVE DATES OF COURT ORDER
COURT REASON           : TLC                FROM : 05/01/2016 TO : 99/99/9999
HEARING/FILING DATE   : 04/28/2016
ADJUDICATION DATE     :                    NEXT HEARING DATE :
COURT DISPOSITION     : TLC
DATE ORDER RECEIVED   : 04/29/2016
COURT JURISDICTION    : D07111
TRIBAL NOTIFICATION   :
COUNTY ATTORNEY ID   :
GUARD AD LITEM ID(1) :
GUARD AD LITEM ID(2) :

JUVENILE OFFICER ID  :
COMMITMENT TYPE      :      DOC COMMITMENT END DATE:

COMMENTS:

                                PATH:
```

- This screen is used to record details of specific COURT REASONS that involve a client
- F10 displays the RELL (Relationship List) screen and allows you to copy a COURT REASON to another client's record
- Once a disposition is entered and ENTER is pressed, a confirm message will appear at the bottom of the screen
  - Once SHIFT+F4 is pressed, most fields will be protected and cannot be changed
- An EVENT is recorded each time a COURT REASON occurs
- An alert (report to the court/court review due) will be created to the worker and the worker's supervisor 30 days prior to the NEXT HEARING DATE, if one has been entered
- Fields are enterable or non-enterable based on the type of court document being entered

## CPHL - Client Placement History List

```
CAFSCPHL          CLIENT PLACEMENT HISTORY LIST          07/11/2016   13:25
USER ID : C74152                                     PAGE NO: 001
CAPS ID : 00001607      00      NAME: ELBOW, EDWARD

TO SELECT  ENTER I=INQUIRE, M=MODIFY                TO ADD=F11 + FASTPATH
                                                    EXIT
S  TYPE  FACILITY  FACILITY / PERSON NAME  START DATE  END DATE  RSN
_  FCARE 0001074 001 GRIFFIN FOSTER HOME      04/01/2016 04/02/2016 RTH
_  FCARE 0001054 001 FINKLE FOSTER HOME      12/30/2015 04/01/2016 PBD
_  FCARE 0001056 001 HINKLE FOSTER HOME      12/15/2015 12/30/2015 PBD
_  FCARE 0001071 001 GOLDEN FOSTER HOME     11/01/2015 12/15/2015 PBD

-

SHIFT+F1=ACCEPT                                     PATH:
```

- This screen displays all a specific clients placements
- You can add a placement by typing the appropriate screen in the path and pressing F11, the system will take you to the appropriate placement screen in ADD mode
  - PLAD (Placement Detail) – foster care, shelter care, group home, etc
  - ADOD (Adoption Detail)
  - GARD (Guardianship Detail)
  - JJPD (Juvenile Justice Placement Detail) – Pine Hills & Riverside ONLY
  - JDET (Detention Placement Detail)

## PLAD - Placement Detail

```
CAFSPLAD                PLACEMENT DETAIL                07/06/2016    09:32
USER ID : C74142SW  MODIFY
CAPS ID : 00001654    00    NAME: DOE, ANNETTE

PROVIDER/FACILITY : 0001054 001 FINKLE FOSTER HOME
ADDRESS: 345 FARKLE RD
          HELENA                MT  59601 -                PHONE:

PERMANENCY GOAL: RTH REUNIFICATION

PLACE START DATE: 05/01/2016    CHILD IN PLCMT DUE TO PARENTAL OR
PLACE EXIT DATE : 99/99/9999    CARETAKER DRUG USE FROM WHERE CHILD
IN CARE OVER 24 HRS:            WAS REMOVED: N DRUGS:

          LIC TYPE YFH STS: REG ASSOC DT: 05/01/2016
PROX TO HOME (Y/N): N          PROX CMT: NA
PROX TO SCHOOL(Y/N): N        PROX CMT: NA
COMMENTS:

PLC CHANGE/DISCHARGE?:        EXIT REASON :
PLACEMENT STATUS CD: AT ACTIVE PLACEM START DT: 05/01/2016 END DT: 99/99/9999
PLACING WORKER ID: C74142SW DEE, TWEEDLE
SHIFT + F1=PLSH  SHIFT + F2=LICH

          PATH: _
```

- If the first placement is being entered, you must first enter a removal service on SERN
- If a subsequent placement is being stored, the removal reason associated with the preceding placement suffices as long as the placements end and begin on the same day
- If there is a break in placement (for example, if the child goes home but then has to come back into care), a new removal service will need to be added on SERN. You do **not** need to enter a new removal every time a child changes placements, if the placements are continuous.
- The most current placement status will be displayed at the bottom of the screen
- SHIFT+F1=PLSH (Placement Status History) if the client is in a status of Runaway, Trial Home Visit, Pre-Adoptive Placement, Medical Hospitalization or Psychiatric Hospitalization
- The CHILD IN PLACEMENT DUE TO PARENTAL OR CARETAKER DRUG USE FROM WHERE THE CHILD WAS REMOVED flag and LIC TYPE field will be required. The DRUGS fields associated with the “child in placement” flag are optional.
- Upon closure, the exit reason must be identified as a “placement change” reason or a “discharge” reason

## PLSH – Placement Status History

```
CAFSPESH          PLACEMENT STATUS HISTORY          07/06/2016    09:46
USER ID : C74142SW MODIFY          PAGE NO:    1
CAPS ID : 00001441    00    NAME: DOPPLER, DEBBIE

DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:
TO SELECT, ENTER M=MODIFY OR D=DELETE

SEL STS DESCRIPTION          PROVIDER    NAME          START DATE    END DATE
=  TH  TRIAL HOME VISIT      0001069 001 EGGBERT HOME FO 12/01/2014 99/99/9999
  AT  ACTIVE PLACEMENT      0001069 001 EGGBERT HOME FO 09/30/2014 12/01/2014
  RN  RUNAWAY                0001069 001 EGGBERT HOME FO 09/15/2014 09/30/2014
  PA  PRE-ADOPTIVE PLACEME 0001069 001 EGGBERT HOME FO 09/01/2014 09/15/2014
  AT  ACTIVE PLACEMENT      0001069 001 EGGBERT HOME FO 09/01/2014 09/01/2014

PATH:
```

- This screen will display the placement status history for a specific client
  - If accessed from PLAD, will display history for the placement on PLAD
  - If accessed from any other screen, will display history for all placements
- This screen is used to add placement status changes if the placement on PLAD is to remain open. Valid codes are AT, ET, MH, PA, PH, RN and TH
- The previous placement status must be closed before a new placement status can be entered
- The new placement status start date must equal the previous placement status end date
- Placement status information cannot be modified if the placement is closed
- The original AT (Active Placement) status code cannot be modified or deleted
- The most recent placement status can be deleted if the end date is still 99/99/9999

## JJPD - Juvenile Justice Placement Detail

```

CAFSJJPD          JUVENILE JUSTICE PLACEMENT DETAIL          07/18/2016    15:02
USER ID : C768741  MODIFY                                     PAGE NO:    1
CAPS ID : 00001663  00          NAME: DOE, JANE

PROVIDER ID: 0001082  001    PINE HILLS YCF
OFFENSES: QBO  OBSTRUCTING OFFICER          REVOCATION OF
          ASF  AGGRAVATED ASSAULT - FELONY ASSAULT  PAROLE (Y/N): Y
          RPV  REVOCATION OF PAROLE
DATE COMMITTED: 07/18/2016          EXIT REASON:
ADMISSION DATE: 07/18/2016          TIME:
          END DATE: 99/99/9999          DOC END DATE: 99/99/9999
PROJECTED END : 12/31/2017          SJS CLASSIFICATION:
          ATT  SECURED
----- LIVING UNIT ----- SCH  LEVEL  LEVEL  ENTER DATE  EXIT DATE
RVW  RIVERSIDE WEST                    0  000  07/18/2016  99/99/9999

                                     PATH:
  
```

- This screen is used to add, display and modify placement information about a specific client within a Juvenile Corrections Facility (i.e., Pine Hills, Riverside, Threshold)
- The Juvenile Justice Placement screen is added through CPHL (Client Placement History List) screen
  - The worker enters JJPD in the path and presses F11 (Add)
- The DOC END DATE is entered on CRTD (Court Detail) screen
  - This represents the date of release that the judge sets for the youth
- You must have a COMMIT TO DOC (DYO) disposition on the court detail (CRTD) screen in order to add a corrections placement

## SERP - Services Detail: Payable

```
CAFSSERP SERVICES DETAIL: PAYABLE 12/22/2011 9:52
USER ID : CS4566 INQUIRE
CAPS ID : 00002153 00 NAME: DOE, ELIZABETH

LAST UPDATE DATE: 12/08/2011
SERVICE CD: PFRS1 FOSTER FAMILY CARE - ROOM OPEN: 11/02/2010 CLOSE: 03/22/2011
PROVIDERS: SERVICE-RENDERING: 0005019 001 CLEAVER WARD AND JUNE
PAYMENT-RECEIVING: 000
FINANCIAL COUNTY OF RESPONSIBILITY: 025 LEWIS & CLARK
-----
RATE: 16.54 UNIT: 0 UNIT TYPE: DAY TOTAL:
REASON: PT OUT OF HOME PLACEMEN CONTRACT:
REMITTANCE ADVICE LINE:
WORKER : C7TR08 EIGHT DATE: 12/08/2011 COMMENTS:
SUPERVISOR: A BY: C84142 HOLLING DATE: 12/08/2011 COMMENTS:
ADMINISTRATOR: A BY: C86100 KOENIG DATE: 12/08/2011 COMMENTS:
CENTRAL OFFICE: A BY: C72334 ISOLA DATE: 12/08/2011 COMMENTS:

PATH: █
```

- This screen allows input of a payable service provided to a specific client and to authorize payment for that service
- If you adjust an amount in the RATE field, an “O” (override) will appear after that amount
  - An additional level of approval will be required if the modified rate is higher
- A service cannot be modified once the approval process is completed, unless the service is denied
  - Once the service is approved, the only modifiable field is the CLOSE DATE
- If a worker enters a financial county that is different from theirs, the supervisor and regional administrator of the appropriate county will have to approve the service
  - The system will alert the appropriate approval county
- If the financially responsible person changes address to a new financial county, you will need to close the existing service and open a new one
- LAST UPDATE DATE field is the date the screen was last updated
  - EXAMPLE: Worker updates service on 01/01/02 (Last Update Date); supervisor updates service with approval on 01/05/02, Last Update Date will change to 01/05/02

- Entering the correct last day of the service is VERY IMPORTANT. Do not enter 12/14 when the client actually left the placement on 12/15. Policy states that we do not pay for the last day of service, so if the date is entered correctly, the system will automatically create the payment for the correct number of days. If a payment has already been generated, the payment can be modified on CBPD (Client-Based Payment Detail).
- When entering a qualifying payable service (for CHIMES interface) a gender of “M” (male) or “F” (female) must be entered on PERD before you will be able to update SERP.
- The remittance advice line is used by fiscal officers and Central Office staff to cross reference bill/invoice numbers for specific services.

## SSJD - Supplemental Service Justification

```
CAFSSSDJ      SUPPLEMENTAL SERVICE JUSTIFICATION      06/30/2016      9:17
USER ID : C81285      MODIFY      PAGE NO: 001
CAPS ID : 00001654      00      NAME: DOE, ANNETTE

SERVICE: STRNX TRANSPORTATION      TOTAL:
PROV NO: 0001054 001      NAME: FINKLE FOSTER HOME

OBJECTIVE: IO TRANSPORT TO SCHOOL AND COUNSELING SESSIONS

EVALUATION CRITERIA: FACILITATE FAMILY REUNIFICATIONS

FUNDING OPTIONS      AVAIL      IF YES, EXPLAIN
TRUST ACCT      N
MEDICAID      N
THIRD PARTY INS      N
SSI/SSB      N
IV-A      N
OTHER      N

PATH:
```

- This screen documents the information needed to justify the use of the requested service and funding
- This screen must be completed when a service code that requires special justification is entered on SERP (Services Detail: Payable)
- In add mode, this screen can only be entered from SERP (Services Detail: Payable) screen
  - The CAPS ID cannot be changed