




## Policy and Procedures

<b><u>DEPARTMENT NAME</u></b> Fiscal		
<b><u>SUBJECT</u></b> Enrollment Process for Out-of-Home children into the Sunshine plan.		<b><u>POLICY NUMBER:</u></b> RM-002
<b><u>APPROVAL:</u></b> 	<b><u>EFFECTIVE DATE:</u></b> 2-4-2016	<b><u>REPLACES :</u></b> New Policy

- I. **PURPOSE:** The purpose of this policy is to establish the method used by the Children's Network of Southwest Florida (CNSWFL) to ensure consistent, timely and appropriate enrollment of recipients in the Medicaid Child Welfare Specialty Plan
  
- II. **REVIEW HISTORY:** This is a new Policy.
  
- III. **CONTACT:** Chief Financial Officer
  
- IV. **PERSONS AFFECTED:** This policy affects the children in out of home care within the system of care who have physical, mental health/behavioral health needs. It also affects the staff of case management organizations as well as CNSWFL staff.
  
- V. **POLICY:** This policy outlines the processes in place for enrollment of children in out-of-home placements into the Medicaid Child Welfare Specialty Plan.
  
- VI. **RATIONALE:** The Sunshine Case Management program is designed to optimize the physical, social, and mental functioning of enrollees by increasing community tenure, reducing readmissions, enhancing support systems, and improving treatment (behavioral and medical health) efficacy through advocacy, communication and resource management.
  
- VII. **CROSS REFERENCES:**  
 Florida Statutes Chapter 39  
 Florida Statutes 409  
 FAC 65C-30  
 FAC 59-G  
 Florida Medicaid Community Behavioral Health Services Coverage and Limitations Handbook  
 Agency for Health Care Contract with Sunshine Health  
 Community Based are Integrated Health Contract with Sunshine Health

**Children's Network of Southwest Florida  
Enrollment Process for Out-of-Home Children**

**VIII. DEFINITIONS:**

A. Case – a group of one or more persons who are associated with one another and for whom the department provides services and arranges the provision of services

B. Case File – all information for a case contained in the department's statewide automated child welfare information system (SACWIS), i.e., FSN, as well as the supporting paper documentation gathered during provision of services to that family.

C. Case Transfer Staffing – the meeting between child welfare stakeholders that establishes the protective, treatment, and ameliorative services necessary to safeguard and ensure the child's safety, permanency and well-being

D. Contracted Service Provider – a private agency that has entered into a contract with the department or with a community-based care lead agency to provide supervision of and services to dependent children and children who are at risk of abuse, neglect, or abandonment.

E. In-Home Protective Supervision – services provided while a child remains in his or her own home and includes those cases where a child was removed, but has now been returned to the home of his or her parent or guardian. These services are designed to ameliorate the situation which lead to the abuse or neglect report and monitor the risk factors in the home which may impact the child/children.

F. Integrate® - the system platform developed by CBCIH to serve as the integration engine for FSN data and Centene/Sunshine Health data. It is also the platform for data collection applications from child welfare lead agency staff, such as health risk screening information.

G. Lead Agency – an “eligible lead community-based provider” as defined in Section 409.1671(1)(e), F.S. The functions of a community based care lead agency include: (a) Organize and manage a network of service providers; (b) Provide case management for any children/families referred. The Children's Network of Southwest Florida is the lead agency for Circuit 20.

H. Medicaid – “Medicaid” as defined in Rule 59G-1.010, F.A.C. which includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).

I. On-Site Visit – a face-to-face visit with the parent or legal guardian or other subjects of the report at their reported location, and any other face-to-face visits conducted at sites other than the CPI or Child Welfare Dependency Case Manager's office locations

**Children's Network of Southwest Florida  
Enrollment Process for Out-of-Home Children**

J. Out-of-Home Care means the placement of a child in licensed and non-licensed settings, arranged and supervised by the department or contracted service provider, outside of the home of the parent

K. Relative or Relative Caregiver – a person who meets the definition of a relative and who is not being paid as a licensed foster or shelter parent for purposes of caring for a child in his or her custody.

L. Turnaround File – a monthly report that provides a list of children who are not in Sunshine Health Child Welfare Specialty Plan as a result of data points or other criteria which failed to be met

**IX. PROCEDURES:**

1. The Child Protective Investigator or Child Welfare Case Manager will coordinate with Rev Max who, along with the CIC, will be responsible for the completion of documentation to determine the child's eligibility for Medicaid.
2. Children's Network of Southwest Florida's designated staff will select the Sunshine Health Child Welfare Specialty Plan or another appropriate health plan based upon the child's individual health care needs. Children's Network of Southwest Florida's designated staff will notify the Child Welfare Case Manager when a health plan selection is made.
3. The Behavioral Health Care Coordinator or designee will review the Turn Around File located in the DCF Web portal monthly in order to review any children/youth not enrolled in the Sunshine Health Child Welfare Specialty Plan. The Behavioral Health Care Coordinator or designee will forward the names of any children/youth who are not enrolled in the Plan for whom the CBC cannot take steps to correct.
4. The ITR Specialist shall maintain a spreadsheet, which is updated daily to reflect all children admitted into the child welfare system in shelter Status.
5. The Revenue Maximization staff maintains a log of all packets received for children who are being staffed and obtains a copy of Court documents in order to apply for Medicaid. The application for Medicaid should be completed on all children within 72 hours receiving a complete and accurate packet and all necessary court documents.
6. Prior to processing the Medicaid application, the child's placement must be entered into FSFN. For licensed placements, Rev Max Administrative Assistants will enter the placement. For other out of home placements, the CPI or the Rev Max Administrative Assistants will enter the placement.
7. The Children's Network of Southwest Florida will make a health care plan selection within 5 business days of receiving a Choice letter that gives notification that a selection can be made.

**Children's Network of Southwest Florida  
Enrollment Process for Out-of-Home Children**

8. The Children's Network of Southwest Florida Nurse Care Coordinator shall check monthly to determine enrollment of new Out of Home children
9. The Lead Agency's physical address is recognized as the primary address for children placed in Out of Home care.
  - a. The Member Identification health plan card for child welfare enrollees will be scanned in the ASK system as a part of the child's file at the Case Management Organization entity with legal jurisdiction. The original Medicaid card will be placed in the child's resource record so that foster parents and relative and non-relative caregivers will have current health plan ID cards for children placed in their homes.
  - b. It is acceptable for a copy of the health plan card to be placed in the enrollee's file under the following circumstances:
    - Courtesy Supervision
    - Placement in a residential program
    - Placement in a residential or foster home for mental health or medical treatment
    - Incarceration in juvenile justice or adult correctional facility
    - Therapeutic or Pre Adoptive Visits
    - CBC Nurse Care or Behavioral Care Coordinator (coordination of care)
    - Approved educational or extra curricula activity
  - c. Youth 18 years of age or older may request a health plan card to carry on their person.
- c. Enrollee health plan handbooks distribution will be coordinated by the Children's Network of Southwest Florida utilizing the following methods to distribute health plan handbooks:
  - Monthly Home Visits
  - Foster parent associations or other local foster parent groups
  - Case management contract providers
  - Contracted providers for foster parent recruitment and licensure
  - Foster parent trainings, including initial and in-service