

**106.0 UNIFORM ACCOUNTING SYSTEM (UAS) CODES**

<b>UAS</b>	<b>DESCRIPTION</b>	<b>LAST UPDATE</b>
<b>PROGRAM NOTES</b>		<b>Aug 2016</b>
<b>323</b>	<b>Foster Home Development Funds –Do Not Use Effective 11-1-14 Refer to Program 531 starting 11/1/14</b>	<b>Nov 2014</b>
<b>511</b>	<b>Comprehensive Child and Family Assessment</b>	<b>Jan 2015</b>
<b>518</b>	<b>CCFA Wrap-Around Services</b>	<b>October 2015</b>
<b>521</b>	<b>FFC-Prevention of Unnecessary Out-of-Home Placement</b>	<b>July 2016</b>
<b>522</b>	<b>State Funded Overnight Stays in Hotel for Foster Children</b>	<b>Jan 2015</b>
<b>525</b>	<b>Medical Exams and Records – OBSOLETE Effective 7/1/2013</b>	<b>July 2013</b>
<b>531</b>	<b>Foster/Adoptive Parent Support Services</b>	<b>Oct 2016</b>
<b>532</b>	<b>APS Emergency Relocation</b>	<b>April 2015</b>
<b>551</b>	<b>Early Intervention and Prevention Services</b>	<b>Jan 2015</b>
<b>570</b>	<b>Family Visitation Services – Family Fusion_ DO NOT USE Effect 11/1/14</b>	<b>Nov 2014</b>
<b>571</b>	<b>Homestead Services &amp; SAFE CARE</b>	<b>Jan 2015</b>
<b>573</b>	<b>Parent Aide Services &amp; SAFE CARE</b>	<b>Jan 2015</b>
<b>593</b>	<b>Foster, Adoptive and Relative Caregiver Recruitment, Retention and Support – NEW EFFECTIVE 11-1-2015</b>	<b>Aug 2016</b>
<b>698</b>	<b>DISASTER</b>	<b>APR 2013</b>
<b>772</b>	<b>PSSF – Program Costs (Fulton County Only)</b>	<b>Aug 2008</b>
<b>873</b>	<b>C/M PSSF – Family Preservation and Support Services</b>	<b>Oct 2016</b>
<b>874</b>	<b>C/M PSSF – Family Support Services</b>	<b>Oct 2016</b>
<b>883</b>	<b>C/M PSSF – Time Limited Reunification Services</b>	<b>Oct 2016</b>
<b>884</b>	<b>C/M PSSF – Adoption Promotion and Post Permanency Services</b>	<b>Oct 2016</b>

**700 Series programs currently inactive due to lack of funds – October 2010**

**PRIOR YEAR INVOICES** – Any invoices, for contracted providers, that are submitted after the payment submission deadline must receive additional approval before payment is made.

The County Director will have to send to their Regional Director for approval, who will decide if appropriate to forward on to their District Director for approval.

**PROGRAM NOTES:**

Service Authorizations for Delivered Services Programs are valid only for the FISCAL YEAR or FEDERAL FISCAL YEAR. Field Staff should not do an SA beyond June 30<sup>th</sup> or September 30<sup>th</sup> depending on the program. If the services are going to extend beyond the fiscal year or federal fiscal year, once contracts have been awarded and the new contracts are loaded in SHINES, the Case Manager will need to do a new SA to extend the services.

Each month the providers should provide ONE invoice for each family by service programs. They should complete the state mandated Invoice, the Travel Expense Report, and attach the appropriate, approved SA for the correct billing period to the invoices before submitting them to the DFCS County office for approval.

If a provider is transporting several children in the same car, the mileage can only be claimed one time, even if for different cases.

Regional Accounting is not to process a partial invoice, if part of the invoice is wrong, the entire invoice needs to be returned to the county for correction.

The Standard Operating Procedures that the state issued in February 2016 states that the provider will have their invoices in to the offices by the 10<sup>th</sup> of the month, and the county is to have them to Regional Accounting by the 20<sup>th</sup>. Regional Accounting has 5 business days to turn these invoices around, either back to the county for corrections or processed. Due to early closeouts this may not always happen, so it is imperative that the accounting staff continue to process invoices in SHINES for payments while the books are being closed in order to meet the 30 day contractual payment agreement. Supervisors will be able to approve the invoices on the 1<sup>st</sup> working day of the month and checks can be processed in SMILE on the 2<sup>nd</sup> working day of the month.

**Program - UAS 323 (Contract required for all services) – DO NOT USE Effective 11/1/2014**

**Refer to Program 531 for Coding**

**Program Name - Foster Home Development Funds (Permanency Cases)**

**109.11 UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES)**

**PROGRAM NAME–Comprehensive Child and Family Assessment (PERMANENCY CASES ONLY)**

**REFERENCES:** Foster Care Services Manual: Fiscal, 1016.4, 1016.5, 1016.6, 1016.7, 1016.8, 1016.9, 1016.10

**PROGRAM PURPOSE:**

**Comprehensive Child and Family (CCFA) – Code 29**

To assist DFCS staff, the juvenile court, families and providers in developing case plans, making placement decisions, expediting permanency and planning for effective service intervention. A Comprehensive Child and Family Assessment is required for **every child** entering care. If a child/family has already had a completed CCFA evaluation within the last 12 months a new, formal CCFA Evaluation is not required. An updated CCFA Evaluation may be required if the child/family’s information has changed within the 12 month period. The case manager will complete the Service Authorization/Referral form. The provider will complete the CCFA. **The providers must be approved and have a contract valid in the current fiscal year to perform these services.**

**NOTE: A Service Authorization must be completed and approved before sending a referral to the provider for services.**

**COSTAR REPORTING** – Reported client may be a child or an adult depending upon the type of assessment being conducted.

**PAYMENT REQUIREMENTS:**

CCFA approved vendors have signed a DFCS wide contract with the state of Georgia and are listed on the Support Services website. The provider must be licensed or certified in Georgia.

Vendors must submit the Comprehensive Child and Family Assessment Invoice by the 10<sup>th</sup> of each month, a copy of the SHINES generated Service Authorization, and the Travel/Mileage Log to the County DFCS offices. Case Manager will review and approve for completeness and accuracy and forward to the designated DFCS approving authority for final approval signature.

**NOTE: Payments are only made from the original CCFA – Assessment invoices.**

**UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Initial Family Assessment for One Child	<b>29e</b>	<ul style="list-style-type: none"> <li>• <b>\$600.00</b></li> <li>• Compiling, Gathering, Assembling all Information needed for a Complete CCFA</li> <li>• Assessment must be completed within 25 days</li> <li>• Must be Completed by a with a Master’s Individual and MUST be Signed by a Licensed Professional</li> <li>• Rate included cost of attending Family Team Meetings</li> <li>• Rate includes cost of facilitating MDT Meeting</li> <li>• Rate includes cost of mileage and travel</li> </ul>
Additional Children-CCFA (Ages 0-17)	<b>29f</b>	<ul style="list-style-type: none"> <li>• <b>\$150.00</b></li> <li>• Fee for each additional child(ren)</li> <li>• Must be Completed within 25 days of receipt of the service authorization/referral from DFCS</li> <li>• Includes transportation and mileage cost affiliated with completion of the CCFA</li> </ul>
Relative/Non-Relative Assessment-Home Evaluation and Home Evaluation	<b>29j</b>	<ul style="list-style-type: none"> <li>• <b>\$350.00</b> Per family</li> <li>• Must be completed within 25 days of receipt of the service authorization/referral from DFCS</li> <li>• Rate includes cost for transportation and mileage costs</li> <li>• Family member or non-family member has been identified as a placement resource for children</li> <li>• This Assessment is completed to determine the appropriateness of placement resources for children</li> <li>• <b><u>CCFA Staff Requirement Exception:</u></b></li> <li>• Service can be performed by professional with a Master's Degree NOT supervised by a licensed clinician</li> <li>• Possession of a Bachelor's Degree in a human services field from an accredited college or for non-degreed individuals, demonstrate through documentation of training and experience at least 5 years HR</li> </ul>

**UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Update Expired CCFA	<b>29m</b>	<ul style="list-style-type: none"> <li>• <b>\$300.00</b></li> <li>• Current CCFA is more than one year old</li> <li>• Reviewing original CCFA and making any family updates</li> <li>• Coordination of Compiling the family assessment</li> <li>• Compiling, Gathering, Assembling all Information needed for a Complete CCFA</li> <li>• Assessment must be completed within 25 days</li> <li>• Completed by a Master’s Level Individual and MUST be Signed by a Licensed Professional</li> <li>• (Fee Includes Transportation and Mileage)</li> </ul>
Update Current/Expired CCFA-Additional Children	<b>29n</b>	<ul style="list-style-type: none"> <li>• <b>\$75.00</b> per child</li> <li>• Each additional child for example if mom has a new baby after initial CCFA has been completed.</li> <li>• Or if initial CCFA is more than one year old. Fee can be used for each additional child needed to complete the updated CCFA</li> <li>• Fee Includes Transportation and Mileage</li> </ul>
Incomplete Family Assessment	<b>29o</b>	<ul style="list-style-type: none"> <li>• <b>Up to \$600</b></li> <li>• Justification Must be Provided</li> <li>• Includes Mileage and Transportation</li> <li>• Total payment may not exceed \$600/family</li> <li>• Code should only be used if family assessment was initiated and DFCS cancelled the referral before full completion of the CCFA</li> </ul>
Transporting Children/Family for medical components needed to complete CCFA ONLY	<b>56a</b>	<ul style="list-style-type: none"> <li>• <b>\$15.00 per hour</b></li> <li>• This code is used solely when transporting children to and from medical, dental and trauma assessment appointments to meet CCFA requirements.</li> <li>• Set Hourly rate of \$15/hr (no matter level of experience)</li> <li>• Hourly rate begins when provider leaves his/her place of business</li> <li>• Please Note: Crisis Intervention Services are PROHIBITED during transportation</li> </ul>

**UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Mileage	<b>56b</b>	<ul style="list-style-type: none"> <li>• <b>Max \$400/Including services under 56A</b></li> <li>• Mileage Reimbursable at the state approved Rate</li> <li>• Mileage is reimbursable for transporting child(ren) only for the medical components of the CCFA</li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>
Court Appearance (Licensed Professional)	<b>88a</b>	<ul style="list-style-type: none"> <li>• <b>\$50/HR/Day May not Exceed \$400/Day</b></li> <li>• CCFA Assessment-Invoice and a copy of subpoena must be attached for payment</li> <li>• Court Appearances by psychologist are to be authorized by SAAG</li> <li>• Licensed Professionals (ONLY) Licensed clinical social workers can also be used</li> </ul>
Court Appearance/Testimony (Non-Degreed Professional)	<b>88b</b>	<ul style="list-style-type: none"> <li>• <b>\$35/HR/Day May not Exceed \$280</b></li> <li>• CCFA Assessment-Invoice and a copy of subpoena must be attached for payment</li> </ul>

**109.18 UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES)**

**PROGRAM NAME – Wrap Around Services (PERMANENCY CASES ONLY)**

**REFERENCES:** Foster Care Services Manual:

**Maximum spending limits \$5000 per FAMILY per fiscal year to include:**

- **Crisis Intervention**
- **In-Home Case Management (targeted case management)**
- **In-Home intensive treatment**
- **Transportation & Mileage**
- **Court Appearances**
- **Life Book**

**PROGRAM PURPOSE:**

Wrap Around services are comprehensive home-based mental health treatment and case management services designed to provide critical support to Placement cases with the intent of promoting safe and stable families and early reunification.

Wrap around services are used to support children placed in DFCS foster homes, reunited with birth families, or placed with relative caregivers who receive a Relative Support subsidy.

Unless otherwise specified, the duration of aftercare services provision **cannot exceed six (6) months**. Aftercare services must be court-ordered and may be extended up to an additional six (6) months without a waiver.

**COSTAR REPORTING: The reported client is the child.**

**PAYMENT REQUIREMENTS:**

WA **approved** vendors have signed a DFCS wide contract with the state of Georgia and are listed on the Support Services website. The provider must be licensed or certified in Georgia.

Vendors must submit the Wrap-Around Services Invoice by the 10<sup>th</sup> of each month, a copy of the SHINES generated Service Authorization, and the Travel/Mileage Log to the County DFCS offices. Case Manager will review and approve for completeness and accuracy and forward to the designated DFCS approving authority for final approval signature.

**NOTE:** Payments are only made from original Wraparound Invoices.

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**WAIVERS:** Program 518's maximum spending limit per family, per fiscal year is \$5,000. However, the Regional Directors can approve an additional \$3,000 per family, per fiscal year above the \$5,000 cap, but the county must request this increase in ADVANCE. The county must attach a copy of the regional director's waiver, which will be on DFCS letterhead, to all invoices submitted to the regional accounting office for payment.

**NOTE: Program 518 maximum spending limit per family, per fiscal year, excludes all costs related to emergency placements "hoteling".**

If the county determines that there is a need to spend in excess of the \$8,000, the caseworker must request a waiver BEFORE authorizing any services beyond the approved \$8,000 threshold. These requests must be submitted to the appropriate District Director for consideration and approval. If the waiver request is approved, the county will receive a copy of the waiver signed by the appropriate District Director. The county must attach a copy of the state office approved waiver to all invoices submitted to the regional accounting office for payment.

**WAIVERS for Transportation:** If transportation costs exceed \$500 for the family, additional costs related to transportation spending for that family are allowable **up to \$750, but** will require approval by the Regional Director (if there are is enough budget available to cover these cost). If cost exceed the \$750 waiver additional approval, through the waiver process must be summited to the appropriate District Director. The approved waiver must be attached to the invoice for documentation.

**NOTE: Payments are only made from the statewide approved original WRAP invoices.**

**COSTAR Reporting: Service Authorizations for hoteling services must indicate the client's name and the number of days in the client count.**

**Accounting Note: Payments for hoteling must be made client specific, enter the Number of Days and the beginning to ending dates.**

**NOTE: Program 518 maximum spending limit per family, per fiscal year, excludes all costs related to emergency placements "hoteling".**

**Other** – Code 00W (use when Wrap Around contractors are providing emergency hoteling services)  
Code 00R (use when RBWO providers are providing emergency hoteling services)

**EMERGENCY PLACEMENT/"HOTELING":** These codes are ONLY to be used to pay a state approved WRAP contractor (00W) or an approved RBWO provider (00R) for all costs associated with caring for a foster care child overnight when no other placement can be found – "Hoteling". A WAIVER approved by the Foster Care Services Director is required for payment. These costs may include, but are not limited to, hotel, meals, basic clothing (diapers), special needs (toothbrush, soap, deodorant). The vendor should pay all charges, **including the hotel (preferred but not required)**, and be reimbursed. **Receipts are required for reimbursement.**

**HOTELING SUPERVISION:** An hourly rate of \$35.00 per/hr. per person supervising the child (ren) has been established for the supervision of children in foster care placed in a hotel overnight when no other placement can be found (“Hoteling”) and delivered by state approved WRAP providers or approved/contracted RBWO providers. The child to staff ratio will be determined by DFCS on a case-by-case basis. **The caseworker and their supervisor should determine the appropriate level of assistance required from the provider to ensure safety and adequate supervision.**

**An hourly rate of \$35.00 should be charged by an approved WRAP Around Provider to Entitlement Code 00W for providing hoteling (supervision) services.**

**An hourly rate of \$35.00 should be charged by an approved RBWO provider to entitlement code 00R for staying in a hotel providing hoteling (supervision) services.**

**If a DFCS employee stays in a hotel with the child, cost incurred such as hotel, meals, miscellaneous are to be charged to Program 522.**

**COSTAR REPORTING for all other entitlement codes in Program 518 - Count clients in each entitlement code for which they receive services.**

#### **Crisis Intervention – Code 62**

The purpose is to provide an immediate service to stabilize a volatile **family** situation where safety of the child is not an issue. These preventative services are provided for children in foster care/relative placement, or aftercare status, who are at imminent risk of placement disruption or re-entry.

**Services in this area cannot exceed 5 days.**

#### **Services may include, but are not limited to:**

- Coordinating community services
- Advocating for service provisions to the child and family
- Monitoring placements for safety and stability following reunification
- Therapy and/or counseling
- Domestic violence counseling
- Anger and Stress management/counseling
- Basic Behavioral Management for family
- Enhanced Behavioral Management for family
- Parent aide services and/or parenting classes
- Coordinating and/or facilitating family team meetings
- Grief management, loss and/or separation issues
- Basic Methods of Discipline
- Enhanced Methods of Discipline
- Transportation

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued****In-Home Case Management – Code 71**

The purpose is to provide case management assistance to families in completing the defined goals and steps of the Case Plan. Any other services not listed below require a written waiver approved by the regional director.

**Services may include, but are not limited to:**

- Providing direct services
- Coordinating community services
- Advocating for service provisions
- Coordinating and supervising visitation with parent, relative or siblings
- Preparing families for reunification
- Monitoring placements for safety and stability following reunification
- Basic Behavioral Management for family
- Parent aide services and/or parenting classes
- Coordinating and/or facilitating family team meetings
- Preparing children for adoption (excluding child life histories)
- Developing and discussing life books
- Basic Methods of Discipline

**In-Home Clinical/Therapeutic Services– Code 95**

The purpose is to provide therapeutic and/or clinical services for a family in preparation of the safe return of a child and/or to maintain and stabilize a child's current placement.

**Services may include, but are not limited to:**

- Drug Treatment and support services for the parent/caregiver and/or child
- Therapy and/or counseling
- Domestic violence counseling
- Anger and Stress management/counseling
- Enhanced Behavior Management for children
- Grief management, loss and/or separation issues
- Enhanced Methods of Discipline

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Emergency Placement/Hoteling – WRAP providers All Cost	00w	<ul style="list-style-type: none"> <li>• This code is <b><u>ONLY</u></b> to be used to pay state approved WRAP providers for all cost associated with caring for a foster care child overnight when no other placement can be found.</li> <li>• Supervision Rate: \$35.00 per hour per staff supervising (The child to staff ratio will be determined on a case by case basis by DFCS.)</li> </ul>
Emergency Placement/Hoteling – RBWO providers All Cost	00r	<ul style="list-style-type: none"> <li>• This code is <b><u>ONLY</u></b> to be used to pay state approved RBWO providers for all cost associated with caring for a foster care child overnight when no other placement can be found.</li> <li>• Supervision Rate: \$35.00 per hour per staff supervising (The child to staff ratio will be determined on a case by case basis by DFCS.)</li> <li>•</li> </ul>
Crisis Intervention (Licensed Professional)	<b>62a</b>	<ul style="list-style-type: none"> <li>• <b>\$65.00 per hour</b></li> <li>• Services cannot exceed 5 days</li> <li>• Possession of a Master’s Degree OR</li> <li>• Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC.</li> </ul> <p><b>May not Exceed 5 Days</b></p> <p>Additional time will need a waiver</p>
Crisis Intervention (Degreed/Non-Degreed)	<b>62b</b>	<ul style="list-style-type: none"> <li>• <b>\$35.00 per hour</b></li> <li>• Services cannot exceed 5 days</li> </ul>
Crisis Intervention - Mileage	<b>62c</b>	<ul style="list-style-type: none"> <li>• <b>\$500.00 per service requested</b></li> <li>• Mileage at state approved rate</li> <li>• Should be included on the Wrap-Around Invoice</li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Crisis Intervention (Master's With Supervision)	<b>62d</b>	<ul style="list-style-type: none"> <li>• <b>\$45.00 per hour</b></li> <li>• Possession of a Master's degree Supervised by a Licensed Professional</li> <li>• <b>May not Exceed 5 Days</b></li> </ul> <p>Additional time will need a waiver</p>
Crisis Intervention - Missed Appointments	<b>62e</b>	<ul style="list-style-type: none"> <li>• <b>\$25.00 per appointment</b></li> <li>• Max 3 appointments/Family</li> <li>• If client is not home or does not show for the appointment without 24 hour notice</li> </ul>
Transportation Services	<b>56a</b>	<ul style="list-style-type: none"> <li>• <b>\$15 per hour (No matter level of experience)</b></li> <li>• <b>This code is used solely when transporting the children/family to and from services.</b></li> </ul> <p>Transportation services may include, but are not limited to, transporting child to/from school or court, transporting parent to/from a child's doctor appointment, or parent/to from home for child's visit..</p> <ul style="list-style-type: none"> <li>• <b>*PLEASE NOTE: Crisis Intervention Services are PROHIBITED during transportation.</b></li> </ul>
Mileage for Transportation Services	<b>56b</b>	<ul style="list-style-type: none"> <li>• <b>\$500 per service (MAX)</b></li> <li>• <b>Maximum includes services for 56A</b></li> <li>• Mileage at state approved rate</li> <li>• Should be included on the Wrap-Around Invoice</li> <li>• Travel begins from the provider's residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Education Stability – Public Transportation Services	<b>56d</b>	<p>Expenditures incurred in maintaining educational stability using public transportation is appropriate as follows. These expenditures may have to be handled on a reimbursement basis due to the fact that these types of vendors will not be able to bill DFCS.</p> <ul style="list-style-type: none"> <li>• Mass Transit Services</li> <li>• Van Pools</li> <li>• Taxis</li> </ul> <p>The caseworker will need to provide a copy of the Educational Stability Checklist and the WRAP invoice in order to process payments.</p> <p>Caseworkers can contact <a href="mailto:EPAC@dhr.state.ga.us">EPAC@dhr.state.ga.us</a> with additional questions/concerns.</p>
Education Stability – WRAP Transportation	<b>56e</b>	<p>Expenditures incurred in maintaining educational stability using WRAP providers is appropriate as follows.</p> <ul style="list-style-type: none"> <li>• Hourly rate \$15 (2 hours per day) may be more occasionally due to traffic issues, caseworker should approve</li> </ul> <p>The caseworker will need to provide a copy of the Educational Stability Checklist and the WRAP invoice in order to process payments.</p> <p>Caseworkers can contact <a href="mailto:EPAC@dhr.state.ga.us">EPAC@dhr.state.ga.us</a> with additional questions/concerns.</p>
Education Stability – WRAP Mileage	<b>56f</b>	<p>Expenditures incurred in maintaining educational stability using WRAP providers is appropriate as follows.</p> <ul style="list-style-type: none"> <li>• Mileage at state approved rate no more than 120 miles per day</li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>The caseworker will need to provide a copy of the Educational Stability Checklist and the WRAP invoice in order to process payments.</p> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> <p>Caseworkers can contact <a href="mailto:EPAC@dhr.state.ga.us">EPAC@dhr.state.ga.us</a> with additional questions/concerns.</p>

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
In Home Case Management - Targeted Case management Licensed Professional	<b>71a</b>	<ul style="list-style-type: none"> <li>• <b>\$65.00 per hour</b></li> <li>• Possession of a Master’s or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC.</li> <li>• Case Management Includes:                             <ul style="list-style-type: none"> <li>• Case Management</li> <li>• Providing Direct Services</li> <li>• Coordinating community services</li> <li>• Advocating for service provisions</li> <li>• Coordinating and supervising visitation with parent, relative or siblings</li> <li>• Preparing families for reunification</li> <li>• Monitoring placements for safety and stability following reunification</li> <li>• Basic behavioral management for family</li> <li>• Parent Aide services and/or parenting classes</li> <li>• Coordinating and/or facilitating FTMs</li> <li>• Preparing children for adoption (excluding child life histories)</li> <li>• Developing and discussing life books</li> <li>• Basic methods of discipline</li> </ul> </li> </ul>
In Home Case Management - Targeted Case Management Degreed Professional	<b>71b</b>	<ul style="list-style-type: none"> <li>• <b>\$35.00 per hour</b></li> <li>• Possession of a Master’s degree NOT supervised by a licensed clinician                      Possession of a Bachelor’s degree in a human services field from an accredited college or for non-degreed individuals, demonstrate through documentation of training and experience at least 5 years of experience in human services work.</li> </ul>
In Home Case Management - Mileage	<b>71p</b>	<ul style="list-style-type: none"> <li>• <b>MAX \$500 per family service</b></li> <li>• <b>State Approved Rate</b></li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
In Home Case Management - Targeted Case management (Master's With Supervision)	<b>71q</b>	<ul style="list-style-type: none"> <li>• <b>\$45.00 per hour</b></li> <li>• Master's With Licensure Supervision</li> </ul>
In home case management - Missed Appointments	<b>71r</b>	<ul style="list-style-type: none"> <li>• <b>\$25.00 per appointment</b></li> <li>• Max 3 appointments/Family</li> <li>• If client is not home or does not show for the appointment without 24 hour notice</li> </ul>
Preventive Family Support	<b>86a</b>	<ul style="list-style-type: none"> <li>• <b>\$45.00 per hour (Max \$500 per case)</b></li> </ul> <p><b>This service is available for Counties/Regions who have over 35 cases on their backlog for Family support services and Investigations Combined</b></p> <p><b>This Rate Includes:</b></p> <ul style="list-style-type: none"> <li>• Assessment of the Family</li> <li>• Documentation</li> <li>• Staffing with the DFCS Supervisor</li> </ul> <p><b>Staffing Requirements:</b>  <i>Required:</i> Undergraduate degree in a human services field  <i>Preferred:</i> Master's degree in a human services field</p> <ul style="list-style-type: none"> <li>• <b>Note:</b> Paraprofessional or individuals without degrees should not be used for this service</li> </ul>
Preventive Family Support – Mileage	<b>86b</b>	<p><b>State Approved Rate (May Not exceed \$150 per case)</b></p> <ul style="list-style-type: none"> <li>• Mileage Reimbursement Log must be included</li> <li>• Travel begins from the provider's residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Court Appearance And Testimony (Licensed Professional)	<b>88a</b>	<ul style="list-style-type: none"> <li>• <b>\$50.00 (Maximum per day amount claimed cannot exceed \$400.00)</b></li> <li>• Possession of a Master’s or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC.</li> <li>• Possession of Master’s or Doctoral degree in a Human Services/ Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC or LMFT in accordance with the Georgia Composite Board.</li> <li>• WRAP-Invoice and a copy of subpoena <b>must</b> be attached for payment</li> <li>• Court appearances by a psychologist are to be authorized by the SAAG.</li> </ul>
Court Appearance and Testimony Degreed/Non-Degreed	<b>88b</b>	<ul style="list-style-type: none"> <li>• <b>\$35.00 (Maximum per day amount claimed cannot exceed \$280.00)</b></li> <li>• Possession of a Master’s degree NOT supervised by a licensed clinician</li> <li>• Possession of a Bachelor’s degree in a human services field from an accredited college or for non-degreed individuals should demonstrate through documentation of training and at least 5 years of experience in human services work.</li> </ul>
In-Home Intensive Clinical/Therapeutic Services	<b>95a</b>	<ul style="list-style-type: none"> <li>• <b>\$65.00 per hour</b></li> <li>• Services cannot exceed 6 months</li> <li>• A waiver is needed if services exceed 6 months Licensed Professionals</li> <li>• Possession of a Master’s or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC.</li> <li>• Possession of Master’s or Doctoral degree in a Human Services/ Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC or LMFT in accordance with the Georgia Composite Board.</li> </ul>

**UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
In-Home Intensive Clinical/Therapeutic Services– Mileage	<b>95b</b>	<ul style="list-style-type: none"> <li>• <b>MAX \$500 per family service</b></li> <li>• Mileage at state approved rate</li> <li>• Should be included on the Wrap-around Invoice</li> <li>• Mileage at state approved rate</li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>
Missed Appointments	<b>95d</b>	<ul style="list-style-type: none"> <li>• <b>\$25.00 per appointment</b></li> <li>• Max 3 appointments/Family</li> <li>• If client is not home or does not show for the appointment without 24 hour notice</li> </ul>

**109.21 UAS Program 521-PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED)**

**PROGRAM NAME – FFC- Prevention of Unnecessary Out-of-Home Placement (PUP)  
(Family Preservation, Family Support, Investigations, Permanency and Adoptions)**

**REFERENCES:** Foster Care Services Manual: Fiscal, 1016.35  
CPS Manual, Family Preservation Chapter 2107

**PROGRAM PURPOSE:**

The goal of PUP services is to reduce risk factors contributing to child maltreatment to ensure the protection and safety of a child. PUP services include, but not limited to: emergency housing/financial assistance, temporary child care services, counseling, emergency transportation needs and psychiatric/psychological testing, drug screens, and substance abuse assessments, domestic violence assessments, sexual abuse assessments, and parental fitness.

They are provided as a support service among others as part of the safety or case plan in an open Family Preservation or Permanency case. Imminent risk of placement or readiness for reunification of the children must be clearly documented in the case record.

**Speech and Hearing Evaluations (age 4-17 and Adults) – Code 09**

To provide an assessment for non-Medicaid eligible and/or private insurance children, birth parents, foster parents, and/or caregivers. Birth parents are eligible when a permanency plan of reunification is the goal or when other permanency plans may need to be selected. Services must be conducted by a certified technician or certified audiologist.

**COSTAR REPORTING** – Reported client is the family of a child in imminent risk of placement or a child in foster care that is in readiness for reunification. Count clients in each entitlement code for which they receive services.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Services may only be authorized once per fiscal year. In addition:

- (1) Must be an open Family Preservation, Family Support, Investigations, Permanency and Adoption cases where maltreatment has been substantiated or the case disposition is pending;
- (2) The case Manager documents one of the two conditions:
  - (A) Risk of Imminent Placement
  - (B) Immediate Reunification

**UAS Program 521-PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued****PAYMENT REQUIREMENTS:**

Vendors must send by the 10<sup>th</sup> of each month the PUP Services Invoice (if applicable), attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Log to the County DFCS office. Case Manager will review for completeness and accuracy and forward to designated DFCS approving authority for signature. Non-contracted services require the original invoices with receipts. In most cases, PUP expenditures are made directly to the vendor. However, funds may be reimbursed directly to a family if the SSCM has given the client prior approval, receipts must be provided. The County Director or their Supervisory designee authorizes each PUP expenditure.

When paying rent, a letter/invoice with address and telephone number from the company or individual who is renting the location is needed. Paying utilities requires a bill (original only) or a letter from the utility company. Bill is paid **DIRECTLY** to the **utility company**. Deposits for rent or utilities should include a letter notifying payee that the deposit should be returned to DFCS.

**PROHIBITED PUP SERVICES:**

- Payment of consumer credit debt
- Purchase of trailers or down payment on trailers, trailer lot, or homes
- Legal services for separation, divorce,
- Custody modification or modification of visitation
- Purchase or down payment on vehicles
- Repairs on rental property
- Traffic fines/Court costs
- Ongoing sexual abuse offender counseling for an adult (cost is paid by offender)

**WAIVERS:** It is the caseworker's responsibility to request a waiver from the Regional Directors for "Additional funds or extensions of timeframes for PUP" if it is within budget allocations. A copy of the regional directors, on DFCS letterhead, waiver approval will need to be attached to all invoices submitted to the regional accounting office for payment.

**Safety/Enrichment Activities:** Per Foster Care Policy, a child must be 3 years old or older for a family to be reimbursed for swimming lessons. However, if it is determined in the best interest of the child, the caseworker can ask the director for a county level waiver.

**NO SHOW FEES:** It is permissible for the provider to charge \$25 for refusal in the event the client leaves or refuses to complete a drug test. The provider can also charge \$25 for missed appointments for a no show. The maximum is 3 times per family, the provider should ensure they are aware of the family's schedule before attempting to conduct unannounced/random visits.

**MILEAGE:** It is permissible for a vendor performing counseling services and in home drug screens to be reimbursed for travel to get to and from their appointment.

**UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**

*Criminal Background Checks/Fingerprinting:* Cases that require background fingerprint checks for clients not in DFCS custody are **paid directly to GBI, if using LIVESCAN**. A Purchase Order is required for all client related fingerprint expenditures for Program 521. These charges are not going to be processed in SHINES.

NOTE: If the fingerprinting cost is mandatory and will be reimbursed to the client, then the client should not be asked to provide payment at the time of the screening.

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Criminal Background Checks	06d	<ul style="list-style-type: none"> <li>• Support Services – Criminal Background Checks (GBI) for NON-DFCS custody clients</li> <li>• Payments may be directly to the Vendor, PO# is required if the service is client related. The SSCM will attach a copy of the PO to the invoice when submitting for processing.</li> </ul>
Speech Evaluation	09a	<ul style="list-style-type: none"> <li>• <b>\$200-\$600</b></li> <li>• <b>Must be conducted by a certified technician</b></li> </ul>
Hearing Evaluation	09b	<ul style="list-style-type: none"> <li>• <b>\$200-\$600</b></li> <li>• <b>Must be conducted by a certified technician</b></li> </ul>
Mental Health Assessments Category	29	Domestic Violence, Parental Fitness, Psycho-Sexual, and Substance Abuse, Trauma Assessment Max \$1500/Family Individual Assessment rates listed below in 29A-29E
Domestic Violence Assessment	29a	<ul style="list-style-type: none"> <li>• <b>\$500 - \$750</b></li> </ul>
Parental Fitness Assessment	29c	<ul style="list-style-type: none"> <li>• <b>\$500 - \$750</b></li> </ul>
Psycho-Sexual Abuse Assessment	29d	<ul style="list-style-type: none"> <li>• <b>\$500 - \$750</b></li> </ul>
Substance Abuse Assessment	29e	<ul style="list-style-type: none"> <li>• <b>\$500 - \$750</b></li> <li>• <b>Licensed or Certified Professionals in Substance Abuse are authorized to perform assessments</b></li> </ul>
Trauma Assessments	29f	<ul style="list-style-type: none"> <li>• <b>\$300.00 max per child</b></li> <li>• <b>Should only be used if the child/family is non-Medicaid eligible</b></li> </ul>
Assessments - Missed Appointments	29g	<ul style="list-style-type: none"> <li>• <b>\$25 per appointment (MAX 3 per family)</b></li> <li>• <b>If client is not home or does not show for appointment without 24 hour notice</b></li> </ul>

**UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Emergency Housing/Financial Assistance	<b>48a</b>	<ul style="list-style-type: none"> <li>▪ Past due rent, current rent and up to 3 months future rent can be paid once per family per fiscal year.</li> <li>▪ Rent/Deposit paid directly to leasing agent.</li> <li>▪ Deposit must be returned to DFCS</li> <li>▪ Documentation of the family’s plan indicating how they will maintain the changes after the provision of PUP services.</li> </ul>
Mortgage Expenses	<b>48b</b>	<ul style="list-style-type: none"> <li>▪ A mortgage payment can be made if all PUP criteria have been met.</li> <li>▪ Documentation of the family’s plan indicating how they will maintain the changes after the provision of PUP services</li> <li>▪ Mortgage expenses paid directly to mortgage company or bank</li> </ul>
Utility Expenses	<b>48c</b>	<ul style="list-style-type: none"> <li>▪ Past utility bills, current utility bills and up to 3 months future utility bills may be paid directly to utility company once per family per fiscal year.</li> </ul>
Utility Deposits	<b>48d</b>	<ul style="list-style-type: none"> <li>▪ Utility deposits may be paid directly to utility company once per fiscal year.</li> </ul>
Home Repairs (Minor)	<b>48e</b>	<ul style="list-style-type: none"> <li>• Minor home repairs max of <b>\$1500.00</b></li> <li>• Family must <b>own</b> the home.</li> <li>• Vendor invoice required for payment</li> <li>• <b>Pest Inspections and Treatment</b></li> </ul>
Legal Expenses (Guardianship)	<b>48f</b>	<ul style="list-style-type: none"> <li>• Minor legal services max of <b>\$500.00</b> (one-time fee) for guardianship of child</li> <li>• Documentation required</li> </ul>
Emergency Furniture	<b>48g</b>	<ul style="list-style-type: none"> <li>• Emergency funds for household <b>furniture</b> after all other community resources have been exhausted.</li> <li>• Range <b>\$100.00-\$1000.00 Maximum</b></li> <li>• <b>Please note: Receipt of purchase required and Payment to vendor only</b></li> </ul>
Emergency Clothing	<b>48h</b>	<ul style="list-style-type: none"> <li>• Emergency Clothing (Uniforms) for child after all other community resources have been exhausted.</li> <li>• <b>\$100.00</b> maximum per child</li> <li>• <b>Please note: Receipt of purchase required.</b></li> </ul>
Birth/Death Certificates	<b>48i</b>	<ul style="list-style-type: none"> <li>• \$30 MAX for birth/death certificates needed to provide services to a Family Preservation Family Payable to Vital Records <a href="http://www.cdc.gov/nchs/w2w.htm">http://www.cdc.gov/nchs/w2w.htm</a></li> </ul>

UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued

ALLOWABLE ENTITLEMENT CODES

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Child Safety Devices	48j	<ul style="list-style-type: none"> <li>• Can only be used to reimburse a case manager who has to purchase child safety devices (child restraints) for child(ren) upon initial intake.</li> <li>• Max of \$125 per child restraint</li> </ul>
Emergency Day Care Services	49	<ul style="list-style-type: none"> <li>• Emergency temporary day care for children under 13 years of age or up to age 18 if physically or mentally disabled</li> <li>• Service Authorization Unit Rates must be within the Child Care Maximum Reimbursement Rates established</li> <li>• Maximum of 6 months childcare services per child per fiscal year</li> <li>• <b>Please note: Justification required and Payment to service provider only</b></li> </ul>
Counseling- Licensed Professional	50a	<ul style="list-style-type: none"> <li>• <b>\$65.00 per hour</b></li> <li>• Should only be used if the child/family is non-Medicaid eligible</li> <li>• Counseling can be provided for: Individual, child, group, family, pastoral, drug/alcohol, abuse, and marital counseling</li> </ul>
Behavior Aid Services	50c	<ul style="list-style-type: none"> <li>• <b>\$35.00 per hour</b></li> <li>• Service to support families in managing child behaviors that are unruly or volatile. Services should primarily include one-on-one interaction with the identified child to teach and model appropriate behavior.</li> <li>•</li> </ul>
Counseling - Missed Appointments	50d	<ul style="list-style-type: none"> <li>• <b>\$25 per appointment (MAX 3 per family)</b></li> <li>• If client is not home or does not show for scheduled appointment without 24 hour notice</li> <li>• Missed appointments for counseling services</li> </ul>
Drug and Alcohol Screen- Hair Follicle	51a	<ul style="list-style-type: none"> <li>• <b>Range \$20.00-\$150.00 per service</b></li> <li>• Collects and provides results to DFCS</li> </ul>
Drug and Alcohol Screens – Urine	51b	<ul style="list-style-type: none"> <li>• <b>Range \$20.00-\$60.00 per service</b></li> <li>• Collects and provides results to DFCS</li> </ul>
Drug and Alcohol Screens – Breath Scan	51c	<ul style="list-style-type: none"> <li>• <b>Range \$20.00-\$45.00 per service</b></li> <li>• Collects and provides results to DFCS</li> </ul>

## UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued

## ALLOWABLE ENTITLEMENT CODES

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Paternity Testing/DNA Testing	51e	<ul style="list-style-type: none"> <li>• <b>\$29.65 maximum per service</b></li> <li>• DFCS wide contract with DNA Diagnostics should only be used for this service</li> </ul>
Court Appearance & Testimony- for Drug Screens Only – Effective 8/1/2016	51g	<ul style="list-style-type: none"> <li>• <b>\$35.00 per hour (Maximum per day \$280.00)</b></li> <li>• Copy of Subpoena</li> </ul>
Drug Screen Refusal	51h	<ul style="list-style-type: none"> <li>• <b>\$25 per appointment</b></li> <li>• If client refuses drug screen or if the vendor arrives at client home or the DFCS office and the client does not show (Max 3/Family)</li> </ul>
Missed Appointments- Drug Screen	51i	<ul style="list-style-type: none"> <li>• <b>\$25 per appointment (MAX 3 per family)</b></li> <li>• If client is not home or does not show for scheduled or random drug screening</li> <li>• Provider should be aware of the family's schedule and make attempts for random drug screens based upon the schedule of the family</li> </ul>
Drug Screen Mileage	51j	<ul style="list-style-type: none"> <li>• <b>Mileage may not exceed \$400</b></li> <li>• State Approved Rate</li> <li>• Travel begins from the provider's residence or official business address, whichever is nearer to the destination point.</li> </ul> <p><b>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</b></p>
Psychological Evaluation -Licensed Professionals only	54	<ul style="list-style-type: none"> <li>• <b>Range (\$500-\$750), \$1500/Max per family</b></li> <li>• Individual psychological and/or the use of clinical interviewing techniques to arrive at an evaluation of an individual's or family social, intellectual, and /or psychological well-being.</li> <li>• Cost of professional service rendered that is not billable to Medicaid, Peach Care, or private health insurance</li> <li>• Should only be used if the child/family is non-Medicaid eligible</li> </ul>
Mileage	56a	<ul style="list-style-type: none"> <li>• <b>Mileage may not exceed \$400</b></li> <li>• State Approved Rate</li> <li>• Travel begins from the provider's residence or official business address, whichever is nearer to the destination point.</li> </ul> <p><b>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</b></p>

**UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Emergency Meals and Lodging	<b>56b</b>	<ul style="list-style-type: none"> <li>• <b>May not exceed \$300.00 per occurrence</b></li> <li>• Justification required</li> </ul>
Emergency Gasoline/Public Transportation	<b>56c</b>	<ul style="list-style-type: none"> <li>• <b>May not exceed \$100.00 per family per fiscal year</b></li> </ul> Justification required
Emergency Vehicle Repair	<b>56d</b>	<ul style="list-style-type: none"> <li>• <b>May not exceed maximum of \$500.00 per fiscal year per family</b></li> <li>• Receipt of purchase required and Payment to vendor only</li> </ul>
Safety/Enrichment Activities [DFCS <b>FOSTER CARE CHILDREN ONLY</b> ]	<b>80</b>	<p>There is a program at the state office called Afterschool Care Program which should be explored for potential funding of youth enrichment camps and safety/enrichment activities. If these funds are not available, then PUP allows for expenses up to \$500 per fiscal year.</p> <p>Promotes the well-being of <b>foster children</b> by providing them with extra-curricular activities through programs such as Red Cross, YMCA, tutorial programs and classes (dance, art, sports, band)</p> <ul style="list-style-type: none"> <li>• Must be under 14 and available for all children in DFCS custody regardless of placement (FC, relative, CPA)</li> <li>• May use ILP Program (585) if youth ages 14 and older are ILP eligible</li> <li>• Maximum <b>\$500.00</b> per child per fiscal year</li> </ul>

UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued

ALLOWABLE ENTITLEMENT CODES

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p><b>Court Appearances for all entitlement codes in PUP except Drug Screens – effective 8/1/16</b></p>		
<p>Court Appearance And Testimony (Licensed Professional)</p>	<p><b>88a</b></p>	<ul style="list-style-type: none"> <li>• <b>\$50.00 (Maximum per day amount claimed cannot exceed \$400.00)</b></li> <li>• Possession of a Master’s or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC.</li> <li>• Possession of Master’s or Doctoral degree in a Human Services/ Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC or LMFT in accordance with the Georgia Composite Board.</li> <li>• PUP-Invoice and a copy of subpoena <b>must</b> be attached for payment</li> <li>• Court appearances by a psychologist are to be authorized by the SAAG.</li> </ul>
<p>Court Appearance and Testimony Degreed/Non-Degreed</p>	<p><b>88b</b></p>	<ul style="list-style-type: none"> <li>• <b>\$35.00 (Maximum per day amount claimed cannot exceed \$280.00)</b></li> <li>• Possession of a Master’s degree NOT supervised by a licensed clinician</li> <li>• Possession of a Bachelor’s degree in a human services field from an accredited college or for non-degreed individuals should demonstrate through documentation of training and at least 5 years of experience in human services work.</li> </ul>

**109.22 UAS Code – 522**

**PROGRAM NAME – State Funded – Overnight Stays in Hotels for Foster Children**

**REFERENCES:** Foster Care Services Manual: Fiscal, 1016.11, 1016.12, 1016.47, 1016.48

**PROGRAM PURPOSE** – Is to pay for the cost of overnight accommodations for a child and caseworker when placement arrangements cannot be made.

**COSTAR REPORTING** – Reported client is generally the child. Count client in each entitlement code for which they receive services.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Benefits/services charged must meet programmatic guidelines (See Foster Care Manual).

**PAYMENT REQUIREMENT:**

Both the approval from the Regional Director and a WAIVER approved by Foster Care Services Director are required for payment (**Code 00**).

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Overnight Stay in Hotels	00	<ul style="list-style-type: none"> <li>▪ <b>Overnight stays in hotels</b> for children in state custody when unable to locate a provider that will accept the child. Costs include lodging and meals for DFCS staff and child.</li> </ul>

**UAS Code – 531**

**PROGRAM NAME** – Foster Parent Development and Foster/Adoptive and ICPC Parent Support Services – Reimbursement

**REFERENCES:**

**PROGRAM PURPOSE** – Is to enable the county departments to reimburse the services required in the screening; preparation; approval; recruitment and support of foster/adoptive families. These funds include the development of contracts with qualified contractors to assist counties in facilitating IMPACT pre-service training for Foster Homes and completing ICPC or Regular Foster Home Evaluations.

**Costar Reporting:** Should be reported as outlined below.

**Entitlement Code E1--** Count the number of Regular Foster Home Evaluations completed.

**Entitlement Code E2--** Count the number of Regular Foster Home Evaluations partially completed.

**Entitlement Code E5--** Count the number of ICPC Foster Home Evaluations completed.

**Entitlement Code E6--** Count the number of ICPC Foster Home Evaluations partially completed

**Entitlement Code E7** – Count the number of Foster Home Evaluations completed; include the first and last name of the primary parent and date the evaluation was completed.

**Entitlement Code 06** (Support Services) – Reported client is the foster/adoptive/ICPC parent.

**Entitlement Code 67a** - For each training group, count the unduplicated number of foster parents who complete the 10-week IMPACT session.

**Entitlement Code 67b** - For individual session, count the unduplicated number of foster parents who complete the entire IMPACT pre-service training. Approval from the **Resource Development Lead** is needed to conduct 1:1 (one-on-one) trainings with these funds.

**NOTE:** You will still put the expenses for foster parents attending the 8 day IMPACT certification program in entitlement code 67 – but do not enter a client count on these expenses.

**Entitlement Code 68** (Continued Parent Development) – Count the individual foster parents attending the Annual Adoptive and Foster Parent Association of Georgia Conference or the Foster Parent and Staff Development Institute, or the foster parent/child receiving water safety services.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS –**

**UAS Code 531 (continued)**

**Entitlement Code E1, E2 (Foster Home Evaluations and E5, E6 (ICPC Home Evaluations) - Name of Family (first and last name) and the date of the evaluation**

**\$700.00**-----per completed ICPC or Regular Foster Home Evaluation submitted

Partial rates are negotiated based on amount of work completed. Partial rates are not to exceed the above fee schedule

**Entitlement Code 06** – Used to reimburse a foster/adoptive/ICPC parents for drug screens, physicals and lab tests that are required of prospective and current foster/adoptive/ICPC parents. Payment for Environmental Inspections of foster parents to Health Department is allowable. Cost incurred by the foster parent for carbon monoxide detectors and ABC rated fire extinguishers will also be reimbursed to the foster parents.

*Drug Screens, physicals and lab tests (TB):* These expenses **are reimbursed to the foster or adoptive or ICPC family** once the applicant has incurred the expense. However, before the applicant can be reimbursed, the results of the drug screen must be negative.

All household members over age 18 are required to be fingerprinted, and these cost are reimbursable to the foster parent, then the client should not be asked to provide payment at the time of the screening.

**Entitlement code 67 –**

**IMPACT Trainings** – Name of Provider facilitating the TRAINING, and the dates of the training

**\$950.00** -----**GROUP SETTING** for facilitating the complete IMPACT Pre-Service training.

Note: Counties can determine payment intervals based upon the time frames of specific groups. For example, four equal payments of **\$237.50** can be made.

**\$500.00** -----**INDIVIDUAL (one-on-one) SETTING** for facilitating the complete IMPACT Pre-Service training for one person or family. Every effort must be made to conduct training in a group setting. Approval from a **Resource Development Lead** is needed to conduct one-on-one training using these funds.

- Submit a proposal which is accepted by the County Department
- Complete a Questionnaire for Determining Independent Contractor Status;
- Submit the required Form 5357 and foster parent counts prior to receiving payment.

**UAS Code 531 (continued)**

**Certification of foster/adoptive parents for IMPACT Training** - In order to co-lead the 10 week IMPACT Sessions with DFCS staff, foster/adoptive parents must have successfully completed the 8 day certification program (expenses for this may be paid upon submission by the foster/adoptive parent of a completed Form 5357. Such expenses are reported under entitlement code 67.). To be eligible for the \$350 reimbursement for co-leading the 10-week IMPACT (MAPP) session, the foster/adoptive parent must do all of the following:

- Submit a proposal which is accepted by the County Department
- Complete a Questionnaire for Determining Independent Contractor Status;
- Submit the required Form 5357 and foster parent counts prior to receiving payment.

**Entitlement Code 68** covers the following:

**Annual Adoptive and Foster Parent Association of Georgia Conference** – Registration, travel and meal costs associated with foster parents' attendance

OR

**Foster Parent and Staff Development Institute** - Registration, travel and meal costs associated with foster parent attendance. The County department will allow all foster parents who need annual continued parent development (CPD) an opportunity to attend the institute closest to their residence.

**NOTE:** When requested, registration fees and hotel expenses can be paid in advance for the foster parents attending the required Conferences. Foster Parents should make their own hotel reservation and complete their registration forms and submit this information to their DFCS County office. The DFCS office will approve/deny the request and submit to Regional Accounting who will issue a check to the hotel for the cost of the room for the foster parents to take with them. Accounting will also issue a check for the registration and mail it directly to the vendor with the registration form. The only cost that the foster parents will have to pay upfront is for their gas and meals. Foster Parents are required to attach all receipts for registration and hotel costs, whether paid in advance or not, when submitting Form 5357 for travel reimbursements.

**NOTE:** Adoptive Families are not eligible for reimbursement for the Continued Parent Development Conference or the Annual Adoptive and Foster Parent Association of Georgia Conferences.

**CPR and First Aid Training/Water Safety Instructional Costs, including water safety services for either foster children or foster parents. This is to be reimbursed to the prospective and veteran foster parents.**

**UAS Code 531 (continued)****Entitlement Code 84**

**Recruitment Funding Incentives** - Services and activities designed to promote the development of new foster homes such as IMPACT training supplies, Booth Rental/Registration Fees; Printing of flyers, pamphlets, or inserts; Event Decorations and Supplies; and Foster Parent Recruitment Event Site Rental. The Regional maximum annual spending amount can be increased if waived by the Caregiver Recruitment and Retention Unit Director.

*Fingerprinting:* Costs for obtaining background fingerprint checks for prospective foster/adoptive/ICPC parents, approved foster parents and other household members 18 years of age or older **is paid directly to GBI, if using LIVESCAN**. However, the results of the fingerprint check must be satisfactory in order for the family to be considered as a Foster or Adoptive or ICPC Parent. A Purchase Order is required for all client related fingerprint expenditures for Program 531.

**PAYMENT REQUIREMENTS:****Fingerprints – Paid Directly to GBI**

- Approved Disbursement request with applicants' names authorizing payment, only needed if do not have a Vendor's Invoice
- Purchase Order
- Original Invoice, approved for payment

Drug Screens, CPR, First Aid, Physicals, Lab Tests, etc. – **Reimbursement to the foster/adoptive/ICPC parents for CODES 06 or 68 or** directly to a vendor to support special recruitment group processing (special initiatives) or groups of veteran foster parents for re-evaluation purposes for CODE 84. A waiver for the payment for groups *of less than five* must be obtained from the Caregiver Recruitment and Retention Unit Manager. Groups of five or more can be approved by the Regional Resource Development Team Lead.

- Approved Disbursement request with applicants' names authorizing payment
- Original paid receipts, approved for payment

**Foster Parent and Staff Development Institute –**

- Foster Parents must submit a completed Form 5357 (Bill for Services Rendered) for reimbursement of travel, lodging, meals, and conference registration. All expenditures must be reported on this Form regardless if paid in advance to the Foster Parents.
- Checks issued in advance for the hotel and/or registration are to be made payable to the vendors, not the foster parents.

**IMPACT Session Reimbursement/Foster Care/Adoptive Parent Reimbursement for Training**

- Foster Parent completes and signs Form 5357 (Bill for Services Rendered)
- Contracts are not required

UAS Code 531 (cont.)

ALLOWABLE ENTITLEMENT CODES

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Foster Home Evaluations Completed	E1	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Completed and accepted with no further edits needed a Regular Foster Home Evaluation within 6 weeks</li> <li>• Rate includes cost for transportation and mileage</li> <li>• Contractors paid \$700 per Foster Home Evaluation.</li> <li>• Evaluations must be completed per Child Welfare Policy Chapter 14</li> </ul>
Partial Foster Homes Completed	E2	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Partial or incomplete assessments rates are negotiated based upon the amount of work completed</li> <li>• At minimum, contractors must provide documentation collected , written summations, any contracts-including preliminary assessments</li> <li>• Partial Rates are not to exceed above fee schedule</li> </ul>
ICPC Home Evaluations Completed	E5	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Completed and accepted with no further edits needed a Regular Foster Home Evaluation within 6 weeks</li> <li>• Rate includes cost for transportation and mileage</li> <li>• Contractors paid \$700 per Foster Home Evaluation.</li> <li>• Evaluations must be completed per Child Welfare Policy Chapter 14</li> </ul>

UAS Code 531 (cont.)

ALLOWABLE ENTITLEMENT CODES

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Partial ICPC Home Evaluations	E6	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>Partial or incomplete assessments rates are negotiated based upon the amount of work completed</li> <li>At minimum, contractors must provide documentation collected , written summations, any contracts-including preliminary assessments</li> <li>Partial Rates are not to exceed above fee schedule</li> </ul>
Foster Home Evaluation & Gathering of Attachments & Verifications	E7	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>Completed and accepted with no further edits needed a Regular Foster Home Evaluation within 6 weeks</li> <li>Includes gathering of Verifications &amp; attachments</li> <li>Rate includes cost of transportation and mileage</li> <li>Contractors paid \$850 per Foster Home Evaluation/Package</li> <li>Evaluations must be completed per Child Welfare Policy Chapter 14</li> </ul>
Support Services –		<p><b>All Support Services items are reimbursement to the foster parents</b>  <b>Reimbursement to Parent -Pay in SHINES as an Add on to the Foster Care Invoice</b></p>
	06a	<ul style="list-style-type: none"> <li>Drug Screens</li> </ul>
	06b	<ul style="list-style-type: none"> <li>Support Services – Physicals</li> </ul>
	06c	<ul style="list-style-type: none"> <li>Support Services – Lab tests</li> </ul>
DO NOT USE Effective 11/1/14	06d	<ul style="list-style-type: none"> <li>Fingerprint/Backgrounds checks are being moved to 531-84i, SERVICE AUTHORIZATIONS will not be done but a yearly Purchase Order is required</li> </ul>
	06e	<ul style="list-style-type: none"> <li>Environmental Inspections by the Health Department for Foster Parents homes.</li> </ul>

UAS Code 531 (cont.)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
	06f	<ul style="list-style-type: none"> <li>Septic tanks pumped if required by the Health Department for Foster Parent’s homes.</li> </ul>
	06g	<ul style="list-style-type: none"> <li>Additional training and IMPACT materials</li> </ul>
	06h	<ul style="list-style-type: none"> <li>Carbon Monoxide Detectors</li> <li>ABC Rated Fire Extinguishers</li> </ul>
	06i	<ul style="list-style-type: none"> <li>Pest Inspection and Treatments (lice and bed bugs would be included in this category)</li> </ul>
<b>IMPACT TRAINING –</b>		<p><b>Paid to the Provider</b>  <b>Will not be processed through SHINES</b>  <b>Purchase Order from SMILE is required.</b></p>
<b>Group IMPACT Training</b>	67a	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>IMPACT Pre-Service Training Payment - \$950.00</li> </ul>
<b>INDIVIDUAL (1 to 1) IMPACT Training</b>	67b	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>Must be pre-approved by Resource Development Lead</li> <li>IMPACT Pre-Service Training Payment - \$500.00</li> </ul>
<b>Continued Parent Development –</b>		<p><b>CODE 68 is a reimbursement to the foster parent</b>  <b>Reimbursement to Parent -Pay in SHINES as an Add on to the Foster Care Invoice</b></p> <p><b>Note: Caregivers are required to attach all receipts for registration and hotel costs, whether paid in advance or not, when submitting Form 5357 for travel reimbursements.</b></p>
	68a	<ul style="list-style-type: none"> <li>Continued Parent Development THIS IS NOT FOR ADOPTIVE FAMILIES</li> </ul>
	68b	<ul style="list-style-type: none"> <li>CPR and First Aid Training (pre and post approval)</li> <li>Water Safety Services</li> </ul>
	68c	<ul style="list-style-type: none"> <li>Annual Adoptive and Foster Parent Conference Costs THIS IS NOT FOR ADOPTIVE FAMILIES</li> </ul>

UAS Code 531 (cont.)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Recruitment Funding Information –	84	<p><b>Foster Parent promotion, recruitment and retention activities could include, but are not limited to; (Maximum of \$2000 per state fiscal year per Region unless waived by the Caregiver Recruitment and Retention Unit Director.)</b></p> <p><b>An ADPOR, Purchase Order, approved Critical Supply Request Form, if applicable, and Event Form is required in order to process payment.</b></p> <p><b>Payments are to be made to the provider Will not be processed in SHINES Service Authorizations will not be completed</b></p>
	84a	\$125 - Booth Rental/Registration Fees
	84b	\$500 – Printing (photos, signs or paper items such as flyers, inserts or posters) per campaign or event
	84c	\$125 - Event Decoration and Supplies
	84d	\$300 – Foster Parent Recruitment Event Site Rental
	84e	Drug Screens
	84f	Physicals
	84g	Lab Test
	84h	CPR and First Aid
	84i	Fingerprinting payable to GBI (Live Scan) <b>Purchase Order is required</b>
	84j	<b>Pest Inspection and Treatments (lice and bed bugs would be included in this category)</b>

**109.532 UAS Code - 532**

**PROGRAM NAME** – APS Emergency Relocation, Effective 7/1/1999

**PROGRAM PURPOSE** - The APS Emergency Relocation Program is designed to be a resource to aid victims of Adult Abuse, Neglect, or Exploitation (A/N/E) in Georgia. To be eligible for participation in this program, an elderly or disabled adult must be receiving services from the Division of Aging's Adult Protective Services unit and these funds are needed to remedy or prevent abuse, neglect or exploitation.

The purpose of this program is used to remove a client from a dangerous situation that may be temporary or permanent when the client may not be eligible for other available resources and/or who do not have sufficient monies/resources to pay for their own emergency need or care.

Funds from this program can be used to provide, but not limited to, the following necessities.

- Food
- Shelter, Personal Care Homes, Motels/Hotels
- Clothing
- Personal Items
- Medical/Vision/Dental Services
- Prescriptions, medications, medical supplies
- Adaptive equipment for the disabled (limited)
- Transportation and moving expenditures (limited)
- Other possible usages could be for Vermin infestations, but must be medically related, weather radios, minor home repairs that represent a safety risk to the client
- Overdue bills for rent, power bills, gas bill or water bill (payments with ERF cannot exceed 2 consecutive months)

**COSTAR REPORTING:** Reported client is the adult. Clients should be counted in every entitlement code for which the client receives services.

**KEY PROGRAM AND ELIGIBILITY REQUIREMENTS**

Client eligibility is determined based on the following criteria,

- Be receiving APS services and who is elderly, disabled (18 or older) and who is the subject of abuse, neglect, or exploitation
- Need relocation/change from dangerous situation for safety or risk reduction
- Client deemed in danger if services are not made available
- Community resources cannot be mobilized in a timely manner or are insufficient to protect the health and safety of the client
- Client does not have necessary resources to purchase needed services or goods

**109.532 UAS Code – 532 (cont)**

Based on the criteria above, the client may receive up to **\$600.00** in benefits if they remain in their current location or **\$1,000.00** in benefits if they have to be physically relocated. Approval by an APS supervisor for all benefits up to \$1,000 is required.

Expenditures over \$1000 up to \$3000 maximum per 12 month period may be requested by the APS Supervisor for approval by their District Managers.

A waiver for expenditures that will exceed \$3,000.00 for a client may be granted, but must be approved by one of the following, **Bryan Hay, APS Field Operations Manager or Barbara Pastirik, APS Section Director.**

**The office of Public Guardianship (PGO) may also on occasion send request for ERF funds. If you have any questions, you can contact, Carleton Coleman, Field Operations Manager at 706-565-2680. The invoices may come in from a caseworker and their supervisor but should always have one of the following signing off as the approving authority, Sonya Walker, Deanna Mosley, Angie Tompkins or Carleton Coleman.**

**NOTE: The approved waiver should be attached to the check request sent to regional accounting.**

These funds are available for 12 months from the time the first ERF payment request is approved.

**PAYMENTS REQUIREMENTS:**

Case Manager should request a Purchase Order as appropriate according to state policy.

APS Case Manager completes the APS Emergency Relocation Fund approval Form (APS ERF Form #1). APS Case Manager and/or Supervisor should approve the form for processing.

**The APS ERF Form is completed per individual request and all original receipts and original invoices must be attached. Payments are NOT to be made to the client or DHS staff, but directly to the vendor.**

**APS workers will send all payment request/authorization directly to their respective regional accounting office for processing.**

**ALLOWABLE ENTITLEMENT CODES**

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
03	Emergency Shelter Costs	<ul style="list-style-type: none"> <li>• Relocation to Personal Care Home/Long-Term Care Facility</li> <li>• Other Emergency Shelter Options such as short term housing in non-Long Term Care Facilities</li> </ul>

UAS Code 532 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION		SPECIFIC SERVICE REQUIREMENTS
14	Emergency Food, Clothing/Personal Needs/Utilities		<ul style="list-style-type: none"> <li>• Food (nothing edible in home, client has special dietary needs or food supplements) or Meals (short term)</li> <li>• Clothing &amp; Personal Items - clean, well fitted clothes and shoes, necessary toiletries (soap, toilet paper), and other essentials (towel, sheet, blanket)</li> <li>• Utilities for Electric, Gas and Water - one-time deposits for new service or reconnection (no more than 2 months delinquent), and repairs to household appliances (stoves, refrigerators)</li> </ul>
15	Emergency Medical Needs		<ul style="list-style-type: none"> <li>• Medical, vision, and dental services to meet immediate health/safety concerns due to lack of funds or insurance</li> <li>• Prescriptions or non-prescription medications needed by client due to lack of funds, insurance, or co-payment</li> <li>• Medical supplies/adaptive equipment needed by client to meet basic health or safety needs – help with the purchase, rental, or repair of equipment or supplies such as, but not limited to: glasses, dentures, hearing aids and batteries, bath aids, prosthetic devices, chucks, adult briefs/Depends, cane, walker, portable toilet, air mattress, disposable medical supplies</li> </ul>

UAS Code 532 (continued)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION		SPECIFIC SERVICE REQUIREMENTS
18	Other Emergency Needs		<ul style="list-style-type: none"> <li>• Transportation to move client to a healthy and safe placement, or to transport the client to necessary services</li> <li>• Moving expenses</li> <li>• Environmental needs related to living situation which may include needs such as pest extermination (roaches, ants, rodents, fleas, spiders, etc.), and heavy cleaning that has to be done to restore a safe environment and/or establish services to ensure health and safety</li> <li>• Translator services required to communicate with caseworker for investigation/assessment and planning. <b>Need to investigate the use of DHS Employees or LEPSI services first.</b></li> <li>• Natural Disasters such as ice storm, heat waves, tornadoes, or floods to relocate them from a dangerous situation.</li> </ul>

**109.51 UAS Program – 551 EI (CONTRACT REQUIRED FOR ALL SERVICES)**

**PROGRAM NAME - Early Intervention and Preventive Services (FAMILY PRESERVATION, SCREEN OUTS AND UNSUBSTANTIATED REPORTS)**

**REFERENCES:** CPS Services Manual: Section 2107.5

**PROGRAM PURPOSE** – This program is designed to provide Community-Based Prevention and Early Intervention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. Services are designed to build on and increase the strength and stability of families, increase parent confidence and competence in their parenting abilities and enhance family functioning to prevent child abuse and neglect.

**COSTAR REPORTING** – Reported client is the head of the family unit and children remain in the home.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Families eligible for these services are in order of priority: 1) families in which abuse or neglect has been substantiated, but there has been a determination that there is low risk for a repeat incident; and 2) families for which abuse and/or neglect has been screened out or unsubstantiated. Services to priority 2 families would be voluntary in nature.

**PAYMENT REQUIREMENTS**

A contract is required. Vendors must send by the 10<sup>th</sup> of each month the Early Intervention and Preventive Services Invoice, attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Logs to the County DFCS offices. Case Managers will review for completeness and accuracy and forward to the designated DFCS approving authority for signature.

**LIMIT \$500.00 per family, excluding mileage**

**WAIVERS:** It is the caseworker’s responsibility to request a waiver from the Regional Directors for “Additional funds or extensions of timeframes for Early Intervention” if it is within budget allocations. A copy of the regional directors, on DFCS letterhead, waiver approval will need to be attached to all invoices submitted to the regional accounting office for payment.

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Prevention/Early Intervention Services [CONTRACT REQUIRED]	79	<p><b>This program provides Community-Based Prevention and Early Intervention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. The contract should provide intensive home visitation services, case management and referral services.</b></p> <p>Max per family is \$500, excluding mileage</p>

UAS Code 551 (continued)

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Prevention/Early Intervention Services [CONTRACT REQUIRED]	79	<p><b>Max per family is \$500, excluding mileage</b>                      This program provides Community-Based Prevention and Early Intervention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. The contract should provide intensive home visitation services, case management and referral services.</p>
Home Visits	79b	<ul style="list-style-type: none"> <li>• <b>\$35.00 per hour for purposeful home visits (max of 10 visits or case max of \$500)</b></li> <li>• Home visitation, case management and referral services needed to provide family with interventions and support to the community</li> <li>• Degreed Professional with a Bachelors in Human Services supervised by Master level staff.</li> <li>• Non-Degreed staff with a High School Diploma and 5 years of Human Service Experience supervised by a Masters level staff</li> </ul>
Case Management Fee	79c	<ul style="list-style-type: none"> <li>• <b>\$25.00/month</b></li> <li>• <b>Justification required</b></li> <li>• <b>Fee associated with primary service of Early Intervention</b></li> </ul>
Travel reimbursement	79d	<ul style="list-style-type: none"> <li>• <b>\$150.00 max travel reimbursement per family</b></li> <li>• <b>Mileage will be excluded from the \$500 limit.</b></li> <li>• Mileage-Reimbursed at the State approved rate</li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>
Missed Appointments	79f	<ul style="list-style-type: none"> <li>• <b>\$25.00 for missed appointment (max 1) for Early Intervention services</b></li> <li>• If client is not home or does not show for the appointment without 24 hour notice</li> </ul>

**109.71 UAS Program – 571 HS (CONTRACT REQUIRED FOR ALL SERVICES)**

**PROGRAM NAME – Homestead (FAMILY PRESERVATION AND PERMANENCY CASES) & SAFE CARE component paid from Homestead Funds**

**REFERENCES:** Foster Care Services Manual: Fiscal, Section 1016.20  
CPS Services Manual, Section 2107.29

**PROGRAM PURPOSE** – To assure safety for children with Family Preservation or Permanency cases that are at-risk of unnecessary foster care or ready for reunification by providing the following services:

- **Counseling and Relative/Non-Relative Assessment**
  - Intensive in-home counseling to maintain and stabilize a child's permanency
  - Prepare for the safe return of a child to caretaker from who removed
  - In-home or court ordered assessments to prevent unnecessary foster care placement
  - Expedite reunification
- **Family Visitation Services (Safe Care Augmented) (Up to a Max of \$3,000.00 per family)**
  - One-on-one parent skills education
  - Training
  - Support services in the home or in a community setting, with the goal of ensuring the health, safety and protection for children age newborn to five years, through the utilization of a DHS approved evidenced based curriculum

**COSTAR REPORTING** – Reported client is the head of the family unit. Count client in each entitlement code for which he/she receives services.

**KEY PROGRAM AND ELIGIBILITY REQUIREMENTS** – Families with an active Social Services case are eligible to receive Homestead, Relative/Non-Relative, and Family Visitation Services per fiscal year. All services are to be completed within 180 days.

**PAYMENT REQUIREMENTS:**

A contract is required. Vendors must send by the 10<sup>th</sup> of each month the Homestead Services Invoice; attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Logs to the County DFCS offices. Case Managers will review for completeness and accuracy and forward to the designated DFCS approving authority for signature.

**WAIVERS:** With an approved waiver from the Regional Directors, expenditures may exceed maximum amounts or granted extensions of timeframes if it is within budget allocations. A copy of the approved waiver must be attached to all invoices submitted to the regional accounting office for payment.

**UAS Program 571 HS (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Relative/Non-Relative Home Assessment	<b>29a</b>	<ul style="list-style-type: none"> <li>• <b>\$350.00</b> per family unit</li> <li>• In-home or Court ordered assessment of relatives to prevent unnecessary foster care placement or expedite reunification with relatives for children in foster care.</li> <li>• This assessment is completed <b>AFTER</b> completion of the initial CCFA.</li> </ul>
Relative/Non-Relative Assessment-Missed Appointments	<b>29b</b>	<ul style="list-style-type: none"> <li>• <b>\$25.00 each for missed appointments (Max of 3)</b></li> <li>• Only to be paid if the Relative/Non-Relative Assessment is unable to be completed.</li> </ul>
Relative/Non-Relative Mileage	<b>29d</b>	<ul style="list-style-type: none"> <li>• <b>Mileage at the State approved Rate (Maximum \$400.00 per family)</b></li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>
Homestead Services -Missed Appointments	<b>61b</b>	<ul style="list-style-type: none"> <li>• <b>\$25.00 each for missed appointments (Max of 3)</b></li> <li>• <b>If client is not home or does not show for the appointment without 24 hour notice</b></li> </ul>
Homestead Services Mileage	<b>61e</b>	<ul style="list-style-type: none"> <li>• <b>Mileage at the State approved Rate (Maximum \$400.00 per family)</b></li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>
Case Management	<b>61f</b>	<ul style="list-style-type: none"> <li>• <b>\$25.00 a month</b></li> <li>• Case Management associated with a referred service.</li> <li>• Justification required</li> </ul>
Family Therapy Counseling Licensed Professional	<b>61h</b>	<ul style="list-style-type: none"> <li>• <b>\$65.00 per hour</b></li> <li>• Possession of a Master’s or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC.</li> <li>• Possession of Master’s or Doctoral degree in a Human Services/ Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC or LMFT in accordance with the Georgia Composite Board.</li> </ul>

**UAS Program 571 HS (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Behavior Aid Services	<b>61i</b>	<ul style="list-style-type: none"> <li>• <b>\$35.00 per hour</b></li> <li>• Services to support families in managing child behaviors that are unruly or volatile. Service should primarily include one-on-one interaction with the identified child to teach and model appropriate behaviors.</li> </ul>
One Time 24-Hour Crisis Intervention	<b>62</b>	
Crisis Intervention Licensed Professional	<b>62a</b>	<ul style="list-style-type: none"> <li>• <b>\$65.00 per hour</b></li> <li>• A disruption or breakdown in a person’s or family’s normal or usual pattern of functioning. A crisis cannot be resolved by a person’s customary problem-solving resources/skills.</li> <li>• <b>Services Cannot Exceed 5 Days</b></li> </ul>
Crisis Intervention Master’s	<b>62b</b>	<ul style="list-style-type: none"> <li>• <b>\$45.00 per hour</b></li> <li>• <b>Services Cannot Exceed 5 Days</b></li> </ul>
Crisis Intervention Degreed/Non-Degreed	<b>62c</b>	<ul style="list-style-type: none"> <li>• <b>\$35.00 per hour</b></li> <li>• <b>Services Cannot Exceed 5 Days</b></li> </ul>
Family Visitation Services AKA: SAFE CARE		<p>Deliver home visiting services to at-risk families with at least one child in the home who is between the ages of 0-5, by utilizing a DHS approved evidenced based curriculum. Services are delivered in the home or in a community setting for 1-20 weeks by conducting one to two weekly training sessions. Sessions last 1 ½ - 2 hours each and address the following areas:</p> <ul style="list-style-type: none"> <li>• Child Health</li> <li>• Home Safety</li> <li>• Parent-Infant or Parent-Child Interaction</li> <li>• <b>Up to \$3,000.00 maximum per FAMILY</b></li> </ul>

**UAS Program 571 (CONTRACT REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p>Family Visitation Services -</p> <p>Initial Home Visit – “Family Engagement”</p>	<p><b>63a</b></p>	<p>Initial Family Engagement - <b>\$100 (up to 2 hours @ \$50 per hour)</b></p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Conduct Initial home visit and interview the family</li> <li>• Complete all “Engagement” paperwork and obtain signatures as required for participation</li> <li>• Communicate with DFCS within 48 hours of initial home visit via email and attach the following “Engagement” paperwork: Family Session Summary Community Referral Form Case Management Notes</li> <li>• Report unsafe conditions to county DFCS office within 24 hours of observations. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action</li> </ul> <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p>
<p>Family Visitation Services -</p> <p>Supplies</p>	<p><b>63b</b></p>	<p>Family Visitation Services Supplies - <b>\$30.00</b></p> <p>Includes but is not limited to:</p> <p>Items to be used for demonstrations</p> <ul style="list-style-type: none"> <li>• Safety latches</li> <li>• Thermometers</li> <li>• Baby dolls</li> <li>• Choke test tube, etc.</li> </ul> <p><b>*Visit <a href="http://www.nstrc.org">www.nstrc.org</a> for a complete listing of supplies required for the Home Visitor Training Kit.</b></p>

**UAS Program 571 (CONTRACT REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p>Family Visitation Services -</p> <p>Home Visits/ Training Sessions</p>	<p><b>63d</b></p>	<p>Home Visit Sessions (<b>Max 18, 1.50 hour sessions @ \$50.00 per hour =\$75 for one session, MAX of \$1350.00</b>)</p> <p>Training includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Home Visits -</b> <ul style="list-style-type: none"> <li>○ Conduct training session</li> <li>○ Complete all required paperwork and obtain signatures</li> <li>○ Complete case management notes</li> <li>○ Record session and submit audio file as required</li> </ul> </li> <li>• Maintain family case record containing all training paperwork</li> <li>• Ensure completion of Parent Satisfaction Survey, when appropriate. Seal and mail survey as required</li> <li>• Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action</li> </ul> <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p>

**UAS Program 571 (CONTRACT REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p>Family Visitation Services -  Program Completion Follow-up</p>	<p><b>63f</b></p>	<p>One 90 day safety check follow-up, post program completion - <b>\$100.00</b></p> <p>Follow-up includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• A family interview</li> <li>• Completion of session #6 on all 3 modules</li> <li>• Completion of Family Session Summary</li> <li>• Completion of Needs Assessment</li> <li>• Completion of Community Resource Referral</li> <li>• Completion of Case Management Notes</li> <li>• Completion and submission of Parent Satisfaction Survey</li> <li>• Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action</li> </ul> <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> <p><b>*Otherwise, report all findings &amp; recommendations to DFCS via email within 5 days of follow-up home visit</b></p>
<p>Family Visitation Services –  Missed Home Visits</p>	<p><b>63h</b></p>	<p>(Maximum of 3 per family at \$25 each = \$75 Total) The home visitor must notify the DFCS SSCM via email regarding all missed visits, within 24 hours of cancellation</p> <p>1. Home visitor should avoid cancelling home visits. Home visitor must call the confirm visit 24 hours prior to scheduled visit, and at least 2/3 hours prior to visit on day of visit as a reminder and to avoid missed visits.</p> <p>Three missed visits require DFCS notification. Communicate with DFCS SSCM, case staffing is required</p>
<p>Family Visitation Services- Family Team Meetings and/or Case Staffing</p>	<p><b>63i</b></p>	<p>Family Team Meetings and/or Case Staffing (Maximum of 5 hours at <b>\$30.00 per hour</b> = \$150.00)</p> <ul style="list-style-type: none"> <li>• Participate in Family Team Meetings and Case Staffing</li> <li>• FTM Attendance must be verified by DFCS staff</li> </ul>

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Family Visitation Services –  Home Visits Mileage	<b>63j</b>	Mileage for Home Visits - <b>\$400 Max</b> To be reimbursed at the state mileage rate Rate begins from the provider’s residence or official business address, whichever is nearer to the destination point. <b>(This includes the Home Visits)</b> NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)
Family Visitation Services –  Initial Referral	<b>63k</b>	Initial Referral - <b>\$75.00</b>  This one-time fee is to pay for processing the initial referral. This fee is reimbursable whether or not the family follows through with services <ul style="list-style-type: none"> <li>• Upon receipt of the Referral and Service Authorization, notify DFCS of intent to Accept or Deny the referral, within 48 hours</li> <li>• At least 3 attempts should be made to complete initial contact. Document each attempt on page 2 of the Initial Referral Form</li> <li>• Upon contact, schedule the Initial home visit within 5 days</li> <li>• Annotate the date of the Initial home visit on page 2, of the Initial Referral Form and return the completed form to DFCS within 48 hours after initial contact</li> </ul>
Family Visitation Services –  Printing Training Material	<b>63l</b>	Printing Training Material - <b>\$45.00</b>  FVS/SC – (Maximum of 1 per family) – Printed Training Material includes: <ul style="list-style-type: none"> <li>• Parent Forms</li> <li>• Parenting Perspectives</li> <li>• Health Manual</li> <li>• Safety Hazard Definitions</li> <li>• Poison Plant Guide</li> <li>• SIDS Handout</li> <li>• Co-Sleeping Handout</li> <li>• Miscellaneous items</li> </ul>

**UAS Program 571 (CONTRACT REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p>Family Visitation Services –</p> <p>Attendance at Court Hearings/Testimony Degreed</p>	<p><b>63m</b></p>	<p>Attendance at Court Hearings/Testimony – (Maximum of 5 hours at <b>\$30.00 per hour</b> = \$150.00)</p> <ul style="list-style-type: none"> <li>• Participation in court is authorized and reimbursable when the home visitor receives a subpoena</li> </ul> <p>Attach subpoena supporting documentation to Invoice for reimbursement</p>
<p>Family Visitation Services –</p> <p>Monthly Coach Support via Teleconference</p>	<p><b>63n</b></p>	<p>Quality Assurance – PER CASE REVIEW, ONLY WHEN CASE IS REQUESTED FOR FIDELITY MONITORING (Maximum of 5 per family, 1 hour each at <b>\$30.00 per hour</b> = \$150.00)</p> <ul style="list-style-type: none"> <li>• When notified by GSU/NSTRC Coach, the home visitor will submit requested documentation and audio recordings for monthly fidelity monitoring session and participate in coach call for feedback and corrective action.</li> </ul> <p>Attach documentation to your invoice from NSTRC to support Fidelity Monitoring conducted on family during month</p>
<p>Family Visitation Services –</p> <p>Coach Site Visits – Case Review</p>	<p><b>63o</b></p>	<p>FVS/SC Coach Site Visit Case Reviews – (Maximum of 2 hours each visit, twice a year, for 4 hours total at <b>\$25.00 per hour</b> = \$100.00)</p> <p>ONLY when notified by GSU/NSTRC Coach, the home visitor will participate in the on-site reviews to discuss programmatic changes, training outlines, policy, procedures and protocol</p>
<p>Family Visitation Services –</p> <p>Mileage for Attending and Participating in FTM, Case Staffing, Visitation and/or Court Hearings</p>	<p><b>63p</b></p>	<p>Mileage for Attending and Participating in FTM, Case Staffing and/or Court Hearing (<b>Maximum of \$275.00</b>) – Reimbursed for at state mileage rate. Rate begins from the provider’s residence or official business address, whichever is nearer to the destination point.</p> <p>(Mileage Expense Forms and subpoena and other supporting documentation must be attached to the invoice for reimbursement)</p> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>

**109.73 UAS Code – 573 PA (CONTRACT REQUIRED FOR ALL SERVICES)****PROGRAM NAME – Parent Aide Services (FAMILY PRESERVATION AND PERMANENCY CASES) & SAFE CARE component paid from Parent Aide Funds**

**REFERENCES:** Foster Care Services Manual: Fiscal, Section 1016.29  
 FP Service Manual, Chapter 2107.12, CPS Services Manual: Section 2107.5

**PROGRAM PURPOSE-** This program is designed to provide Community–Based Prevention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. Services include parenting education and training, and are designed to build on and increase the strength and stability of families, increase parent confidence and competence in their parenting abilities, and enhance family functioning to prevent child abuse and neglect.

**Parent Aide Services (Maximum \$3000.00 per family)**

- Behavioral Management
  - Budgeting Skills
  - Communication Skills
  - Environmental Safety
- **Family Visitation (Safe Care Augmented) (Up to Maximum \$3,000.00 per family)**
    - One-on-One parent skills education
    - Training
    - Support services (in-home or in a community setting), with the goal of ensuring the health, safety and protection for **children age newborn to five years** through the utilization of a DHS approved evidenced based curriculum

The goal of the program is ensuring the safety, well-being, and permanency of children.

**COSTAR REPORTING** – Reported client is the head of the family unit and children remain in the home.

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Families with an active Social Services case are eligible to receive Parent Aide and Family Visitation Services per fiscal year. All services are to be completed within 180 days (unless this requirement is waived by the DFCS). Order of Priority is as follows:

1. Families in which abuse or neglect has been substantiated, but there has been a determination that there is low risk for a repeat incidence
2. Families for which abuse and/or neglect has been screened out or unsubstantiated. Services to priority 2 families would be voluntary in nature.

**PAYMENT REQUIREMENTS:**

A contract is required. Vendors must send by the 10<sup>th</sup> of each month the Parent Aide Services/Early Intervention and Preventive Services Invoice, attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Logs to the County DFCS offices. Case Managers will review for completeness and accuracy and forward to the designated DFCS approving authority for signature.

**WAIVERS:** It is the caseworker's responsibility to request a waiver from the Regional Directors for "additional funds or extensions of time frames for Early Intervention" if it is within budget allocations. A copy of the regional directors, on DFCS letterhead, waiver approval will need to be attached to all invoices submitted to the regional accounting office for payment.

**UAS Program 573 PA (CONTRACT REQUIRED FOR ALL SERVICES) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Family Visitation Services AKA: SAFE CARE		Deliver home visiting services to at-risk families with at least one child in the home who is between the ages of 0-5, by utilizing a DHS approved evidenced based curriculum. Services are delivered in the home or in a community setting for 1-20 weeks by conducting one to two weekly training sessions. Sessions last 1 ½ - 2 hours each and address the following areas: <ul style="list-style-type: none"> <li>• Child Health</li> <li>• Home Safety</li> <li>• Parent-Infant or Parent-Child Interaction</li> <li>• <b>Up to \$3,000.00 maximum per FAMILY</b></li> </ul>
Family Visitation Services -  Initial Home Visit – “Family Engagement”	<b>63a</b>	Initial Family Engagement - <b>\$100 (up to 2 hours @ \$50 per hour)</b>  Includes but is not limited to: <ul style="list-style-type: none"> <li>• Conduct Initial home visit and interview the family</li> <li>• Complete all “Engagement” paperwork and obtain signatures as required for participation</li> <li>• Communicate with DFCS within 48 hours of initial home visit via email and attach the following “Engagement” paperwork:                          Family Session Summary                          Community Referral Form                          Case Management Notes</li> <li>• Report unsafe conditions to county DFCS office within 24 hours of observations. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action</li> </ul> Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit
Family Visitation Services -  Supplies	<b>63b</b>	Family Visitation Services Supplies - <b>\$30.00</b>  Includes but is not limited to: Items to be used for demonstrations <ul style="list-style-type: none"> <li>• Safety latches</li> <li>• Thermometers</li> <li>• Baby dolls</li> <li>• Choke test tube, etc.</li> </ul> <b>*Visit <a href="http://www.nstrc.org">www.nstrc.org</a> for a complete listing of supplies required for the Home Visitor Training Kit.</b>

**UAS Program 573 (CONTRACT REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p>Family Visitation Services -</p> <p>Home Visits/ Training Sessions</p>	<p><b>63d</b></p>	<p>Home Visit Sessions (<b>Max 18, 1.50 hour sessions @ \$50.00 per hour = \$75 for one session, MAX of \$1350.00</b>)</p> <p>Training includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• <b>Home Visits -</b> <ul style="list-style-type: none"> <li>○ Conduct training session</li> <li>○ Complete all required paperwork and obtain signatures</li> <li>○ Complete case management notes</li> <li>○ Record session and submit audio file as required</li> </ul> </li> <li>• Maintain family case record containing all training paperwork</li> <li>• Ensure completion of Parent Satisfaction Survey, when appropriate. Seal and mail survey as required</li> <li>• Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action</li> </ul> <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p>
<p>Family Visitation Services -</p> <p>Program Completion Follow-up</p>	<p><b>63f</b></p>	<p>One 90 day safety check follow-up, post program completion - <b>\$100.00</b></p> <p>Follow-up includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• A family interview</li> <li>• Completion of session #6 on all 3 modules</li> <li>• Completion of Family Session Summary</li> <li>• Completion of Needs Assessment</li> <li>• Completion of Community Resource Referral</li> <li>• Completion of Case Management Notes</li> <li>• Completion and submission of Parent Satisfaction Survey</li> <li>• Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action</li> </ul> <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> <p><b>*Otherwise, report all findings &amp; recommendations to DFCS via email within 5 days of follow-up home visit</b></p>

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Family Visitation Services –  Missed Home Visits	<b>63h</b>	(Maximum of 3 per family at \$25 each = \$75 Total) The home visitor must notify the DFCS SSCM via email regarding all missed visits, within 24 hours of cancellation  2. Home visitor should avoid cancelling home visits. Home visitor must call the confirm visit 24 hours prior to scheduled visit, and at least 2/3 hours prior to visit on day of visit as a reminder and to avoid missed visits.  Three missed visits require DFCS notification. Communicate with DFCS SSCM, case staffing is required
AKA: SAFE CARE Family Visitation Services- Family Team Meetings and/or Case Staffing	<b>63i</b>	Family Team Meetings and/or Case Staffing (Maximum of 5 hours at \$30.00 per hour = \$150.00) <ul style="list-style-type: none"> <li>• Participate in Family Team Meetings and Case Staffing</li> <li>• FTM Attendance must be verified by DFCS staff</li> </ul>
Family Visitation Services –  Home Visits Mileage	<b>63j</b>	Mileage for Home Visits - <b>\$400 Max</b> To be reimbursed at the state mileage rate Rate begins from the provider’s residence or official business address, whichever is nearer to the destination point. <b>(This includes the Home Visits)</b> NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)
Family Visitation Services –  Initial Referral	<b>63k</b>	Initial Referral - <b>\$75.00</b>  This one-time fee is to pay for processing the initial referral. This fee is reimbursable whether or not the family follows through with services <ul style="list-style-type: none"> <li>• Upon receipt of the Referral and Service Authorization, notify DFCS of intent to Accept or Deny the referral, within 48 hours</li> <li>• At least 3 attempts should be made to complete initial contact. Document each attempt on page 2 of the Initial Referral Form</li> <li>• Upon contact, schedule the Initial home visit within 5 days</li> <li>• Annotate the date of the Initial home visit on page 2, of the Initial Referral Form and return the completed form to DFCS within 48 hours after initial contact</li> </ul>

**UAS Program 573 (CONTRACT REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Family Visitation Services –  Printing Training Material	<b>63l</b>	Printing Training Material - <b>\$45.00</b>  FVS/SC – (Maximum of 1 per family) – Printed Training Material includes: <ul style="list-style-type: none"> <li>• Parent Forms</li> <li>• Parenting Perspectives</li> <li>• Health Manual</li> <li>• Safety Hazard Definitions</li> <li>• Poison Plant Guide</li> <li>• SIDS Handout</li> <li>• Co-Sleeping Handout</li> <li>• Miscellaneous items</li> </ul>
Family Visitation Services –  Attendance at Court Hearings/Testimony Degreed	<b>63m</b>	Attendance at Court Hearings/Testimony – (Maximum of 5 hours at <b>\$30.00 per hour</b> = \$150.00) <ul style="list-style-type: none"> <li>• Participation in court is authorized and reimbursable when the home visitor receives a subpoena</li> </ul> Attach subpoena supporting documentation to Invoice for reimbursement
Family Visitation Services –  Monthly Coach Support via Teleconference	<b>63n</b>	Quality Assurance – PER CASE REVIEW, ONLY WHEN CASE IS REQUESTED FOR FIDELITY MONITORING (Maximum of 5 per family, 1 hour each at <b>\$30.00 per hour</b> = \$150.00) <ul style="list-style-type: none"> <li>• When notified by GSU/NSTRC Coach, the home visitor will submit requested documentation and audio recordings for monthly fidelity monitoring session and participate in coach call for feedback and corrective action.</li> </ul> Attach documentation to your invoice from NSTRC to support Fidelity Monitoring conducted on family during month
Family Visitation Services –  Coach Site Visits – Case Review	<b>63o</b>	FVS/SC Coach Site Visit Case Reviews – (Maximum of 2 hours each visit, twice a year, for 4 hours total at <b>\$25.00 per hour</b> = \$100.00) <p>ONLY when notified by GSU/NSTRC Coach, the home visitor will participate in the on-site reviews to discuss programmatic changes, training outlines, policy, procedures and protocol</p>

**UAS Program 573 (CONTRACT REQUIRED) continued**

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Family Visitation Services –  Mileage for Attending and Participating in FTM, Case Staffing, Visitation and/or Court Hearings	<b>63p</b>	Mileage for Attending and Participating in FTM, Case Staffing and/or Court Hearing ( <b>Maximum of \$275.00</b> ) – Reimbursed for at state mileage rate. Rate begins from the provider’s residence or official business address, whichever is nearer to the destination point. (Mileage Expense Forms and subpoena and other supporting documentation must be attached to the invoice for reimbursement)  NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)
Printed Material	<b>72b</b>	<ul style="list-style-type: none"> <li>• <b>\$40.00 (One-Time)</b></li> <li>• Parenting skills</li> </ul>
Case Management	<b>72c</b>	<ul style="list-style-type: none"> <li>• <b>\$25.00 per month</b></li> <li>• Case management activities and case staffing associated with the referred service</li> <li>• <b>Justification required</b></li> </ul>
Missed Visits	<b>72d</b>	<ul style="list-style-type: none"> <li>• <b>\$25/visit (Max 3)</b></li> <li>• If client is not home or does not show for an appointment</li> </ul>
Mileage	<b>72e</b>	<ul style="list-style-type: none"> <li>• <b>Maximum \$400.00</b></li> <li>• State approved rate</li> <li>• Travel begins from the provider’s residence or official business address, whichever is nearer to the destination point.</li> </ul> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p>
Child Care Cost	<b>72f</b>	<ul style="list-style-type: none"> <li>• <b>\$150 per child (one-time fee per child)</b></li> <li>• Provide child care services to parents participating in your Group Parenting classes</li> <li>• <b>Attendance sheets required</b></li> </ul>
Group Parenting Class	<b>72g</b>	<ul style="list-style-type: none"> <li>• <b>\$350 per adult (one-time fee per adult)</b></li> <li>• Provider must provide a minimum of 10 Hours of group parenting</li> <li>• <b>Attendance sheets are required</b></li> </ul>
Home Visit	<b>72i</b>	<ul style="list-style-type: none"> <li>• <b>\$35 per hour</b></li> <li>• Behavioral Management (non-therapeutic)</li> <li>• Budgeting Skills</li> <li>• Communication Skills</li> <li>• Environmental Safety</li> </ul>

**UAS Code – 593 - NEW EFFECTIVE November 1, 2015**

**PROGRAM NAME – Foster, Adoptive and Relative Caregiver Recruitment, Retention and Support**

**REFERENCES:**

**PROGRAM PURPOSE** – To support efforts to recruit, train, retain and provide support services for foster, adoptive and relative caregivers. These funds include paying qualified contractors to facilitate IMPACT pre-service training and completing foster or adoptive home evaluations and Relative Care Assessments.

**NOTE:** UAS 593 is a special state-funded allocation for support of caregivers that is meant to enhance funding already in place (such as UAS 531). Some entitlements are the same or similar to other UAS codes. Utilize this funding code once funds are exhausted in the primary service code (i.e...use UAS 593, 29j for RCAs once regional allocations in UAS 511 29j are spent). In order to track spending and outcomes from this special allocation it is important to track it separately and thus UAS 593 was created.

**Costar Reporting:** The reported client is the foster, adoptive and relative caregivers.

**Entitlement Code 06**—Caregiver Support services—Count the number of children placed, name of the caregiver and type of caregiver (relative or foster).

**Entitlement Code E1**-- Count the number of Foster Home Evaluations completed; include the first and last name of the primary parent and date the evaluation was completed.

**Entitlement Code E2**-- Count the number of partially completed Foster Home Evaluations; include the first and last name of the primary parent and date the evaluation was completed.

**Entitlement Code E7** – Count the number of Foster Home Evaluations completed; include the first and last name of the primary parent and date the evaluation was completed.

**Entitlement Code 29j**-- Count the number of Relative Caregiver Assessments completed; include the first and last name of the primary parent and date the evaluation was completed.

**109.593 UAS Code – 593 (cont)**

**Entitlement Code 67a** - For each IMPACT training group, name of provider, count the unduplicated number of foster parents who complete the entire IMPACT course and date the course was completed.

**Entitlement Code 67b** - For 1:1 IMPACT courses, count the unduplicated number of foster parents who complete the entire IMPACT course. Approval from the **Resource Development Lead** is needed to conduct 1:1 (one-on-one) trainings with these funds.

**Entitlement Code 68a** -- (Continued Parent Development) – Count the number of individual caregivers attending the Annual Adoptive and Foster Parent Association of Georgia Conference or Regional Summits or other trainings.

**Entitlement Code 84**—Recruitment and Retention Funding (Note: Maximums noted in UAS 531 do not apply.)

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS –**

**Entitlement Code 06**—Caregiver Support services--As funding is available, provides up to \$600 in emergency cash assistance per state fiscal year to caregivers (foster, relative or fictive kin) to defray costs associated with initial placement of child(ren) into a foster or relative placement. Service may also be requested if during an existing placement the caregiver has a financial hardship such as a job loss. This is designed to be an emergency service not a routine benefit. **The request for assistance must be approved by the Resource Development Team lead. The RD Team Leader must include a written statement regarding the need for assistance that supports an existing and/or impending hardship on behalf of the caregiver along with the request.**

**Entitlement Code E1: Foster (E1) Home Evaluations**

Provides payment for DFCS foster home evaluations completed by a qualified contractor.

Contractors are paid **\$700.00** per completed Foster Home Evaluation. The rate includes cost for transportation and mileage. Evaluations must be completed following the policy outlined in Child Welfare Policy Chapter 14.

**Entitlement Code E2: Foster (E2) Home: Partially Completed**

Provides payment for DFCS foster home evaluations completed by a qualified contractor where the evaluation was only partially completed. Partial or incomplete assessment rates are negotiated based upon the amount of work completed. At a minimum, contractors must provide any documentation collected and a written summation of any contacts including any preliminary assessments. Depending on the amount and quality of the contacts, the summation may range from a statement to a detailed narrative and payments should be made accordingly.

Partial rates are not to exceed the above fee schedule of **\$700.00**.

**109.593 UAS Code – 593 (cont)****Entitlement Code E7: Foster (E7) Home Evaluations and Gathering of Attachments & Verifications**

Provides payment for DFCS foster home evaluations and Gathering of Attachments & Verifications completed by a qualified contractor.

Contractors are paid \$850.00 per completed Foster Home Evaluation Packet. The rate includes cost for transportation and mileage. Evaluations must be completed following the policy outlined in Child Welfare Policy Chapter 14.

**Entitlement Code 29j: Relative Care Assessments**

Provides payment for relative/fictive kin Relative Care Assessments completed by a qualified contractor. Contractors are paid \$350.00 per completed Assessment. Evaluations must be completed following the policy outlined in Child Welfare Policy Chapter 10. Assessments must be completed within 25 days of receipt of the referral from DFCS. The rate includes cost for transportation and mileage.

**Entitlement code 67a and 67b: IMPACT Training Facilitation** – Provides payment for qualified contractors facilitating IMPACT training.

**\$950.00**-----**GROUP SETTING** for facilitating the complete IMPACT Pre-Service training. Note: Counties can determine payment intervals based upon the time frames of specific groups. For example, four equal payments of **\$237.50** can be made.

**\$500.00** -----**INDIVIDUAL (one-on-one) SETTING** for facilitating the complete IMPACT Pre-Service training for one person or family. Every effort must be made to conduct training in a group setting. Approval from a **Resource Development Lead** is needed to conduct one-on-one training using these funds.

**109.593 UAS Code – 593 (cont)**

**Entitlement code 68a – Caregiver (foster, adoptive and relative) Trainings** covers the following:

**Annual Adoptive and Foster Parent Association of Georgia Conference, Regional Summits, Other Conferences and Trainings** – Registration, travel and meal costs associated with foster parents' attendance

**NOTE:** When requested, registration fees and hotel expenses can be paid in advance for the caregiver attending training and conferences. Caregivers should make their own hotel reservation and complete their registration forms and submit this information to their DFCS County office. The DFCS office will approve/deny the request and submit to Regional Accounting who will issue a check to the hotel for the cost of the room for the caregivers to take with them.

Accounting will also issue a check for the registration and mail it directly to the vendor with the registration form. The only cost that the caregiver will have to pay upfront is for their gas and meals. Caregivers are required to attach all receipts for registration and hotel costs, whether paid in advance or not, when submitting Form 5357 for travel reimbursements.

- Caregivers must submit a completed Form 5357 (Bill for Services Rendered) for reimbursement of travel, lodging, meals, and conference registration. All expenditures must be reported on this Form regardless if paid in advance to the Caregivers.
- Checks issued in advance for the hotel and/or registration are to be made payable to the vendors, not the caregivers.

**Entitlement Code 84a thru 84d --Recruitment Funding Incentives** - Services and activities designed to promote the development of new foster homes such as foster parent recruitment incentives, Booth Rental/Registration Fees; Printing of flyers, pamphlets, or inserts; Event Decorations and Supplies; and Foster Parent Recruitment Event Site Rental. Must be in support of the Regional Recruitment and Retention Plan and approved by the Regional Resource Development Lead. Spending must be reported in the subsequent quarterly recruitment and retention report. Individual purchases of items, or spending on any individual event, in excess of \$5,000 under this entitlement code must be approved by the Director of the Caregiver Recruitment and Retention Unit.

**NOTE: Purchase of gift cards are prohibited.**

**Entitlement Code 84j —Retention Activities** - Services, supports and activities designed to promote the retention of caregivers including foster care and adoption month events. Must be in support of the Regional Recruitment and Retention Plan and approved by the regional resource development lead worker. Spending must be reported in the subsequent quarterly recruitment and retention report.

109.593 UAS Code – 593 (cont)

ALLOWABLE ENTITLEMENT CODES

**Program 593 will all be PAID IN SMILE**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p><b>Caregiver Support Services</b></p>	<p>06</p>	<p>This is designed to be an emergency service and <b>NOT</b> as a routine benefit. <b>Based on availability of funds.</b> Provides up to \$600 in emergency cash assistance per state fiscal year to foster caregivers (foster or relative or fictive kin) to defray costs associated with initial placement of child(ren) into a foster or relative placement</p> <ul style="list-style-type: none"> <li>• Service may also be requested if during an existing placement the caregiver has a financial hardship, such as job loss.</li> </ul> <p>The request for assistance must be approved by the Resource Development Team Lead. The RD Team Leader must include a written statement regarding the need for assistance that supports an existing and/or impending hardship on behalf of the caregiver along with the request.</p> <p><b>These are emergency payments which will be made in SMILE, an ADPOR is acceptable. May or may not have an invoice available depending on the needs being served.</b></p>
<p><b>Foster Home Evaluations Completed</b></p>	<p>E1</p>	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Completed and accepted with no further edits needed a Regular Foster Home Evaluation within 6 weeks</li> <li>• Rate includes cost for transportation and mileage</li> <li>• Contractors paid \$700 per Foster Home Evaluation.</li> <li>• Evaluations must be completed per Child Welfare Policy Chapter 14</li> </ul>

109.593 UAS Code – 593 (cont)

ALLOWABLE ENTITLEMENT CODES

**Program 593 will all be PAID IN SMILE**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p><b>Partial Foster Homes Completed</b></p>	<p>E2</p>	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Partial or incomplete assessments rates are negotiated based upon the amount of work completed</li> <li>• At minimum, contractors must provide documentation collected , written summations, any contracts-including preliminary assessments</li> <li>• Partial Rates are not to exceed above fee schedule</li> </ul>
<p><b>Foster Home Evaluation &amp; Gathering of Attachments &amp; Verifications</b></p>	<p>E7</p>	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Completed and accepted with no further edits needed a Regular Foster Home Evaluation within 6 weeks</li> <li>• Includes gathering of Verifications &amp; attachments</li> <li>• Rate includes cost of transportation and mileage</li> <li>• Contractors paid \$850 per Foster Home Evaluation/Package</li> <li>• Evaluations must be completed per Child Welfare Policy Chapter 14</li> </ul>
<p><b>Relative Care Assessments</b></p>	<p>29j</p>	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Contractors paid \$350.00 per family</li> <li>• Must be completed and accepted with no further edits needed within 25 days of receipt of the referral from DFCS.</li> <li>• Rate includes cost for transportation and mileage</li> </ul>

109.593 UAS Code – 593 (cont)

ALLOWABLE ENTITLEMENT CODES

**Program 593 will all be PAID IN SMILE**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Group - IMPACT Training	67a	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Facilitation of the IMPACT Pre-Service Training</li> <li>• Counties can determine payment intervals</li> <li>• \$950.00 per completed IMPACT Pre-Service Training</li> </ul>
Individual (one-on-one) IMPACT Training	67b	<p><b>This is a contractual service, so must have a contract and a yearly PO.</b></p> <ul style="list-style-type: none"> <li>• Must be pre-approved by Resource Development Lead</li> <li>• \$500.00 per family</li> </ul>

109.593 UAS Code – 593 (cont)

ALLOWABLE ENTITLEMENT CODES

**Program 593 will all be PAID IN SMILE**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
<p>Caregiver (foster, adoptive and relative) Trainings</p>	<p>68a</p>	<p><b>Annual Adoptive and Foster Parent Association of Georgia Conference, Regional Summits, Other Conferences and Training</b></p> <ul style="list-style-type: none"> <li>• Registration, travel and meal costs associated with foster parent’s attendance</li> <li>• If requested-registration fees and hotel expenses can be paid in advance for the caregiver attending training and conferences.</li> <li>• Caregivers to complete own hotel reservation/registration forms and submit to DFCS County office.</li> <li>• County DFCS will either approve/deny then submit to Regional Accounting.</li> <li>• Regional Accounting will issue check and mail directly to vendor w/registration form.</li> <li>• Upfront cost to caregiver-gas and meals</li> </ul> <p><b>Note: Caregivers are required to attach all receipts for registration and hotel costs, whether paid in advance or not, when submitting Form 5357 for travel reimbursements.</b></p> <ul style="list-style-type: none"> <li>• Caregivers must submit a completed Form 5357 (Bill for Services Rendered) for reimbursement of travel, lodging, meals, and conference registration. <b>All expenditures must be reported on this Form regardless if paid in advance to the Foster Parents.</b></li> <li>• Checks issued in advance for the hotel and/or registration are to be made payable to the vendors, not the foster parents.</li> </ul>

109.593 UAS Code – 593 (cont)

ALLOWABLE ENTITLEMENT CODES

**Program 593 will all be PAID IN SMILE**

<p><b>Recruitment and Retention Funding Incentives</b></p>	<p>84</p>	<p>Services and activities designed to promote the development of the new foster homes. Must be in support of the Regional Recruitment and Retention Plan and approved by the regional resource development lead worker. Services, supports and activities designed to promote the retention of caregivers including foster care and adoption month events –Spending must be reported in the subsequent quarterly recruitment and retention report.</p> <p><b>An ADPOR, Purchase Order, approved Critical Supply Request Form, if applicable, and Event Form is required in order to process payment.</b></p> <ul style="list-style-type: none"> <li>• Foster parent recruitment incentives</li> <li>• Booth rental/Registration fees</li> <li>• Printing flyers, pamphlets and/or inserts</li> <li>• Event decorations and supplies</li> <li>• Foster Parent Recruitment Event Site Rental</li> <li>• Must be in support of the Regional Recruitment and Retention Plan</li> <li>• <b>Purchase of gifts cards are prohibited.</b></li> <li>• <b>Must be approved by the regional resource development lead worker</b></li> </ul> <p><b>Individual purchases of items, or spending on any individual event, in excess of \$5,000 under this entitlement code must be approved by the Director of the Caregiver Recruitment and Retention Unit.</b></p>
	<p>84a</p>	<p>Booth Rental/Registration Fees</p>
	<p>84b</p>	<p>Printing (photos, signs or paper items such as flyers, inserts or posters) per campaign or event</p>
	<p>84c</p>	<p>Event Decoration and Supplies</p>
	<p>84d</p>	<p>Foster Parent Recruitment Event Site Rental</p>
	<p>84j</p>	<p>Retention Funding Incentives.</p>

**109.698 UAS Program 698****PROGRAM NAME – Disaster Benefits (Client Related)****Program Purpose**

These programs are designed to provide immediate and long term assistance to individuals and families following a State or Federal declared disaster. A majority of these services will be made available following a disaster and can be accessed once a Disaster Service Center (DRC) has been opened in conjunction with a State and Federal declared disaster.

**Background History**

In 1950, Congress passed the Federal Disaster Relief Act (Public Law 81-875), authorizing the President to provide supplementary Federal assistance when a Governor requested help and the President approved the request by declaring a major disaster. Federal disaster assistance would “supplement the efforts and available resources of the State and local governments.” In other words, the act made it clear that the Federal government would not function as the first-line provider of emergency assistance and disaster response and recovery. It would *support* State and local governments—not *supplant* them.

Today, the Robert T. Stafford Act gives the Federal government its authority to provide response and recovery assistance in a major disaster. The Stafford Act identifies and defines the types of occurrences and conditions under which disaster assistance may be provided. Under the law, the declaration process remains a flexible tool for providing relief where it is needed.

**Disaster Services**

In many disasters, individuals, families, and small businesses suffer the most devastating damage. The following Federal programs could be made available to assist them.

**1. Providing Food to Affected Individuals and Families**

- a. The Food and Nutrition Service is an agency within the U.S. Department of Agriculture (USDA) that oversees two major disaster assistance programs:
  - i. Food coupons
  - ii. Food commodities.
- b. Assistance in purchasing food is available through the Disaster Food Stamp. Program.
- c. After national-level approval by the Food and Nutrition Service of the USDA, the responsible State and/or local social services agency would provide disaster food stamps to eligible households, who would apply through the local social services office.

**2. Disaster Housing Assistance**

- a. The Federal government can make funds available to restore homes to a safe, sanitary, and functional condition.
- b. Homeowners must prove they owned and occupied the home at the time of the damage and that damage was disaster-related.
- c. The Disaster Housing Program can provide funds to be used in renting a place to live.
- d. Renters must prove that they lived in the disaster damaged house.

**109.698 UAS Code – 698 (cont)**

- e. Homeowners or renters who can prove they suffered financial hardship as a result of the disaster and cannot pay their rent or mortgage may also qualify for financial help to make those payments.

**3. Disaster Loans for Individuals and Businesses**

- a. Disaster victims whose property is damaged or destroyed by a disaster may be able to receive a loan from the Federal government to help with repairs. Even without a Presidential declaration of disaster, the Small Business Administration (SBA) may provide disaster assistance in the form of low interest loans to qualified individuals and businesses.
- b. To receive an SBA loan, applicants must demonstrate their ability to repay the loan. Disaster loans may be made available to homeowners to repair or replace homes or personal property.
- c. Renters also may be eligible for loans to repair or replace personal property damaged by the disaster.

**4. Housing Assistance**

- a. The Federal government can make funds available to homeowners and renters for one or more of the following types of housing assistance:
  - i. Rental Assistance
  - ii. Repair Assistance
  - iii. Replacement Assistance
  - iv. Permanent Housing Construction

**5. Other Needs Assistance**

- a. Is a FEMA/State cooperative venture that assists disaster victims with disaster-related serious needs and necessary expenses that have no other source of government, private, or insurance assistance available. Assistance is provided for various personal property losses when the applicant has been denied by SBA for a disaster assistance loan or provided a loan insufficient to cover the disaster-related losses.
- b. Covered items are
  - i. Household items, furnishings, and appliances.
  - ii. Clothing.
  - iii. Tools or specialized clothing and equipment required by an employer.
  - iv. Moving and storage of personal items to prevent further damage.
  - v. Privately owned vehicles.
  - vi. Flood insurance coverage for a 3-year period.

**6. Assistance for Farmers and Ranchers**

- a. Agencies of the U.S. Department of Agriculture can give assistance to farmers and ranchers even without a major disaster declaration by the President. The Farm Service Agency (FSA) Emergency Conservation Program (ECP) helps fund repair of fencing, debris removal, or restoration of damaged land by grading and shaping. During a drought, ECP also provides emergency water assistance, both for livestock and for existing irrigation systems for orchards and vineyards.

**109.698 UAS Code – 698 (cont)**

- b. The FSA also can make emergency management (EM) loans in counties included in a Presidential disaster declaration or by the Secretary of Agriculture as disaster area or quarantine area.
- c. EM loans may be made to farmers and ranchers who:
  - i. own or operate land in a designated disaster area
  - ii. are established family farm operators with sufficient farming and ranching experience
  - iii. are citizens or permanent residents of the U.S.
  - iv. have suffered at least a 30% loss in crop production or a physical loss to livestock and livestock products, real estate, or chattel property
  - v. have an acceptable credit history
  - vi. are unable to receive credit from commercial sources
  - vii. Provide collateral to secure the loan, and have repayment ability.

**7. Disaster Unemployment Assistance**

- a. The Disaster Unemployment Assistance (DUA) program provides unemployment benefits and reemployment services to individuals who have become unemployed because of major disasters and who are not eligible for other unemployment compensation programs.
- b. All unemployed individuals must register with the State's employment services office before they can receive DUA benefits.

**8. Internal Revenue Service (IRS) Counseling Services**

- a. The IRS provides counseling on how to prepare or amend returns to include casualty loss deductions. Certain casualty losses may be deducted on Federal income tax returns through an immediate amendment to the previous year's return.

**9. Legal Services**

- a. Low-income individuals who need legal assistance due to a disaster may be eligible for free legal consultation and services.
- b. This type of assistance may be provided by the Young Lawyers Division of the American Bar Association, the State Bar Association, or the State's Attorney.

**10. Social Security Benefits**

- a. The Social Security Administration (SSA) does not offer special disaster benefits. However, in a disaster, it is important that those who depend on Social Security checks continue to receive them, even though they may be displaced from their homes.

**11. Assistance to Veterans**

- a. Medical assistance.
- b. Burial assistance.
- c. Priority in acquiring VA-owned properties if you are displaced in a disaster.
- d. Health care supplies and equipment, drugs, medicine, and other medical items.
- e. Temporary use of housing units owned by the VA.

**109.698 UAS Code – 698 (cont)**

**12. Crisis Counseling**

- a. Immediate services program:
  - i. Provides screening, diagnostic, and counseling techniques, as well as outreach services
- b. Regular services program
  - i. Provides funding for crisis counseling, community outreach, and consultation and education services to assist people affected by the disaster up to 9 months from the date of the declaration.

**13. Cora Brown Fund**

- a. This fund is used to assist victims/survivors in presidentially declared disasters with disaster related needs not met elsewhere.
- b. Potential recipients do not need to apply for this assistance; rather, they are identified by FEMA representatives with assistance from other Federal, State, local, and voluntary relief agencies. Assistance that can be provided by the Cora Brown Fund includes:
  - i. disaster-related home repair and rebuilding,
  - ii. health and safety measures,
  - iii. assistance to self-employed persons (with no employees) to reestablish their businesses,
  - iv. and other services which alleviate human suffering and promote well being of disaster victims

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Disaster Emergency Benefits	<b>41</b>	Refer to specific instructions as provided from state management for each individual disaster event

**109.873 UAS Code – 873 (New January 2005)**

**PROGRAM NAME** - Promoting Safe and Stable Families (PSSF) Program – Cash Match Family Preservation and Support Services

**NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS OCTOBER 1<sup>ST</sup> THROUGH SEPTEMBER 30<sup>TH</sup>. FINAL EXPENDITURES MUST BE PAID ON OR BEFORE SEPTEMBER 15<sup>TH</sup>.**

**PROGRAM PURPOSE - PSSF Family Preservation** services are provided to families that have or have had DFCS involvement because of child abuse or neglect, child or parent behavioral challenges, or serious parent-child conflict. Provision of these services grows out of the recognition that the unnecessary separation of children from their families is traumatic, often leaving lasting negative effects. Families at-risk or in-crisis can be preserved and children safely maintained in their homes when families receive intensive support and therapeutic services to improve family functioning and stability. Services are family-focused and are designed to maintain children safely in their homes, prevent the unnecessary separation of families, and are offered as a safe alternative to out-of-home placement.

Providers of **PSSF Family Preservation** services are required to coordinate services with DFCS and other agencies including mental health, substance abuse, education, child care, and employment services to provide families a comprehensive continuum of community-based supports, interventions and follow-up services responsive to individual and family needs. Services may be offered to families referred by DFCS, juvenile or family court, who are in crisis or at-risk of having a child removed from their home.

**PSSF Family Preservation** services may also be provided to support families post-reunification to help prevent placement disruption.

**FPS – STR (873-B) INFORMATION**

Substance Abuse Treatment and Recovery Support services provide substance abuse treatment and support services to parents with a child custody or deprivation case where substance abuse treatment, random substance abuse drug screenings and sustained abstinence are required to prevent abandonment and/or maltreatment, removal of the child from the home or as a condition for reunification. Services are community-based and should provide a full continuum of prevention, treatment intervention, and post-treatment support services to substance abusing women with young children and their families to facilitate the maintenance of safe and drug-free households. Service Duration is 3-12 months.

Referral sources include a variety of community-based sources including DFCS Family Support, Family Preservation, or Placement Services or Juvenile, Family or Drug Court.

**UAS Code – 873** (continued)**FPS – RCS (873-G) INFORMATION**

Relative Caregiver Support services offer a comprehensive array of support services to grandparents and relative caregivers that are the primary caregivers of children other than their own. Relatives are the preferred resource for children who must be removed from their birth parents because placement with relatives increases stability and safety as well as helps to maintain family connections and cultural traditions.

Services for relative caregivers, often grandparents, should take into account that kin are likely to be single, in poorer health, and financially less secure than non-relative caregivers, while children in their care are generally younger and often need special services. These families generally receive few economic supports and are less likely to be aware of services available to them. In addition, they may not have support from extended family, peers, or the community in general.

These services are designed to:

- Promote permanency and child well-being by supporting early and stable relative placements
- Prevent children from coming into or re-entering foster care by improving caretaker and family functioning
- Increase parenting knowledge and demonstrated ability of the caretaker to apply the skills learned and increase decision-making or problem-solving skills of the caretaker
- Increase access to and utilization of community-based supports and services.

Family mediation or counseling is also often needed to assist caregivers and birth parents in resolving conflicts, easing the difficulties of parenting a relative's child, and achieving a permanent plan for the child.

Service duration is 3-12 months.

Referral sources include a variety of community-based referral sources including DFCS Family Support or Family Preservation or Placement Services, and Juvenile Court

**FPS – Placement Prevention Services (873-P)**

**Placement Prevention Services (PPS)** offer short-term home- and/or center-based services to children and families with DFCS involvement where children are still in parental custody. These services are provided as a part of a family's safety and/or CPS case plan designed to safely maintain children in their homes and/or prevent unnecessary placement into foster care. Service duration is 6-9 months.

Referral sources include DFCS Family Preservation, DFCS Placement Services, Juvenile, Family or Drug Court

**UAS Code – 873 (continued)****FPS – Crisis Intervention Services (873-I)**

**Crisis Intervention Services (CIS)** are designed to support families in crisis where children are at imminent risk of placement. **Crisis Intervention Services** utilize a range of research-based and therapeutic interventions, including family counseling, and cognitive/behavioral therapy for biological, foster and adoptive families to help remove barriers to family stability and restore family functioning. Service duration is 3-6 months.

Referral sources include DFCS Family Preservation or Placement Services, Juvenile Court.

**FPS – Residential Aftercare (873-R)**

**Residential After-Care (RAC)** services support children and families reunifying from foster care. These include children returning home from temporary shelters, residential treatment or therapeutic foster home settings, and their families with an open Family Preservation or Placement case, prior to or post change in placement. After-care services are available to families 2-3 months pre-discharge and 6-9 months post-discharge, and are designed to sustain treatment outcomes and prevent placement disruption.

Referral sources include DFCS Family Preservation or Placement Services, Juvenile or Family Court.

**COSTAR REPORTING** – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – PSSF Vendors have been approved and contracted through a statewide bid process. A contract for all approved vendors has been fully executed and is on file with the county department. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at [www.pssfnet.com](http://www.pssfnet.com), on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Services may be offered to families referred by DFCS or directly by Juvenile or Family Court. Eligibility requirements differ by entitlement code.

UAS Code – 873 (continued)

**ALLOWABLE ENTITLEMENT CODES**

**STR Substance Abuse Treatment/ – Entitlement Code begins with “B”**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Case Management	<b>BC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	<b>BD</b>	<p>Evidence-based, parent education/parenting skills training provided to caregivers in the home or in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.</p>

## UAS Code – 873 (continued)

## ALLOWABLE ENTITLEMENT CODES

## STR Substance Abuse Treatment/ – Entitlement Code begins with “B”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Intake Assessment	<b>BF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments MUST be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p>
Life Skills	<b>BL</b>	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
Follow-up Services	<b>BM</b>	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
Healthcare Screening/Services	<b>BN</b>	Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental).
Legal Advocacy	<b>BQ</b>	Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings.
Caregiver/Child Enrichment Activities	<b>BS</b>	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.
Substance Abuse Recovery Support	<b>BW</b>	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.

UAS Code – 873 (continued)

RCS/Relative Caregiver Support/Recovery – Entitlement Code begins with “G”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Educational Supports	GB	Educational support services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc
uCase Management	GC	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	GD	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
Support Group	GE	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.

UAS Code – 873 (continued)

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Intake Assessment and Child Assessments/Screenings	<b>GF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments MUST be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p> <p>Developmental screenings for children/youth to identify children who should have received more intensive assessment or diagnosis.</p>
Childcare	<b>GG</b>	Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
Client Transportation	<b>GH</b>	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
Behavior Management	<b>GJ</b>	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
Life Skills	<b>GL</b>	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities

**UAS Code – 873 (continued)**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Healthcare Screening/Services	<b>GN</b>	Healthcare screening, education and/or services for specific child or caregiver health-related problems (physical, mental or developmental).
Caregiver/Child Enrichment Activities and Child/Youth Activities	<b>GS</b>	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. Activities that allow children/youth to participate in constructive, age-appropriate experiences under adult supervision. Includes academic, social, and recreational activities.
<b>Emergency Aid</b>	<b>GX</b>	Temporary assistance to address immediate or critical basic needs.

UAS Code – 873 (continued)

CIS/Crisis Invention Services – Entitlement Code begins with “I”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Case Management	<b>IC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	<b>ID</b>	<p>Evidence--based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.</p>
Intake Assessment	<b>IF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments <b>MUST</b> be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p>

**UAS Code – 873 (continued)**

**ALLOWABLE ENTITLEMENT CODES**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Crisis Intervention	<b>II</b>	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average <u>service duration of 90 to 120 days</u> . Services should be available to families 24 hours a day in the home or other environments accessible to the family.
Behavior Management	<b>IJ</b>	A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
Therapeutic Counseling	<b>IZ</b>	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.

UAS Code – 873 (continued)

PPS/Placement Prevention Services – Entitlement Code begins with “P”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Case Management	<b>PC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	<b>PD</b>	<p>Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.</p>
Support Group	<b>PE</b>	<p>Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.</p>

UAS Code – 873 (continued)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Intake Assessment And Child Assessments/Screen ings	<b>PF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments MUST be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure. Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
Childcare	<b>PG</b>	Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
Client Transportation	<b>PH</b>	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
Crisis Intervention	<b>PI</b>	Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average <u>service duration of 90 to 120 days</u> . Services should be available to families 24 hours a day in the home or other environments accessible to the family.
Behavior Management	<b>PJ</b>	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
Life Skills	<b>PL</b>	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities

UAS Code – 873 (continued)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Home-Visiting	<b>PO</b>	Evidence-based home visiting services provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
Substance Abuse Recovery Support	<b>PW</b>	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
<b>Emergency Aid</b>	<b>PX</b>	Temporary assistance to address immediate or critical basic needs.
Therapeutic Counseling	<b>PZ</b>	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.

UAS Code – 873 (continued)

RAC/Residential Aftercare – Entitlement Code begins with “R”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Educational Supports	<b>RB</b>	Educational support services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc
Case Management	<b>RC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	<b>RD</b>	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.

**UAS Code – 873 (continued)**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
Intake Assessment	<b>RF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments <b>MUST</b> be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p>
Behavior Management	<b>RJ</b>	<p>A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.</p>
Respite Care	<b>RU</b>	<p>Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.</p>
Therapeutic Counseling	<b>RZ</b>	<p>Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.</p>

**NOTE: See page 106-108 for instructions on how to enter in SMILE**

**109.874 UAS Code – 874 – Limited to Purchase of PSSF Vendor Services  
(New January 2005)**

**PROGRAM NAME – Cash Match Promoting Safe and Stable Families (PSSF) Program –  
Family Support Services**

**NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS OCTOBER 1<sup>ST</sup> THROUGH SEPTEMBER 30<sup>TH</sup>. FINAL EXPENDITURES MUST BE PAID ON OR BEFORE SEPTEMBER 15<sup>TH</sup>.**

**PROGRAM PURPOSE – PSSF Family Support** services are community-based prevention and early intervention services designed to prevent and reduce the risk of child maltreatment by promoting the well-being of the entire family. **PSSF Family Support** services also include community and faith-based services to strengthen marriages and promote effective co-parenting relationships.

**PSSF Family Support** services promote healthy development by helping parents to enhance their strengths and resolve problems that can lead to child maltreatment, developmental delays, and family disruption. All services are designed to build on existing family strengths, increase the stability of families, increase parental confidence and competence, increase protective capacities, and enhance overall family functioning to prevent initial or repeat child abuse and neglect and to ensure child safety.

**Target Populations:** Families referred for **PSSF Family Support** services face multiple challenges such as generational poverty, little or no support system, unemployment due to lack of skills or education, inadequate/affordable/stable housing, truancy, domestic violence, substance abuse or mental illness. Families can also be referred for healthy marriage/relationship/co-parenting classes, or include families/caregivers with children ages 0-5, including pregnant and parenting teens.

**FSS – Prevention and Early Intervention Services (874-E)**

**Prevention and Early Intervention** services are voluntary, short-term, in-home or center-based family supports and services offered to help families identify and address problematic family issues before CPS intervention is required.

**FSS – HVS (874-V) INFORMATION**

**Home Visitation Services** are voluntary, in-home support and educational services designed to enhance parental capacity to care for children, strengthen parent/child relationships and help families identify and access community resources. Home visiting programs offer a variety of family-focused services to expectant parents and families with new babies and young children. They address issues such as maternal and child health, positive parenting practices, safe home environments, and access to services.

**UAS Code – 874 (continued)**

Services utilize an evidence-based home visitation practice model to support positive parent-child relationships, promote optimal child health and development, enhance parental self-sufficiency, ensure safe home environments and prevent child abuse and neglect.

Services are offered to a variety of at-risk families with children ages 0-5 who are referred by hospitals, schools or other community-based screening processes, or *referred by DFCS* to provide prevention-oriented assistance to isolated families to prevent CPS intervention. Service duration is 3-12 months.

**COSTAR REPORTING** – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – Vendors of PSSF Family Support Services have been approved and contracted through a statewide bid process. A Contract for all approved vendors has been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form Attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at [www.pssfnet.com](http://www.pssfnet.com), on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Eligibility requirements differ by entitlement code.

UAS Code – 874 (continued)

ALLOWABLE ENTITLEMENT CODES

**PEI/Prevention and Early Intervention Services - Entitlement Code begins with “E”**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Educational Supports	<b>EB</b>	Educational support services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc
Case Management	<b>EC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	<b>ED</b>	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
Support Group	<b>EE</b>	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.

**UAS Code – 874 (continued)**

<b>DESCRIPTION</b>	<b>CODE</b>	<b>SPECIFIC SERVICE REQUIREMENTS</b>
<p>Intake Assessment and Child Assessments/Screenings</p>	<p><b>EF</b></p>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments <b>MUST</b> be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p> <p>Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>
<p>Childcare</p>	<p><b>EG</b></p>	<p>Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.</p>
<p>Client Transportation</p>	<p><b>EH</b></p>	<p>Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.</p>

UAS Code – 874 (continued)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Behavior Management	<b>EJ</b>	A plan of specific evidence-based interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
Life Skills	<b>EL</b>	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
Follow-up Services	<b>EM</b>	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
Healthcare Screening/Services	<b>EN</b>	Healthcare education, screening or services for specific child or caregiver health-related problems (physical, mental or developmental).
Home-Visiting	<b>EO</b>	Evidence-based visiting services provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
Legal Advocacy	<b>EQ</b>	Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings.
Mentoring	<b>ER</b>	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
Caregiver/Child Enrichment Activities And Child/Youth Activities and Caregiver Activities	<b>ES</b>	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. Activities that allow children/youth to participate in constructive, age-appropriate experiences under adult supervision. Includes academic, social, and recreational activities. Enrichment activities for parents/caregivers to support them in their role as caregivers
Stress/Anger Management	<b>EV</b>	Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms.
Substance Abuse Recovery Support	<b>EW</b>	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.
Emergency Aid	<b>EX</b>	Temporary assistance to address immediate or critical basic needs.
Therapeutic Counseling	<b>EZ</b>	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.
Other	<b>18</b>	

UAS Code – 874 (continued)

HVS/Home Visitation Services - Entitlement Code begins with “V”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Case Management	VC	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan.</p> <p><i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	VD	<p>Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.</p>
Support Group	VE	<p>Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.</p>
Intake Assessment and Child Assessments/Screenings	VF	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments MUST be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure. Developmental screenings for children/youth to identify children who should receive more intensive assessment or diagnosis.</p>

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 UAS Code – 874 (continued)

**HVS/Home Visitation Services - Entitlement Code begins with “V”**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Client Transportation	<b>VH</b>	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
Home Visiting	<b>VO</b>	Evidence-based home visiting provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
Caregiver/Child Enrichment Activities	<b>VS</b>	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.

**HMI/Healthy Relationship & Co-Partnering Services- Entitlement Code begins with “M”**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Case Management	<b>MC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education	<b>MD</b>	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.

UAS Code – 874 (continued)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Intake Assessment	<b>MF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments MUST be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p>

**SHY/Support & Services for Homeless Youth - Entitlement Code begins with “H”**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Educational Supports	<b>HB</b>	<p>Educational support services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc</p>
Case Management	<b>HC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>

**UAS Code – 874 (continued)**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Parent Education	<b>HD</b>	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
Support Group	<b>HE</b>	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
Intake Assessment	<b>HF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments MUST be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p>
Childcare	<b>HG</b>	Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts.
Client Transportation	<b>HH</b>	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
Life Skills	<b>HL</b>	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
Mentoring	<b>HR</b>	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
<b>Emergency Aid</b>	<b>HX</b>	Temporary assistance to address immediate or critical basic needs
Therapeutic Counseling	<b>HZ</b>	Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues.

**NOTE: See page 106-108 for instructions on how to enter in SMILE**

**109.883 UAS Code – 883 Limited to Purchase of PSSF Vendor Services  
(New January 2005)**

**PROGRAM NAME - Cash Match Promoting Safe and Promoting Safe and Stable Families  
(PSSF) Program Time Limited Reunification Services**

**NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS OCTOBER 1<sup>ST</sup> THROUGH SEPTEMBER 30<sup>TH</sup>. FINAL EXPENDITURES MUST BE PAID ON OR BEFORE SEPTEMBER 15<sup>TH</sup>.**

PROGRAM PURPOSE – Safe family reunification is the preferred permanency planning option for all children in state of Georgia custody. Efforts to assure safe and permanent reunifications for children are complicated because of the strict time frames set forth in the Adoption and Safe Families Act (ASFA) of 1997 and the complex and interrelated problems many families experience such as substance abuse, domestic violence and mental illness. The degree to which families are effectively reunited is largely dependent upon the ability to connect families with timely, intensive and responsive supports and services the first 15 months children are in foster care and post-reunification.

**PSSF Time-Limited Reunification** services are time-limited, intensive support services provided to a child with a plan of safe, appropriate, and timely reunification and to the parents or primary caregiver of the child. These services may be provided to children during the first fifteen months that the child is in foster care to expedite reunification, and after the child returns from foster care to sustain permanency.

**Family and Child Advocacy (883-C)**

**Child and Family Advocacy (CFA)** services provide supports to children and their families to promote and sustain reunification or other permanency options such as adoption or legal guardianship. Providers of CFA services work in collaboration with DFCS and the Courts first and foremost to ensure that children are safe and families receive the timely and responsive services, minimize the trauma of out-of-home placement and prevent placement disruptions. These advocacy services ensure that the needs of children are met, families receive supports necessary so that children who must be removed from the home maintain connections to their families and communities, achieve permanency as quickly as possible, and prevent a subsequent removal after reunification.

CFA services may also help to ensure that children involved in deprivation proceedings are appointed representation, Court-Appointed Special Advocates (CASA) or Guardian ad Litem (GAL) to support and advocate for timely permanency decisions that are in the best interest of the child.

Target population includes children entering or in foster care or other temporary placement, and their families.

**UAS Code – 883 (continued)****Supervised Family Visitation (883-F)**

**Supervised Family Visitation (SFV)** Children in out-of-home placement have the right to continued relationships with their family of origin, extended family, and others with whom they have had meaningful relationships, unless prohibited for reasons of safety. Likewise, parents of children in care have the right and responsibility to maintain regularly scheduled visits and other contacts with their children unless prohibited by the court for compelling reasons.

Family visitation centers provide increased opportunities for children in foster care to visit with their families in less restrictive, non-threatening environments. These community-based visitation centers are designed with a working parent's schedule in mind and should increase the frequency and quality of interactions between parents and children and children and their siblings and other significant adults.

Successful family reunification is based, in part, on the family or primary caregiver demonstrating an understanding of the child's needs and competency to meet those identified needs during observed visits. Services are designed to establish or sustain parent-child and sibling relationships and facilitate the achievement of reunification case plan goals.

Target populations include children in foster or relative care with a reunification or an alternative permanency plan and their parents(s), caregivers, relatives or other extended family members, or siblings who have been placed in separate foster homes.

**Target Population:**

- **Families mandated by DFCS CPS, Placement Services or the Courts to undergo substance abuse treatment as condition of family reunification.**

**COSTAR REPORTING** – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS** – PSSF Vendors have been approved through a statewide bid process. A contract for all approved vendors will have been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form Attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at [www.pssfnet.com](http://www.pssfnet.com), on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Eligibility requirements differ by entitlement code.

UAS Code – 883 (continued)

ALLOWABLE ENTITLEMENT CODES

CFA/Family and Child Advocate – Entitlement Code begins with “C”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Case Management	CC	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>May include::</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child’s education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Intake Assessment	CF	<p>Assessment is expected to evaluate child and/or family needs and circumstances related to the dependency, to assist in determining what is in the best interest of the child(ren). This includes reviewing documents and records, interviewing the children, family members and professionals in their lives. Resulting report, including recommendations on placement type and services, is presented for the court’s consideration at adjudication hearing. One per case at intake and at placement change, if required, including preparation and presentation of recommendations to the court. Assessment includes all collateral contacts and court appearances up to and including presentation of the report.</p>
Drug Screens	CK	<p>Specific tests to determine service eligibility or compliance with service plan.</p>
Follow-up Services	CM	<p>Ongoing, quality, monthly, face-to-face contact between volunteer and child and/or</p> <p>Ongoing collateral contact by volunteers with family members, extended family, teachers, etc.</p>
Legal Advocacy – In Court Support	CQ	<p>Additional, periodic court appearances by volunteer or designated staff, such as at review, permanency or termination hearings, to testify or to update the court on developments with agencies and family members and ensure that appropriate motions are filed on behalf of the child so the court knows about any changes in the child’s situation. Includes preparation and any resulting follow up.</p>

UAS Code – 883 (continued)

Supervised Family Visitation – Entitlement Code begins with “F”

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Case Management	FC	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Parent Education & Parent Coaching	FD	<p>Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.</p> <p style="text-align: center;">and/or</p> <p>Parent coaching is a collaborative relationship between the parent(s) and 'parenting coach' that allows parents to develop and strengthen parental protective capacities by successfully identifying and navigating the challenges that raising children presents. The goal of parent coaching is to improve the quality of the interaction between the parent and child. The parent coach will teach, model and assist the parent in developing, practicing and embracing successful parenting practices grounded in an evidence-based parent training model. The parent coaching relationship facilitates parental insight, identification of strengths and abilities, development of goals, and integration of strategies to address challenges with respect to the family's support, education and development in their parenting needs.</p> <p>Parent coaching provided in conjunction with each visit, provides an opportunity to engage with parents to set the tone for a successful visit and improve the quality of the parent/child interaction during the visit.</p> <p>Pre-visit to:</p> <ul style="list-style-type: none"> <li>• Provide an update to parent on what has been happening with the child</li> <li>• Discuss parent's concerns</li> <li>• Set realistic expectations and goals for each visit</li> </ul> <p>Post-visit to:</p> <ul style="list-style-type: none"> <li>• Provide encouragement and reinforce positive parenting</li> </ul>

		<p>behaviors observed</p> <ul style="list-style-type: none"> <li>• Discuss alternatives to undesirable behaviors observed during the visit</li> <li>• Identify goals for future visits</li> <li>• Identify actions or resources needed to improve quality future visits</li> </ul>
<p><b>Intake Assessment &amp; Visitation Plan</b></p>	<p><b>FF</b></p>	<p>At intake, each family referred for supervised visitation services should be evaluated to identify safety concerns, and evaluate caregiver strengths and needs, including parenting skills, to address any barriers to visitation, prior to the commencement of visits. In addition to determining child and/or family needs, assessments are used to determine baselines from which to measure change in knowledge, skills or behavior to determine effectiveness of services in meeting program objectives. Various assessments of risk, safety, child and family functioning, and trauma, may occur at intake, and/or case closure.</p> <p>Based on the results of the assessment the visitation and service plan developed MUST outline service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>The visitation plan should include the full range of logistics, visit and safety expectations and at a minimum include:</p> <ul style="list-style-type: none"> <li>• Purpose of visits (what visits are expected to accomplish)</li> <li>• Safety issues</li> <li>• Timing (how soon, how often, duration)</li> <li>• Place (off-site visits subject to agency/court approval)</li> <li>• Participants (mother, father, siblings, pets, grandparents, other relatives, or other adult who has a significant relationship with the child)</li> <li>• Content (attachment, parenting/child development, decision-making)</li> <li>• Controls (secure place, observation, documentation, supervision, rules)</li> <li>• Transportation (who and how)</li> <li>• Contingency plan for missed visits</li> <li>• Barriers that may need to be addressed</li> </ul>
<p><b>Client Transportation</b></p>	<p><b>FH</b></p>	<p>Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.</p>
<p><b>Drug Screens</b></p>	<p><b>FK</b></p>	<p>Specific tests to determine service eligibility and/or compliance with service plan</p>

UAS Code – 883 (continued)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Life Skills	<b>FL</b>	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc.including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
Follow-up Services	<b>FM</b>	Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact.
Mentoring	<b>FR</b>	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
Emergency Aid	<b>FX</b>	Temporary assistance to address critical basic needs.
Supervised Family Visitation	<b>FY</b>	<p><b>PSSF Supervised Family Visitation</b> services must be conducted in secure, non-restrictive, non-stigmatizing settings outside of the DFCS county department, such as family resource centers, churches, or other neutral community-based settings.</p> <p><b>PSSF Supervised Family Visitation</b> services may include sibling visits and visits with relatives and other significant adults, as appropriate and approved.</p> <p>Services must be made available during non-traditional hours including evenings, weekends, and holidays, to remove barriers to meaningful and consistent visitation and be least disruptive to child’s schedule, especially for those attending school, and parent’s work and/or treatment schedule.</p> <p>The purpose of each visit is based on written visitation plan and should include a pre-visit and/or post-visit period with the parent or other significant participants that allows for parent coaching, including shared discussions, observations, accomplishments, goal-setting, barriers/obstacles to meeting case plan objectives, and a review of permanency timeframes.</p> <p>The level of supervision required during a visit will depend on the individual safety needs identified in the DFCS or court-ordered case plans. The types of cases that are generally referred for supervised visitation involve allegations of sexual or physical abuse, substance abuse, domestic violence, mental impairment, extended absence of a parent, and potential threat of abduction.</p> <p>Monitoring or observation of visits should include both process and outcome markers that indicate parental progress toward meeting the permanency goals and be included in regular reports to the case manager. Interventions during the visit should be minimized and occur only to redirect or de-escalate behaviors that negatively impact visit objectives or threaten child safety.</p> <p>Service providers must be knowledgeable regarding healthy child development and have the ability to model and coach positive parent-child interaction, effective discipline techniques and non-corporal behavior management. Structured family interaction and enrichment activities conducted in neutral community-based settings for children in state custody and their families to facilitate permanency.</p>

**NOTE: See page 106-108 for instructions on how to enter in SMILE**

**109.884 UAS Code – 884 – Limited to Purchase of PSSF Vendor Services  
(New January 2005)**

**PROGRAM NAME – Promoting Safe and Stable Families Program (PSSF) –  
Cash Match Adoption Promotion and Post Permanency Services**

**NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS OCTOBER 1<sup>ST</sup> THROUGH SEPTEMBER 30<sup>TH</sup>. FINAL EXPENDITURES MUST BE PAID ON OR BEFORE SEPTEMBER 15<sup>TH</sup>.**

**PROGRAM PURPOSE** – All families need supportive services to prepare for and sustain adoption. Crisis and transition periods can be especially difficult for these families who must also address child welfare-related issues such as separation and loss. Families who adopt children with special needs also face additional challenges which may be compounded by the child’s past experiences of child abuse and neglect. **PSSF Adoption Promotion and Post-Permanency (APP)** services are designed to encourage and support permanency for children through adoption, when adoption is in the best interest of the child, and to prevent disruption post adoption.

**Adoption Promotion and Post-Permanency Supports** may also provide additional support to facilitate permanency for children through guardianship.

Youth who are nearing the age of emancipation without an identified permanency resource may need additional supports and services to help transition and prepare for the opportunities and challenges of independent adult living. Unemployment, incarceration, homelessness, substance abuse, pregnancy, limited educations and inadequate health care are all obstacles that can impair the transition to adulthood. **Transition and Emancipation Support** services help these youth develop skills for independent living and establish meaningful adult connections while simultaneously working toward achieving permanency through reunification, adoption, or guardianship.

**APP - Adoption Promotion and Permanency Support**

**PSSF Adoption Promotion and Permanency Support (APS)** services are designed to assist children and families prior to, during and after adoptive placement. Services may be delivered to both birth, foster and adoptive families and are designed to help facilitate and expedite the adoption process, support birth/foster/adoptive families throughout the adoption process and provide post adoption support services to help prevent disruption.

**Target Populations:**

- **Birth parent(s)**
- **Foster/adoptive children and youth**
- **Foster families**
- **Pre-adoptive and adoptive families**
- **Relative caregivers\*** (*See notes below on this special population*)

**UAS Code – 884 (continued)****Adoption Promotion and Permanency Support (884-A)**

**Adoption Promotion and Post-Permanency Support (APS)** services are provided to families to facilitate and support permanency for children through adoption or other permanency options such as legal guardianship, to prevent disruption or dissolution of those relationships. APS services are designed to promote and assist children and families prior to, during and after adoptive placement or guardianship. Services may be delivered to birth, foster, relative or adoptive families and are designed to support families throughout the adoption and/or guardianship process and provide post-permanency support services.

Target populations include foster/adoptive children and youth, *particularly those with special needs*; foster, pre-adoptive and adoptive parents; and relative caregivers.

**Adoption Promotion and Post-Permanency Support** services must be delivered at a minimum by a bachelor's level professional or supervised para-professionals who are qualified by education, training and experience to work with the target population. Service duration is 3-6 months pre-adoption or guardianship and 3-6 months post-adoption or guardianship.

**Transition and Emancipation Support (884-T)**

**Transition and Emancipation Support (TES)** services are designed to help foster care youth ages 16-21 years of age prepare for legal emancipation from the foster care system and to equip them with the life skills, educational and career planning supports necessary to support successful transition to independent adult living.

Target population includes youth ages 16-21 preparing for emancipation from foster care, and may include young adults with low IQ's.

Services must be delivered at a minimum by a bachelor's level professional or supervised para-professionals who are qualified by education and training to work with the target population and experience working with adolescents. Service providers must be knowledgeable of and collaborate with DFCS and other community- and faith-based agencies to ensure youth access to the array of supports and services needed to meet case plan goals.

Service duration is 6-9 months before exiting foster care and/or 6-9 months post-permanency or emancipation, not to exceed 12 months.

**COSTAR REPORTING** – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

**UAS Code – 884 (continued)**

**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS –**

PSSF Vendors have been approved through a statewide bid process. A contract for all approved vendors has been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 – See Appendix A. The referral form and a listing of approved PSSF Vendors can be accessed on line at [www.pssfnet.com](http://www.pssfnet.com), on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide.

**ALLOWABLE ENTITLEMENT CODES**

**APS/Adoption Promotion & Permanency Support – Entitlement Code begins with “A”**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Educational Supports	<b>AB</b>	Educational support services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc
Case Management	<b>AC</b>	Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan. <i>This includes:</i>  <b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:  <b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.  <b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.
Parent Education	<b>AD</b>	Evidence-based parent education curriculum/parenting skills training provided to caregivers facilitated in an individual or interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect.
Support Group	<b>AE</b>	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.

## UAS Code – 884 (continued)

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Intake Assessment	<b>AF</b>	<p>At intake, assessments should examine, at a minimum, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning. The assessment at intake may be supplemented with additional assessments or screening tools that evaluate the special characteristics or needs of the target population in order to develop a comprehensive and effective service plan. Instruments used may assess for risk, safety, child and family functioning, and trauma.</p> <p>Based on the results of the assessment completed at intake, an individualized service plan must be developed that outlines service needs, desired goals for the family and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments MUST be conducted by an appropriately qualified individual by training, experience or required certification and/or licensure.</p>
Behavior Management	<b>AJ</b>	<p>A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.</p>
Life Skills	<b>AL</b>	<p>Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc.including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities</p>
Legal Advocacy	<b>AQ</b>	<p>Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings.</p>
Caregiver/Child enrichment Activities and Child/youth Activities	<b>AS</b>	<p>Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction.</p> <p>Activities that allow children/youth to participate in constructive, age-appropriate experiences under adult supervision. Includes academic, social, and recreational activities.</p>
Respite Care	<b>AU</b>	<p>Period of relief provided to a caregiver (parent, foster parent, adoptive parent, relative caregiver) with primary responsibility for intensive supervision or care of a child or family member.</p>

UAS Code – 884 (continued)

**TES/Transition & Emancipation Support – Entitlement Code begins with “T”**

DESCRIPTION	CODE	SPECIFIC SERVICE REQUIREMENTS
Educational Supports	<b>TB</b>	Educational support services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc
Case Management	<b>TC</b>	<p>Effective engagement with families in the collaborative process of identifying, planning, accessing, advocating for, coordinating, monitoring and evaluating resources, supports and services as outlined in the individual family service plan.</p> <p><i>This includes:</i></p> <p><b>Service Coordination:</b> Service coordination not only includes initiation of services but also monitoring and coordinating services and continuously assessing risk, assessing the services themselves, revising the plan as needed, and phase out of services. This includes:</p> <p><b>Information &amp; Referral:</b> Families need assistance in <u>identifying and accessing</u> community-based resources to meet basic needs and to improve and sustain outcomes, including formal and informal supports, community resources, services, and opportunities. This may also include school-linked services to help parents support their child's education, health, growth, and development.</p> <p><b>Advocacy:</b> Advocating for the rights, decisions, strengths and needs of family and promoting client access to resources, supports and services. This includes modeling behavior that helps families learn to advocate for themselves and negotiate with service systems to obtain needed help.</p>
Support Group	<b>TE</b>	Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component.
Intake Assessment	<b>TF</b>	<p>Assessment, completed prior to or at the commencement of services is designed to evaluate the strengths and needs of the target population. In addition to determining youth needs, assessments are used to determine baselines from which to measure change in knowledge, skills or behavior to determine effectiveness of services in meeting program objectives.</p> <p>Various assessments of risk, safety, child functioning, and trauma, may also occur at intake, and/or case closure. <u>At intake</u>, assessments should examine, <u>at a minimum</u>, the risk/stress factors that contribute to or put children at risk of neglect or maltreatment and impair family functioning.</p> <p>Based on the results of the assessment an individualized service plan must be developed that outlines service needs, desired goals for the youth and defines in detail how those goals are to be achieved and measured. Goals should reflect identified priorities and must be realistic with attainable and measurable outcomes and timeframes for completion.</p> <p>A recognized assessment instrument must be utilized that is effective in evaluating the strengths and needs of the target population and/or the presenting behaviors to be assessed.</p> <p>Assessment includes administration of assessment instrument, evaluation of results, consultation with family to identify case plan goals and development of an individual service plan. All assessments <b>MUST</b> be conducted by an appropriately qualified individual by training, experience or required</p>

		certification and/or licensure.
Client Transportation	<b>TH</b>	Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources.
Behavior Management	<b>TJ</b>	A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the youth with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline.
Life Skills	<b>TL</b>	Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities
Mentoring	<b>TR</b>	Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models.
Caregiver/Child enrichment Activities and Child/Youth Activities	<b>TS</b>	Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. Enrichment activities for parents/caregivers to support them in their role as caregivers
Substance Abuse/Recovery Support	<b>TW</b>	Services provided to a family, individual or group to prevent relapse and continued use of controlled substances.

**NOTE: See page 106-108 for instructions on how to enter in SMILE**

**UAS 873 – 884 - Proper Procedures for Making the Payments**

- 1. Key in information from the invoice into the Child Welfare Transaction File. If due to the new Entitlement Code structure, you will have more than 4 different entitlement codes, you will need to break it up onto 2 screens (see below for SMILE screen prints for example)**

**NOTE: Do not start a CW transaction screen with the “00” or “r” codes, they need to follow directly below the service codes.**

- 2.**

<b>884XX</b>	<b>Total Service Cost</b>
<b>884XX</b>	<b>Total Service Cost</b>
<b>884XX</b>	<b>Total Service Cost</b>
<b>88400</b>	<b>Contractor’s Match amount (25%) as positive amount</b>
<b>884r</b>	<b>Contractor’s Match amount (25%) as negative amount</b>

- 3. Total amount on screen(s) should equal Total Service Cost.**

- 4. Amount of check should be 75% of Total Service Cost.**

- 5. Month-end General Journal Entry:**

**DR 880.4XX Local Contractor’s Match Expense (25%) amount**  
**CR 422.8XX C/M Revenue – PSSF for the same 25% amount**

- 6. Month-end Reconciliation**

**Calculate 25% of YTD Expenses on Department Statement for Program 8XX.**  
**Should agree with YTD Expenses on Department Statement for Program 4XX**

**NOTE: The 473 – 484 Department Statements Excess Revenue over Expenditures should always be “0.00” once the GJE’s have been completed).**

SMILE CHILD WELFARE SCREEN PRINTS OF CM PSSF ENTRIES

In this example, you can see that there were 5 entitlement code combinations, so they broke it up into 2 separate screens each one having the 87300 and the 873r.

```

REDBARON
File Edit Options Send Receive Window Help
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Shows the next row in the Current List.          ** 1: cwttran table**
Child # [00042466] Name CM PSSF CRIS          PROGRAM 873
Cty # [014] County Name [BROOKS          ] Custody [N] Person ID [          ]
Trns Dte [05/13/2009] Svc Mth(YMM)[0903] DOB 01/01/1800 Age ** DEC[07/01/07]
Vendor # [032277]   Wvr[ ] Name [CHILD AND FAMILY GUIDANCE OF GEORGIA, INC ]
Resource ID [0000000008533732]Add1[          ]
Invoice ID [          ]Add2[PO BOX 673          ]
Inu#[0          ] UAS # [873]   City/St/Zip[MILLEDGEVILLE          ],[GA][31059 ]

# Days [ 31] Begin Date [03/01/2009] End Date [03/31/2009] Rate/Day[ $18.80]
Bank[1 ] 114.101 CASH IN BANK - Rerate[ ] Ck#[ 137065] RF Bal $0.00

-----
Type      Count  Description                               Amount      Account
Trans 1 [873I] [ 4.00] [CRISIS INT-EFF DISC/BEH M] [ $880.00] [ 622.873]
Trans 2 [873ID] [ .00] [CRISIS INT-HOME-BASED PAR] [ $1344.80] [ 622.873]
Trans 3 [87300] [ 4.00] [CONTRACTOR'S MATCH - PSSF] [ $556.20] [ 622.873]
Trans 4 [873r ] [- 1.00] [CONTRACTOR'S MATCH - REVE] [ $-556.20] [ 431.473]
Trans 5 [873r ] [ .00] [          ] [ $0.00] [ 431.473]
Trans 6 [          ] [ 1.00] [          ] [ $0.00] [ 0.000]
Post Receipts (Y/N) [ ] Total Amount $2224.80
Press 2T to query a Child Master File,3T to query a Vendor,4T to query a Code
    
```

```

REDBARON
File Edit Options Send Receive Window Help
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Shows the next row in the Current List.          ** 1: cwttran table**
Child # [00042466] Name CM PSSF CRIS          PROGRAM 873
Cty # [014] County Name [BROOKS          ] Custody [N] Person ID [          ]
Trns Dte [05/13/2009] Svc Mth(YMM)[0904] DOB 01/01/1800 Age ** DEC[07/01/07]
Vendor # [032277]   Wvr[ ] Name [CHILD AND FAMILY GUIDANCE OF GEORGIA, INC ]
Resource ID [0000000008533732]Add1[          ]
Invoice ID [          ]Add2[PO BOX 673          ]
Inu#[0          ] UAS # [873]   City/St/Zip[MILLEDGEVILLE          ],[GA][31059 ]

# Days [ 30] Begin Date [04/01/2009] End Date [04/30/2009] Rate/Day[ $18.80]
Bank[1 ] 114.101 CASH IN BANK - Rerate[ ] Ck#[ 137065] RF Bal $0.00

-----
Type      Count  Description                               Amount      Account
Trans 1 [873I] [ 4.00] [CRISIS INT-EFF DISC/BEH M] [ $240.00] [ 622.873]
Trans 2 [873ID] [ .00] [CRISIS INT-HOME-BASED PAR] [ $470.68] [ 622.873]
Trans 3 [87300] [ 4.00] [CONTRACTOR'S MATCH - PSSF] [ $177.67] [ 622.873]
Trans 4 [873r ] [- 1.00] [CONTRACTOR'S MATCH - REVE] [ $-177.67] [ 431.473]
Trans 5 [          ] [ 1.00] [          ] [ $0.00] [ 0.000]
Trans 6 [          ] [ 1.00] [          ] [ $0.00] [ 0.000]
Post Receipts (Y/N) [ ] Total Amount $710.68
Press 2T to query a Child Master File,3T to query a Vendor,4T to query a Code
    
```

SMILE GENERAL LEDGER SCREEN PRINTS OF CM PSSF ENTRIES

Using the example above,  
 Your 622.873 is the 100% expenditures of \$2935.48  
 Your 422.473 is the 25% share of expenditures \$733.87  
 Producing a check on the General Ledger page for:  
 Difference between 100% expenditures less 25% share for \$2201.61 for the CM PSSF programs  
 Plus 240.00 for CCFA Wrap Around  
 Plus 265.00 for Early Intervention  
 Giving you a total check of \$2706.61

