



SOCIAL SERVICES ADMINISTRATION

**MD CHESSIE
BULLETIN**

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TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR SOCIAL SERVICES
CHILD WELFARE SUPERVISORS

FROM: Carnitra White, Executive Director, Social Services Administration

DATE: October, 2009

RE: "Child Specific Agreement"
Payment Options for Minor Mother/Infant Placement; Non-TFC Siblings placed
in TFC homes; SCC Out of State placements; or Co-Committed Children.

PROGRAMS AFFECTED: Out of Home Services

ORIGINATING OFFICE: SSA/RESD

Summary:

"Child Specific Agreements" are created in MD CHESSIE for children that require room and board payments to be paid outside of the approved maintenance rate or the approved MSDE/IRC rate. Once a "Child Specific Agreement" is created, the child's worker does not have to pay for the cost of the child's room and board using flex funds. The creation of a "Child Specific Agreement" will help the worker from making a mistake that would cause the wrong rate to be paid to a provider. This Policy Directive addresses the circumstances when it is permissible to request a "Child Specific Agreement".

To request a "Child Specific Agreement", please complete the Notification of Placement Entry & Exit Receipt form (*see attachment for retrieve the form from the SSAnet*) and send by email, fax or mail to SSA Research, Evaluation and System Development Unit (RESD) or mail the Request to:

Sheritta Barr-Stanley (sbstanle@dhr.state.md.us)
DHR/SSA
Research, Evaluation and System Development (RESD)
311 W. Saratoga Street 5th floor
Baltimore, MD 21201
Telephone # 410-767-7440 Fax # 410-333-6556

A member of the RESD unit will notify the local department when the "Child Specific Agreement" has been created.

Requests for Child Specific Agreements

I Specify Type of Agreement

The following are the types of agreements that can be created; the local department must specify which one is needed when making the request to RESD:

- A) Minor Mother/Infant Placement
 - 1) Non-committed Infant (s) living in a private Residential or TFC placement (*excludes mother/baby programs, which have their own MSDE/IRC rate that includes the baby or the minor parent over 18 who is receiving TCA benefits for the child*);
 - 2) Non-committed Infant (s) living in a Independent living home with their parent (*excludes the minor parent over 18 who is receiving TCA benefits for the child*);
 - 3) Committed Infant living in the private TFC home with their parent (*excludes mother/baby programs, which have their own MSDE/IRC rate that includes the baby*);
NOTE: Non-Committed Child of a Minor Parent living in a PUBLIC Foster home, the local department will pay for the care of these children through the service log. The service log must be completed for the minor parent and include the child as another client in the household receiving services. (*Excludes the minor parent over 18 who is receiving TCA benefits for the child*) The payment should be made under child care paid, using the fiscal category of minor mother/infant care.
- B) Non TFC eligible sibling(s) living in a private TFC home with their TFC eligible sibling
- C) Out-of-State Children in residential facilities approved by the State Coordinating Council (SCC). Submit the following:
 - 1) Copy of the SCC approved funding letter;
 - 2) Completed Maryland State Department of Education (MSDE) cost sheet;
 - 3) Completed and approved annual funding letter renewal prior to the termination date.
NOTE: For Committed children living Out-of-State that have not been approved by Interstate Compact (ICPC), the local department must pay the costs of care and placement for these children using flex funds until the ICPC approval can be attained.
- D) Co-Committed Children
 - 1) LDSS shares the costs of placement with DJS, DHMH, DDA, or MSDE.
 - 2) The LDSS must report to SSA its responsible portion of the child's placement costs
 - 3) The LDSS must forward a copy of any and all documentation approving the payment arrangement

II Indicate child's Placement Structure

- A) Private TFC homes
 - 1) Provide the name of the private organization
 - 2) Identify the program site
 - 3) Provide the date the treatment child and the baby/infant or sibling entered the program; and
 - 4) Provide the name of the private foster parent
- B) Independent Living homes
 - 1) Provide the name of the private organization
 - 2) Identify the program site; and
 - 3) Provide the address of the independent living site
- C) Residential Facility
 - 1) Provide the name of the private organization
 - 2) Identify the program site
- D) Teen Mother Programs or Independent Living sites

- 1) Hearts & Homes- Damali, allows more than one baby to live with minor parent, so no child specific agreement is needed;
- 2) The current Teen Mother Programs that include a rate for the minor parent and 1 child are:
 - (i) Progressive Horizons, Inc;
 - (ii) Saint Ann's Infant & Maternity Home; and
 - (iii) Florence Crittenton Services of Baltimore, Inc.;
- 3) If the minor parent is living at one of three providers identified above or any other private Treatment foster home or Independent Living site, worker must specify how many children are living with the Minor Parent;
- 4) The Marlene B. Vinson Home of New Beginnings Inc. - Pregnant Teens & Teen Mother Program's rate does not include the cost of care for the baby. A child specific agreement is always required.

III Indicate Rates to be Applied

- A) Minor Parent and committed or non-committed Infant/Baby(ies) not living in a Teen Mother program are based on the rate for the private organization for the minor parent and the regular foster care rate for the infant/baby or intermediate rate (with documentation) plus 10% administrative fees
- B) Committed sibling living with approved private TFC sibling are based on the regular foster care or the intermediate rate (with documentation)
- C) More than one non-committed Infant/Baby living with minor parent in a program with a Mother -Baby placement structure are based on the regular foster care rate or intermediate rate plus 10% administrative fees (with documentation)
- D) Out-of-State children in approved residential facilities by the State Coordinating Council (SCC) rates are based on the approved cost sheet for room and board only (*residential services*)

Note: Workers can view the rate being paid for a child, by going to the client's finance screen under payment history. Workers should review the rate prior to validating placements.

IV Identify any Educational Costs

- A) The type of Educational Services the child is receiving, i.e. High School, Remedial/ Special Education, etc.

NOTE: Educational costs cannot be included in the contracted rates in MD CHESSIE because education is not an allowable IV-E reimbursable cost. The provider should separate the costs for room and board, education and any additional service outside of the MSDE rate and bill the local department. The worker will be required to complete a separate MD CHESSIE Service Log for the Educational Service each month after the provider sends an invoice. Below you will find the a chart with the approved MSDE Per Diem rates for some of the residential educational programs and another rate of the contracted agreements for rates to be paid by DHR.

- B) MSDE Rates are Non-Eligible for Title IV-E reimbursement are paid out of the 7115 IRC Rate Educational fiscal category. Other education costs must be paid out of the 7117 Non-IRC Educational Expense category.
- C) Workers must document in the record why the child's local Department of Education is not paying for the cost of the child's education.

- D) To determine what educational services have been added to MD CHESSIE and are available, go to the child’s placement and view the affiliated services tab. The worker should also type in the name of private organization or the provider ID# before actually entering in the search service information; this will bring back better search results.
- E) If the educational services are not listed on the affiliated services tab of the child’s placement, the worker should e-mail SSA’s RESD Unit and provide the client’s name and ID# and the type of service you need to pay for.
- F) EDUCATIONAL Programs with an IRC Rate are identified in the table 1 below.
 - 1) Workers should use the *7115 IRC Rate Educational fiscal category*, for the authorization of the payment.
 - 2) Children placed in In-State RTC’s, the worker must pay for their educational costs, using the 7116 fiscal category.
 - 3) All other Educational payments must be charged to 7116 fiscal category and the worker should document why the department of education is not paying for the child’s education.

Parent Organization	Program Name
Arrow Project of Maryland, Inc.	Arrow Center for Education-Type III
Associated Catholic Charities, Inc.	St. Vincent's Center/Genesis School
Board of Child Care	Type III Education
Brook Lane Health Services	Stone Bridge Transitional Care - Respite Program
Cedar Ridge Children's Home & School, Inc.	Residential Services - 24 Hour Child Care - Transitional Educ
Children's Resources Inc	Big Pine Children's Home
Children's Resources Inc	Shiningtree Children's Home
Florence Crittenton Services of Baltimore, Inc.	Education - Mill School
National Center for Children and Families	Greentree School
San Mar Children's Home	San Mar Education Program
St. Ann's Infant and Maternity Home	High School
The Maryland Salem Children's Trust, Inc.	Transitional Education Program
Three Springs, Inc.	New Dominion - Maryland Residential School - EDUC
United States Fellowship, Inc	Oak Hill House School
VisionQuest National, Ltd.	VisionQuest Morning Star Youth Academy - EDUC Program

Table 1

V Identify Additional Services to be authorized or needed

- A) Clothing allowances are included in the rates paid to public and private providers, except for RTC’s
- B) Private Provider’s rates include most services except for the cost of education.
- C) If the local department is responsible for paying for the child’s educational costs, please describe the type of schooling, i.e. High School; vocational; remedial, etc.
- D) Workers can find the services that are included in the provider agreement on the Affiliated Services tab on the child’s Placement page.
 - 1) Paid means the local department must pay for the service using the service log.
 - 2) Agency Provided means the provider includes this service for the care of the child and can not bill the local department
- E) When providers send an invoice for the payment of any services not listed on the Affiliated Services tab, SSA must approve the service and enter the service type into MD CHESSIE. *(Local department can not create a provider as a vendor that is owned by DHR, except for CPA parents)*
- F) SSA must approve One-on-One Services before the local department agrees to the service.

- 1) See Policy Memorandum: One-on-One Support and Supervision for Children Placed *in Out-Of-Home Care, April 2007* for the process for requesting the One-on-One Services
 - 2) The local department must pay for One-on-One service through the service log in MD CHESSIE.
 - 3) At the time of this writing, there is no service category that captures One on One service in MD CHESSIE. A work order has been generated; until added local departments should use the service category- **Counseling/ Crisis Counseling Paid**.
 - 4) Either budget code 2121 or 7121 should be used to pay for services.
- G) Local departments must not agree to pay rates not approved by SSA. The only way a local department can agree to pay a private provider for additional services without explicit permission from SSA is if the local department is paying the costs of the additional service with local funds or flex funds.
- NOTE: Local departments may reimburse private foster parents using flex funds- To do so, the foster parent must be created as a vendor for the local department in MD CHESSIE and the local department must have their social security number to create them as a vendor.

VI SSA Implementation of Child Specific Agreement

- A) SSA will respond in writing to the worker within two business days of the receipt of the request
- B) SSA will create the Child Specific Agreement in MD CHESSIE based on the criteria identified in Specified Types outlined above
 - 1) The "Child Specific" Agreement will be created in the name of the child for whom the agreement was developed
 - 2) The agreement can be found in MD CHESSIE under the provider name (i.e. Residential Care Inc.). The program name will contain the child's name along with the name of the private organization (i.e. "Caritta Stanley Residential Care- Crofton sibling" or "Caritta Stanley Residential Care- Crofton w/child" or "Caritta Stanley AdvoServ").

VII Authorization of Payment

- A) Workers must have a completed a "Notification of Placement Entry & Exit Receipt" form (Attachment 1) and place a hard copy in the record. This form will replace the 809 form currently used in Baltimore City.
- B) All children with an Out-of-Home Program Assignment must have either an active placement or a living arrangement entered in MD CHESSIE.

VIII Local Department Documentation for Non-Committed Infant/baby

- A) Allowing a non-committed infant to live with a committed minor parent is not a placement but must be entered in MD CHESSIE as a living arrangement.
- B) If the minor parent is removed from the placement or is on runaway from the home and the infant/baby is left at the home, the local department must petition to the court for custody and the right to place the infant.
- C) The non-committed infant/baby must be added to the case. This process can be completed by creating a new client in the case with a program assignment of "Auxiliary Services/Child of a Minor Parent".
- D) A living arrangement for the non-committed Infant/Baby must be created.
- E) The date the Infant/Baby arrived with the Private Provider must be identified

- F) Indicated the type of living arrangement as “Other” and caregivers as the child’s minor parent and the private foster parent’s. This information must be typed into the blank text box on the living arrangement page.
- G) Validation for payment to a private provider of the non-committed infant occurs as part of the minor parent’s placement validation.

SSA Contact Staff

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Please share this information with your child welfare and fiscal staff. You may contact the SSA Research, Evaluation and System Development Unit at 410-767-7130 with any questions or requests for policy clarification.

Cc:

LDSS Assistant Directors

LDSS Finance Officers

MD CHESSIE Coordinators

Governance Members

Tiger Team

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OTHS

SSA

Attachment 1- Notification of Placement Entry & Exit Receipt (DHR/SSA 2030) form