

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 28, 2006

**What's Inside:**

FAMIS Child Care  
Provider  
Registration  
Changes

**M E M O R A N D U M**

TO: ALL REGIONAL AND COUNTY FSD AND CD OFFICES

FROM: PAULA NEESE, INTERIM DIRECTOR  
CHILDREN'S DIVISION  
JANEL R. LUCK, DIRECTOR  
FAMILY SUPPORT DIVISION

SUBJECT: FAMIS PROVIDER REGISTRATION PROCEDURE CHANGES

REFERENCE: CHILDREN'S DIVISION  
FAMILY SUPPORT DIVISION

DISCUSSION:

The purpose of this memorandum is to introduce changes made to FAMIS in the Provider Maintenance and changes to the Provider Registration procedures. The implementation date for these changes is October 2, 2006.

**PROVIDER MAINTENANCE CHANGES**

**New Screens and Request Process**

The FAMIS Provider Maintenance changes result in the development and implementation of six new screens developed to track and store requests for provider registration. Information entered on these screens comes from the Child Care Provider Registration Application and Agreement form, FA-350 and other supporting verification used to establish provider eligibility. This new process is referred to as the Registration Request process which includes the following screens:

- FMFK-Select Registration Request screen is a search screen to determine if a registration request exists in the system,

- FMFP-Registration Request screen captures demographics of the applicant,
- FMFN-Provider Certification/Agreement screen captures the applicant's responses to the certification statements on the FA-350,
- FMFM-Provider Rates screen captures rate and children's ages in care information.
- FMFL-Provider Eligibility screen captures verification of eligibility criteria according to exempt type, and,
- FMFQ-Registration Request Result screen shows the suggested determination and detail for denied and pending requests.

These screens are accessible from the FAMIS Child Care Provider Maintenance Menu, Option 5: Child Care Provider Registration Request.

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FME0 Command _____ User ID: ENOCBQK Term ID: 00CP
PROVMNU                Missouri FAMIS           09-05-2006
                        Child Care Provider Maintenance Menu      14:22:31

1. Child Care Provider Registration Maintenance
2. Child Care Provider Health & Safety Maintenance
3. Child Care Provider Rate Maintenance
4. Child Care Provider Rate Enhancement
5. Child Care Provider Registration Request

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F1=HELP F3=EXIT

The Registration Request screens provide a mechanism for staff to transfer information from the various required documents for registration into FAMIS; determines provider eligibility, and generates notices to the applicant regarding the outcome of their request for registration. The provider eligibility screens are specific to the provider's exempt type. In addition to eligibility based on DSS requirements, the Registration Request process validates the provider's exempt type with the Department of Health and Senior Services through MOHSAIC.

At the time a determination is made on a request, a notice of the action is generated to the provider. A request may be approved, denied, or in a pending status.

Approved provider eligibility requests are automatically transferred to the existing provider maintenance screens, FMEA- Child Care Provider Registration

Maintenance, FMEB- Child Care Provider Health & Safety Maintenance, and FMEC- Child Care Provider Rate Maintenance.

### Access and Procedure Changes

DSS staff assigned to the Child Care Provider Relations Unit (CCPRU) in Jefferson City and DSS staff in non-CCPRU counties, that have responsibility of provider registration, have access to the Registration Request process to add/update new and initial requests for registrations. A process manual will be sent via email to non-CCPRU county office staff responsible for the registration process.

Since the registration is automatically transferred to Provider Registration screens by the Request process, only inquiry and update functions are allowed on FMEA, FMEB, and FMEC.

As of October 2, 2006, staff will no longer be required to enter provider registration information on these screens to begin or renew a registration.

**Pending registrations that are not approved and entered by October 1, 2006, must be entered into the Registration Request System to complete the registration process.**

Continue to process registration closings, fire inspection updates and rate changes on FMEA, FMEB, and FMEC.

### Transfer of Approved Registration Requests to Provider Maintenance Screens

Once registration requests have a status of 'Approved'; existing provider registration screens are automatically updated and information may be viewed on the Provider Registration screens, FMEA, FMEB, and FMEC, to verify the provider's registered status.

The 'begin' and 'end' dates for transferred information follow existing processing rules for provider registration in FAMIS.

Registration periods that are active at the time the request for registrations are approved are updated with the transfer date and a termination reason of "SYS". Renewing registrations have the new registration period begin with the first day of the month after the update/transfer.

Registration renewals may be entered into the Registration Request System prior to the expiration of the current registration period, however, approving the renewal prior to the expiration month will shorten the current registration period.

For example, the provider's registration ends 11/30/2006. The provider submits the renewal forms on 10/05/06 with all necessary verification. The registration request is entered into FAMIS on 10/05/2006. If the request is approved on 10/06/2006, the provider's current registration is ended on 10/31/2006 and new registration period begins 11/01/2006. To avoid shortening the current registration period, register the registration request on 10/06/2006 and approve the request on 11/01/2006 so that the current registration period continues to end on 11/30/2006 and the new registration period begins on 12/01/2006.

New request approvals will have a registration and health/safety begin dates as the first day of the current month of the transfer date.

All provider rate changes begin on the first day of the next month. For renewing registrations, dates entered on the Provider Rate screen, FMFM, are changed in the transfer process to reflect the first day of the month after registration approval occurs.

All new registrations must have a rate effective date that coincides with the child's first month in care to facilitate the authorization and invoice processes.

### Statewide Inquiry Access

DSS staff with FAMIS inquiry clearance have inquiry-only access to the new registration screens. Staff with inquiry access may find the Select Registration Request screen most useful to assist them in determining if the parent's selected provider has applied for registration and the status of their registration request.

### Searching For a Registration Request

To determine if an individual or organization has applied for registration, perform a search with at least one of the following:

- Tax identification number,
- Individual or organization name,
- License exempt type,
- County of registration applicant, or,
- Registration request status.

For example, to locate all registration requests that are approved in Cole County, type the status and county code on the screen in the appropriate fields and press enter. All pending registration requests for Cole County that were entered into the new Registration Request process will display. If no requests matching the entered fields was entered in FAMIS, a message, 'No Matches Found' displays.

Entering information on more than one search field will ensure faster and cleaner search results.

Example: To inquire if Mary Smith, located in Cole County applied for registration, complete the Name and County fields and press enter:

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FMFK Command _____ User ID: ENOCBQK Term ID: 00CP
SELREGST          SELECT REGISTRATION REQUEST          09-05-2006
                                                         17:42:16

TAX ID _____ NAME SMITH MARY
EXEMPT TYPE ___ + COUNTY 0028 + STATUS ___ +

  NAME                EXEMPT
SEL ADDRESS          COUNTY          TYPE STATUS
- SMITH MARY         0028          08222006 FOL PEN
- 1014 MADISON ST JEFFERSON CITY MO 65101

Results for Mary Smith in Cole County display. The request is
in Pending status (PEN). The request date is 08-22-2006 and
the exempt type is FOL=family home provider caring for four or
fewer children who are not related to the provider.

MORE
F1=HELP F3=EXIT F4=PROMPT F5=REFRESH F7=BACKWARD F8=FORWARD F9=REGREQ
F11=PROVCERT F14=ADDRATES F17=ELIGCRIT
AA019_NI: Successfully DISPLAYED
  
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<b>NECESSARY ACTION:</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division and Family Support Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT:</b> Debra Enochs, MAS-II (573) 522-1385 <a href="mailto:Debra.L.Enochs@dss.mo.gov">Debra.L.Enochs@dss.mo.gov</a>	<b>PROGRAM MANAGER:</b> Becky Houf (573) 751-6793 <a href="mailto:Becky.L.Houf@dss.mo.gov">Becky.L.Houf@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS:</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES:</b> N/A	
<b>RELATED STATUTE:</b> N/A	
<b>ADMINISTRATIVE RULE:</b> N/A	

**COUNCIL ON ACCREDITATION (COA) STANDARDS:**

N/A

**PROGRAM IMPROVEMENT PLAN (PIP):**

N/A

**SACWIS REQUIREMENTS:**

N/A

PN/JRL/DE