

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

November 12, 2009

M E M O R A N D U M

What's Inside:

- Data Entry by Case Managers for Determining a Child's IV-E Eligibility
- [Data Accuracy Training PowerPoint](#) Available on the CD Intranet
- Supervisory Oversight

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: Data Entry by Case Managers Necessary for Establishing IV-E Eligibility for Children in Alternative Care

DISCUSSION:

The purpose of this memorandum is to introduce a data accuracy PowerPoint to explain data entry necessary to establish IV-E Eligibility for Alternative Care cases, and to reinforce case manager responsibility and supervisory oversight of accurate data.

As discussed in [Memorandum CD09-66](#), the Title IV-E penetration rate determines the amount of federal funds we receive to contribute toward services for children in alternative care and to staff salaries. With the implementation of FACES Case Management and automation of Eligibility, missing or incorrect data pertaining to IV-E eligibility criteria have caused the State to lose out on federal reimbursements. IV-E Eligibility Specialists have been reviewing and correcting Alternative Care information in FACES on cases being incorrectly worked by the automated IV-E Eligibility batch due to missing data or data entry errors. In order to capitalize on federal dollars, it is **essential** for assigned Case Managers to enter accurate information into FACES. In particular, data entered on the Case Member, Court Information, Education and IV-E/FFP Referral Screens are used for IV-E Eligibility.

A [Data Accuracy & IV-E PowerPoint](#) has been developed to help staff understand how to accurately enter data in order for the IV-E automated eligibility process to work effectively. This PowerPoint has been posted to the Self-Instructional Training section of the CD Intranet for continued reference as needed.

Effectively immediately, for all newly opening alternative care cases, case managers must assure data needed for IV-E Eligibility is entered accurately as a matter of routine practice. The Case Manager's assigned supervisor is to assure the information entered is complete, accurate and entered as required.

Supervisors received this Memorandum in advance to allow time to become familiar with the data required for IV-E Eligibility. Contracted Case Management staff should follow this same procedure for their assigned cases.

The case manager should also assure the IV-E/FFP Referral is completed in FACES within ten (10) days of a child’s removal, and should send copies of all court orders to the IV-E Eligibility Specialists no later than ten (10) days of receipt.

You should contact your [regional IV-E Eligibility Specialist](#) after consulting with your supervisor if you are unsure of how to accurately enter information for a specific situation.

I appreciate your immediate effort and ongoing commitment to assure accurately entered data in FACES which affects IV-E Eligibility.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review IV-E Data Accuracy PowerPoint and enter data as directed. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PROGRAM MANAGER Meliny Staysa, QA Unit Manager 573-751-4832 Meliny.J.Staysa@dss.mo.gov	DEPUTY DIRECTOR Susan Savage 573-751-4319 Susan.K.Savage@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
RELATED STATUTE	
N/A	
ADMINISTRATIVE RULE	
N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS	
N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR)	
N/A	

PROTECTIVE FACTORS

Parental Resilience – N/A

Social Connections – N/A

Knowledge of Parenting and Child Development – N/A

Concrete Support in Times of Need – N/A

Social and Emotional Competence of Children – N/A

FACES REQUIREMENTS

Case Member Information

Court Information

Education Information

IV-E/FFP Referral Information