



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

User

IV-E Worker.

Process

These step action tables describe the actions needed to view, complete, and edit a Re-Determination for a specific client.

Introduction

- A **Save** button is available at both the top and bottom of the **Redetermination** page. To complete the Redetermination, you must click **Save**.
- Redeterminations are automatically generated through an automated back-end process. Redeterminations are created 11 months after the removal and annually one month before the removal date anniversary (only if the current eligibility determination status is Eligible, Eligible Not Claimable, or Eligible Interrupt). Redeterminations will appear in the list 30 days prior to the annual removal date anniversary.
- The icons next to the options in the left navigation panel will show colors to indicate progress in the Determination. **Notes** and **Entitlements** are always Gray.
 - **Gray** indicates that this section is not started or started but not completed.
 - **Green** indicates that this section is completed and that the child may meet IV-E Eligibility requirements within that section, but final determination may depend on answers in other sections.
 - **Red** indicates that this section is completed and indicates that the child does not meet IV-E Eligibility requirements based on answers within this section.
- Columns in the table can be sorted or filtered using the icons to the left of each column heading.
- The County/Agency filters default to the primary county or agency associated with the worker who opens the page. The picklists contain all of the counties and/or agencies associated to the worker.

Table of Contents

Initiate a Redetermination.....	2
Demographics	3
Judicial Determination	4
Claimability.....	5
Eligibility and Claimability Summary.....	6
Notes.....	8
Entitlements.....	10



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

Initiate a Redetermination:

- The County/Agency filter defaults to the primary county or agency associated with the worker who opens the page. The picklist contains all of the counties and/or agencies associated to the worker.

Initiate a Redetermination

Step	Action
1	In the <i>Left Navigation</i> panel. <ul style="list-style-type: none"> • Click IV-E Foster Care. • Click Re-Determ Needed.
2	In the <i>IV-E Redeterminations Needed</i> table. <ul style="list-style-type: none"> • Click the County/Agency drop-down arrow. • Select the appropriate County/Agency option.
3	From the filtered list in the <i>IV-E Redeterminations Needed</i> table. <ul style="list-style-type: none"> • Click the date link under Due Date to open the desired IV-E Redetermination page.
4	This opens the <i>IV-E Redetermination</i> page for the selected client. <ul style="list-style-type: none"> • Navigate through the IV-E Redetermination page using either the options in the left Navigation panel or the scroll bars.
5	In the header for <i>Demographics</i> . <ul style="list-style-type: none"> • Click Actions. • Select Initiate Redetermination. This will Initiate the Redetermination.



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

Demographics:

- The name displayed in the **Child/Youth Name** column contains a link to open the Client Details record for the child.
- The names displayed under **Caretaker A** and **Caretaker B** are links that will open the Client Details record for the caretaker.
- If the **Not Needed** checkbox is checked, the redetermination would be flagged as deleted and not show in Pending or Redeterminations Needed lists. This will also end some of the open IV-E eligible entitlements.

Demographics

Step	Action
1	<p>In the Demographics section.</p> <ul style="list-style-type: none"> • If required, click in the Determination Assigned To field to edit the name of the worker assigned to this Redetermination. • Select the desired name from the list. • If the Not Needed checkbox is checked, the following fields become visible and required. <ul style="list-style-type: none"> ○ Click Reason Not Needed. ○ Select the appropriate option from the list. ○ Click in the Comments text box. ○ Enter appropriate comments.
2	<p>If the youth is 18 or will be 18 as of the redetermination due date, a section displays with the question Is the child enrolled in an education or training program and are they expected to graduate by his or her 19th birthday?</p> <ul style="list-style-type: none"> • Click Yes or No toggle <ul style="list-style-type: none"> ○ If No, then child is not IV-E eligible as of the last day of the month of their 18th birthday. The section will turn red on the Navigation pane. ○ If Yes, the What is the expected month and year of their graduation? date field displays and is required. ○ Click the date link and type the date with a MM/DD/YYYY format or enter the date using the calendar option.
3	<p>Use the links in the left navigation panel or the scroll bar to continue to the Judicial Determination section.</p>



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

Judicial Determination

- The **Judicial Determination** section shows a list of Court Details records from the Initial Determination and all Redeterminations during the current removal episode.

Step	Action
1	<p>Add a Judicial Determination</p> <ul style="list-style-type: none"> Click Actions in the Judicial Determination section header. Select Add Judicial Determination.
2	<p>In the Add Judicial Determination pop-up window.</p> <ul style="list-style-type: none"> Click in the Date of Judicial Determination field. Type the date with a MM/DD/YYYY format or enter the date using the calendar option. Click in the Date Court Order Signed field. Type the date with a MM/DD/YYYY format or enter the date using the calendar option. Click Yes or No toggle for Was there a finding of ‘reasonable efforts’ to find and finalize permanent placement within 12 months of the child’s placement or since the last Court Order with REFPP?* Click Add when finished or Cancel to close without saving.
3	<p>Edit a Judicial Determination.</p> <ul style="list-style-type: none"> Click the date link in the Date of Judicial Determination column. This opens the Edit Judicial Determination pop-up window. Make edits as needed. Click Save when finished or Cancel to close without saving.
4	Click Save at the top or bottom of the page to save your information and continue.
5	Use the links in the left navigation panel or the scroll bar to continue to the Claimability section.



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

Claimability

- The Claimability section displays Placement History list which shows all OOH placements for the child.
- The Status indicator for the Claimability section will always be green.

Claimability

Step	Action
1	In the Placements List section. <ul style="list-style-type: none"> • If the Placement Type is “Kinship Claimability”, the text is a link.
2	In the Placement Type . <ul style="list-style-type: none"> • Click the Kinship Claimability link. This will open the Kinship Claimability pop-up window. • Click a Yes or No toggle for Is the provider a relative within the 5th degree of the household relationship? • Click a Yes or No toggle for Is the relative foster care provider pursuing full certification? • Select Save to save the changes or Cancel to exit without saving.
3	Click Save at the top or bottom of the page to save your information and continue.
4	Use the links in the left navigation panel or the scroll bar to continue to the Eligibility and Claimability Summary section.



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

Eligibility and Claimability Summary

- The *Accept and Lock Determination* cannot be executed until all determination factors have been completed. If any determination factors are not complete, a message will display stating: “One or more Determination Factors are incomplete”.
- The Eligibility and Claimability History displays the Eligibility Status and the Claimability History from all accepted determinations since the beginning of this removal episode.
- The IV-E Edit Log displays the eligibility and claimability for the current removal episode.
- If the Claimability Determination Override checkbox is checked, then Override Status, Override Date and Override reason become enabled and required.

Eligibility and Claimability Summary

Step	Action
1	<p>Accept and Lock Determination</p> <p>In the Eligibility and Claimability section header.</p> <ul style="list-style-type: none"> • Click Actions. • Select Accept and Lock Determination. If all requirements for the Determination are met, a pop-up window will display. • Click Lock for <i>Do you want to continue?</i> or click Cancel to close the pop-up window and not lock the record.
2	<p>Unlock Determination</p> <p>If the record is locked, selecting Unlock Determination will unlock the record, and return it to Pending Determinations.</p> <ul style="list-style-type: none"> • Click Actions. • Select Unlock Determination • Click Unlock or Cancel to close and not unlock the record.
3	<p>View Eligibility and Claimability History</p> <ul style="list-style-type: none"> • Click Actions. • Select View Eligibility and Claimability History. • Click Done when review is complete or Cancel to close.
4	<p>View IV-E Edit Log.</p> <ul style="list-style-type: none"> • Click Actions. • Select View IV-E Edit Log. • Click Done when review is complete or Cancel to close.



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

5	Claimability Determination <ul style="list-style-type: none">• Click Override checkbox.• Click the Override Status drop-down arrow.• Select the appropriate option from the list.• Click in the Override Date field.• Type the date with a MM/DD/YYYY format or enter the date using the calendar option.• Click in the Override Reason field. A Reason is required if the Override Checkbox is checked.
6	Click Save at the top or bottom of the page to save your information and continue.
7	Use the links in the left navigation panel or the scroll bar to continue to the Notes section.



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

Notes

- In the **Note Summary** section, the **Created Date**, **Created By**, **Updated Date**, and **Updated By** are auto-filled and cannot be edited.

Notes

Step	Action
1	<p>Add a Note</p> <p>In the Notes section header.</p> <ul style="list-style-type: none"> • Click Actions. • Select Add Note. <p>This opens the Note Summary page.</p>
2	<p>In the Note Summary section.</p> <ul style="list-style-type: none"> • Click in the Date Occurred field. • Type the date with a MM/DD/YYYY format or enter the date using the calendar option. • Click in the Time Occurred field. • Use the up and/or down time spinners to change the time. • Click in the Completed By field and scroll-over the name displayed. • Type the name in the field. • Click the County/Agency drop-down arrow. • Select the appropriate option from the list. • Click the Purpose drop-down arrow. • Select the appropriate option from the list. • Click the Method drop-down arrow. • Select the appropriate option from the list. • Click the Location drop-down arrow. • Select the appropriate option from the list. • Click the Status drop-down arrow. • Select the appropriate option from the list. • Click In the Comments/Summary text box. Comments are required. • Enter appropriate comments. • When all Notes are completed, select Save and Return to IV-E Eligibility to save the changes or Cancel to exit without saving.



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

3	<p>Edit a Note</p> <p>In the Note Summary section.</p> <ul style="list-style-type: none">• Click the link for the Entered Date. This will open the Note Summary section.• Make edits as needed.• Select Save & Return to IV-E Eligibility to add the changes or Cancel to exit without saving.
4	<p>Delete a Note</p> <p>In the Note Summary section.</p> <ul style="list-style-type: none">• Click the link for the Entered Date. This will open the Note Summary section.• Select Delete to delete the Note.• In the Warning pop-up window, click Yes to delete the Note or No to cancel without deleting.
5	<p>Click Save at the top or bottom of the page to save your information and continue.</p>
6	<p>Use the links in the left navigation panel or the scroll bar to continue to the Entitlements section.</p>



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

Entitlements

- The **Entitlements** page can also be accessed from the Client Details page.

Entitlements

Step	Action
1	<p>In the Entitlements section.</p> <ul style="list-style-type: none"> • Click the Filter By: drop-down arrow. • Select the appropriate filter option. <p>This will display the filtered Entitlements in the table.</p>
2	<p>Add an Entitlement</p> <p>In the Entitlement section header.</p> <ul style="list-style-type: none"> • Click Actions. • Select Add Entitlement. <p>This opens the Add Entitlement pop-up window.</p> <ul style="list-style-type: none"> • Click in the Start Date field. • Type the date with a MM/DD/YYYY format or enter the date using the calendar option. • If applicable, click in the End Date field. • Type the date with a MM/DD/YYYY format or enter the date using the calendar option. • Click the Entitlement drop-down arrow. • Select the appropriate option from the list. • Click the County/Agency* drop-down arrow. • Select the appropriate option from the list. • Click the Status* drop-down arrow. • Select the appropriate option from the list. • Click In the Comments text box. • Enter appropriate comments. • Click Add when finished or Cancel to close without saving.
3	<p>Edit an Entitlement</p> <p>In the Entitlements section.</p> <ul style="list-style-type: none"> • Click the link for the Start Date. This will open the Edit Entitlement pop-up window. • Make edits as needed. • Select Save to add the changes or Cancel to exit without saving.



IV-E Foster Care – Re-Determination Needed Step Action Table



Experience the commitment®

4	<p>Delete an Entitlement</p> <p>In the Entitlements section.</p> <ul style="list-style-type: none">• Click the link for the Start Date. This will open the Edit Entitlement pop-up window.• Select Delete to delete the Entitlement.• In the Warning pop-up window, click Yes, Delete to delete the Note or Cancel to cancel without deleting.
5	<p>Click Save at the top or bottom of the page to save your information and continue.</p>