



IV-E RGAP – Determination Needed Step Action Table



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User

IV-E Worker.

Process

These step action tables describe the actions needed to create, view, and edit a IV-E Relative Guardianship Determination for a specific client.

Introduction

- The icons next to the options in the left navigation panel will show colors to indicate progress in the Determination:
 - **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.
- The County filters default to the primary county associated with the worker who opens the page. The picklists contain all of the counties associated to the worker.

Table of Contents

Initiate Initial Determination	2
Demographics	3
Eligibility Factors	4
Eligibility Summary.....	5
Notes.....	6
Entitlements.....	8



IV-E RGAP – Determination Needed Step Action Table



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Initiate Initial Determination:

- 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 Initial Determination

Step	Action
1	In the <i>Left Navigation</i> panel. <ul style="list-style-type: none"> • Click IV-E RGAP. • Click IV-E RGAP Determination Needed.
2	In the <i>IV-E Relative Guardianship</i> table. <ul style="list-style-type: none"> • Click the Counties drop-down arrow. • Select the appropriate County option.
3	From the filtered list in the <i>IV-E Relative Guardianship</i> table. <ul style="list-style-type: none"> • Click the date link under Due Date to open the desired Relative Guardianship Determination page.
4	This opens the <i>Relative Guardianship Determination</i> page for the selected client. <ul style="list-style-type: none"> • Navigate through the Relative Guardianship Determination 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 Determination. This will Initiate the Determination.



IV-E RGAP – Determination Needed Step Action Table



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Demographics:

- The name displayed in the **Child/Youth Name** column contains a link to open the Client Details record for the child.

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 Determination. • Select the desired name from the list.
2	<p>In the Biological Child Information section.</p> <ul style="list-style-type: none"> • Click a Yes or No toggle for Is Colorado financially responsible for this child/youth? • Click in the Comments text box (optional). • Enter appropriate comments for this client.
3	<p>Use the links in the left navigation panel or the scroll bar to continue to the Eligibility Factors section.</p>



IV-E RGAP – Determination Needed Step Action Table



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Eligibility Factors

Step	Action
1	<p>In the Eligibility Factors section.</p> <ul style="list-style-type: none"> • Click Yes or No toggle for Is the child’s/youth’s legal custody with the county department? <ul style="list-style-type: none"> ○ If Yes, additional questions will be made visible and required. ○ If No, all subsequent questions are disabled and the panel becomes red. • Click Yes or No toggle for Is the child/youth currently eligible for Title IV-E in FC on the Title IV-E Initial Eligibility Determination? <ul style="list-style-type: none"> ○ If Yes, panel turn green and additional questions are disabled. ○ If No, an additional question will be made required. • Click Yes or No toggle for Does the child/youth have sibling(s) placed with this Relative Guardianship provider who are currently eligible for IV-E? <ul style="list-style-type: none"> ○ If Yes, a Select Siblings button is enable that will launch the Sibling Selection pop-up window. At least one sibling must be selected and saved from this list. ○ If No, Eligibility Status is not eligible. • In the Sibling Selection pop-up window. <ul style="list-style-type: none"> ○ Click the Select checkbox for the required sibling(s). Select is a multi-select field, so more than one choice can be made. ○ Click Save to save your choices or Cancel to close without saving. • Click in the Comments text box (optional). • Enter appropriate comments for this client.
2	<p>Use the links in the left navigation panel or the scroll bar to continue to the Eligibility Summary section.</p>



IV-E RGAP – Determination Needed Step Action Table



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Eligibility 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 IV-E Edit Log displays the eligibility and claimability for the current removal episode.

Eligibility Summary

Step	Action
1	In the Eligibility Determination section. <ul style="list-style-type: none"> • If required, click the Override Effective Date checkbox. • Edit the date in the Effective Date* date.
2	Accept and Lock Determination In the Eligibility Summary section header. <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.
3	Unlock Determination If the record is locked, selecting Unlock Determination will unlock the record, and return it to Pending Determinations. <ul style="list-style-type: none"> • Click Actions. • Select Unlock Determination • Click Unlock or Cancel to close and not unlock the record.
4	View IV-E Edit Log. <ul style="list-style-type: none"> • Click Actions. • Select View IV-E Edit Log. • Click Done when review is complete or Cancel to close.
5	Use the links in the left navigation panel or the scroll bar to continue to the Notes section.



IV-E RGAP – Determination Needed Step Action Table



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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	In the Notes section header. <ul style="list-style-type: none"> • Click Actions. • Select Add Note. This opens the Add Note page.
2	Add a Note In the Note Summary section. <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 RGAP – Determination Needed Step Action Table



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3	<p>Edit a Note</p> <p>In the Add Note 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 Add Note 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>Use the links in the left navigation panel or the scroll bar to continue to the Entitlements section.</p>



IV-E RGAP – Determination Needed Step Action Table



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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 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 RGAP – Determination Needed Step Action Table



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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.
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