

COLORADO DEPARTMENT OF HUMAN SERVICES 1575 SHERMAN ST., DENVER, COLORADO 80203-1714 AGENCY LETTER	NUMBER: CW-10-10-P
	CROSS REFERENCE NUMBER:
DIVISION OR OFFICE: Children, Youth, and Families	DATE: March 30, 2010
PROGRAM AREA: Child Welfare – CW	DIVISION DIRECTOR: Lloyd D. Malone
TITLE: Procedures to Enter Providers, Children, and Youth Who Will Participate in the Relative Guardianship Assistance Program Into Trails	Deputy Executive Director: George Kennedy
TYPE: P- Procedure	

Target Audience:

County Directors, Child Welfare Administrators, Caseworker and Resource Supervisors, Caseworkers, Resource Workers, and staff who maintain relative guardianship assistance records

Purpose:

To provide county departments with the instructions to enter necessary information into Trails when a youth/child and a relative guardian participate in the Relative Guardianship Assistance Program as defined in rule Section 7.311, et seq. (12 CCR-2509-4).

Background:

The rules for the Relative Guardianship Assistance Program were effective February 1, 2010. Accurate data entry into Trails is necessary in order for the relative guardian and the youth/child involved in the Agreement to receive assistance payments or services and for the county department to be reimbursed. The Relative Guardianship Assistance Agreements may be reimbursed through Title IV-E or state/county (Non Title IV-E) funding. The Agreements may be Medicaid-Only (Title IV-E), Time-Limited, or Long-Term Assistance and may also include non-recurring expenses and case services. Agency Letter CW-10-02-1, dated January 29, 2010 provided guidance about the program. Section 7.311 identifies the requirements for the program.

Procedure:

The Relative Guardianship Assistance Agreement must be negotiated and signed by all relevant parties prior to Probate Court appointment of the guardianship; however, the relative guardian may not receive assistance until the guardianship is appointed by the Probate Court. The county department must enter the Relative Guardianship Assistance Agreement information into Trails, close the original case regarding the youth's or child's participation and create a new case within thirty (30) calendar days of the court appointment. Below are the tasks that need to be completed in Trails:

The following functional areas of Trails have been modified in order to support the Relative Guardianship Assistance Program:

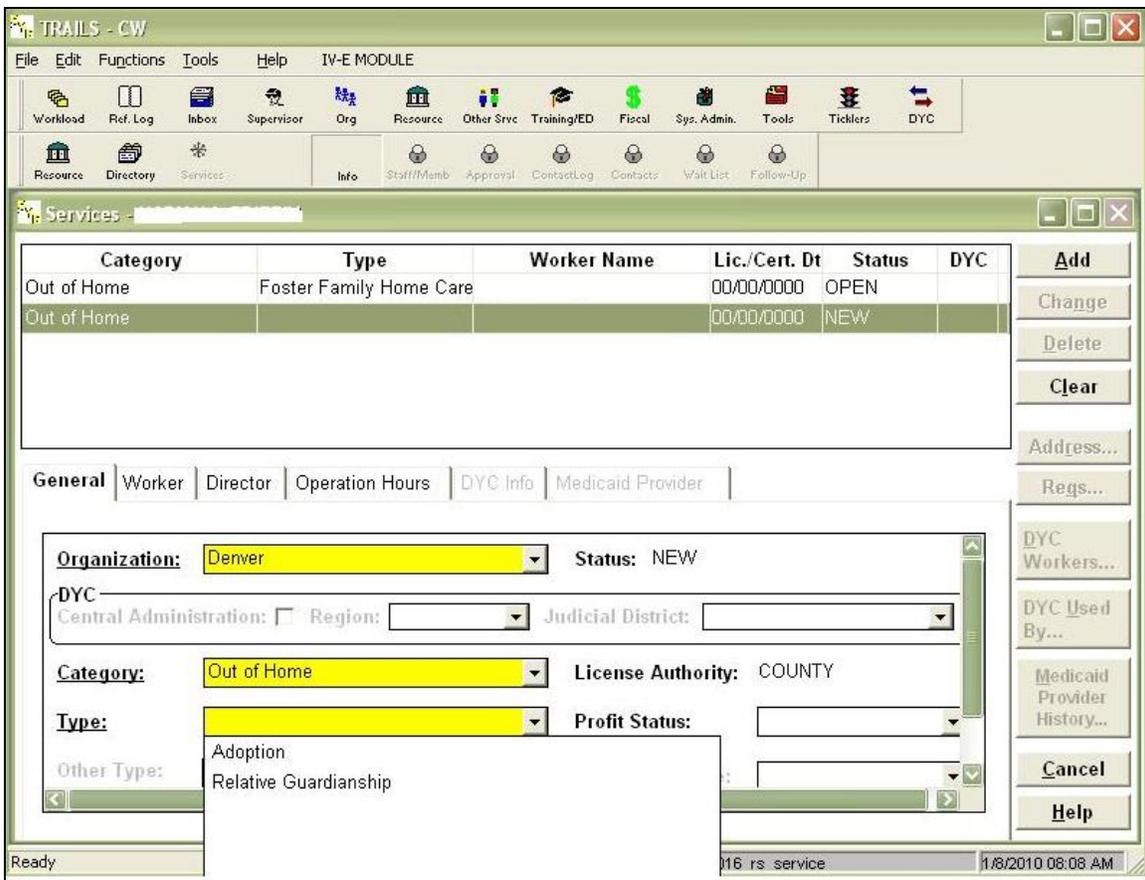
Resource/Provider Area:

Colorado Trails was modified to include a new Out of Home (OOH) Service Type called “Relative Guardianship”. The service type will function much like the current Trails service type Adoption which does not require certification by State Division of Child Care in order to pay for the service. Additionally, new service types for Non-Recurring and Ongoing Case Services (CASE) were created and will also function like the current Adoption Non-Recurring and Ongoing Case Services service types.

Opening a new OOH Relative Guardianship Service Type:

An edit check was placed on the Resource/Services/Info window (wm_1016_rs_service) that will suppress the Relative Guardianship service type pick list value as a choice until:

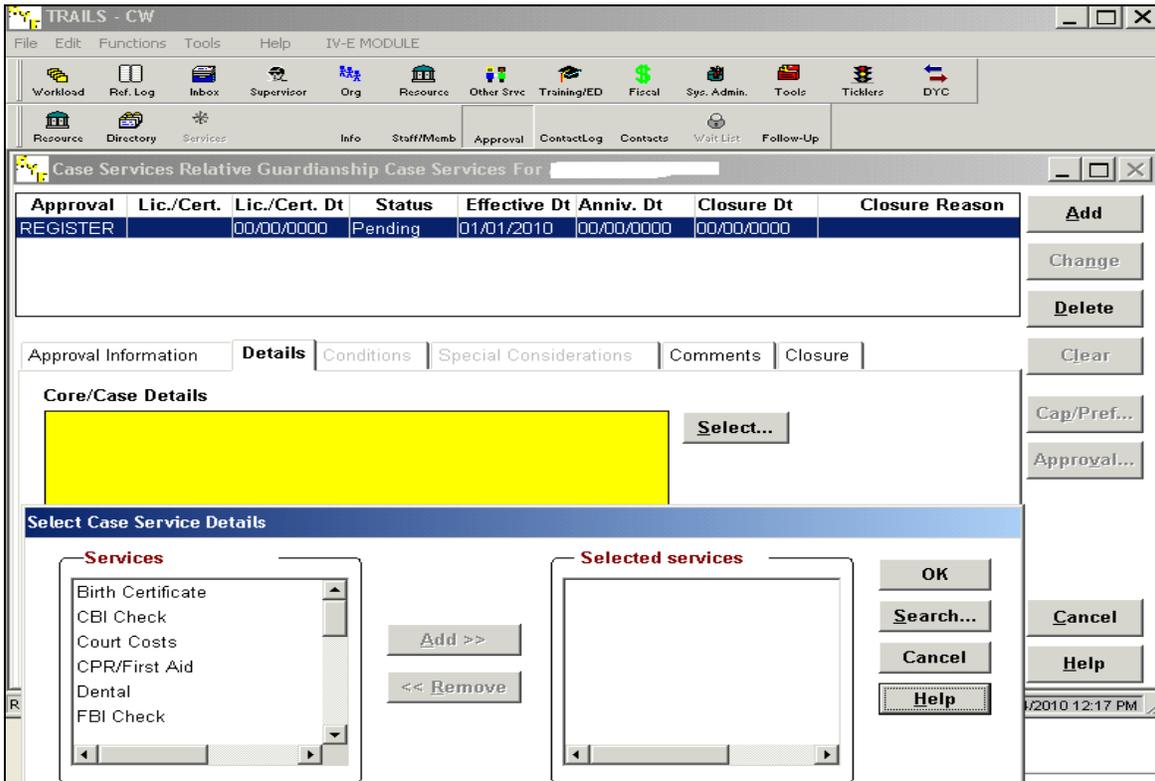
1. A provider has been fully Certified (Approval Type = Certified AND License/Certification type CANNOT = Probationary or Provisional on the Service Approval window) as a KFSTR, FFHC or RCVHC provider for at least six (6) consecutive months and
2. At least one of these service types (FFHC, RCVHC or KFSTR) is still in OPEN status.
3. If they meet criteria #1) but not #2), it will not show in the list. Multiple date spans may be counted for the six (6) consecutive months but there cannot be gaps in the dates.



Case Services:

Non-Recurring Relative Guardianship Case Services are one-time expenses that are paid to the provider and there is a maximum allowable amount of \$800 per youth/child

per Relative Guardianship Agreement. This functionality will be a part of the Fiscal Reimbursement Package in Trails, similar to Non-Recurring Adoption Case Services. See SERVICE AUTHORIZATION FISCAL AREA of this document for business rules on reimbursement. Relative Guardianship Case Services are used to pay for ongoing expenses associated with the Relative Guardianship services for a youth/child. Service Details will be required for both CASE service types before allowing these case services service types to be opened in Trails.



Additionally, at least one staff member must be entered into Trails for the OOH Service Type (for both APPRV and REGISTERED approval types) before the service can be opened.



Service Approval Types for Relative Guardianship:

OOH Relative Guardianship w/o Gov. Body = APPRV
 OOH Relative Guardianship w/Gov. Body open = REGISTERED
 CASE Relative Guardianship (Regular and Non-Recurring) = REGISTERED.

Rates:

Rates information for the new OOH service conforms to the same rules applied for Adoption. The rate may be negotiated up to and cannot exceed the Foster Care Maintenance rate (minus the respite rate) paid to the provider immediately prior to the appointment for relative guardianship. Rates for OOH Relative Guardianship are loaded into Trails for this service type under the Standard Rates window. Minimum rates are based on age categories just as it currently is for the current Adoption service type. Child Maintenance is only Default Service Detail for OOH Relative Guardianship and the rates are as follows:

1. Child Maintenance Age Range 15-21 = \$14.33
2. Child Maintenance Age Range 11-14 = \$13.28
3. Child Maintenance Age Range 0-10 = \$11.81

Rates for Non-Recurring Relative Guardianship Expenses and Relative Guardianship Case Services will not be loaded or 'preset' (no selected rate set by the state). Trails users will be able to adjust the rate as necessary in the service authorization details for the youth/child.

Governing Body information is NOT APPLICABLE for OOH and CASE Relative Guardianship. However, as with the current functionality for Adoption, if a provider has a Governing Body open in Trails (because they have other open services such as FFHC,

GRPHC, etc.) the system will ensure that the payments for Relative Guardianship (both OOH and CASE) go directly to the provider and any FFHC, GRPHC, etc. payments go to the Governing Body as appropriate.

Case/Client Information:

When a user needs to record a Relative Guardianship Agreement and service authorization for a youth/child, they will close the youth/child out of the original case and open a new case in Trails. Although the new case WILL NOT require a link back to the original case like ADOPT cases, it will require that Trails create an edit check back to this case in order to verify that the guardian in question was a KFSTR, FFHC or RCVHC provider for at least six (6) consecutive months FOR THE YOUTH/CHILD at the time the guardianship agreement is being made. Counties have the ability to associate the original case to the new Relative Guardianship case and should do so whenever possible; however, this WILL NOT be mandatory in Trails.

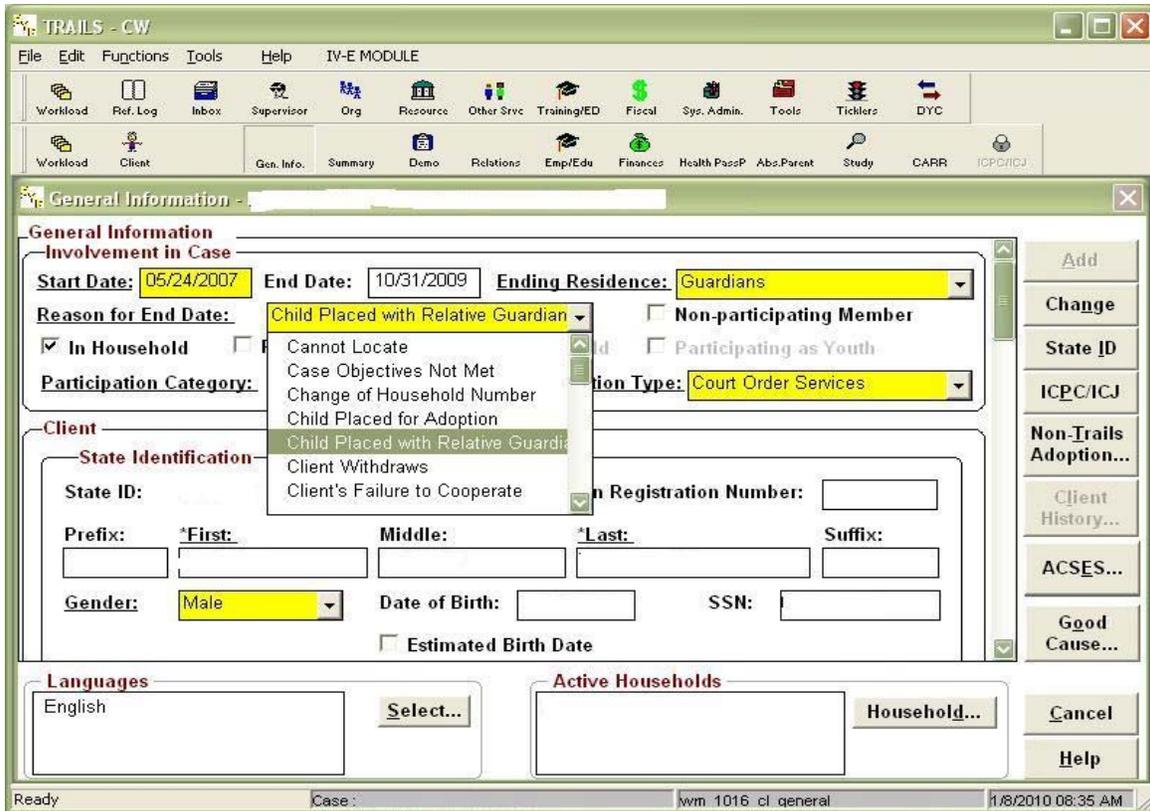
The following modifications were made in Trails to accommodate a Relative Guardianship case/client:

1. In the Client Gen Info window (Wm_1016_cl_general), a new value of 'Child Placed with Relative Guardian' has been added to the Reason for End Date pick list. In order for a user to select this end date reason, the Legal Custody Status for the child must equal 'Grdnsp w/Kin thru Probate Court'.
2. In the Client Gen Info window (Wm_1016_cl_general), a new value of 'Relative Guardianship' has been added to the Participation Type pick list when Participation Category = PA 6 Specialized Services.
3. In the Court Hearings and Orders windows (Wm_1001_cwc_hearing and wm_1003_cwc_orders), new pick list values have been added as follows:
 - Hearing Type = Relative Guardianship
 - Order Type = Relative Guardianship

In order for counties to open the youth/child that is eligible for Relative Guardianship placement in the new Relative Guardianship case, users must close out the client's Involvement in his/her original case with the following information:

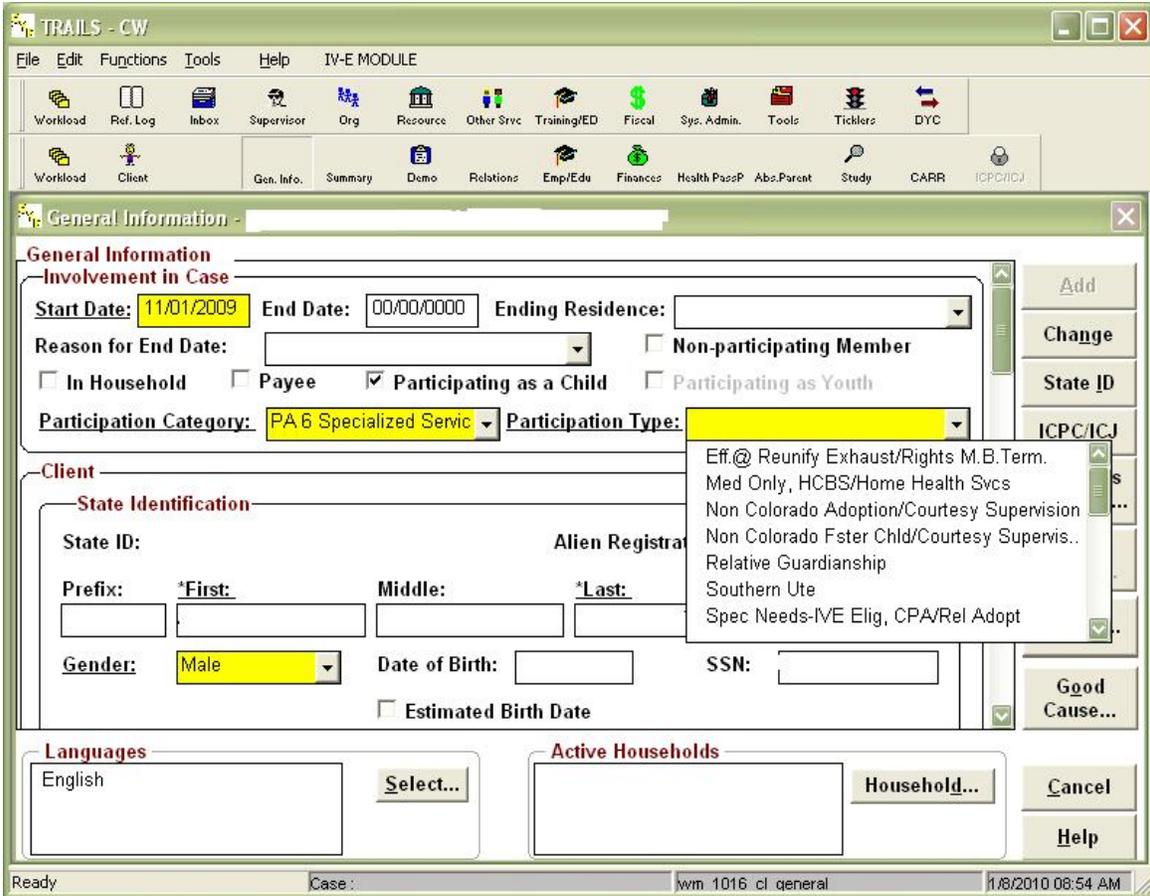
1. The Reason for End Date on the Client Gen Info window (Wm_1016_cl_general), = 'Child Placed with Relative Guardian',
2. The Legal Custody Status on the Client Gen Info window (Wm_1016_cl_general = 'Grdnsp w/Kin thru Probate Court' and,
3. The Removal End Reason on the Removal window (Wm_1002_spvr_child_removal) = "Guardianship".

The county user will not be allowed to use the Ending Reason of 'Child placed with Relative Guardian' WITHOUT updating the youth's/child's Legal Custody Status to 'Grdnsp w/Kin thru Probate Court' and the Removal End Reason to 'Guardianship'.



Counties must open up the client's Involvement in his/her new case with the following information:

1. The youth/child that is eligible for Relative Guardianship placement must be Participating as a Child (PAC)
2. The youth's/child's Participation Category = to PA 6 AND Participation Type = Relative Guardianship on the Client Gen Info window (Wm_1016_cl_general)
3. The county should not be allowed to open the client in the new Relative Guardianship case UNTIL the youth/child is closed out of his/her original case properly. If the county selects the Participation Category = Relative Guardianship in the new case, the system will recheck to make sure that the youth/child was closed out with the proper ending information. If they have not been, Trails will not allow them to select Relative Guardianship as a Participation Category.



Relative Guardianship Assistance Agreement:

Recording of Relative Guardianship Assistance Agreement information will occur in the Adopt/Rel Gd area of Trails.



New windows were created to accommodate recording of Relative Guardianship General, Affidavit and Assistance Agreement information. The Linking information is not applicable for Relative Guardianship and has been disabled.

When the user selects the Adopt/Rel Gd menu option, the system readily identifies for the user the type of information is being recorded: Adoption or Relative Guardianship. Trails will verify whether or not an Adoption or Relative Guardianship Agreement is already open for a given youth/child. **Please Note: Adopt and Relative Guardianship services are mutually exclusive and are not allowed to be open at the same time.** Trails users will be able to modify only the windows for which there is an open Agreement. For example, if the youth/child has an open Relative Guardianship

Assistance Agreement, the worker may only view the Relative Guardianship windows. They cannot modify them until the Relative Guardianship Agreement is ended.

Select Adoption or Relative Guardianship

Selection

Adoption

Relative Guardianship

OK

Cancel

Status Information

Adoption:

- Non existing record.

Relative Guardianship:

- Non existing record.

Below is the new Relative Guardianship General Information window. It is very similar to the Adoption Gen Info window in Trails although Termination of Parental Rights does not apply for Relative Guardianship. However, if this information is available in Trails, it will be displayed on the window below.

TRAILS - CW

File Edit Functions Tools Help IV-E MODULE

Workload Ref. Log Inbox Supervisor Org Resource Other Srvc Training/ED Fiscal Sys. Admin. Tools Ticklers DYC

Workload Adpt/Rel.Gd General Affidavit Linking Asst.Agrmt

Relative Guardianship General Information

Relative Guardianship Information

Child Placed From: Within State

Child Placed By: Public Agency

Guardian's Relationship to Child: Aunt (Maternal)

Primary Special Needs: Child Over 7

Mother Married at Child's Birth? Unable To Determine

Date Probate Court Appointed Guardianship: 11/01/2009

Parental Termination Information

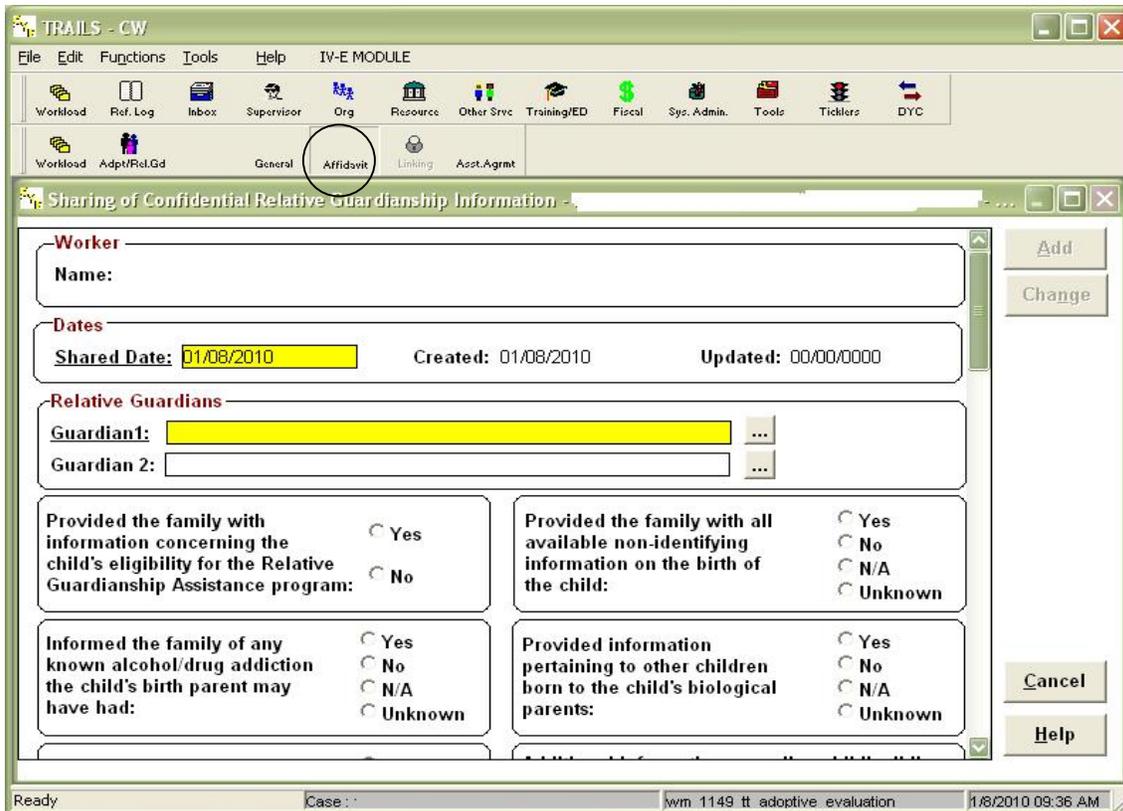
Name	Termination Type	Termination Date	Appeal Date	Appeal Status

Ready Case : wvm 1099 pl general information 1/8/2010 09:28 AM

In order to verify and record the 5th degree of relationship of the relative guardian to the youth/child, a mandatory pick list field labeled "Guardian's Relationship to the Child" has been added to the above window. The following is a list of those relationships that fall within the 5th degree, for Relative Guardianship purposes:

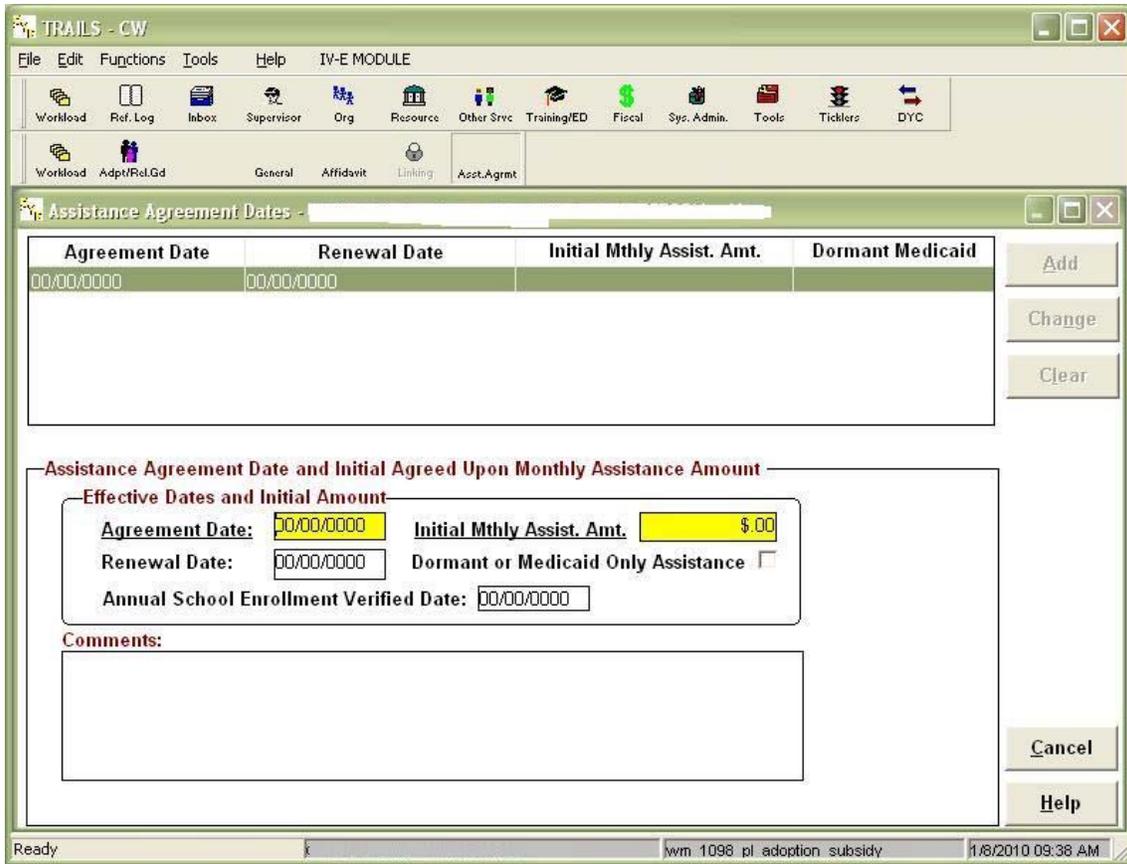
- Aunt (Maternal)
- Aunt (Paternal)
- Brother (Half)
- Brother (Step)
- Brother (Biological)
- Brother (Legal)
- First Cousin
- First Cousin Once Removed
- Grand Nephew
- Grand Niece
- Grandparent (Maternal)
- Grandparent (Paternal)
- Great-Aunt (Maternal)
- Great-Aunt (Paternal)
- Great Grand Nephew
- Great Grand Niece
- Great Grandparent (Maternal)
- Great Grandparent (Paternal)
- Great-Uncle (Maternal)
- Great-Uncle (Paternal)
- Great Great Aunt
- Great Great Grandparent
- Great Great Uncle
- Great Great Great Grandparent
- Sister (Biological)
- Sister (Half)
- Sister (Legal)
- Sister (Step)
- Second Cousin
- Nephew (Maternal)
- Nephew (Paternal)
- Niece (Maternal)
- Niece (Paternal)
- Uncle (Maternal)
- Uncle (Paternal)

The Adoption Affidavit questions have been modified slightly to accommodate Relative Guardianship. Therefore workers should review the Relative Guardianship Affidavit carefully so that they are responding to the questions appropriately.



The Assistance Agreement window for Relative Guardianship is similar to the Adoption Subsidy Agreement. A county cannot add a Relative Guardianship Assistance Agreement if the youth/child does not have a Participation Category of PA 6 and a Participation Type = Relative Guardianship on the Client Gen Info window in the Relative Guardianship case. Also, Trails will not allow the Assistance Agreement Date field on this window to be prior to the Date Probate Court Appointed Guardianship field on the Relative Guardianship Gen Info window.

Each Relative Guardianship Assistance Agreement entered for a provider is valid for up to three (3) years at a time. The Renewal Date for the Assistance Agreement will auto populate with a future date of three (3) years from the Agreement Date, however it will be editable by the user. After the three (3) years, another Agreement is required in Trails. If a new Agreement is not entered, Relative Guardianship payments WILL NOT stage into payroll with the expired agreement.



Service Authorization and Fiscal Area:

In order to open a Relative Guardianship OOH service authorization for a youth/child, the guardian must have for the youth/child for whom the service authorization is being opened, a valid Relative Guardianship Assistance Agreement entered in Trails and the start date of the service authorization cannot be prior to the Assistance Agreement Date.

As with the current Adoption OOH Service Type, OOH Relative Guardianship will allow multiple OOH Services to be open at the same time for the client. However, Adoption and Relative Guardianship are mutually exclusive and will not be allowed open at the same time.

Find Provider

Search Criteria

Provider Id:

Service Category:
 Out of Home

Service Type:
 RCCF Shelter Care
 RCCF Shelter Care
 Receiving Home Care
 Relative Guardianship
 Residential Child Care Facility
 Residential Drug/Alcohol Program
 Residential Treatment Center

Soundex Search

City:

State:

Last Name:

Agency Name:

Service Address County:

Ethnicity and Race

Hispanic Origin:

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian/Other Pacific Islander
 White

Date of Birth (Age):

Gender:

Tribe

Primary Tribe:

Secondary Tribe:

An OOH Relative Guardianship placement must be open for a youth/child in order for a county worker to open Non-Recurring Relative Guardianship Expenses or Relative Guardianship Case Services. The relative is eligible for relative guardianship assistance payments until the youth's eighteenth (18th) birthday.

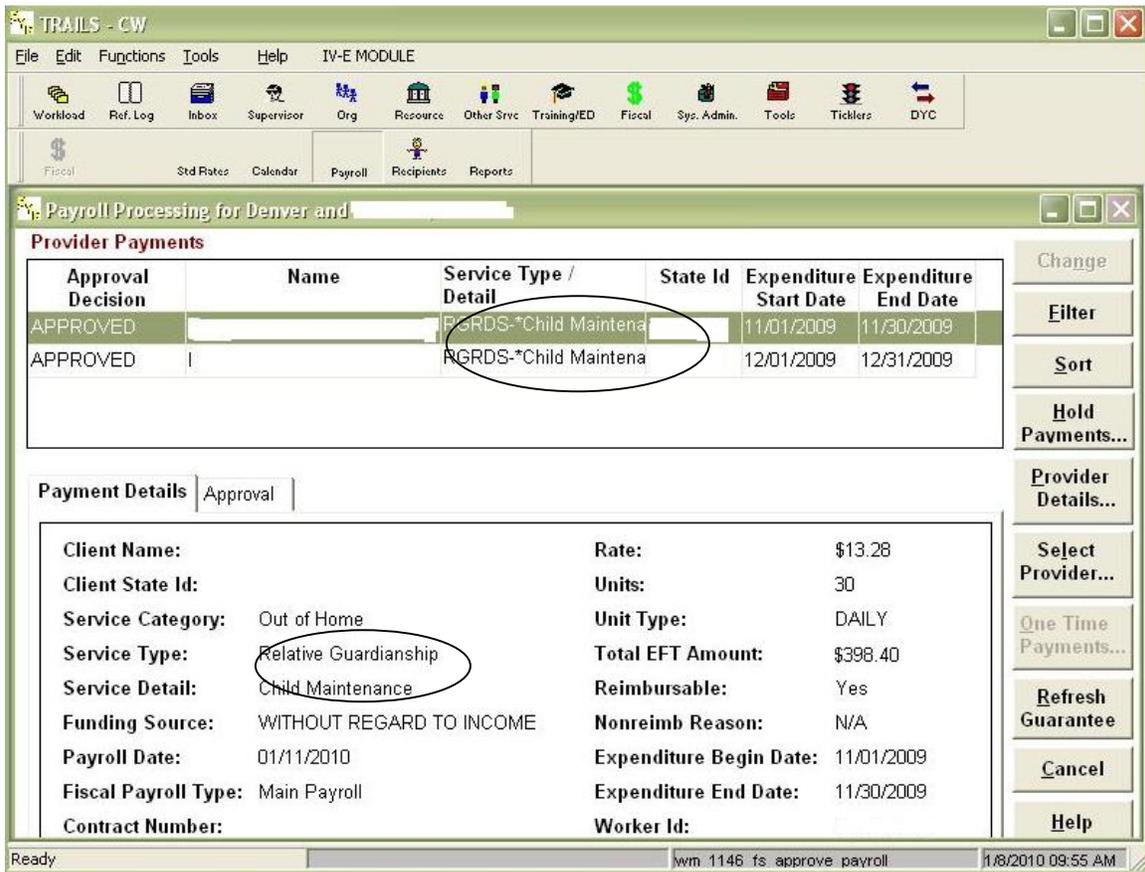
For OOH Relative Guardianship, the valid service details will be:

- Child Maintenance (1002) (This will be a DEFAULT Service detail)
- MAINT 30 Day Absence (1014)
- SER 30 Day Absence (1015)
- 1023 MAINT Negative Adj (1023)
- Difficulty of Care (1036)
- 1040 SER Negotiated Services
- County Funds Non-reimbursable (1045)

For CASE Relative Guardianship (both Non-Recurring and Case Services), the valid service details will be:

- Birth Certificate
- CBI Check
- FBI Check (New Service Detail ID)
- Court Costs
- CPR/First Aid
- Dental
- Legal Services
- Lodging

- Medical Expense for Assistance Agreement (New Service Detail)
- Music Therapy
- Other
- Per Diem
- Physical Exam
- Physical Therapy for Assistance Agreement (New Service Detail)
- Psychological Exam
- Psychological Therapy for Assistance Agreement (New Service Detail)
- Respite – RGCS (New Service Detail)
- Special Equipment
- Speech Therapy for Assistance Agreement (New Service Detail)
- Transportation



Absences will be recorded and paid according to what is currently allowable for Adoption Absences (duration and reimbursability for seven [7] and thirty [30] day absences). As with the current Adoption service type, the new Relative Guardianship service will NOT require a Removal to be entered into the system when the user is entering a service authorization for this service type.

Trails will enforce current reimbursability rules (e.g. current plus two (2) months, Service Closed, etc.) for payments generated for all (OOH and CASE) Relative Guardianship service authorizations. Additionally, for Non-Recurring Relative Guardianship Expenses Case Services, the county will enter this service detail and the cost into the service authorization details area for the youth/child. Once the service authorization is approved

and stages into the payroll window, the total cost(s) will be compared to the maximum allowable amount of \$800 and any amount over \$800 will be split into a separate payment for the provider and will be non-reimbursable to the county.

Entitlements and IV-E Area:

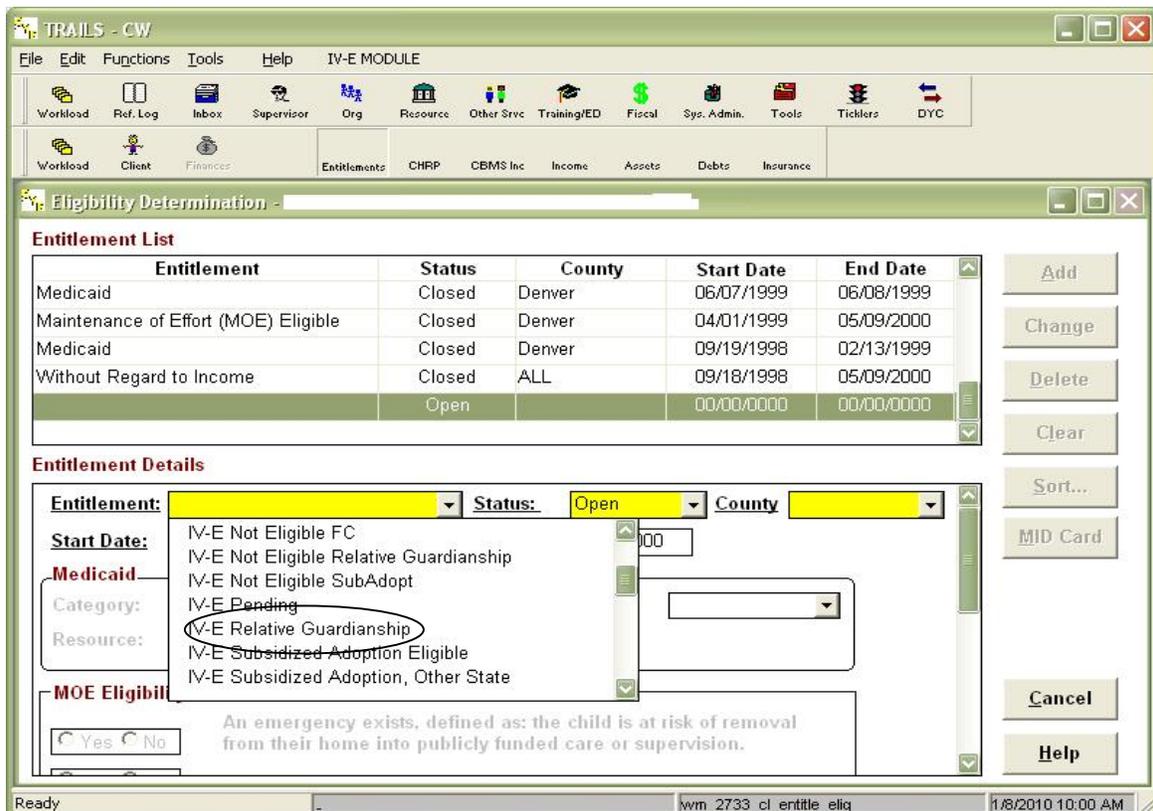
IV-E Entitlement:

Two new entitlements called 'IV-E Relative Guardianship' and 'IV-E Not Eligible Relative Guardianship' will be created in Trails. The 'IV-E Relative Guardianship' entitlement will be the funding source for Relative Guardianship placement payments for those youth/children that are IV-E eligible. The 'IV-E Not Eligible Relative Guardianship' entitlement will indicate that a youth/child who is placed in Relative Guardianship is not Title IV-E eligible and therefore the payment will be processed with the next available funding source for which the youth/child may be eligible (e.g., SSI, WRI, etc).

As with current IV-E entitlements in Trails, the Medicaid, MOE and Title XX sections will be disabled. Also, once this IV-E Entitlement is added for the client, the entitlement field will be disabled. The new IV-E Relative Guardianship entitlement start date cannot begin prior to the Probate Court date.

The new IV-E Relative Guardianship and IV-E Not Eligible Relative Guardianship entitlements are mutually exclusive and cannot have overlapping date spans. Additionally, the following entitlements are also mutually exclusive with the two new entitlements and cannot have overlapping date spans:

1. IV-E Subsidized Adoption Eligible
2. IV-E Subsidized Adoption, Other State
3. IV-E Not Eligible Sub-Adopt



Medicaid:

Trails will allow the opening of a Medicaid Entitlement for youth/children who are placed in Relative Guardianship. The youth placed in Relative Guardianship is eligible for Medicaid up to his/her 18th birthday (Title IV-E).

IV-E Module:

The IV-E batch process has been modified to generate a Relative Guardianship episode for youth/children once a Relative Guardianship Service Authorization is opened for them in Trails. A new Relative Guardianship IV-E episode has been created in the IV-E Module. There are a total of six new windows that will capture the following information and the functionality for Relative Guardianship:

1. Demographics
2. Eligibility Factors
3. Add Siblings
4. Relative Guardianship Assistance Agreement
5. Provider Details
6. IV-E Summary page

Once the Relative Guardianship IV-E episode is generated, data will be pulled from several areas in order to complete several fields in the new Relative Guardianship episode. Data will pull from the new Relative Guardianship case in Trails (e.g., demographic information), from the original case (e.g. previous removal episode and service authorization information) OR if the youth/child has a previous IV-E determination episode in the IV-E Module, data will be pulled from the latest IV-E determination for the youth/child. If the latest determination for the child is still open, the IV-E worker will need to end date it in the module.

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Title IV-E

Client ID: State ID: Client Name:

Client Episodes

Details	Removal Start Date	Removal End Date	Removal Manner	Case ID	Legal Custody Status	County
▼ Hide	03/03/2008	09/01/2009	Court Ordered		Grdnsp w/Kin thru Probate Court	Denver

Home Removal Episodes: Title IV-E Eligibility Review History Add Adoption Add Ongoing

Determination Type	Determination Due	Determined On	Determined By	Legal Custody Status	Determination Status	County
Relative Guardianship	10/16/2009		CYFIVEXX	Grdnsp w/Kin thru Probate Court		Denver

Client Results

• Colorado Department of Human Services 1575 Sherman St., Denver, CO 80203 Tel: 303.866.5700 Fax: 303.866.4047

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If the youth's current age is greater than or equal to eighteen (18) years old prior to or on the Date the Probate Court Appointed Guardianship (field located on window wm_1099_pl_general_information), the youth is not eligible for IV-E Relative Guardianship. The youth/child must also be a US Citizen or Qualified Alien and Colorado Resident.

The screenshot shows the CDHS (Colorado Department of Human Services) Title IV-E Relative Guardianship Demographics form. The form is titled "Relative Guardianship Demographics" and is part of the "Relative Guardianship (Not Locked)" window. The left-hand navigation menu includes options for Demographics, Eligibility Factors, RG Assistance Agreement, View IV-E Summary, and View Report. The main content area is divided into several sections: "General Client Information" (First Name, Middle Name, Last Name, Gender, SSN #, Client ID #, State ID #, Case ID #, Household ID #), "CDHS General Information" (County / NYC, Colorado Residency), "Age" (Date of Birth, Age at Removal, Current Age), and "Citizenship" (US Citizen, Qualified Alien?, Alien Registration #, Verification Source). A "Comments" field and a "Save" button are also present.

The following questions will be the Eligibility Factors for determining IV-E eligibility for Relative Guardianship:

Question 1: Does the County Department have authority for placement and care or legal custody of the child? The response will be auto-filled from the latest removal for the child, prior to the Relative Guardianship placement, either from Trails if the child is not already in the module, or from the module if he/she is. The field will be editable. If the response is Yes, the light = yellow and the user should proceed to Question #2. If the response is No, the light = red and the child IS NOT IV-E Eligible and the user will ACCEPT Eligibility and Claimability and the episode is complete.

Question 2: Is the child currently eligible for Title IV-E in Foster Care on the Title IV-E Initial Eligibility Determination? If the response to Question #2 is Yes, the light = green and the user proceeds to the IV-E Relative Guardianship Assistance Agreement window. If Question #2 is No, Question 3 enables and must be completed.

Question 3: Does the child have sibling(s) placed with this Relative Guardianship provider who are currently eligible for IV-E? If the response to Question #3 is No, the light = red and the child is NOT IV-E Eligible. The user will ACCEPT Eligibility and Claimability and the episode is complete. If Question #3 is Yes, user must proceed to Question #3a.

Question 3a: Indicate below which sibling(s) are IV-E Eligible (Go to Add Siblings window). The user will need to click on the ADD Siblings button on the window, which will take them to the ADD SIBLINGS window.

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HouseHold member is Successfully Deleted.

Client ID: State ID: Client Name: Relative Guardianship (Not Locked)

Eligibility Factors

1. Is the child's legal custody currently with the county department? Yes No

2. Is the child currently eligible for Title IV-E in FC on the Title IV-E Initial Eligibility Determination? Yes No

3. Does the child have sibling(s) placed with this Relative Guardianship provider who are currently eligible for IV-E? Yes No

4. Indicate below which Sibling(s) are IV-E Eligible.

Select and

Select ID	Client ID	First Name	Middle Name	Last Name	DOB	Relationship
<input type="radio"/>						Brother(Biological)
<input type="radio"/>						Sister (Biological)
<input type="radio"/>						Brother(Biological)

Comments:
Text

A grid similar to the Household grid in the Initial IV-E Episode was created to capture sibling information. If the user answered YES to Question #3, they must select from this grid, the IV-E Eligible sibling(s) that are placed with the child in the SAME Relative Guardianship placement (same provider). Only the following sibling relationship types are valid for Relative Guardianship:

1. Sister (Biological)
2. Sister (Half)
3. Sister (Legal)
4. Sister (Step)
5. Brother (Half)
6. Brother (Step)
7. Brother (Biological)
8. Brother (Legal)

When sibling(s) are selected, Trails verifies that at least one of the sibling(s) selected is IV-E Eligible. Once the system validates that the identified sibling is IV-E eligible, the light = green and the user will proceed to the Relative Guardianship Assistance Agreement window. If the user does not identify a valid sibling OR the question is left blank, the light = red and the child is NOT IV-E Eligible. The user will ACCEPT Eligibility and Claimability and the episode is complete.

The information contained in the Relative Guardianship Assistance Agreement window in the module is populated with data pulled from the Trails Case. The Relative Guardianship Assistance Agreement Date and Date Probate Court Appointed Guardianship fields as well as Provider Information, all comes over from Trails.

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Client ID: State ID: Client Name: Relative Guardianship (Not Locked)

Relative Guardianship Assistance Agreement

Demographics Eligibility Factors RG Assistance Agreement View IV-E Summary View Report

Relative Guardianship assistance agreement date: 09/01/2009
 Date Probate court appointed guardianship: 09/01/2009

Placement Information:

Placement Type	Provider ID	Provider Name	Start Date	End Date	Verified	Relative/Guardian	
Relative Guardianship			09/01/2009		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Provider Details

Save Cancel

The user must check the Relative Guardian check box next to the placement where the youth/child is currently residing. Additionally, they must also check the Verified check box once they have verified the licensing information on the Provider Details Window.

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Client ID: State ID: Client Name: Relative Guardianship (Not Locked)

Provider Details

Demographics Eligibility Factors RG Assistance Agreement View IV-E Summary View Report

Provider Name Provider Id

Approval Type	License/Certification Type	Effective Date	Anniversary Date	Closure Date
APPRV		09/01/2009		

Cancel

When both boxes are checked, the light = green and the placement IS IV-E Claimable. If one or both boxes are not checked, the light = red and the user will be given an error message stating they must check the Verified and/or Relative Guardian box(es).

The IV-E Summary window for Relative Guardianship contains detailed information regarding the completed IV-E Relative Guardianship episode as well as client eligibility information. It also lists the Determination Group Status (green, red or yellow lights) the Determination Groups with hyperlinks for workers to navigate directly to the window when they click on it.

The Determination Due Date for Relative Guardianship will be calculated by adding 45 days to the Date Probate Court Appointed Guardianship field in Trails.

The screenshot displays the IV-E Eligibility Determination Summary window. At the top left is the CDHS logo (Colorado Department of Human Services) with the tagline "people who help people". To the right is the text "Title IV-E" and several icons. Below the header is a row of small photos showing diverse people. The main content area includes fields for "Client ID:", "State ID:", and "Client Name:". A link labeled "IV-E Eligibility Determination Summary" is circled. Below these fields are "Determination Type: Relative Guardianship" and buttons for "Accept Eligibility" and "Not Accepted". A section titled "IV-E Eligibility Determination Result" contains "Eligibility Status:", "Start Date:" (with a calendar icon), and "End Date:" (with a calendar icon). There are links for "View Report", "View Status History", and "View Event History", along with a "Save" button. At the bottom, a table shows "Determination Group Status" with three yellow lights, and "Determination Groups" including "Demographics", "Eligibility Factors", and "RG Assistance Agreement". The footer contains contact information for the Colorado Department of Human Services.

There are three (3) new IV-E Filters as follows:

1. A filter that will list *ALL Relative Guardianship (RG) episodes*.
2. A filter that shows if a sibling in the new Relative Guardianship case comes into the module and is identified as being IV-E Eligible AFTER previous siblings in the same case have already been determined in an Relative Guardianship episode as NOT IV-E Eligible. The module will flag these sibling(s) (they must all be in the same RG case) and their RG episodes will show up in a Filter called *RG Episodes – Now Eligible*.
3. A filter that will list *ALL RG IV-E Not Eligible determinations*.

RG Episodes – Now Eligible:

IV-E workers will need to go into these RG Episodes and update Question #3 in the Eligibility Factors to YES and then identify the sibling in Question #3a. Trails will also verify that both siblings (IV-E Eligible and not IV-E Eligible) are placed in the same RG placement (same provider ID). If both criteria are met, the light = green and the user will proceed to the Relative Guardianship Assistance Agreement Window to update the Provider information.

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Title IV-E

Client Search Results

Select status filter: All

Select and Submit

Select	Client ID#	State ID#	Client Name
<input type="radio"/>			

Initial - Eligible
Initial - Not Eligible
Initial - Not Accepted
Initial - Eligible Claimable
Initial - Eligible Not Claimable
Initial - Eligible Interruption
Initial - Pending
Redet/On-going - Eligible
Redet/On-going - Not Eligible
Redet/On-going - Not Accepted
Redet/On-going - Eligible Claimable
Redet/On-going - Eligible Not Claimable
Redet/On-going - Eligible Interruption
Redet/On-going - Pending
Adoption - Open
Adoption - Accepted
Adoption - Not Accepted
Adoption - Assistance agreement - Not Entered
Adoption - Assistance agreement - Entered
Adoption - Ended
All Redeterminations
RG Episodes - All
RG Episodes - Now Eligible
RG Episodes - Not Eligible
Redetermination Due but Initial Not Accepted
All Redeterminations - Ended

Miscellaneous changes to the Adoption Service Type in Trails:

A new Service Detail called FBI Check has been added and made available in the Adoption Non-Recurring Case Services and well as the Adoption Case Services. The only unit type available will be = EPISODE. It will be a paid Service Detail in Trails and will function like the other current Adoption Case Services Service Details.

Effective Date:

April 1, 2010 (Trails enhancement rollout March 29, 2010)

Supersedes:

N/A

Contact Person:

For Information about the Relative Guardianship Assistance Program:
Mary Griffin at 303-866-3546 or mary.griffin@state.co.us

For Information about the Relative Guardianship IV-E eligibility:
Linda Viales at 303-866-3637 or linda.viales@state.co.us

For procedural questions about Trails: Kathy Chase at kathy.chase@state.co.us