



Provider Manual:

DCS Managed Foster Parents

**Effective January 1, 2013
(unless otherwise noted within)**

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Chapter 1: General Information for DCS Foster Parents

DCS will set foster care rates on a yearly basis. The rate setting process is based on administrative rules that can be found at <http://www.in.gov/legislative/iac/T04650/A00020.PDF> (See Rule 18). At the beginning of each calendar year, DCS will have a public comment period and a public hearing to discuss the rate setting for that year.

The annual public comment period will be open for at least 30 days before the annual public hearing. The public comment time period will allow foster parents to offer ideas, suggestions, or other comments regarding foster care rates. The next public comment period will be December 17 – January 17, 2013. Send comments to DCS at RateRulePublicComments.Dcs@dcs.IN.gov or to:

Indiana Department of Child Services
Attention: General Counsel, Rate Rule Public Comments
302 W. Washington Street, E306-MS47
Indianapolis, IN 46204

Each year, at least one public hearing will be held around the third Friday in January. DCS will provide notice of the public hearing on the DCS website for at least thirty (30) consecutive days before the date of the hearing. The next public hearing will be January 18, 2013, at the Indiana Government Center South, at 402 W. Washington Street, Indianapolis, Indiana, 46204.

Chapter 2: Per Diem

General Information

Foster parents are entitled to a daily payment for each child placed by DCS in their home. These payments are meant to cover the reasonable cost of food, clothing, shelter, daily supervision, travel expenses for visitation with the child's family and travel to and from the child's school, personal incidentals for the child, and school supplies.

The payment amount the foster parent receives for a child placed in their home can change if DCS determines the child has higher needs. The cost of caring for a child with higher needs may increase and may justify higher payment rates. If this is the case, foster parents may receive an additional amount to cover the cost of meeting these higher needs for the child.

DCS uses the Child & Adolescent Needs and Strengths (CANS) assessment tool¹ to help in determining if the child has higher needs. Specifically, the CANS helps determine what behavioral health services a child and family need and what level of placement a child needs once the decision to place a child outside of the home has been made. All DCS family case managers and supervisors are trained and certified in how to use the CANS. In order to complete the CANS, the family case manager gathers information from a variety of sources, including foster parents. The family case manager then responds to questions and rates the child's needs in the areas of behavior/emotions, risk behaviors, and functioning as well as the child's strengths. The family case manager and the Child and Family Team then use the CANS results to plan services and interventions for the child and family. Child and Family Team Meetings will not be forums to discuss payment rates for foster parents. Concerns about that should be dealt with in separate discussions with the family case manager or through the review process discussed in Chapter 7.

¹ The CANS is not used on all probation youth. If a probation youth is placed in a foster home, the probation youth will be assigned to the therapeutic category of supervision unless a CANS has been completed by a Community Mental Health Center or probation office.

For more information on DCS' use of the CANS, see DCS Policy 4.32 at <http://www.in.gov/dcs/2354.htm>. Information about CANS training and scoring the tool can be found at <https://dmha.fssa.in.gov/DARMHA/mainDocuments.aspx> and <http://www.communimetrics.com/CansCentralIndiana/>.

Establishment of the Per Diem Payments and Annual Adjustment

In 2010, DCS entered into a contract with Ball State University to conduct a study to help DCS determine the reasonable costs of caring for a foster child in Indiana under Title IV-E. This information was used to develop the four categories of supervision shown below. The Ball State study can be found at <http://www.in.gov/dcs/2982.htm>. To determine the rates for the four categories of supervision, DCS applied the findings of the Ball State study, as well as historical rate information from the various agencies that provide foster care services in Indiana. The Enhanced Supervision method, showing the categories of supervision, can be found at <http://www.in.gov/dcs/2334.htm>. In December, 2011, a cost of living adjustment was applied which slightly increased the original figures.

As a result, the per diem payment rates that will be paid to all foster parents for calendar year 2013² will be³:

Category of Supervision	Infant – 4 years	5 – 13 years	14 – 18 years
Foster Care (maintenance payment)	\$19.49	\$21.17	\$24.42
Foster Care with Services	\$27.26	\$28.94	\$32.19
Therapeutic Foster Care	\$39.40	\$41.08	\$44.33
Therapeutic Plus	\$63.15	\$64.83	\$68.08
Non-ward baby ⁴	+\$19.49 ⁵	n/a	n/a

Child Specific Determination of Maintenance and Enhanced Supervision Payment Rates

As stated above, the CANS is used to determine the needs of a child being placed in foster care. DCS completes a CANS on each child placed in foster care either prior to placement or within five (5) days of placement. The result is used to help DCS in deciding whether the child needs greater supervision. The CANS matches the above listed rates as follows⁶:

² A cost of living adjustment has been applied for 2013 of 3.22%. The rates shown have the 3.22% included.

³ In some areas of the state where there has been a need, DCS has developed a network of emergency foster homes for children who need short term placements. For more information on this network and the rate associated with emergency placements, please contact your DCS local office.

⁴ If the baby is a ward, then the baby would be assessed using the CANS and would be assigned a rate based on their category of supervision.

⁵ \$19.49 will be added to the teen mom's per diem for a non-ward baby. The teen mom's per diem will be determined through the CANS assessment.

⁶ The CANS tool differs depending on the age of the child. There is a tool for 0-5 year olds and a tool for 5-18 year olds. While both tools have the same categories for results, the questions within the tool vary somewhat based on the differences between young and older children.

CANS PLACEMENT DECISION	CATEGORY OF SUPERVISIONS
1-Foster care	Foster Care (Maintenance payment)
2- Foster Care with Services	Foster Care with Services
3 – Therapeutic	Therapeutic
4 or higher – Group home and residential care	Therapeutic Plus

The below are guidelines for the categories of supervision:

Foster Care- This option is for a child 0-18 years old that scores at a “1-Foster Care” on the CANS placement decision model. The child’s needs can be met in a family and community setting with access to school, friends and community-based resources. Child may have a history of mild behavioral/emotional needs that require a low level of service (such as outpatient therapy).

Foster Care with Services- This option is for a child 0-18 years old who scores at a “2-Foster Care with Services” on the CANS placement decision model. For children 0-5 years, child has moderate developmental needs. For children 5-18 years old, child has moderate behavioral/emotional needs. In addition to foster care in the community, the child, family and foster family may be supported with treatment and support services to address and manage identified needs.

Therapeutic Foster Care- This option is primarily for a child 5-18 years old who scores at a “3-Therapeutic” on the CANS placement decision model. At this level of care, child has either a medical, developmental or behavioral/emotional need, or a high-risk behavior, that is moderate to severe. In addition to foster care in the community, the child, family and foster family are supported with treatment and support services to address and manage identified needs. (Note: child may also have combination of any of the needs above.) This also may be an option for a child 0-5 years old in appropriate circumstances as determined by DCS.

Therapeutic Plus Foster Care- This option is primarily for a child 5-18 years old who scores either at the group home or residential placement on the CANS (i.e., 4 and higher on the CANS placement decision model) but can be supported in a foster home with intensive services. This also may be an option for a child 0-5 years old in appropriate circumstances as determined by DCS.

It is important to note that a child in any of the above categories of supervision can be, and likely will be, receiving some level of services in the community. Also, foster parents licensed as regular or special needs can accept a placement at any category of supervision, including the therapeutic or therapeutic plus category of supervision. Prior to making the placement, the DCS Regional Foster Care Specialist should decide whether the foster family needs additional training to meet the needs of the child and whether the approved capacity for that home should be reduced to be in line with a therapeutic license.

If the CANS is completed after placement, the family case manager has five (5) days to complete the CANS. When the CANS is completed, the rate will be retroactive to the first day of placement. A new CANS is required every 180 days and at critical case junctures⁷. When a new CANS is completed and DCS determines a higher category of supervision, the rate will increase to match the new category of supervision. The effective date of the new rate will be the date of the CANS assessment. When a CANS

⁷ "Critical case juncture" means an event or episode involving the child or family that has caused or may cause a disruption in the child's placement. See DCS Policy 4.32 for more information.

assessment is completed at the 180 day follow-up and DCS determines a lower category of supervision, DCS will continue to pay the current rate to make sure the foster child is stabilized. DCS will not lower the rate until two (2) consecutive CANS completed 180 days apart show the lower category of supervision⁸.

Foster parents should receive a copy of each completed CANS assessment and are encouraged to follow up with their family case manager if this does not occur in a reasonable time frame.

Chapter 3: Additional Payments and Benefits to Foster Parents

DCS may pay for additional items for the care of a foster child as set out below.

Travel Expenses

The foster care per diem payment includes travel up to 5.3 miles a day or approximately 162 miles per month⁹.

The foster parent may receive an additional amount for travel expenses for a child placed in the foster home if the foster parent travels more than the above miles in a month for the below purposes:

- 1) Travel between the foster family home and the school where the child was enrolled before placement and continues to be enrolled while living with the foster family, as long as school transportation is not provided or required to be provided by Indiana law by a public school corporation or other agency¹⁰;
- 2) Travel to and from the following health appointments¹¹:
 - a. Doctor (primary care physician and any specialists)
 - b. Dentist (including orthodontist)
 - c. Health clinic
 - d. Hospital/Emergency Room (including foster parent visits during child inpatient episodes)
 - e. Occupational and Physical Therapists
 - f. Behavioral Health Counselor and Therapist
- 3) Travel to and from the following case activities:
 - a. Administrative case reviews
 - b. Judicial reviews (court appearances)
 - c. Case conferences
 - d. Child and family team meetings
 - e. Foster parent training sessions, only when children are placed in the foster home at the time of the training
 - f. Parent and/or sibling visits (including visits to other relatives that are authorized by the department and are a part the child's case plan) and visits to facilitate the transition to another placement

⁸ As an example, a CANS completed at placement shows "foster care with services." The next CANS in 6 months shows "foster care" as the category of supervision. DCS will continue to pay at the "foster care with services" category of supervision to make sure the child is stabilized. If the next CANS (done in another 6 months) also shows "foster care", DCS will at that time reduce the category of supervision to "foster care."

⁹ This is calculated by taking the average travel of \$2.13 a day as determined by the Ball State Study and dividing it by \$.040 a mile for daily mileage (which was the rate used by Ball State). The daily mileage was then calculated to monthly mileage.

¹⁰ This does not include school extracurricular activities.

¹¹ This does not include trips to the pharmacy or the like to pick up medications, etc.

- 4) Travel to and from Head Start (if transportation not provided for by the school), summer school (if transportation not provided for by the school), pre-school (this does not include daycare), summer camps (if not for daycare) and school extracurricular activities.
- 5) For youth 16 years and older, travel to and from employment for the youth or job searching for the youth.
- 6) Other travel that is extraordinary and has been approved by the local office director in writing prior to travel taking place (e.g. out of state travel for an educational enrichment program for the child).

Travel claims must be consistent with the child's case plan or court order to be claimable. Helpful information on how to claim additional travel can be found in Chapter 6 below.

Foster Care Liability Insurance

DCS will make foster care liability insurance available to foster parents. To this end, DCS has entered into a contract with the Indiana Foster Care and Adoption Association (IFCAA) to provide foster care liability insurance to foster parents. DCS will pay the premium, while foster parents will be responsible for any deductibles for incidents claimed. Foster parents do not have to be members of IFCAA to obtain the insurance. Foster parents who wish to obtain foster care liability insurance should contact IFCAA at info@ifcaa.org, 800.468.4228 or 317.308-6555 and state their name, address, phone number and name the agency, or county with whom they are licensed. DCS will not pay for foster care liability insurance through any other source.

Initial Clothing Allotment

DCS allows payment for initial clothing up to \$200 when the child is initially removed from the home and placed in a foster home. When the family case manager places a child into a foster home, the family case manager will make every effort to secure the child's clothing and personal items from the family home. In limited circumstances in which this is not possible, the family case manager will assess the child's need for initial clothing and obtain approval from the supervisor. The family case manager will let the foster parent know if initial clothing is approved. Initial clothing payments may be requested within the first 60 days after a child's initial placement.

DCS can pay for the clothing through a voucher or reimbursement. A voucher is issued to the foster parent and is for a specific store. If a voucher is given to the foster parent, the foster parent must spend it within 30 days of receipt from DCS. If a voucher is not available and the foster parent is being reimbursed for clothing purchase, the foster parent will need a referral from the family case manager before invoicing DCS for the clothing. In this circumstance, the foster parent must make the clothing purchases within 30 days of receiving the referral. See Chapter 6 below, Invoicing and Billing, for more information.

Clothing brought from the child's home or purchased with the initial clothing allowance belongs to the child and should go with the child when he or she leaves the foster home.

After initial clothing funds are spent, the foster parent will be expected to use a portion of the per diem to pay for any additional clothing and personal items. Additional clothing payments may be available in special circumstances through an appeal by the family case manager to the Regional Manager. For additional information, see DCS Policy 8.19.

Annual Personal Allowance

The department permits an annual personal allowance for every child regardless of age once the child has been in placement for at least 8 days. DCS will reimburse up to \$300 annually for each child in

placement. The annual personal allowance can be reimbursed in increments, up to \$300. It does not have to be spent on just one item. The personal allowance resets at the beginning of each calendar year. Items purchased with the personal allowance belong to the child and go with the child when he or she leaves the foster home. In limited circumstances in which an age specific item is no longer useful to the child, DCS will determine what will happen with those items.

Examples of items that fall within the personal allowance include but are not limited to a high chair, other baby equipment, prom dress or other special occasion clothing, school pictures, other school related events, equipment and fees associated with extracurricular activities (including activities for young children), driver's education or driver's license fees, tutoring, summer enrichment programs, computer, e-reader, other electronic devices, and bus passes.

If the child moves placements mid-year, the new foster parent can be reimbursed for any personal allowance that is remaining for the year. The new foster parent should discuss with the family case manager whether the personal allowance has been used for the year.

Foster parents will need a referral from the family case manager before invoicing DCS for the personal allowance. It is best to have the referral prior to purchase so that it is clear whether DCS will reimburse the item. Foster parents must submit a receipt to obtain reimbursement. See Chapter 6 below, Invoicing and Billing, for information on invoicing the personal allowance.

Special Occasion Allowance

DCS will provide a special occasion allowance on the child's birthday of up to \$50 and during the December holidays of up to \$50. For the child's birthday, the child must be in the foster parent's care on the day of their birthday for the foster parent to seek reimbursement. For the December holiday, the child must be in the foster parent's care on December 25th for the foster parent to seek reimbursement.

Items not eligible for reimbursement include but are not limited to piercings, tattoos, tobacco products, alcoholic products or beverages, firearms/weapons, fireworks, lottery tickets, gift cards (gas, visa, Wal-Mart, etc.), cash, checks or money orders.

Examples of items eligible for reimbursement include but are not limited to party supplies or food, educational classes or materials, sports or team fees, beauty salon or spa services, amusement or theme park admissions, memberships or subscriptions, concert or program tickets, toys, video games or other electronics, clothing, jewelry, sporting equipment.

Any items that might be purchased with the special occasion allowances belong to the child and go with the child when he or she leaves the foster home.

Foster parents will **not** need a referral from the family case manager but must submit an invoice with receipt attached to obtain reimbursement. See Chapter 6 below, Invoicing and Billing, for information on invoicing the special occasion allowance.

Other Payments

A foster parent may also receive payment for other costs that are not included in the per diem payment and that are not described above. The costs must be determined by DCS to be reasonably necessary in order to serve the child's needs. The additional payments may be provided if the family case manager, supervisor, or local office director appeals for funds to the DCS Regional Manager to cover unusual circumstances and situations.

Chapter 4: Behavioral Health

DCS will make sure that children in foster care have access to any needed behavioral health services (e.g. counseling, medication management). DCS will utilize the CANS assessment to assist in determining the appropriate behavioral health services for the child. The family case manager will discuss with the foster parents what services the child needs and what services the child is being referred for.

If DCS refers a foster child for a behavioral health service, DCS is responsible for any fees that Medicaid does not pay.

Chapter 5: Health and Medical Services or Treatment

DCS will pay for health and medical services or treatment, including prescription medication, directly to the service provider (e.g. to the doctor, dentist, etc) if Medicaid denies a claim. DCS will also pay if the child is not Medicaid eligible and private insurance is not available or does not cover the costs of services or treatment.

If the foster parent is required by a medical provider or pharmacy to pay for required health or medical services or treatment for a foster child, DCS will reimburse the foster parent the out of pocket expenses.

Chapter 6: Invoicing and Billing

DCS requires foster parent's to submit an invoice for services. Foster parents must submit a completed State Form 28808 to receive payment, a copy of which may be found at <http://www.in.gov/dcs/2328.htm#financeform>. To invoice travel, providers must use the Foster Parent Travel Invoice (see below for more information on invoicing foster parent travel)

Invoicing the Per Diem

DCS will generate and deliver an Individual Child Placement Referral (ICPR) to a foster parent for each child in placement. If an ICPR cannot be generated before the child is placed in a foster home, the family case manager will complete the ICPR within 48 hours of placement.

For sibling groups, each sibling that is a ward of DCS will receive his or her own ICPR.¹² DCS will make payments to foster parents in accordance with the rate that is on the ICPR. A new ICPR is required at the beginning of each calendar year and any time there is a change in the payment rate (e.g. the child has a birthday which places the child in a new age category for payment).

When invoicing the per diem, you can utilize one invoice for multiple children but you must invoice each foster child on a separate line. Ensure that you invoice the amount that is stated on the ICPR. The amount represents the appropriate category for the foster child based on the child's age and category of supervision. For example, if a sibling group of 3 is placed in the foster home, each sibling will receive an ICPR with their category of supervision and corresponding rate. Each child should be invoiced on a separate line based on the unique and individual rate.

¹² If a teen mom is placed in a foster home and her baby is **not** a ward of DCS, an additional fee will be added to the teen mom's per diem for the care of the non-ward baby. The foster parent will only receive one (1) referral.

If the child's age changes mid-month and the new age places the child in a new age bracket, you should invoice the new rate for the days of the month that the child was in the new age bracket. For example, if a child turns 5 years old on September 15th, you would bill the department at the 0-4 year rate for September 1-14 and at the 5-12 year rate for September 15-30 for the September invoice. A new ICPR will be needed for the new rate. This would apply when a rate changes as a result of a change in the child's category of supervision as well.

The billable unit ID (PL #) and Case ID from the ICPR must be entered on the invoice. It is not necessary to add the person ID to the invoice when invoicing the monthly per diem.

NOTE: The family case manager will deliver the ICPR to the foster parent by mail or hand-delivery. If the foster parent wishes to access the ICPR electronically, the ICPR can be available for viewing and printing on the DCS KidTraks website. Foster parents can gain access to this website by reading and completing the KidTraks Computer Access Request Form, which can be found at <http://www.in.gov/dcs/2328.htm#financeform>. The completed form can be mailed to:

**DCS Payment Research Unit
402 W. Washington Street, MS 54
Indianapolis, IN 46204**

Invoicing Initial Clothing

If an initial clothing allotment is approved by the family case manager, the foster parents will need a referral from the family case manager before invoicing DCS. After the referral has been generated, the foster parent can invoice DCS by including a receipt for item(s) purchased. This is entered on an invoice separate from the regular placement invoice after the clothing has been purchased. The foster parent should note "initial clothing" on the invoice and list the reimbursement amount requested that matches the receipt. An original receipt is preferred, but a copy of the receipt is acceptable if it is marked "copy." The billable unit ID (RF #) and Case ID from the referral must be entered on the invoice. It is **not** necessary to include the person ID on the invoice when invoicing the initial clothing allowance. Please retain a copy of the receipt for your records.

Invoicing the Personal Allowance

To seek reimbursement for the personal allowance, the family case manager must give the foster parent a referral. After the referral has been generated, the foster parent can invoice DCS by including a receipt for item(s) purchased. This is entered on an invoice separate from the regular placement invoice after the personal allowance item has been purchased. The foster parent should note "personal allowance" on the invoice and list the reimbursement amount requested that matches the receipt. An original receipt is preferred, but a copy of the receipt is acceptable if it is marked "copy." Please retain a copy of the receipt for your records. As stated in Chapter 4, the personal allowance is up to \$300 annually. The billable unit ID (RF #) and Case ID from the referral must be entered on the invoice. It is **not** necessary to include the person ID on the invoice when invoicing the personal allowance.

Invoicing the Special Occasion Allowance

The foster parent may seek reimbursement for the special occasion allowance by including a receipt for item(s) purchased. This is entered on an invoice separate from the regular placement invoice at the end of the month of the child's birthday or after the December holiday. The foster parent should note "birthday allowance" or "holiday allowance" on the invoice and list the reimbursement amount that matches the attached receipt. An original receipt is preferred, but a copy of the receipt is acceptable if it is marked

“copy.” Please retain a copy of the receipt for your records. A referral is **not** needed to submit the request for reimbursement but it is highly recommended that the foster parent discuss the items with the family case manager prior to purchase. Because a referral will not be generated, there is no billable unit ID for the invoice. Instead, you will invoice with the person ID only (this is the child’s person ID which is located at the bottom of the ICPR for the placement).

As stated in Chapter 4, the special occasion allowance is up to \$50 at the December holiday and \$50 at the child’s birthday.

Billing Codes for Personal and Special Occasion Allowance

30002.2	Summer Camp		30002.17	Special Clothing
30002.5	Graduation Items		30002.18	Application Fees
30002.6	Prom Items		30002.19	Tutoring
30002.7	Children’s Bed and Bedding		30002.20	Special Programs
30002.8	Parental Travel for Visitation		30002.28	Weight Gain or Loss
30002.9	Initial Clothing		30002.29	Special Circumstance (Other)
30002.10	Musical Instrument		30002.31	Extra Curricular Activities
30002.11	Lessons (Indicate what type of lesson/class)		30002.33	Driver’s Education (For IL Eligible Only)
30002.12	Sporting Equipment		30002.34	Community Center Dues
30002.13	Special Event		30002.35	Internet Classes
30002.14	Sports Team Costs		30002.36	Summer School/Programs
30002.15	Dues (Indicate what type of dues)		30002.11492	Holiday Allowance *
30002.16	Uniforms		30002.11493	Birthday Allowance *

Invoicing of Foster Parent Mileage – THIS SECTION IS EFFECTIVE MARCH 1, 2013

A foster parent is entitled to payment for properly claimed travel expenses incurred for a child placed in their care once they exceed the monthly mileage allowance per child. To claim additional travel, the foster parent must document all travel on the state form Foster Parent Travel Invoice, including the travel already included in the per diem. This is a formal invoice that must be submitted with an original signature. Failure to do so may result in delays in processing or denials of claims. The Foster Parent Travel Invoice and detailed instructions on completing the Foster Parent Travel Invoice can be found on the DCS website at <http://www.in.gov/dcs/2328.htm#financeform>

Each entry on the Travel Invoice must include the purpose of the trip as indicated by the reason code on the invoice, the date of the travel, the point of origin and destination, and the total number of miles for the one way trip.

Each foster parent must include on the travel invoice all children for which they are claiming travel. Foster Parents cannot submit separate invoices for each child

The following terms and conditions apply to claiming travel:

1. The mileage is incurred through the use of a private vehicle;
2. The route or routes taken to and from the destination are the shortest and most cost effective;
3. Mileages are to be computed from MapQuest with adjustments where appropriate; (i.e.; detours which must be documented on the travel invoice in order to claim

- mileage reimbursement). If you are unable to do so and use your car odometer, note that reimbursement will be based on the shortest distances on the above website.
4. Mileage reimbursement is a flat rate per mile based on the current State employee approved mileage per diem. As of October 1, 2010, the mileage is \$0.44 a mile. Foster parents can check for the most up to date rate at: <http://www.in.gov/idoa/2459.htm>; see also www.in.gov/idoa/files/travel_policy.pdf, Section 5.3 for additional information.
 5. For travel to visitation, the claimable mileage depends on the length of the visit.
 - a. If the visit is for two (2) hours or less, one (1) round trip may be claimed (i.e. from home to the visitation location and back to home).
 - b. If the visit is for more than two (2) hours, the foster parent may claim two (2) round trips from home to the visitation location, i.e. 1) from home to the visitation location and back home for drop off and 2) from home to the visit location and back home for pick up). If the foster parent travels somewhere other than home between drop off and pick up for visitation, the foster parent must claim this travel if it is a shorter distance. For example, if the foster parent drops off the child at visitation and drives to the shopping mall, which is 10 miles closer to visitation than their home, then the foster parent must claim the shorter distance.
 6. Mileage is invoiced a line per each destination (i.e. round-trips require 2 lines on the invoice)

Invoicing of Prescriptions and Co-Pays

If a foster child has a prescription, and Medicaid or private insurance does not cover the co-pay or the prescription, DCS will reimburse the foster parent. A referral is **not** needed. The foster parent should enter the amount on an invoice separate from the regular placement invoice, note that it was a prescription or prescription co-pay, and include the receipt. An original receipt is preferred, but a copy of the receipt is acceptable if it is marked "copy." And please use the portion of the prescription receipt that includes the child's name, the prescription fill-date, the type of medication and the cost. Also, please retain a copy of the receipt for your records.

Instructions for Completing the Invoice

The following are instructions for completion of your invoice. The line numbers below coincide with item numbers on the claim form:

1. **Name of Vendor** must match the name listed on the submitted Vendor Information form.
2. **Tax ID Number** must match the Tax ID listed on the submitted Vendor Information form.
3. **ST Number** is your unique identifier assigned by the KidTraks payment system. DCS Payment Research Unit (contact below) will provide the ST# if needed.
4. **Invoice Number** can be any combination of numbers and letters you assign, but must be different for each claim (e.g. Jan-2011, Feb-2011, etc.).
****INVOICE NUMBER MUST BE NO MORE THAN 8 CHARACTERS (including letters, numbers, spaces, dashes, slashes, etc.)****
5. **Date of Invoice** is the date the claim is completed. The date cannot be prior to the last date of service provided and also cannot be more than 10 days after the signature date (item 23).

6. **Address** must match the address previously submitted on the Vendor Information form.
7. **Invoice Type** – **first submission**, **re-bill** due to denial of past invoice lines or **appeal** after multiple denials.
8. **Claim Pages** will generally be 1 of 1 for expediting the processing and approval of the invoice, unless multiple pages are needed
9. **Invoice Service Type** – Foster Parent
10. **Claim Period** will be from the first of the month thru the last day of the month, unless the placement ended sooner.
11. **Total of Claim** must equal the sum of the total cost column (box 21).
12. **County** of wardship for each child.
13. **Billable Unit Referral ID** PL # from the ICPR or RF # from the referral
14. **Case ID** from the ICPR or the referral.
15. **Name/Comments/Documentation - Name** of the child in placement and/or any documentation that helps to explain the expense
16. **Billing Code** – Service & Component code that matches the expense (found near the bottom of the ICPR for placement per diem expense or listed above for the various Personal Allowance expenses).
17. **Begin Date** is generally the first day of the month for placement, unless placement started later. For Personal Allowance, Begin Date and End Date are both the date of purchase.
18. **End Date** is generally the last day of the month for placement, unless placement ended sooner. For Personal Allowance, Begin Date and End Date are both the date of purchase.
19. **Unit** reflects the number of days in placement during the month or “1” for each Personal Allowance item purchased
20. **Rate.** The per diem listed on the ICPR for placement or cost of each Personal Allowance item purchased.
21. **Total cost** = units x rate.
22. **Signature** -- Claim must be signed; signature should be in BLUE ink.
23. **Telephone number** – foster parent phone number.
24. **E-mail address.** – foster parent e-mail address.
25. **Signature Date** is the date the claim is signed. The date cannot be prior to the last date of service provided and also cannot be more than 10 days after the invoice date (item 5).

Failure to follow the above guidelines could result in the claim being denied and/or returned for correction. Invoices must be mailed to:

**DCS KidTraks Invoicing
Room W364, Mail Stop 54
402 W. Washington Street
Indianapolis, IN 46204**

Re-billing and Appeals

If you are re-billing for an expense which was previously denied, please mail the invoice to DCS KidTraks Invoicing and follow the guidelines below:

1. Complete a new invoice and re-date to the current date.
2. Assign a new invoice number (**NO MORE THAN 8 CHARACTERS**).
3. Use blue ink when signing and a current signature date.
4. Ensure all corrections have been made which caused the previous denial.
5. Remember that the 90-day filing rule begins at the original invoice submission date or from the denial date, whichever is later.
6. Please indicate “Re-Bill” as the invoice type, near the top of the returned invoice.

For an appeal of a denied invoice, an appeal must be submitted no later than twelve (12) months after the service was provided. Mail the appeal information directly to the attention of the Assistant Deputy Director of KidTraks Invoicing, using the same address as above. You must include the following when you submit an appeal:

1. An Appeal letter clearly explaining the situation leading up to the appeal and including why you think this expense should be paid.
2. A copy of the denial letter(s).
3. A copy of the originally submitted invoice(s).
4. A new invoice with a current invoice date.
5. Any supporting documentation (referrals, denials, etc.).

All appeals will be reviewed by a DCS Invoicing Appeals committee made up of fiscal, program and legal staff.

Helpful Hints and Invoice/Billing Questions

The following are important items to remember when submitting invoices:

- An ICPR and, if applicable, a child welfare service referral, have information necessary to invoice DCS; if you do not receive these documents, contact the Family Case Manager or Foster Care Specialist.
- A claim cannot be submitted before the last day of placement claimed (e.g. if the child was in placement on August 31, a claim cannot be submitted on August 30 that includes August 31 as a day of placement).
- Only days that ended with an overnight stay are billable; the last day of placement is not claimable (e.g. if the child was placed August 20th and left on August 31st, a claim should be submitted for August 20-30).
- You must bill within 90 days from the last day of the month the service/placement occurred.
- An original signature is required for submission of a claim; submission via fax or e-mail cannot be accepted.
- The invoice must be received within 10 business days (including Saturday) from the Date of Invoice.

- New foster parents (that have not previously received payments for services rendered to the State of Indiana) must submit a Vendor Information form prior to submitting an invoice. A copy can be found at <http://www.in.gov/dcs/2328.htm#financeform>. Submission of this form is also required for change of address or bank account. **Failure to comply could result in payment delay.** For Questions contact the DCS Resource Unit at DCSResourceUnit@dcs.in.gov or 877-340-0309 and select Option 2.

Foster parents should contact the following with questions:

- For questions involving the placement, please contact you family case manager/probation officer or Regional Foster Care Specialist.
- For questions involving payments, contact DCS Payment Research Unit at DCSPaymentResearchUnit@dcs.in.gov or 877-340-0309 and select Option 1.
- For a name change, change of address or change of bank accounts, contact DCS Resource Unit at DCSResourceUnit@dcs.in.gov or 877-340-0309 and select Option 2.

Chapter 7: Request for Review of the Child’s Category of Supervision at Initial Placement and Thereafter

General Information on Review of Category of Supervision at Initial Placement

Foster parents are encouraged to communicate regularly with family case managers when they have observations or concerns about a child’s behavior, needs, strengths, etc. If a foster parent has a different opinion about the CANS ratings and resulting category of supervision after all information has been discussed, he/she may request a review of the child’s category of supervision as shown on the ICPR at initial placement¹³. A request by a foster parent for review of the child’s category of supervision must be submitted in writing to the DCS local office director¹⁴ (or the Chief Probation Officer if the child is a probation only placement) no later than thirty (30) days after the ICPR has been sent to the foster parent by DCS. Notice is effective upon mailing of the ICPR. A request for review submitted more than thirty (30) days after the ICPR was mailed will not be considered.

General Information on Review of Category of Supervision after Initial Placement

A foster parent may also request a review of the child’s category of supervision after the initial placement. The foster parent may request review not more than one (1) time in a six (6) month period that the child is in out-of-home placement. Reasons for this type of review are as follows:

1. A critical case juncture¹⁵;

¹³ If a placement is made prior to the CANS being completed and the “foster care” rate is paid for the first five (5) days of placement, this category of supervision is not reviewable. The review is available once the CANS is completed and a category of supervision is decided upon.

¹⁴ A list of the name and addresses of the DCS local office directors can be found at www.in.gov/dcs/ <http://www.in.gov/dcs/2372.htm>.

¹⁵ “Critical case juncture” means an event or episode, as determined by DCS, involving the child or family that has caused or may cause a disruption in the child’s placement. DCS will utilize input and feedback from providers and child and family team members in making its determination of if and when there are critical case junctures.

2. The foster parent reasonably believes there is relevant, new, or changed information about the child's supervisory needs that were not adequately addressed in the CANS assessment or during discussions about the type of placement before the placement occurred; or,
3. There are supervisory or behavioral concerns that are not adequately addressed by the CANS assessment.

The foster parent may request review under this section no more than one time in a six month period that the child is in out-of-home placement. A request by a foster parent for review of the child's category of supervision for reasons outlined in this Provider Manual and in accordance with the administrative rule must be submitted timely and in writing to the DCS local office director (or Chief PO). A listing of addresses for DCS Local Office Directors can be found at <http://www.in.gov/dcs/2372.htm>.

Process for Requesting Review of Category of Supervision at Initial Placement or Thereafter

The request for review of the child's category of supervision shall be submitted on the DCS form titled "Child Placing Agency (CPA) and Department Managed Foster Homes Request for Review of Child's Category of Supervision," with the required documentation attached. The form is attached in Appendix 6 and can be found at <http://www.in.gov/dcs/2328.htm>. As required by the rule, the foster parent shall include in the request for review but not be limited to the following items:

- identification of the child's current category of supervision;
- a clear, concise statement of the reasons for the requested change; and,
- a detailed statement of related information in support of the change.

DCS cannot accept or process an incomplete request for review of the child's category of supervision if it does not include at least the items specified in this subsection or if the foster parent has a current license that is in the process of being revoked by DCS.

DCS Review

When a request for a review of the category of supervision is received, the local office director (or Chief PO) will hold a meeting with the foster parent to discuss the needs of the child within 14 business days of receipt of the foster parent's request for review. The family case manager must be in attendance at this meeting also. Foster parents should not bring other people or providers to this meeting but are encouraged to bring documentation from others that addresses their concerns. If the foster parent does not attend the meeting, DCS will conduct a paper review.

After the meeting, the DCS local office director (or Chief PO) or designee will determine if a new CANS assessment should be completed based on the information presented at the meeting. If a new CANS is completed and the results show a different category of supervision, the rate will be adjusted. The DCS local office director or designee will give notice of the outcome of the review in writing to the foster parent within five (5) business days of the meeting. If the child's category of supervision is changed based on the review, the new rate will be effective as of the date of the notice letter from the local office director. It will not be retroactive.