

Hawaii

Title IV-E Foster Care Eligibility Program Improvement Plan (PIP)

Effective April 1, 2014 through March 31, 2015

Section I. PIP Matrix

Part A: Strategy Measurement Plan and Quarterly Status Report

Primary Strategy 1: Ensure that court orders contain conditions from a single hearing and not from multiple hearings on one court order.

GOAL A: Improve Judicial Determinations that afford children and families their initial protections.

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
1.1 Assure that court orders do not cover multiple hearings.	<i>See Persons Responsible for sub-steps of 1.1 below</i>	<i>See evidence of completion for sub-steps of 1.1 below</i>	Q2		
1.1.1 Inform all DAGs of expectation that Court orders must clearly record the conditions ordered during only one particular hearing to ensure that all parties know what condition was ordered and when. The memo is to also include how and what needs to be clearly recorded on the court orders when a hearing is continued.	<i>Mary Anne Magnier (DAG Supervisor)</i>	<i>Memo to all DAGs</i>	Q1		
1.1.2 Update training manual for new DAGS by including memo	<i>Mary Anne Magnier (DAG Supervisor)</i>	<i>Memo from the DAG to CWS confirming the DAG training manual was updated to include clarification memo</i>	Q1		
1.1.3 Revise Family Court CPS Bench book to include practice pointers for judges re: 1 court order per hearing.	<i>CIP(Faye Kimura)</i>	<i>Revised pages of Bench book with practice pointers</i>	Q2		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
1.1 Assure that court orders do not cover multiple hearings.	<i>See Persons Responsible for sub-steps of 1.1 below</i>	<i>See evidence of completion for sub-steps of 1.1 below</i>	Q2		
<p>1.1.4. Revise the Child Welfare procedures to include that DHS SW and FPPEU staff will check all court orders received to ensure court findings are made for a single hearing only. The revised procedures will also instruct the DHS SW, FPPEU staff to contact the appropriate DAG to request a revised order if multiple hearings appear on 1 court order. For DHS, FPPEU staff, procedures will include requesting transcripts.</p> <p>The revised procedures will also expect the DHS SW and FPPEU staff to track which court has court orders with multiple hearings and report this to the Court Improvement Program Co-Coordinator for discussion with the court staff.</p>	<p><i>PD B.Lane</i></p> <p><i>Mary Anne Magnier (DAG Supervisor)</i></p> <p><i>PD B.Lane, Ray Sylva</i></p>	<p><i>Revised Child Welfare Procedures,</i></p> <p><i>Revised IV-E Eligibility Manual</i></p>	Q2		
1.1.5 Inform 100% of family court judges of the revision to the bench book with practice pointers	<i>CIP (Faye Kimura)</i>	<i>Transmittal to judges about the revised pages of Bench book w/practice pointers</i>	Q2		
1.1.6 Inform DHS SW, FPPEU staff of revised procedures	<i>PD (B. Lane)</i>	<i>ICF sign off by supervisor that staff were informed</i>	Q2		
1.1.7 Include revised procedures in core training for all new workers.	<i>SD(Laurie Jicha)</i>	<i>CWS core training curriculum update</i>	Q2		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
1.1 Assure that court orders do not cover multiple hearings.	<i>See Persons Responsible for sub-steps of 1.1 below</i>	<i>See evidence of completion for sub-steps of 1.1 below</i>	Q2		
1.1.8 Develop a mechanism for tracking whether, and if so which, courts continue to issue one order covering multiple hearings.	<i>DHS-SAs PD – B.Lane FPPEU(Ray Sylva)</i>	<i>Tracking tool developed</i>	Q2		

Primary Strategy 2: Ensure that CTW findings are made during the first court proceeding.
GOAL B: Improve Judicial Determinations that afford children and families their initial protections.

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
2.1 Ensure that CTW findings are made in court during the first court hearing and the finding is clearly recorded on the court order.	<i>See Persons Responsible for sub-steps of 2.1 below</i>	<i>See evidence of completion for sub-steps of 2.1 below</i>	Q2		
2.1.1 Inform all fulltime and per diem judges that CTW findings must be made at the initial hearing and clearly recorded on the court order, per ASFA.	<i>CIP(Faye Kimura)</i>	<i>Transmittal to judges about the revised pages of Bench book</i>	Q2		
2.1.2 Inform DAGs of expectation that Court orders must clearly record that CTW findings must be made at the initial hearing and clearly recorded on the court order, per ASFA. DAGs to also be informed of what needs to be clearly recorded on the court orders when a hearing is continued.	<i>Mary Anne Magnier (DAG Supervisor)</i>	<i>Memo to all DAGs</i>	Q1		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
2.1 Ensure that CTW findings are made in court during the first court hearing and the finding is clearly recorded on the court order.	<i>See Persons Responsible for sub-steps of 2.1 below</i>	<i>See evidence of completion for sub-steps of 2.1 below</i>	Q2		
2.1.3 Update training manual for new DAGS by including memo	<i>Mary Anne Magnier (DAG Supervisor)</i>	<i>Memo from the DAG to CWS confirming the DAG training manual was updated to include clarification memo.</i>	Q1		
2.1.4. Revise Family Court CPS Bench Book to highlight that CTW findings are made during the first court hearing.	<i>Faye Kimura/CIP</i>	<i>Revised Bench Book practice pointers</i>	Q2		
2.1.5 Revise child welfare procedures and IV-E Eligibility Manual to include that DHS SW, FPPEU staff will check all court orders received for CTW findings. DHS SW, FPPEU staff will contact the appropriate DAG to request a revised order with the CTW findings if it is missing but was made during the hearing.	<i>PD- B. Lane Ray Sylva</i>	<i>Revised Child Welfare Procedures Revised IV-E Eligibility Manual</i>	Q2		
2.1.6 DHS SW & FPPEU staff will track which court does not have the CTW findings and report this to Faye Kimura/CIP for discussion with the court staff.	<i>DHS SAs PD B. Lane FPPEU(Ray Sylva)</i>	<i>Tracking sheet</i>	Q2		
2.1.7 Notify all SW and FPPEU staff of revised procedures.	<i>PD B. Lane FPPEU(Ray Sylva)</i>	<i>ICF sign off by supervisor that staff were informed</i>	Q2		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
2.1 Ensure that CTW findings are made in court during the first court hearing and the finding is clearly recorded on the court order.	<i>See Persons Responsible for sub-steps of 2.1 below</i>	<i>See evidence of completion for sub-steps of 2.1 below</i>	Q2		
2.1.8 Update core training for new workers to reflect revised procedures during core training	<i>SD(L. Jicha)</i>	<i>Revised core training curriculum</i>	Q2		
2.1.9 Develop a mechanism for tracking whether, and if so which, courts are not making the CTW finding timely.	<i>PD – B.Lane FPPEU(Ray Sylva)</i>	<i>Tracking tool developed</i>	Q2		

**Primary Strategy 3: Ensure that reasonable efforts findings are made within 60 days from the child’s removal.
GOAL B: Improve Judicial Determinations that afford children and families their initial protections.**

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
3.1 Ensure that reasonable efforts to prevent removal findings are made within 60 days from the child’s removal and that it is clearly recorded on the court order.	<i>See Persons Responsible for sub-steps of 3.1 below</i>	<i>See evidence of completion for sub-steps of 3.1 below</i>	Q2		
3.1.1 Inform DAGs that reasonable efforts to prevent removal findings are made within 60 days from the child’s removal and needed to be clearly recorded on the court order. Inform DAGS to include how and what needs to be clearly recorded on the court orders when a hearing is continued.	<i>Mary Anne Magnier (DAG Supervisor)</i>	<i>Memo to all DAGs</i>	Q1		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
3.1 Ensure that reasonable efforts to prevent removal findings are made within 60 days from the child's removal and that it is clearly recorded on the court order.	<i>See Persons Responsible for sub-steps of 3.1 below</i>	<i>See evidence of completion for sub-steps of 3.1 below</i>	Q2		
3.1.2 Update training manual for new DAGS by including memo	<i>Mary Anne Magnier (DAG Supervisor)</i>	<i>Memo from the DAG to CWS confirming the DAG training manual was updated to include clarification memo.</i>	Q1		
3.1.3 Review/revise Family Court CPS Bench Book to highlight that reasonable efforts to prevent removal findings are made within 60 days from the child's removal and clearly recorded on the court order.	<i>Faye Kimura/CIP</i>	<i>Revised Bench Book with practice pointers</i>	Q2		
3.1.4 Inform judges of revised Family Court Bench Book	<i>Faye Kimura/CIP</i>	<i>Transmittal to judges,</i>	Q2		
3.1.5 Revise child welfare procedures and IV-E Eligibility Manual to include that DHS SW and FPPEU staff will check all court orders received for reasonable efforts findings. DHS SW, FPPEU staff will contact the appropriate DAG to request a revised order with the reasonable efforts findings if it is missing but was made during the hearing.	<i>Mary Anne Magnier PD -B.Lane R. Sylva</i>	<i>Revised CWS procedures Revised IV-E Eligibility Manual</i>	Q2		
3.1.6 Revise the SFHR to clearly reflect DHS' reasonable efforts to prevent removal of child from family home.	<i>PD-R.Tupou</i>	<i>Revised SFHR</i>	Q2		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
3.1 Ensure that reasonable efforts to prevent removal findings are made within 60 days from the child's removal and that it is clearly recorded on the court order.	<i>See Persons Responsible for sub-steps of 3.1 below</i>	<i>See evidence of completion for sub-steps of 3.1 below</i>	Q2		
3.1.7 Revise CW procedures and IV-E Eligibility Manual to instruct DHS SW & FPPEU staff to track which court does not have the reasonable efforts findings and report this to Faye Kimura/CIP for discussion with the court staff	<i>PD BLane FPPEU RSylva Faye Kimura/CIP</i>	<i>Revised CW Procedures Revised IV-E Eligibility Manual</i>	Q2		
3.1.8 Inform DHS SW and FPPEU staff about revised SFHR and procedures.	<i>SD L Jicha PD –R.Tupou</i>	<i>ICF sign off by supervisor that staff were informed</i>	Q2		
3.1.9 Update core training for new staff to reflect revised SFHR format and procedures	<i>SD(L. Jicha)</i>	<i>Revised core training curriculum</i>	Q2		
3.1.10 Develop a mechanism for tracking whether, and if so which, courts are not making the RE to prevent removal finding timely.	<i>PD – B.Lane FPPEU(Ray Sylva)</i>	<i>Tracking tool developed (could be a simple Excel spreadsheet)</i>	Q2		

Primary Strategy 4: Ensure the child is removed from the home of a specified relative (spec rel) and has lived with that same spec rel within 6 months of the month in which court proceedings were initiated (removal petition) or a VFCA was entered into.

GOAL B: Ensure AFDC requirements are met for eligible IVE foster care children.

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
4.1 Assure child was living with specified relative within 6 months in which court proceedings were initiated or a VFCA was entered into.	<i>See Persons Responsible for sub-steps of 4.1 below</i>	<i>See evidence of completion for sub-steps of 4.1 below</i>	Q3		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
4.1 Assure child was living with specified relative within 6 months in which court proceedings were initiated or a VFCA was entered into.	<i>See Persons Responsible for sub-steps of 4.1 below</i>	<i>See evidence of completion for sub-steps of 4.1 below</i>	Q3		
4.1.1. Revise IV-E Eligibility Manual to delete the "1 day" rule; clarify how to determine the 6 mo. residence required for constructive removals.	<i>Ray Sylva PD - B.Lane</i>	<i>Revised IVE Eligibility Manual</i>	Q2		
4.1.2 Train 100% of FPPEU staff on revisions to IVE-Eligibility Manual, revised 1577A, and revised SFHR.	<i>SD(L. Jicha)</i>	<i>Training sign-in sheets</i>	Q2		
4.1.3 Include new revised procedures to IVE Eligibility Manual in training curriculum for new FPPEU staff.	<i>SD(L. Jicha) Ray Sylva/Tonia Mahi</i>	<i>Revised training curriculum for IVE Eligibility Manual</i>	Q3		
4.1.4 Revise DHS 1577A to capture sources of information used to document when the child last lived with the spec rel from whom removed when not physically removed from the spec rel.	<i>Ray Sylva PD – B. Lane</i>	<i>Revised 1577A</i>	Q2		
4.1.5 FPPEU sup will review 1577A forms completed by FPPEU staff pertaining to constructive removals only for accurate documentation and determination.	<i>Ray Sylva Tonia Mahi</i>	<i>Revised 1577A signed by supervisor showing review</i>	Q2		
4.1.6 Revise the SFHR to clearly indicate WHO the child was removed from, when the child last lived with that parent or relative and for how long has child lived with that parent or relative.	<i>PD- R.Tupou</i>	<i>Revised SFHR</i>	Q2		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
4.1 Assure child was living with specified relative within 6 months in which court proceedings were initiated or a VFCA was entered into.	<i>See Persons Responsible for sub-steps of 4.1 below</i>	<i>See evidence of completion for sub-steps of 4.1 below</i>	Q3		
4.1.7 Inform 100% of FPPEU staff about revised 1577A form and Inform all CWS social workers 100% on the revised SFHR	<i>PD R.Tupou FPPEU- R. Sylva SD (L. Jicha)</i>	<i>ICF sign off by supervisor that staff were informed</i>	Q3		
4.1.8 Input revised procedures, including the revised SFHR, into training curriculum for core training.	<i>SD- L. Jicha</i>	<i>Revised core training curriculum</i>	Q3		
4.1.9 Develop a tracking mechanism for constructive removals to see if IVE eligibility done correctly.	<i>PD- B.Lane R. Sylva</i>	<i>CPSS printout</i>	Q2		
4.1.10 Develop a tracking mechanism for FPPEU to ensure SFHR has info as stated in 4.1.6	<i>PD- BLane FPPEU R.Sylva</i>	<i>Tracking tool</i>	Q2		
4.1.11 Explore possibility of expanding QA contract to do IVE eligibility reviews	<i>PD R.Tupou Branch/Heide</i>	<i>Decision memo</i>	Q2		

**Primary Strategy 5: Ensure Title IVE claiming for foster care room and board is accurate to prevent over claiming and under claiming.
GOAL C: Improve IVE claiming based on accurate and timely inputting of licensing information.**

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
5.1 Ensure licensing information is entered into CPSS promptly and accurately.	<i>See Persons Responsible for sub-steps of 5.1 below</i>	<i>See evidence of completion for sub-steps of 5.1 below</i>	Q3		
5.1.1 Review/revise licensing procedures to ensure licensing information is inputted into CPSS as soon as possible, especially any changes that would affect payments to the resource home such as changing the status from an unconditional licensed home to a provisional licensed home.	<i>DHS-SAs Licensing Supervisors PD – Tracy Yadao</i>	<i>Revised procedures</i>	Q2		
5.1.2 Explore developing/revising definition and timelines for provisional licensed home, unconditional licensed home. If changes are made, revise applicable procedures.	<i>PD- Tracy Yadao DHS-SAs Licensing Supervisors</i>	<i>Revised definitions and procedures or memo not to revise</i>	Q2		
5.1.3 Review/revise procedures to ensure service dates entered are for date of actual service provided, e.g. for clothing payments.	<i>CPSS -Shirley Schick PD - B. Lane</i>	<i>Revised codes</i>	Q3		
5.1.4 Establish ongoing process for quarterly reviews of Title IVE claims to ensure accuracy.	<i>MICU – H.Brackeen PD - B. Lane</i>	<i>Procedures for review process for IVE claims</i>	Q3		
5.1.5 Develop ongoing monitoring to ensure licensing information is entered into the system accurately and timely.	<i>PD - Tracy Yadao</i>	<i>Procedures for monitoring system</i>	Q3		
5.1.6 Train 100% of CWS licensing staff, 100% of all other CWS staff, on revised procedures and any new codes for CPSS inputting.	<i>SD Laurie Jicha PD - Tracy Yadao</i>	<i>Training Description and Schedule, Attendance Sheets</i>	Q3		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
5.1 Ensure licensing information is entered into CPSS promptly and accurately.	<i>See Persons Responsible for sub-steps of 5.1 below</i>	<i>See evidence of completion for sub-steps of 5.1 below</i>	Q3		
5.1.7 Input revised procedures into training curriculum for core training.	<i>SD Laurie Jicha PD - Tracy Yadao</i>	<i>Revised core training curriculum</i>	Q3		
5.1.8 Develop and use data reports for social workers, supervisors and administrators to review at branch, section, and worker meetings to track timely and accurate inputting of licensing status and whether any payments are being made for any home that is not licensed.	<i>PD - Rachel Thorburn PD -Tracy Yadao CPSS -Shirley Schick DHS SAs</i>	<i>Data reports Meeting agendas</i>	Q3		

Primary Strategy 6: Ensure that a child's placement is known in CPSS at all times.

GOAL C: Improve information regarding a child's placement at any given time.

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
6.1 Assure placement history and child's current placement is available in CPSS at all times, especially for emergencies or natural disasters.	<i>See Persons Responsible for sub-steps of 6.1 below</i>	<i>See evidence of completion for sub-steps of 6.1 below</i>	Q4		
6.1.1 Revise the CPSS system to include placement information for a child in a CCI, CPO or DOH therapeutic resource home, or other placement other than a DHS licensed resource home.	<i>CPSS -Shirley Schick PD - Kathy Swink</i>	<i>CPSS screens showing new codes, CPSS placement history screen</i>	Q3		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
6.1 Assure placement history and child's current placement is available in CPSS at all times, especially for emergencies or natural disasters.	<i>See Persons Responsible for sub-steps of 6.1 below</i>	<i>See evidence of completion for sub-steps of 6.1 below</i>	Q4		
6.1.2. Review/Revise CPSS procedures to input provider codes for a child placed in a CCI, CPO or DOH therapeutic resource home, or any placement other than a DHS licensed resource home.	<i>PD - Kathy Swink</i>	<i>Revised procedures, CPSS screens showing child's placement history including any CCI, CPO or any placement other than a DHS licensed resource home.</i>	Q3		
6.1.3. Develop/revise CPSS to be able to list the names of children in the resource homes. The name of the child should be cross-referenced to the current resource home at any point in time.	<i>CPSS Shirley Schick PD- Kathy Swink</i>	<i>CPSS screens showing child's placement history including any CCI, CPO or any placement other than a DHS licensed resource home. CPSS screen showing a resource family home, CCI, CPO or any other placement and the names of the children in that home at any point in time.</i>	Q4		
6.1.4 Inform 100% of supervisors, social workers, social services assistants and aides, on the CPSS codes, current listings of children in resource homes.	<i>SD(L. Jicha)</i>	<i>ICF sign off by supervisor that staff were informed</i>	Q4		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
6.1 Assure placement history and child's current placement is available in CPSS at all times, especially for emergencies or natural disasters.	<i>See Persons Responsible for sub-steps of 6.1 below</i>	<i>See evidence of completion for sub-steps of 6.1 below</i>	Q4		
6.1.5 New CWS staff will be trained on revised procedures during core training	<i>SD(L. Jicha)</i>	<i>Revised core training curriculum</i>	Q2		
6.1.6 Develop mechanism for tracking placement history of children in foster care	<i>DHS - SAs Supervisors Shirley Schick</i>	<i>Placement history list</i>	Q4		

Primary Strategy 7: Change the allocation of CCI claims from administrative costs to foster care maintenance costs.
GOAL C: Accurate allocation of IVE claiming for CCIs.

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
7.1 Revise procedures and forms to claim CCI placements from administrative costs to foster care maintenance costs.	<i>See Persons Responsible for sub-steps of 7.1 below</i>	<i>See evidence of completion for sub-steps of 7.1 below</i>	Q4		
7.1.1 Review and revise procedures for CCI claiming. Procedures to include claiming for CCI placements as foster care maintenance costs. Children placed in CCIs are correctly factored into the State's ratio of Federal/non-Federal foster care cases for the purpose of allocating admin costs to Title IVE. CCI licensure status is considered when claiming. Claiming is to be done accurately and timely.	<i>MICU- H.Brackeen Shirley Schick</i>	<i>Revised procedures</i>	Q4		
7.1.2 Develop a system to ensure that payments to CCIs are accurately charged to a funding source and the payment is complete.	<i>Shirley Schick PD- Kathy Swink</i>	<i>Printout of payment history to CCIs</i>	Q4		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
7.1 Revise procedures and forms to claim CCI placements from administrative costs to foster care maintenance costs.	<i>See Persons Responsible for sub-steps of 7.1 below</i>	<i>See evidence of completion for sub-steps of 7.1 below</i>	Q4		
7.1.3 Revise POS CCI contracts to reflect accurate methods of reimbursements as FCMP rate of reimbursement.	<i>MICU- H.Brackeen POS-C. Gamboa</i>	<i>Revised POS contracts or contract amendment</i>	Q4		
7.1.4 POS CCI contracts need to be revised to exclude counseling as allocable to Title IVE. POS CCI contracts need to be revised stating that transporting children to medical appointments is allocable as Title IVE admin costs and not foster care maintenance payments.	<i>MICU- H.Brackeen POS-C. Gamboa</i>	<i>Revised POS contracts or contract amendment</i>	Q4		
7.1.5 Inform CCI providers of the change in reimbursement rate via a letter explaining these changes and why it needs to be changed.	<i>MICU- H.Brackeen POS-C. Gamboa</i>	<i>Letter to CCI providers</i>	Q4		
7.1.6 Train 100% of CCI providers of revised reimbursement rates.	<i>MICU- H.Brackeen POS-C. Gamboa</i>	<i>CCI sign in sheets</i>	Q4		

Primary Strategy 8: Work with DOH to improve their submission of CPO invoices on a timely basis.

GOAL D: Improve the timely reimbursement of CPO claims.

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
8.1 Improve the State's ability to claim Title IVE for CPO placements within the required submission deadlines.	<i>See Persons Responsible for sub-steps of 8.1 below</i>	<i>See evidence of completion for sub-steps of 8.1 below</i>	Q4		
8.1.1 Work with DOH to have their CPO claims submitted months prior to the deadline in order for the State to get full Title IVE reimbursement.	<i>MICU- H.Brackeen POS-C. Gamboa</i>	<i>List of meetings, any agreements</i>	Q4		

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
8.1 Improve the State's ability to claim Title IVE for CPO placements within the required submission deadlines.	<i>See Persons Responsible for sub-steps of 8.1 below</i>	<i>See evidence of completion for sub-steps of 8.1 below</i>	Q4		
8.1.2 Develop/revise an agreement with DOH about timely submission of claim reports; revise agreement to state that claims need to be submitted no later than about 3-5 mos. prior to federal deadline for submission. Consider non-payment of claims or reduced reimbursement to DOH for late claim submissions.	<i>MICU- H.Brackeen POS-C. Gamboa</i>	<i>Revised agreement</i>	Q4		
8.1.3 Develop a system to ensure that payments to CPOs are accurately charged to a funding source and the payment is complete.	<i>CPSS -Shirley Schick PD- Kathy Swink</i>	<i>Printout of payment history to CPOs</i>	Q4		

**Primary Strategy 9: To accurately claim Transportation costs.
GOAL D: Improve the accurate claiming of transportation costs.**

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
9.1 Improve the State's claiming of transportation costs prior to placement and transportation costs to enable a child to visit with a sibling.	<i>See Persons Responsible for sub-steps of 8.1 below</i>	<i>See evidence of completion for sub-steps of 8.1 below</i>	Q2		
9.1.1 Review/Revise procedures to claim pre-placement transportation costs as administrative costs. Revise CPSS SAC K601 and K701 as necessary to distinguish the type of allocation.	<i>MICU- H.Brackeen POS-C. Gamboa Shirley Schick PD Bernie</i>	<i>revised codes, revised procedures</i>	Q1		
9.1.2 Inform 100% of supervisors, social services assistants and aides, MICU.	<i>SD-L.Jicha</i>	<i>ICF sign off by supervisor that staff were informed</i>	Q2		

**Primary Strategy 10: To appropriately and accurately claim services, consider revising timing of issuing monthly foster care payments.
GOAL D: Improve the accurate and appropriate claiming of foster care services monthly.**

Action Steps and Benchmarks	Person Responsible	Evidence of Completion	Quarter Due	Quarter Completed	Quarterly Update
10.1 Improve the State's claiming of foster care services monthly.	<i>See Persons Responsible for sub-steps of 8.1 below</i>	<i>See evidence of completion for sub-steps of 8.1 below</i>	Q4		
10.1.1 Consider revising the issuance of monthly foster care maintenance payments after the service month is ended to ensure claims are accurate rather than four working days prior to the end of the service month.	B&F CWSDA	<i>List of Meetings Change in procedures if applicable, final decision recorded in meeting minutes</i>	Q4		