

Recommendations for implementation of
IV-E changes required for continued
participation in the LCTS

Developed by:

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PHASE I (To be completed by January 1, 2006, in order to continue participating in the time study):

Step 1: Development of a new Governance Board agreement which includes language for the Collaborative to share any liability bestowed upon the Social Service Agency as a result of making IV-E Candidacy eligibility determinations, as well as language for data privacy sharing among the agencies.

Step 2: IV-E Specialists at the Social Service Agency to update private data release forms and obtain permission from families in order to successfully develop a list of children currently involved with their agency and who are IV-E Candidates. This release form will include language to ensure that the Social Service Agency is authorized to share the list with Corrections, Public Health and Public School participants.

Step 3: Time Study participants will be notified of the new IV-E Candidacy requirements and will receive information on which children are qualified as IV-E Candidates for purposes of IV-E code claiming.

Step 4: IV-E specialists will maintain an electronic database and regularly update and distribute up-to-date candidate lists to participants via a web-based or other electronic method. Each participating agency will be allowed to make a decision as to how these lists will be released to and stored by participants. Updates will be made by IV-E Specialists at a minimum of every six months.

PHASE II (To be completed as soon as possible, but not required by January 1, 2006)

Step 1: Review Corrections Case Plans to see if the language contained in the plans can be modified to include mandatory language required to qualify as a case plan to assist in identifying IV-E candidates. (Language in case plan must indicate foster care as a “goal” if services are not effective.)

Step 2: Update language in existing release forms and/or develop a new standard release form which would allow Corrections and Public Health agencies to submit allowable case plans or IV-E Candidacy Eligibility Determination Forms to Social Service agency for review of additional IV-E Candidates to be included on existing Social Services candidate list.

Step 3: Incorporate language and/or new consent forms in standard packets for Corrections, Public Health and Public Schools when meeting with families of possible IV-E Candidates.

Step 4: Submission of documentation in the form of case plans and/or IV-E Eligibility Determination Forms by Corrections and Public Health to Social Services in order to include additional IV-E Candidates on existing candidate list.

PHASE III (To be completed by the start of the 2006/07 School Year)

Step 1: Public Schools will begin obtaining new standard release forms from families of possible IV-E Candidates at regular IEP, IIP or other case plan meetings beginning as soon as possible.

Step 2: Key LCTS participants will be identified at each public school that are aware of possible IV-E candidates within the school buildings and can complete and submit IV-E Candidacy Eligibility Determination Forms to Social Services on behalf of their school district for possible inclusion on the IV-E Candidate list.