

Monitoring Topics and Issues- Foster Care Placements, Invoicing and Agreements

Presented by Office of Fiscal & Monitoring Services/Bureau of Monitoring & Consulting Services

Contract Agreement Related Issues

- No Contract Agreement between the agency and the Network provider
- Agreement utilized is not the "*Agreement for Title IV-E Agencies and Providers for the Provision of Child Placement*"
 - Required to utilize the specific "*Agreement for Title IV-E Agencies and Providers for the Provision of Child Placement*" generated from SACWIS for each network placement.
 - Cannot remove standard language from the agreement
 - Cannot modify the required terms and conditions found in the master contract
 - Can add additional terms and conditions through the use of Addendums

Contract Agreement Related Issues-Continued

- Contract Agreement terms in SACWIS are not in agreement with the signed "*Agreement for Title IV-E Agencies and Providers for the Provision of Child Placement*"
 - This includes overall agreement amount, and effective dates
 - Written agreement parties must be the same as the Agreement in SACWIS

Contract Agreement Related Issues-Continued

- Addendums to Contract Agreement are present in SACWIS but are not printed and signed by all parties to reflect a valid addendum
 - Any addendum must be entered in SACWIS, printed and signed by all parties.
 - Total Contract Agreement cost utilized should be monitored to ensure any potential deficiencies in the total agreement amount are identified early so an Addendum can be done in SACWIS, printed and signed by all parties

SACWIS Example: Correct or Incorrect?

PROVIDER NAME / ID **Mended Reeds Home / 3287502**

CATEGORY: *Residential*

Contract Details

Agency:

[Redacted Agency Name]

Vendor Number:

[Redacted Vendor Number]

Contract Type: *

[Redacted Contract Type]

Original Contract Begin Date: *

11/02/2017

Original Contracted Amount: *

999999.00

Encumbered Amount:

[Redacted Encumbered Amount]

Notification Type:

[Redacted Notification Type]

Notification Ceiling:

[Redacted Notification Ceiling]

Comments:

[Redacted Comments]

Spell Check Clear 250

Not a Real Amount



of leave days to be paid:

0

Contract Number:

[Redacted Contract Number]

Original Contract End Date: *

12/31/2018

Approved Date:

[Redacted Approved Date]

Encumbered Date:

[Redacted Encumbered Date]

Used Amount:

0.0

Status: *

Terminated

SACWIS Example: Correct or Incorrect?

PROVIDER NAME / ID: **Cincinnati Children's Hospital - Children's College Hill Campus / 3878722**

CATEGORY: **Residential**

Contract Details

Agency:

[Redacted]

Vendor Number:

[Redacted]

of leave days to be paid:

0

Contract Type: *

[Redacted]

Contract Number:

[Redacted]

Original Contract Begin Date: *

12/01/2011

Original Contract End Date: *

12/31/2015

Original Contracted Amount: *

250000.00

Approved Date:

[Redacted]

Encumbered Amount:

[Redacted]

Encumbered Date:

[Redacted]

Notification Type:

Contract Amount

Used Amount:

0.0

Notification Ceiling:

0.2

Status: *

Expired

Comments:

[Redacted]

Spell Check

Clear

250

Real Amount



Per Diem Related Issues

- Per diem rates by component on the invoice don't agree to the per diem rates on the Title IV-E Rate Schedule A in the Contract Agreement and/or the SACWIS Service Authorization Screen
 - Rates must agree by individual component (i.e. maintenance, administration, transportation maintenance, etc.) with all three items (Title IV-E Rate Schedule A, SACWIS and invoice)
 - Rates must be broken out at the same level of detail across all three documents
 - For example: This means that you can't do maintenance and administration on the invoice, but maintenance, administration, transportation maintenance, transportation administration in SACWIS or the Title IV-E Rate Schedule A

Per Diem Related Issues- Continued

- Per diem rate on the invoice is only provided as a total per diem and isn't broken into component rates
 - Necessary to be broken out to ensure everything agrees by individual component
- Rates on the Title IV-E Rate Schedule A in the Agreement are not broken into individual components for each level of care or represent a range instead of specific rates
 - OAC 5101:2-47-23.1 requires that at a minimum rates are maintenance and administration
 - Also required to utilize the Title IV-E Rate Schedule A from SACWIS, which requires individual components

Per Diem Related Issues- Continued

- No Title IV-E Rate Schedule A is utilized with a network provider
 - OAC 5101:2-47-23.1 requires that a Title IV-E Rate Schedule A be utilized that defines the per diem rates by component for each level of care that can or will be provided
 - Rates should be negotiated and must be incorporated into the Title IV-E Rate Schedule A of the Agreement before placement

Per Diem Related Issues- Continued

- A Financial ICCA is utilized for each child in lieu of a Title IV-E Rate Schedule A or contracted rates or the rates are documented on the regular ICCA for each child
 - OAC 5101:2-47-23.1 requires the use of the Title IV-E Rate Schedule A from SACWIS for the agreement. Therefore, it is not allowable to use a Financial ICCA in lieu of the Title IV-E Rate Schedule A
 - A Financial ICCA can be used internally (if needed), but it is not authoritative and is not considered the agreed upon rates
 - If a Financial ICCA is utilized, care must be taken to ensure the rates are in agreement with the Title IV-E Rate Schedule A from the effective Agreement.

Title IV-E Rate Schedule A Example

Title IV-E Schedule A Rate Information

Title IV-E Schedule A Rate Information

Agency : [REDACTED]
 Run Date: [REDACTED]
 Provider / ID : [REDACTED]
 Contract Period : 05/18/2020 - 03/31/2021

Service Description	Service ID	Person ID	Person ID	Maintenance Per Diem	Administration Per Diem	Case Management Per Diem	Transportation / Administration Per Diem	Transportation / Maintenance Per Diem	Other Direct Services Per Diem	Behavioral Healthcare Per Diem	Other Per Diem Cost	Total Per Diem	Cost Begin Date	Cost End Date
[REDACTED] Residential Center [REDACTED]				\$261.58	\$3.00							\$264.58	05/18/2020	06/30/2020
[REDACTED] Residential Center [REDACTED]				\$289.00	\$3.00							\$292.00	07/01/2020	03/31/2021

Invoice Example

CLIENT	DESCRIPTION	DAYS	PER DIEM	AMOUNT
[REDACTED]	Residential Treatment Program per diem [REDACTED] [REDACTED] For Jan2021 [REDACTED]	✓ 31	292.00 ✓	9,052.00

Per Diem Rate: \$292.00	
Effective 7/1/20 - 6/30/21	
Direct Service:	
Maintenance	\$201.06
Admin	\$32.96
Case Management	\$15.76
Behavioral Health	\$20.35
Other	\$21.87
Total	292.00

[REDACTED]

SACWIS Service Authorization Example

Service Authorization Detail

Service Description /ID: * [Redacted] Residential Center [Redacted]

Status: Approved

Unit of Measure: Per Diem Units: N/A

Service Auth Begin Date: * Service Auth End Date:

Cost Review Date:

Provider Name: [Redacted] Provider ID: [Redacted]

Network Provider Name: [Redacted] Network Provider ID: [Redacted]

Placement Begin Date: [Redacted]

Placement End Date: [Redacted]

End Reason: [view placement history](#)

Paid Units: [Redacted] Amount Paid: [Redacted] Units Remaining: N/A

Placement Leave Episodes

Default Paid Leave Days: 0

Begin Date	End Date	Reason	Total Leave Days	Leave Days Paid	Override Paid Leave Days	Created in Error
No Results Returned.						

Contract Cost

Maintenance (M):	\$289.00
Administration (A):	\$3.00
Case Management (A):	\$0.00
Transportation Maint (M):	\$0.00
Transportation Admin (A):	\$0.00
Other Direct Services (M):	\$0.00
Beh Health Care (Non IV-E Reimb):	\$0.00
Other (Non IV-E Reimb):	\$0.00
Non-Placement:	\$0.00

Placement ID: [Redacted]

Service Auth Type: Placement

Cost Type: * Contract

Vendor Number: [Redacted]

Contract ID: [Redacted]

Cost ID: [Redacted]

Cost Description: [Redacted]

Cost Dates: 07/01/2020 - 06/30/2021

Contracted Provider: [Redacted]

Miscellaneous Foster Care Issues

- Title IV-E Reimbursement Received Before Payment to Provider
 - Must ensure payment to provider has occurred before requesting reimbursement in SACWIS
 - Ensure the payment date entered in SACWIS should be the date of the payment made by the county auditor and should be entered only after ensuring payment has been made

Miscellaneous Foster Care Issues

- Foster Care expenses claimed to a federally reimbursed CFIS accounting code
 - Foster Care reimbursement only occurs in SACWIS
 - Foster Care placement costs are not allowable to any other federally funded CFIS code in the PCSA fund

Miscellaneous Foster Care Issues

- Leave Days Paid to Provider Without Written Agreement
 - The number of leave days to be paid to a network provider must be included in the Contract Agreement with the provider
 - Establish the number of days payable through an Addendum to the Contract Agreement
 - Addendum must be signed by all parties
 - If no days are established via Contract Agreement, no payment should be made to the provider
- Leave Episodes Not Entered into SACWIS
 - This creates the potential for unallowable reimbursement to be received

Miscellaneous Foster Care Issues

- Title IV-E Reimbursement Received for Leave Days Not Paid
 - If no payment was made for leave days, the days are not reimbursable
- Title IV-E Reimbursement Received for Placement Costs Paid by Another Entity
 - Example: If an FCFC is paying the placement provider directly, the PCSA is not eligible to receive reimbursement based on the FCFC's payments. PCSA reimbursement is only available for placement costs paid directly to the placement provider by the PCSA

QUESTIONS