

3. Clients for Whom Income is a Condition of Eligibility: Sections A, B, C, E, F, G, H

Section E documents the information necessary for a determination of eligibility on the basis of income. The other sections indicated must also be completed to support the application.

4. Clients Who Must Pay a Fee for, or have agreed to Voluntarily Contribute to the Cost of a Service: Sections A, B, C, E, F, G, and H

Complete Section E in addition to the appropriate Sections as instructed above when a fee for service is required from the client.

5. Clients For Whom A Service is Being Purchased: Sections A, B, C, D, F, G

Complete Section E in addition to the appropriate Sections as instructed above.

C. USING THE PAGES OF THE FORM

The form has four pages. The identification of the destination of each page is printed at the bottom right of each page. It is **very** important that each copy gets to the right destination because there is certain information, which is blanked out on two of the copies for purposes of compliance with policy governing confidentiality of client records.

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| Page 1 | This copy is to be sent to the data entry unit for keying into the system. |
| Page 2 | The second page is to be given to the client. This copy is the only copy, which has the client's rights, and responsibilities spelled out on the back of the page. It is a legal requirement to provide this to an applicant. |
| Page 3 | This page is for the purchase of service provider. This copy has certain confidential information blanked out. |
| Page 4 | This last page is to be retained in the client record. If a client's signature is not a requirement, this copy may be destroyed as soon as a turnaround form has been received and filed in the case record. If a client's signature is a requirement, the form with the signature must be retained for three years. |

Column 8 In Section B Above -- This field is to be used to document the decision regarding a request for service. An entry is required only in conjunction with the Notice of Action Taken (Section C.) This is because this field is used to inform the client. Enter:

"Yes" if the service can be provided as requested, or if the client must wait for a period of time before the service can be provided, and complete Line 1 in Section C.

"No" if the service cannot be provided and complete Line 2 in Section C.

"Change" if the service that a client has been receiving will be reduced or increased, and complete Line 3 in Section C.

Line 1. When the client will begin receiving the requested service at the time requested, or at a later date, and "Yes" was entered beside the requested service in Column 8, check the box and enter the first date on which the service will be provided and, if known, the last date. If this is unknown, line out "through _____" at the end of this line.

Line 2. This line will be used for denying services at the time of application and for terminating services after a period of receiving services.

- a) To deny services at the time of application when the client will not be receiving the requested service, enter "No" in Column 8 beside the service and line out "After _____" in line 2. Use the remaining spaces to document the reason for the decision.
- b) When the service has been provided but is to be terminated, enter "No" beside the service in Column 8, and on line 2 enter the last date on which the service will be provided in the space following the word "After". Write in the reason the service will no longer be provided and cite the policy governing the termination of the service. Usually this will be the name and chapter number of the appropriate policy manual.

Line 3. When a client has been receiving a service which must be reduced, write "Change" in Column 8 beside the affected service and describe the modifications on the line provided.

The worker must enter the date that the decision was made regarding the receipt of service and sign the form. It can then be mailed or given to the client as appropriate.

Line 4. Check the appropriate box to indicate if there is a fee for the service or if the client has voluntarily agreed to contribute to the cost of the service. Indicate the amount, frequency and starting date of the fee or contribution in the spaces provided.

SECTION D. PURCHASE OF SERVICE

This section of the form is to be used for transmitting information to a purchase of service provider. To initiate service provision, line out the "/ no longer authorized" option, enter the name of the service, the effective date, the name of the provider and the Provider ID. To terminate the authorization, line through the "authorized /" option. If the service provider is to be responsible for collecting a consumer contribution, check the box to indicate this and fill in the amount, frequency and starting date for the contribution to be collected. The worker will sign and date the authorization in the space provided in Section E. If more than one service is being provided, photocopy page three of the DSS-5027 prior to entering information in this Section but after all other required information on the rest of the form has been entered. Make a copy for each additional provider and complete this Section on each of the copies as appropriate.

SECTION E. INCOME INFORMATION

This Section is to be completed when income is a condition of eligibility for one or more of the requested services. This Section is blocked out on the provider copy.

SECTION F. WORKERS SIGNATURE

The signature of the Social Worker is required in this Section when either Section C or D is completed.

COMMENTS BLOCK

The comment block next to Section G can be used to identify where to find documentation of continued need for the service, or to provide additional information to the client, etc. The space is blocked out on the Provider copy.

SECTION G. CLIENT'S SIGNATURE

When program policy requires an application for services the client, or someone applying in behalf of the client, must sign and date the form. If the client signs with a mark, a signature of a witness is needed. Enter the date that the client signed the form.

SECTION H. CLIENT INFORMATION

This Section must be completed for all records. All fields require entries except those that are defined as optional or reserved.

Field 15. Case Manager Name -- Enter the name of the case manager. It is important to keep this field current because the case management reports from this system, the Child Placement and Payment System (DSS-5094), the Central Registry for Abuse and Neglect Reports (DSS-5104), and, after April 1, 1993, the Adult Protective Services Register (DSS-5026) will be assigned from this field in this system.

Field 16. Case Manager Number -- Enter the Case Manager's Social Security Number or alternate unique 9-digit identifier (see below). Update this field when Field 15 is updated.

NOTE: A county may elect to use an alternative unique 9-digit identifier in place of the worker's Social Security Number provided:

- the county implements this option for **all** workers, simultaneously, and preferably at the beginning of a State Fiscal Year
- the alternative numbers are unique for each worker and not re-assigned
- the county maintains a current master list of each worker's name, their true Social Security Number, and the assigned substitute identifier
- each worker uses the assigned unique substitute identifier consistently whenever a state automated system requires the worker's SSN (including on non-personnel or employment-related forms), and
- the county notifies both the State DSS office and the DHHS Office of the Controller of the intention to implement the alternative method and obtains approval prior to implementation

Field 17. Local Use (Entry Optional) -- The county may use any or this entire field for its own purposes. Either letters or numbers or both may be used. Note: If special reports are needed by the county relating to its own use of this field, please get in touch with the Services Automation Branch (919) 733-7675 to discuss the feasibility of such reports.

Field 18. State Use (Entry Allowed Only Under Special Instructions) -- This field is reserved for collecting additional ad hoc information when needed. Refer to Appendix A for additional information regarding this field.

Field 19. Special Areas -- Enter the code(s) that reflects special characteristics of the client based on worker judgment, not necessarily legally or medically established definitions. Up to six characteristics or circumstances may be entered for each individual. It is important to enter as many as appropriate because this information is useful for justifying funding needs to meet specific problems.

Field 20. Reason -- Enter the reason that best describes why the individual entered the service system. Do not update this field unless the record has previously been closed and is being reopened. It is not meant to track client goals as they evolve through assessment and service provision. Rather, it is to identify what brought the client to the agency for services for each period of service receipt.

- Field 21.** Legal Status -- Enter the code which describes the current legal status of the individual. If none are appropriate, enter the code for Other or Unknown.
- Field 22.** Living Arrangement -- Enter the code which best describes the client's current living arrangement.
- Field 23.** Sex -- Enter the code, which identifies the sex of the client.
- Field 24.** Race -- Enter the code, which identifies the race of the client.
- Field 25.** In School -- Enter 1 for Yes or 2 for No to identify whether the individual is currently attending school on a scheduled basis. Do not take holidays, breaks or summer vacation into consideration.
- Field 26.** Highest Grade -- For individuals who are still in school, enter the grade associated with their current attendance. For individuals who are no longer attending school, enter the highest grade achieved.
- Field 27.** Language Preference -- Enter the two-character code to indicate the individual's preferred language.

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FIELD 25: IN SCHOOL

1 Yes

2 No

FIELD 26: HIGHEST GRADE OR STATUS

P Preschool

01 - 20 to identify either the highest grade attained if the individual is no longer in school, or the last grade attended or the current grade if the individual is still in school.

98 GED status

99 Unknown

FIELD 27: LANGUAGE PREFERENCE

EN English
SP Spanish
AR Arabic
CA Cambodian
CH Chinese
FR French
FC French Creole
GE German
GR Greek
GU Gujarati
HI Hindi
HM Hmong
HU Hungarian
IT Italian
JA Japanese
KO Korean
LA Laotian
MI Miao
MK Mon-Khmer
PE Persian
PO Polish
PG Portuguese
PC Portuguese Creole
RU Russian
SC Serbo-Croatian
TA Tagalong
TH Thai
UR Urdu
VI Vietnamese
OT Other

103 - General Recruitment, Assessment and Training of Foster Parents – Activities include:

- Arranging/conducting general recruitment activities to ensure the availability of foster homes, including developing and distributing public information about fostering opportunities.
- Identification and selection of prospective foster parents
- Training of prospective foster parents
- Foster home assessments on behalf of unspecified children
- Travel associated with general recruitment of foster parents
- Documentation associated with the general recruitment, assessment, and training of prospective foster parents.
- Documentation and related activities associated with the re-assessment and re-licensing of foster parents.

104 – Foster Care Services For Children – Special Services means, at county option, the provision by a foster family home of services, in addition to basic foster care, which meets the special needs of children in that home.

105 – Optional Elements At county option, services may include payment of resource items provided to support participation in school. Resource items include supplies, special clothes, and fees for membership in school sponsored extra curricular activities. Tutoring may be considered a resource item if it is provided as a part of Independent Living Services.

At county option, services may include the provision of legal services to facilitate permanency planning for a child.

109 - Foster Care Services For Children -Case Management This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. This includes time spent on:

- Referral to, coordination with, and utilization of other services;
- Maintenance of contact with the family and others significant to the case. This also includes aftercare services to the family when a child is placed via a court order with the parents, a relative, or a non-relative, or who has been placed on a court ordered trial home visit.
- Working with the parents on the status of the case and case goals;
- Giving information, instruction, guidance, and mentoring regarding parenting skills;
- Preparation for and participation in court, e.g., petitions, motions, reviews, reports;
- Preparation of the child and biological family for separation and placement, including negotiation/preparation of visitation agreements and any subsequent time spent on notices related to changes in where the child is living;
- Monitoring and updating the Family Services Case plan;
- Periodic reviews of case plans including foster care review team meetings;
- Supervising the care of the child and of the foster care arrangement to assure that the child receives proper care.
- Grievances, appeals, and fair hearings surrounding termination of use of foster care facilities which have been found unsuitable for the care of children, or associated with any individuals claim that benefits and services have been denied or not acted upon with reasonable promptness, or related to complaints about the agency's failure to keep parents involved in case planning, case reviews, and placement decisions.

113 - Child-Specific Recruitment, Assessment, and Training of Foster Parents – Activities include:

- Recruitment and assessment of relatives, kin, or other individuals as potential foster parents for a specific child in agency custody, including development and distribution of preplacement information regarding specific children.
- Pre-placement training of relatives, kin, or other individuals who have been selected as potential foster parents for specific children.
- Post-placement training of foster parents to improve the scope, nature and quality of care provided to children in their care.
- Social worker travel associated with recruitment, assessment, and training of foster parents for a specific child.
- Documentation associated with child-specific recruitment, assessment, training of foster parents.
- Documentation and related activities associated with the re-assessment and re-licensing of foster parents for a specific child.

119 - Foster Care Case Planning/Case Management-Team Setting

Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of specific children in agency custody whose permanent plan goal is other than adoption, including but not limited to:

- Day One conferences;
- Community Assessment Teams;
- Permanency Planning Action Teams;

120 – Family Reunification Services are services to address the problems of families whose children have been placed in foster care so that reunification may occur in a safe and stable manner in accordance with the Adoption and Safe Families Act.

121 – Family Preservation Services are services for children and families (including adoptive or extended families) designed to help families that are at risk of or in crisis. These services include, but are not limited to, 1) permanency planning services, 2) preplacement prevention services, 3) respite care and 4) parenting support services.

122 – Family Support Services are community based services to promote the well-being of children and families designed to increase the strength and stability of families (including adoptive, foster and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.

123 – Intensive Family Preservation Services are family focused, community based crisis intervention services that are designed to maintain children safely in their homes and prevent unnecessary separation of families. Such services are characterized by very small caseloads for workers, short duration of services, 24-hour availability of staff, and the provision of services primarily in the child's home or in another familiar environment.

128 - Preparation for and Participation in Judicial Determinations-Foster Care – Activities include:

- Preparation for and participation in court, e.g. petitions, motions, reviews, and court reports
- Travel associated with preparation and participation for judicial determinations.