

Medical Coverage for Children Entering Out-of-Home Care

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| Policy Number: | IA 23.00, OCM 7.02 |
| Subject: | Medical Coverage for Children Entering Out-of-Home Care |
| Eliminated/Replaced | IA 23.00 OCM 7.02 Medical Coverage for All Children Entering Out-of-Home Care (March 23, 2011); IA 22.00, OCM 7.00 Referral to Milwaukee Eligibility Unit (MEU) (Formerly FAST Unit) (March 1, 2007) |
| Previous Version: | March 23, 2011 |
| Release Date: | June 21, 2017 |
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Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.

Summary:

The policy ensures that there is a consistent process for obtaining immediate medical coverage for children entering Out-of-Home care (OHC), if the child does not have medical coverage. Medical coverage for qualifying children in OHC may be provided through the Foster Care Medical Assistance (FSTMA) and/or Title IV-E Federal funds. Title IV-E funds were created as a part of the Child Welfare and Adoption Assistance Act of 1980.

The DMCPS Initial Assessment specialists (IAS) and Ongoing contracted agencies' case managers (OCM) must complete the necessary documentation in eWiSACWIS to automatically generate referrals for medical coverage (FSTMA, Care4Kids program and Title IV-E federal funding). Maximus' Milwaukee Eligibility Unit processes these referrals.

Policy:

All OHC providers must have the ability to access health care services immediately after a child is placed in their home. When the IAS or OCM enters placement information in eWiSACWIS and their supervisor approves it, referrals for medical coverage are automatically generated.

Maximus Milwaukee Eligibility Unit (formerly known as FAST) processes referrals to ensure Title IV-E federal funding is obtained for the state of Wisconsin for all children in OHC. All children in OHC also qualify for the FSTMA, while eligibility for Care4Kids is determined on a case by case basis.

Procedures:

When the assigned IAS/OCM takes a child into temporary physical custody, the parent/caregiver must be asked if the child has medical coverage or not, and the medical coverage information must be obtained. The procedure for obtaining medical coverage for children in OHC and entering a child's medical coverage information into eWiSACWIS is detailed below:

1. Within 24 hours of a child being placed in OHC, the assigned IAS/OCM must obtain medical coverage information for the child (i.e. information on the child's medical insurance card), document the medical information in eWiSACWIS (if needed), and complete the "DMCPS letter to medical providers."
 - a. If the child is receiving Medicaid - Badger Care Plus - (for low-income Wisconsin residents), they will have an MCI number on their medical card. Obtain this number, or if unable to obtain it from the parent/guardian, check eWiSACWIS.
 - i. The MCI number can be found on the Person Management page under the BASIC tab if the child has one. The MCI number can also be found by looking under the case ID and expanding the case. Click on the "eligibility icon" (red checkmark). Look for the Medicaid Eligibility Determination associated with the child's name. Once opened, it will automatically move to the Medicaid Eligibility page. In the "eligibility Information box" the MCI number will appear if the child is receiving Medicaid or has ever had Medicaid.
 - b. If a child is receiving private insurance, enter the health insurance information under the medical/mental health tab in eWiSACWIS (including the policy number, group number, and subscriber name)
2. The IAS/OCM must complete DMCPS letter to medical providers, "Child Information for Medical Coverage as a Foster Child," and provide it to the OHC provider authorizing health care services until medical coverage is obtained. This letter can be found in the orange placement packet.
3. The following documentation in eWiSACWIS is required to ensure a medical coverage referral is generated for the child entering OHC:
 - a. Upload the Temporary Physical Custody Order or the Change of Placement Order to the eWiSACWIS legal tab
 - b. Complete the Basic tab in the Person Management screen
 - c. Update the medical tab. As noted above, if the child has private insurance enter their health insurance information.
 - d. Enter the child's placement information into eWiSACWIS and obtain a supervisor's approval.
 - i. The start date of placement must match the "date of custody" on the Request for Temporary Physical Custody Order so there will be no delays in the enrollment process. The "date of custody"

- determines the effective date of FSTMA and enrollment date of Care4Kids. The only exception is if the child is taken into custody but does not get placed until the next day.
- ii. Hospital placements must be documented and count as the beginning placement. Refer to the [eWiSACWIS person management user guide](#) for additional guidance and [Out of Home Placement Manual](#).
 - e. Upon Supervisor approval, the automation process begins in eWiSACWIS for Medicaid, Care4Kids, and Title IV-E federal funding. An eligibility icon will appear under the child's name in the family's eWiSACWIS record.
 - i. Any delay in the above process will delay the enrollment process in Cares4Kids and Foster Care Medicaid as well as delay the Title IV-E funding determination.

Responsibilities:

Initial Assessment specialist and Ongoing case manager: gather medical information for child entering OHC and complete required documentation to ensure medical coverage is obtained for child entering OHC.

IAS Supervisor and OCM Supervisor: Ensure all required documentation is entered correctly into eWiSACWIS and documented before approving placements in OHC

Related Resources:

[EWiSACWIS user guides](#) and manuals

- [Out of Home Placement Manual](#).
- Person management guide: *detailed how to complete the medical tab*
- IV-E Eligibility/ Eligibility Unit F.A.Q (*under eligibility tab*)
- Medicaid Eligibility Hints and Tips (*under eligibility tab*)

[Care4Kids Department of Children and Families \(DCF\) webpage](#)

- Care4Kids Manual

DMCPS Policies and Related Forms

- IA 25.00, OCM 4.01 Medical Screening for Children Entering Placement
- Letter to Medical Providers: Foster Child Information for Medical Coverage
- [Care4Kids Enrollment Update Memo](#)