

DATE: August 28, 2013

OPERATIONS MEMORANDUM #13-08-04

SUBJECT: Procedures for Creating New Individual Numbers for Adopted Children with Home and Community Services Information System (HCSIS) Categories

TO: Executive Directors

FROM: Tom Strickler
Director
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PURPOSE

To instruct County Assistance Offices (CAOs) on procedures for creating new individual numbers for children transitioning from foster care to adoption assistance when HCSIS records are associated to the individual number that included the foster care category.

BACKGROUND

Per Policy in the *Supplemental Handbook*, Chapter 850, when a child transitions from foster care to adoption assistance, a new individual number is to be created for the adoption assistance. This Operations Memorandum does not change the policy outlined in Chapter 850, but rather supplements the steps outlined in Section 850.63 for children with HCSIS categories associated to their pre-adoption or foster care individual number.

DISCUSSION

For cases where foster care leads to adoption, the CAO will do the following when HCSIS records are associated to the foster care individual number:

1. Zero the Social Security Number (SSN) for the foster care individual number that leads to adoption.
2. Close the eligibility for the child's existing record in eCIS. Make note of the HCSIS record number.

3. Call the CIS Hotline. Inform the Hotline staff that this is a foster care to adoption case and there is an associated HCSIS record. Request the SSN be zeroed out in the Master Client Index (MCI) and the eCIS HCSIS record.
4. Once the SSN has been zeroed in the MCI and HCSIS records, register an application in MCI including the child's new name (if changed) and SSN.
5. If an unduplicated screen is presented, select the "new recipient" option.
6. If the system does not allow that option, the most likely cause is that zeroing out the SSN has not been completed.
 - If unable to resolve the clearance issues, call the CIS hotline for instructions and have a new individual number assigned.
7. On CAADSP screen, select a new case record number so that there is no association of the child's new identity with any pre-existing cases.
8. Authorize the adoption assistance category in the new record.
9. Email the HCSIS Helpdesk (c-hhcsishd@pa.gov) to notify them of the actions taken for the adopted child.
 - Include "Adoption" in the Subject of the email.
 - In the body of the email, include the child's foster care (birth) name and individual number; the adopted name and new individual number; the date of adoption; and the HCSIS category (EIX, MRX, MHX, etc.) associated to the foster care individual number.

The notification to HCSIS is very important because HCSIS must update their records for the child. HCSIS will work to close their category associated to the foster care individual number, and, if appropriate, open a HCSIS category for the new individual number. The CAO does not need to delay any steps while the HCSIS categories are being updated.

10. If the child had managed care coverage in the foster care category and the adoptive family wants to maintain the same managed care coverage, the CAO must submit a CAO Correction of MCO Coverage Form for adoption. This form is located on the Health Choices Intranet at:

http://dpwintra.dpw.state.pa.us/HealthChoices/custom/general/forms/form_cao_adoption.asp.

The CAO should fill out the form using the child's adopted and foster care (birth) information. The form must be submitted in the same month in which the old record is closed. Otherwise, there will be a break in MCO coverage.

NEXT STEPS

1. Review this Operations Memorandum with appropriate staff.
2. Direct any questions to your Area Manager.
3. Retain this Operations Memorandum until further notice.