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Authorized Signature

Number: CW_IM_09_002
Issue Date: 02/13/09

Topic: Foster Care

Subject: Placements
New Services to track the physical address of children in Residential

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Child Welfare |

Message: The NPHR and NPHF services are available to all field offices for use with the current SRES and SEAS services. Instructions for opening, updating and closing the new services follows:

Action: Branch office staff responsible for the input of paid substitute care services can now begin inputting the NPHR or NPHF service every time an SRES or SEAS service is opened for a child.

As you are entering the SRES or SEAS and the NPHR or NPHF, make sure that you are still completing the IKMB screen in the system with the actual physical location information of the child. Currently the NPHR and NPHF codes are not reading into MMIS and to ensure that the correct information is on the medical card, the IKMB screen must be completed in order to read into MMIS.

The NPHR service is to be used when the child is placed in a Residential Facility:

For example: The child is placed with Boys and Girls Aid, Safe Place. The physical address of the facility, Safe Place, where the child is placed, is in Hillsboro. However the payment is being sent to a P.O. Box in Portland. Complete the following:

1. Open a paid SRES or SEAS to Boys and Girls Aid, using the provider number with the 'CA' provider type that corresponds to the contract the child is being served under.
2. Open a non-paid NPHR to Boys and Girls Aid, Safe Center, using the provider

number with a 'BR' provider type, which is the actual physical location of the child.

Two different provider numbers will be used for these two services; they will be for the same provider, but the provider type will be different;
SRES/SEAS = 'CA' provider type NPHR= 'BR' provider type

The NPHF service is to be used when the child is placed in a Therapeutic Foster Home which is certified by the Residential Provider. The child's physical address would be the address of the Therapeutic Foster Home, and the payment address would be that of the Residential Provider.

For example: The child is placed with Maple Star, but resides in a Therapeutic Foster Home certified by Maple Star. The child's physical address is the Therapeutic Foster Home, but the payment goes to Maple Star. The services that would be opened are:

1. Open a paid SRES or SEAS to Maple Star, using the provider number with the 'CA' provider type that corresponds to the contract the child is being served under.
2. Open a non-paid NPHF to Therapeutic Foster Home, using the provider number with a 'BR' provider type, which is the actual physical location of the Therapeutic Foster Home where the child is placed.
 - The providers for the Therapeutic Foster Homes are input into the system as a 'BR' provider type.
 - The same provider may have other provider numbers with different provider types, such as 'FB', 'VN' or 'DC', etc. You will need to be sure to choose the provider number associated with the 'BR' provider type.

The open reason code used for the NPHR and NPHF service will be the same reason code as you use for the SRES or SEAS see the DHS305 for a list of open reason codes.

If the child moves to a new Therapeutic Foster Home, but remains with the same Agency, you do not need to close the SRES or SEAS. You will close the NPHF service, using SOSC as the close reason and open a new NPHF service with the new Therapeutic Foster Home provider number.

If the child moves Residential Providers, you will close the NPHR or NPHF service using the same reason code you used to close the SRES or SEAS service.

If you are not able to locate a provider number for a Therapeutic Foster Home or Residential Facility that has the 'BR' provider type, please contact one of the contacts

listed below and they will obtain that information from the Residential Provider and then supply you with provider number.

The DHS 305 – IIS Code Sheet is available on the DHS Forms Server at the following link. <http://dhsforms.hr.state.or.us/Forms/Served/DE0305.pdf>

If you have any questions about this information, contact:

Contact(s):	Gabriella DEliso and Rafaela Rodriguez		
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