OPEN FAJ CASES APPLYING FOR YIT SERVICES

SWSS FAJ User Steps

1. In Child Information module, Click on the YIT/IL Info Tab. Enter the child's email address if applicable. Pick County of Supervision from the drop down box and select whether the Youth is currently supervised by DHS or a CPA. If the Youth is Supervised by a Contract (POS) Agency, select the Contract Agency Name from the drop down box and enter the Supervising Agency Worker Name and Phone Number.

2. The bottom section, "Reasons Youth left Foster Care", will not be required to be completed this section as it is for closed case services.

3. The next tab is "YIT Eligibility" for Open FAJ cases: (All fields are required in this section. To qualify for YIT Services, all questions on this screen must be answered "yes". Once this tab is completed please click on the "Print 722" button and put a copy in the youth's case file (requires worker and supervisor signature). This form will only need to be printed again if any of the information changes.

4. YIT Eligibility determination continues on the next tab. *For YIT Funded Services, the need must be documented in either the USP or CANS within the past (90) days. If (90) days have passed since the last USP or CANS or the need that is currently being applied for (to utilize YIT funds) is not documented in either, the User will have to complete a new CANS to document the need and also document the need in the next service plan. Click Next.

5. The User must complete all of the questions on the Youth in Transition screen. (Clicking on Continue means that the User has completed the YIT data entry and the Data will now be saved. Click Yes to continue saving. This will take the user back to the Child Information screen.

6. The User will click on the DHS-4713 on the Youth In Transition screen to Add YIT Services. The YIT- 4713 button is located at the bottom of the fourth screen in the YIT/IL Info tab located in Child Information. (See Instructions on completing the DHS-4713).

<u>REGISTERING A CLOSED SWSS FAJ CASE TO YIT SERVICES</u>*

<u>SWSS FAJ User Steps</u>

1. On the Main Menu screen, Click on ADD New.
2. On the Add New Client Name Search screen, enter the Youth's Last Name, First Name and DOB.
3. Select the Legal Status – (55) Youth in Transition, from the Pic List.
4. Click on the Search button in order to locate the Closed FAJ case. Highlight the Youth's closed case and Click on the Continue Add New button at the bottom of the screen to continue to proceed with registering the YIT Services case (do not just double click on the highlighted case).
5. Click Yes to the message – Do you want to prefill case registration with the details of that youth?
6. The Youth's Closed Log # and Case Number will prefill in Case Registration. If they do not pre-fill, the User will have the ability to Add both numbers. By keeping the same Log # and Case #, the history of the case will be maintained.
   *Note: For Out of State YIT Services Only Case registrations, the User will need to generate a New Log # and a New Case #.
7. In Case Registration, the system will show the LS-55 – Youth in Transition.
8. Select the Assigned Worker from the Pic List for the County registering the case.
9. In the YIT Acceptance date field, enter the Date that the Youth requested YIT funded services.
10. Enter all of the Youth's current identifying information and demographics, including email address.
11. Enter the State of origin (even if it is Michigan).
12. Based on the Youth's DOB prefilled or entered in registration, the system will calculate the DOB entered to the current date to assure that the Youth is at least 14 yrs. of age and not over the age of 21 yrs. of age.
13. If the Customer ID did not pre-fill from the Closed case, the User will have the option to Click on the Bridges Search button in order to Search for the Youth's customer ID. (If the customer ID is not converted to Bridges, the User will have to request an interim conversion to the Local Office Bridges Expert).
14. If no Customer ID is located in the Bridges Search for the Youth, the User will be able to Create one (this should only be necessary for out of state youth).
15. When all remaining fields are completed on the screen, Click Continue to receive the message that the SWSS Case is now Registered.

***Note**, this is also how you will register an open and closed Adoption Subsidy (ADSB) case. SWSS will create a new log id for the YIT case.

ACTIVATING THE YIT (LS-55) CASE

SWSS FAJ User Steps

1. Once the YIT Case registration is complete, the User will go to the Child Information screen to begin the process of Activating the case.

2. On Screen 1 in Child Information complete all fields. User will have to verify that the Youth's Birth Certificate was either Applied for or Received.

3. Complete the required fields on Screen 2 in Child Information. Make sure that the Legal Status is 55 – Youth in Transition.

4. Screen 3 in Child Information, the User will select (7) Youth in Transition from the FC Event drop down Box. For Goal Status, the User will select (2) Goal not achieved – Services cont.

5. Screen 4, the User can Enter information to Describe the Youth's Physical Appearance and enter Medical Information pertaining to the Youth, but these fields are not required.

6. User will Click on the "YIT/IL" Info Tab on Screen 1 in the Child Information Module. Enter youth's e-mail address if they have one. Pick County of Supervision from the drop down box and select whether the Youth is currently supervised by DHS or a CPA. If the Youth is Supervised by a Contract (POS) Agency, select the Contract Agency Name from the drop down box and enter the Supervising Agency Worker Name and Phone Number.

7. In the bottom section, select the reason(s) that the Youth left Foster Care. This field is required for Closed FAJ cases opening to YIT Services. If the User selects "Other" they will have to enter at least (5) characters in the narrative box and Click Next. This section is not required for open case services.

8. The next tab determines the YIT Eligibility for the Youth. To qualify for YIT Services, all questions in Section I and in the "Documentation" section must be answered "yes" to qualify for YIT services. Once this tab is completed please click on the "Print 722" button and put a copy in the youth's case file (requires worker and supervisor signature). This form will only need to be printed again if any of the information changes.

9. YIT Eligibility determination continues on the next tab. *For YIT Funded Services, the need must be documented in either the USP or CANS within the past (90) days. If (90) days have passed since the last USP or CANS or the need that is currently being applied for (to utilize YIT funds) is not documented in either, the User will have to complete a new CANS to document the need.

10. If the Youth's address has changed, Click on the Edit Address button at the bottom of the screen and Enter the Youth's <u>current</u> address. Click Next

11. On the next tab titled, Youth in Transition, the User must answer ALL the questions and make sure that they accurately apply to the Youth. When this data entry is complete, the User will Click Yes to continue saving the data. *Note the question "Pregnant or Expecting" is also for male youth if they have a significant other who is pregnant or expecting.

12. The User will complete a Bridges Transaction in order to Activate the YIT Services case.

13. After the case is Activated, The User shall click on the DHS-4713 on the YIT Eligibility (Cont.) screen to Add YIT Services, complete and print the form. The YIT- 4713 button is located at the bottom of the 4th screen under the YIT/IL info tab on the Child Information screen. (See Instructions on completing the DHS-4713)

COMPLETING THE DHS-4713 IN SWSS FAJ FOR YIT SERVICES

1. The User will click on the DHS-4713 button located at the bottom of the fourth tab in 'Youth in Transition' to add YIT Services.

2. The User will select the New button and then complete the two screens that follow, which contain questions pertaining to the youth. The questions are to gather information for NYTD (National Youth in Transition Database) When the questions are completed, the User will begin the process of completing the DHS-4713. *Note: Each time you authorize a new service please assess if the answers have changed or remain the same.

3. The User will enter the "Service Requested Date," which is a required field.

4. To the right of "Services Received," the User will select one service from the drop down box at one given time.

5. If Other is selected in the drop box, the User will be required to enter a narrative to describe the service received.

6. The next line will state the "Type of Case," which is also a required field. The User will select either the OCS – Open Case Service (Open FAJ case) or CCS – Closed Case Service (YIT Services only- LS 55.

7. On the next line the User will enter the Date the Service began in the Begin date field and the Date the Service Ended in the End date field by entering mm/dd/yyyy.

8. On the next line titled Completion, the User will choose "Adequate" or "Inadequate" from a drop down box.

9. In the open Provider field, the User will enter the name of the Provider who provided the service.

10. In the amount field, the User will enter the cost of the Service.

11. In the comments box below the amount, the User will have to enter at least 5 characters.

12. In the Worker field, the User will select the name of the Worker in the county where the youth is requesting services; the Worker who is completing the DHS-4713.

13. The User can add several services in one DHS-4713 by clicking on the ADD button after completing the DHS-4713. *Note you have to select "ADD" to save the service. If the user enters the info and then select "Continue" prior to selecting "ADD" the information will not save.

14. If you add a service that you no longer want submitted for approval you can highlight the service and select the "delete" option in the bottom right corner and this will delete that service. (This is prior to your Supervisor finalizing, once finalized you cannot delete)

15. When all of the Services received for that request date have been entered, the User will click on the continue button.

16. You will then be taken to the YIT Services Requested History. Click on the date of service you just completed (service request date). Then click on the Send E-mail button. A pop up box will appear indicating that an e-mail has been sent to the supervisor. At this time the worker can submit the DHS-1291 and any other needed documentation for the service requested.

17. Once a service is added, but not approved, the user will not be able to select "new" to add another service until that service date is finalized by Supervision. If the user would like to add additional services to that service date they can do so by highlighting the service date and selecting "view".

18. In order to view the two screens of questions, required for National Youth in Transition Database, on an un-finalized request, the user will highlight the service date and select "details".

19. Once the Supervisor receives the e-mail they will enter the YIT section as outlined above. The Supervisor will review the DHS-4713. If the supervises approves of the service being requested then on the YIT Services Requested History they will highlight the date of service they are approving and then click the Finalize/Print button.   They will print the DHS-4713, sign and return the worker along with any other approval (i.e. DHS 1291)

20. If they do not approve they will click on the Deny button and enter narrative explaining the reason for denial.   If the Supervisor approves of the service but would like to change the amount being requested they can do so by viewing the completed DHS 4713 and changing the amount and then Finalize/Print.

21. Once the Supervisor Finalizes the DHS-4713 changes can no longer be made. An asterisk by the request date will indicate that it is finalized. Note: The user will not immediately see the asterisk indicating finalization. Once you leave the screen and then return the asterisk will appear.

22. The User will be able to view any 4713 in the YIT Services Request History by clicking on the request and clicking on the View button.

CLOSING THE YIT (LS-55) CASE

SWSS FAJ User Steps

1. On the Main Menu screen select "Case Closing".

2. Highlight the child's name.

3. Select close code "23 YIT Services Only".

4. Select goal code "3 Goal achvd-srvcs no longer needed".

5. Select Next, and then select Continue.

6. A Bridges transaction will automatically take place. The user will not be required to complete a closing summary.

7. Regular case closing practices will take place with open FAJ cases applying for YIT Services.