

	<p>Department of Human Resources 311 W. Saratoga Street Baltimore, MD 21201 - 3521</p>	<p>FIA ACTION TRANSMITTAL</p>
<p>Issuance Date:</p>	<p>JULY 8, 1996</p>	<p>Effective Date: UPON RECEIPT</p>
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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS**

**FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, FAMILY INVESTMENT
ADMINISTRATION**



RE: PRIMARY PREVENTION INITIATIVE (PPI) SIMPLIFICATION

PROGRAM AFFECTED: AFDC

ORIGINATING OFFICE: OPA

BACKGROUND:

The PPI program is changing. Certain PPI policies and procedures are being simplified to conform with changes being made to the Temporary Cash Assistance Program. Modifications to the program are intended to reduce the administrative burden of operating PPI in preparation for implementing the Family Investment Program.

CURRENT PPI POLICIES AND PROVISIONS

- ▶ Customers must provide proof of health examinations and shots every six months for children from birth to 18 months. For children 19 months through 6 years, proof must be provided annually.
- ▶ Customers must verify every six months that school age children (7 in the calendar year through 17 or 18 if expected to graduate before age 19) are attending school 80% of the time. Verification of school enrollment must be provided for children turning 6 in the calendar year.
- ▶ Customers who fail to meet either age specific requirement can claim good cause and be granted the opportunity to correct the problem without a disallowance occurring. The good cause periods for meeting the pre-school health and education requirements is 3 months and 6 months respectively. Good cause may be claimed twice during the life of PPI.

(Current Policies/Provisions Cont.)

- ▶ Targeted Case Managers (TCM) are available to help those customers requesting service intervention. TCM outreach is automatically provided for those customers who receive a disallowance for three and nine consecutive months.
- ▶ Customers who do not meet the PPI requirements, without good cause, receive a disallowance of \$25 per month for every child out of compliance.
- ▶ A monthly prenatal nutritional allowance of \$14 is given to all customers who verify pregnancy and ongoing prenatal care.
- ▶ Each adult customer in the assistance unit and each child who will be age 7 or older by the end of the calendar year is eligible for an annual health OTO payment of \$20 with proof of a physical check-up in the current calendar year.
- ▶ The Basic Evaluation Addendum will stop at the end FY' 97.

NEW PPI POLICIES AND PROVISIONS

- ▶ For Customers having a redetermination between August and December 1996, PPI verifications must be submitted as necessary. These customers will not be required to provide additional verifications in the new year if they satisfied PPI requirements at the time of their previous redetermination. *The case record should be annotated to reflect this. All other customers must provide PPI verifications at the first redetermination of the new year.*
- ▶ Customers are no longer required to declare a willingness to comply with PPI requirements at the time of application. The Declaration form (DHR\IMA\PPI 1127) will no longer be used.
- ▶ The \$14 Prenatal Nutritional Needs allowance will be discontinued effective August 1, 1996. Refer to **FIA Action Transmittal 97-05 dated June 3, 1996** for further details.
- ▶ The Basic Evaluation will stop at the end of FY' 97.

GOOD CAUSE

Customers cannot claim good cause unless they have an active case in Child Protective Services (CPS), Intensive Family Services (IFS) or Families Now (FN).

- ▶ If a disallowance is imposed and the customer is placed in a CPS, IFS or FN case, the disallowance should be removed. The case manager should remove the disallowance as soon as the service worker indicates that a case has been established in one of the above areas.
- ▶ The good cause period is in effect as long as the customer has an active CPS, IFS, or FN service case.

Acceptable Good Cause Reasons:

Excused days will continue for school age children who do not meet the attendance requirement because of religious holiday observance, illness or death of an immediate family member.

ACTION REQUIRED

- ▶ Customers must provide all PPI verifications at the first redetermination of the new year except for those who have provided verification between August and December 1996. (See section on New PPI Policies and Provisions).
- ▶ The case manager must explain all PPI requirements to the customers at application and reinforce these explanations at redetermination.
- ▶ Workers will identify those customers who are eligible to remain in good cause at their first scheduled redetermination. A timely Notice of Adverse Action must be sent to customers who no longer qualify for good cause.

OBSOLETE PPI FORMS

- ▶ Declaration form (DHR\IMA\PPI 1127)
- ▶ Education Sick Slip (DHR/IMA/1129) - (OPTIONAL)
- ▶ PPI Follow-up Letters (DHR/IMA/PPI1136)
- ▶ Informed Consent and Request for Services (DHR\IMA\PPI 1137)
- ▶ Planning Guide for your Next Redetermination (DHR/IMA/PPI 1138)

REVISED PPI FORMS/NOTICES (see attached)

- ▶ Preventive Health Care form (DHR\FIA\PPI 1131 - REVISED 7/96)
- ▶ PPI Rights and Responsibilities form (DHR\FIA\PPI 1126 - REVISED 7/96)
- ▶ PPI Change Notice (DHR\FIA\PPI 1132 - REVISED 7/96)
- ▶ Customer Notification (New)
- * (Note: Continue to use existing forms until production of revised forms is completed. LDSS will be notified via Action Transmittal)

SERVICE COMPONENT -TARGETED CASE MANAGEMENT (TCM) CHANGES:

Effective June 30, 1996, TCM services will be discontinued. Customers can still request services through the existing service components. All customers requesting services should be referred to Services to Families with Children (SFC). For PPI cases with continuing service, the following procedures should be observed:

- ▶ **Record Retention** - All records and information on TCM services to customers are to be retained in a central location for a minimum of seven years.
- ▶ **Case Closing** - Targeted Case Managers should ensure that all TCM cases (outreach and continuing), are closed by July 15, 1996, and Referral to Services forms (DHR/IMA/PI 461) are forwarded to Dr. Dennis McGrath at the University of Baltimore, as described in the TCM manual.
- ▶ **TCM Reports** - Final TCM monthly reports are due to Patrick Patrong in the Social Services Administration no later than July 15, 1996.
- ▶ **Post TCM Service** - Customers requesting assistance with meeting the PPI requirements should be referred to Services to Families with Children (SFC) on the Referral to Services form.
- ▶ **Service Reports** - Effective August 1, the 3 Month Disallowance report (S-385) will no longer be issued to local departments. The S258 report will continue to be sent out.

SYSTEM CHANGES

AIMS

Effective August 1, 1996:

- ▶ The prenatal field will be removed.
- ▶ The \$14 prenatal allowance will be removed from AIMS.
- ▶ The service referral field will be removed.
- ▶ The good cause counter field will be removed.
- ▶ Continue to enter existing PPI coding on the system as it applies to each case (i.e. Y, E, L).
- ▶ A simulated mass modification will be run on July 13, 1996. This will generate a Notice of Adverse Action for the \$14 prenatal allowance.
- ▶ A mass modification will be run on July 26, 1996 to remove the \$14 prenatal allowance from the existing cases and reduce the benefits in the active caseload.
- ▶ The unborn field will remain on AIMS. (Note: There should be no attempt made to enter data into this field.)

CARES

Effective August 1, 1996:

- ▶ Effective August 1, 1996 CARES will remove the \$14 prenatal allowance. A mass modification to be run July 14, 1996 to remove the \$14 prenatal allowance from the existing cases and reduce the benefits in the active caseload. CARES will generate a Notice of Adverse Action on July 15.
- ▶ **PSH (Pre-school Health) and GS (Good Standing)** verification fields still must be completed at application and when adding a child to a case. The fields must also be updated at each redetermination.
- ▶ When updating the verification fields on the **DEM2** screen at the first redetermination, the verification valid value will need to be changed from **CS (Client Statement)** to the correct verifying documentation codes or a disallowance will be imposed. The valid values must also be re-verified at each subsequent redetermination. This can be done by entering an ("=") in the field (if the verification is the same) or changing the valid value if the type of verification has changed.
- ▶ Definition changes for Valid Values **GC** and **GI** are as follows:
GC - Good Cause CPS Case
GI - Good Cause IFS or FN Case
- ▶ The Service Referral field edit on the **MISC** screen will be eliminated August 1.
- ▶ The **HELP** screen will be updated effective August 1 in accordance with all listed changes.
- ▶ Continue to maintain the existing research codes on cases.

OTHER:

No Manual updates will be made for the duration of the PPI Program. Policy changes will be issued through action transmittals.

ACTION DUE DATE:

This policy change is effective **August 1, 1996**.

ACTION REQUIRED BY:

All Local Departments of Social Services.

INQUIRIES:

Please direct inquiries to Joyce Underwood at (410) 767-7298, George VanHook at (410) 767-7696, or the DHR Help Desk at (410) 767-7002 or 1-800-347-1350.

cc: DHR Executive Staff
FIA Management Staff
Constituent Services
SSA Management Staff

PRIMARY PREVENTION INITIATIVE HEALTH CARE FORM

AU Number
Cashead Name
EDSS/District

**** Instructions for health care practitioner: please complete all appropriate sections of this form, sign and date it.**

Pre-School Children -- birth through 6 years

Must show physical exam within the past 12 months

Child's full name	Child's DOB	Date of last exam

School Age Children -- 7 through 18 years

Must show physical exam in the current calendar year

Child's full name	Child's DOB	Date of last exam

Health care practitioner's name, facility and phone number - print or use stamp:

Authorized Signature

Date

Adults

Must show physical exam in the current calendar year

Adult's full name	Date of last exam	Family Planning Services discussed: * check circle
		Y < > N < >
		Y < > N < >
		Y < > N < >
		Y < > N < >

***** Y - yes; N - no; R - referred *****

Woman's full name	* Mammography services	* Pap Smear procedure
	Y < > N < > R < >	Y < > N < >
	Y < > N < > R < >	Y < > N < >

Health care practitioner's name, facility and phone number - print or use stamp:

Authorized Signature

Date

PRIMARY PREVENTION INITIATIVE-RIGHTS AND RESPONSIBILITIES

DEPARTMENT OF SOCIAL SERVICES

HOH Name _____ District/Office _____

Case/Client ID Number _____ Date _____

I understand that my Temporary Cash Assistance (TCA) grant may be reduced if I do not provide proof that my child(ren) age 6 and younger meet the Pre-school health requirement. My check can also be reduced if my school age child(ren) who are 7 - 19 years old do not attend school regularly, at least 80% of the time. In addition, the year in which my child(ren) turns 6 years old, I must provide proof of school enrollment.

I also understand that:

- ▶ My TCA grant may be cut by \$25 per month per child if the PPI requirements are not met.
- ▶ If my child is having a problem meeting the PPI requirement(s), I may request service assistance from Services to Families with Children (SFC).
- ▶ I may claim good cause only if I have an active case in Child Protective Services (CPS), Intensive Family Services (IFS) or Families Now (FN).
- ▶ Once per year I may receive a \$20 Health bonus for every person age 7 or older in my household who has an annual health exam and submits proof in the calendar year.
- ▶ I have the right to appeal any decision regarding my TCA grant that I do not agree with.
- ▶

I have read or have had my PPI rights and responsibilities read to me and I understand what they are and what is expected of me.

Customer Signature

Date

Case Worker Signature

Date

**ATTENTION TEMPORARY CASH ASSISTANCE (TCA) CUSTOMERS
PRIMARY PREVENTION INITIATIVE (PPI) IS CHANGING!!!!**

WHAT DO YOU NEED TO DO?

VERIFY THE FOLLOWING:

- ▶ Provide proof that your child(ren) age 6 or younger have had a recent health exam and up-to-date shots.

- ▶ Provide proof that your child(ren) age 7 or older are in school and attending regularly. *Remember: If sickness, death of a family member or religious holidays have kept your child from school, you will need proof.*

WHAT WILL HAPPEN IF YOU DO NOT MEET THE REQUIREMENTS?

- ◆ Your grant will be reduced by \$25 for each child for each month that proof has not been given to your worker.

WHAT CAN YOU DO IF YOU CANNOT MEET THE REQUIREMENTS?

- ◆ Your grant will not be cut if you are receiving help from Child Protective Services (CPS), Intensive Family Services (IFS) or Families Now (FN).

- ◆ If you do not have a service case in one of the above categories, you can still get help. Just ask your worker. However, this help will not stop your grant from being reduced.

WHAT CAN YOU DO ON YOUR OWN?

- ◆ You can seek assistance from your child's school.

- ◆ You can seek help from private counseling.

- ◆ If you are having trouble with clinic or doctor appointments, you can contact your health care provider. Call the HMO Hotline at 1-800-284-4510 or the PPI Hotline at 1-800- 742-7301.

Note: These services will not stop your grant from being reduced. You must provide the required proof to stop your grant from being cut.

CAN YOU GET HELP EVEN IF YOU MEET THE ABOVE REQUIREMENTS?

- ◆ YES, ask your worker to refer you to Services to Families with Children (SFC). You have the right to ask for help at any time.

OTHER IMPORTANT INFORMATION

- ◆ You can still receive a \$20 bonus once a year for each person in your household 7 years and older with proof that they have had a health exam in the current calendar year.

- ◆ Effective August 1, 1996, the \$14 prenatal nutritional needs allowance will no longer be available.



July 12, 1996

Dear Customer:

Effective August 1, 1996, the Primary Prevention Initiative (PPI) program is changing. Outlined below are the changes that will affect you:

- ◆ The \$14 Prenatal Nutritional Needs allowance will no longer be available to pregnant women.
- ◆ Target Case Management services are no longer available. If you need help, just ask your worker to refer you to Services to Families with Children.
- ◆ Good cause can no longer be claimed to stop your grant from being cut. Good cause will be available only for customers with an active service case in Child Protective Services (CPS), Intensive Family Services (IFS) or Families Now (FN).

These are the things you must continue to do:

- ◆ Make sure that your school-age children (age 7 to 19 years) attend school regularly and provide proof of attendance when requested by your worker.
- ◆ Provide proof of a health check-up and up-to-date shots for children from birth to six years old.

If you experience any problems in providing this proof, please call your worker and request help. If you need additional clarification after speaking to your worker, you can call the PPI Hotline at 1-800-742-7301.

Sincerely,

Alvin C. Collins
Secretary