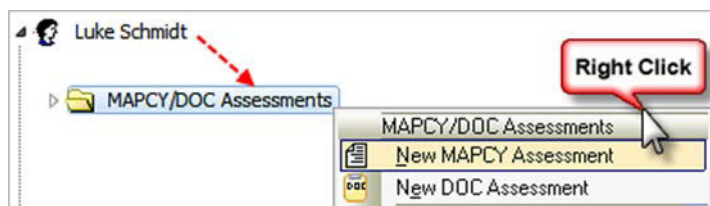


Minnesota Assessment of Parenting Children and Youth: Setup Tab

Beginning January 1, 2015, all children entering foster care must have a Minnesota Assessment of Parenting Children and Youth or MAPCY tool completed within 30 days of the date of placement. Additionally, a MAPCY will be required for children when a status change occurs: moving to a new child foster care placement, moving from a foster care to a permanency, or if a Commissioner Transition occurs for a child pre-receiving Northstar permanency benefit.

Staff need **Approver MAPCY** and/or **Assessor MAPCY** role assigned to them in SSIS Administration prior to being able to open and Assess a MAPCY or Approve a MAPCY. Information on roles is available in the [Security Administration – General Security](#) module.

Client Node – MAPCY/DOC Assessments Folder – New MAPCY Assessment



1. Beneath the **Participants** folder, expand the Client node.
2. Right-click on the **MAPCY/DOC Assessments** folder.
3. Select **New MAPCY Assessment**.
4. The **Setup** tab displays.

MAPCY Setup Tab – MAPCY Tool Selection

No required fields needed to complete.

MAPCY: Effective Date:

Description:

Status: Complete Date: Agency Approval Date: Revision:

Child Domains (Ages 0-12)
EFC-SIL Domains (Age 18 + in Extended Foster Care-Supervised Independent Living)
Youth Domains (Ages 13 and older, not EFC-SIL)

1. In the **MAPCY** field, select which MAPCY tool to complete based upon the age of the child or youth.
2. The MAPCY tool displays beneath its own **Setup** tab.

3. Enter the appropriate date in the **Effective Date** field that corresponds with the first date of placement.
4. The **Description** field is editable.
5. Note that the **Status** field displays as **Draft**. The **Complete Date** field later autofills with the date you send the MAPCY for approval, and the **Agency Approval Date** field later autofills with the date the MAPCY is approved.
6. The **Document** and **Assessment** sections autofill.
7. Select the name of the caseworker completing the MAPCY with the foster care providers in the **Assessor** field.

MAPCY Setup Tab – Assessor field



Assessor

Assessor: Socialworker, Jane

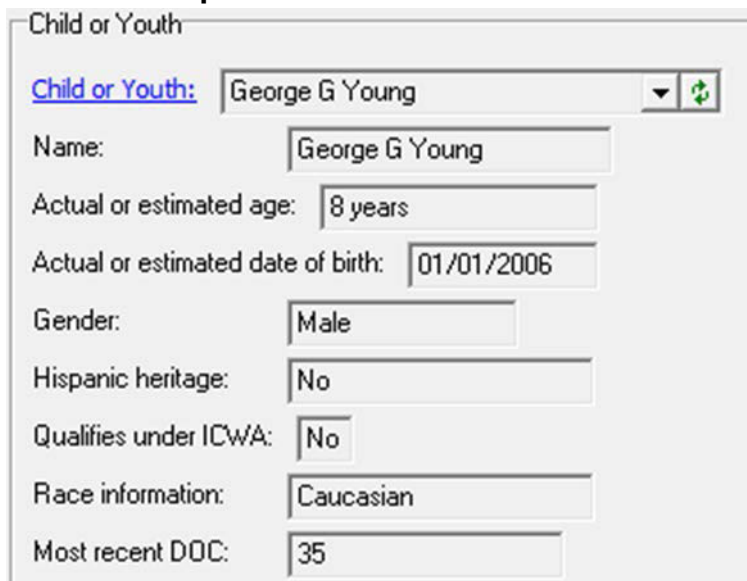
Full name: Jane Socialworker

Phone:

E-mail:

8. The **Child or Youth** field displays the name and related information of the client under the node in which the MAPCY is opened. Review the merge fields to ensure that the information is accurate.

MAPCY Setup Tab – Child or Youth field



Child or Youth

Child or Youth: George G Young

Name: George G Young

Actual or estimated age: 8 years

Actual or estimated date of birth: 01/01/2006

Gender: Male

Hispanic heritage: No

Qualifies under ICWA: No

Race information: Caucasian

Most recent DOC: 35

9. The child's current out of home placement displays in the **Placements** field.

MAPCY Setup Tab – Placement Information field

Placement Information

Placements: Placement

Setting: Pre-kinship home - relative

Caregiver 1: Judy Valentine

Caregiver 2: Jay Valentine

Bus org - provider: Valentine Foster Home

Placement W/G program: CP

Days in placement: 430

SSIS Bus Org #: 102306250

Placement workgroup #: 203579902

Caregiver 1 person #: 101998199

Caregiver 2 person #: 101998196

Continuous Placement

Continuous placements: 9/1/2013

Supervising agency: County social services

Caregiver address

Caregiver 1 address: Physical location

Formatted address: 222 Western Ave
St Paul, MN 55102

10. Review the merge fields in both the **Placement Information** and **Continuous Placement** sections to ensure that the information is accurate.
11. In the **Caregiver 1 address** field, select an address in the menu if the correct address displays.
12. Click **Save**. Click on the **Document** tab

Hint: If data is missing, or inaccurate, on any Setup tab, it must be entered in the Tree View. Return to the corresponding Tree View folder, enter or correct the information, and click Save. Return to the Setup tab, click the Display Setup button, and return to the merge field. If the data doesn't display, click the Refresh button

Hint: If no address, or an incorrect address, displays, this information must be added or corrected in the Business Organization Search. Addresses display in this field only if entered in the Individual Provider's folder, within an Individual Provider's Client node, and in their specific Address/Phone/Email/State Detail folder. Provider addresses entered in the Address/Phone/Email folder do not merge into the MAPCY Setup tab. Administrative rights are required in order to make changes to any Business Organization screen. Note: If there is no address under the Individual Provider folder for Caregiver 1 then no address will appear, even if there is an address for Caregiver 2.

Hint: Responsible Party and address fields which are required for EFC-SIL templates - Foster Home - Corporate/Shift Staff setting