

At-Risk Adoption Assistance Conversion Process and Post Permanency Reassessment Process

After finalization of an adoption or Transfer of Physical and Legal Permanent Custody (TPLPC), adoptive families and relative custodians may request a reassessment of their child's needs and the parenting they provide. MN Statute 256N.24, subdivisions 10-12 outline the policy and procedures of the reassessment process.

Below is an outline of the process for county and tribal agencies to follow after a family requests a reassessment.

Prior to finalization:

Reassessments may not be requested or conducted:

- Between the time Adoption/Kinship benefit agreement becomes fully executed and adoption/TPLPC is finalized.

Reassessments may be requested or conducted:

- When a child has an at-risk adoption assistance agreement, and a documented disability manifests itself. This can be requested any time before finalization.

After finalization:

Family submits a written request for post-permanency reassessment to DHS Adoption/Kinship worker (emails submitted to adoption.assistance@state.mn.us).

Written requests may also be sent to local agencies, who will forward to DHS Adoption/Kinship Assistance.

- Reassessment must be at least six months since most recent assessment, based on MAPCY (Minnesota Assessment of Parenting for Children and Youth) approval date.
- If it is an at-risk conversion and a disability has manifested, reassessment may be requested any time after finalization.
- Written request must include reason for request, name, address and contact information for caregivers.
- For at-risk adoption assistance requests, caregiver must also provide written documentation from a qualified expert that a disability has manifested itself. If disability documentation does not meet requirements, renegotiation request will stop and not proceed to the next steps of the reassessment process. DHS will notify requester that documentation does not meet requirements.

DHS locates child in SSIS-DHS and initiates a reassessment to agency of financial responsibility (puts child onto Post Permanency Reassessment Log).

- Agencies must wait for child to be added to the log to initiate MAPCY.
- Child must be cleared to SWNDX before reassessment can be initiated.
 - If child already exists in SWNDX for post-adoptive identity, DHS worker will clear post adoptive identity to existing SWNDX number.
 - If post adoptive identity is not found in SWNDX, child will be cleared in SSIS-DHS with a new SWNDX number.

Financially responsible agency monitors Post Permanency Reassessment Log for new requests.

- Only those with SSIS permissions are allowed to access Post Permanency Reassessment Log. SSIS mentors may grant permissions.

Post Permanency Reassessment Log in SSIS-Worker allows agency to view pending reassessments (Searches/Logs – Post Permanency Reassessment Log).

- The log includes both pre-adoptive/kinship and post-adoptive/kinship names, SWNDX numbers, and current MAPCY level.

Once DHS initiates post permanency reassessment, DHS Adoption/Kinship Assistance worker will email financially responsible agency (last worker on record) to notify them that a post permanency reassessment has been requested by the family.

- If post-adoptive client exists in local agency AND has the same SWNDX number as Post Permanency Reassessment Log, there will be a carrot symbol (>) next to child's name on Post Permanency Reassessment Log, allowing local agency to expand person tree for that child.
- If post-adoptive client exists in local agency BUT does not have a SWNDX number OR has a different SWNDX number than the one on Post-permanency Reassessment Log, there NOT will be a carrot symbol next to child's name on Post Permanency Reassessment Log.
 - If no SWNDX number, post-adoptive client should be cleared to SWNDX number on Post Permanency Reassessment Log.

- If SWNDX number exists but is different than the one on Post Permanency Reassessment Log, a data fix is needed.
- If SWNDX numbers do not match, send both SWNDX numbers to SSIS Helpdesk for a data fix before creating the MAPCY. Based on analysis, DHS-SSIS data integrity team will determine the KEEPER SWNDX number and make appropriate changes to Worker, SWNDX, and SSIS-DHS.

MAPCY reassessment should not be completed until client/SWNDX number in SSIS Worker and Post Permanency Reassessment Log match.

- If MAPCY is completed with non-matching SWNDX numbers, SSIS will not recognize that they are the same child and will NOT pick up the reassessed level.

SSIS-Worker allows completion of a new MAPCY and compares results of the original MAPCY.

- In MAPCY Setup Tab, the purpose is "Post permanency reassessment (NAA or NKA)."
- Approve MAPCY. If child is eligible for Extraordinary Levels (EL) increase, EL must be approved by DHS.

If results are the same or lower, notifications within SSIS-Worker are available to notify adoptive parent/relative custodian.

- Status within Post Permanency Reassessment Log changes to "Reassessment Not Implemented."

If a higher benefit level is determined and approved:

- SSIS-Worker automatically sends a notification with proposed benefit level increase to SSIS-DHS.
- Status within Post Permanency Reassessment Log changes to "MAPCY Completed."
- Financially responsible agency must send a copy of MAPCY Rating Report to DHS Adoption/Kinship Assistance worker.
 - If Extraordinary Levels increase is approved by DHS, DHS will forward MAPCY Rating Report to DHS Adoption/Kinship Assistance worker.
- DHS Adoption/Kinship Assistance worker reviews MAPCY Rating Report.
- DHS Adoption/Kinship Assistance worker creates and sends amendment to the adoption/kinship benefit agreement to family for signature. For an at-risk conversion, amendment is also sent to agency for signature, who then forwards to family.
- Once signed and returned, commissioner's designated agent signs amendment, sets up a new payment and issues back payment, if necessary. Status on Post Permanency Reassessment Log changes to "Amendment Completed."
- New rate goes into effect the date amendment is signed by commissioner's designated agent.

Name	Current SWNDX #	Current Benefit Level	Status	Status Change Date	Proposed Level Age 0-6	Proposed Level Age 7-12	Proposed Level Age 13+
California, Atwater - 08/18/2016	37300785	G	MAPCY Completed	08/22/2016	L	L	L
Colorado, Castle - 08/25/2016	37298150	G	MAPCY Completed	08/25/2016	I	I	I
California, Atascadero - 04/28/2016	37300789	C	MAPCY Completed	04/28/2016	H	I	I
Indiana-Orange, Elkhart - 08/16/2016	37342382	B	MAPCY Completed	08/25/2016	H	H	H
Colorado, Craig - 08/25/2016	37308434	E	MAPCY Completed	08/25/2016	H	H	I
California, Beverly - 08/31/2015	37280261	D	MAPCY Completed	09/01/2015	G	G	G

Reassessment Information

County: Aitkin

Status: MAPCY Completed

Status Change Date: 08/22/2016

Create Date: 08/18/2016

SSIS Doc ID: 230455811

Proposed Benefit Level: L

Proposed Level Age 0-6: J

Proposed Level Age 7-12: J

Proposed Level Age 13+: L

For questions, please contact:

At-Risk Conversions: northstar.benefits@state.mn.us

Minnesota Assessment of Parenting for Children and Youth (MAPCY): mapcy.dhs@state.mn.us



For accessible formats of this information or assistance with additional equal access to human services, write to dhs.info@state.mn.us, call 651-431-4670, or use your preferred relay service. ADA1 (2-18)