

## **Workflow Process for Entering IV-E on SSIS**

### **Steps for Initial Eligibility Notification / Initial SSIS Referral:**

- 1.) The SSIS worker enters the placement of the child into SSIS
  - a. Enter Continuous placement and Authority tab information on the Continuous placement screen
  - b. Enter Placement information on the Placement screen
- 2.) If placement is Court ordered, the social worker enters information into the Court Action screen under the client.
- 3.) The child must be cleared to SWNDX.
- 4.) The SSIS worker enters IV-E information in the Client Eligibility Log folder in the child's client node.
  - a. Create a New IV-E Eligibility Submission Worksheet from the Client Eligibility Log folder.
  - b. Create a New IV-E Submission from the Client Eligibility Log folder.
  - c. Access the Action menu from the IV-E Submission screen and select Submit to MAXIS.
- 5.) The Health Care Application (HCAPP) and Title IV-E Supplement are completed by the authorized representative for the child and given to the MAXIS worker.
- 6.) The SSIS worker gets an SSIS Reminder when the MAXIS worker has determined the eligibility of the child on MAXIS.

### **When do I complete the Eligibility and Reimbursement Worksheet while the child is in placement?**

- A. For children who are determined to be IV-E Eligible, the SSIS worker must update the Eligibility Submission or Reimbursability Submission Worksheets. Changes must be submitted electronically to MAXIS when any of the following situations occur:
- a. When the placement changes authority from Voluntary to Court Ordered

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- b. When the Judicial determination of Best Interest and/or Reasonable Efforts to finalize the permanency plan is obtained
- c. When the child is a runaway and the court has discharged jurisdiction and the continuous placement has been discharged
- d. When information needs to be corrected
- e. When the MAXIS IV-E six month reimbursability review is due (there is a Next MAXIS review: <date> field on the IV-E Eligibility record received from MAXIS)
- f. When the placement is ended and the continuous placement has been discharged.

### **Steps for Continued Eligibility & Reimbursability:**

- 1.) The SSIS worker enters and updates IV-E information in the Client Eligibility Log folder in the child's client node.
  - a. Update the existing IV-E Eligibility Submission Worksheet, as needed.
  - b. Create (if one does not exist) or update the existing IV-E Reimbursability Submission Worksheet
  - c. Access the Action menu from the IV-E Submission screen and select Submit to MAXIS.
- 2.) The MAXIS worker receives a DAIL message on MAXIS the same day once the IV-E submission is submitted by the SSIS worker. The Eligibility and Reimbursability information is then reviewed by the MAXIS worker.
- 3.) The Social worker gets an SSIS Reminder when the MAXIS worker has determined the continuing eligibility of the child on MAXIS.