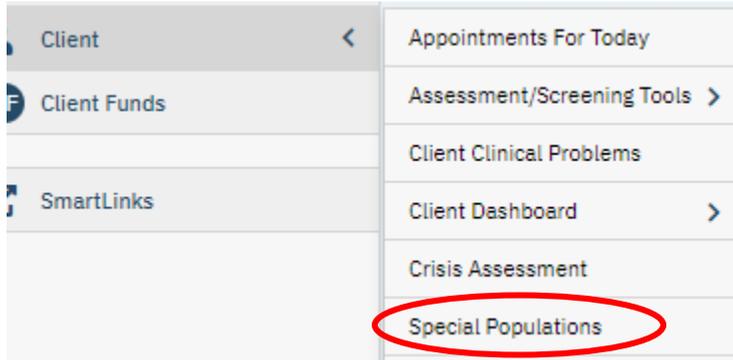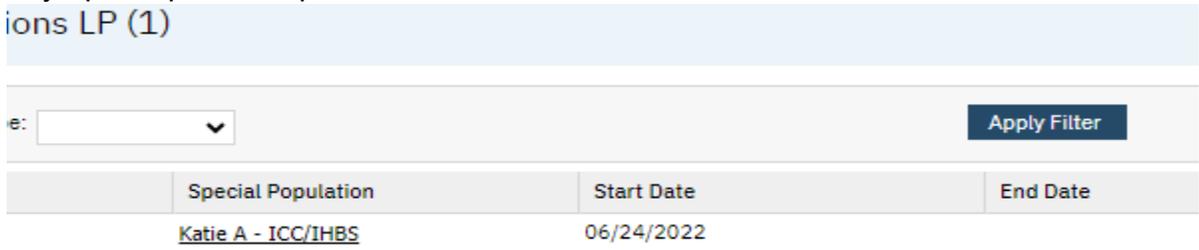## Foster Care

Opening

1. Foster Care Special Population will be opened at intake for all clients in foster care. You can also add if a client goes into foster care while receiving services, in these instances use either the court document date or the date notified.
2. With Client selected, either search "special populations" or select from menu.

Client	<	Appointments For Today
Client Funds		Assessment/Screening Tools >
		Client Clinical Problems
SmartLinks		Client Dashboard >
		Crisis Assessment
		Special Populations

3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

ions LP (1)

			Apply Filter
	Special Population	Start Date	End Date
	Katie A - ICC/IHBS	06/24/2022	

4. Create an entry by selecting the new icon in the top right corner.

5. Select foster care from the drop down menu and add start date. Note any information in the comments box, for example "intake".
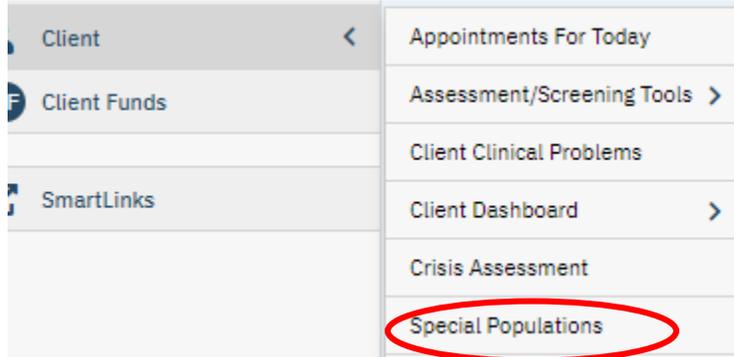
Special Populations

Special Population Type: Foster Care   Start Date 04/13/2022   End Date

Comments:

6. Select Save in the upper right corner and exit screen.
7. Your entry will now show on the list page.

Special Population	Start Date
Katie A - ICC/IHBS	06/24/2022
Foster Care	04/13/2022

Closing Foster Care

1. We will close the Foster Care Special Population when a client closes, when a client leaves foster care to return to parent, when a client is adopted, or a client is in a CWS placement that is not foster care; STRTP, CVA, or THPP.
2. With Client selected, either search "special populations" or select from menu.

Client	<	Appointments For Today
Client Funds		Assessment/Screening Tools >
		Client Clinical Problems
SmartLinks		Client Dashboard >
		Crisis Assessment
		Special Populations

3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

Special Population	Start Date
Katie A - ICC/IHBS	04/25/2023
Foster Care	04/25/2023
ICC/IHBS	05/15/2023

4. Select Foster Care
5. In the Foster Care Screen add the end date and comment reason for closing.

Special Population Type: Foster Care   Start Date 04/25/2023   End Date 08/21/2023

Comments:
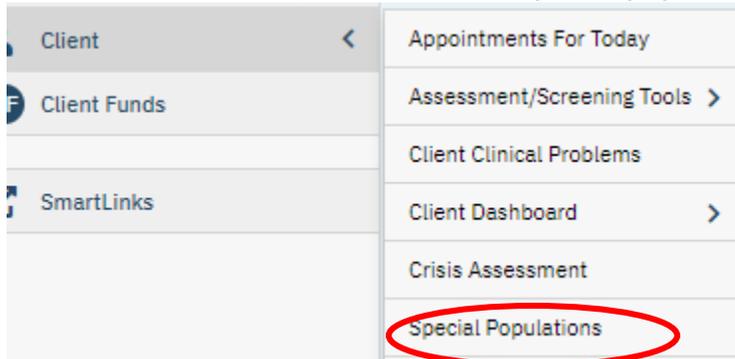Client moved to family maintenance with parents.

6. Select Save in the upper right corner and exit screen.

Child Protective Services

Opening

1. Child Protective Services will be opened at Intake for clients with an open CWS case not in Foster Care. This will include clients in Family Maintenance and removed youth who are in a Short Term Residential Treatment Program (STRTP), Coastal Valley Academy (CVA) or Transitional housing placement program (THPP).

2. With Client selected, either search "special populations" or select from menu.

3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

4. Create an entry by selecting the new icon in the top right corner.
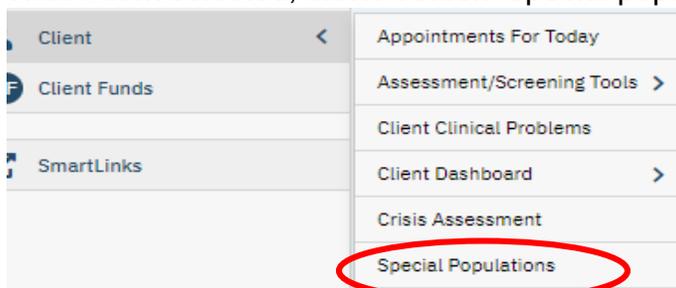

5. Select Child Protective Services from the drop down menu and add start date. Note any information in the comments box, for example "intake'.
6. Select Save in the upper right corner and exit screen.

Child Protective Services

Closing

1. Child Protective Services (CWS) will be closed when CWS case is closed, or youth is placed in foster care (in the case of foster care you will need to open that when you close child protective services (CPS)).
2. With Client selected, either search "special populations" or select from menu.

3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

4. Select Child Protective Services.

Special Population Maintenance

5. In the Child Protective Services Screen add the end date and comment reason for closing.

Special Population Type: [Child Protective Services ▾]   Start Date 03/10/2023 📅 ▾   End Date 08/01/2023

Comments:
CWS case closed
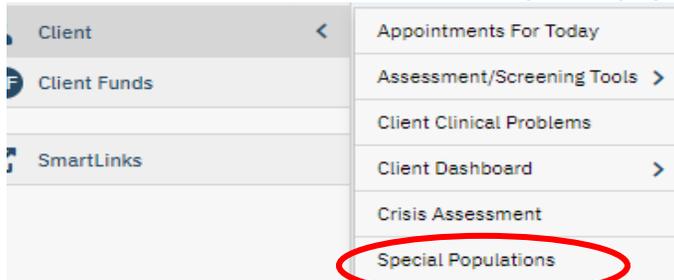
6. Select Save in the upper right corner and exit screen.

Katie A. – ICC/IHBS

Opening

1. Katie A.-Intensive Care Coordination (ICC)/IHBS will be opened when it is determined that the client meets Katie A. subclass criteria. There are multiple factors considered in this determination.
   a. Some examples are Foster Youth in danger of losing placement, Foster Youth receiving Intensive Homebased Services (IHBS) or Therapeutic Behavioral Services (TBS) services.
   b. *All Katie A. openings and closings should be coordinated with the Program Supervisor.*
2. If determined at intake, the Program Supervisor will direct Health Information Technician (HIT) that client meets criteria and add or ask HIT to add to site authorization log (SAT) log. HIT will open Katie A.-ICC/IHBS to the intake date.
   a. If foster youth opened to TBS or IHBS after Intake the approval date for that service will be used as the open date (date Program Supervisor signed referral), this should be confirmed with Program Supervisor via email when opening.
3. With Client selected, either search "special populations" or select from menu.

Client	‹	Appointments For Today
Client Funds		Assessment/Screening Tools ›
		Client Clinical Problems
SmartLinks		Client Dashboard ›
		Crisis Assessment
		Special Populations

4. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

Special Population	Start Date
Katie A - ICC/IHBS	04/25/2023
Foster Care	04/25/2023
ICC/IHBS	05/15/2023

5. Create an entry by selecting the new icon in the top right corner.
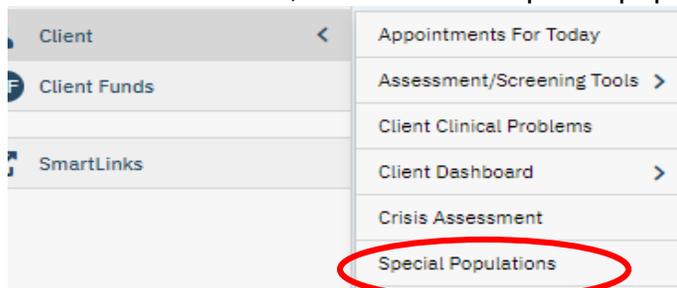
Special Population Maintenance

6. Select Katie A. – ICC/IHBS from the drop down menu and add start date.
7. Note any information in the comments box, for example "intake'.
8. Select Save in the upper right corner and exit screen.

Katie A. – ICC/IHBS

Closing

1. Katie A.-ICC/IHBS will be closed when it is determined that client no longer meets Katie A. subclass criteria or case closes.
    a. If case is closing use close date to close Special Population.
    b. For transfers verify with Program Supervisor and Primary staff before transferring to verify client still meets Katia A subclass criteria, close to date determined by Program Supervisor if no longer subclass.
    c. *All Katie A. openings and closings should be coordinated with the Program Supervisor*.
2. With Client selected, either search "special populations" or select from menu.

Client	<	Appointments For Today
Client Funds		Assessment/Screening Tools >
		Client Clinical Problems
SmartLinks		Client Dashboard >
		Crisis Assessment
		Special Populations

3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

Special Population	Start Date
Katie A - ICC/IHBS	04/25/2023
Foster Care	04/25/2023
ICC/IHBS	05/15/2023

4. Select Katie A – ICC/IHBS
5. In the Katie A – ICC/IHBS Screen add the end date and comment reason for closing.
6. Select Save in the upper right corner and exit screen.

Special Population Type: Katie A - ICC/IHBS   Start Date 04/25/2023   End Date 08/31/2023

Comments:
Case closing

ICC/IHBS

Opening/Closing

1. Family Care Network Incorporated (FCNI) HIT will manage ICC/IHBS Special Population opening and closing.

Special Population Maintenance

2. Open and close dates will match IHBS program enrollment and discharge.

## Lanterman-Petris-Short Act (LPS) Conservatorship-Public Guardian

Opening/Closing

1. Central Health Information (CHI) HITs will manage Lanterman-Petris-Short Act (LPS) Conservatorship Special Population opening and closing.

Lanterman-Petris-Short Act (LPS) Conservatorship-Other (not including Public Guardian):

Opening

1. LPS Conservatorship-Other will be opened when presented a valid conservatorship paperwork.
2. With Client selected, either search "special populations" or select from menu.
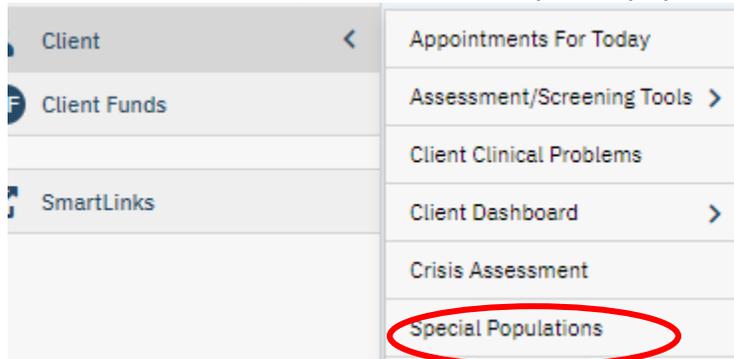
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.
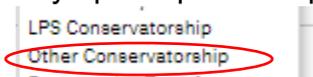
4. Create an entry by selecting the new icon in the top right corner.

5. Select Other Conserevatorship from the drop down menu and add start date.
6. Select Save in the upper right corner and exit screen.

Closing

1. Will end from the conservatorship documentation paperwork.
2. LPS Conservatorship-Other with Client selected, either search "special populations" or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.
4. LPS Conservatorship-Other.
5. In the LPS Conservatorship-Other screen add the end date.
6. Select Save in the upper right corner and exit screen.

Special Population Maintenance