Adoption Assistance Program (AAP) Wraparound

Number: 45-044
Date: 12/1/2008

PURPOSE

The purpose of this policy is to provide guidelines to follow when processing an AAP Wraparound case.

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 1/29/2010. *Signature on file.*

OVERVIEW

Wraparound was developed to provide family-centered strength-based alternatives to Group Home (GH) placements. The county uses AAP funds to provide these intensive, individualized services to eligible children and their families.

The goal in providing Adoption Wraparound services is to strengthen the family and allow children to remain with or return to their families. Services in the Wraparound program are:

- Provided to children who are at risk of a GH placement at a Rate Classification Level (RCL) 10.5 or 13 and allows an alternative to GH care through expanded family based services.
- Provided to children who are living with an adoptive parent, are in a GH currently, or are at risk of an out of home placement episode in order to remain or return the child home.
- Tailored to the unique needs of the child and his/her family.

POLICY

REFERRAL SOURCE FOR WRAPAROUND

Children are referred to the AAP Wraparound program by the assigned AAP Senior Social Worker (SSW).

ELIGIBLE CHILDREN

To be eligible for the Wraparound program the child must be:

- Receiving AAP payments
- At risk for GH placement
- Entered into a Wraparound AAP slot

ELIGIBILITY REQUIREMENTS

Children referred to the Wraparound program must be otherwise eligible for AAP.

WRAPAROUND TIME FRAME

A maximum cumulative placement duration of 18 months for any episode or condition that requires out of home placement.

WRAPAROUND BENEFITS

The payments for out-of-home placement are based upon the maximum rate the child would have been eligible had he/she required out of home care. Payments are calculated as follows when an AAP child is entered into Wraparound program:

- Determine the RCL of 10.5 or 13
- Continue to pay adoptive parent their negotiated AAP payment rate

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
Payment Instructions Adoption Assistance Program	AAP 2
AAP Wraparound Application Request	F063-29-88
AAP Intake Case Recording Sheet	F063-29-41
CalWIN Provider Request	F063-29-71

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PROCEDURE

REQUIRED ACTION

The following actions must be completed when an AAP Wraparound Application Request is received via e-mail.

Responsibility	Step	Required Action
AAP Intake Eligibility Technician (ET)	1.	Checks AAP Wraparound Application Request for completeness.
	1.	Determines if AAP case is federal or non-federal eligible.
	1.	Completes top portion of AAP Wraparound Application Request: • Is child federal or non-federal • Child's CIN number
	1.	Sends AAP Wraparound Application Request to AAP Data Entry Technician (DET) for processing.
AAP DET	1.	Inputs information into Microsoft Excel AAP database.
	1.	Checks status of active AAP case.
	1.	Requests AAP case from AAP Continuing ET and assigns continuing AAP case to AAP Intake ET.
	1.	Completes Application Registration in CalWIN.
	1.	Completes bottom portion of AAP Wraparound Application Request. **Note:** Do not add Medi-Cal to the Wraparound case. Medi-Cal will go out under the AAP continuing case.
	1.	Creates new AAP Wraparound case folder.
	1.	Assigns AAP Wraparound case to AAP Intake ET.
	1.	Completes the input into the Microsoft Excel AAP database with case information.
	1.	Forwards both cases to assigned AAP Intake ET for AAP Wraparound Application processing.
AAP Intake ET	1.	Reviews the bottom portion of the AAP Wraparound Application Request for completeness.
	1.	Completes CalWIN Provider Request form.
	1.	Reviews the active AAP case for federal/non-federal determination.
	1.	Prints screens of the active AAP case in CalWIN and MEDS.

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	1.	Sends a request for AAP 2 form to the SSW via e-mail.
	1.	No further action is required until the AAP 2 form is returned.
	1.	When the AAP 2 form has been received, reviews for completeness.
	1.	Completes Data Collection for the Wraparound case in CalWIN. **Note:** Case will remain in pending status. Do not run EDBC.
	1.	Sends User Alert to Case one month prior to 18 month maximum placement duration.
	1.	Completes AAP Intake Case Recording Sheet.
	1.	Completes Case Comments in CalWIN.
	1.	Completes Client Correspondence and/or NOA.
	1.	Makes sure all program related paperwork is filed in case folder according to program mandates.
	1.	Forwards both AAP case and AAP Wraparound case to Eligibility Supervisor (ES) for review.
ES	1.	Reviews case. • If case is correct forward both the AAP case and AAP Wraparound case to DET to assign the cases to the AAP Continuing Wraparound ET. • If case is incorrect, return to AAP Intake ET for correction.

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