Kinship Permanency Incentive Program



Knowledge Base Article

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Overview

This document outlines the process of adding applications and processing payments in Ohio SACWIS for the Kinship Permanency Incentive Program (KPIP). Beginning July 1, 2017, all KPIP applications and payments will be processed in Ohio SACWIS via the steps provided in this document. New providers will be created for those not already in Ohio SACWIS. A history of KPIP applications and payments will be added for the new providers, along with those that already exist.

Security Requirements

The following security roles have been added to Ohio SACWIS for this functionality:

- 1. **KPIP Specialist** This is added to the *Eligibility Specialist* user group and will permit the worker to add and edit KPIP applications.
- KPIP Specialist Supervisor This is added to the *Eligibility Specialist* Supervisor user group and will permit the worker to final-approve KPIP applications.
- 3. **KPIP Fiscal Worker** This is added to the *Agency Fiscal Worker* user group and will permit the worker to generate KPIP payments.

Determining Eligibility

From the Ohio SACWIS Home Page:

- 1. Click the **Financial** tab.
- 2. Click **Eligibility**.
- 3. Click **KPIP** on the drop-down menu.

Home	Intake	Case	Provider	Financial	Administration
Workload Actio	on Items Services	Eligibility Payment	Benefits Statistical &	Expenditure Reports State	Data Mgt Invoicing
< >					
CRIS-E/OIES Inquiry					
Eligibility/Reimbursability					
Prevention Services					
Adoption Subsidy					
Nonrecurring					
PASSS					
KGAP					
KPIP					
Medicaid Eligibility					



The **KPIP History** screen appears.

1. Click **Provider Search**.

Note: If you know the **Provider ID** number, you can type that number into the **Provider ID** box and then click **Go**.

Home	Intake	Case	Provider	Financial	Administration
Workload Action I	tems Services	Eligibility Payment	Benefits Statistical &	& Expenditure Reports Sta	ite Data Mgt Invoicing
<>					
CRIS-E/OIES Inquiry Eligibility/Reimbursability	KPIP History				
Prevention Services Adoption Subsidy	Provider Search	~ OR ~	Provider ID:		Go
Nonrecurring PASSS			Include Created In	Error	
KGAP					

The Provider Profile Search Criteria screen appears.

- 1. Enter the **Provider Name**.
- 2. Make a selection from the **Provider Type** drop-down menu.

Important: You must select, from the **Provider Type** drop-down menu, either **Kinship Relative** or **Kinship-Non-Relative**.

3. Click Search.

Search For Provider Profile			
Provider ID:			
	OR		
Provider Name:		Member Last Name: Member First Name:	Member Middle Name :
Provider Category:			
Agency Type:			
Agency:			~
Provider Type:	~]	Include "Closed" Provider Type Status	
Address, Contact and Provider Reference Criteria V			
Name Match Precision Returns results matching entered names including AKA names/nicknames			
+ AKA/Nicknames Fewer Results	More Results		
Search Clear Form Return			



The Provider Profile Search Results grid appears.

4. Click the **select** link in the appropriate row.

Search Re	esults				
Result(s) 1 to	Result(s) 1 to 1 of 1 / Page 1 of 1				
	Provider Name / ID	Provider Status	Provider Category	Address	
select	Sacwis, Susie / 12345	ACTIVE	HOME		
	View Provider Type Information V				
Address					
Add Inqui	ry close				

The **KPIP History** screen appears, indicating whether there are any existing KPIP applications for the Provider. If there are no KPIP applications found:

- 1. Click Add Application.
- 2. Skip to the **Adding an Application** section below.

KPIP History			
Provider Search	~ OR ~	Provider ID:	Go
PROVIDER NAME / ID: <u>Test, Provider / 123</u> <u>Maintain Fraudulent Status</u>	Р 1 <u>Р</u>	AYEE NAME / ID: Test, Payee / 1234 rovider Payment Information	
View Provider Type Informat	<u>ion</u> ∨		
No KPIP applications found for th	his provider.		
Add Application			

Important: If you search with the Provider Type, Kinship-Relative, and Ohio SACWIS *does not* return results, re-do the search using Provider Type, Kinship-Non-Relative. If Ohio SACWIS does not return any results (from either Provider type):

3. Click the Add Inquiry button.

Search Results				
Result(s) 1 to 1 of 1 / P	age 1 of 1			
	Provider Name / ID	Provider Status	Provider Category	Address
No Results Returne	ed			





The Inquiry Search screen appears with a default view of the Inquirers tab.

Adding an Inquiry

Complete the following:

- Reason for Inquiry Auto populates with KPIP Application
- Inquiry Worker select yourself
- Provider Type select Kinship Care Relative or Non-Relative
- Inquiry Date select date you are completing the application
- 1. In the Inquirer List grid, click Add Inquirer.

Inquirers	Address	Referral Sources	Optional Info	Activity/Status
Agency:	Department of Job and Family Servi	ices		
Reason for Inquiry: * 🚯	KPIP Application V		Inquiry Worker: *	· · · · · · · · · · · · · · · · · · ·
Provider Type:	Kinship Care-Non Relative		Inquiry Date: *	38/09/2023
Description:			Inquiry ID:	
Created By:			Created Date:	
Inquirer List				
	Person Name /ID	Gender	(Age) DOB	Role
Add Inquirer				

The Person Search Criteria screen appears.

- 2. Enter search parameters.
- 3. Click Search.

Search For Person		
Person ID: Note: If Person ID or SSN are entered, all other search criteria will be ignored	~ OR ~	<u>\$5N:</u>
	OR	
Last Name: First Name: Middle Name:		Gender:
DOB:	~ OR ~	Age Range: From Age To Age
Reference, TCN, and Address Criteria_~		
Name Match Precision Returns results matching entered names including AKA names/nicknames	Sort by: Relevance (Hi	ighest-Lowest) 🗸
+ AKA/Nicknames	More Results	
Search Clear Form Return		

The **Person Search Results** grid appears, displaying results of the query.



- 4. Ensure the appropriate person has a **DOB**.
- 5. Enter/or ensure the individual has an address if Inquirer 1.
- 6. Make sure the address is selected as primary.
- 7. Select the correct individual by placing a checkmark in the appropriate checkbox.
- 8. Click **Select**.

Person Sea	arch Results					
Result(s) 1 to	1 of 1 / Page 1 of 1					
Include on	Decore North (ID			Candar	(4) 505	
	Sacwis, Susie / 123456	123 Sacwis Rd, Sacwis OH 123456	ess	Female	(Age) DOB (14) 07/03/2009	Yes
Re	elated Persons V					
		Select	Create New Person			

The **Inquiry Search** screen appears, displaying information in the **Inquirer List** grid about the Inquirer.

- 1. Select **Inquirer 1** from the drop-down menu under the **Role** field.
- 2. Click Add Child (for KPIP children).

Inquirers	Addres	is	Referral Sources	Optional Info	Activity/Status
Agency:	Department of Job and	Family Services			
Reason for Inquiry: * 🕕	KPIP Application 🗸			Inquiry Worker: *	Test, Worker 🗸
Provider Type:	Kinship Care-Non Relative	~		Inquiry Date: *	08/09/2023
Description:				Inquiry ID:	
Created By:				Created Date:	
Inquirer List					
Person	lame /ID	Gender	(Age) DOB		Role
Sacwis, Susie / 123456		FEMALE	(14)07/03/2009	Inquirer 1	م
Related Persons					<u> </u>
Add Inquirer					
Specific Children of Interest					
Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1		Existing Assessment Status i
Unknown Child(ren) Hint: check	if specific child(ren) of interest un	known, this can be in addit	ion to identified child(ren) of interest.		
Add Child					



The Person Search Criteria screen appears.

- 1. Enter search criteria.
- 2. Click Search.

Search For Person		
Person <u>ID</u> : Note: If Person ID or SSN are entered, all other search criteria will be ignored	~ OR ~	<u>35N:</u>
	OR	
Last Name: First Name: Middle Name:		Gender:
DOG:	~ OR ~	Age Range: From Age To Age
Reference_TCN_and Address Criteria_ >		
Name Match Precision Returns results matching entered names including AKA names/hicknames + AKA/Nicknames Fewer Results	Sort by: Relevance (H	ighest-Lowest) 👻
Search Clear Form Return		

The **Person Search Results** grid appears, displaying results of the query.

- 3. Place a checkmark in the checkbox beside the appropriate name.
- 4. Click Select.

Person	Search Results				
Result(s) 1	1 to 1 of 1 / Page 1 of 1 ie only active case members				
	Person Name / <u>ID</u>	Address	Gender	(Age) DOB	Active Case
	Lane, Lois / 45678	555 Sacwis Rd, Sacwis OH 123456	Female	(8) 05/07/2015	Yes
	Related Persons V				
		Collector Oracle New Design			

The **Inquiry Search** screen appears, displaying information of the selected child (**Specific Children of Interest** grid).

- 1. Make the appropriate selection from the drop-down menu under the **Relationship to Inquirer 1** field.
- 2. Select **Approved** from the drop-down menu under **Existing Assessment Status** field.
- 3. Click the **Referral Sources** tab.

rovider > Inquiry > Inquiry Search					
Inquirers	Ad	dress	Referral Sources	Optional Info	Activity/Status
Agency:	Ohio Department of Job	and Family Services			
Reason for Inquiry: * 🚯	KPIP Application 🗸			Inquiry Worker: *	Test, Caseworker 🗸
Provider Type:	Kinship Care-Non Relative	~		Inquiry Date: *	08/09/2023
Description:				Inquiry ID:	
Created By:				Created Date:	
Inquirer List					
Perso	on Name /ID	Gender	(Age) DOB		Role
Sacwis, Susie / 123456		FEMALE	(14)07/03/2009	Inquirer 1 🗸	f
Related Persons					
Add Inquirer					
Specific Children of Interest					
Person Name /ID	Gender	(Age) DOB	Relationship to Inquir	rer 1	Existing Assessment Status 🕄
Lane, Lois / 45678	FEMALE	(8) 05/07/2015	Non-related Child	Approved	
Related Persons					

The Inquiry Search screen appears, displaying options for Referral Sources.

- Select the appropriate option under Available Referral Sources.
 Note: In the Selected Referral Sources box, Self will auto populate. You may add additional referral sources as needed.
- 2. Click Add.

Note: The **Inquiry Search** screen will display the selection in the **Selected Referral Sources** field.

3. Click the **Activity/Status** tab.

Inquirers	Address	Re	ferral Sources	Optional Info	Activity/Status
Referral Sources					
Available Referral Sources:			Selected Referral Sources	c	
٩	Add		Remove	۹	
Agency Staff Member		A	Self		
Agency Website					
Business/Company					
Church Event					
Civic/Community Fair					
Community Meeting					
County Fair					
Direct Mailing(s)		~			



The Inquiry Search screen appears, displaying the options of the Activity/Status tab.

1. Click Add Activity.

Inquirers	Address	Referral Sources	Optional Info	Activity/Status				
Inquiry Activity Log Filter Criteria								
Created In Error: ®Exclude Oinclude								
Inquiry Activity Log								
Activity Typ	De	Date of Activity	Comments	Created in Error				
view Application Received	08/09/2023							
Application Received Activity is required to mark this Inquiry as KPIP inquiry completed								
Application received Activity is required to mark this inquiry completed Add Activity Add Activity								

The Activity Status screen appears.

- 1. Select Application Received from the Activity Type drop-down menu.
- 2. Select the **Date of Activity.**
- 3. Click the **OK** button.

Activity Information	
Activity Type: * Application Received	
Date of Activity: * (08/09/2023)	
Comments:	
Spell Check Clear 4000	
Created in Error	
Created By:	Created Date:
Modified By:	Modified Date:
OK Cancel	

The **Inquiry Search** screen appears, displaying the previously selected **Activity Type** and **Date of Activity**.

- 1. From the Status drop-down menu, select KPIP Inquiry Completed
- 2. For the Status Date, enter the KPIP Application Date.
- 3. Click Save.



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Inquirers Address Referral Sources Optional Info Activity iquiry Activity Log Interested In Error: *Exclude Onclude Interested In Error	ler > Inquiry > Inquiry Search					
pairy Activity Log Filter Criteria exated in Error:	Inquirers	Addres	s	Referral Sources	Optional Info	Activity/Status
eated In Error:	uiry Activity Log Filter Criteria					
Activity Log Activity Type Date of Activity Comments Created in Error Application Received 08/09/2023 application Received 08/09/2023 application Received 08/09/2023 application Received 08/09/2023 application Received Activity is required to mark this inquiry as KPIP inquiry completed Add Activity application Received Activity is required to mark this inquiry as KPIP inquiry completed Add Activity application Received Activity application Received Activity is required to mark this inquiry as KPIP inquiry completed Add Activity application Received Activity is required to mark this inquiry as KPIP inquiry completed Application Received Activity application Received Activity is required to mark this inquiry as KPIP inquiry completed Add Activity application Received Activity is required to mark this inquiry as KPIP inquiry completed Add Activity application Received Activity is required to mark this inquiry as KPIP inquiry completed application Received Activity is required to mark this inquiry as KPIP inquiry Completed application Received Activity application Received Activity application Received Activity application Received Activity is required to mark this inquiry as KPIP inquiry completed <td>eated In Error: Exclude In</td> <td>alude</td> <td></td> <td></td> <td></td> <td></td>	eated In Error: Exclude In	alude				
Activity Log Activity Type Date of Activity Application Received 08/09/2023 Application Received 08/09/2023 plication Received Activity is required to mark this inquiry as KPIP inquiry completed Add Activity Status Date: 08/09/2023 Closed Reason: Reason: pell Check Clear 400						
Activity Type Date of Activity Comments Created in Error Application Raceived 08/09/2023 08/09/2023 08/09/2023 08/09/2023 application Raceived Activity is required to mark this linguity as KPIP inquity completed 08/09/2023 08/09/2023 08/09/2023 tats: *	uiry Activity Log					
Application Received 08/09/2023		Activity Type		Date of Activity	Comments	Created in Error
Application Received 08.00/2023 Application Received Activity is required to mark this Inquiry as KPIP Inquiry completed Mode Activity Mode Activity Stafus Date: 08.00/2023 Closed Reason: pet Check Closed 400	Application Received		08/09/2023			
alication Received Activity is required to mark this Inquiry as KPIP Inquiry completed Add Activity	Application Received		08/09/2023			
plication Received Activity is required to mark this Inquiry as KPIP Inquiry completed Add Activity Activity Add Activity Ad						
Md Activity Turs: ★	plication Received Activity is requ	iired to mark this Inquiry as KPIP inquiry	completed			
Add Activity						
tus tus (KPIP Inquiry Completed V) Status Date: 080092023 Closed Reason: V mments:	Add Activity					
tus: * KPIP Inquiry Completed V Elaw Bate: 08:09/2023 Closed Reason: Set Check Clear 400						
Itatus Date: 0800/2023 Closed V mments: 980 Check Clear 4000	tus					
mments:	tus: * KPIP Inquiry	Completed V		Status Date: 08/09/202	3 Closed	×
sell Check Clear 4000	mmente:				(E) Reason.	
oli Chear 4000	innerity.					
pell Check Clear 4000						
pell Check Clear 4000						
	nell Check Clear 4000					
	Here on contract the second se					

The **Inquiry Search** screen appears, indicating the Inquiry has been saved and completed.

The List of Inquiries to be Linked to Provider screen appears.

- 1. Locate the Inquiry you created.
- 2. Click the **link** hyperlink.

O Inquiry	58012379 has	been saved and is now Completed.		د	×
Link Prov	vider Information				
	Provider ID	Provider Name	Provider Address	Provider Type/ Recommending Agency/ Approval Date / Type Status	
link view	12345	Test, Provider	123 Sacwis Rd, Sacwis OH 123456	Adoptive Care - County Children Services Board - 10/30/2014 - Closed Foster Care - County Children Services Board - 10/30/2014 - Closed Kinship Care - NonRelative - County Department of Job and Family Services - 11/18/2020 - Closed	
Add Ne	w Provider				

Note: If a Provider does not already exist, click Add New Provider.

The **Provider Name Information** screen appears.

1. Click the **Address** tab.

Provider / Workload / Provider Information Manage Provider Details			
PROVIDER NAME / ID: Sacwis, Susie / 123456		CATEGORY: Home	
Basic Address Members Relationships	Caregivers Capacity		
	Provider Name	Effective Date	End Date
Sacwis, Susie		08/09/2023	



The **Provider Address** screen appears.

2. Click Add Contact.

Basic	Address	Members Relationships	Caregivers Capacity					
Provid	ler Address							
							View Addre	History
	Туре		Address		Effective Date	Primary	Hazard	
<u>edit</u> <u>view</u>	Physical	123 Sacwis Rd, OH 12345.			10/18/2016	No	No	<u>delete</u>
<u>edit</u> <u>view</u>	Physical				12/01/2022	Yes	No	
Add	Address							
Provid	ler Contact							
								_
		Туре		Details		Pri	mary	
edit	Cell		(123) 456-7890			Yes		
<u>edit</u>	Emergency		(111) 222-3333			No		delete
Add	Contact							

The Contact Information screen appears.

3. Make a selection from the **Type** drop-down menu.

Contact Information	
Type:	
Created Date:	Created By:
Modified Date:	Modified By:

OK Cancel

The **Contact Information** grid expands to request additional information.

- 4. Enter the appropriate phone number.
- 5. Place a checkmark in the **Primary** checkbox.
- 6. Click **OK**.

ntact Information	
cei 🔽 V 🖉 P	imary
one: ((123) 458-7801 Ext:	OR D Not Applicable
scription:	
reated Date:	Created By:
Iodified Date:	Modified By:

OK Cancel

The Provider Address screen appears.

7. Click Add Address.



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	View Address	<u>s History</u>
Type Address Effective Date Primary	Hazard	
edit Physical 123 Sacwis Rd, Sacwis OH 12345 10/18/2016 No	No	<u>delete</u>
edit Physical 111 Sacwis Rd, Sacwis OH 12345 12/01/2022 Yes	No	

Add Address	
Add Address	

The **Domestic Address Search Criteria** screen appears.

- 8. Enter an address in the Address Lookup field.
- 9. Click Search.

Domestic Address Search Foreign Address Search								
Domestic Address Search Criteria								
Address Lookup: Enter at least 8 characters to get address suggestions								
PO Box or Manual Search Cri	+) PO Box or Manual Search Criteria							
Note: Manual Search Criteria will override Address lookup (Google Search)								
Search Clear Form Canoel								

The Domestic Address Search Results grid appears.

10. Click the **select** link beside the relevant address.

Domest	Jomestic Address Search Results										
	Address	Valid	County	Geo Code	Hazard						
select	123 Sacwis Rd, Sacwis OH 12345	Yes	Test	None	No						
Add N	ew Address										

The Provider Address Details screen appears.

- 11. Make a selection from the **Address Type** drop-down menu.
- 12. Enter the Effective Date.
- 13. Click **OK**.

Provider Address Details	
Address:	123 Sacwis Rd, Sacwis OH 12345
Address Type: *	Physical V Primary Address
Effective Date: *	08/09/2023
C/O:	
Location Details:	
	Spell Check Clear 4000

OK Cancel

The **Provider Address** screen appears, displaying information about the selected address.

14. Click the **Members** tab.



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Basic	Address Memb	ers Relationships	Caregivers	Capacity					
Provid	Provider Address								
							View Addres	ss History	
	Туре			Address	Effective Date	Primary	Hazard		
edit	Physical	123 Sacwis Rd, Sacwis OH, 12345			10/18/2016	No	No	delete	
view									

The Current Active Members screen appears.

1. Click Add Marital Status.

	Active members								
						7	/iew Member Histo		
	Name / ID	Gender	DOB	Age	Role	Effective Date	2		
edit /iew	<u>Sacwis, Susie / 123456</u>	FEMALE	09/22/1974	48	Applicant 1	05/23/2023			
Add Member									
usen	old Marital Status								
Atte	ention Person marital status information for provider members wh	nen updating Household m	narital status.						
						View	Aarital Status Hist		
	Ргоу	rider Marital Status 🧿				Effective Date			
edit	Single parent household, mother only				05/23/2023				

The Household Marital Status Details screen appears.

- 2. Make a selection from the Marital Status drop-down menu.
- 3. Add the **Effective Date**.
- 4. Click OK.

Add Marital Statu

OK Cancel

The **Current Active Members** screen appears, displaying the Provider Marital Status information.

5. Click the **edit** link beside the Applicant(s) name(s).



Current Active Members								
	_					View Member History		
	Name / JD	Gender	DOB	Age	Role	Effective Date		
edit 1					Applicant 1	06/05/2017		
Add Member								
Household Marital St	atus							
						View Marital Status History		
		Drowider Marilal Status	3			Effective Date		
	ward beverale of the Market state of a first or a second	Protocol and the second	9			0+04-1		
egg Married two pe	erent househord with two twological/adoptive perents			_	9	49102017		

The Member Details screen appears.

- 1. Complete the required information.
- 2. Click OK.

PROVIDER NAME / ID		CATEGORY: Home		
Member Details				
Member Name / D;		Member Role: *	Applicant 1	
Relationship to Applicant 1:	Foster Father +	Relationship to Applicant 2:	· · · ·	
Relationship to Applicant 3:	· · · ·	Relationship to Applicant 4:	· · ·	
Relationship to Applicant 5:	· · · ·			
Member Type: *	Permanent +	Estimated Leave Date:		
Effective Date: *	05040017	End Date:		
End Date Reason:		•		
Ok Cancel				

The Current Active Members screen appears.

- 3. Add additional Members if needed. These members will be pulled into the KPIP application.
- 4. Click Save.

	Name / ID	Gender	008	Age	Role	Effective Date
dil Itar					Applicant 1	05/24/2017
dd Member						
sehold Marital Status						
						View Marital Status H
		Provider Marital Status	0			Effective Date
Married has sared house	hold with two biologic alladoptive parents				06	03/2009

The **Provider Overview** screen appears.



1. Copy the **Provider ID** of the Provider you created.

Note: You can click the right arrow to display a map and obtain directions for the listed address.

Provider.Overview	O Your data has been saved.			×
Incuiries Eorma/hotices	PROVIDER NAME / ID:		CATEGORY / STATUS: Home / Active	
Shifts Training Acceptance Otheria	PRIMARY ADDRESS:	٠	PRMARY CONTLCT	

Return to the **KPIP History** screen using steps already discussed.

- 2. Enter the **Provider ID**.
- 3. Click **Go**.

		leste be		0	Bernider	Financial	
Home		птаке		Case	Provider	Financial	Administration
Workload	Action Ite	ms Services	Eligibility	Payment Be	enefits Statistical & Exper	diture Reports State Data N	lgt
<>		1					
CRIS-E/OIES Inquiry		KPIP History					
Eligibility/Reimbursability							
Adoption Subsidy		Provider Search		~ OR ~	Provider ID:		
PASSS					I		Go
KPIP							
Medicaid Eligibility					Include Created In	Error	
CRIS-E/OIES Inquiry His	story						
Medicaid Mailing Info							
Medicaid Card History							

The KPIP History screen appears, displaying the Provider Name/ID.

4. Click Add Application.

KPIP History			
Provider Search	~ OR ~	Provider ID:	Go
PROVIDER NAME / ID: <u>Test, Provider / 123</u> <u>Maintain Fraudulent Status</u>	PA' <u>Te</u> Pre	YEE NAME / ID: est, Payee / 456 ovider Payment Information	
<u>View Provider Type Information</u> ~			



Adding an Application

The Financial / Eligibility / KPIP screen appears.

1. Enter the Application Received Date.



2. Click Add to KPIP Member List beside the name(s) of the Member(s) you wish to add.

Note: KPIP Members include the kinship caregiver, the spouse of the kinship caregiver, and all the minor children for whom the kinship caregiver and spouse of the kinship caregiver are responsible, who reside in the same household.

Financial / Eligibility / KPIP						
PROVIDER NAME / ID: Test, Provider						
Household & KPIP Members Narrative						
Application Received Date :						
Available Household Members List						
Note: If member needs added, contact the provider's Agency located on the provider overview screen.						
Test, Provider / 123	Relationship to Caregiver (Payee):					
Male 62, DOB 04/24/1961, White	Self	Add to KPIP Member List				

The Members are now listed in the KPIP Members List grid.

3. Make the appropriate selection from the **Member Status** drop-down menu. The **Legal Custody** & **Legal Guardianship** options apply to children in the legal custody or guardianship of the caregiver(s).

KPIP Members List			
Total Countable Monthly Income for KPIP Members included on this application:	KPIP Family Size Including Child(ren):	KPIP Family income is below 300% of the Federal Poverty Guidelines:	
\$0.00	1	Yes	
Specify received and/or paid in monthly dollar amoun	ts:		
Test, Provider / 123 Member Status Care	agiver (Payee) 🗸 🗸	â	

Once you have selected the Member Status, the screen will expand to allow the addition of financial information.

4. Enter the appropriate financial information.

Important: For Caregiver(s), Gross Income is earned and unearned income from all sources including OWF, AA, FCM, SSI, etc. Each itemized source should then be entered in the appropriate field if applicable. *Child Support Received* should be included on the child's row, but *Child Support Paid* should be included in the appropriate field for the Caregiver(s).

Important: The only income that should be added for children is Child Support Received. Do not add Unearned Income, OWF Received or AA/FCM/SSI Received for any child's row.

Note: A deduction of up to \$100.00 per month per child will be automatically applied to any Child Support Received on behalf of the child(ren) for whom the kinship caregiver is applying for KPIP. This includes KPIP Members with Member Statuses of either Legal Custody or Legal Guardianship.



5. Select Verified from the Income Verified drop-down menu.

KPIP Members List						
Total Countable Monthly Income Members included on this applic \$900.00	for KPIP ation:	KPIP Family Size Including Child(ren): 3		KPIP Family income is below of the Federal Poverty Guide Yes	v 300% lines:	
Specify received and/or paid in m Test, Provider / 123 Memi Gross Income:	onthly dollar amounts. Der Status Caregiver (Payee) OWF Received:	AA/FCM/SSI Received:	Child Support Paid: 100.00	Countable Income: \$900.00	Income Verified:	1
Test. Child / 4567 Mer Unearned Income: 🕄	mber Status Legal Custody OWF Received:	AA/FCM/SSI Received:	Child Support Received:	Countable Income: \$0.00	Income Verified: Verified	1

Important: All KPIP Members must have income verified.

Below the KPIP Members List grid is the **Eligibility Details** grid.

- 6. Select all relevant responses.
- 7. Click **Determine Eligibility.**



Important: All checkboxes (except for "Children placed directly by a court or relatives" **and** "Children placed by PCSA or PCPA") must be selected, if applicable, to approve the KPIP application.

Override KPIP Eligibility is the last grid on the Household & KPIP Members screen. It is **only** used to **deny** the **KPIP Application** if needed (please use judiciously).

The **KPIP Program Eligibility Determination** screen appears, displaying the **Approved** status.

8. Click Save.



Kinship Permanency Incentive Program

KPIP Program Eligibility Determination					
Eligibility Details					
Application Date: 08/10/2023	Children:	Test, Child			
The total countable monthly gross income does not exceed 300% of the FPL			YES		
The court has issued legal custody or legal guardianship of the children to the caregiver(s)					
The placement has been assessed and approved by a PCSA or PCPA	The placement has been assessed and approved by a PCSA or PCPA				
Legal custody/guardianship was established for all KPIP children on or after July 1, 2005					
All children reside with the caregiver (payee)			YES		
All household members 18 year of age and older have been fingerprinted and a	approved		YES		
The caregiver (payee) is a resident of Ohio			YES		
The caregiver is not currently enrolled in the Kinship Guardianship Assistance	Program (KGAP)		YES		
KPIP Eligible			Approved		
	Sava Cassel				

The **Financial/Eligibility/KPIP** screen appears, displaying the Provider's eligibility determination.

9. Click **Process Approval**.

Financial / Eligibility / KPIP	
PROVIDER NAME / ID: Test, Prov	vider / 123
Household & KPIP Members	Narrative
Application Received Date :	08/10/2023
	Override KPIP Eligibility
Deny KPIP Application	Override KPIP Eligibility
Deny KPIP Application	Override KPIP Eligibility Approved

The Process Approval screen appears.

- 1. Make a selection from the **Action** drop-down menu.
- 2. Make a selection from the **Reviewers/Approvers** drop-down menu.
- 3. Click Save.



Process Approval				
Work Item				
ID:	Туре:	PROVIDER	Reference: Test, Pro	ovider
Task ID:	Task Type:	KPIP Application	Task Reference:	
Routing/Approval Action			Task Status:	
Action: *	Select An Action 🗸			
Comments:				
Spell Che	sk Clear 2000			0
Agency: Test De Reviewers/ Approvers: Please S	partment of Job and Family Services	♥		

The Financial/ Eligibility/ KPIP screen appears.

4. Click Save .
Household & KPIP Members Narralive
Application Received Date : 04/03/2017
Available Household Members List
Apply Save Cancel

Notifications

Redetermination Notification

- The Notification generates 45 days prior to the end of the 6 months of eligibility for each approved application.
- The Notification is sent to all KPIP Specialists within the agency and will include one (1) notification for all children on the application who have not exhausted their incentive payments.

Incomplete KPIP Application Notification

The Notification generates to all KPIP Specialists in the agency ten (10) days after the created date for all pending or pending approval applications.



Adding a Narrative

Navigate to the Financial / Eligibility / KPIP screen using steps previously discussed.

- 1. Click the **Narrative** tab within the **application**.
- 2. Click Link Activity.



The Link Narrative/Activity Information screen appears.

Note: Historical Activity Logs can be searched by entering the desired parameters on this screen, then selecting **Filter**.

3. Click Add Activity Log.

Link Narrative/Activi	ty Information								
Activity Log Filter C	Activity Log Filter Criteria								
Activity Date:	From Date To Date								
Responsible Worker:	~		Contact Ty	pe:	~				
Category:	KPIP	~	Sub-categ	KPIP	~				
Created By:	~		Activity St	ate:	~				
Sort Results By:	Start Date (Descending)		C Traver	se Records Only					
Filter Clear For	n								
Activity Log									
•	Start Date / Activity State	Contact Type	Category	Sub-category	Responsible Worker	Created By			
Add Activity Log									

The Activity Log Details screen appears.

- 4. Enter the appropriate fields. *Ensure all fields with asterisks are complete*. **Note**: The **Responsible Worker, Activity Start Date, Category & Sub-Category** all **automatically populate**.
- 5. Select, by highlighting, at least one option from the **Available Contact Types** grid (required).



- 6. Click **Add** (Ohio SACWIS will place the selection in the **Selected Contact Types** grid).
- 7. After completing the Narrative, adjust the Activity State accordingly.
- 8. Click Save.

Activity Log Details	s						
Created By: Test,	, Caseworker				Date & Time Entered:	Aug 10, 2023 11:23:12 AM	
Responsible Work	er:	Test, Caseworker	~		Originator of Information:		
Activity Start Date:	*	08/10/2023			Start Time:		
Activity End Date:					End Time:		
Contact Types							
	Available Contact T	/pes:			Selected Contact Types:		
	٩		Add)	Remove Q		
	Alternative Form	of Contact			Education		
	Announced Home	Visit					
	Collateral						
	Court						
	Critical Safety Iss	le					
	Face-to-Face						
	Face-to-Face Visit	with Provider(s)	v	ļ			
				_			
Category Informa	tion						
Category: *							
Sub-Category: *		KPIP	¥				
Other Sub-Catego	ory:		 _		High Priority	Restricted	
					- man nony	- Resulted	
Location Information	on						
Location Type:			♥		Other Location:		
Location Details:							
							10
		Spell Check Clear	200				
Activity Associatio	n						
Activity Applicable to	o Following Members	Associate Members]					
Provider Household	i .						
Activity Applicable to	o Following Children:					Save Note to Child(ren) Record	
Children Placed [As	ssociate Children Plac	ed]					
Living Arrangement	s [Associate Living Ar	angements]					
Narrative *							
(expand full screer	<u>n)</u>						
Test							
Spell Check Cle	ar 9996						13
Activity State: *		Completed V					

Apply Save Cancel Delete



The Link Narrative/Activity Information screen appears.

Linking Activity Logs to the KPIP Narrative.

- 9. Click the **checkbox** next to the completed Activity Log(s).
- 10. Click Save.

Activity Log						
Result(s) 1 to 1 of 1 / Page 1	of 1					
•	Start Date / Activity State	Contact Type	Category	Sub-category	Responsible Worker	Created By
	08/10/2023 Completed	Education	KPIP	KPIP	Test, Caseworker	Test, Caseworker
Associated Participants:						
Add Activity Log						
			Save Cancel			

The **Narrative tab** appears, indicating the Activity Log has been linked to the KPIP narrative.

11. Click Close.

O Your dat	O Your data has been saved.							
Household	d & KPIP Members Narra	tive						
	Narrative Type	Date	Status	Agency	Worker			
<u>view</u> unlink	Education	08/10/2023	Completed	Test Department of Job and Family Services	Test, Worker	۵ 📔		
Link Activit	generate Report							
				Close				

The KPIP History screen appears.

Creating a Payment

1. Click the **Provider Payment Information** link.

NEIP H	KFIF HISKIY									
Prov	vider Search	~ OR ~	Provider ID:		Go					
PROVII <u>Test, P</u> <u>Maintai</u>	PROVIDER NAME / ID: Test, Provider / 123 PAYEE NAME / ID: Test, Payee / 45678 Generate Payment Maintain Fraudulent Status Provider Payment Information									
View	Provider Type Information \>	/								
	Application Date	Children	Agency Name	Status	KPIP Eligibility					
<u>view</u> edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved					



The Maintain Payment Information screen appears.

2. Click Add Payment Information.

Maintai	Maintain Payment Information									
Payment Information History										
Filter :	Active									
	Payee Name / Payee ID	Payment Method	Payment Address	Effective Date	End Date	Created Date				
<u>edit</u> <u>copy</u>	Test, Payee / 4567	Check	123 Sacwis Rd, Sacwis OH 12345	04/30/2009		04/30/2009				
		Add	Payment Information Close							

The Provider Payment Information Details screen appears.

- 3. Enter the Payee Name.
- 4. Make a selection from the drop-down window beside **Payment Method**.
- 5. Enter the **Effective Date**. This must be the next day's date at the very minimum. It cannot be the current date or a past date.
- 6. Enter all other relevant information.
- 7. Click Save.

Provider Payment Information Details	
Effective Date: * • • • • • • • • • • • • • • • • • •	End Date:
Payee Name: * 🔮	Payment Method: * 👌 Check
Account Type:	Bank Name:
Account Number:	Routing Number:
Vendor Number:	
Comments:	
	✓ ABC 2000
Payments Delivered to Address Save	Cancel

The **Maintain Payment Information** screen appears, displaying the **Payment Information History**.

8. Click Close.

Paym	Payment Information History									
Filter :	Active 🗸									
	Payee Name / Payee ID	Payment Method	Payment Address	Effective Date	End Date	Created Date				
<u>edit</u> <u>copy</u>	Payee /	Check	Test address	08/14/2023		08/10/2023	â			
<u>edit</u> <u>copy</u>	Test, Payee / 4567	Check	Test address	04/30/2009	08/13/2023	04/30/2009				
		A	dd Payment Information Close							

The **KPIP History** screen appears.

9. Click Generate Payment.

KPIP His	story					
Provid	der Search	~ OR ~	Provider ID:		Go	
PROVIDE <u>Test, Pro</u> <u>Maintain</u>	ER NAME / ID: ovider / 123 Fraudulent Status	P. T P	AYEE NAME / ID: fest, Payee / 45678 rovider Payment Information		Generate	Payment
View P	rovider Type Information	/				
	Application Date	Children	Agency Name	Status	KPIP Eligibility	
<u>view</u> edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	•

Note: The **Generate Payment** button **will not display** if the Provider Payment Info is **not entered at least one day prior** to generating a payment.

The Create KPIP Payments screen appears.

- 10. Click the **box** next to the appropriate child(ren).
- 11. Click Create Payment(s).

KPIP Payee Information										
Payee Name:	Test, Payee			P	ayee ID:		123			
Payee Address:	Test address OH 12345			P	ayment Method:		Check			
Invoice Number:		Invoice Date:								
Vendor Number:				P	urchase Order Number	r:				
KPIP Payment Information										
Child Name / ID	Payments Made	Applications Unpaid	Claim Begin D	ate	Claim End D	ate	State Incentive Amount		Local Share 🤨	
Test, Child	0	1	08/10/2023		02/09/2024		\$525.00	S		
Comments: 400										
			Create P	ayment(s)	Close					



Important: There is a gray box, titled **Local Share**, in the **KPIP Payment Information** grid. When you hover over the information icon in that box, you will receive the following message: *Please note: Any Local Share amount entered is in addition to the State Incentive Amount and is the financial responsibility of the county agency*. These payments will need to be disbursed through your local auditor's office. Local Share payments **are not required** for KPIP and should be generated only at the discretion of your agency.

The **Save Payment** screen appears, indicating a payment has been made.

12. Click Save.						
KPIP Payment(s) Created						
Payee Name / Payee ID	Child Name / ID	Claim Begin Date - Claim End Date	State Incentive Amount	Local Share	Total	
Test, Payee / 123 Test, Child / 4567		08/10/2023 - 02/09/2024	\$525.00	\$0.00	\$525.00	â
		Save Cancel				

The **Create KPIP Payments** screen appears, displaying the **KPIP Payee Information** grid.

13. Click Close.

Create KPIP Payments										
KPIP Payee Information	KPIP Payee Information									
Payee Name:	Test, Payee			Pay	yee ID:					
Payee Address:	Test Address OH 12345		Payment Method:		Check					
Invoice Number:			Invoice Date:							
Vendor Number:				Pur	rchase Order Number:					
KPIP Payment Information										
Child Name / ID	Payments Made	Applications Unpaid	Claim Begin Date		Claim End Date	State Incentive Amount		Local Share 讠		
Test, Child	0	1					S			
Comments 200										
	Create Payment(s) Close									

Important: All State Incentive payments created will be sent to OAKS in the overnight batch process on a nightly basis. OAKS will then disburse the payment(s) to the payee(s) in approximately 7-10 days.

The **KPIP History** screen appears.



KPIP History Provider Search	~ OR ~	Provider ID:		Go			
PROVIDER NAME / ID: PAYEE NAME / ID: Generate Payment Test, Provider / 123 Provider Payment Information Maintain Fraudulent Status							
Application Date	Children	Agency Name	Status	KPIP Eligibility			
view 08/10/2023 edit	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	•		

To review the **KPIP State Incentive** payment history:

- 1. Navigate to the **Financial** tab using steps previously discussed.
- 2. Click Payment.
- 3. Click State Disbursements (navigation pane).

The State Disbursement Filter Criteria screen appears

- 4. Enter the **Provider ID** and/or your additional search criteria.
- 5. Click Search.

Ноте	Intake	Case	Provider	Financial	Administration
Workload Action Iten	ns Services Eligibili	ty Payment Benef	its Statistical & Expenditure	Reports State Data Mgt	Invoicing
< >	1				
Create Payment Requests	State Disbursement Filter C	riteria			
Disburse Payment	Agency:				
Payment Search					~
Agency Repayment Plan State Disbursements					
Create Subsidy Payment	Person ID:	Dereen Coar	Provider	·ID:	Drouidar Soarah
Provider Payment Info		Person Sean			Provider Search
Bridges Payments					
Kinship Support Program	Expedite Status:		Date Rar	nge of Payment:	
State Provider Repayment Plan			Start Date	End Date	

The State Disbursements grid appears, displaying payments (if any) to the Provider.

State Disbursements							
Result(s) 0 / Page 1 of 0							
Child Name / Child ID	Service Type	Payment Dates	Voucher Related ID	Warrant Date	Warrant/EFT Status	Warrant Amount	



Incentive Payment Notification

- 1. Sent to all county KPIP Fiscal Workers 7 days after an approved and completed application is received and no payments have been created.
- 2. Sent only for children that have not exhausted their incentive payments.

Creating Fraudulent Provider Status

Navigate to the KPIP History screen using steps previously discussed.

- 1. Enter the **Provider ID**.
- 2. Click **Go**.

KPIP History			
Provider Search	~ OR ~	Provider ID:	Go
		Include Created In Error	

The **KPIP History** screen appears, displaying the Provider Name and ID.

3. Click Maintain Fraudulent Status.

KPIP H	listory					
Prov	vider Search	~ OR ~	Provider ID:		Go	
PROVI Test, F Mainta	DER NAME / ID: Provider / 123 in Fraudulent Status Provider Type Information N	PA Te <u>Pro</u>	YEE NAME / ID: st, Payee / 45678 ovider Payment Information		Generate	Payment
	Application Date	Children	Agency Name	Status	KPIP Eligibility	
<u>view</u> edit	08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	•

The Maintain Fraudulent Provider screen appears.

- 4. Select Fraudulent from the Fraud Status drop-down menu.
- 5. Enter narrative in the **Comments** text box.
- 6. Click Save.



Aaintain Fraudulent Provider	
Provider Fraud Status	
Fraud Status: * Comments: *	
	✓ ABC 500
Save	

Note: If two agencies have entered a fraudulent record for the same provider, both agencies must have entered a subsequent not fraudulent record for the provider to be considered not fraudulent.

The **KPIP History** screen appears, indicating the Provider has been marked as **Fraudulent**.

KPIP History		
Provider Search	\sim OR \sim	Provider ID: Go
		Include Created In Error
PROVIDER NAME / ID:	FRAUDULENT	PAYEE NAME / ID:
Maintain Fraudulent Status		Provider Payment Information

Notice Generation

Click the notice/report link icon next to the application for which you wish to generate a notice.

KPIP History					
Provider Search	~ OR ~	Provider ID:		Go	
PROVIDER NAME / ID: F Test, Provider / 123 Maintain Fraudulent Status	RAUDULENT	PAYEE NAME / ID: Test. Payee / 4567 Provider Payment Information		Generate Pay	ment
View Provider Type Informat	<u>tion</u> ∨				
Application Date	Children	Agency Name	Status	KPIP Eligibility	
view 08/10/2023	Test, Child / Initial	Test Department of Job and Family Services	Complete	Approved	

The Available Documents screen appears.

1. Make one of the following selections from the Generate Document drop-down menu:



- Notice of Approval for KPIP funds
- Notice of Denial for KPIP funds
- Notice of Incomplete Kinship Permanency Incentive Application
- 2. Click **Select**.

Reports		
Work-Item Type:	KPIP	Work-Item Reference:
Task Type:	KPIP	Task Reference:
Available Documents		
Generate Document:		\checkmark
Select Cancel		

The **Reports** screen appears.

Note: The **Document Title** will depend on the selection made on the Available Documents screen.

3. Click Generate Report.

Document Details				
Document Category:		Document Title:	Notice of Approval for KPIP Funds	
Work-Item ID:		Work-Item Reference:		
Task ID:		Task Reference:	KPIP Application	
Document History				
<u>ID</u>	Date Created	Employee ID) Name	
	Date Created	Employee <u>IC</u>	Name	
	Date Created	Employee IC) Name	
Document History	Date Created	Employee II) Name	
Document History Generate Report	Date Created	Employee I <u>C</u>) Name	

Note: Depending on the selection made on the Available Documents screen, a screen will appear requiring further information relevant to your choice.

In the example below, the screen that appears is the **JFS01503 – KPIP Notice of Approval**. Adding further information on this screen is optional. It is also optional to add further information to the J5S01504-Notice of Denial report.

- 4. Complete the required information.
- 5. Click Generate Report.

	JFS01503 - KPIP Notice of Approval	
ŀ	Additional Information:	
	Spell Check Clear 500	
l	Generate Report Canoel	



Adding Appeal Information when KPIP Eligibility is Denied

Navigate to the **KPIP History** screen using steps previously discussed.

- 1. Enter the **Provider ID**.
- 2. Click the appeal link.

KPIP History Provider Search	~ OR ~	Provider ID:			60 60
PROVIDER NAME / ID: Test, Provider / 123 Maintain Fraudulent Status		PAYEE NAME / ID: Test, Payee / 4567 Provider Payment Information			Generate Payment
View Provider Type Information	on.∽				
Application Date view 08/10/2023 edit	Children Test De	Agency Name partment of Job and Family Services	Status Pending	KPIP Eligibility Denied	appeal

The KPIP Appeal Decision screen appears.

- 3. Add the **Appeal Date**.
- 4. Make a selection from the drop-down menu by **Appeal Type**.
- 5. Make a selection from the drop-down menu by **Appeal Decision**.
- 6. Enter the **Decision Date**
- 7. Enter any other relevant information.
- 8. Click Save.

Appeal Decision Details				
Appeal Date: *	08/10/2023		Appeal Number:	
Appeal Type: *	State Hearing 🗸			
Appeal Decision: *	Appeal Sustained 💙		Decision Date: *	
Appeal Officer:		-	Compliance Date:	
Comments:				
				✓ ABC
				500
				 6
		Save Cancel		

The **KPIP Appeals** screen appears, displaying the **Appeal History**.

9. Click Close.



Kinship Permanency Incentive Program

Appeal History							
	Appeal #	Appeal Date	Appeal Decision	Appeal Decision Date	Compliance Date		
view		08/10/2023	Appeal Sustained	08/10/2023			
			Add Appeal	Close			

Important: If the appeal decision has been Sustained, Ohio SACWIS will automatically change the Status on the associated application to Pending and the KPIP Eligibility will be adjusted to Not Determined. This will allow the user to update the application in accordance with the appeal decision.

KPIP Helpful Hints

To Identify Duplicate Providers:

- Complete a Provider Search using various filters i.e., last name only, first name only, DOB, SSN, etc.
- Complete a State Disbursement search (Financial, Payment) for the child that is in receipt of KPIP.

If Duplicate Providers are found, complete the following steps:

- Wait to create applications or make payments until the providers are merged.
- Submit a problem report to merge the duplicate providers including the KPIP Provider Merge Form with all identifying information complete.
- Once the providers are merged, applications and payments can be made.

Payment Issues:

If a payment does not exist in Ohio SACWIS for a converted application and the application WAS paid, submit a problem report to add this payment to SACWIS. Do not add this payment through Ohio SACWIS. If you have, complete a Stop Payment. If payments were not created in the KPI Web Tool, they will not be reimbursed if older than 90 days per Policy. Help Desk - A data fix is being completed to insert these payment records as they were not recorded in the KPI Web Tool.

If the payment generated is not the correct amount:

- This should only be as a result of another application existing under a different provider. If duplicate Providers exist, complete a Provider Merge request and submit to the Automated Systems Help Desk. Instructions can be found <u>here</u>.
- If this is recognized the same day as the action to generate the payment then contact the Help Desk to ensure that the payment is removed before the batch.
- If this is recognized after the day the payment is generated, complete the Stop Payment.



If you have made an error in the application:

- Prior to generating the payment, mark the application as Created in Error.
- After generating a payment, submit a problem report to make the correction to the application.
- If the error is in a converted application, there is no need to make the correction unless payments are needed. If the correction(s) impacts the ability to generate payments, submit a problem report with the identified application and necessary correction.

Instructions on how to complete a Stop Payment:

• Click here to obtain steps on how to create a Stop Payment.

Finally, if you generate a payment and it does not look correct, do not proceed. Please contact the Automated Systems Help Desk to troubleshoot the issue.

