

Completing IV-E Candidacy when completing a removal

What is the issue?

When completing a IV-E Candidacy Determination at removal, users may experience a trigger to complete a IV-E Candidacy Determination form even when they have already completed a IV-E Candidacy Determination Form.

What you need to know:

When completing a IV-E Candidacy Determination when prompted from the Removal window, there are two actions that can be taken to ensure that a IV-E Candidacy Entitlement is created correctly and accurately for each client in a case.

Following these tips will ensure that IV-E Candidacy entitlements are entered correctly for each client at any given time during the life of a case. Maintaining accurate and timely entitlements will allow counties to maximize IV-E Funds available.

1. If the user completing the IV-E Candidacy Determination is affiliated with multiple counties, the user will need to **select the proper county** for the case being modified in Trails Legacy. Otherwise, the primary county for the user will be saved in the Determination record and the record will not be accurate.
2. **Avoid using 'Select All'** - From the 'Child/Youth' Dropdown list in the IV-E Candidacy Determination form, select the one specific child that is in focus and being modified in Trails Legacy. Complete a separate Candidacy Determination for each child as prompted from Trails Legacy, and avoid using the 'Select All' option in the Candidacy Determination. This will prevent the creation of a IV-E Candidacy Entitlement for other clients in the case when it may not be appropriate or accurate to do so.



The following scenarios illustrate the value of completing one Candidacy Determination for one specific client. In these scenarios, the example case has three clients who are marked Participating as a Child (PAC).

- a. **Scenario 1:** Adding a Removal using 'Select All' - Only one PAC client (Client A) is being removed from the home and placed in an out-of-home placement while the other clients remain at home. A Removal is added for 'Client A' and the user receives the prompt to complete the IV-E Candidacy Determination in Trails Mod. If the user chooses 'Select All' in the 'Child/Youth' dropdown list, a IV-E Candidacy entitlement will be created for all three clients, and the created entitlement will be incorrect for the two clients who remained at home.
- b. **Scenario 2:** Adding a Removal and selecting the wrong client - Double check to ensure that the client being selected in the IV-E Candidacy Determination matches the client in focus in Trails Legacy. Example: When opening or closing a Removal for one client (Client A) in the case, make sure that only 'Client A' is selected in the IV-E Candidacy Determination form. Otherwise, Trails Legacy will not detect a completed Candidacy Determination for 'Client A' and will continue to require that a Candidacy Determination be completed for 'Client A' in order to save the Removal changes. This can seem as if the user is stuck in a bad 'loop' even though the system is working correctly.
- c. **Scenario 3:** Closing a Removal using 'Select All' - If the user needs to close a Removal for only one client in the case, but the user creates one Candidacy Determination and uses the 'Select All' option, a IV-E Candidacy entitlement will be created for all three clients, and the created entitlement will be incorrect for the two clients who are still in out-of-home placements.
- d. **Scenario 4:** Closing all Removals for a case - If the user needs to close Removals for all three clients in the case, but the user creates one Determination and uses the 'Select All' option, the system will not validate to ensure that the Removal is actually closed for each and every client in a timely manner. This could result in AFCARS errors due to multiple Removals being left open incorrectly.