

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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### POLICY GUIDE 2000.07

#### SCREEN FOR NEED FOR HOME SERVICES PROGRAM OF DEPARTMENT OF HUMAN SERVICES' OFFICE OF REHABILITATION SERVICES

**RELEASE DATE:** June 26, 2000

**TO:** DCFS and Private Agency Child Welfare Staff and Supervisors and Rules and Procedures Bookholders

**FROM:** Jess McDonald, Director

**EFFECTIVE DATE:** Immediately

#### **I. PURPOSE**

This is to advise staff of the process to be followed to apply for the Home Services Program (HSP) on behalf of a child for whom the Department of Children and Family Services is legally responsible.

#### **II. PRIMARY USERS**

The primary users of this Policy Guide are DCFS child welfare staff and staff of purchase of service child welfare agencies.

#### **III. KEY WORDS**

Service Plan, Home Services Program, HSP

#### **IV. GENERAL INFORMATION**

The Home Services Program of the Department of Human Services' Office of Rehabilitation Services (ORS) is designed to provide in-home supports to children and adults with disabilities who need services that are not funded through other sources. The HSP has specific criteria regarding eligible disabilities and the minimum Determination of Need (DON) scores necessary for level of impairment and unmet need for care. Individuals who only require behavioral mental health services or who are in institutions are not eligible for HSP services. HSP services must address the medical and/or physical care needs of the individual with disabilities. HSP services are not intended to address the mental health needs of the caregiver. In addition, the HSP is *not* an appropriate source for child care services.

In general, it is expected only a select group of children for whom the Department of Children and Family Services is legally responsible will require HSP services because DCFS funds the child's child welfare and mental health needs and the Department of Public Aid funds a variety of health care services through Medicaid. However, in those

instances where a child for whom DCFS is legally responsible is thought to be eligible for HSP services, a centralized process must be followed before a referral can be made to the HSP. As with other specialized services for which there is a low incidence of occurrence, it is more efficient to have a centralized review to evaluate the appropriateness of a referral.

A caregiver for a child for whom DCFS is legally responsible cannot apply for the HSP on behalf of the child. As the guardian for the child, DCFS must be the authorizing source of the referral to the HSP. However, a caregiver may apply to the HSP on behalf of his or her own child(ren) with disabilities.

If the DCFS or private agency caseworker or caregiver for a child for whom DCFS is legally responsible believes the child may be eligible for the HSP, the caseworker must complete the attached **CFS 2019, Screen for Need for Department of Human Services' Home Services Program** form and submit it to Greg Donathan, Assistant to the Chief of Staff, Director's Office, Station #70, 406 E. Monroe, Springfield, IL 62701. A complete copy of the child's most recent **CFS 497, Client Service Plan**, must be attached to the request form.

After the request form and supporting documentation have been reviewed, DCFS Central Office staff will obtain additional information as necessary from the child's caseworker and consult with designated ORS Central Office staff. **DCFS Central Office staff will evaluate whether the current services and DCFS funding are adequate to meet the child's needs.** After this centralized evaluation, if it is determined that a child may be eligible for the HSP, the DCFS Central Office staff will send a letter to the child's caseworker stating that he or she may proceed with applying to the HSP on behalf of the child. The ORS Central Office staff will be copied on this letter. The ORS will make the decision regarding the child's eligibility for the HSP.

## V. QUESTIONS

Questions regarding this Policy Guide can be directed to Greg Donathan at 217-785-2509.

## VI. ATTACHMENT

### **CFS 2019, Screen for Need for Department of Human Services' Home Services Program**

Supplies of this form may be ordered in the usual manner.

## VII. FILING INSTRUCTIONS

File this Policy Guide directly behind Page 25 of Procedures 302.360, Health Care Services, in your volume of Rules and Procedures.