



**UFF Placement,
Eligibility or Legal Status
Change Request
Process:**

**Case
Management
Staff**

Scenario 1: Placement Change to a Licensed Provider

Child(ren) is currently in an out of home (OOH) placement and needs to change to another OOH licensed provider

DCM completes and saves (naming appropriately) the attached Placement - Legal Status – Eligibility Update Form sections referring to providers & placements.

DCM emails the Placement - Legal Status – Eligibility Update Form to UFF using the “Submit to UFF” button on the form.

Scenario 1 (continued): Placement Change to a Licensed Provider

UFF Placement staff locate a licensed placement

UFF Placement worker contacts DCM with located provider information

Once child(ren) arrives at the provider, DCM contacts Placement to confirm date/time information

Scenario 1 (continued): Placement Change to a Licensed Provider

UFF Placement worker assigns self to case and completes the placement updates on the child(ren), including a case note with details of the actions, unassigns self from case, and emails a reply to DCM to confirm that updates have been completed

Next business day: UFF Placement worker updates Argos (from link in daily auto-email) to confirm placement details in Argos (ending reason and time; new placement type/rate)

Scenario 2: Placement Change to an Approved Provider or Living Arrangement

Child(ren) is currently in an OOH placement and needs to change to an unlicensed (approved) placement or living arrangement (or needs to change living arrangement type)

The caregiver(s), if not already in the case, is created in FSFN (including DOB, SSN, race, ethnicity & complete physical address) and are added to the FSFN case Participants & Relationship tabs

DCM completes and saves (naming appropriately) attached Placement - Legal Status – Eligibility Update Form and emails it to UFF using the “Submit to UFF” button on the form.

Scenario 2 (continued): Placement Change to an Approved Provider or Living Arrangement

UFF Placement Staff will close the existing OOH placement if it is a licensed provider; UFF Data Management Staff (DMS) will close the existing OOH placement if it is an approved provider.

UFF Data Management Staff will create the caregiver(s) as a provider in FSFN, if needed

UFF DMS will assign self to the FSFN case, complete the removal/placement or living arrangement update on the child(ren) – including case note – then unassign from the FSFN case, and email reply to DCM to advise that the updates have been completed

Scenario 3: Legal Status Update

Child(ren) current legal status(es) have changed and need to be updated in FSFN.

DCM completes and saves (naming appropriately) the attached Placement - Legal Status – Eligibility Update Form Update Form section referring to Legal Status updates

DCM emails the Placement - Legal Status – Eligibility Update Form to UFF using the “Submit to UFF” button on the form.

Scenario 3 (continued): Legal Status Update

UFF Data Management Staff (DMS) will complete the legal status updates in FSFN.

UFF DMS will email reply to DCM to advise that the updates have been completed

Scenario 4: Eligibility Update

Child(ren)'s current eligibility information needs to be added/updated in FSFN.

DCM completes and saves (naming appropriately) the attached Placement - Legal Status – Eligibility Update Form Update Form section referring to Eligibility Updates.

DCM emails the Placement - Legal Status – Eligibility Update Form to UFF using the “Submit to UFF” button on the form.

Scenario 4 (continued): Eligibility Update

UFF Eligibility Staff (EDS) will complete the eligibility updates in FSFN.

UFF EDS will email reply to DCM to advise that the updates have been completed