

Entering Education Travel Reimbursement (ETR) payments in CWS/CMS for Youth in Small Family, Foster Family, Relative/NREFM, Tribe Specified and Foster Family Agency Certified Homes

ETRs can only be entered within the Start and End Date of an already entered Basic Rate Type ongoing payment row. What follows are the steps to enter an ETR for the following placement that has a Basic Rate Type ongoing request row with a start date of 06/01/2013:

The screenshot shows the 'Client Services - Case [Flintstone, Pebbles] - [Placement [Shrek Ogre Relative Home]]' window. The 'Ongoing Requests' tab is active, displaying a table with one row:

	Start Date	Stop Date	Rate Type
1	06/01/2013		Basic

Below the table are several form sections:

- Rate Type:** Radio buttons for 'Basic Rate' (selected) and 'Additional Rate'.
- Total:** 'Active Rate Total' field with value '0.00'.
- LA APPS Rates:** 'APPS Schedule/Level' dropdown menu with 'D - Severely Emotionally Disturbed' selected.
- Request Details:**
 - Start Date: 06/01/2013
 - Projected End Date: / /
 - Payment Stop Date: []
 - Basic Rate: []
 - Additional Rate: []
 - Payment County: Los Angeles
- Miller-Youakim Referral:** Radio buttons for 'Informed', 'Informed and Accepted', and 'Not Yet Informed' (selected).
- Additional Payment Reason:** Fields for 'Payment Type', 'Additional Payment End Reason', 'Rate/Service Level', and 'Reason Description'.
- Approval:** 'Approval Status' dropdown with 'Request Not Submitted' selected, and a 'Date' field.

1) Click on the '+' sign in the Ongoing Requests grid to create a new ongoing request row;

This screenshot is identical to the one above, but includes a black arrow pointing to the '+' sign in the first column of the 'Ongoing Requests' table, indicating the step to click it to add a new row.

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2) Select Additional Rate in the Rate Type section;

Child Removal Info	ID	Ongoing Requests	Incidental Payments	End Placement/Episode	Temporary Leave	Relative/NREFM Assessment
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Ongoing Requests

+	Start Date	Stop Date	Rate Type
1	06/01/2013		Basic
2			Additional

Rate Type

Basic Rate
 Additional Rate

Total
Active Rate Total: 0.00

LA APPS Rates
APPS Schedule/Level: [Dropdown]

Request Details

Start Date: [Dropdown]
 Projected End Date: [Dropdown]
 Payment Stop Date: [Dropdown]

Basic Rate: [Text]
 Additional Rate: [Text]
 Payment County: [Text]

Miller-Youakim Referral

Informed
 Informed and Accepted
 Not Yet Informed

Additional Payment Reason

Payment Type: [Dropdown]
 Rate/Service Level: [Dropdown]
 Regional Center: [Dropdown]

Additional Payment End Reason: [Dropdown]
 Reason Description: [Text Area]

Approval

Approval Status: Request Not Submitted
 Date: [Text]

3) Enter a Start Date- it cannot be earlier than the Start Date of the Basic Rate Type ongoing request row (06/01/2013 in this example);

Child Removal Info	ID	Ongoing Requests	Incidental Payments	End Placement/Episode	Temporary Leave	Relative/NREFM Assessment
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Ongoing Requests

+	Start Date	Stop Date	Rate Type
1	06/01/2013		Basic
2	06/01/2013		Additional

Rate Type

Basic Rate
 Additional Rate

Total
Active Rate Total: 0.00

LA APPS Rates
APPS Schedule/Level: [Dropdown]

Request Details

Start Date: 06/01/2013
 Projected End Date: [Dropdown]
 Payment Stop Date: [Dropdown]

Basic Rate: [Text]
 Additional Rate: [Text]
 Payment County: [Text]

Miller-Youakim Referral

Informed
 Informed and Accepted
 Not Yet Informed

Additional Payment Reason

Payment Type: [Dropdown]
 Rate/Service Level: [Dropdown]
 Regional Center: [Dropdown]

Additional Payment End Reason: [Dropdown]
 Reason Description: [Text Area]

Approval

Approval Status: Request Not Submitted
 Date: [Text]

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4) Tab to the Additional Rate field and enter the appropriate ETR rate (only one of the following rates should be entered- 58, 154, 250, 347 or 443);

The screenshot shows the 'Ongoing Requests' section of a software interface. At the top, there are tabs for 'Child Removal Info', 'ID', 'Ongoing Requests', 'Incidental Payments', 'End Placement/Episode', 'Temporary Leave', and 'Relative/NREFM Assessment'. The 'Ongoing Requests' tab is active, displaying a table with columns for '+', 'Start Date', 'Stop Date', and 'Rate Type'. Two rows are visible: row 1 with Start Date 06/01/2013 and Rate Type Basic; row 2 with Start Date 06/01/2013 and Rate Type Additional. Below the table, there are several sections: 'Rate Type' with radio buttons for 'Basic Rate' and 'Additional Rate' (selected); 'Total' with 'Active Rate Total' set to 0.00; 'LA APPS Rates' with a dropdown menu; 'Request Details' with fields for 'Start Date' (06/01/2013), 'Projected End Date', 'Payment Stop Date', 'Basic Rate', 'Additional Rate' (347), and 'Payment County'; 'Miller-Youakim Referral' with radio buttons for 'Informed', 'Informed and Accepted', and 'Not Yet Informed' (selected); 'Additional Payment Reason' with fields for 'Payment Type', 'Additional Payment End Reason', 'Rate/Service Level', 'Reason Description', and 'Regional Center'; and 'Approval' with 'Approval Status' (Request Not Submitted) and 'Date'.

5) Tab to the now mandatory Payment Type field in the Additional Payment Reason section;

This screenshot is similar to the previous one but shows the 'Additional Payment Reason' section with the 'Payment Type' dropdown menu open. The dropdown list includes options like 'None', 'Bed Wetting', 'Behavioral Difficulties (runaway, lying)', 'County Authorized Allowance', 'Developmentally Disabled Children', 'Education Transportation' (highlighted in blue), 'Foster Parent Participation in Therapy', 'Health Difficulties', 'Hearing Impairment', and 'Infant Supplement - Family'. The 'Additional Rate' field in the 'Request Details' section is now set to 347.00. The 'Approval Status' remains 'Request Not Submitted'.

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6) Select the appropriate Rate/Service Level that corresponds to the Additional Rate you input in step 5 above;

Child Removal Info	ID	Ongoing Requests	Incidental Payments	End Placement/Episode	Temporary Leave	Relative/NREFM Assessment
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Ongoing Requests

+	Start Date	Stop Date	Rate Type
1	06/01/2013		Basic
2	06/01/2013		Additional

Rate Type

Basic Rate
 Additional Rate

Total
Active Rate Total: 347.00

LA APPS Rates
APPS Schedule/Level: [Dropdown]

Request Details

Start Date: 06/01/2013
 Projected End Date: [Dropdown]
 Payment Stop Date: [Dropdown]
 Basic Rate: [Text]
 Additional Rate: 347.
 Payment County: [Text]

Miller-Youakim Referral

Informed
 Informed and Accepted
 Not Yet Informed

Additional Payment Reason

Payment Type: Education Transportation
 Rate/Service Level: Ed Trvl - Private Trans 19 - 23 miles
 Reason Description: [Text Area]

Approval

Approval Status: Request Not Submitted
 Date: [Text]

Case [Flintstone, Pebbles] -> Client (Case Focus Child) [Pebbles Flintstone] -> Placement [Text]

7) Now that you have entered all of the mandatory fields you should Save to Database.

Child Removal Info	ID	Ongoing Requests	Incidental Payments	End Placement/Episode	Temporary Leave	Relative/NREFM Assessment
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Ongoing Requests

+	Start Date	Stop Date	Rate Type
1	06/01/2013		Basic
2	06/01/2013		Additional

Rate Type

Basic Rate
 Additional Rate

Total
Active Rate Total: 347.00

LA APPS Rates
APPS Schedule/Level: [Dropdown]

Request Details

Start Date: 06/01/2013
 Projected End Date: [Dropdown]
 Payment Stop Date: [Dropdown]
 Basic Rate: [Text]
 Additional Rate: 347.
 Payment County: [Text]

Miller-Youakim Referral

Informed
 Informed and Accepted
 Not Yet Informed

Additional Payment Reason

Payment Type: Education Transportation
 Rate/Service Level: Ed Trvl - Private Trans 19 - 23 miles
 Reason Description: [Text Area]

Approval

Approval Status: Request Not Submitted
 Date: [Text]

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- 8) In order to enter an **END DATE** on an Ongoing Request row for Education Transportation, you must first select an Additional Payment End Reason from the dropdown menu- if you select Other, the Reason Description menu becomes mandatory;

Child Removal Info				ID	Ongoing Requests	Incidental Payments	End Placement/Episode	Temporary Leave	Relative/NREFM Assessment
+	Start Date	Stop Date			Rate Type				
1	06/01/2013				Basic				
2	06/01/2013				Additional				

Rate Type <input type="radio"/> Basic Rate <input checked="" type="radio"/> Additional Rate	Total Active Rate Total <div style="border: 1px solid black; padding: 2px; text-align: center;">347.00</div>	LA APPS Rates APPS Schedule/Level <div style="border: 1px solid black; height: 20px;"></div>
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Request Details Start Date: 06/01/2013 Projected End Date: <div style="border: 1px solid black; width: 50px; height: 20px;"></div> Basic Rate: <div style="border: 1px solid black; width: 50px; height: 20px;"></div> Additional Rate: 347.	Payment Stop Date: <div style="border: 1px solid black; width: 50px; height: 20px;"></div> Payment County: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Miller-Youakim Referral <input type="radio"/> Informed <input type="radio"/> Informed and Accepted <input checked="" type="radio"/> Not Yet Informed
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Additional Payment Reason Payment Type: Education Transportation Rate/Service Level: Ed Trvl - Private Trans 19 - 23 miles Regional Center: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Additional Payment End Reason Placement Change <None> AWOL/Abducted Educational Needs Changed Placement Change Promoted/Graduated Returned Home Other
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Approval Approval Status: Request Not Submitted Date: <div style="border: 1px solid black; width: 50px; height: 20px;"></div>
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- 9) Once you have selected an additional payment end reason, the Payment Stop Date becomes mandatory. You can now enter the payment stop date. Once you tab out of this field, this ongoing request row becomes read-only. You should now Save to Database.

Placement [Shrek Ogre Relative Home]				ID	Ongoing Requests	Incidental Payments	End Placement/Episode	Temporary Leave	Relative/NREFM Assessment
Ongoing Requests									
+	Start Date	Stop Date			Rate Type				
1	06/01/2013				Basic				
2	06/01/2013	07/29/2013			Additional				

Rate Type <input type="radio"/> Basic Rate <input checked="" type="radio"/> Additional Rate	Total Active Rate Total <div style="border: 1px solid black; padding: 2px; text-align: center;">347.00</div>	LA APPS Rates APPS Schedule/Level <div style="border: 1px solid black; height: 20px;"></div>
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Request Details Start Date: 06/01/2013 Projected End Date: <div style="border: 1px solid black; width: 50px; height: 20px;"></div> Basic Rate: <div style="border: 1px solid black; width: 50px; height: 20px;"></div> Additional Rate: 347.	Payment Stop Date: 07/29/2013 Payment County: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Miller-Youakim Referral <input type="radio"/> Informed <input type="radio"/> Informed and Accepted <input checked="" type="radio"/> Not Yet Informed
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Additional Payment Reason Payment Type: Education Transportation Rate/Service Level: Ed Trvl - Private Trans 19 - 23 miles Regional Center: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Additional Payment End Reason Placement Change Reason Description <div style="border: 1px solid black; height: 40px;"></div>
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Approval Approval Status: Request Not Submitted Date: <div style="border: 1px solid black; width: 50px; height: 20px;"></div>
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10) In order to **make changes** to a **read-only** ongoing request row in a placement is to select Update Placement from the Action Menu;

The screenshot shows the 'Client Services - Case [Flintstone, Pebbles]' window. The 'Action' menu is open, and 'Update Placement' is highlighted. The main window displays the 'Placement [Shrek Ogre Relative Home]' details, including a table of 'Ongoing Requests' and various form fields for rate types, request details, and payment reasons.

ID	Start Date	Stop Date	Rate Type	Projected End Date
1	06/01/2013		Basic	
2	06/01/2013	07/29/2013	Additional	

Rate Type: Basic Rate, Additional Rate
 Total: Active Rate Total: 347.00
 Request Details: Start Date: 06/01/2013, Projected End Date: [blank], Payment Stop Date: 07/29/2013
 Additional Payment Reason: Education Transportation, Placement Change, Ed Trvl - Private Trans 19 - 23 miles
 Approval: Request Not Submitted

11) Changes can now be made to the ongoing request rows in the placement. Save to Database after making any changes.

The screenshot shows the 'Placement [Shrek Ogre Relative Home]' window with the 'Ongoing Requests' table and form fields. The 'Additional Rate' row is highlighted, and the 'Update Placement' option is selected in the Action menu.

ID	Start Date	Stop Date	Rate Type	Projected End Date
1	06/01/2013		Basic	
2	06/01/2013	07/29/2013	Additional	

Rate Type: Basic Rate, Additional Rate
 Total: Active Rate Total: 347.00
 Request Details: Start Date: 06/01/2013, Projected End Date: [blank], Payment Stop Date: 07/29/2013
 Additional Payment Reason: Education Transportation, Placement Change, Ed Trvl - Private Trans 19 - 23 miles
 Approval: Request Not Submitted