

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 23, 2009

What's Inside:

**FAMIS Changes
to the Contract
Batch and child
authorizations**

MEMORANDUM

TO: ALL REGIONAL AND COUNTY CD AND FSD STAFF

FROM: CELESTA HARTGRAVES, ACTING DIRECTOR,
CHILDREN'S DIVISION
VALERIE J. DAVIS, ACTING DIRECTOR,
FAMILY SUPPORT DIVISION

SUBJECT: CONTRACT BATCH IN FAMIS

REFERENCE: FAMILY SUPPORT DIVISION

The purpose of this memorandum is to outline the current contract batch process and explain the steps that were taken to correct issues caused by a system error. A system edit was placed on the FM30 (CCAUTH) screen that prevented a child from being authorized to a licensed, contracted provider past the provider's contract end date, which is June 30, until the system error could be corrected.

CONTRACT BATCH

The contract batch is designed to check the vendor system for child care provider contracts that have been closed. When a provider's contract closes, the system automatically closes all children authorized for services to the provider in FAMIS. When a child's authorization is closed as a result of this process, the close reason displayed in FAMIS is "ACE – your provider's contract has expired". Providers and eligibility units receive notices stating the child's authorization has been closed for this reason. These notices appear on FMVM (DOCQUE).

As an interim fix a revised contract batch job has been run in FAMIS for the time period 08/01/08 through 02/13/09. Any provider whose contract closed during that time period and is not currently contracted or registered with DSS, had all child authorizations closed by the system. Notices were sent to providers and eligibility units for contract closings that occurred on or after 02/01/2009 only.

SYSTEM EDIT

Because the contract batch process is now properly running in FAMIS, the system edit preventing authorizations to contracted providers past June 30 has been removed. Staff can now authorize children to licensed, contracted providers past 06/30/2009, as appropriate.

Staff should authorize children to contracted providers for the appropriate time period based on the eligibility unit's situation.

DUPLICATE AUTHORIZATIONS

The system error that occurred in August caused duplicate authorizations in FAMIS and, in some cases, duplicate payments to providers for these children. These duplicate authorizations have been voided from the system. Claims will be processed by Central Office staff for all duplicate payments to providers that were caused by this error.

NECESSARY ACTION: 1. Review this memorandum with all Family Support Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
MAS II CONTACT: Lora Brown 573-526-9587 Lora.K.Brown@dss.mo.gov	PROGRAM MANAGER: Alicia Jenkins 573-751-6793 Alicia.Jenkins@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS and RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS

Parental Resilience – N/A

Social Connections – N/A

Knowledge of Parenting and Child Development – N/A

Concrete Support in Times of Need – N/A

Social and Emotional Competence of Children – N/A

FACES REQUIREMENTS

N/A