

CIHR Applications Staff Training Material

Goal

For ministry staff to clearly understand the revised process for CIHR applications based on policy and procedure revisions.

Learning Objectives

By the end of this training session you will be familiar with:

- Policy and procedures for CIHR applications including;
 - MCFD screening process, and
 - EIA0081 reporting obligations
- Revised application process
- New MIS screens
- Eligibility decisions based on the screening results
- CIHR report (*identifies CIHRs with same caregiver*)
- CIHR decision letters

Background

- CIHR program has existed since 1951
- Program is part of government's continuum of assistance for vulnerable children
- Different from other programs: no screening of caregiver, no long-term planning for child

Action Plan

As of December 1, 2007:

- MCFD conducts screening and assessments on all **new** CIHR applicants to support the safety and well-being of children in CIHR placements
- Existing cases (prior to December 1, 2007) are not being screened until MHSD and MCFD have evaluated the effectiveness of the screening process

Application Requirements

The relative must provide the following:

1. The completed application for Income Assistance for Child in the Home of Relative on behalf of the child (EIA0080B); and
2. Consent for screening forms from the relative and **all other persons** 18 years of age and older who live in the relative's home, either full-time or part-time.

See OLR - Procedures

Eligibility Criteria

The Ministry of Housing and Social Development provides assistance for CIHR when **all eligibility criteria under section 6 of the Employment and Assistance Regulation** are met.

See OLR - Policy

Eligibility Criteria

- the child resides in the relative's home;
- the child's parent placed the child with the relative;
- the child's parent does not reside with the relative;
- MCFD determines that there is no evidence of a level of risk to the child in the home that compromises the home as an appropriate place for the child

See OLR - Policy

Eligibility Criteria (continued)

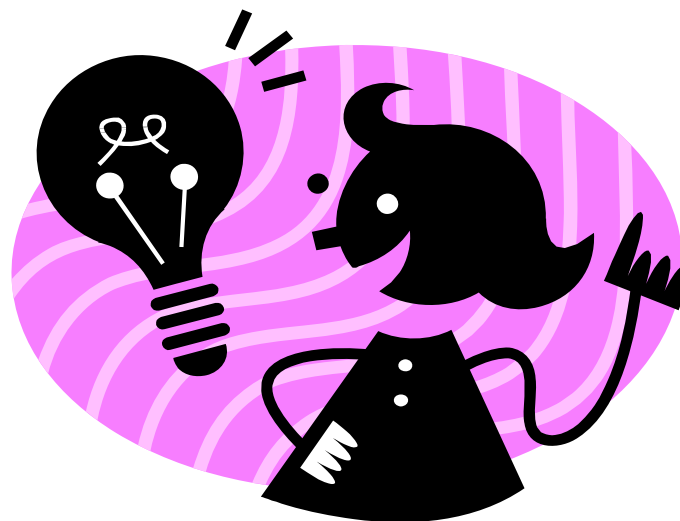
Regulation also specifies that a child is not eligible for CIHR if:

- the relative has entered into an agreement under section 8 of the *Child, Family and Community Service Act* (Kith and Kin) in relation to the child
- the relative fails to provide:
 - accurate and complete information
 - written authorizations for screening from all persons age 18 or over living in the home

If the eligibility criteria is not met, CIHR is denied and a denial letter is sent to the relative applying on behalf of the client

See OLR - Policy

Section One Summary



Processing an Application

To complete a CIHR application with a relative:

1. Obtain proof of placement by the parent(s).
2. Review legal guardianship or custody circumstances for the child and obtain documentation to verify.
3. Obtain identification for the child and retain a copy on file.

See OLR - Procedures

Processing an Application (continued)

4. Provide screening consent forms for relative to complete and return to the ministry office as a package.

Copy consent forms and the application to the CIHR file(s).

5. Fax consent forms to the MCFD After Hours office.
6. Record on MIS (CSC screen) that the screening is now “In Progress” (status remains until the screening results are received from MCFD).

See OLR - Procedures

New MIS Screens

To Add a CIHR Screening Check (CSC)

In MIS, access the **CSC L** screen using the GA File ID as the key

```

Sys: G Scr: CSC Action: L Key: GA00000184
GCSCLO06I There are no CIHR screening requests for this file.
                                07MAR04
XTSA2347                        CIHR SCREENING CHECK (LIST)          12:36:21
Office ..... 226                Appl Name ..... SAMPLE, JANE
Caseload ... 226100             File Status ... OPEN
Cmd: A=ADD, Q=QUERY, U=UPDATE
Requested Date      Status      Changed Date      Updated By
a
1HELP              3EXIT 4MAIL              9SPLT 10CNCL              12RET
    
```

Type "a" on the first line in the command column and press ENTER to display the CSC A screen.

See OLR – Systems Memo

CSC Add Screen – Updated March 11, 2008

```
Sys: G Scr: CSC Action: A Key: GA00001026
GCSCA001I Press enter to add or PF3 to exit.                                08FEB27
                                                                              15:16:42
XTSA5973          CIHR SCREENING CHECK (ADD)
Office ..... N33          Appl Name ..... SAMPLE, JANE
Caseload ... N33150       File Status ... OPEN          Comment? ... N
Requested Date ... 2004AUG27      Requested By... JOHN DOE
Status ..... A SCREENING IN PROGRESS
Changed Date .....          Updated By ....
why was this child placed with you? ... 01 INCARCERATION OF PARENT
Other reason description .....

1HELP          3EXIT 4MAIL          9SPLT 10CNCL          12RET
```

New
→

For the research question: A table T8T is provided. One of the values on the table is “Other”. When this code is selected a description is required.

MCFD Screening - Determining Risk

The **screening checks** consist of:

- MCFD Prior Contact Check
- CORNET check

- Once screening is complete, MCFD informs MHSD by email that the relative's household shows that "there is **evidence of risk** that compromises the home as an appropriate place for the child" or "**no evidence of risk...**"

See CIHR Screening Information Sheet

Receiving the Screening Results

MCFD **emails** the screening results to the generic office email address in the Global Address List for the appropriate MHSD office.

Each MHSD office is responsible to designate staff to check this email account **daily**.

Update the CSC screen based on the screening results.

Place a copy of the screening results on the physical file(s).

See OLR – Procedures

Updating a CIHR Screening Check

Access CSC U and update the status:

1. Move cursor to "Status" field and press **1HELP** to display the CIHR Screening Status Code Table (T8Y).
2. Determine code value and press **3EXIT** to return to the CSC U screen.
3. Enter code and press ENTER to update the status. The system automatically populates the "Changed Date" and "Updated By" fields.

```
Sys: G Scr: CSC Action: U Key: GA00000184
                                07MAR04
XTSA2347          CIHR SCREENING CHECK (UPDATE)          13:39:26
Office ..... 226          Appl Name ..... SAMPLE, JANE
Caseload ... 226100       File Status ... OPEN          Comment? ... N
Requested Date ... 2007MAR04          Requested By... JOHN DOE
Status ..... A SCREENING IN PROGRESS
Changed Date .....          Updated By .....
```

1HELP

STATUS CODE	SHORT DESCRIPTION	LONG DESCRIPTION	ACTIVE INDICATOR
A	IN PROGRESS	SCREENING IN PROGRESS	Y
B	OUTCOME OK	COMPLETE, OUTCOME OK	Y
C	OUTCOME NOT OK	COMPLETE, OUTCOME NOT OK	Y
D	CANCELLED	SCREENING CANCELLED	Y
E	CGR NOT PROCEED	CARE GIVER DECIDED NOT TO PROCEED	Y

XTSA4200 CIHR SCREENING STATUS CODE TABLE [sample] 07APR20 11:52:11

1HELP 3EXIT 9SPLT 12RET

Updated CIHR Screening Check

```

Sys: G Ser: CSC Action: U Key: GA00000184
GCSCU005C Screening request updated

                                07APR20
XTSA4200                CIHR SCREENING CHECK (UPDATE)                11:53:07

Office ..... M26           Appl Name ..... SAMPLE, JANE
Caseload ... M26100        File Status ... OPEN           Comment? ... Y

Requested Date ... 2007APR04   Requested By... JOHN DOE

Status ..... B COMPLETE, OUTCOME OK
Changed Date ..... 2007APR04   Updated By .... JOHN DOE

1HELP           3EXIT 4MAIL           9SPLT 10CNCL           12RET
    
```

See OLR – Systems Memo

If “*no evidence of risk*”...

If all other CIHR criteria are met, approve the application by following these steps;

1. Update on MIS (CSC U screen) that status is “Outcome OK” and enter a comment from this screen regarding the status.
2. Inform the relative that the application has been approved and provide the approval letter.
3. Explain their obligation to report changes to household composition as part of the Monthly Report (EIA0081). Screening consents may be required.
4. Inform the relative that (under the *Income Tax Act* of Canada) CIHR payments must be included in their income tax return.

See OLR - Procedures

If “*no evidence of risk...*”

Steps continued;

5. Request the relative’s Social Insurance Number (for tax purposes) and make a copy for the file if provided.
6. Add a supplier cheque in the name of the relative on MIS (SUP A screen) and ensure that cheque production is turned on*.
7. Ensure medical is added to the child’s file (MSP screen) if needed. Make a copy of the child’s Birth Certificate if available.

See OLR - Procedures

If “*evidence of risk...*”

Follow these steps;

1. Review the report, *Client List: Open CIHR Files with Same Caregiver*, and determine if other CIHR children are in the home
2. Update MIS (CSC screen) that status is “Outcome Not OK” on all CIHR files in the home and enter detailed comments through the CSC screen specifying why the person was denied CIHR
3. Turn cheque production off on all CIHR files in the home.

See OLR - Procedures

If “*evidence of risk*”...

Steps continued;

4. Inform the relative that CIHR assistance is denied and provide the appropriate CIHR denial letter (EIA3210). If other CIHR children reside in the home, also provide a discontinuance of assistance letter (EIA3211) for **each CIHR child in the home**
5. If contacted by the relative for more information on the screening results, provide relative with the MCFD contact information.
6. After the 20 day appeal period has elapsed, when closing a CIHR file based on evidence of risk, use the code “CIHR-Screening Not OK”

When CIHR is denied, advise relative to contact their local MCFD district office to discuss **alternative support services**.

See OLR - Procedures

If Applicant Questions Screening

- MHSD refers applicant to the CIHR Screening Information Contact at MCFD After Hours Office [see Contacts]
- If MCFD overturns the screening outcome based on a proven discrepancy, the After Hours worker will advise MHSD by government e-mail of the change in screening results
- MHSD updates the screening outcome in MIS (for **all** CIHRs in the home) and follows the appropriate procedures based on the final screening results
- Ensure comments are made through the CSC screen reflecting the update

New Report (on Report2Web)

Client List: Open CIHR Files with Same Caregiver

1REG/OFF : 1/138 CLIENT LIST: OPEN CIHR FILES WITH SAME CAREGIVER PAGE : 1
 REPORT : MI93W-01 SORTED BY REGION, OFFICE, SUPPLIER POSTAL CODE SUPPLIER NAME DATE : 07/09/24

POSTAL	SUPPLIER NAME	APT	ADDR 1	CITY	PROV	FILE ID	FILE NAME
VON1B0	NOREEN BAYLOR		BOX 145	ALERT BAY	BC	GA05568442	BAYLOR, KRIS
VON1B0	TAYLOR BRYCE		BOX 894	ALERT BAY	BC	GA05896624	JOHNS, ALEX
VON1K0	SHARON FLANAGAN		BOX 92	COAL HARBOUR	BC	GA01765486	FLARRIGAN, KATE
VON4J0	JACOB FITZGARD		SITE 10 COMP 58 RR2	MAYNE ISLAND	B.C.	GA05478951	TORY, SHAWN MICHAEL
VON4J0	JACOB FITZGARD		SITE 10 COMP 58 RR2	MAYNE ISLAND	B.C.	GA05648945	ERINS, JOHN
VON2N1	SANDRA MUNDY		4306 CORBETT RD	PENDER ISLAND	BC	GA02156545	VAN GOGH, HILLIARY
VON2N2	MARNIE MANSON		3583 GALLEON WAY	PENDER ISLAND	BC	GA05684515	KORBIN, TERRY
VON2N2	MARNIE MANSON		3583 GALLEON WAY	PENDER ISLAND	BC	GA03520632	ILLIS, DERREK
VON2P0	DENIS BECKER		BOX 5443	PORT HARDY	B.C.	GA05489553	DECKER, SHAYNE
VON2P0	LENA BUCK		BOX 2345	PORT HARDY	BC	GA54849545	BUCKLEY, EDWARD JON
VON2P0	LUCY JOHNSON	485	7340 HIGHLAND DR	PORT HARDY	BC	GA03546984	CLARKE, CURT DONALD
VON2P0	MARY TAYLOR		BOX 1784	PORT HARDY	BC	GA05888425	GEORGE, JOHNNY MICHAEL
VON2P0	MARY TAYLOR		BOX 1784	PORT HARDY	BC	GA04585552	GEORGE, HENRY THOMAS
VON2P0	MARY TAYLOR		BOX 1784	PORT HARDY	BC	GA08556421	GEORGE, JOHN ANTHONY JUNIOR
VON2P0	WAYNE ROCKWELL		BOX 1871	PORT HARDY	BC	GA05865459	WEBBER, EVAN RAVEN
VON4P0	THOMAS WALKUS	2	5895 GRANVILLE	PORT HARDY	BC	GA05498520	WALKUS, REILLY DALE
VON4P0	THOMAS WALKUS	2	5895 GRANVILLE	PORT HARDY	BC	GA02602301	WALKUS, SAMANTHA PAIGE
VON4P0	THOMAS WALKUS	2	5895 GRANVILLE	PORT HARDY	BC	GA02855954	WALKUS, KYLE BRENT
VON4P0	THOMAS WALKUS	2	5895 GRANVILLE	PORT HARDY	BC	GA05489451	WALKUS, EVELYN
VON2R0	COLLEEN LAVARO		BOX 5882	PORT MCNEILL	BC	GA05198456	CLOVER, KATHLEEN REILLY
VON2R0	COLLEEN LEVARO		BOX 5882	PORT MCNEILL	BC	GA05489501	BUCKMANN, SABIAN
VON2R0	LISA MCLAIN		BOX 6944	PORT MCNEILL	BC	GA08854546	BULLARD, JOHN JOSEPH
VON3K0	DANELLE BURRMAN		BOX 887	VANANDA	BC	GA05848455	MCCLAIREN, AINSLEY DARIAN

* Names and addresses used are fictitious

See OLR – Systems Memo

Change in Household Composition is Reported

Complete the following steps for new files that have already been screened:

Note: This does not currently apply to existing files that have not yet been screened, they remain status quo.

1. Provide the caregiver with a consent form for each person in the home age 18 or over and ask the caregiver to return the completed forms to the ministry.
2. **Signal the cheque** until the screening consent form is received by the ministry.

Note: Do not turn cheque production off as it requires supervisory approval to turn back on.

See OLR - Procedures

Change in Household Composition is Reported (continued)

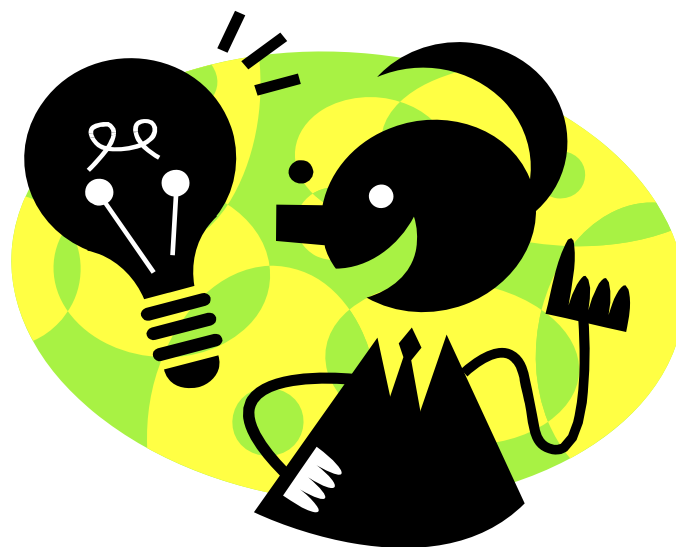
3. **Fax** completed Screening Consent forms to the MCFD After Hours office designated fax numbers and record on the MIS (CSC screen) that the screening is now “In Progress”.
4. MCFD staff **email** the ministry office with the results of the screening.
5. Update CSC screens (screening outcome and comments).
6. Follow procedures based on the screening results.

See OLR - Procedures

Evaluation of CIHR Screening

- CIHR is monitored and evaluated using data from the Ministry's Management and Information System (MIS)
- There is regular monitoring and reporting of data indicators, for example:
 - Number of CIHR applications
 - Number of applications screened
 - Outcome of screening (i.e. eligible/ineligible)
- There is a research question on the CIHR application:
 - “Why was the child placed with you?”
 - Enter response on CSC A screen in MIS

Section Two Summary



Key Points to Ponder

- If cheque production is turned off on files opened after the new screening policy is implemented, turning cheque production back on requires supervisory approval.
- If a person living in the CIHR household **refuses to consent to the screening**, the CIHR application will be denied and cheque production will be turned off for **all other CIHR files in the home**.
- The new report, ***Client List: Open CIHR Files with Same Caregiver*** that is distributed via Report2Web to the office on a monthly basis, should be checked whenever evidence of risk is reported to identify all CIHRs in the home.

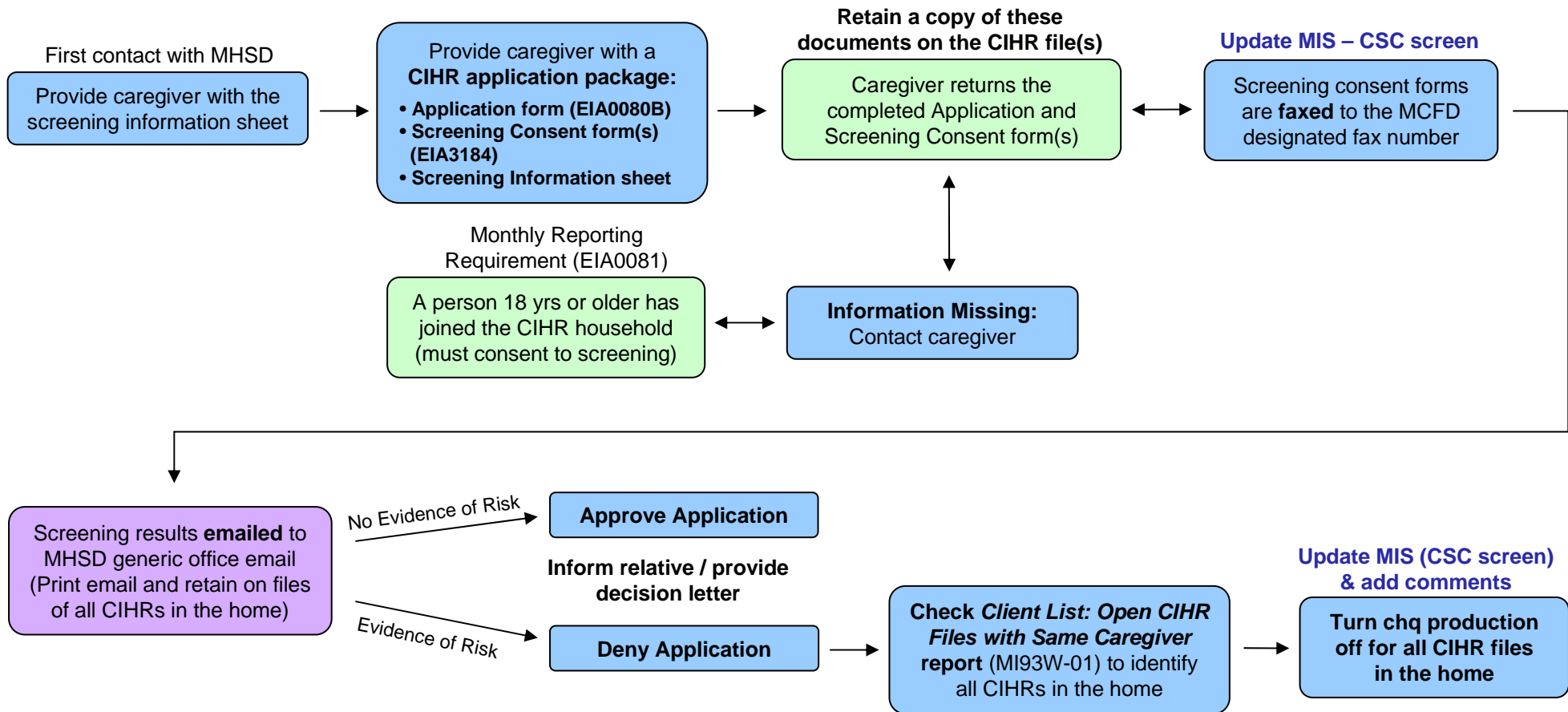
More Key Points to Ponder

- Each MHSD office is responsible to designate staff to check the generic office email account daily (and to process the screening results)
- On files opened after the screening is implemented, if a dependent child in the CIHR home turns 18, or when another person age 18 or over moves into the CIHR home, that person must consent to be screened as a condition of ongoing eligibility for CIHR assistance. **The CIHR cheque will be held until the completed consent form is received by the ministry.**
- Eligibility reviews should not be conducted on files that were approved for CIHR assistance prior to the implementation of the new screening policy.

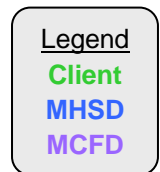
Resources and Supporting Documents

- Policy and Procedures
- Systems Memos (2)
- Revised CIHR Application Form
- Screening Consent Form
- Screening Information Sheet
- CIHR Application Approval Letter
- CIHR Application Denial Letters (3)
- Q & As

Child in the Home of a Relative - Application Process Flow



Note: See *Procedures* for detailed steps



Thank you