



Tennessee Department of Children's Services

Protocol for ICPC Unique Care Agreements

Supplemental to DCS Policy: 1.30, Interstate Compact on the Placement of Children

1. A Unique Care Agreement (UCA) may be entered into between TN DCS and a Licensed Child Placing Agency in the receiving state when an out of state placement involves circumstances in which a higher level of supervision and support may be necessary due to the therapeutic/medical needs of the child.
2. This Unique Care Agreement is necessary to document placement, supervision, oversight, and any additional services.
3. If the child needs therapeutic care and an agency needs to be identified, the TN DCS regional representative requests for TN ICPC to request a list of applicable providers in the receiving state.
4. If the child has an identified out of state family with a private agency study, the DCS regional representative will ensure the prospective resource is a licensed/certified foster home in their state. Their supervising agency must be a licensed foster **and** adoption agency. A copy of the license shall be obtained.
5. Once a Child Placing Agency is identified, the DCS regional representative begins to gather information relative to the services offered by that agency, which are considered necessary to meet the unique needs of the child and family. A discussion is held between the DCS regional representative and the agency which includes the following:
 - ◆ The willingness of the agency to contract with DCS;
 - ◆ The unique needs of the child;
 - ◆ The services offered by the identified agency after placement through adoption, if applicable;
 - ◆ How payment will be made to the prospective foster parent, either directly from DCS or through the payment provided to the agency;
 - ◆ Additional costs for placement which may include a child specific home study, monthly progress reports, and further adoption work for the child and family.
6. The DCS regional representative completes the form [CS-1211, ICPC Foster Care/Adoptive Services Agreement](#) based on the information obtained from the provider agency.
 - a) If the placement is foster to adopt, the completed service agreement, along with an itemized list of services, is sent to the Central Office Director of Adoption & Adoption Support.

Subject: Protocol for ICPC and Unique Care Agreements

- b) If the placement type is kinship, relative, or traditional foster care, the completed service agreement, along with an itemized list of services, is submitted to the Director of Foster Care and Resource Home Eligibility.
- c) The respective director reviews the agreement within five (5) business days and submits to Network Development, contingent that there are no corrections or modifications needed. Follow steps a, b, and c for foster care board payments going through the out of state supervising agency (passthrough payments).
 - ◆ The DCS regional representative contacts the provider agency within three (3) business days to discuss proposed per diem amounts including foster care board payments, description of services including number of contacts each month, and TennCare requirements for establishing a per diem amount and being approved as an out of state provider. Within twenty-four (24) hours of contacting the potential provider, the region contacts Network Development to share information regarding costs, services, and agreement to become a TennCare Provider.
 - ◆ Network Development has five (5) business days to review the proposal and approve, deny, or ask for additional information on the proposed per diem amount.
 - ◆ Once the proposed per diem amounts are approved by Network Development, the DCS regional representative develops the UCA and submits to Network Development within three (3) business days. Network Development then submits the UCA to the appropriate designees within one (1) business day.
 - ◆ Network Development notifies the respective Director and individual requesting out of state services of the outcome, whether approved or denied. The requestor will notify the appropriate DCS regional staff/Family Service Worker of the outcome and provide a copy of the form [CS-0873, Regional Request for Unique Care Agreement](#) and Foster/Adoptive Service Agreement.
- d) If DCS is paying the foster home directly, not through a UCA, the Foster Parent Support staff (FPS) must be notified. The DCS regional representative will provide FPS with a copy of the family's home study to enter in TFACTS and a substitute W-9 for set up in Edison. FPS will educate the family on the call-in process for payment. If DCS is paying the foster home directly, all payments to the agency are outlined on [CS-1211, ICPC Foster Care/Adoptive Services Agreement](#), and the UCA will NOT be utilized.
- e) The region submits the approved UCA and Foster Care/Adoption Agreement to the ICPC Unit along with the complete ICPC referral packet. The packet should include arrangements for TennCare/Medicaid providers in the proposed state of placement, prior to placing the child. When children are not IV-E eligible, they are not guaranteed Medicaid in the receiving state. If the child is not IV-E eligible, The Family Service Worker completes form [CS-1234, ICPC Behavioral/Medical Health Referral](#) (one (1) for each child), emails it to SelectKids_GM@bcbst.com and copies the ICPC Medical Program Coordinator. As part of the planning process, the caregiver/foster parent/kinship

Effective Date: 4/24

Supersedes: 07/19

Supplemental to: DCS 1.30

RDA SW22

Page 2 of 3

Subject: Protocol for ICPC and Unique Care Agreements

placement needs to apply for the receiving state's Medicaid through the Federal Marketplace at:
www.healthcare.gov.

- ◆ If approved, notify the local Maximization Specialist to discontinue TennCare coverage.
 - ◆ If denied Medicaid, TennCare coverage will remain in place, and the ICPC Behavioral/Medical Health Referral form, [CS-1234](#), will initiate assignment of a TennCare care manager to assist the family with identification of medical/behavioral providers in their area.
- f) ICPC submits the complete referral packet to the receiving state. Upon receipt of the placement decision by the TN ICPC office, the signed form 100A is sent to the Family Service Worker and Team Leader.
- ◆ If the decision is an approval, regional staff consult with the team to plan for the placement. The plan for placement should include discussions related to medical, dental, mental health, medication, insurance, and education transition needs, as appropriate. The Regional Director then sends the out-going placement request for final review to the ICPC Deputy Compact Administrator, Director of Foster Care, and ICPC Medical Program Coordinator ten (10) days prior to placement (unless otherwise determined for the child's best interest).
 - ◆ If denied, the region may request reconsideration within ninety (90) days if the reasons or circumstances for the denial have been resolved.