



September 8, 2022

**Family, Children and Adult Services Procedure Letter No. 397**

**TO:** Family, Children and Adult Services Manual Holders

**FROM:** Matt Damschroder, Director

**SUBJECT:** Title IV-E Kinship Supports Intervention (KSI) Navigator Program Pilot

This Procedure Letter provides guidance related to the Title IV-E Kinship Support Intervention (KSI) Navigator Program pilot.

**BACKGROUND**

During the ProtectOHIO waiver demonstration project the Kinship Support Intervention was one of the two core interventions the ProtectOHIO counties utilized to reduce paid placement days and provide additional supports to kinship caregivers for the benefits of the child(ren) in their home. The intervention demonstrated positive outcomes for children; placement stability, reduction in time to permanency, and benefits to kinship caregivers in feeling better supported in their care of the child(ren) in their home.

The mission of the kinship supports intervention was to promote kinship placement as best practice, increasing attention to and support for kinship placements, caregivers, and families. KSI assisted kinship caregivers of children involved with a Public Children Services Agency (PCSA) regardless of custody status or supervision orders to provide resources to facilitate children having a safe and stable living environment that meets the children's physical, emotional, financial, and basic needs.

KSI has been approved and rated by the Title IV-E Prevention Services Clearinghouse as the first kinship navigator program in the nation. We are welcoming this opportunity to implement the KSI program again. The Office of Families and Children is starting implementation through a pilot beginning October 1, 2022. The pilot KSI navigator program will only be available to former ProtectOHIO counties that were part of implementing KSI during the Title IV-E waiver demonstration project which ended in September 2019.

**GUIDANCE**

This procedure letter provides guidance to PCSAs about which counties may be eligible to participate in the pilot. In addition, attachment A provides program guidance pilot agencies will utilize during the pilot period.

**INSTRUCTION**

The following chart shows what materials should be inserted into the Family, Children and Adult Services Manual (FCASM).

| <b>LOCATION</b>      | <b>REMOVE AND FILE AS<br/>OBSOLETE</b> | <b>INSERT/REPLACEMENT</b> |
|----------------------|--|---------------------------|
| PROCEDURE<br>LETTERS |  | FCASPL 397                |

## **Attachment A**

### **Title IV-E Kinship Supports Intervention (KSI) Navigator Program Pilot**

- (A) The public children services agency (PCSA) is responsible for administration of the kinship supports intervention (KSI). KSI was approved and rated promising by the Title IV-E prevention services clearinghouse as a kinship navigator program. The goal of the navigator program is to promote kinship placement as best practice, increasing attention to and support for kinship placements, caregivers, and families.
- (B) KSI assists kinship caregivers of children involved with the PCSA agency regardless of custody status or supervision orders to provide resources to facilitate children having a safe and stable living environment that meets the children's physical, emotional, financial, and basic needs.
- (C) Kinship caregivers has the same meaning as in section 5101.85 of the Revised Code. Kinship caregivers may be relatives through blood, marriage, or adoption. Kinship caregivers may also be fictive kin, which includes non-relative adults with whom the family or child identifies as having a long-standing relationship.
- (D) KSI navigator services include:
- (1) A kinship coordinator.
  - (2) Kinship specific assessment tools and processes.
    - (a) A kinship home assessment tool is completed no later than thirty days after a child is placed, including the date of placement.
    - (b) A needs assessment which identifies services and supports the caregiver needs as well as the strength and resources of the kinship family. To be completed by kinship caregiver with kinship. coordinator/staff assistance as necessary, no later than thirty days after a child is placed, and is updated, at a minimum, every ninety days thereafter to continue to assess and review kinship caregivers needs for services and/or assistance to maintain safe and adequate care of the child (ren).
    - (c) A support plan that needs to be individualized, reviewed and updated every ninety days in conjunction with the review of the needs assessment.
    - (d) Home visits with kinship families occur at least monthly and include attention to the kinship caregiver, the child, and other family members.
    - (e) Kinship handbook provided to the kinship caregiver.
    - (f) Kinship caregiver services may be provided directly by the PCSA agency through contracted service providers or referral to a community provider.
  - (3) Each PCSA will be responsible for documenting KSI case information in the SACWIS activity log and/or electronic case file.

- (E) The PCSA agency is to follow the practice manual for ProtectOhio Kinship Supports Intervention evidenced based practice and approved by the clearinghouse October 2021 and further updated and federally approved December 2021.
- (F) ODJFS reimburses KSI funding at a fifty per cent of the federal financial participation (FFP) rate.
- (G) Allowable administrative costs associated with contracts and services for case management include:
  - (1) Conducting eligibility screening interviews.
  - (2) Providing program information to eligible families.
  - (3) Reviewing assessments or activities relating to the KSI navigator program.
  - (4) Keeping records.
  - (5) Supervising.
  - (6) Conducting peer meetings.
  - (7) Consulting.
  - (8) Preparing reports and other documents.
  - (9) KSI training as outlined in the manual.
- (H) KSI allowable types of services and activities for the child and kinship caregiver/family include but not limited to:
  - (1) Case Management/Contact.
  - (2) Information and Referral.
  - (3) Mental Health Assessment.
  - (4) Substance Abuse Assessment.
  - (5) Mental Health therapy/counseling.
  - (6) In-home family services/family preservation.
  - (7) Basic purchased hard goods.
  - (8) Home-related supports.
  - (9) Rental and or utilities assistance.
  - (10) Transportation.
  - (11) Financial support.
  - (12) Training for kinship caregivers.
  - (13) Legal services.
  - (14) Child Care.
  - (15) Formal or informal respite.