

APPENDIX E: FUNCTIONAL REQUIREMENTS

Technical

- | <i>AL Req. #</i> | <i>Requirement Description</i> |
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| 1 | The system must meet the following transaction performance levels / response times for major and remote sites.
Transaction - Major Site ; Remote Site
External Update - 3 to 5 secs ; 4 to 6 secs
External Inquiry - 2 to 4 secs ; 3 to 5 secs
Internal Update - 2 to 4 secs ; 3 to 5 secs
Internal Inquiry - 1 to 2 seconds ; 2 to 3 seconds |
| 2 | The system must be capable of capturing up to 80,000 new intakes / referrals / cases and supporting documentation (80,000 records) per year. |
| 3 | The system must operate within the parameters of the existing DHR and State of Alabama technical environment. (See Appendix A for details) |
| 4 | The system must utilize a robust centralized relational database management system. |
| 5 | The system must provide for component-based architecture. |
| 6 | The system must be developed utilizing a modern software framework such as J2EE or .Net framework. |
| 7 | The system must be web-based and support Internet Explorer 6.x and higher. |
| 8 | The system must be designed and developed using n-tiered architecture to allow for flexibility and scalability. |
| 9 | The system must provide the ability to "cut and paste" from MS Office applications into system narratives and vice versa. |
| 10 | The system must provide the ability to perform full word processing activities such as spell checking and font changes. |
| 11 | The system must provide rollback and recovery functions. |
| 12 | The system must provide a method for broadcasting messages for system problems, systems changes, and relevant notices to all users or logical sub-sets of users affected by a change. (e.g. users statewide or users in a particular site) |
| 13 | The system must provide the ability to archive and expunge records. |
| 14 | The system must provide the ability to search, retrieve and view archived records. |
| 15 | The system must have server redundancy, fail-over and load-balancing capabilities. |

Technical

AL Reqt. #	Requirement Description
16	The system must compile 95% of reports within 120 seconds.
17	The system must have a mean time to recover after a system failure of 30 minutes.
18	The system must provide the capability of providing batch processes to support SACWIS business functions.
19	The system must provide an intuitive editing and validation function to force the immediate correction of any data entry errors.
20	The system must provide access to the system for approximately 2,300 users statewide, comprised of child welfare / adult service caseworkers and supervisors, county directors, child welfare clerical support staff, accounting staff, appropriate contractual staff, regional staff, and state central office staff.
21	The vendor must submit a disaster recovery plan for the SACWIS system that complies with the State's disaster recovery plan.
22	The system solution must include the conversion of data from the following systems: <ul style="list-style-type: none">- Adoption Subsidy Payroll (ASP)- State Tracking, Accounting and Claiming System (STAC)- Alabama Social Service Information System (ASSIST)- Federal Claiming Billing System (FCBS)- Family Service System (FSS)- Alabama Child Welfare Information System (ACWIS), including the Provider, Client, Payment, Support and Adoption subsystem databases
23	The system must maintain a backup program as security against disaster, including daily, weekly, and monthly backup on all data files.
24	The system must allow users to electronically forward error messages, screenshots, etc. to the help desk.
25	The vendor must provide the data collected from help desk, issue tracking, configuration management or other administrative applications in a format approved by the Department. In compliance with federal regulations, the Department must not be required to purchase any sole source proprietary software from the vendor in order to access and manipulate this data.
26	The system must provide the capability for authorized users to attach scanned images of court orders, petitions, and other external case documentation to the electronic case record.
27	The system must be written using technical tools and skills commonly available in the employment marketplace.

Technical

<i>AL Req. #</i>	<i>Requirement Description</i>
28	The system must not provide functionality available only via a right-click. A right-click may be utilized as an alternate means of accessing various commands, but the same commands must also be available via another path.
29	The system must be designed to ensure that batch processes do not directly compete with resources needed during the normal working hours of 7am through 6pm, Monday through Friday. Batch processes must not degrade online performance during these hours.
30	The system must display the function and the name of the screen at all times along with the navigation path that the user used to arrive at the screen so that the user can always determine where they are in the system in order to accurately report to technical support staff.
31	The system must allow authorized users to access the system from remote PCs via the Internet.
32	The vendor must design and develop software to be used to convert DHR legacy systems data to the SACWIS system.

General

<i>AL Reqt. #</i>	<i>Requirement Description</i>
33	The system must provide for the routing of work to the supervisors and managers for approvals / authorizations.
34	The system must record and track information related to a diligent search for an absent parent. <ul style="list-style-type: none">- method of search- date of search- result of search
35	The system must allow users to add persons to a case after the case has been established.
36	The system must be available to users 24 hours a day, 7 days a week, except for brief, regularly scheduled maintenance windows at low volume after hours and weekend time slots.
37	The system must allow users to set relationships in a case, family, and client. Reciprocal relationships should be automatically determined. (e.g. father - son indicated by user, son - father determined by system)
38	The system must allow authorized users to have access to cases assigned to multiple offices / counties within the system.
39	The system must allow a user the flexibility to request approval from any supervisor/county director in the county / office. By default, the referral must be routed to the user's direct supervisor.
40	The system must be able to link court case numbers with multiple persons and families / cases.
41	The system must allow the user to sort narratives by date of occurrence, date entered, type, or person interviewed.
42	The system must track the child's birth information including: <ul style="list-style-type: none">- birth date- country- state- county- city- tribe- hospital / birth location- indication if DHR has a copy of the child's/adult's birth certificate
43	The system must provide a method for merging and un-merging duplicate person, case, or provider records in the event that duplicate records have been created. When a record is merged, the user must have the ability to select which information will be used in the merged record.
44	The system must assign unique identifiers for individuals, organizations, and families.
45	The system must provide a method for a supervisor to assign cases to workers one case at a time or to assign an entire caseload from one worker to another.

General

AL Reqt. #	Requirement Description
46	The system must provide a user interface that is consistent, easy to navigate, intuitive, and reflects the business workflow.
47	The system must record and track information pertaining to a child's educational needs including: <ul style="list-style-type: none">- name of the school- services received- testing and evaluations data- grade level- reading level- Special Education
48	The system must record and track information related to criminal history checks of DHR employees, employees of providers, etc., including: <ul style="list-style-type: none">- the status of the background check request- the date of the request- the results of the request
49	The system must provide supervisors with a method to assign pieces of work within cases among workers. The system must support this function by providing information about worker status, current caseloads, worker availability, case status, etc., and allow supervisors to use this information to sort or assign pieces of work within cases.
50	The system must record and track case status and status date.
51	The system must allow workers to reopen closed cases, retain information that is still current, and modify information that may be outdated.
52	The system must allow users to search for individuals, providers, or cases using the following parameters: <ul style="list-style-type: none">- name- provider- role- case number- county- race- gender- SSN- DOB- address- incident date- court case number, etc.
53	The system must link the worker assignment to the child, family, adult, organization, and referral records.
54	The system must automatically integrate and link case, client, and provider data.

General

<i>AL Req. #</i>	<i>Requirement Description</i>
55	The system must provide the ability for authorized users to expunge a participant with a role of person allegedly responsible.
56	The system must provide that each worker has an assigned supervisor. The system must not allow an active worker to exist without an assigned supervisor.
57	The system must provide printable driving directions and maps for any complete address in the system. (e.g. Mapquest)
58	The system must not allow "orphan" cases; each piece of work within a case must have a primary worker assigned and as many secondary/alternate worker assignments as needed.
59	The system must allow a supervisor or higher security level to transfer a case to a supervisor or higher security level in another county.
60	The system must allow supervisors to redirect requests for approval back to the submitting worker.
61	The system must have the ability to freeze data and prevent workers from modifying data at predetermined freeze points, including freezing after approval of the following: <ul style="list-style-type: none">- following referral to and supervisory approval of intake- following referral to and supervisory approval of assessment/investigation- following referral to and supervisory approval of the ISP/Case Plan- following referral to and supervisory approval of investigation decisions- following approval of legal determination of custody- following approval of Comprehensive Family Assessment- following determination and re-determination of IV-E eligibility- following referral to and supervisory approval of Foster Care Homes and Facilities- following referral to and supervisory approval of Adoptive Homes- following Termination of Parental Rights (TPR) achievement- following approval of case closure- following Placement Change approval- following entry of the HS-17 submission date- and at other points to be identified at a later date- following Court Reports & Other Official Correspondence
62	The system must not require users to enter redundant data. Data should be shared within the system between screens, phases, and functions within the life of the case.
63	The system must record and track information related to inquiries or requests to provide services, including: <ul style="list-style-type: none">- name of person making request- date of request- type service requested- disposition of request

General

<i>AL Req. #</i>	<i>Requirement Description</i>
64	<p>The system must employ a robust and comprehensive online help system accessible from any point in the system that:</p> <ul style="list-style-type: none">- provides an index of key terms with hyperlinks to the details- provides a table of contents with hyperlinks to each section- is context sensitive based on the field or screen the user's focus is on- allows for keyword search- provides screen overviews / definitions
65	<p>The system must record and track a history of case assignments including:</p> <ul style="list-style-type: none">- worker name- supervisor name- case name- case type- assignment begin date- county name- assignment end date- date case closed-PE Code-RC Utilization-RC Employee Type-Worker Classification
66	<p>The system must link services authorized and/or provided for a child, adult, family, or other recipient with the provider delivering those services.</p>
67	<p>The system must automatically save and record current information as the user navigates through the system. (e.g. Worker on screen 3 of 10 screens required for case establishment when power goes off. Data entered up to point of interruption must be saved and worker must be able to pick up at point of interruption and continue in case establishment flow.)</p>
68	<p>The system must automatically search for, cross reference, and display all cases that are associated with an individual.</p>
69	<p>The system must maintain a history of changes in worker assignment for individual cases.</p>
70	<p>The system must record and track worker and parent contact with children or adults for persons in Adult or Child Protective Services and Foster Care cases.</p>

General

AL Reqt. #	Requirement Description
71	The system must maintain an employee data base including; <ul style="list-style-type: none">- name- information on training / certifications- assigned unit- assigned supervisor- county / office- position title- SSN--PE Code-RC Utilization-RC Employee Type-Worker Classification
72	The system must record and track the local case number utilized by counties for filing of the physical case file.
73	The system must provide a method for workers to easily enter lengthy narrative text at various points through the life of a case, including: <ul style="list-style-type: none">- ISP Narrative- Adoption Narrative- Foster Care Narrative- Court Narrative- Protective Services Narrative- Provider Narrative
74	The system must implement standards to protect and guard against the misuse of individually identifiable health information held or transmitted in any form or media, whether electronic or paper and must be in compliance with federally mandated Health Insurance Portability and Accounting Act of 1996 (HIPAA). Measures must include: <ul style="list-style-type: none">- using authentication controls (user ID, password)- encrypting protected health information (PHI) on the database and during data transmission- having in place a comprehensive disaster recovery plan- restrict access to PHI to staff who need it in order to perform job duties- having in place real-time monitoring of system access, specifically as it relates to PHI- intrusion detection capability- automatically timing out of workstations to prevent unauthorized viewing of PHI
75	The system must include the following information from archived records in any search: <ul style="list-style-type: none">- person name- date archived- CA/N / A/N/E indicator- DOB- SSN- Role- Race- Sex

General

<i>AL Reqt. #</i>	<i>Requirement Description</i>
76	The vendor must grant the State of Alabama ownership rights in software, software modifications, and associated documentation that is designed, developed, installed, or enhanced for DHR with Federal financial participation and/or State of Alabama funds.
77	The system must not allow a case to be closed if there are active children or resources present in the case.
78	The system must utilize phonetic search technology when conducting name searches to ensure that similar spellings or sound-alikes are found.
79	The system must allow supervisors the ability to delegate online approval authority to another user.
80	The system must provide clear and descriptive error messages. Error messages must be maintained in a table to allow for ease of maintenance by designated staff.
81	The system must provide maintenance screens that allow non-technical administrative users straightforward ways to: <ul style="list-style-type: none">- add / modify / delete values in administrative tables- modify wording on existing error messages- add, delete, or modify wording on documents
82	The system must provide a link to the existing online FCS and APS policy manuals and provide for updates/modifications to authorized users.
83	The system must allow for the storing of multiple addresses and provide an indicator as to the address to be used for mailing purposes.
84	The system must record and track information regarding health, education, financial and employment for individuals, including: <ul style="list-style-type: none">- medical conditions- mental conditions- education level- military history- employment history- employment income- other income and source- environmental issues- needs and strengths- dates associated with medical, employment, educational, etc. topics- transportation and vocational needs
85	The system must record and track contact and medical information submitted by an adoption participant on both open and closed cases.
86	The system must provide a comprehensive system training solution, including: <ul style="list-style-type: none">- providing appropriate training for all system users based on job duties- designing and developing computer based training modules

General

<i>AL Reqt. #</i>	<i>Requirement Description</i>
87	The system must provide an address normalization capability, which ensures that if the same address is entered several times with variations in the spelling and abbreviations conventions, the variations are standardized and the entries will match.
88	The system must allow authorized users to close a case and record and track the following information: <ul style="list-style-type: none">- date closed- reason for closure- worker name
89	The system must require users to enter a value in a separate text field when the user selects the value 'other' from a drop down list.
90	The system must provide a method of weighting cases based on case type, complexity, number of clients, etc., to be used as a factor when dividing cases among workers.
91	The system must record and track information about county DHR offices, including: <ul style="list-style-type: none">- name of county- telephone number- fax number- address- county director name- site name
92	The system must be event and process driven, guiding the user to the next logical function based on the event or process just completed.
93	The system must automatically determine the phases of the pieces of work within the case(e.g. intake, investigation, foster care, ISP, etc.) and logically move the pieces of work from one phase to the next based on predefined business rules. The phase of the case must be recorded and tracked in case history.
94	The system must record and track the date and time that a narrative is entered or modified as well as the user ID of the user making the entry.
95	The system must record and track response information, including no response, to due process letters.
96	The system must allow a supervisor to assign pieces of work to a worker within the appropriate unit(s). (i.e. CPS, FC, CAN/Investigation, ISP, etc.)
97	The system must allow authorized users to conduct a sibling search.
98	The system must provide a method to automatically e-mail standard notices to providers when a client has been referred for services.
99	The system must allow users to generate the Family Consent to Release of Information form.

Alerts

AL Req. #	Requirement Description
100	The system must alert the ICPC coordinator when an ICPC case is added and is given a Priority 7 listing.
101	The system must allow users to dismiss or postpone non-critical or user-set alerts to a different time / date.
102	The system must provide a method for workers to view all alerts for his/her entire caseload. A supervisor must be able to see all alerts for all workers assigned to him/her.
103	The system must provide a method of alerting workers of individuals or families who may pose a risk of harm.
104	The system must alert the assigned worker to file a TPR petition when a child has been in foster care 15 (cumulative, not consecutive) of the most recent 22 months.
105	The system must generate an alert 30 days prior to an annual subsidy re-certification becoming due and again in 60 days.
106	The system must allow users to sort and print the alerts by: - Date/Time Due - Priority - Worker
107	The system must immediately alert the designated State Office staff of termination / relinquishment of parental rights filings.
108	The system must not allow users to delete critical, system-set alerts. These alerts are only deleted when pre-specified actions are completed on the system. (e.g. System sets an alert to complete an intake within 5 days. This alert is deleted by system once worker has completed intake and updated the system.)
109	The system must alert the assigned worker 90 days and 30 days prior to the license end date.
110	The system must alert the assigned worker of missing information that is needed for the automated eligibility determination/redetermination process.
111	The system must alert the assigned worker to conduct an administrative review 90 days and again at 30 days prior to each six month review and twelve month permanency hearing for children in foster care.
112	The system must immediately alert supervisors of transferred cases to be assigned.
113	The system must immediately alert supervisors when items requiring their approval are submitted.
114	The system must alert the assigned worker three months prior to, and the month of, the annual EPSDT Screening date, based on the date of the last EPSDT screening.

Alerts

<i>AL Req. #</i>	<i>Requirement Description</i>
115	The system must immediately alert the ICPC coordinator when quarterly ICPC reports are due when Alabama is the sending state.
116	The system must immediately alert the Alabama ICPC coordinator when ICPC quarterly reports are not received from another state 30 days after the report's due date.
117	The system must alert the assigned worker 30 days prior to a child turning 18 (for federal subsidy) or 19 (for state subsidy) for the purpose of ending a subsidy.
118	The system must alert the worker 30 days prior to a non-client individual in a foster home's 14th birthday to fingerprint the individual upon turning age 14.
119	The system must alert the assigned worker three months prior to expiration of a six month voluntary placement agreement.
120	The system must alert the assigned worker to complete a home study 30 days after the date that SDHR submitted the case to the other state or county.
121	The system must alert the assigned worker 90 days after an adoption is finalized to seal birth and adoptive family records.
122	The system must alert the assigned worker 90 days and again at 30 days prior to any court action and medical / EPSDT appointments.
123	The system must automatically generate alerts / ticklers in response to pre-defined system events. The alert / tickler will be set to appear on the assigned worker's alert / tickler list at a predetermined future date.
124	The system must immediately alert the worker to begin TPR proceedings when the following reasons for entering care are selected: <ul style="list-style-type: none">- parent commits serious crime- abandonment (after 4 months)- relinquishment- safe haven
125	The system must immediately alert the assigned worker to submit adoption cases to SDHR after a TPR has occurred.
126	The system must immediately alert the assigned supervisor if a monthly contact is overdue.
127	The system must alert supervisor if child-parent/relative, child-worker, and worker-parent/relative contacts are not carried out for children in out of home placement at least monthly.
128	The system must alert the assigned worker to complete the initial IV-E eligibility determination within 10 working days of a child entering care.

Alerts

AL Req. #	Requirement Description
129	The system must immediately alert the assigned worker and the worker's supervisor of new case assignments.
130	The system must delete all alerts when a case is closed.
131	The system must immediately alert the case worker if a provider's license is revoked.
132	The system must automatically delete system entered alerts / ticklers when predetermined system events occur. For instance, an alert / tickler that is set when an incident is reported reminding the worker that he/she has 3 days to make a child/adult contact must automatically be deleted when the worker enters data in the system that the child/adult contact has occurred.
133	The system must allow the user to manually set an alert / tickler for situations not covered by system generated alerts / ticklers. Users must be able to enter their own alert / tickler text and set the number of days in the future the alert / tickler must appear on the user's alert / tickler list.
134	The system must automatically escalate to the worker's supervisor nearly due or past due alerts that have not been cleared. The importance of an alert will be based on predetermined rules or policy.
135	The system must immediately alert all assigned workers, including the intake worker conducting the search and the investigating/licensing worker, when a report is received alleging that a provider is responsible for maltreatment.
136	The system must alert the assigned worker to schedule and take the child to the Foster Care Medical and EPSDT Screening within 10 working days of the child entering foster care.
137	The system must immediately alert the assigned worker to review billing caps when Medicaid billing reaches a designated level.
138	The system must immediately alert the assigned caseworker of changes in provider licensure / approval / certification status.
139	The system must record and track a referral to a service provider, including: <ul style="list-style-type: none">- name of provider- date of referral- client name- referral accepted / denied
140	The system must notify the assigned worker and supervisor when authorized units fall below a designated level.
141	The system must immediately alert the assigned supervisor of the need for ISP / case plan approval when the plan is completed.
142	The system must alert authorized user when an approved invoice for child placement includes a date that requests payment for a child/adult after the date the child/adult moved from the placement.

Alerts

<i>AL Req. #</i>	<i>Requirement Description</i>
143	The system must alert the assigned worker when the annual adoption subsidy is 30 days past due and again at 60 days past due.
144	The system must immediately alert a designated user at the state office that a TPR order has been issued at the point that the worker enters it in the system.
145	The system must alert the assigned worker if no petition has been filed within 90 days of a consent being issued.
146	The system must alert the assigned supervisor when the automated adoption subsidy determination is complete and record the following information following the supervisory review: <ul style="list-style-type: none">- Supervisor's name- Decision- Date- Comments
147	The system must alert the assigned worker to complete an intake evaluation when a case is open to services, when an assessment / prevention is closed without opening a case to services, and yearly following completion of an initial intake evaluation.
148	The system must alert the worker to refer and track the referral of FC and CPS youth to the ILP Program 30 days prior to the youth's 14th birthday.
149	The system must alert the assigned worker to include in the ISP all Medicaid rehabilitative services to be provided, including in-house services.
150	The system must alert the supervisor when a worker's caseload exceeds standards.
151	The system must alert the assigned worker and supervisor to enter a permanency plan within 15 days of a child or an adult entering care.
152	The system must alert the assigned worker and supervisor if a permanency plan has not entered within 30 days of a child or an adult entering care.
153	The system must alert the assigned worker 30 days prior to the ISP/Case Plan update due date and on the 6th day of the month following the action due date if not completed.
154	The system must alert authorized user when child/adult movement occurs and a payment has been made to the provider for a date following the movement date. The system must flag the record so that when the next invoice is received from the provider, a recoupment for overpayment can be instituted.
155	The system must alert the assigned worker to schedule and complete an interperiodic screening for children with an EPSDT screening date that occurred within 120 days prior to entering care.

Alerts

AL Req. #	Requirement Description
156	System must alert the worker that action must be taken within 45 days of receiving an A/N/E report or Request for Services Intake reminding the user that the Case Plan is due.
157	System must notify the worker that the Investigation must be completed within 60 days.
158	System must alert the supervisor when the user submits a completed Adult Services Case Plan for approval, the supervisor has 15 days in which to approve the plan.
159	System must alert Supervisor's Supervisor (Program Manager or County Director) if the supervisor has not approved in the timeframe specified.
160	The system must notify the worker within 30 days of the Adult Service Case Plan Application Date to send written notice to the Provider and Client of services authorized.
161	The system must alert the user that the Initial Adult Service Case Plan must be completed within 60 days of the Decision to Provide On-Going Services or the date of the Adult Service Intake of Abuse/Neglect/Exploitation.
162	The system must alert the user that the First Case Plan Review Due Date must be no later than 180 days from the Case Plan Application Date.
163	The system must alert the user that all subsequent Case Plan Review Dates must be performed no later than 180 days of the last Case Plan Review Date.
164	The system must alert the user to make contact with Provider 180 days from the last Provider Contact Date.
165	The system must alert the user to enter an In Person Contact date every 90 days for participant with APS Service Category value of Foster Care entered.
166	The system must alert the user that the Adult Services Court Report Due within 180 days of the Legal Action value of "Petition for Protective Placement" or "Petition for Emergency Placement" is entered and a Legal Decision value of "Petition Granted" has been entered.
167	The system must alert the assigned worker 30 days prior to the Adult Services Court Report due date.
168	The system must alert the assigned worker that a medical exam is due prior to the adult client entering care.
169	System must alert the worker 45 days after receiving an A/N/E report or Request for Services Intake that notice to applicant and determination is due in 15 days.

Reports

<i>AL Req. #</i>	<i>Requirement Description</i>
170	The system must record data elements needed to complete AFCARS and NCANDS.
171	The system must generate a random case sample to meet Federal requirements.
172	The system must provide the ability to produce business reports in the following formats: PDF, MS Excel 2003, MS Word 2003
173	The system must allow authorized users to import data from reports into Microsoft Excel.
174	The system must provide the ability to generate reports in hard copy or electronic format.
175	The system's ad hoc solution must not adversely affect the performance or response time of the production system.
176	The system must provide a comprehensive ad hoc reporting solution that will: <ul style="list-style-type: none">- allow authorized users to query/filter system on any non-narrative data element- provide security access with user profiles to ad hoc reporting tool for 200 "power-users"- provide ad-hoc training for 200 "power-users"- provide the ability for "power-users" to save and modify queries to be run later- provide the ability for "power-users" to generate reports and save reports- provide report formatting options- provide the ability for generated reports to be forwarded to other users via e-mail- provide the ability to export reports to other formats such as PDF and Excel- provide the ability to compile reports with both archived data and current production data within the same report (longitudinal data)- be compatible with either Crystal Reports or Cognos Impromptu
177	The system must produce the reports contained in Appendix I in the SACWIS RFP. The reports should be produced in substantially the same format as appears in Appendix I. The State prefers an ad hoc solution for these reports to the extent that it is practical and feasible.

Forms & Correspondence

<i>AL Req. #</i>	<i>Requirement Description</i>
179	The system must automatically generate documents when predetermined system events occur.
180	The system must provide a comprehensive document generation solution to include: <ul style="list-style-type: none">- allowing user to select a form / document from a menu for printing- pre-filling data from system on forms where applicable- allowing previewing of form / document prior to printing- allowing user to modify / add to the form / document prior to printing- allow user to reprint / recall previously generated / printed documents- allowing user to set the number of copies to be printed
181	The system must allow users to print forms in either Spanish or English.
182	The system must have the capability to group forms into packets and allow users to print all forms in the packet at once.
184	The system must allow users to generate e-mail or paper requests for 100B's from other states if a home study is approved.
185	The system must allow users to print the forms contained in Appendix H of the RFP. The forms and correspondence must be reproduced in substantially the same format as shown in Appendix H.

Security

<i>AL Req. #</i>	<i>Requirement Description</i>
186	The system must prevent workers or supervisors from updating cases to which they are not assigned.
187	The system must provide an audit trail, printable on demand, for data on the system. The audit trail must include: <ul style="list-style-type: none">- the old value- the new value- the time/date of change- the user ID of the person who made the change- the computer from which the data was modified
188	The system must automatically time out and require the user to re-authenticate via user ID and password when there has been a period of inactivity of 30 minutes. Any data entered prior to the time out must be saved and the user must be returned to the point where he/she left off when logging back in.
189	The system must encrypt any e-mail, reports, or other data sent to addresses outside the State network or residing outside the State firewall using 128 bit SSL/VPN encryption.
190	The system must allow an administrator to restrict access to a case to authorized users.
191	The system must employ a profile based security methodology that allows user access to functional areas based on user security level.
192	The system must provide for application security by requiring users to enter a user ID and password / PIN to logon to the system.
193	The system must ensure that any external access has a method of authenticating the user (i.e. user ID and password or PIN).
194	The vendor's security solution must comply with National Institute of Standards and Technology (NIST) security guidelines.
195	The system must prevent users from making changes to system-entered data that is determined to be critical data.
196	The system must support all necessary levels and classes of security to protect employee information, such as SSN.
197	The system must allow users to generate a Medicaid state/federal adoption assistance document.
567	The system must provide the ability either manually, based upon user's appropriate security level, or automatically with specific criteria, to expunge records from the Child Abuse and Neglect Central Registry.

Interfaces

AL Req. #	Requirement Description
198	The system must automatically initiate and track referrals for Title IV-A (Emergency Assistance), IV-D, IV-E, Administrative Office of Courts (AOC), and Medicaid related cases, including initial and ongoing Administrative Case Reviews, investigations, and time sensitive treatment and service plans.
199	The system must automatically send an electronic notice of status change (i.e., eligibility and category) to the Title IV-A, IV-D, AOC, and Medicaid systems.
200	<p>The system must interface with Title IV-D (ALECS) for the purposes of:</p> <ul style="list-style-type: none">- providing for the exchange of data necessary to establish a child support case- accurately recording child support collections on applicable IV-E federal reports- identifying potential child support resources for title IV-E children- allowing for the automated exchange of common and/or relevant data between the two systems (to prevent duplicate data entry)- accepting and processing updated and new case data- capturing the data necessary to cover AFCARS element number 62- providing the IV-D system with information about the current foster care maintenance payment from SACWIS- allowing for the identification of non-custodial parents with whom a child could be placed and more timely termination of parental rights when a suitable relative placement is not available- accepting and processing IV-D financial data
201	The system must electronically interface with the National Child Abuse and Neglect Data System (NCANDS).
202	<p>The system must interface with Title XIX (Medicaid) and any Medicaid fiscal agent for the purposes of:</p> <ul style="list-style-type: none">- providing for the exchange of information needed by the state Medicaid eligibility system to calculate and track Medicaid eligibility for children in foster care- allowing for the automated exchange of common and/or relevant data between the two systems (to prevent duplicate data entry)- capturing the data necessary to report AFCARS foster care element no. 63- requesting a prior authorization number when a child comes into care- providing for data exchange requesting Child Medicaid eligibility, including initial determination and redetermination, Child Health Insurance or Third Party Liability, end of Medicaid Eligibility, Adult Services Medicaid including status history, and Health Insurance or Third Party Liability- providing for data exchange for reimbursement requests including Medicaid Rehabilitation claims, child and adult Targeted Case Management (TCM) encounters, and receipt of Medicaid claims status <p>Data exchange must be in compliance with Health Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, which provides standards for the electronic exchange, privacy and security of health information given in any form - oral, recorded, on paper or sent electronically and that may connect the person to any protected health information including individual's name or address, Social Security Number, Physicians Personal Notes or Billing Information.</p>

Interfaces

<i>AL Req. #</i>	<i>Requirement Description</i>
203	<p>The system must interface with Title IV-A (FACETS) for the purposes of:</p> <ul style="list-style-type: none">- allowing for the automated exchange of common and/or relevant data between the two systems (to prevent duplicate data entry)- accepting and processing updated or new case data- identifying potential duplicate payments under title IV-E and IV-A programs- identifying a child as being IV-E eligible or not- AFCARS reporting element # 61 notes "0" for not eligible, and "1" for eligible- accepting and processing IV-A income data
204	<p>The system must interface with the Alabama Administrative Office of the Courts (AOC) for the purpose of monitoring court-related events requiring State action, such as recording outcomes for all petitions, trials, hearings, detention proceedings, periodic reviews, adoptions, and change of placements as well as recording the court's decision in these matters.</p>

Intake

AL Req. #	Requirement Description
205	The system must record and track information on "information only" referral types (e.g. request for information on local food bank, clothes closet), including: <ul style="list-style-type: none">- name of person referred- name of referring agency/entity- date of referral- disposition of referral
206	The system must use information captured on individuals and/or providers during intake to set up person, provider, and case records.
207	The system must record and track information related to the method of referral including: <ul style="list-style-type: none">- telephone- in office- e-mail- in person- fax
208	The system must record and track information related to a referral for service.
209	The system must record and track information related to allegations of abuse, neglect or exploitation including: <ul style="list-style-type: none">- date and time of incident- date and time of report- name of person allegedly responsible- name of person allegedly at risk
210	The system must record and track the following information at intake: <ul style="list-style-type: none">- type of intake- microfilm number- primary language- date of death- Drivers License Number- marital status- ombudsman / collateral contact name- participant type- head of household- military status- reporter description- reporter method of discovery (ie how did reporter find out about abuse/neglect?)- employee/employer relationship between reporter and participants?- incident location- alias names

Intake

AL Reqt. #	Requirement Description
211	The system must record and track contributing child factors to abuse/neglect, including: <ul style="list-style-type: none">- emotional problems- under 3 years old- medical problems- learning disabled- physically handicapped- substance abuse- domestic violence
212	The system must record and track identifying information on person at risk, person allegedly responsible, family and other pertinent individuals.
213	The system must record and track demographic information including but not limited to: <ul style="list-style-type: none">- name- race- ethnicity- religion- DOB- citizenship- Alabama resident?- gender- hair color- eye color- SSN- address- city- state- ZIP- phone number- email address
214	The system must record multiple reports of the same incident, including information on the source(s) of the report.
215	The system must record and track demographic information on each involved individual or organization including roles and relationships of the individuals involved in the referral/allegation.
216	The system must record and track information related to the types of maltreatment including: <ul style="list-style-type: none">- sexual abuse- physical abuse- emotional abuse- neglect- exploitation
217	The system must save information captured during the intake process while the search for prior Department of Human Resources involvement is conducted.

Intake

AL Reqt. #	Requirement Description
218	The system must automatically search the database to locate prior cases or incidents. The system must allow the user to determine whether to link to an existing case and/or person or to create a new case.
219	The system must display the number of prior reports received on the Person at Risk and dates of those reports.
220	The system must display the number of prior complaints (e.g. non-CAN or prevention incidents) received on an individual/family/organization and the dates of those reports.
221	The system must display the number of prior reports having the same Person Allegedly Responsible and the dates of those reports.
222	The system must display the number and dates of prior service requests.
223	The system must allow a user to associate/link individuals in a new incident or case to individuals in prior incidents or cases.
224	The system must link individuals to multiple intake allegations.
225	The system must link multiple individuals to a single case.
226	The system must link multiple allegations to a single intake.
227	The system must allow an individual to link to multiple cases.
228	The system must link multiple complaints to a single provider.
229	The system must link the report to the individuals or organizations involved in the report.
230	The system must allow an individual to have multiple relationships with a single individual.
231	The system must allow an individual to have multiple relationships / roles within the same case.
232	The system must immediately alert the assigned supervisor and CA/N or A/N/E worker of reports of harm requiring immediate action (e.g. 12 hour response).
233	The system must assign a response priority as either immediate or 5 day depending on the type of allegation / circumstances.
234	The system must provide the ability for a supervisor to override the time required by policy to respond to a report of harm from 12 hours to 5 days or vice versa.
235	The system must provide the ability for a supervisor to override the time required by policy to respond to a report of harm from immediate to 7 days or vice versa for APS Intakes.

Intake

<i>AL Req. #</i>	<i>Requirement Description</i>
236	The system must assign a response priority as either immediate or 7 day depending on the type of allegation / circumstances for APS cases.
237	System must notify the worker when an Intake has been in pending status for 30 days or more.
238	The system must allow the user to recommend to his/her supervisor whether or not to accept the intake.
239	The system must record and track the supervisor's decision to accept or not accept an intake.
240	The system must record and track the supervisor's decision regarding referring/opening the case to CAN, CPS, APS, AFC, Adoption, Provider or FC.
241	The system must record and track the screening determination.
242	The system must record and track the on-call schedule for each county/office, including telephone numbers where the on-call worker can be reached.

Assessment / Investigation

<i>AL Req. #</i>	<i>Requirement Description</i>
243	The system must link the contacts to the individual/organization/family record, such as linking collateral contacts to the case.
244	The system must link the referral for services to the client, family and provider records.
245	The system must link the assessment/investigation decisions to the individual/organization/family's record.
246	The system must record and track the method of contact, including: <ul style="list-style-type: none">- face to face- telephone- correspondence- other
247	The system must record and track the reason that the child contact was not face to face, including: <ul style="list-style-type: none">- child death- child in hospital ICU- child runaway status- family fled county/state- family moved out of county/state- not found-attempts- child visiting out of county
248	The system must record and track the reason that the adult contact was not face to face, including: <ul style="list-style-type: none">- adult deceased- unable to locate
249	The system must record and track contacts and dates including initial contacts, collateral contacts, attempted contacts, time of contact, and associated response time frames.
250	The system must record and track risk assessment data as detailed in the approved DHR Safety Plan/Case Plan (Risk Assessment) and CFA instruments, including: <ul style="list-style-type: none">- safety threats- need for safety plan (in-home or out of home)- need for ongoing protective services- additional risk factors
251	The system must allow the user to add new risk assessments.
252	The system must automatically generate an Early Intervention referral form, in compliance with CAPTA, when the following conditions are met: <ul style="list-style-type: none">- child under 3- an Indicated disposition
253	The system must record and track service needs and direct services identified in the initial CFA, including preventive services.

Assessment / Investigation

<i>AL Reqt. #</i>	<i>Requirement Description</i>
254	The system must allow the user to record and track the recommended level of service and service delivery at the conclusion of the initial assessment/investigation and subsequent changes of the assessment.
255	The system must record needs for which resources are not available.
256	The system must allow a worker to convert a prevention (report of concern but no specific allegations) to a report of child abuse/neglect.
257	The system must record and track the status and status date of the assessment/investigation, including: <ul style="list-style-type: none">- pending- request approval- approved- approved for due process- awaiting hearing/record review- awaiting OSA/LEA- completed
258	The system must record and track the date/time the assessment/investigation was disposed of.
259	The system must record and track the following information during assessment / investigation: <ul style="list-style-type: none">- person information- allegation type- allegation details- disposition
260	The system must record and track the disposition of the assessment/investigation, including: <ul style="list-style-type: none">- indicated- not indicated- unable to complete
261	The system must prohibit the closure of an assessment/investigation that does not have a disposition for every allegation.
262	The system must record and track the date due for each assessment/investigation and display the days until due on a screen in a prominent location.
263	The system must record and track information related to submitted investigations to the District Attorney, including: <ul style="list-style-type: none">- DA name- date of submission
264	The system must record and track other agencies responsible for conducting the assessment/investigation.

Assessment / Investigation

<i>AL Req. #</i>	<i>Requirement Description</i>
265	The system must record and track suspensions and the reason for the suspension, including: <ul style="list-style-type: none">- date of suspension- LEA Investigation- OSA investigation- due process
266	The system must support the process of the administrative record review by: <ul style="list-style-type: none">- allowing a caseworker to refer a case for administrative review- suspending the deadline for timely completion of the investigation- allowing for entry of the disposition of the review
267	The system must record and track the following data related to the administrative record review process: <ul style="list-style-type: none">- name of requestor- date of request- reviewer assigned to- reason for request- date of record review- disposition/finding of review- date disposition letter sent to requestor
268	The system must support the process of the administrative hearing by: <ul style="list-style-type: none">- allowing a caseworker to refer a case for administrative hearing- suspending the deadline for timely completion of the assessment/investigation- allowing for entry of the disposition of the hearing officer
269	The system must record and track the following data related to the administrative hearing process: <ul style="list-style-type: none">- name of requestor- date of request- date hearing offered (license/certification/approval)- administrative hearing judge assigned to- date of hearing- disposition/finding of hearing- date determination letter sent to requestor- results of hearing (license/certification/approval)

Case Plan

AL Reqt. #	Requirement Description
270	The system must record and track the case worker activities associated with the development of the ISP / case plan and allow for online approval by the worker and supervisor. Worker activities include: <ul style="list-style-type: none">- scheduling ISP- generating invitations to team members- services scheduled for Client
271	The system must record and track the begin and end date for services provided in the ISP/case plan.
272	The system must record and track the date that the ISP / Case Plan was distributed to participants.
273	The system must record and track information on the participants of the ISP / Case Plan meetings leading to the development and/or revision of the ISP/case plan, including: <ul style="list-style-type: none">- name of participant- role
274	The system must record and track the completion dates of ISP / case plan activities.
275	The system must record and track information regarding service provision of the ISP/case plan, including: <ul style="list-style-type: none">- name of provider- type of service- reason for service- date of service- cost of service- treatment goal- location of service
276	The system must record and track the time frames associated with each service to meet the goal / objective.
277	The system must record and track the goal(s) established for the ISP / case plan.
278	The system must link the strengths / needs identified from the CFA with the ISP / case plan.
279	The system must record and track information related to services provided to children who remain in their homes and have been identified as being at risk of abuse or neglect, including: <ul style="list-style-type: none">- type of service provided- provider name- provider number- dates of service
280	The system must record and track the services provided, including the locations and dates that the services were provided.
281	The system must record and track all services and their outcomes and associated dates.

Case Plan

AL Req. #	Requirement Description
282	The system must record and track the goals developed in the ISP/case plan to ensure that the goals have been achieved.
283	The system must allow the supervisor to amend the plan, assign additional tasks to the worker or send comments to the worker.
284	The system must record and track any changes that would impact the approval of the ISP, including: <ul style="list-style-type: none">- parental review- court review- court addendum
285	The system must record and track the supervisory approval and approval date of the case plan.
286	The system must record and track the completion of the ISP / case plan document by the worker and the date it was completed.
287	The system must link the ISP with the associated individual(s) and service provider(s).
288	The system must record and track any ISP / case plan revisions and associated dates.
289	The system must record and track information related to services provided to adults who have been or are currently at risk of abuse, neglect, exploitation, or institutionalization and use this data to bill Medicaid for targeted case management. Data needs include: <ul style="list-style-type: none">- type of service provided- provider name- provider number- dates of service
290	The system must be able to display all service provider referrals for each individual / family.

Case Plan

AL Reqt. #	Requirement Description
291	<p>The system must provide a resource directory to allow users to match service needs with service providers. Data needs include:</p> <ul style="list-style-type: none">- provider name- provider address- telephone number- provider number- services offered- county- facility type- number of vacancies available- proximity of provider to client's home- licensing status of a provider- provider placement type- gender of children served by a facility- fax number of a provider- facility capacity of a provider- area served by a provider- e-mail address of a provider- length of stay allowed by a provider- age range of children allowed by a facility- website address of provider (hyperlink)
292	<p>The system must record and track outcomes of services authorized and the units of services authorized and their costs.</p>
293	<p>The system must record and track services identified for which there were no providers.</p>
294	<p>The system must record and track information on all referrals to service providers, including:</p> <ul style="list-style-type: none">- name of provider- type of service- reason for providing case plan- date of service- cost of service- treatment goal- location of service- status of referrals- status date- status reason
295	<p>The system must provide a service resource directory that:</p> <ul style="list-style-type: none">- lists available resources for children and adults based on needs of children/adults and services offered by provider- matches individual needs to the service provider- allows for searching within county, town, region, or statewide
296	<p>The system must record and track the services needed and link the determination of service needs to the provider and individual records.</p>

Case Plan

AL Reqt. #	Requirement Description
297	<p>The system must record and track information on contacts between child-parent/relative, child-worker, worker-client, and worker-parent/relative, and use this information to bill Medicaid for targeted case management services. Data needs include:</p> <ul style="list-style-type: none">- date of contact- type of contact- location of contact- results of contact- duration of contact- purpose of contact <p>A single contact must be able to be linked to multiple participants.</p>
298	<p>The system must record and track information related to client characteristics / special needs for individuals, adults, children, caretakers, and other environmental factors impacting service needs, including:</p> <ul style="list-style-type: none">- diagnosed disability- mental retardation- visually / hearing impaired- physically disabled- emotionally disturbed- other diagnosed condition- sibling group of three or more- child over 8 years of age
299	<p>The system must record and track information pertaining to the client's involvement with DHR, including:</p> <ul style="list-style-type: none">- family's response to agency intervention- identification of strengths and needs of the family while assessing safety factors- date of prior involvement- type of involvement- outcome of involvement
300	<p>The system must record and track an indication that the "Family Consent to Release of Information" and "Freedom of Choice Verification" forms were signed.</p>
301	<p>The system must record and track and retain a history of the initial ISP, 30 day review, six month updates, and other ISPs as required by policy.</p>
302	<p>The system must record and track an indication that a statement of confidentiality, pursuant to § 38-2-6 (8) of the Code of Alabama (1975), was signed by each team member at the ISP team meeting.</p>
303	<p>The system must record and track an indication that the worker provided a copy of the "Rights of Parents and Children" to family members.</p>
304	<p>The system must record and track information regarding all ISP team members, including:</p> <ul style="list-style-type: none">- name- role- participants invited- participants' signature

Case Plan

AL Reqt. #	Requirement Description
305	The system must record and track information on the safety plan, including: <ul style="list-style-type: none">- participants in safety plan- steps of safety plan- date of plan- begin date of plan- plan expiration date- alternatives to action plans- responsible party phone number and address
306	The system must allow a worker to electronically submit a completed CFA to his/her assigned supervisor for approval.
307	The system must record and track information relating to services provided for transitional living and independent living assistance for adolescents and compliance with the Chafee Act.
308	The system must record and track case plan information, including: <ul style="list-style-type: none">- level of care for adults and children- placement information- reunification services- legal requisites- compliance with ASFA requirements
309	The system must record and track the referral to family preservation, including: <ul style="list-style-type: none">- name of referral agency- date of referral- reason for referral- outcome of referral- begin date of services- end date of services
310	The system must record and track a historical record of all CFA revisions.
311	The system must record and track information regarding the CFA review, including: <ul style="list-style-type: none">- name of participants- role of participants- dates of the CFA review / evaluation- outcome of the CFA review/ evaluation
312	The system must link the CFA review to the individual / family record.
313	The system must record and track recruitment / development efforts for a specific individual or family for whom there is no resource / service available.
314	The system must track and record the following data related to special-needs children: <ul style="list-style-type: none">- type of special need- date special needs determined- agency(ies) involved in determination of special needs

Case Plan

AL Req. #	Requirement Description
315	The system must record and track the activities during the review, including: <ul style="list-style-type: none">- date of activity- type of activity- location of the activity- participants in the review process- date of review
316	The system must record and track an indication that the client was / was not oriented to time, place and person (V629 diagnosis) or has a DSM-IV diagnosis.
317	The system must record and track information pertaining to the family's formal and informal support network, including: <ul style="list-style-type: none">- identified strengths- identified needs- other community risks identified that would impede community functioning
318	The system must record and track information regarding: <ul style="list-style-type: none">- family setting- family interaction- marital relationship- parent / child relationships- strengths, needs and risks associated with family functioning
319	The system must record and track information pertaining to each parent / caregiver's or child's developmental, physical, social and emotional well being as well as their employment history and parental abilities on the CFA. <ul style="list-style-type: none">- Information from the case record- Information from the family and other pertinent individuals- Child functioning- Family functioning- The family's community- Worker's professional analysis and conclusions
320	The system must provide a summary view of ongoing cases including, but not limited to the following: <ul style="list-style-type: none">- Case Name- Primary Worker- Date Received- Date Due- Date Closed- Reason Closed- Reason Opened- Case Plan Review Date- ISP Due Date- Eligibility Status
321	The system must record and track services provided and client's progress toward identified goals.
322	The system must automatically generate a service authorization for each service authorized in the ISP.

Foster Care

AL Req. #	Requirement Description
323	The system must record and track information on TPRs in foster care cases, including: <ul style="list-style-type: none">- date of TPR petition- date of court order- disposition- date appeal filed- party filing appeal- court decision on appeal and date
324	The system must record and track information related to siblings, including: <ul style="list-style-type: none">- number of children in a sibling group- number of siblings in out-of-home care- number of siblings remaining in own home- whether children are placed together- reasons for separation if applicable- placement type and location
325	The system must record and track information on individuals authorized to visit a child placed in foster care, including: <ul style="list-style-type: none">- name- date of visit- location of visit- type of visit
326	The system must provide an interactive checklist to assist a worker in determining whether a child may qualify for an augmented rate if the child is in a specialized resource. (e.g. therapeutic foster home, medically fragile, difficulty of care level 1, 2, 3)
327	The system must record and track dates as permanency goals change and cross reference the placement status with the placement type.
328	The system must record and track the date a child or adult is discharged from DHR custody/care.
329	The system must record and track the date and reason a child or an adult was placed in DHR custody/care.
330	The system must record and track the date of the voluntary placement agreement.
331	The system must record and track information related to the EPSDT and interperiodic screenings and Foster Care Medical, including: <ul style="list-style-type: none">- date of screening/exam- medical provider name- medical provider number- outcome of screening/exam
332	The system must record and track an indication that the worker attempted to place the child in close proximity to the child's home.

Foster Care

<i>AL Req. #</i>	<i>Requirement Description</i>
333	The system must record and track an indication that the worker attempted to keep siblings together when placing. If the children were not able to placed together, the system must require the worker to enter a reason.
334	The system must record and track an indication that the worker adhered to the Visiting and Telephone and Mail contact policies.
335	The system must record and track indications that the worker took into account the following items in accordance with Behavior Management policy: <ul style="list-style-type: none">- any needs related to behavior management- the appropriateness of medication- the appropriateness of seclusion- the appropriateness of restraint
336	The system must record and track an indication that the court has concurred with the permanency goal of APPLA and the date of such concurrence.
337	The system must record and track the "compelling reason" and the date established when filing or joining in a TPR petition would not be in the child's best interest.
338	The system must record and track the reason that a child enters care.
339	The system must record and track recruitment / development efforts for services for which there were no providers.
340	The system must record and track the date of the initial court order with the required "best interest" and "reasonable efforts" language.
341	The system must alert the assigned worker and the supervisor if the date of the initial court order with the required "best interest" and "reasonable efforts" language has not been entered within 10 days of a child entering care.
342	The system must alert the county director of any protective service and runaway alerts.
343	The system must record and track information pertaining to teenaged parents or their child's developmental, physical, social and emotional well being as well as their employment history and parental abilities.
344	The system must record and track the outcome of the voluntary placement agreement at the end of the six months or less if placement status changes prior to the end of six months.
345	The system must alert the assigned supervisor if the outcome of the voluntary placement agreement is not updated within six month's of its onset.

Foster Care

AL Reqt. #	Requirement Description
346	The system must record and track the following permanency/concurrent planning goals, as well as the date that the goals were established: <ul style="list-style-type: none">- return to parent- permanent relative placement with transfer of custody to the relative- adoption with no identified resource- APPLA- adult custodial care- adoption by current foster parent- permanent with relative- placement with DHR- retaining custody
347	The system must allow the user to enter an EPSDT Screening date and EPSDT provider number completed within 120 days prior to child entering care.
348	The system must record and track the invitation and involvement of the ILP youth in their ISP.
349	The system must record, track and link ISP goals that address the following ILP outcomes: <ul style="list-style-type: none">- Improved attainment of employment- Avoidance of dependency- Avoidance of homelessness- Avoidance of non-marital childbirth- Avoidance of incarceration- Avoidance of other high risk behaviors
350	The system must record and track the ILP youth's participation and skill(s) presented in a monthly, quarterly or semiannual Life Skills Development class or meeting.
351	The system must record and track compliance with the John H. Chafee Foster Care Independence Program.
352	The system must record and track ILP youth involvement and role in the local and state Youth Advisory Council (YAC).
353	The system must record and track the following information regarding ILP youths: <ul style="list-style-type: none">- Daniel Memorial Assessment date and objectives identified for all ILP youths with an 8th grade or above reading level- Formal interview/assessment date and objectives identified for all ILP youths with less than an 8th grade reading level- Informal assessment observation dates and objectives identified for all ILP youths with severe mental retardation
354	The system must record and track changes in placement during the life of a case.
355	The system must record and track expenditures from ILP Grant for FC youth and Flex funds for CPS youth and link expenditures one or more ILP outcome.

Medicaid Rehab

<i>AL Req. #</i>	<i>Requirement Description</i>
356	The system must link EPSDT screening date and provider number with Medicaid eligibility.
357	The system must allow for the entry of EPSDT screening date in order to lift yearly caps for Medicaid rehabilitative services.
358	The system must be able to display cumulative Medicaid billing by service type and display billing caps.
359	The system must identify when services exceed daily capped services and/or unit cost(s), submit request for reimbursement, and send an alert when excessive services are authorized.
360	The system must record and track the data necessary to complete Medicaid billing documentation requirements and certification of vendor providers and alert the assigned worker if a needed data element is not provided. Data needs include: <ul style="list-style-type: none">- Medicaid Provider Number (MPN)- specific service provided- service start time- service end time- setting in which service was provided- indication of written assessment of progress- indication of required signatures
361	The system must record and track information related to a provider's eligibility to provide certain services, including: <ul style="list-style-type: none">- in-house billing- certified to provide basic living skills- application status- application date
362	The system must maintain a list of certified providers to comply with Freedom of Choice.
363	The system must compare client/family/case eligibility for Medicaid and EA with provider certification status and with service types to determine the county eligibility category for all requests for disbursement.
364	The system must produce an intake evaluation document containing the following information to serve as documentation for billing to Medicaid: <ul style="list-style-type: none">- family composition- educational history/needs- employment/military/vocational history/needs- psychological/psychiatric treatment history/needs- legal/alcohol/drug abuse history- V629 or DSM diagnosis- descriptive history- referrals to medical/professional/community services- indication of required signatures- allow entry of additional information by worker

Medicaid Rehab

<i>AL Reqt. #</i>	<i>Requirement Description</i>
365	The system must produce an electronic claims file in the HFCA 1500 approved file layout and electronically submit the file to EDS/Medicaid.
366	The Medicaid/EDS claim file must contain all eligible Medicaid rehabilitative services provided in-house by county workers, including: <ul style="list-style-type: none">- intake evaluation- treatment plan review- mental health consultation- crisis intervention and resolution- individual basic living skills- group basic living skills- individual family support- group family support
367	The Medicaid/EDS claim file must contain all eligible Medicaid rehabilitative services paid by the county office, including: <ul style="list-style-type: none">- individual counseling- family counseling- mental health consultation- diagnostic testing- all provider types
368	The system must record and track information on the receipt of reimbursed services from Medicaid for each client.
369	The system must compare approved invoices to the receipt of paid/denied Medicaid claims for county offices.
370	The system must allow contract Medicaid Rehabilitation providers to view the explanation of payment data that pertains to their billings.
371	The system must calculate and display outstanding authorizations for services.

Legal

<i>AL Req. #</i>	<i>Requirement Description</i>
372	<p>The system must record and track information related to attorneys, guardians ad litem, and court-appointed special advocates involved in the case, including:</p> <ul style="list-style-type: none">- name- telephone number- law firm affiliation- address- role (GAL or CASA)
373	<p>The system must record and track all prejudicial, judicial court actions or administrative reviews and decisions pertaining to a child, adult and family, including:</p> <ul style="list-style-type: none">- findings of reasonable efforts made to prevent unnecessary entry into care- findings of the child's best interests to enter and/or remain in care- finding that the situation at the time of removal was contrary to the welfare of the child- finding of court order's mention of permanent plan- court's approval of child's permanent plan- court orders (Placement, Services, Guardian, Conservator, Commitment and Court Reports)
374	<p>The system must record and track information related to the court of jurisdiction including:</p> <ul style="list-style-type: none">- transfers or changes of venue- name of court- court order number- name of judge- date of hearing- outcome of hearing
375	<p>The system must record and track dates associated with court or administrative review actions.</p>

Adoption

<i>AL Req. #</i>	<i>Requirement Description</i>
376	The system must assign a ward number to a child in the permanent custody of SDHR.
377	The system must record and track the county of residence for the adoption participant.
378	The system must record and track an indication that a child has been placed on the DHR website for adoption recruitment.
379	The system must record and track dates of appeals on relinquishments / terminations by either parent and third parties.
380	The system must record and track information related to adoption subsidies, including: <ul style="list-style-type: none">- subsidy type- effective date- re-certification date- amount of federal/state subsidy awarded- date of termination- termination reason- level of care- date of payment
381	The system must record and track the date that an adoption petition was dismissed.
382	The system must record and track the date of authorization to place a child for adoption following an appeal.
383	The system must record and track adoption types including: <ul style="list-style-type: none">- independent- related- SDHR- non DHR resources- foster parent adoptions
384	The system must maintain child specific county and state-wide adoption recruitment activities for children with an identified plan of adoption.
385	The system must record and track the reasons for adoption subsidy terminations including: <ul style="list-style-type: none">- age- death- failure to re-certify- child no longer in the home- child returned to agency- death of payee- change in subsidy eligibility status
386	The system must record and track an indication that the adoption is an ICPC placement.
387	The system must allow authorized users to override the adoption subsidy amount.

Adoption

AL Req. #	Requirement Description
388	The system must record and track the relationship of the petitioner to the child, including: <ul style="list-style-type: none">- not related- step parent- grandparent- foster parent- other relative
389	The system must display a payment history for all children eligible for adoption subsidy and allow sorting by subsidy type, date received, name, etc.
390	The system must record and track the date of the annual subsidy re-certification.
391	The system must record and track an indication that a child was brought to the United States from a foreign country for the purpose of adoption.
392	The system must record and track all children receiving state and federal subsidy.
393	The system must record and track adoption provider payees approved to receive federal or state adoption subsidy.
394	The system must record and track the due dates for administrative reviews due prior to the issuance of the interlocutory order.
395	The system must record and track the role of the adoptive participants.
396	The system must record and track demographic information on prospective adoptive parents, including: <ul style="list-style-type: none">- name- DOB- SSN- employment information- address- phone number- educational history- religion- income- marital status- gender- race- ethnicity
397	The system must establish an "adoption firewall" at the point that a child's foster care case is closed and the child is opened for adoption.

Adoption

AL Reqt. #	Requirement Description
398	The system must record and track information related to adoption, including: <ul style="list-style-type: none">- date DHR issues a consent- child consent date- date petition filed-supervisory visits- hearing date- interlocutory decree date- 1st/2nd pre/post placement date- final decree date- HS17 file date- adoptive home placement agreement date
399	The system must allow the user to search for information related to the adult-adoptee using the child's original birth name and names of the adoptive parents.
400	The system must allow an authorized user to re-admit a child into the child's original foster care case following an adoption disruption.
401	The system must provide for interactive checklists for the following tasks, including: <ul style="list-style-type: none">- foster parent adoptions- non foster parent adoptions- child information and biological family- independent adoptions
402	The system must record and track DHR adoptions and adoption-related information, including: <ul style="list-style-type: none">- foster parents names- adoptive parents names- biological parents names- TPR information- child's new name and old name- birth information (indication that the birth certificate is on file)- petition for adoption- number of families evaluated- name of putative father
403	The system must record and track an indication that the pre-placement report has been waived by the court.
404	The system must record and track the qualifying characteristics of a special needs child that qualifies for a subsidy.
405	The system must record and track the physical, mental, intellectual, behavioral and emotional problems and/or characteristics of a child to be placed for adoption.
406	The system must record and track the reason that an adoption is in closed status.
407	The system must record and track the reason that an adoption is in deferred status.

Adoption

AL Reqt. #	Requirement Description
408	The system must record and track the status of open adoption cases.
409	The system must record and track the starting and ending dates of the adoptive placement.
410	The system must record and track an indication that an adoption disruption has occurred and the date of the adoption disruption.
411	The system must record and track information related to the adoption inquiry, including: <ul style="list-style-type: none">- date that the adoption inquiry was requested- date that the adoption inquiry was completed- outcome of inquiry- party requesting inquiry
412	The system must record and track adoption subsidy and foster care board payroll rates.
413	The system must record and track the date that the Office of Adoptions requested and received the county case file for children in the custody of SDHR.
414	The system must record and track an indication that an adoption is a legal risk placement and the date of the legal risk placement.
415	The system must have the ability to merge the adoptive family record and the child record to create an adoption case record.
416	The system must record and track the initial date of adoptive home placement for a child as well as maintain a history to track the total number of placements.
417	The system must record and track the date that the adoption pre-placement report was completed.
418	The system must record and track the date that the adoption acknowledgement letter was submitted.
419	The system must allow authorized users to make nonrecurring payments to adoptive families.
420	The system must record and track birth parent and adoptive parent characteristics pertaining to the parents' social, mental and physical traits.
421	The system must record and track requests and submissions of information pertaining to adult adoptees and other adoption participants.
422	The system must record and track the search efforts and attempts to match children with preferential adoptive parents in ICWA cases.
423	The system must record and track the request for supervisory services and whether the request is from the sending or receiving state and who is to arrange for supervision.

Adoption

AL Reqt. #	Requirement Description
424	The system must record and track the date that a placement resource review is completed.
425	The system must record and track the date that the staffing is completed between SDHR and county staff.
426	The system must record and track the date the adoptive parent completes the initial pre-placement with the child and all subsequent visits prior to the adoptive placement.
427	The system must record and track the following information on an adoption subsidy case: -primary payee -secondary payee -provider
428	The system must record and track the emancipation date for children.
429	The system must record and track adoption subsidy types, including: - non-recurring adoption expenses - state medical subsidy - social security/VA subsidy - state subsidy - federal subsidy - SSI subsidy
430	The system must record and track the following information related to the approval of adoption applicants, including: - application date - date approved / disapproved by DHR - date approved by non-DHR entity - date approval revoked - date application withdrawn -semi- annual review date - withdrawal reason - date hold expires - date hold begins
431	The system must record and track the adoption applicant's withdrawal reason, including: - finances insufficient - marital problems - medical data inconclusive - obtained child from other source - pregnancy -divorce -death -relocation -criminal history -no longer interested -medical issues

Adoption

AL Req. #	Requirement Description
432	The system must record and track information to create an adoption subsidy history, including: <ul style="list-style-type: none">- Payee ID (social security number)- Child ID (social security number)- subsidy type- year/month- number of days- rate- amount received- invoice number- payroll status
433	The system must record and track prior adoption experience of adoptive applicants, including: <ul style="list-style-type: none">- number of adoptions finalized- number of adoptions disrupted- number of adoptive placements refused
434	The system must record and track the following child and birth family background factors: <ul style="list-style-type: none">- drug abuse- emotional problems- diagnosed psychotic- slow learner- diagnosed mentally retarded- tuberculosis- diabetes- cancer- epilepsy- heart disease- sickle cell trait / disease- incest- foundling- criminal record-HIV/AIDS-Encopresis/Enuresis- Alcoholism- Prostitution-ADHD/ADD-sexual abuse- visual/hearing/speech impairment
435	The system must record and track information related to Subsidy Fair Hearing appeals, including: <ul style="list-style-type: none">- date request received- date referred to Administrative Hearing Officer- date hearing held- results/outcome

Adoption

AL Req. #	Requirement Description
436	The system must record and track information related to Non-DHR petitions for adoption (Related/Independent) including: <ul style="list-style-type: none">- name of petitioner- name of child and county- date received- date central registry cleared- date ALECS system cleared- date putative father registered, if applicable- date letter submitted to court
437	The system must automatically determine eligibility for adoption subsidy based on information entered by the user, including: <ul style="list-style-type: none">- level of care- special needs- age of child- part of large sibling group?
438	The system must record and track occurrences of adoption dissolution.
439	The system must record and track information regarding the types of children in whom prospective resources express an interest, including: <ul style="list-style-type: none">- age range- number of children- ethnicity- special needs- acceptable background factors

ICPC

AL Reqt. #	Requirement Description
440	The system must record and track when a child / resource in a case is closed.
441	The system must record and track the names and addresses of ICPC State Compact Administrators.
442	The system must record and track the ICPC sending state from a list of all 50 states and territories.
443	The system must require that a valid Form 100A be completed before allowing a referral to the state office.
444	The system must record and track the sending and receiving states involved in ICPC.
445	The system must record and track the names of countries that participate in ICPC.
446	The system must record and track information on incomplete ICPC referrals including: <ul style="list-style-type: none">- date received- date returned- reason for return
447	The system must record and track the Alabama county agency name for each ICPC case.
448	The system must record and track the initial date of the request for an ICPC home study.
449	The system must record and track the type of ICPC home study requested: <ul style="list-style-type: none">- Parent Home Study- Relative Home Study- Adoptive Home Study- Foster Home Study
450	The system must record and track the type ICPC case: <ul style="list-style-type: none">-Parental care-Relative care-Foster care-Adoptive care-Group home-Residential placement-Institutional-Child care institution-Adoptive (International)
451	The system must record and track the ICPC case priority, including: <ul style="list-style-type: none">- normal- expedited adoption- priority 7 placement

ICPC

AL Reqt. #	Requirement Description
452	The system must record and track the following information for ICPC cases: <ul style="list-style-type: none">- date home study received- date 100A/100B is issued / received- indication of provider approvals or certifications- completion of home studies- indication that child's social history has been received- indication of approval/denial of home study- indication of medical coverage (Medicaid, insurance) for child(ren)
453	The system must record and track transmittal data, including: <ul style="list-style-type: none">- date correspondence received- source of correspondence- description of correspondence- date correspondence sent- type of correspondence
454	The system must record and track a list of all individual resources associated with the case in all active ICPC cases.
455	The system must record and track the ICPC resource type: <ul style="list-style-type: none">- Private - Agency- Private - Other state agency- Private - Attorney, Individual- Individual - Other state, Court- Court - Other state
456	The system must keep a case active for siblings when the oldest child's age limit for service is reached or is aged out.
457	The system must allow for tracking multiple resource placements in a case.
458	The system must allow user to record and track the child's legal status in all ICPC cases: <ul style="list-style-type: none">- sending agency custody/guardianship- parent relative custody/guardianship- court jurisdiction- protective supervision- parental rights terminated- unaccompanied refugee minor
459	The system must record and maintain the ICPC child's IV-E eligibility: <ul style="list-style-type: none">- yes- no- pending- unknown
460	The system must allow for the entering of case history / activity notes in all ICPC cases.

ICPC

AL Req. #	Requirement Description
461	The system must record and track information on direct placements on ICPC cases including: <ul style="list-style-type: none">- date of placement- placement type- resource name- approval status- custody or legal status of child(ren)- location of placement
462	The system must record and track information on Incoming Residential Child Care Facility and Child Placement Agency placements on ICPC cases including: <ul style="list-style-type: none">- name of residential facility or placement agency- location of placement- date of placement- custody or legal status of child(ren)
463	The system must record and track information on international placements on ICPC cases including: <ul style="list-style-type: none">- name of country- location of placement- date of placement- custody or legal status of child(ren)- type of placement
464	The system must record and track information on Adoption ICPC cases including: <ul style="list-style-type: none">- name of sending/receiving state or territory- location of placement- date of placement- custody or legal status of child(ren)- type of placement- name of adoptive resource
465	The system must record and track information on contracted services for ICPC cases including: <ul style="list-style-type: none">- name of service provider- type of service- location of placement- date of placement- custody or legal status of child(ren)- type of placement

ICWA

<i>AL Reqt. #</i>	<i>Requirement Description</i>
466	The system must record and track an indication that the tribe is eligible to receive IV-E funds.
467	The system must record and track the designation of "American Native" in the child's demographic record.
468	The system must record and track any tribal membership and affiliation of Native Americans.
469	The system must record all actions, decisions, and dates of the tribal court pertaining to a child.
470	The system must record and track any decision made on a case by the Indian tribe.
471	The system must record and track a child relationship type of "Indian custodian."
472	The system must record and track contact information related to the tribe designated to receive legal notices related to the case and the date of notice.

Provider

AL Reqt. #	Requirement Description
473	The system must record and track licensing issues about providers, including: <ul style="list-style-type: none">- Provider name- Worker name- Supervisor name- Reporter name- Complaint type- Complaint outcome- Complaint and Outcome date- Reports of A/N/E
474	The system must record and track information on referrals made to service providers, including: <ul style="list-style-type: none">- date of referral- type of referral- reason for referral- and name of child, adult, or family- method of referral
475	The system must record and track monthly contact with children/adults in out-of-home placements, including: <ul style="list-style-type: none">- date/time of contact- type of contact- location of contact- others present during contact- reason for contact- result/conclusion of contact
476	The system must be designed to consolidate and standardize the provider management processes to make sure that information is collected and readily available on all providers.
477	The system must provide the ability to convert a license from provisional/temporary to regular status once the licensing requirements are met.
478	The system must be able to calculate the utilization rate of a facility/service provider.
479	The system must record and track the following information to be collected for each licensee: <ul style="list-style-type: none">- facility name- mailing address and physical address- e-mail address of contact person- organization ownership type- other licenses held by the organization- FEIN
480	The system must record and track foster home or other facility compliance, contract results, and outcome information.

Provider

<i>AL Reqt. #</i>	<i>Requirement Description</i>
481	The system must record and track information related to home studies/home evaluations that are performed. <ul style="list-style-type: none">- status- date conducted- type- approval begin date- approval end date- results
482	The system must record deficiencies identified during the home studies/home evaluations and track the implementation of remedies.
483	The system must record and track required activities and associated dates during the application process including: <ul style="list-style-type: none">- required training- criminal background- home study/home evaluations- central registry clearance
484	The system must record and track the status of a suspension / revocation.
485	The system must track time frames and activities associated with the suspension/revocation process.
486	The system must record and track all individuals/families/organizations making application or redetermination as facilities.
487	The system must display a history of the application activities completed by the applicant, including: <ul style="list-style-type: none">- the status of all license applications- indications that the application has been sent or delivered- the application has been received by DHR- the application has been completed- the training requirements have been met
488	The system must record and track the reasons and dates associated with the suspension / revocation.
489	The system must record and track the training received and the dates of the training received by applicants and current licensed providers.
490	The system must record and track all children / adults who are in placement resources.
491	The system must display the number of prior reports on a facility operating without a required license / approval and the dates of those reports.
492	The system must record and track the disposition of a CA/N Assessment or A/N/E Investigation on a provider.

Provider

AL Reqt. #	Requirement Description
493	The system must link the selected services to the child, adult, family, or other recipient and provider record.
494	The system must record and track the contacts and the dates of the contacts with internal or external service providers.
495	The system must record and track the licensing / approval period and status date and status reason.
496	The system must record the corrective action plan, if applicable, as a result of the complaint investigation.
497	The system must record and track application information including: <ul style="list-style-type: none">- applicant has submitted fingerprint cards- status of fingerprint checks- date of fingerprint card submittal
498	The system must provide an interactive checklist to guide the worker through licensing and provisional/temporary licensing.
499	The system must provide current vacancy information for state licensed facilities, as well as historical utilization statistics.
500	The system must distinguish, by provider contract, between core services and noncore services for children in contract placements and must also track authorization and billing for non-core services.
501	The system must allow authorized users the capability to hold or reserve a placement for a child who is temporarily disposed.
502	The system must record and track required activities and associated dates during the vendor certification process, including: <ul style="list-style-type: none">- application- verification of education- CA/N clearance
503	The system must record and track provider demographic information, to include: <ul style="list-style-type: none">- name- DOB- SSN- employment information- address- phone number- educational history- marital status- gender
504	The system must record and track provider type and must be flexible to handle multiple provider types as needed.

Provider

<i>AL Req. #</i>	<i>Requirement Description</i>
505	The system must record and track a provider's approval authority, to include: <ul style="list-style-type: none">- Department of Youth Services- Department of Mental Health- Department of Public Health- Department of Education- Other State
506	The system must record and track the reason a provider's case is closed, to include: <ul style="list-style-type: none">- request of provider- moved out of county- death of provider- approval/license/permit revoked- application disapproved- inquiry/application withdrawn- approval/license/permit by another agency- provisional approval/no final approval
507	The system must record and track the geographic area served by a provider.
508	The system must be capable of registering a provider. Data needs include: <ul style="list-style-type: none">- the approval provider code on all purchase orders issued/paid- the demographics on a provider- the identification number of a provider- the medicaid participant number of a provider- the contract number of a provider- the provider taxable status- the provider payment type

IV-E Eligibility

<i>AL Req. #</i>	<i>Requirement Description</i>
509	The system must automatically determine initial eligibility within 10 days of the child coming into care and redeterminations for eligibility for the following eligibility types: <ul style="list-style-type: none">- IV-E- Medicaid (Title XIX)- EA- WRTI- Title XX- TANF
510	The system must take into account the following factors when determining eligibility: <ul style="list-style-type: none">- removal date- placement type- custody status- child's age- relationship- income / resources of household- key wording in court order- AFDC relatedness- provider status- deprivation reason- deeming status- enumeration (SSN)- citizenship- ICPC
511	The system must record and track the personal financial resources of the household members at the time of removal and then the child's resources every 6 months after that.
512	The system must compare the family's income to DHR's standard of need and resource limits during eligibility determination and redetermination.
513	The system must allow authorized users to approve multiple and overlapping eligibility periods.
514	The system must record and track the results/decisions, reasons, categories, and effective dates of the eligibility initial determination and all subsequent redeterminations.
515	The system must automatically record and track any eligibility factors that have changed, calculate the new determination and alert workers of the status change.
517	The system must display IV-E reimbursability by automated review of the placement resource record.
518	The system must record IV-E reimbursability and effective date.
519	The system must redetermine a child's IV-E eligibility status at the time an adoption record is created.

Financial Management

<i>AL Req. #</i>	<i>Requirement Description</i>
520	The system must allow authorized users to generate service authorizations at the county level.
521	The system must provide the ability for authorized users to approve multiple service authorizations for a child/adult during the same (or overlapping) periods.
522	The system must allow authorized users to set a service authorization as a one time or recurring approval.
523	The system must allow authorized users to override system edits and authorize emergency services that are typically not allowed. Examples include: <ul style="list-style-type: none">- payments to an unlicensed provider- payments to leave a bed open temporarily- or other unusual circumstance
524	The system must allow authorized users to issue service authorizations for out-of-state placements.
525	The system must provide the ability for authorized users to approve retroactive payments to foster care providers.
526	The system must record and track a date range during which services can be provided.
527	The system must provide the capability to change a service authorization and record the effective date of the change.
528	The system must determine the rate to be paid to providers for units of service by using information in the provider's record.
529	The system must record and track requests for certain provider service rate adjustments and route all requests to the requesting worker's supervisor for approval. Data that must be recorded and tracked includes: <ul style="list-style-type: none">- amount of new rate- old rate amount- date requested- worker requesting- reason requesting- provider name- dates authorized
530	The system must be able to link each instance of an adjusted rate with a specific child and service provider.
531	The system must calculate and display the balance of units remaining on individual service authorizations.
532	The system must allow authorized users to release the balance of authorized units of service and the rates associated with those units of service.

Financial Management

<i>AL Req. #</i>	<i>Requirement Description</i>
533	The system must provide the ability for authorized users to enter invoices and requests for disbursement.
534	The system must provide a method for online supervisory approval of service authorizations and requests for disbursement.
535	The system must record and track service authorizations and requests for disbursement and provide links to client information and a history of prior requests.
536	The system must record and track services and requests for disbursement by child, county, placement, eligibility status, service dates and reimbursement status.
537	The system must be able to distinguish all approvals for placements as either IV-E reimbursable or nonreimbursable.
538	The system must require County Director or designee approval if issuing a request for disbursement for services provided more than 90 days prior.
539	The system must generate a report of monthly, quarterly and annual totals of requests for disbursement.
540	The system must provide a method for counties to electronically submit invoices to SDHR for adult emergency shelter care, adult diagnostic and evaluation, adult Mental Health consultations, Foster Care and adult medicals.
541	The system must allow service providers to enter or validate invoice information via Internet.
542	The system must allow Finance Division staff, and County/Case Worker to access invoice information submitted by providers.
543	The system must reference child and adult information stored in the system in order for payments to be approved/processed, including: <ul style="list-style-type: none">- name of child/adult- dates of service- type of service- unit cost of service- placement status- eligibility status- SSN- authorization for placement and payment- county- provider number- approval of progress notes
544	The system must ensure that a provider is licensed/approved/certified prior to accepting an invoice.

Financial Management

<i>AL Reqt. #</i>	<i>Requirement Description</i>
545	The system must ensure that a provider is authorized to provide the type services for which payment has been requested prior to approving an invoice.
546	The system must provide the capability for authorized users to suspend or hold an invoice. The system must record: <ul style="list-style-type: none">- date of suspension- reason for suspension
547	The system must provide the ability to calculate invoices (not to include state held contracts) based on the number of units of service the client received.
548	The system must generate a report that summarizes approved invoices by type.
549	The system must generate a report on the rate and approved invoices of each service type and allow sorting / filtering by client, case, county, worker, and provider.
550	The system must be able to record and track approved invoices for clients in residential care, both in-state and out-of-state.
551	The system must record and track the following information to be passed to DHR Finance for payment of approved invoices: <ul style="list-style-type: none">- amount of invoice- provider name- approval date- eligibility source
552	The system must record and track all approved disbursements made to a provider. The history must contain: <ul style="list-style-type: none">- provider name- amount approved for disbursement- date of disbursement- child/adult name disbursement is for- type services provided
553	The system must provide the ability to adjust/revise an invoice after payment has been made.
554	The system must record and track overpayments/adjustments for those providers that have been overpaid.

Financial Management

<i>AL Reqt. #</i>	<i>Requirement Description</i>
555	The system must provide the capability to categorize services into different service types, including: <ul style="list-style-type: none">- clothing- child care- food- housing expenses- medical care- visitation expenses- client travel expenses- school supplies- independent living services- family/individual counseling- basic living skills- day care, foster care, emergency shelter, diagnostic & evaluation, mental health consultations, limited nursing homes and home maker
556	The system must link all financial approvals (e.g. receivables, requests for disbursement, etc.) to a specific provider, case, and child.
557	The system must record and track multiple eligibility statuses for a single client.
558	The system must automatically list all applicable eligibility sources for an approved invoice and select the eligibility source that maximizes the federal share. The selection must be able to be overridden by an authorized user.
559	The system must provide the ability to process retroactive eligibility claims.
560	The system must calculate the foster board rate to be paid to foster providers by using standard rate tables containing: <ul style="list-style-type: none">- the type of service provided- the age of the child
561	The system must provide a method for the processing of foster care requisitions for assistance to allow for online approvals, and transmit the approved file for payment.
562	The system must provide a method for determining eligibility for adoption subsidy, processing of an adoption subsidy, allowing for online approvals, and transmitting the approved file for payment.
563	The system must record and track adoption subsidy information, including: <ul style="list-style-type: none">- payee's name- address- subsidy rates- subsidy types

Financial Management

<i>AL Reqt. #</i>	<i>Requirement Description</i>
564	The system must record and track information on private client funds received including: <ul style="list-style-type: none">- source of funds- date received- amount of funds- date of disbursement
565	The system must generate an SSI payee report.
566	The system must provide the capability for an authorized user to cancel a service authorization.