

# Family Partnerships of Central Florida

## PROCEDURE

---

<b>Series:</b>	Operating Procedures	COA: NET 6.03 CFOP: 175-04
<b>Procedure Name:</b>	Information Systems Overview	
<b>Procedure Number:</b>	OP 1221	
<b>Review Date:</b>	12/10/19, 4/16/24	
<b>Revision #/Date:</b>	N/A	
<b>Effective Date:</b>	06/12/17	
<b>Applicable to:</b>	Family Partnerships of Central Florida (FPoCF) Staff	

---

**PURPOSE:** The purpose of this procedure is to establish the method by which Family Partnerships of Central Florida (FPoCF) to implement compliance efforts that establish a culture that promotes prevention, detection and resolution of instances of conduct that do not conform to Federal and State law, and Federal, State and private payor health care program requirements, as well as the organization's ethical and business policies. Part of the Services Agreement between Family Partnerships of Central Florida (FPoCF) and Community Based Care Integrated Health CBCIH requires of coordination of services and adherence to the CBCIH Compliance Plan.

### **PROCEDURE:**

#### ***Cross Reference(s)***

Chapter 409.1671 Florida Statutes  
Contract #FP026 AHCA contract with Sunshine Health  
Sunshine Health vendor agreement with CBC Integrated Health

#### ***Scope***

This operating procedure applies to all Family Partnerships of Central Florida staff and its subcontracted agencies responsible for children who are enrolled in the Child Welfare Specialty Plan. If any of the responsibilities outlined in this procedure are contracted with an individual or other entity, the contracted provider must ensure compliance with this procedure, and the terms should be incorporated into the contract.

#### ***Key Terms***

Child Welfare Specialty Plan Enrollee—a child who is Medicaid eligible and is enrolled in the Sunshine Health, Child Welfare Specialty Plan, or the Sunshine Health Managed Medical Assistance Plan (MMA), due to an active status in the child welfare system of care. This includes children who have an open child welfare case, those who have been adopted and are receiving maintenance adoption subsidy, and those who are receiving extended foster care or independent living services.

# Family Partnerships of Central Florida

Community Based Care Lead Agency—an “eligible lead community-based provider” as defined in Section 409.1671(1)(e), F.S.

Florida Safe Families Network (FSFN)—an automated system to capture information and generate reports regarding each child who comes into the care of the Department of Children and Families (DCF) and contracted providers, as a result of abuse, neglect, or abandonment. This system is part of Florida’s method for receiving reports/intakes, documenting investigations, and recording all casework services or activities that are provided to protect children.

Integrate®—a system platform developed by CBCIH to serve as the integration engine for FSFN data and Centene/Sunshine Health data. It is also the platform for data collection applications from CBC Lead Agency staff, such as health risk screening information.

Medicaid—a program authorized by Title XIX of the Social Security Act. It is a state-administered health insurance program that is jointly funded by the Federal and State governments. Medicaid is an open-ended entitlement program, with states receiving federal reimbursement for every eligible claim they submit. Medicaid, as defined in Rule 59G-1.010, F.A.C., includes eligibility based on income for most groups using Modified Adjusted Gross Income (MAGI).

Secure Provider Portal—the community health passport system utilized by Sunshine Health to provide member health information and services to authorized users.

## **Standards**

This procedure provides a general overview of the processes used by Family Partnerships of Central Florida (FPoCF) to perform Medicaid eligibility determination in conjunction with the Department of Children and Families for children in the child welfare system. Once children in the child welfare system are determined Medicaid eligible, the Medicaid record is updated with a flag called a “FSFN Span” which then makes the child eligible for assignment to the Child Welfare Specialty Plan (CWSP). If a child is assigned to the CWSP and enrolled, the FPoCF provide care coordination activities in accordance with procedures developed by CBCIH to comply with policies of Sunshine Health.

## **General Requirements:**

FPoCF performs Medicaid eligibility determination activities in accordance with approved procedures, rules and statutes. These activities are performed and monitored under the CBC Lead Agency contracts with the Department of Children and Families. (For details, refer to Procedure 703 – Medicaid Eligibility and Health Plan Enrollment).

Medicaid eligibility determination is performed by FPoCF staff utilizing the FSFN system. The FSFN system communicates eligibility data to the FLORIDA system, the state’s Medicaid eligibility determination system. The FLORIDA system communicates eligibility data to the Florida Medicaid Management Information System (FMMIS) which processes eligibility data for health plan assignments.

FPoCF and CBCIH monitor data entered in FSFN and create management reports to ensure that data is correct in the system to minimize issues related to this process.

## **Enrollment**

Once Medicaid eligibility determination is completed, a file is generated on the penultimate Wednesday of each month and is sent from DCF to AHCA for the plan assignment process. The

# Family Partnerships of Central Florida

FSFN Span is applied to the record of each Medicaid-eligible child active in child welfare which allows for the choice of enrolling the child in the Child Welfare Specialty Plan. FPoCF and CBCIH monitor data in FSFN and create management reports to ensure that data is correct in the system to minimize issues related to this process.

## Care Coordination

FPoCF and CBCIH utilize multiple information systems in providing care coordination to members enrolled in the Child Welfare Specialty Plan. The following systems are used to perform various activities related to care coordination:

- FSFN—researching case plan information that is pertinent to the medical health and/or behavioral health needs of the enrollee, as well as documenting care coordination activities for children in child welfare, when applicable
- Integrate®—documenting health risk assessments and primary care physician selection
- FLORIDA—reviewing Medicaid eligibility, CWSP eligibility and MMA plan assignment data
- Florida Shots—reviewing enrollees' immunization history
- FMMIS—reviewing Medicaid plan assignment data
- Secure Provider Portal—reviewing health and behavioral health data

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



---

PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024