

## #10: Siblings

**How are siblings tracked in ET? What services are billable for siblings? Does a younger sibling need to be referred to CCC before HV services can begin?**

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### Response:

- All Eligible children within a family unit are to be recorded in Early Track.
- All Eligible children are to be referred through the CCC. (\*See Guidance Document on System referrals)
- The family is classified as a targeted family as long as the family has at least one child being served who was made eligible under the targeted criteria. When the child that made the family eligible for targeted criteria exits, families will be counted within the alternate criteria. This will occur within Early Track; services should not be delayed or affected by this change. (\*See Guidance on Targeted/Alternate Eligibility)
- All services and activities should be entered into Early Track. All child specific tools will be entered into the corresponding child's early track record. Currently all parent tools will be placed in each child's record. All tools will be added into each child's record in early track.
- All parenting education activity, home visits, and referrals will be billed together. So if PAT activity was completed for a 30 minute timeframe for siblings in a home you would be billing 2:00-2:30 PAT activity and this would be listed under each child. Early track will sort for you.
- Eligible siblings or expectant parent services are billable. There will be overlapping times for all siblings. Services that are child specific should be entered into that specific child's record in Early Track.
- Documentation and data entry completed outside of the home visit will be separate times for each sibling. Case notes will be documented on each eligible child's Early Track record or paper case notes.
- Definition for families: "Families" means at least one expectant first-time mother or parent and at least one infant or toddler.
- When the sibling that made the family eligible for Home Visiting Services exits the HV program, that family is still eligible for HV services; However if they were a targeted family, when targeted child exits, the family will now be an Alternate family. The Alternate family remains eligible and simply changes to Alternate in ET (this will affect your capacity for Alternate Families).
- When an existing family has a mom who is expecting; immediately enroll mom in The Home Visiting Program by referring her to Central Coordination Contractor in your county. Ensure that the caregivers are linked in ET.

### Questions to Consider for Planning and Programming:

- What if a Home visitor is serving a family and it is found that there is another eligible sibling or that mom is expecting and wants Home visiting services can we complete consents at that time? No, a referral will need to be made back to CCC before there is any home visiting to that newly referred child.

- What about twins in the Home Visiting program? If both children are being served in the Home Visiting program, the Home Visiting contractor needs to ensure that both children have their Home Visiting activity tracked in Early Track. From a Central Coordination standpoint, since you received the referral for both children, you must enter system referrals for both children into Early Track and follow up with the primary caregiver to determine if interested. Ensure that siblings are linked to the caregiver.

**Authorizing Rule:**

3701-8-04 (a) Collect the minimum information to be considered a system referral. The contractor may collect other information from referral sources or individuals who self-refer, but the minimum information required for a system referral is: (vi) Referral information set forth above shall be entered by the centralized coordination contractor into the statewide data system for HMG within one business day after the information is received by the centralized coordination contractor.

3701-8-06 A (3) B (B) Families remain eligible as long as the child defined in paragraph (A) of this rule has not reached three years old, regardless of program exit and re-entry. However, upon re-entry, a family may be waitlisted due to capacity of the home visiting contractor.

3701-8-06.1 G 6, 6) Enter all required data into the statewide data system for HMG and maintain one record for each child, in accordance with rule 3701-8-09 of Administrative Code. I 2, (2) A referral for a child is received from the family or another referral source. Contractors shall not serve a family who has not been assigned by the centralized coordination contractor through a program referral.