

### Purpose of form

Form 04FT002E is used by therapeutic foster care (TFC) agencies to document leave days for a child placed in Oklahoma Department of Human Services (OKDHS) custody and TFC.

### Instructions

All leave is based on a child placement year (CPY). CPY begins the day a child enters TFC and terminates on the date of official discharge, if less than 12 months later. If a child remains in the same program more than 12 months, CPY starts again with the child's entry anniversary date. If a child is formally discharged and re-admitted to the same facility, CPY starts again with the child's new placement date.

**Therapeutic leave** is charged when a child participates in birth family visits or adoption pre-placement visits or receives short-term crises intervention with a plan for the child to return to the TFC home of original placement. All approvals for leave payment during short-term crises intervention or hospitalizations are based on the premise that the child is returning to the TFC placement. **Leave is approved to allow the TFC agency and foster parent to support the child.**

**Absent without leave (AWOL)** means the child in OKDHS custody is absent from a TFC placement without permission. Any approval for AWOL leave in a TFC placement must be evaluated relative to the supervision provided by the TFC parent at the time of child's AWOL, timeliness of the TFC parent's AWOL report to the TFC agency, TFC agency's crises response, and timeliness of AWOL report to Child Welfare workers.

Medicaid is billed only when the child is actually in a TFC home and receiving services. The Medicaid rate is not claimed for therapeutic leave or AWOL days.

**\$16.63** is billed **per leave day**.

Therapeutic leave and AWOL leave documented on this form must be consistent with the monthly billing reported on Form HCFA-1500, Health Insurance Claim Form, for Medicaid billing and Form 04CB002E, CFSD Claim for Purchase of Residential Care, for OKDHS room and board reimbursement.

### Routing

Original - TFC agency record