

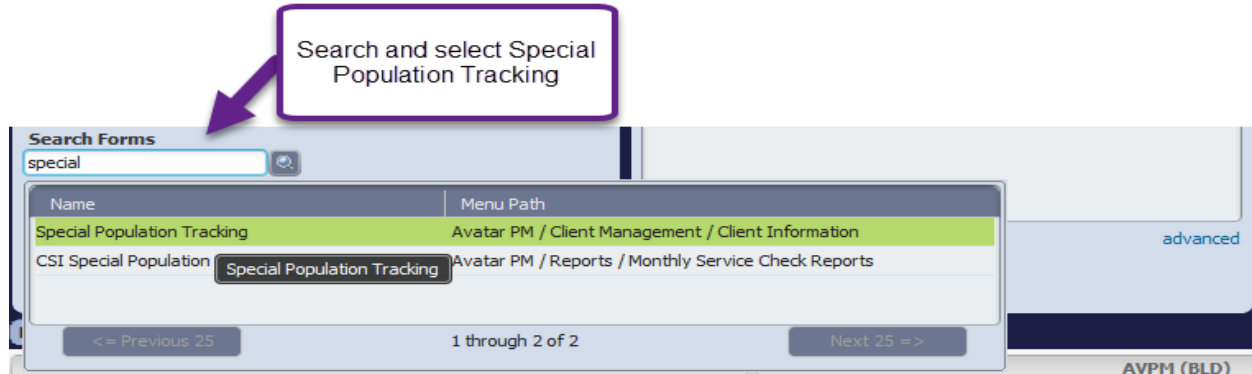


## Special Population Tracking

The purpose of this desk reference is to provide guidance in how to complete the Special Population Tracking form.

### Menu Path

Avatar PM > Client Management > Client Information or you can enter “Special Population Tracking” under Search Forms



### Details

- The Special Population Tracking form is a Yolo designed form that tracks Special Populations per state requirements.
- If the client meets multiple special populations, then a new submission for each population type must be submitted (Foster youth psychotropic medications, Foster Youth, Katie A Class, Katie A Subclass, Presumptive Transfer In). Please see the Definitions section below for more information.
- All fields highlighted “Red” are required; the form cannot be submitted until completed.

## Instructions

This form should be completed in the following situations:

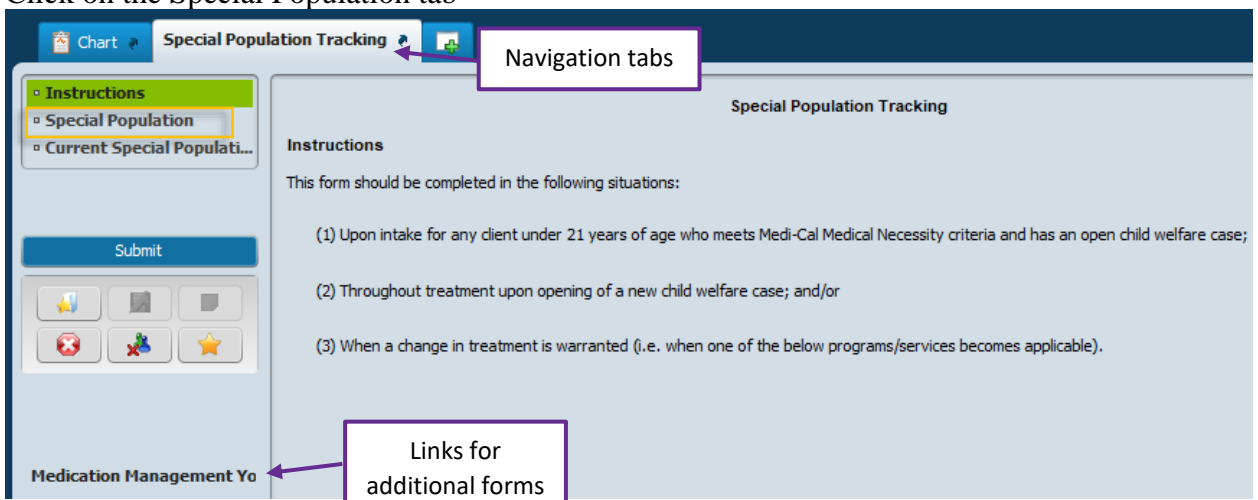
- (1) Upon intake for any client under 21 years of age who meets Medi-Cal Medical Necessity criteria and has an open child welfare case;
- (2) Throughout treatment upon opening of a new child welfare case; and/or
- (3) When a change in treatment is warranted (i.e. when one of the below programs/services becomes applicable).

## Steps

- Open the Special Population Tracking form.
- Select the client



- Click on the Special Population tab



- In the “Start Date” field, enter the Start Date (this is the date the client first meets the special population)

The screenshot shows the 'Special Population Tracking' form. The 'Start Date' field is highlighted with a yellow box. The form includes a sidebar with 'Instructions' and 'Special Population' sections, a 'Submit' button, and various input fields for client information and status. The 'Start Date' field is a date picker with a calendar icon and a 'T' button.



Please note that if a child/youth is receiving psychotic medication that the Medication Management Yolo form linked on the left-hand side **must** be completed and regularly updated.

- In the “End Date” field, enter the date the client no longer meets the special population

The screenshot shows the 'Special Population Tracking' form. The 'End Date' field is highlighted with a yellow box. The form includes a sidebar with 'Instructions' and 'Special Population' sections, a 'Submit' button, and various input fields for client information and status. The 'End Date' field is a date picker with a calendar icon and a 'T' button.

- In the “Does the client have Medi-Cal” field, select Yes-Yolo, Yes-Other, No or Unknown.
  - If Yes-Yolo is selected, the field “Subscriber Client Index Number (CIN #)” will become required.
  - If Yes-Other is selected, the field “Client Index Number (CIN)” will become required.
- In the “Subscriber Client Index Number (CIN #)” field, enter the client’s CIN # (found on the Medi-Cal swipe. This should be a 9-character alphanumeric field in the form of

“NNNNNNNNA”, where N is a number and A is a letter), social security number, or last name, first name. This is a searchable field sourced from MEDS data for Yolo County.

Please Note: If a client is not found in this list, the MEDS data may not have transitioned over. Confirm Medi-Cal eligibility and select Yes-Other if the client is from a non-Yolo county and the CIN is known. Otherwise, select Unknown.

- In the “Client Index Number (CIN)” field, enter the CIN #. This field is a text field and is not sourced from the MEDS data. This should be a 9-character alphanumeric field in the form of “NNNNNNNNA”, where N is a number and A is a letter. If the CIN number is not available, please enter the Medi-CAL swipe number or social security number.

The screenshot shows the 'Special Population Tracking' form. On the left is a sidebar with 'Instructions', 'Special Population', and 'Current Special Populati...' sections, a 'Submit' button, and a 'Medication Management Yo' section. The main form area includes 'Start Date' and 'End Date' fields with calendar icons. Below these are two rows of radio button questions: 'Does the client have Medi-Cal?' (with options Yes - Yolo, Yes - Other, No, Unknown) and '-Is client in an out of home placement?' (with options Yes, No, Unknown). To the right of the Medi-Cal question is a text field for 'Subscriber Client Index Number (CIN #)'. Below that is a 'Client Index Number (CIN)' field with a lightbulb icon. At the bottom are dropdown menus for 'Special Population Name' and 'Specify County of Jurisdiction' (with a 'County Name' label).

- In the “Is client in an out of home placement?” field, select Yes, No or Unknown.

This screenshot is identical to the one above, but with a yellow box highlighting the '-Is client in an out of home placement?' radio button question.

- In the “Does client have a current ADHD diagnosis?” field, select Yes or No. This is not a required field. If the information is unavailable, leave this blank. Please ensure any ADHD diagnosis are captured as secondary diagnosis in the “Diagnosis” form.

The screenshot shows the 'Special Population Tracking' form. On the left is a sidebar with 'Instructions', 'Special Population', and 'Current Special Populati...' sections, a 'Submit' button, and a 'Medication Management Yo' section. The main form area includes fields for 'Start Date' and 'End Date', radio buttons for 'Does the client have Medi-Cal?' (Yes - Yolo, No, Yes - Other, Unknown), a 'Subscriber Client Index Number (CIN #)' field, a 'Client Index Number (CIN)' field with a lightbulb icon, and radio buttons for 'Is client in an out of home placement?' (Yes, No, Unknown). The field 'Does the client have a current ADHD diagnosis?' (Yes, No) is highlighted with a yellow box. At the bottom, there are dropdown menus for 'Special Population Name' and 'Specify County of Jurisdiction' (County Name).

- In the “Special Population Name” field, select the population from the available options. If a client meets multiple populations, a new entry is required for each unique special population.

This screenshot shows the same 'Special Population Tracking' form, but with the 'Special Population Name' dropdown menu open. The dropdown list includes options: 'Foster Youth-Psychotropic Meds', 'Foster Youth', 'KTA-Class', 'KTA-Subclass', 'Katie A Class Criter...', 'Presumptive Transfer In', and 'Presumptive Transfer Out'. The 'Katie A Class Criter...' option is highlighted. The rest of the form, including the 'Does the client have a current ADHD diagnosis?' field, remains visible in the background.

- In the “Specify County of Jurisdiction” field, select the appropriate county name.

The screenshot shows the 'Special Population Tracking' form. On the left sidebar, there are navigation options: 'Instructions', 'Special Population', and 'Current Special Populati...'. Below these is a 'Submit' button and several icons. The main form area contains several fields: 'Start Date' and 'End Date' (both with calendar icons), 'Does the client have Medi-Cal?' (radio buttons for Yes - Yolo, No, Yes - Other, Unknown), 'Subscriber Client Index Number (CIN #)', 'Client Index Number (CIN)', 'Is client in an out of home placement?' (radio buttons for Yes, No, Unknown), and 'Does the client have a current ADHD diagnosis?' (radio buttons for Yes, No). At the bottom, there are two dropdown menus: 'Special Population Name' and 'Specify County of Jurisdiction'. The 'Specify County of Jurisdiction' dropdown is highlighted with a yellow border, and its 'County Name' sub-dropdown is also highlighted.

- Select Submit to file the entry.

This screenshot is identical to the one above, showing the 'Special Population Tracking' form. In this version, the 'Submit' button in the left sidebar is highlighted with a yellow border, indicating the step to file the entry.

## Definitions

### Katie A Class Criteria<sup>1</sup> :

1. In foster care are at imminent risk<sup>2</sup> of foster care placement, and

<sup>1</sup> [Katie A Court Documentation – Katie A settlement Notice DHCS](#)

<sup>2</sup> For the purposes of this case, “[imminent risk of foster care placement](#)” means that within the last 180 days a child has been participating in voluntary family maintenance services or voluntary family reunification placements and/or has been the subject of either a telephone call to the Child Protective Services hotline or some other documented communication made to a local Child Protective Services agency regarding suspicion of abuse, neglect or abandonment

2. Have a mental illness or condition that has been documented or, had an assessment already been conducted, would have been documented, and
3. Who need individualized mental health services, including but not limited to professionally acceptable assessments, behavioral support and case management services, family support, crisis support, therapeutic foster care, and other medically necessary services in the home or in a home-like setting, to treat or ameliorate their illness or condition.

**Katie A Subclass Criteria:** <sup>3</sup>

The Katie A. subclass is defined as children meeting **all** of the following four criteria:

1. Be under age 21 and have “full-scope” Medi-Cal eligibility
2. Meet medical necessity criteria
3. Have an open child welfare case<sup>4</sup> and
4. Meet either “a.” or “b.” below:
  - a. Is currently in, or being considered for:
    - i. Wraparound services;
    - ii. Therapeutic Foster Care (TFC);
    - iii. Therapeutic Behavioral Services (TBS);
    - iv. Crisis Stabilization; v. Crisis Intervention or other equally intensive services; or
    - v. Has been assigned a specialized care rate due to behavioral health needs. or
  - b. Is currently in, or being considered for:
    - i. A foster care group home (STRTP or Rate Classification Level [RCL] 10 or above);
    - ii. A psychiatric hospital;
    - iii. 24-hour mental health treatment facility; or
    - iv. Has experienced their third placement within twenty-four (24) months due to behavioral health needs.

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<sup>3</sup> [MHSD Information Notice \(IN\) 13-11](#); [Katie A settlement agreement](#)

<sup>4</sup> MHSD IN 13-11 defines an open child welfare case as any of the following: a) child is in foster care; b) child has a family maintenance case (pre or post, returning home, in foster, or relative placement), including both court ordered and by voluntary agreement. It does not include cases in which only emergency response referrals are made.