

# Recent Monitoring Findings

- ▶ If a foster child is IV-E eligible, IV-E funds are to be used for reporting staff time in which IV-E is a fund source.
- ▶ Please double-check the function and column being used to report the non IV-E share of time when the Penetration Rate is applied. Counties are reporting to ineligible fund sources.
- ▶ Make sure the correct Penetration Rate for Adult Home Specialist is entered in Maximus.
- ▶ Purchased Services are being reported incorrectly. Refer to the SIS Manual to determine if the cost is to be reported on the Part II or Part IV.
- ▶ When moving time between fund sources, remember some funds are interchangeable and some are not due to eligibility criteria. Fund sources with differing eligibility criteria require the daysheet to be changed / corrected by the worker.
- ▶ Work with your IT Staff to develop / establish a secondary backup of your Maximus. This way, if one fails or becomes corrupt – you will have another way of restoring the program and your data.