

441—157.4(600) Contract requirements and management. The department and the provider agency shall enter into a purchase of adoption services contract using Form 470-0628, Iowa Purchase of Social Services Agency Contract. The development and management of the contract including contract amendments, contract renewal and contract termination shall comply with 441—paragraph 150.2(1) “a” and rule 441—150.3(234).

157.4(1) Units of service and unit rates.

a. A single child or all members of a sibling group or any or all members of an adoptive family shall be considered one recipient of any unit of purchased adoption service.

b. The unit rate for group services shall represent a total per hour cost of providing the group session. For billing purposes, it shall be prorated to the recipient families in attendance. The need for and use of cofacilitators must be addressed in the contract.

c. One hour of service to a single child, a sibling group or family members shall be considered a unit of service for the following components: preparation of family, preparation of child, preplacement visits, placement services, and postplacement services. Billings shall be based on any quarter or half portion of one hour of service. Monthly cumulative units shall be rounded up if a half hour or over or down if a quarter hour to the nearest whole unit for billing purposes. Service billings for purchase of adoption service shall be based on direct face-to-face contacts between the provider agency and the family members, child, or children. Recruitment and screening, travel, administrative activities, update of adoptive home studies and preparation time shall be considered indirect costs and shall be included in the unit costs, but not counted as billable units.

d. The unit for the adoptive home study component shall be the completion of the home study and shall be billed as one unit.

e. Unit rates shall be established according to 441—150.3(234).

157.4(2) Referral for purchased adoption service. To receive purchased adoption services, the child or children or the individual or family must be determined eligible and referred by the department. The department shall not make payment for purchased adoption service until eligibility is determined, and a referral is made authorizing services on Form 470-0622, Referral of Client for Purchase of Social Services.

157.4(3) Billing procedures. Billings shall be prepared and submitted at the end of the month to the department by the provider agency on Form 470-0020, Purchase of Service Provider Invoice, for contractual services provided by the agency during the month, according to 441—subrule 150.3(8).