

F. CUSTODY AND SUBSTITUTE CARE TRACKING (Rev. 4/2003)

The Client Events in this section reflect the legal status created by a court order or voluntary agreement between the Agency and the parent, guardian, or custodian which vests in the Agency the right to have physical care and control of the child. The section also reflects placement decisions that an Agency makes during the time an Agency has legal responsibility for a child. In these situations the legal rights of the child's parent(s), custodian or guardian have been temporarily restricted or permanently terminated. This section also tracks foster child demographics data for federal reporting purposes.

CUSTODY EVENTS

EVENT 080: INITIAL CUSTODY

- Purpose:** This Client Event documents the Agency has received the first transfer of rights from the parents, custodians, or guardians.
- Usage:** This Client Event is entered when the Agency first receives custody of a child. If custody is terminated and retaken, regardless of the lapse in time, the Agency will once again receive initial custody.
- Event Date:** The event date is the date the Agency receives custody.
- Elements:** Element for Event 080: Initial Custody is (1) Type of Custody.
1. Type of Custody: The specific legal authority vesting rights to the Agency.
Values for Type of Custody:
 - 01 Officer Acceptance*
 - 02 Temporary Commitment
 - 03 Permanent Commitment
 - 04 Permanent Surrender
 - 05 Agreement for Temporary Custody (30 Days)
 - 06 Temporary Court Order
 - 07 Agency Authority*
 - 08 Ex Parte
 - 09 Planned Permanent Living Arrangement

- 10 Agreement for Temporary Custody (60 Days)
- 11 Court Custody

* values 01 and 07 are only valid custody types for up to 72 hours per OAC rule.

Connectedness: None.

EVENT 082: CHANGE IN CUSTODY

Purpose: This Client Event documents a change in the legal authority by which an Agency retains legal authority to care for and control a child.

Usage: This Client Event is entered to reflect the change in the type of custody for the client.

Event Date: The event date is the date the custody type for the child changes.

Elements: Element for Event 082: Change in Custody is (1) Type of Custody.

1. Type of Custody: The specific legal authority vesting rights to the Agency.

Values for Type of Custody:

- 01 Officer Acceptance*
- 02 Temporary Commitment
- 03 Permanent Commitment
- 04 Permanent Surrender
- 05 Agreement for Temporary Custody (30 Days)
- 06 Temporary Court Order
- 07 Agency Authority*
- 08 Ex Parte
- 09 Planned Permanent Living Arrangement
- 10 Agreement for Temporary Custody (60 Days)
- 11 Court Custody

* values 01 and 07 are only valid custody types for up to 72 hours per OAC rule.

Connectedness: None.

EVENT 086: CUSTODY APPEAL FILED

Purpose: This Client Event documents a legal action filed by the parents (or other parties) to overturn the Judicial Determination and awards custody of a child to an Agency.

Usage: This Client Event is entered to reflect the type of custody being appealed and the date the parents (or other parties) filed the appeal.

Event Date: The event date is the date the appeal is filed with the court.

Elements: Element for Event 086: Custody Appeal Filed is (1) Type of Custody Appealed.

1. Type of Custody Appealed: The specific legal authority being appealed.

Values for Type of Custody Appealed:

- 01 Officer Acceptance
- 02 Temporary Commitment
- 03 Permanent Commitment*
- 04 Permanent Surrender*
- 05 Agreement for Temporary Custody (30 Days)
- 06 Temporary Court Order
- 07 Agency Authority
- 08 Ex Parte
- 09 Planned Permanent Living Arrangement
- 10 Agreement for Temporary Custody (60 Days)
- 11 Court Custody

*The appeal process does not automatically change a child's Matching status.

Connectedness: None.

EVENT 088: CUSTODY APPEAL RESOLUTION

- Purpose:** This Client Event documents the Judicial Determination of the custody appeal process.
- Usage:** This Client Event is entered when the court makes a ruling on the appeal.
- Event Date:** The event date is the date of the court decision.
- Elements:** Element for Event 088: Custody Appeal Resolution is (1) Appeal Disposition.
1. Appeal Disposition: The ruling of the court which upholds or overturns a previous Judicial Determination.
Values for Appeal Disposition:
 - 01 Appeal Confirmed
 - 02 Appeal Denied
- Connectedness:** If custody changes, Event 082: Change in Custody must be entered. If custody is terminated, Event 084: Terminate Custody must be entered.

EVENT 084: TERMINATE CUSTODY

- Purpose:** This Client Event documents the legal termination of the Agency's custody of the child.
- Usage:** This Client Event documents the reason the Agency custody of the child was terminated.
- This Client Event is entered when the Agency no longer has legal custody of a child. Except in value 04-Voluntary Agreement Expired, all of the values listed must be terminated by the court.
- Note: Court Termination, as it is used as a value, refers to an action taken by the court, upon motion, to terminate the Agency's custody **against the recommendation of the Agency**.
- Event Date:** The event date is the date the Agency custody was terminated.
- Elements:** Element for Event 084: Terminate Custody is (1) Reason.
1. Reason: The reason the Agency custody is terminated.

Values for Reason:

- 01 Returned To Parent/Guardian/Custodian
- 02 Court Termination
- 03 Custody to Other Relative
- 04 Voluntary Agreement Expired
- 05 Adoption Finalized
- 06 Appeal Disposition
- 07 Age of Majority
- 08 Death
- 09 Guardianship/Custody of 3rd Party
- 10 Committed to DYS
- 98 Not Available

Connectedness: Event 064: Removal from Placement.

PLACEMENT EVENTS

The Client Events in this section reflect the initial removal of a child from his immediate environment and placement into a substitute care setting, and if applicable, subsequent moves to other substitute care settings. This section also captures foster child data required for federal reporting.

EVENT 060: INITIAL PLACEMENT

Purpose: This Client Event documents the first placement of a child into substitute care setting.

Usage: This Client Event is entered when an Agency removes a child from the home where he resides and places the child into a substitute care setting (resource) and is entered after the Event 080: Initial Custody.

This Client Event would also be entered regardless of the length of time between the reunification and the subsequent placement episode (i.e., if an Agency returns the child to his residence achieving reunification, and terminates custody; and the child subsequently returns to custody and into a substitute care setting (resource), enter this event.)

Event Date: The Client Event date is the date an Agency places the child into a substitute care setting (resource).

Elements: Elements for Event 060: Initial Placement are (1) Resource/Sibling ID Number, (2) Category, (3) Reason for Initial Placement and (4) Living Arrangement.

1. Resource/Sibling ID Number: The identification number assigned to the resource in which the child was placed.
2. Level of Care: Identifies: 1) If the child is placed with a relative or not; and 2) the level of care determined by the agency the child shall receive during this placement. The value used to indicate the desired level of care does not need to match the highest level of care the resource is certified to provide.

Values for Level of Care:

- 1 Category (Historical)
- 2 Traditional Family Care
- 3 Treatment Care
- 4 Medically Fragile Care
- 5 Pre Adoptive Infant Care
- 6 Relative Traditional Family Care
- 7 Relative Treatment Care
- 8 Relative Medically Fragile Care
- 9 Relative Pre Adoptive Infant Care

3. Primary Reason for Initial Placement: The reason a child was removed from the parent(s) or legal guardian(s) and placed into a substitute care setting (resource). One value must be selected for the primary reason for initial placement (**does not have to be what the court adjudicated**). If there are additional reasons for placement, enter them in the Event 076:

Additional Reasons for Placement.

Values for Reason for Initial Placement:

- 01 Physical Abuse
- 02 Neglect
- 03 Sexual Abuse
- 04 Emotional Maltreatment
- 05 Withholding Treatment Disabled Infant
- 06 Delinquency
- 07 Dependency
- 08 Unruly/Status Offender
- 09 ICPC (Interstate Compact for Placement of Children)
- 10 Alcohol Abuse of Parent
- 11 Drug Abuse of Parent

- 12 Alcohol Abuse of Child*
- 13 Drug Abuse of Child*
- 14 Child's Disability*
- 15 Child's Behavior Problem
- 16 Death of Parent(s)
- 17 Incarceration of Parent(s)
- 18 Abandonment
- 19 Relinquishment
- 20 Inadequate Housing
- 21 Caretaker's Inability to Cope due to Illness or Other Reasons
- 98 Not Applicable (Historical)

* If value 12, 13, or 14 is selected, the appropriate professional assessment must be documented in the child's case record by a qualified professional. A "qualified professional" includes a licensed medical doctor, psychiatrist, licensed psychologist and certified chemical dependency counselor; **it does not include caseworkers.**

4. Living Arrangement: Where the child was living at the time of initial placement.

Values for Living Arrangement:

- 01 Both Parents
- 02 Mother Only
- 03 Mother and Step-Parent
- 04 Father Only
- 05 Father and Step-Parent
- 06 Relatives
- 07 Step-Parent
- 08 Non-relative
- 98 Not Available-History
- 99 Unknown

Connectedness:

This Client Event should be entered immediately following Event 080: Initial Custody. Client characteristics must be entered/modified on the Client Registration Screen for all children in substitute care. Immediately following this event, Event 098: RCNO as a Factor. In addition, if any additional reasons for placement exist, enter Event 076: Additional Reasons for Placement.

EVENT 098: RCNO AS A FACTOR

Purpose: This Client Event documents the Agency did/did not use Race, Color or National Origin (RCNO) as a factor of consideration in matching a child with a resource family.

Usage: This Client Event is to be entered when the child is initially placed and for every subsequent placement.

Event Date: The event date is the date of the Event 060: Initial Placement or Event 062: Subsequent Placement.

Elements: Elements for Event 098: RCNO as a Factor are (1) RCNO Was a Factor and (2) Approval of 1808 Monitor.

1. RCNO Was a Factor:

Values for RCNO Was a Factor:

- 01 Yes
- 02 No

2. Approval of 1808 Monitor:

Values for Approval of 1808 Monitor:

- 01 Yes
- 02 No
- 97 Not Applicable

Connectedness: When an Event 060: Initial Placement or Event 062: Subsequent Placement is entered, this event must be entered.

EVENT 076: ADDITIONAL REASONS FOR PLACEMENT

Purpose: This Client Event documents any additional causal factors for the placement of the child. This event is used to document any additional causal factors not included in Client Event 060: Initial Placement.

Usage: This Client Event allows the Agency to document any additional reasons which contributed to the placement of the child. This

Client Event allows the Agency to enter up to six causal factors each time the event is entered. This Client Event may be entered as many times as the Agency determines is necessary. The **primary** reason for the placement of the child shall remain in Client Event 060: Initial Placement.

Causal Factors indicated in this Client Event should be entered in the order of their priority, highest to lowest.

Event Date: The event date is the date an Agency places the child into a substitute care setting (resource).

Elements: Elements for Event 076: Additional Reasons for Placement are (1-6) Additional Reasons for Placement.

1-6. Additional Reasons for Placement: This element may be used six (6) times. If less than six reasons have been selected, enter value 97 - Not Applicable to assure that each of the six elements has a value.

Values for Additional Reasons for Placement:

- 01 Physical Abuse
- 02 Neglect
- 03 Sexual Abuse
- 04 Emotional Maltreatment
- 05 Withholding Treatment Disabled
- 06 Delinquency
- 07 Dependency
- 08 Unruly/Status Offender
- 09 ICPC (Interstate Compact for Placement of children)
- 10 Alcohol Abuse (Parent)
- 11 Drug Abuse (Parent)
- 12 Alcohol Abuse (Child)*
- 13 Drug Abuse (Child)*
- 14 Child's Disability*
- 15 Child's Behavior Problem
- 16 Death of Parent(s)
- 17 Incarceration of Parent(s)
- 18 Abandonment
- 19 Relinquishment
- 20 Inadequate Housing
- 21 Caretaker Inability to Cope
- 98 Not Applicable (Historical)

* If value 12, 13, or 14 is selected, the appropriate professional assessment must be documented in the child's case record by a qualified professional. A "qualified professional" includes a licensed medical doctor, psychiatrist, licensed psychologist and certified chemical dependency counselor; **it does not include caseworkers.**

Connectedness: None.

EVENT 070: PLACE CHILD ON LEAVE

Purpose: This Client Event documents the child is absent from a substitute care setting for a period less than thirty (30) days.

Usage: This Client Event is entered when a child will be temporarily absent from a substitute care setting for less than thirty (30) days and will be **returning to the same substitute care setting within thirty (30) days.**

Note: Practice allows for a child to have a home visit that exceeds 30 days. For a child with a value 08 - Trial Home Visit that exceeds 30 days, Event 072: Child Returns from Leave **must** be entered on the 30th day, followed by the entry of another Event 070: Place Child on Leave.

This event is also entered when the court orders the child returned home on a trial basis without terminating custody.

Event Date: The event date is the date the child temporarily left the substitute care setting.

Elements: Element for Event 070: Place Child on Leave is (1) Type of Leave.

1. Type of Leave: The reason for the temporary absence from the substitute care setting.

Values for Type of Leave:

- 01 Parental/Relative/Non-Relative Visit
- 02 Pre-placement Visit
- 03 Vacation
- 04 Camp
- 05 Hospital Admission
- 06 Detention
- 07 Ran Away/AWOL

08 Trial Home Visit
09 Respite
88 Other

Connectedness: Event 072: Child Returns From Leave.

EVENT 072: CHILD RETURNS FROM LEAVE

Purpose: This Client Event documents the child is no longer on leave.

Usage: This Client Event is entered to reflect the child has returned to the same substitute care setting (resource) after a temporary absence; upon the 30th day, if the child is not back in this placement, this event must be entered.

Event Date: The event date is the day the child is no longer on leave.

Elements: Not Applicable.

Connectedness: This event as well as the Event 064: Removal from Placement will also need to be entered if the child has been on leave **for more than 30 days** or is moving to a new substitute care setting.

EVENT 064: REMOVAL FROM PLACEMENT

Purpose: This Client Event documents the removal of a child from a specific substitute care setting (resource) **with no intention of returning the child to that particular resource.** The substitute care setting will be available for placement by another child.

Usage: This Client Event is entered when the child has been removed from a specific substitute care setting (resource).

Event Date: The event date is the date the child is removed from the substitute care setting (resource).

Elements: Element for Event 064: Removal from Placement is (1) Reason.

1. Reason: The reason a child is removed from the substitute care setting (resource).

Values for Reason:

- 01 Disruption from Non-Adoptive Placement
- 02 Disruption from Adoptive Placement
- 03 Move to Less Restrictive Environment
- 04 Return To Parent, Guardian or Other Custodian
- 05 Adoption Finalized
- 06 Discharged to Another Agency
- 07 Guardianship/Custody to 3rd Party
- 08 Judicial Determination
- 09 Problems Resolved
- 10 Age of Child
- 11 Abuse/Neglect Allegations
- 12 Caregiver Request
- 13 Treatment Needs
- 14 Resource Closed
- 15 Moved to Adoptive Home
- 16 Moved Closer to Parents/Relatives
- 17 AWOL >30 Days
- 18 Military
- 19 Educational Setting
- 20 Move to a More Restrictive Setting
- 21 Child Died
- 22 Resource on Leave
- 23 Move-Emergency to Ongoing
- 98 Not Available

Connectedness: None.

EVENT 062: SUBSEQUENT PLACEMENT

Purpose: This Client Event documents the movement of a child from one substitute care setting (resource) to another substitute care setting (resource).

Usage: This Client Event is entered when a child moves from one substitute care setting to another substitute care setting. This event is entered **after** Event 064: Removal From Placement.

Event Date: The event date is the date the child is placed in the **new** substitute care setting.

Elements: Elements for Event 062: Subsequent Placement are (1) Resource/Sibling ID Number, and (2) Category.

1. Resource/Sibling ID Number: The identification number assigned to the substitute care setting (resource) in which the child was placed.
2. Level of Care: Identifies: 1) if the child is placed with a relative or not; and 2) the level of care determined by the agency the child shall receive during this placement. The value used to indicate the desired level of care does not need to match the highest level of care the resource is certified to provide.

Values for Level of Care:

- 1 Category (Historical)
- 2 Traditional Family Care
- 3 Treatment Care
- 4 Medically Fragile Care
- 5 Pre Adoptive Infant Care
- 6 Relative Traditional Family Care
- 7 Relative Treatment Care
- 8 Relative Medically Fragile Care
- 9 Relative Pre Adoptive Infant Care

Connectedness: Immediately following this event, Event 098: RCNO as a Factor must be entered.

EVENT 232: ADOPTION PLACEMENT AGREEMENT SIGNED

Purpose: This Client Event documents an Adoption Placement Agreement (JFS 01654) has been signed by potential adoptive parents and the child is placed with them for adoptive purposes.

Usage: In the case of foster parents who are adopting a child in their home, the Adoptive Placement Agreement should be signed even if the foster family decides to choose to have the child remain in their home as a foster care placement until finalization to allow

foster care payments to continue. As long as the adoptive home study is approved and the child could be legally placed for adoption in that home, the Adoptive Placement Agreement can be signed.

By completing this event, Host-FACIS will be able to generate a more accurate number of children who are actually placed for adoption versus those children who are still available for adoption.

This Client Event is entered following the completion of a signed Adoptive Placement Agreement (JFS 01654) between an Agency and the potential adoptive parents.

Event Date: The event date is the date the Adoptive Placement Agreement (JFS 01654) is signed.

Elements: Element for Event 232: Adoption Placement Agreement Signed is (1) Relationship of Potential Adoptive Parents.

1. Relationship of Potential Adoptive Parents: Indicates the caregiving relationship of the potential adoptive parents immediately prior to the adoptive placement, who signed the Adoption Placement Agreement (JFS 01654).

Values for Relationship of Potential Adoptive Parents:

- 01 Foster Parent
- 02 Kinship Provider - Non-Related
- 03 Kinship Provider - Related
- 04 No Relationship
- 05 Other (Does not include Step Parent, effective 3-27-01)
- 06 Step Parent

Connectedness: None.

EVENT 234: AGE OF CHILD WHEN ADOPTION WAS FINALIZED

Purpose: This Client Event documents whether a child has been previously adopted or not.

Usage: If the child was adopted at any time prior to the current custody episode, enter the age of the child at the time the adoption was finalized. If a child was never adopted, **do not** enter this Client Event. If the child was abandoned or the child's removal caretaker is not available to provide this information, enter value 99 "Unable to Determine." If the child has experienced several adoptions, enter the most recent adoption only.

Event Date: The event date is the date the most recent adoption was finalized.

Elements: Element for Event 234: Age of Child when Adoption was Finalized is (1) Age of Child when Adoption was Finalized.

1. Age of Child when Adoption was Finalized: Indicate the age of the child at the time the adoption was finalized.

Values for Age of Child when Adoption was Finalized:

- 00 <1 Year
- 01 1 Year
- 02 2 Years
- 03 3 Years
- 04 4 Years
- 05 5 Years
- 06 6 Years
- 07 7 Years
- 08 8 Years
- 09 9 Years
- 10 10 Years
- 11 11 Years
- 12 12 Years
- 13 13 Years
- 14 14 Years
- 15 15 Years
- 16 16 Years
- 17 17 Years
- 18 18 Years
- 19 19 Years
- 20 20 Years
- 99 Unable to Determine

Connectedness: None.

EVENT 250: CARETAKER FAMILY STRUCTURE

- Purpose:** This Client Event documents the type of adult caretaker(s) **from whom the child was removed** prior to being placed in the Agency's custody for the current foster care episode.
- Usage:** This Client Event must be completed for each child who is removed from the adult caretakers and placed into substitute care. The value "Unable to Determine" applies to the child who has been abandoned or whose caretakers are otherwise unknown. If the value in this event is, "Unable to Determine," **do not** enter Event 252: First Principal Caretaker or Event 254: Second Principal Caretaker.
- Event Date:** The event date is the date of the Event 060: Initial Placement.
- Elements:** Element for Event 250: Caretaker Family Structure is (1) Caretaker Family Structure.
1. Caretaker Family Structure: The structure of the caretaker family.
Values for Caretaker Family Structure:
 - 01 Married Couple
 - 02 Unmarried Couple
 - 03 Single Female
 - 04 Single Male
 - 05 Unable to Determine
- Connectedness:** None.

EVENT 252: FIRST PRINCIPAL CARETAKER

- Purpose:** This Client Event documents the birth date of the primary adult caretaker **from whom the child was removed** for the current foster care episode.
- Usage:** This Client Event must be completed to capture the date of birth for the principle caretaker. If the date of birth is unknown, use the Micro-FACISIS default date of January 1st and the approximate year the caretaker was born. If Event 250: Caretaker Family Structure, has value 01- Married Couple or value 02-Unmarried Couple or value 03- Single Female; the First Principal Caretaker for reporting purposes is always the female in the household.
- Event Date:** The event date is the date of the Event 060: Initial Placement.

Elements: Element for Event 252: First Principal Caretaker is (1) Date of Birth.

1. Date of Birth: The date of birth of the first principal caretaker.
MM/DD/YYYY

Connectedness: None.

EVENT 254: SECOND PRINCIPAL CARETAKER

Purpose: This Client Event documents the date of birth of the secondary adult caretaker from whom the child was removed for the current foster care episode.

Usage: This Client Event must be completed to capture the date of birth for the principle caretaker. If the date of birth is unknown, use the Micro-FACIS default date of January 1st and the approximate year the caretaker was born. If Event 250: Caretaker Family Structure values are 01-Married Couple or 02-Unmarried Couple; the Second Principal Caretaker for reporting purposes is always the male in the household.

Event Date: The event date is the date of the Event 060: Initial Placement.

Elements: Element for Event 252: Second Principal Caretaker is (1) Date of Birth.

1. Date of Birth: The date of birth of the second principal caretaker.
MM/DD/YYYY

Connectedness: Enter this event only if Client Event 250: Caretaker Family Structure is value 01-Married Couple or 02-Unmarried Couple.

EVENT 260: BIRTH MOTHER INFORMATION

Purpose: This Client Event documents the demographics of the birth mother.

Usage: This Client Event must be completed on the birth mother of each child who is in the custody of the Agency. However, if the Event 060: Initial Placement has a value 18-Abandoned Child as the reason for placement; then this event can be blank. If the

date of birth is unknown, use the Micro-FACIS default date of January 1st and the approximate year the birth mother was born.

Event Date: The event date is the date this event is entered.

Elements: Element for Event 260: Birth Mother Information are (1) Date of Birth and (2) Birth Mother Married at time of Child's Birth.

1. Date of Birth: The date of birth of the birth mother.
MM/DD/YYYY
2. Birth Mother Married at time of Child's Birth: Indicates whether or not the birth mother was married at the time of the child's birth regardless of whether she was married to the birth father or not.

Values for Birth Mother Married at time of Child's Birth:

- 01 Yes
- 02 No

Connectedness: None.

EVENT 264: DATE OF BIRTH OF BIRTH FATHER

Purpose: This Client Event documents the birth date of the birth father.

Usage: This Client Event must be completed on the birth father of each child who is in the custody of the Agency. However, if the Event 060: Initial Placement has a value 18-Abandoned Child as the reason for placement; then this event can be blank. If the date of birth is unknown, use the Micro-FACIS default date of January 1st and the approximate year the birth father was born. If a legal father has not been established, the birth date of the putative father whose parental rights were terminated should be used (if the birth date is unknown, use the Micro-FACIS default for date of birth).

Event Date: The event date is the date the event is entered.

Elements: Element for Event 264: Date of Birth of Birth Father is (1) Date of Birth.

1. Date of Birth: The date of birth of the birth father.

MM/DD/YYYY

Connectedness: None.