

## MICRO-FACSYS SUGGESTED SEQUENCE OF DATA/EVENTS

### Event Type:

C = Client Event

F = Family Event

I = Incident Event

R = Resource Event

### Family and Client Registration/Opening Central Registry/Disposition

#### 1. NEW REFERRAL/NEW FAMILY & CLIENTS

If Applicable	Event Number	Event Type	Event or Activity
			Client name inquiry (try any spelling variation and few characters/broaden search). Register Family with new ID#.
	410	F	Open Family case
X			Register Incident with new Incident #
X	I00	I	Report of Child abuse and/or neglect (CA/N) Received
X	I02	I	Investigation Initiated
			Register all clients involved w/new client ID
	010	C	Open Client Case for all children involved in referral

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	128	C	Emancipated Youth Information
X	258	C	Additional Race Description
X	208	C	Tribal Notification Provided
X	210	C	Tribal Response Received
	256	C	Client Ethnicity
X	092	C	Central Registry Registration for <u>all</u> clients involved in report

## 2. NEW REFERRAL/CLOSED FAMILY & CLIENTS

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Client name inquiry (try any spelling variation and few characters/broaden search) Modify Family Registration Screen, updating new information.
	410	F	Open Family Case
X			Register Incident with new Incident #
X	I00	I	Report of Child abuse and/or neglect (CA/N) Received
X	I02	I	Investigation Initiated
			Modify or Add Client Registration
	010	C	Open Client Case for all children involved in referral
X	258	C	Additional Race Description

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	208	C	Tribal Notification Provided
X	210	C	Tribal Response Received
	256	C	Client Ethnicity
X	092	C	Central Registry Registration for <b>all</b> clients involved in report.

### 3. CENTRAL REGISTRY MATCH PROCESS

Completion of Event I00: Report of Child Abuse and Neglect Received **automatically** produces a report of possible “matches” of those persons previously reported to the Central Registry. This “match process” occurs once the information is transmitted to Micro-FACISIS. The client registration data elements used in the “matching process” are: **name, date of birth, race, sex and social security number**. The “match report” will be available as a downloaded electronic file for the Agency on the day after the information is transmitted to Micro-FACISIS. **Subsequent** CR match lists may be requested by entering Event I06: Central Registry Search.

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	I06	C	Central Registry Search
X	094	C	Central Registry Verified Report

### 4. CENTRAL REGISTRY DISPOSITION

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Family Inquiry - Family case and alleged child victims should be open.
			Incident Inquiry - verify identified alleged child victims.
	I04	I	Investigation Completed
			Modify Incident Registration if Setting of alleged Abuse/Neglect preceded by an asterisk (*) by adding the name and address of facility.
	I10	I	Services Provided/Planned
X	I12	I	Third Party Investigation
X	I08	I	Court Action Initiated
	I14	I	Assessment Completed
	216	C	Disposition/Finding for Alleged Child Victim (check codes for accuracy)
	218	C	Note of Disposition Sent
X	214	C	Written Comments on File
X	090	C	Client Case Closed (if victim's status is 04 - closed)
X	490	F	Family Case Closed (if all children closed)

## Initiate Ongoing Services to Child and Family (Non-Custody/Non Court Ordered)

If Applicable	Event Number	Event Type	Event or Activity
			Verify Central Registry Disposition completed for Abuse/Neglect report.
			Verify children still active after completion of investigative services.
	172	C	Initial Case Type
	020	C	Change Client Case Status
X	040	C	Change Client Case Assignment
X	030	C	Change Case Category (Client)
X	042	C	Client Worker Removal
	220	C	Case Plan Completed
X	364	C	Supplemental Case Plan Completed
	176	C	Child Services Planned
	178	C	Family Services Planned
	420	F	Change Family Case Status
X	440	F	Change Family Case Assignment
X	430	F	Change Family Case Category
X	442	F	Family Worker Removal
X	222	C	Amendment to Case Plan
X	176	C	Child Services Planned

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	178	C	Family Services Planned

### Initiate Ongoing Services to Child and Family (Court Ordered Protective Supervision)

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Verify Central Registry Disposition completed for Abuse/Neglect report.
			Verify children still active after completion of investigative services.
	172	C	Initial Case Type
	020	C	Change Client Case Status
	420	F	Change Family Case Status
X	040	C	Change Client Case Assignment
X	440	F	Change Family Case Assignment
X	030	C	Change Case Category (Client)
X	430	F	Change Family Case Category
X	042	C	Client Worker Removal
X	442	F	Family Worker Removal
	220	C	Case Plan Completed
X	364	C	Supplemental Case Plan Completed

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	176	C	Child Services Planned
	178	C	Family Services Planned
	158	C	Petition for Protective Supervision
	162	C	Adjudication Hearing Held
X	170	C	Additional Adjudication Held
	164	C	Dispositional Hearing Held
X	020	C	Change Client Case Status
X	420	F	Change Family Case Status
	104	C	Semiannual Administrative Review (SAR) Held
	228	C	Semiannual Administrative Review (SAR) Review Form Completed
	186	C	Child Services Provided
	188	C	Family Services Provided
X	238	C	Barriers to Planned Child Services
X	240	C	Barriers to Planned Family Services
	176	C	Child Services Planned
	178	C	Family Services Planned
X	160	C	Extension of Protective Supervision
	164	C	Dispositional Hearing Held
	020	C	Change Client Case Status

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	420	F	Change Family Case Status
X	222	C	Amendment to Case Plan
X	176	C	Child Services Planned
X	178	C	Family Services Planned

### Initiate Ongoing Services to Child and Family (Custody of Child)

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X			Report of Abuse/Neglect OR Dependency.
			Update Client Characteristics on Client Registration Screen.
	172/198	C	Initial Case Type/Case Type Change
	080	C	Initial Custody
	250	C	Caretaker Family Structure
	252	C	First Principle Caretaker
	254	C	Second Principle Caretaker
	260	C	Birth Mother Information
	264	C	DOB of Birth Father
	060	C	Initial Placement

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	098	C	RCNO as a Factor
	076	C	Additional Reasons for Placement
	812	R	Foster Caregiver/Adoptive Parent Family Structure
	814	R	First Foster Caregiver/Adoptive Parent Demographics
	818	R	Second Foster Caregiver/Adoptive Parent Demographics
	820	R	Criminal Background Check
X	822	R	FBI Background Check
	850	R	Local Educational Agencies
X	234	C	Child's Age When Adoption Finalized
	020	C	Change Client Case Status
X	420	F	Change Family Case Status
X	040	C	Change Client Case Assignment
X	440	F	Change Family Case Assignment
X	030	C	Change Case Category (Client)
X	430	F	Change Family Case Category
	152	C	Shelter Care Hearing
	154	C	Best Interest Statement
	144/142	C	Judicial Determination Reasonable Efforts Required/Judicial Determination Reasonable Efforts Not Required (Initial)

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	182	C	Reasonable Efforts Not Required Permanency Hearing Results
X	150	C	Custody Complaint Filed
X	082	C	Change in Custody
X	330	C	FCM Application Completed
X	332	C	ADC Relatedness
X	334	C	FCM Initial Determination
X	328	C	Sources of Support (Non-Title IV-E)
	354	C	Non-Title IV-E Amount of Foster Care/Adoptive Payment
X			Modify Client Registration screen - adding FCM number and SS number
X	336	C	FCM Program Eligibility Established
	202	C	FCM Reimbursability Established
X	356	C	Medicaid Eligibility Established
X	338	C	FCM/AA Payment Authorization
X	346	C	FCM Facility Authorization
X	348	C	HMO Enrollment
X	394	C	Title IV-E Parent/Child
X	396	C	Parent/Child Reference Number
X	398	C	Title IV-E Parent/Child Eligible
	220	C	Case Plan Completed

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	364	C	Supplemental Case Plan Completed
	176	C	Child Services Planned
	178	C	Family Services Planned
	180	C	Caregiver Services Planned
	224	C	Health/Education Record
	226	C	Physical Exam Completed (Initial)
	162	C	Adjudication Hearing Held
	170	C	Additional Adjudication
	164	C	Dispositional Hearing Held
X	082	C	Change in Custody
	230	C	Visit - Child in Substitute Care
X	244	C	Results of 12 Out of 22 Months Permanency Decision
	104	C	Semiannual Administrative Review (SAR) Held
	228	C	Semiannual Administrative Review (SAR) Review Form Completed
X	120	C	Independent Living Information (For Youth in Custody)
	186	C	Child Services Provided
	188	C	Family Services Provided
	190	C	Caregiver Services Provided
X	238	C	Barriers to Planned Child Services

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	240	C	Barriers to Planned Family Services
X	242	C	Barriers to Planned Caregiver Services
	176	C	Child Services Planned
	178	C	Family Services Planned
	180	C	Caregiver Services Planned
	142 (02)	C	Judicial Determination Reasonable Efforts Required (Annual)
X	164	C	Dispositional Hearing Held - Annual Court Review
	340	C	FCM Redetermination (Annual)
X	222	C	Amendment to Case Plan
X	220	C	Case Plan Completed
X	176	C	Child Services Planned
X	178	C	Family Services Planned
X	180	C	Caregiver Services Planned
	226	C	Physical Exam Completed (Annual)
X	070	C	Place Child on Leave
X	072	C	Child Returns from Leave

### Custody Termination of a Child (Closing Case)

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Verify child currently in placement
	222	C	Amendment to Case Plan
	220	C	Case Plan Completed
	176	C	Child Services Planned
	178	C	Family Services Planned
X	164	C	Dispositional Hearing Held
X	342	C	FCM Payment Authorization Termination
X	350	C	FCM Facility Authorization Termination
X	204	C	FCM Reimbursability Terminated
X	358	C	Termination of Medicaid Eligibility
X	344	C	Termination of FCM Program Eligibility
X	352	C	HMO Disenrollment
X	072	C	Child Returns from Leave
	064	C	Removal from Placement
	084	C	Terminate Custody
X	272	C	Terminate Sources of Support
	200	C	State Case Closing (Client)
	090	C	Close Client Case
X	490	F	Close Family Case

### Child's Temporary Custody Changes to Permanent Custody (Ohio Adoption Photo Listing (OAPL))

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	164	C	Dispositional Hearing
	082	C	Change in Custody
X	246	C	Motion Filed to Terminate Mother's Parental Rights
	266	C	Date of Mother's TPR
X	248	C	Motion Filed to Terminated Father's Parental Rights
	268	C	Date of Father's TPR
			Add Handicap Assessment on Client Registration Screen.
			Add Acceptable Races on Client Registration Screen.
X	086	C	Custody Appeal Filed
	222	C	Amendment to Case Plan (Goal Change)
	220	C	Case Plan Completed
X	364	C	Supplemental Case Plan Completed
	176	C	Child Services Planned
	178	C	Family Services Planned
	180	C	Caregiver Services Planned
			Determine OAPL Status.

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	050	C	Initiate Child Hold Status  OR If OAPL <b>Active</b> : Register OA Comment and Submit OAPL Form, Diskette and Photo to Adoption Services, ODJFS.
	020	C	Change Client Case Status
X	420	F	Change Family Case Status
X	056	C	Register with Other Adoption Services
X	088	C	Custody Appeal Resolution
	302	C	Child OAPL Redetermination
X	058	C	Child Removed from Other Adoption Service

## 1. TO GENERATE OAPL MATCH LIST

Child must be OAPL Active, have OA Comment Registered and OAPL Form, Diskette and Photo submitted to Adoption Services, ODJFS

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	304	C	Child Request for Families

## 2. SUBSEQUENT MATCH LISTS

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	304	C	Child Request for Families
X	306	C	Restrict Family from Match

### Permanent Custody/FCM Terminates, Child Receives Adoption Assistance

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	342	C	FCM Payment Authorization Termination
X	350	C	<b>OR</b> FCM Facility Authorization Termination
X	204	C	FCM Reimbursability Terminated
X	358	C	Termination of Medicaid Eligibility
X	164	C	Dispositional Hearing Held
X	053	C	Remove from OAPL Hold (Optional County Defined Event)
X	068	C	Remove Child from Sibling Group
X	056	C	Child Removed from Other Adoption Services
X	072	C	Child Returns from Leave

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	064	C	Remove from Placement
	084	C	Terminate Custody
	020	C	Change Client Case Status
	198	C	Case Type Change
X	040	C	Change Client Case Assignment
X	490	F	Close Family Case
			Child's Registration Screen: Change Child's name to adoptive name, Modify A.K.A. as Child's biological name, Modify Child's address to reflect adoptive family address), and Add AA Reference Number.
			Unlink Child to biological family (may add comment).
			Add child as member to Adoptive Family Resource.
	232	C	Adoption Placement Agreement Signed
	274	C	Adoptive Parent Family Structure and 1 <sup>st</sup> Adoptive Parent Demographics
	276	C	Second Adoptive Parent Demographics
<b>Note:</b> All initial AA Events should occur <b>1 day after</b> FCM Termination Events.			
	362	C	AA Application
	332	C	ADC Relatedness
X	366	C	SSI Benefits Eligibility
	368	C	AA Special Needs
	370	C	AA Initial Determination

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	126	C	Title XIX Medicaid Application Provided
	356	C	Medicaid Eligibility Established
	338	C	AA Payment Authorization
	372	C	AA Payee Name
X	374	C	Electronic Fund Transfer Request
X	348	C	HMO Enrollment

### Establishing Sibling Group Resources

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Perform Resource Inquiry (prevent duplication) - Assign Resource ID number (prefix 60).
			Register Sibling Group on Resource Registration Screen.
			Add Resource Placement Data.
			Add Acceptable Races Data.
	830	R	Open Sibling Group
	066	C	Add Child to Sibling Group
X			If OAPL <b>Active</b> : Register OA Comment for Sibling Group and Submit OAPL Form, Diskette and Photos to Adoption Services, ODJFS.

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	050	C	<b>OR:</b> OAPL Hold

### 1. SIBLING GROUP REQUESTS MATCH LIST OF FAMILIES

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Children must be OAPL Active and have an OA Comment registered for Sibling Group.
	724	R	Sibling Group Request for Families

### 2. SUBSEQUENT MATCH LISTS

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	726	R	Sibling Group Restrict of Family Match

### 3. CLOSE SIBLING GROUP

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	052	C	Remove Child Hold if on OAPL Hold

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	068	C	Remove Child from Sibling Group
	838	R	Close Sibling Group Resource (if only 1 child comprises group)

### Establishing Own Agency Foster Home Resource (Type 01)

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Perform Resource Inquiry (prevent duplication).
			Assign Resource ID number (prefix 01).
			Register Resource on Resource Registration Screen.
			Register Members Data.
	800	R	Completed Application Received
X	808	R	Application Withdrawn/Denied
			<b>OR:</b> Add Services Data.
			Add Placement Data.
			Add Acceptable Races Data.
	812	R	Foster Caregiver/Adoptive Parent Family Structure
	814	R	First Foster Caregiver/Adoptive Parent Family Structure

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	818	R	Second Foster Caregiver/Adoptive Parent Fam. Structure
	820	R	Criminal Background Check
X	822	R	FBI Background Check
	850	R	Local Educational Agencies
	804	R	Foster Home License Issued
X	806	R	License Rule Waived
	861	R	Activate Resource (Optional County Defined Event)

## 1. AGENCY LICENSED FOSTER HOME HOLDS

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	863	R	Place Resource on Hold (Optional County Defined Event)
X	865	R	Remove Resource Hold (Optional County Defined Event)

## 2. AGENCY LICENSED FOSTER HOME RECERTIFICATION

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	804	R	Foster Home License Issued
X	806	R	License Rule Waived

### 3. CLOSE AGENCY LICENSED FOSTER HOME

If Applicable	Event Number	Event Type	Event or Activity
X	865	R	Remove Resource Hold (Optional County Defined Event) Perform Census Inquiry (determine children not currently placed).
	816	R	Certificate Terminated
	867	R	Close Resource (Optional County Defined Event)

#### Establishing Own Agency Adoptive Home Resource (Type 40)

If Applicable	Event Number	Event Type	Event or Activity
			Perform Resource Inquiry (prevent duplication). Assign Resource ID number (prefix 40). Register Resource on Resource Registration Screen. Register Members Data.
	740	R	Approved Application Received
X	744	R	Homestudy Not Approved
	742	R	<b>OR</b> Homestudy Approved Add Services Data.

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Add Placement Data.
			Add Acceptable Races Data.
	812	R	Foster Caregiver/Adoptive Parent Family Structure
	814	R	First Foster Caregiver/Adoptive Parent Family Structure
	818	R	Second Foster Caregiver/Adoptive Parent Family Structure
	820	R	Criminal Background Check
X	822	R	FBI Background Check
	850	R	Local Educational Agencies
	861	R	Activate Resource (Optional County Defined Event)
X	746	R	List Resource with OAPL - Register OA Comment for Resource and Submit OAPL Form, Diskette and Photo to Adoption Services, ODJFS.
X	748	R	<b>OR:</b> OAPL Listing Waived

### 1. ADOPTIVE FAMILY REQUESTS MATCH LIST OF CHILDREN/SUBSEQUENT MATCH LISTS

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
			Resource must be OAPL Active and an OA Comment registered.
	754	R	Family Request List of Children
X	756	R	Restrict Child/Sibling Match

## 2. AGENCY LICENSED ADOPTIVE HOME HOLDS

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	863	R	Place Resource on Hold (Optional County Defined Event)
X	865	R	Remove Resource Hold (Optional County Defined Event)

## 3. ADOPTIVE FAMILY REMOVAL FROM OAPL

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
	758	R	Withdraw Family from OAPL

## 4. CLOSE AGENCY ADOPTIVE HOME

<b>If Applicable</b>	<b>Event Number</b>	<b>Event Type</b>	<b>Event or Activity</b>
X	865	R	Remove Resource Hold (Optional County Defined Event) Perform Census Inquiry (determine children not currently placed).
	760	R	Close Adoptive Home
	867	R	Close Resource (Optional County Defined Event)