



Department of
Job and Family Services

John R. Kasich, Governor
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July 22, 2013

To: PCSA Directors, Private Agencies & SACWIS Super Users

From: Jennifer R. Justice, Deputy Director
Office of Families and Children

Subject: SACWIS Update

Modifications to Ease Service Data Entry & Service Utilization Report: Based on county feedback, the SACWIS team continues to explore service data entry improvements. Quality service data is essential to understand outcomes. Recently a validation message to navigate users directly to the service review corrections was introduced to ease data entry. Additional validations were added to ensure services are linked to case plan concerns. A new service utilization report "Case Services Report" is also available in BIC in the OFC/Management Reports folder. A knowledge base article on the report is available at this link:

<http://jfskb.com/sacwis/attachments/article/423/Creating%20a%20Case%20Services%20Report%20in%20BIC.pdf>

We continue to explore ways to ensure service data are entered timely while trying to reduce complexity and ease data entry. ***Please continue to provide feedback to assist with improving functionality by contacting the SACWIS help desk at SACWIS_HELP_DESK@jfs.ohio.gov, Cheryl Wolfe at Cheryl.Wolfe@jfs.ohio.gov or Cathy Ghering at Cathy.Ghering@jfs.ohio.gov.***

Monthly Visitation: Please ensure all monthly visits for youth in foster care are entered timely in SACWIS. The federal fiscal year (FFY) ends September 30, 2013 and data must be submitted to federal partners in December. While most counties continue to comply with the 90% target goal, there are about 16 counties who consistently show less than 60% compliance. Staff will be reaching out to these counties to ensure visits are documented/completed. The current federal goal is 90% but moves to 95% in FFY15 (starting October 1, 2014). If Ohio continues with current trends (both in completion and data entry practices) we will not achieve 95% and will be financially penalized. A federal transmission memo clarifying requirements and penalties is attached for reference. If you need assistance with activity

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log/visit functionality and/or understanding your own county performance, please contact the SACWIS help desk.

Federal Onsite Review: The federal SACWIS monitoring review occurred in late April. The final report is not yet available; reviewers noted many strengths (strong resource team and sponsorship, excellent knowledge base, online Adoption Foster Care Analysis Reporting System (AFCARS) data integrity tools, hover/informational icons to guide users, automatic stop payment feature, excellent cost and eligibility displays, helpful invalid payment process and fields to collect service delivery information to strengthen quality improvement efforts. The review also identified suggested improvements: additional prompts for safety plans, better linkages/automation for risk assessments, case plans and service prompts, alerts for screened out allegations involving placement provider members, additional features to utilize recruitment data, IV-E court roll out, completion of Child Support interface, completion of automated reconciliation, and replacement of an underlying infrastructure tool (Optimal J). We expect Ohio may participate in a full federal compliance review in the next year. Thanks for your continued work to improve Ohio's child welfare information.

Medicaid Information Technology System (MITS) Interface Is LIVE: The MITS/SACWIS Interface is currently live. Medicaid Eligibility History Profile users can now query Medicaid eligibility spans for children in SACWIS through the MITS-MEBI (Medicaid Eligibility Batch Interface). The interface allows users to verify a recipient's Medicaid eligibility by either clicking on a hyperlink beneath a Medicaid recipient number on the Medicaid Eligibility History grid in SACWIS or by performing the inquiry using a recipient's Social Security Number. The recipient's Medicaid eligibility (including managed care enrollment information) is displayed from MITS on the Medicaid Eligibility History page, allowing users to determine valid Medicaid spans and managed care plan coverage. Information obtained from MITS is not retained in SACWIS. Once the user navigates from the Medicaid Eligibility History screen, the information carried forward from MITS is removed. A How to User Guide is currently being developed and will be posted to the SACWIS knowledge base, <http://jfskb.com/sacwis/>.

National Child Abuse Neglect Data System (NCANDS) & AFCARS Exception Reports are available in SACWIS: Exception reports are now available in SACWIS under the Administration tab and enable staff to check federal report compliance for both NCANDS and AFCARS. AFCARS is submitted in November and May of each year and NCANDS is submitted in January. Data for these reports are utilized for multiple initiatives including the Child and Family Services Review (CFSR) Outcome Measures, ProtectOHIO, Results

Oriented Management (ROM) and many other grants/research projects. Please assist staff with utilizing the exception reports regularly to identify potential practice issues and ensure accurate data. If you need assistance with these reports, please contact the SACWIS help desk, Kristine Monroe at Kristine.Monroe@jfs.ohio.gov or Tim Doyle Wenger at Tim.Doyle-Wenger@jfs.ohio.gov.

Comprehensive In-Home Visitation and Alternative Response Reports: The SACWIS team is currently in the final stages of testing two new BIC reports, ***The Comprehensive Visitation Report*** and the ***AR Intake Summary Report***. ***The Comprehensive Visitation Report*** provides agencies with visitation information for all children (including voluntary and protective services cases). The report also provides information on whether adults who are case reference persons or who participated in the case plan are being visited. Ohio continues to struggle with meeting federal standards for visiting caretakers and children in the in-home population as part of Ohio's Performance Improvement Plan. As we know family engagement and visits are key to positive outcomes, we appreciate all efforts to improve performance in this area.

The ***AR Intake Summary Report*** provides information on all intakes received by an agency during a selected period of time, including detailed information about Alternative Response intakes. The report also provides information about all intakes received, including non child abuse/neglect reports, and can be used by all agencies regardless of Alternative Response status. Due to technical limitations of the current BIC platform (it has not yet been upgraded to COGNOS 10), new reports will be released in a new instance of BIC which will unfortunately require users to log into a separate instance of BIC. At this time, both pathways (existing and a new path for newly developed reports) are being supported. Guidance to users on the new pathway will be posted shortly. The team is currently working to convert all existing BIC report to the new pathway to avoid log in confusion.

Post-Adoption Special Services Subsidy (PASSS): Adoption subsidy information can now be recorded in SACWIS. Effective July 1, 2013, counties should enter all of their approved PASSS applications as well as payments made for PASSS services in SACWIS. PASSS payments recorded and disbursed through SACWIS will be picked up for reimbursement when the monthly reimbursement batch job runs on the first of each month. This has eliminated the need for counties to claim for reimbursement on the JFS 02820 – Children Services Quarterly Update. This will result in a more efficient use of county and state resources and will positively affect

counties' cash flow as reimbursement for PASSS payments will be made on a monthly basis as opposed to a quarterly basis. The ability to extract PASSS services approval, expenditure and reimbursement information from SACWIS on an on demand basis will provide the state with accurate, up-to-date information needed to manage the state allocation for PASSS. An informational webinar was held on July 3rd and the recorded webinar is posted for review at: <http://www.youtube.com/watch?v=hl7XWWKzXYM>. A knowledge base article and question and answer document from the webinar has also been posted at <http://jfskb.com/sacwis/attachments/article/469/Creating%20a%20PASSS%20Application%20in%20SACWIS.pdf> and <http://jfskb.com/sacwis/attachments/article/469/PASSS%20Webinar%20FAQs%20.pdf>.

New Training Videos: Over the past five months, six new webinar training sessions were held. The recorded videos and/or Questions and Answers documents are viewable from the SACWIS knowledge base. Topics cover: PASSS, services data entry; functionality overviews of payment processing, the financial module, activity logs, independent living, case review, case services, visitation plans, case plans, court placements, person placements and private agencies usage. Please encourage staff to review knowledge base (<http://jfskb.com/sacwis/>) articles and training videos to ensure functionality is accessible to end users. If you need additional assistance, please contact the SACWIS help desk.

Field Assistant/Streamlined Mobile Data Entry: The team continues to seek options to deliver the SACWIS Field Assistant technology (streamlined data entry for workers in the field for mobile devices) while also ensuring adequate security. Ohio is offering counties state purchasing access to Air Watch which provides necessary security for mobile devices. Field Assistant allows workers in the field using mobile devices (tablets and smart phones) immediate access to important information from their workload. Using Field Assistant, a worker will be able to view intake information, person information (including safety hazard alerts) as well as ticklers for required face to face child visits. In addition, the Field Assistant will allow the user to create an activity log to document face to face visits or other event using their mobile device. Information is saved directly to SACWIS servers and not to the device. As security issues are worked out, we will seek pilot counties to move the technology forward, if interested please contact Kevin Bullock at Kevin.Bullock@jfs.ohio.gov.

Upcoming Project Priorities: While the state funding cycle has just begun, the team is currently submitting project priorities/funding requests to federal partners. Upcoming projects include: improving homestudy functionality, increasing homestudy access to private agencies, rolling out the IV-E courts,

allowing intakes to be linked to adoption cases, improving search capacity, allowing MEPA inquiries to be recorded, replacing underlying code generator (Optimal J), SETS/Child Support interface, Field Assistant, Case services improvements, implementing training environment, non-recurring adoption and KPI funding, AFCARS improvements, additional online, BIC and ROM reports. If you are interested in these projects, please advise any of the SACWIS managers.

New SACWIS Staff & Promotion: We are pleased to announce Lucy Gobble has joined the SACWIS help desk. Lucy has over 10 years of child welfare experience including eight years as an ongoing supervisor at the National Youth Advocate Program. Lucy has a Master's degree in Community/Agency Counseling and a Bachelor's degree in Psychology from Ohio University.

We would also like to congratulate Kristine Monroe who was recently promoted as the Data Reporting Manager and will be working with staff to improve availability and integrity of county/state child welfare reports. Kristine is likely familiar to many of you and has worked on the SACWIS project for the past 5 years and has more than 6 years of local child welfare experience.

IV-E Juvenile Court Roll Out : Planning efforts are starting and a steering group is meeting on July 24th at the Air Center (4200 E. 5th Ave) Room G179. Approximately 14 court representatives from across the state are planning to attend. Counties should encourage their courts to participate in the planning process. Please contact Tresa Young at Tresa.Young@jfs.ohio.gov.

Next SACWIS Statewide Usergroup Meeting: is scheduled for Thursday, September 12, 2013, 9:30 a.m. to 12:30 p.m., at the ODJFS Air Center 4020 E. 5th Avenue, Rooms A118 & A119 (agenda is forthcoming). If you have agenda items, please share them with Tresa Young at Tresa.Young@jfs.ohio.gov. The meeting registration form is located at <https://www2.gotomeeting.com/register/922858946>.

ACF

Administration
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and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration on Children, Youth and Families

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2. **Issuance Date:** 01-06-2012

3. **Originating Office:** Children's Bureau

4. **Key Words:** Child and Family Services Improvement and Innovation Act; Titles IV-B and IV-E of the Social Security Act; Child Welfare Services Program; Monthly Caseworker Visits

PROGRAM INSTRUCTION

TO: State Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act.

SUBJECT: Data requirements for States related to reporting monthly caseworker visits under title IV-B of the Social Security Act (the Act) as revised by the Child and Family Services Improvement and Innovation Act [Public Law (P.L. 112-34)], enacted September 30, 2011.

LEGAL AND RELATED REFERENCES: Title IV-B, subpart 1, sections 422 & 424 of the Act, P.L. 112-34, and ACYF-CB-IM-11-06.

PURPOSE: This Program Instruction (PI) provides guidance to States regarding revisions to data collection and reporting requirements on monthly caseworker visits to children in foster care.

BACKGROUND: The President signed P.L. 112-34 into law on September 30, 2011. Generally, P.L. 112-34 extends programs funded under title IV-B of the Act through Federal Fiscal Year (FFY) 2016. More specifically, P.L. 112-34 revises title IV-B of the Act to modify requirements for submission and assessment of data on monthly caseworker visits with children in foster care.

For FFY's 2007 through 2010, States submitted data on monthly caseworker visits with children in foster care. These data report their progress in achieving the target that by October 1, 2011, 90 percent of children in foster care are visited on a monthly basis by their workers and that the majority of the visits occur in the residence of the child. As directed in ACYF-CB-PI-11-06, States must also report monthly caseworker visit data for FFY 2011 to the Children's Bureau (CB), following the methodology outlined in that PI. These data were due on December 15, 2011.

INSTRUCTION: With the passage of P.L. 112-34, States must continue to collect and report information to CB on monthly caseworker visits. However, beginning with the submission of data for FFY 2012, States must report their information using a new data reporting methodology, consistent with the changes in the law made by P.L. 112-34. ACF will assess compliance based on the revised performance requirements outlined in statute (section 424(f) of the Act).

The New Monthly Caseworker Visit Requirements

Section 424(f) of the Act requires that each State must meet the following performance requirements for monthly caseworker visits beginning in FFY 2012:

- *For each of FFYs 2012-2014:* The total number of visits made by caseworkers on a monthly basis to children in foster care during a fiscal year must not be less than 90 percent of the total number of such visits that would occur if each child were visited once every month while in care.
- *For FFY 2015 and each FFY thereafter:* The total number of visits made by caseworkers on a monthly basis to children in foster care during a fiscal year must not be less than 95 percent of the total number of such visits that would occur if each child were visited once every month while in care.
- *For FFY 2012 and each FFY thereafter:* At least 50 percent of the total number of monthly visits made by caseworkers to children in foster care during a fiscal year must occur in the child's residence.

States failing to meet any one of the above applicable requirements in a FFY will be subject to a reduction in the rate of Federal Financial Participation (FFP) for title IV-B, subpart 1 expenditures in the subsequent FFY. See the *Potential Reduction in FFP* section in this document for further information.

Population to be Included in Data Reporting

In determining which children States must include in the data reporting population, the following applies:

- All children under age 18 who have been in foster care for at least one full calendar month during the FFY are included in the population.
- At this time, we are not requiring that States include youth in the data reporting population for monthly caseworker visits if they are age 18 or older.
- A child with more than one foster care episode during the 12-month period is considered as one child.

- Children who are placed in an out-of-state foster care placement are included in the data reporting population of the State that has placement and care responsibility for the children.
- If a State considers children who have gone home for a trial home visit to be in foster care, then the children are included in the population.
- Children who have run away from a foster care placement are included in the population for as long as the child remains in the State's placement and care.
- Children in foster care who are covered by a title IV-E agreement between the State title IV-E agency and an Indian Tribe or another agency (e.g., juvenile justice) are included in the population.

Who Qualifies as a Caseworker?

Section 422(b)(17) of the Act requires agencies administering titles IV-B and IV-E to describe standards for monthly caseworker visits with children in foster care. At a minimum, the standards are to ensure that caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency and well-being of the child. Visits may be conducted by any caseworker with whom the title IV-B/IV-E agency has assigned or contracted case management or visitation responsibilities and must be held face-to-face. Within these parameters, the agency may determine which caseworkers are appropriate to conduct the visits (see the Child Welfare Policy Manual, Section 7.3 Q/A #5).

Data to be Submitted

States are required to submit data for FFY 2012 and succeeding fiscal years according to the revised requirements described previously in *New Monthly Caseworker Visit Requirements* (section 424(f) of the Act). States must submit the data listed in items #1 - 4 specified in *Data Needed for Computation and Verification* and the derived percentages specified in *Calculation of Percentages*. CB will annually communicate the submission deadline for each FFY in the PI for the Child and Family Services Plan or Annual Progress and Services Report.

States must report the caseworker visit data for any FFY for the full 12-month period, e.g., for FFY 2012, States must report data for the period from October 1, 2011 through September 30, 2012.

Data Needed for Computation and Verification

The following data are required to compute the percentages and verify the selection of the data reporting population for each FFY:

1. The aggregate number of children in the data reporting population (described above);
2. The total number of monthly caseworker visits made to children in the reporting population. If multiple visits were made to a child during the calendar month, the State must count them as one monthly visit;
3. The total number of complete calendar months children in the reporting population spent in care;
4. The total number of monthly visits made to children in the reporting population that occurred in the child's residence. If multiple visits were made to a child during the month and at least one of those visits occurred in the child's residence, the State should count and report that one monthly visit occurred in the residence of the child.

Calculation of Percentages

Based on these data, States must calculate percentages in the following way:

- The ***percentage of visits made on a monthly basis by caseworkers to children in foster care*** is determined by taking the number of monthly visits made to children in the reporting population (item #2) and dividing it by the number of such visits that would occur during the FFY if each such child were visited once per month while in care (item #3). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.
- The ***percentage of visits that occurred in the residence of the child*** is determined by taking the number of monthly visits made to children in the reporting population that occurred in the residence of the child (item #4) and dividing it by the total number of monthly visits made to children in the reporting population (item #2). The quotient is multiplied by 100 and expressed as a percentage, rounded to the nearest whole number.

Verification of Data Reporting Population

CB will assess the accuracy and completeness of the data reporting population by comparing the aggregate number of children who are in the reporting population (item #1) to an extract of equivalent data the State reports through AFCARS for the two six-month periods that make up the same FFY. The State must satisfactorily explain

differences of greater than +/- 10 percent between the two sources as a condition of ACF acceptance of the caseworker visit reporting data.

Option to Use Sampling

Under the revised data reporting requirements, States still have the option to use sampling to meet the monthly caseworker visit data reporting requirement. In reporting data, States must identify whether any of the submitted data (items #1-4 ***under Data Needed for Computation and Verification***) were derived through sampling.

Any State wishing to use a sampling methodology to fulfill the revised monthly caseworker data reporting requirements must contact their CB Regional Office to obtain approval before submitting data for FFY 2012 (or any subsequent FFY if a new or revised sampling methodology is to be employed following approval of the FFY 2012 sampling methodology). To gain approval, the State must either obtain an updated sampling methodology developed by the CB Data Team or develop its own sampling methodology in consultation with the CB Data Team.

Minimum Performance Requirements Rather than Target Percentages

Under the revised data reporting requirements, the statute eliminated the requirement for States to develop target data percentages. Instead, States must meet required minimum performance standards, as stated earlier. Consistent with the statute, States must:

- Ensure for FFY's 2012 through 2014 that the total number of monthly caseworker visits to children in foster care is not less than 90 percent of the total visits that would be made if each child were visited once per month.
- Ensure for FFY 2015 and thereafter that the total number of monthly caseworker visits to children in foster care is not less than 95 percent of the total visits that would be made if each child were visited once per month.
- Ensure for FFY 2012 and thereafter that not less than 50 percent of monthly caseworker visits occur in the residence of the child.

Potential Reduction in Federal Financial Participation (FFP)

Changes to sections 424(f)(1)(B) and 424(f)(2)(B) of the Act require a reduction in FFP for failure to meet the percentages for monthly caseworker visits and visits in the residence of the child as prescribed in statute. The following chart details the FFP reductions associated with each level of non-compliance:

If the title IV-B agency falls short of statutory percentage by:	The Federal match for the title IV-B, subpart 1 will be reduced by:
Less than 10%	1 percentage point
10% to less than 20%	3 percentage points
20% or more	5 percentage points

The FFP reductions will be separately assessed for the monthly caseworker visit requirement and the visits in the residence of the child requirement. For example, if the percentage of the State’s required monthly visits in a single FFY is 14 percent below the required level and the percentage of the visits occurring in the residence of the child is 5 percent below the required level, the FFP rate reduction applied to title IV-B, subpart 1 funds in the following FFY would be 4 (3+1) percentage points.

In any FFY in which a State fails to meet the prescribed minimum percentage for one or both data requirements, ACF will continue to make the full Federal allotment available to the State, but the State must increase its match rate in order to access the full Federal allotment. Any FFP reduction(s) shall be combined and applied to the title IV-B, subpart 1 funding allocation for the FFY following the year for which the required compliance level was not met.

INQUIRIES TO: Children’s Bureau Regional Program Managers

/s/
 Bryan Samuels
 Commissioner
 Administration on Children, Youth
 and Families

Attachment:
 Children’s Bureau Regional Program Managers