

**Ohio SACWIS Project**  
**CM13 Maintain Semi-Annual Administrative**  
**Review (SAR)**  
**Version 2.1**

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Prepared For:



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## Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	08/10/2004		C. Roy		Initial version
1.1	9/29/2004		C. Roy		Revision
1.2	10/4/2004		T Bendert		Revisions during session
1.3	10/04/2004		T Bendert		Revisions from notes
1.4	10/15/2004		C. Roy		Revision prior RRD
1.5	10/27/2004		C. Roy		RRD Session
2.0	11/15/2004		Caroline Roy		RRD Final Version

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## 1 Description

This is a CRUD (Create, Read, Update, Delete) use case regarding the Semi-Annual Administrative Review.

The purpose of the Semi-Annual Administrative Review (SAR) is to assess the appropriateness and evaluate whether services provided to families have impacted safety, risk and child well-being issues. Furthermore, the SAR also provides the opportunity to assess and update the permanency plan for the child(ren), to assess the continued safety and appropriateness of the placement setting of the child(ren) and to determine whether concurrent planning is necessary. A Semiannual Administrative Review (SAR) is completed for any case plan.

## 2 Characteristic Information

<b>Name</b>	<b>CM40 Record Semi-Annual Administrative Review (UC337)</b>
<b>Scope</b>	 Business – Case Management
<b>Level</b>	 - Primary Task
<b>Actor(s)</b>	<p>Caseworker - A generic term for an agency employee who can be assigned to tasks that are common to all caseworkers.</p> <p>Worker - This is a generic term for someone with general access to SACWIS having the capability to read and perform tasks that all employees will be able to perform.</p>
<b>Stakeholders and Interests</b>	<ol style="list-style-type: none"> <li>1. Child(ren)</li> <li>2. Family members: Parent/guardian/custodian</li> <li>3. Guardian ad litem</li> <li>4. Court appointed special advocate</li> <li>5. Child's substitute care giver</li> <li>6. Kin/relative who is providing care for the child</li> <li>7. The pre-adoptive parent</li> <li>8. Attorney</li> <li>9. Court</li> <li>10. OWF Caseworkers</li> <li>11. Tribal - Extended family (ICWA)</li> <li>12. Probation Officer</li> <li>13. Service Providers</li> <li>14. Private Agencies (PCPA)</li> <li>15. PCSA</li> <li>16. ODJFS</li> </ol>
<b>Pre-conditions</b>	The Case Record is open in OH SACWIS.
<b>Post-conditions</b>	The Semi-Annual Administrative Review has been updated.
<b>Trigger(s)</b>	The Caseworker requests the System add a Semi-Annual Administrative Review to the Case Record.
<b>Requirements Addressed</b>	<p>RFP82, RFP82.2, RFP255, RFP257, RFP266, RFP280, RFP281, RFP282, RFP284.1, RFP285, RFP286, RFP289, RFP290, RFP295, RFP297, RFP305, RFP306, RFP307, RFP313, RFP332, RFP338, RFP342, RFP342.1, RFP342.2, RFP342.3, RFP342.4, RFP342.5, RFP342.6, RFP356, RFP369, RFP370, RFP371, RFP372, RFP373, RFP374</p> <p>ASFA/AFCARS RFP214, RFP274.6, RFP379, RFP395.1, RFP723.1, RFP363, RFP723.9</p>

**Figure 1 – Characteristic Information**

## 3 Basic Flow

### 3.1 Usage Examples and Narratives

- Example 1: User needs to navigate the Semi-Annual Administrative Review List page.
- Example 2: User needs to filter the Semi-Annual Administrative Review List page.
- Example 3: The Caseworker needs to create a Semi-Annual Administrative Review record
- Example 4: The Caseworker needs to edit a Semi-Annual Administrative Review record.
- Example 5: The Worker needs to view a Semi-Annual Administrative Review record.
- Example 6: The Caseworker needs to delete a Semi-Annual Administrative Review record.
- Example 7: The Caseworker needs to link a Case Plan for review to the record.
- Example 8: Caseworker needs to maintain narrative information.
- Example 9: Worker needs to view narrative information.
- Example 10: Caseworker wishes to Process Approval/View Approval History.
- Example 11: Worker wishes to generate Semi-Annual Administrative Review Report.
- Example 12: User wishes to maintain person profile information for the person.

### 3.2 Main Success Scenarios

**Note: The user can alternate back and forth between the various pages contained in the Semi-Annual Administrative Review record. This note pertains to scenarios 2-3.**

#### Scenario 1: Navigate Semi-Annual Administrative Review List Page

1. User requests System present Semi-Annual Administrative Review List page for selected Case.
2. System presents Semi-Annual Administrative Review List page.
3. Caseworker optionally executes Scenario 2, 3, 4 and 5. (Each scenario can be executed multiple times). Worker optionally executes Scenario 4.

#### Scenario 1: Filter List Page

1. Worker enters search/filter criteria.
2. Worker requests System 'Filter'.
3. System presents filtered view of the Case Plan list.

#### Scenario 2: Create Semi-Annual Administrative Review Record

1. The Caseworker requests System add a Semi-Annual Administrative Review record.
2. The System presents the Semi-Annual Administrative Review record and defaults to the Identifying Information page.
3. The Caseworker requests the System execute Scenario 7.
4. The Caseworker enters information.
5. The Caseworker optionally requests System display Custody/PSPU page.
6. The System optionally presents Custody/PSPU page.'
7. The Caseworker optionally requests the System view 'Placement Information'.

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8. The System optionally presents the Placement List Page for the Case Record. (See CM09-Record Placement Information).
9. The Caseworker optionally executes view scenarios of CM09.
10. The Caseworker optionally requests the System return to Semi-Annual Administrative Review record.
11. The System optionally returns to Semi-Annual Administrative Review record.
12. The Caseworker optionally requests the System view 'Legal Status Information'.
13. The System optionally presents the Court List Page for the Case Record. (See CM01-Maintain Court Information).
14. The Caseworker optionally executes view scenarios of CM01.
15. The Caseworker optionally requests the System return to Semi-Annual Administrative Review record.
16. The System optionally returns to Semi-Annual Administrative Review record.
17. The Caseworker optionally enters information.
18. The Caseworker optionally executes Scenarios 8 or 9.
19. The Caseworker optionally requests the System display the Permanency Info page.
20. The System optionally presents Permanency Info page.
21. The Caseworker optionally executes Scenarios 8 or 9.
22. The Caseworker optionally requests the System display the Permanency Goals page.
23. The System optionally presents Permanency Goals page.
24. The Caseworker optionally executes Scenarios 8 or 9.
25. The Caseworker optionally executes Scenario 10.
26. The Caseworker requests the System save Semi-Annual Administrative Review record.
27. The System validates and saves record and returns to Semi-Annual Administrative Review List page.

### **Scenario 3: Edit Semi-Annual Administrative Review Record**

1. The Caseworker requests the System 'Edit' the selected Semi-Annual Administrative Review record.
2. The System presents the selected Semi-Annual Administrative Review record defaulting to Identifying Information page in edit mode.
3. Repeat Steps 3-27 from Scenario 3.

### **Scenario 4: View Semi-Annual Administrative Review Record**

1. The Worker requests System view a Semi-Annual Administrative Review record.
2. The System presents the Semi-Annual Administrative Review record defaulting to the Identifying Information page in view mode.
3. The Worker views information.
4. The Worker optionally requests the System display the Custody/PSPU page.
5. The System optionally presents the Custody/PSPU page.
6. The Worker optionally views information.
7. The Worker optionally executes steps 7-16 of Scenario 3.
8. The Worker optionally requests the System present the Permanency Info page.
9. The System optionally presents Permanency Info page.
10. The Worker optionally views information.
11. The Worker optionally executes Scenario 9.
12. The Worker optionally requests the System present the Permanency Goals page.

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13. The System optionally presents Permanency Goals page.
14. The Worker optionally views information.
15. The Worker optionally executes Scenario 9 and 10.
16. The Worker requests the System close Semi-Annual Administrative Review record.
17. The System closes record and returns to Semi-Annual Administrative Review List page.

### **Scenario 5: Delete Semi-Annual Administrative Review Record**

1. Caseworker requests System 'Delete' selected Semi-Annual Administrative Review record.
2. System asks user "Are you sure you want to delete this Semi-Annual Administrative Review record, OK or Cancel?"
3. Caseworker selects 'OK'.
4. System removes record from the Semi-Annual Administrative Review list.

### **Scenario 6: Add Child/Adult Information**

1. Caseworker requests System link Case Plan to Semi-Annual Administrative Review record.
2. System presents Current Case Plan List page.
3. Caseworker selects Case Plan to be linked to Semi-Annual Administrative Review record.
4. Caseworker requests System return information to Semi-Annual Administrative Review record.
5. System returns to Semi-Annual Administrative Review record.

### **Scenario 7: Delete Child/Adult Information**

1. Caseworker requests System 'Delete' selected Child/Adult Information record.
2. System asks user "Are you sure you want to delete this record, OK or Cancel?"
3. Caseworker selects 'OK'.
4. System removes record from the Semi-Annual Administrative Review record.

### **Scenario 8: Maintain Narrative Information**

1. Caseworker requests System present Narrative Information.
2. System presents Narrative Information Entry page.
3. Caseworker enters information.
4. Caseworker requests System save information.
5. System verifies and accepts information; returns to topic page.

### **Scenario 9: View Narrative Information**

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1. Worker requests System 'View' selected Narrative record.
2. System presents Narrative Entry page.
3. Worker views information.
4. Worker requests System close the page.
5. System closes the page and returns to topic page.

### **Scenario 10: Route/Approve Semi-Annual Administrative Review Record – View Approval History**

1. User requests System present 'Approval' page.
2. System verifies record is in edit mode.
3. System validates Semi-Annual Administrative Review record.
4. System saves Semi-Annual Administrative Review record.
5. System presents Approval page. (See CF32-Process Approvals).
6. User executes CF32-Process Approvals.

### **Scenario 11: Generate Report**

1. Caseworker requests System 'Generate' report.
2. System presents preview of Report.
3. Caseworker views report.
4. Caseworker optionally requests System 'Print' report.
5. System optionally prints report.
6. Caseworker requests System close page.
7. System closes page and returns Caseworker to Semi-Annual Administrative Review List page.

### **Scenario 12: Maintain Person Profile**

1. User requests System present Person Profile for the selected person.
2. System presents Person Profile for the selected person.
3. User executes PM01-Maintain Person Profile.

**Comment:** Need alternative flows  
Scenario 11 - steps 3,4

## 4 Alternate Flows

### **2a-3a AF Condition 1.**

*17a.1 Caseworker requests System apply information.*

*18a.1 System validates and applies information and does not close page.*

### **2b-3b AF Condition 2.**

*17b.1 Caseworker requests System 'Cancel' information.*

*18b.1 System cancels information and returns to Semi-Annual Administrative Review list page.*

### **2c-3c AF Condition 3.**

*18c.1 The system presents a data validation error message alerting the Caseworker that specific fields were entered incorrectly. Caseworker can return to area needing correction.*

### **5a AF Condition 1.**

*3a.1 Caseworker selects 'Cancel'.*

*4a.1 System does not delete record.*

### **6a AF Condition 1.**

*4a.1 Caseworker requests System cancel information.*

*5a.1 System cancels information and returns Identifying Information page.*

### **6b AF Condition 2.**

*5b.1 The system presents a data validation error message alerting the Caseworker that the selected case participant has already been returned to the Reunification Record. Please deselect the case participant.*

### **7a AF Condition 1.**

*3a.1 Caseworker selects 'Cancel'.*

*4a.1 System does not delete record.*

### **8a AF Condition 1.**

*4a.1 Caseworker requests System cancel information.*

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5a.1 System cancels information and returns to the topic page.

### 8b AF Condition 2.

5b.1 The system presents a data validation error message alerting the Caseworker that specific fields were entered incorrectly. Caseworker can return to area needing correction.

### 11a AF Condition 3.

4a.1 The system presents a data validation error message alerting the Caseworker that specific fields were entered incorrectly and does not display Approvals Page. Caseworker can return to area needing correction.

## 5 Important and Required Fields

MSS or AF Step	Fields
MSS2 Step 2	<p><b><u>Identifying Information Page</u></b>  <b>Children being considered for reunification</b>                      A list of children being selected for consideration for reunification  <b>Reunification is being considered with the following individual(s):</b>                      A list of adults to which reunification is being considered</p>
MSS2 Step 6	<p><b><u>Past/Present Safety Page</u></b>  <b>What were the original safety issues that resulted in child placement?</b>                      Narrative topic related to Semi-Annual Administrative Review process  <b>Have the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?</b>                      Narrative topic related to Semi-Annual Administrative Review process  <b>Were there other safety issues identified after the child(ren) came into placement that necessitated or contributed to the continuation of placement?</b>                      Narrative topic related to Semi-Annual Administrative Review process  <b>Have the safety issues identified in the previous field been resolved or reduced sufficiently whereby control within the family is probable?</b>                      Narrative topic related to Semi-Annual Administrative Review process  <b>Are parent/guardian/custodian(s) in compliance with court orders?</b>                      Narrative topic related to Semi-Annual Administrative Review process</p>
MSS1 Step 11	<p><b><u>Readiness Page</u></b>  <b>Does the child(ren) demonstrate an acceptance of the reunification plan?</b>                      Narrative topic related to Semi-Annual Administrative Review process  <b>Does the parent/guardian/custodian demonstrate an acceptance of the reunification plan?</b>                      Narrative topic related to Semi-Annual Administrative Review process  <b>Does the parent/guardian/custodian have the capacity to provide for the child(ren)'s basic needs (e.g., food, clothing, shelter, medical care)?</b>                      Narrative topic related to Semi-Annual Administrative Review process  <b>During visits, has the parent/guardian/custodian demonstrated an ability to meet the child's needs for safety in a manner that suggests</b></p>

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	<p><b>safety threats are not expected to emerge by the child(ren)'s presences within the family?</b>  Narrative topic related to Semi-Annual Administrative Review process</p> <p><b>Are there any issues or concerns related to other children or adults in the family which may impact the child(ren)'s return?</b>  Narrative topic related to Semi-Annual Administrative Review process</p>
MSS1 Step 16	<p><b><u>Decision Page</u></b>  <b>Describe how family dynamics may change when the child(ren) returns.</b>  Narrative topic related to Semi-Annual Administrative Review process</p> <p><b>Is Reunification Recommended</b>  Yes or No response to the recommendation for reunification between the child and the caretaker(s)  <b>Please Explain</b>  Narrative topic related to Semi-Annual Administrative Review process</p> <p><b>Are interventions needed to support the child(ren)'s reunification?</b>  Yes or No response to the need for interventions in supporting the child's reunification with the caretaker(s)  <b>Please Explain</b>  Narrative topic related to Semi-Annual Administrative Review process</p> <p><b>Signatures Captures?</b>  Yes or No response indicating whether or not assessment participants signatures were captured</p>

**Figure 2 - Important Fields**

## 6 Special Requirements

### 6.1 Edit and Deletion Rule

Only an In Progress Semi-Annual Administrative Review record can be edited or deleted.  
A Pending Approval record may be edit by the Supervisor.

### 6.2 Yes/No Children Topics

The System will produce individual Yes/No drop down lists based on the number of children identified on the Identifying Information page for the following topics:

1. Have the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?
2. Were there other safety issues identified after the child(ren) came into placement that necessitated or contributed to the continuation of placement?
3. Have the safety issues identified in the previous field been resolved or reduced sufficiently whereby control within the family is probable?
4. Does the child demonstrate an acceptance of the reunification plan?
5. Are there any issues or concerns related to other children or adults in the family which may impact the child(ren)'s return?
6. Is reunification recommended?

If the participant is deleted from the Identifying Information page, then the corresponding Yes/No topics will also be deleted.

### 6.3 Yes/No Adult Topics

The System will produce individual Yes/No drop down lists based on the number of adults identified on the Identifying Information page for the following topics:

**Comment:** 1) What should happen when you delete a child/adult record the identifying information page if the narratives or yes/no answers are already documented?  
2) Which report is accessible through list page?  
3) What kind of validation needs to happen on 'Validate Approval'? Just validate the required fields and field required for approval?  
4) Any sort order required for list page display?

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1. Are parent/guardian/custodian(s) in compliance with court orders?
2. Does the parent/guardian/custodian demonstrate an acceptance of the reunification plan?
3. Does the parent/guardian/custodian have the capacity to provide for the child(ren)'s basic needs (e.g., food, clothing, shelter, medical care)?
4. During visits, has the parent/guardian/custodian demonstrated an ability to meet the child's needs for safety in a manner that suggests safety threats are not expected to emerge by the child(ren)'s presences within the family?
5. Are interventions needed to support the child's reunification?

If the participant is deleted from the Identifying Information page, then the corresponding Yes/No topics will also be deleted.

### **6.4 Case Participant Selection Page**

The System will present all current case members on the Case Participant Selection page.

### **6.5 Case Participant Requirements**

At least one child and one adult must be identified to save the Semi-Annual Administrative Review record.

**7 Notes, Background Information, User Interface Ideas**