

OFC Bi-Monthly Touchpoint Talking Points

September 28, 2022

Welcome - Jeff Van Deusen

Good morning and welcome to the September Touchpoint Call.

For those of you I have not met, I am Jeff Van Deusen, Deputy Director of the Office of Families and Children.

As a reminder, the items discussed or presented today, including the questions and answers will be included in the notes we send out after the event.

I encourage you to share the notes with all appropriate staff within your agency to ensure they also receive the information.

Regarding some housekeeping, if you would please mute your microphones unless you are presenting, it would be appreciated.

As we are approaching the end to workforce month, I want to once again thank each of you for the amazing work you do every day for children and families.

Although September is designated as workforce month, it is important to recognize the great team of children services professionals every month.

I sent a communication last month about a media campaign in which ODJFS has been partnering with our Office of Workforce Development and the Ohio Department of Health.

Be on the lookout for a press release soon announcing a video promoting the children services workforce. The initiative will also include media materials for the children services agencies.

As you are aware, we have many projects and initiatives moving.

Although it is an exciting time for children services in Ohio with such great support, we recognize the everyday challenges you are facing, such as workforce and placement concerns.

We are working diligently to partner with you on strategies to help relieve and address these complex concerns, while also moving forward with the new priorities and initiatives.

Again, thank you for the great work you are doing!

I will now turn it over to Jennifer Miller to share important information about the CPS/LMS with you.

Child and Adult Protective Services, Learning Management System-Jennifer Miller

Thank you, Jeff for the opportunity to discuss the new learning management system. I want to first highlight some important dates to remember:

I come to you from the Children Services Training and Development team and wanted to provide you with an update about CAPS. Hopefully you all have heard about CAPS which is the Child and Adult Protective Services learning management system. The biggest update is our go-live date of November 30, which is just around the corner. Some important dates that you may have heard about are:

- November 16 – All self-directed trainings should be completed.

- November 17 – All in-person trainings should be completed. Training will be on your transcript in CAPS LMS but if you want training certificates for licensure purposes you must download, save, and/or print the certificates by November 17. This is the last day to access legacy systems.
- November 18-29 – All training systems will be down and no training will be offered during this time.

The CAPS LMS development team has partnered with SACWIS and the reporting team to relocate the SACWIS Knowledge Base to CAPS LMS as well as add more guidance around available reports in SACWIS, ROM, and the data dashboard. We are excited about the partnership and the opportunity this provides to improve access to SACWIS guides, articles and videos which are invaluable learning resources.

So next steps, we are currently in system administrator training at this time. We are developing job aids and training guides to assist end users with the new software and formulating a training plan for end users. User Acceptance Testing (UAT) is scheduled for October 23-28, 2022. UAT is the final opportunity for us to validate our processes and workflows before we launch. We have invited individuals that are members of different end users that have been identified by the RTCs to participate in this testing. We are not developing this system in vacuum and are hoping to receive feedback during these systems to build the best LMS for learners.

We will need additional assistance once CAPS LMS is live because we will have some data clean-up and duplication of records. Additional communications will be sent about how learners will be able to assist with this effort and will likely include instructions for the learner to review data. Our focus is really making sure that learners can log in successfully.

We also still need your help to distribute/share information so please make sure you are forwarding the emails, talking about the new LMS with your staff in meetings/hallway conversations, and asking them to talk to their respective groups about it too.

1. We ask private agencies to share with their **assessors** and **caregivers**.
2. We ask public agencies to share with their **staff** and share with their **assessors** and licensing specialists so that they can share with their **caregivers**.
3. We ask SACWIS coordinators to continuously review employee records.
4. We ask **public and private assessors** to update person records linked to provider records and include a **unique email address** in the contact information on the person record. For those providers that indicate they do not have an email for different reasons or have a shared email address, please work with them to obtain this information. This is important because a unique email will be the identifier that is used between systems CAPS LMS and SACWIS, which is why it is imperative that anyone have a current email. We hope that this can reduce data entry and improve the integrity of data in both systems.

We are excited about the system and how it will assist with workforce and training needs. Feel free to email OFCTraining@jfs.ohio.gov with any questions and look for additional communications about CAPS LMS to come.

Foster Care Licensing Updates – Stevie Romano

- **Strengthening Relationships**
 - Ohio's Approach to Strengthening Relationships Kickoff Event was held in July. Following the kickoff event, we held four regional information sessions. So many of you

have participated in these conversations and so many have been reaching out to our training team requesting additional information and inviting us to present at local conferences and meetings.

- We are very excited to share that we have published four resource documents to Forms Central to support you in this work. The four forms are the Resource Parent Questionnaire, the Quick Tips to Support Strengthening Relationships, The CARE Guide Resource Tool and the CARE Guide itself. We will continue to add more resources as the initiative expands.
 - Our OFC training team will be presenting at the OCA Conference in October as well as local county meetings by request. Please feel free to reach out to our training team or myself if you would like to request more information or a presentation on this initiative.
 - We're currently developing a Strengthening Relationships Toolbox which will live on the OFC Training Webpage where you can find the recorded Kickoff Event for your reference. Included in the Toolbox will be the forms developed, the CARE Guide, as well as many other resources our team has compiled along the way. We hope to add the Toolbox to the OFC Training webpage within the next few weeks.
 - Finally, we are excited to welcome you to share your success stories with us. As you or your neighbors may be having discussions on how to incorporate Ohio's Approach to Strengthening Relationships in your everyday practices, we invite you to share your success stories so others can benefit, and we can all learn from each other. We're currently developing a means in which we can hear your success stories and will share that once ready to communicate. If you have any questions about tools or resources or how you can begin applying this initiative into your practices, please reach out to me at Stephanie.Romano@jfs.ohio.gov.
- Workforce Relaxations
 - FCASPL 394 Rule Relaxations for Private and public Agencies outlined relaxations for four monitoring procedures and two rule requirements.
 - The four monitoring relaxations are
 - Reducing the number of foster home visits and permitting ODJFS staff to conduct these visits virtually
 - Permitting ODJFS staff to complete record reviews virtually
 - Permitting ODJFS staff to complete an agency's reconciliation virtually
 - Removing the additional visit for all agencies with function types other than residential and offering a technical assistance conversation instead
 - The two rule requirement relaxations are
 - Reducing the number of hours before a residential caregiver can be alone with children
 - Reducing the requirement for agencies to submit their training plans to only submitting if there has been a change in their training plan since their last approval
 - These relaxations are in effect from September 1, 2022 – August 31, 2023
 - We're hopeful these relaxations allow your agency the same partnership and support you need from our team, without needing to invest additional time in completing your agency's review.
 - QRTP
 - ODJFS agencies compliant: 94
 - Bed percentage compliant (ODJFS and OMHAS): 90%
 - We will continue monthly updates throughout December 2022

- As a reminder, you may also identify an agency's QRTP status by any of the following:
 - The ODJFS Foster Care Licensing Team immediately updates Ohio SACWIS once an agency is determined QRTP compliant. Because that data is always current, you are able to search an agency's status at any time and have the most immediate information.
 - There is a QRTP Compliance Report on the admin reports tab in Ohio SACWIS that can be run anytime to pull compliant providers.
 - The ODJFS Foster Care Licensing Team immediately notifies an agency once they are determined QRTP compliant, so asking the agency directly will also provide you with the most immediate information.
 - Finally, always feel free to email any of the licensing managers or myself and we'd be glad to share with you the QRTP status of any agency.

Ohio Certification for Agencies and Families (OCAF)- Kaitlin Hartzell

- Good morning, I am Kaitlin Hartzell, Manager of Application Interfaces & Supporting Systems in the Bureau of Automated Systems. I will be presenting on the new Ohio Certification for Agencies and Families – OCAF.
- OCAF will be used statewide to streamline and standardize the inquiry, application, and certification process for foster and/or adoptive homes, as well as agencies, in Ohio. This initiative has been prioritized with the goal of increasing our available foster and/or adoptive homes by making the certification process more accessible for families and agencies.
- Benefits of the portal:
 - This portal will provide one streamlined source for certification of agencies and families.
 - Families will have the ability to easily apply, submit required documentation and communicate with agencies they are interested in.
 - Applicants will have more control and access to their own documentation submitted to agencies.
 - Applicants will have the ability to easily edit any current applications and copy historical applications for new applications they are wanting to submit.
- OCAF will be developed and implemented in phases, with Phase 1 expected to go-live at the end of October 2022.
 - Phase 1 will allow agencies to enter inquiries they have received into OCAF, send inquiry packet information through portal messages to prospective families, and accept electronic foster care and/or adoptive applications (the JFS 01691) from prospective families.
 - Future phases of OCAF will include a full integration to Ohio SACWIS. Items used in the Provider Module of Ohio SACWIS, such as the homestudy, certification, re-certification, rule violations, and activity logs will eventually be added in to OCAF. The goal is for families, agencies, and agency workers to be able to enter and maintain all certification activities in OCAF. These phases are expected to be implemented in 2023 and 2024.
- Agencies will have an opportunity to provide feedback through the newly created Automated Systems Review Committee.

Title IV-E Juvenile Courts and Ohio Department of Youth Services Ohio Statewide Automated Child Welfare Information System - Trish Wilson

My topic is Title IV-E Juvenile Courts and/or Ohio Department of Youth Services (ODYS) required Ohio SACWIS data entry.

There has been conflicting information previously provided regarding these requirements; therefore, the purpose of this Policy and Practice Guidance Document (PPGD) #022-A is to clarify what information must be entered into the Ohio Statewide Automated Child Welfare Information System (SACWIS). As a title IV-E agency, it is necessary to comply with all applicable federal and state laws and regulations relevant to the title IV-E program.

All foster care children and candidates for foster care children are to be entered into Ohio SACWIS per Article I, Section C of the subgrant agreement: “Subgrantee understands they shall enter applicable child welfare information required in Ohio Administrative Code (OAC) 5101:2-33-70, federal or state regulations, or rule directly into Ohio SACWIS to receive title IV-E reimbursement”. For candidates Title IV-E is an administrative reimbursement, whereas for foster children Title IV-E reimbursement is a combination of foster care maintenance and administrative reimbursement.

As noted, all candidates for foster care and all children in the care and placement of a title IV-E juvenile court/ODYS are to be entered into Ohio SACWIS. While the courts have consistently entered required information for children in their care and placement responsibility, we are aware entering information on all candidates for foster care has not been the current practice in some courts. Yet administrative claims are often made for candidacy and identified in audits as not having the required documentation. Based on that information we want to emphasize case record requirements for candidates for foster care.

In a collaborative effort, we want to work together to transition data entry of all required case information into Ohio SACWIS. **Every child identified as a candidate for foster care** is to have a complete record in Ohio SACWIS. Each record is to contain the following:

1. Family Assessment,
2. Case Plan,
 - a. The case plan is to identify that absent the identified services the plan for the child is foster care.
3. Case Review every 90 days (during current rule relaxation this is combined with the SAR every 180 days),
4. Semi-Annual Review (SAR) every 180 days.

However, for a **transition plan of January 1, 2023, through June 30, 2023**, we will relax the data entry requirements for **candidate for foster care children** by only requiring the **data entry of the Case Plan and the SAR** be completed to document initial eligibility and redetermination of eligibility.

Then **starting July 1, 2023**, data entry into Ohio SACWIS of all case record information in one (1) through four (4) will be required to receive title IV-E administrative reimbursement. I won't review them again since we did that on a previous slide.

PPGD #022-A also includes **IV-E Candidate for Family First Prevention Services (FFPS)** SACWIS data entry requirements. Every child identified as a **Title IV-E Candidate for Family First Prevention Services (FFPS)** is to have a completed record in Ohio SACWIS. All records are to be entered in order to claim case management time during the Random Moment Sampling (RMS) process and/or to claim costs for service provision. The requirements are currently effective and there is no transition plan for this data entry.

We appreciate your efforts as we work to maintain compliance with federal and state requirements and reviews, such as the Child and Family Services Review (CFSR), Child Protection Oversight Evaluation (CPOE) and the Title IV-E Federal Review. We value your partnership in providing quality case management.

If you have any questions, please contact your technical assistance specialist (TAS) with questions about program practice and Ricardo.Murph@jfs.ohio.gov for questions related to the subgrant agreement.

Conclusion: Jeff

As a follow up regarding the certification portal. As was mentioned, this is a priority to align with the Lt. Governor's vision to create more efficient technology solutions to serve children and families in Ohio. This project is new and will be rolled out over time. You will be asked to participate by providing feedback. Stay tuned for more information.

I want to highlight a few updates on a few other initiatives:

Tiered Foster Care- the pilot has begun with Franklin, Cuyahoga and Hamilton counties participating. We will provide more updates as we move forward.

Adoption Assistance- the last of the 37 Children Services Transformation recommendation began. Be on the lookout for opportunities for feedback on this recommendation.

Foster Care Recruitment- Continued work is being conducted to work on recruitment and retention strategies.

Assessor Registry- If you are not taking advantage of the assessors available to you, I encourage you to do so. As a reminder, ODJFS is providing this service.

Imagination Library (IL- First Lady Fran DeWine has been traveling around Ohio continuing to promote the IL. We are working closely with her office on ways to ensure all children in care, ages 0-5 are provided a book each month. Stay tuned for future developments.

Finally, these calls are meant to provide some initial updates on key projects and priorities. If you have further questions or need more details, please do not hesitate to reach out to us.

Thank you and have a great day!

Helpful Links:

Patricia.Wilson01@jfs.ohio.gov

Elizabeth.Holzworth@jfs.ohio.gov

<https://forms.office.com/g/Cey2keMWwq> Link to the **Survey on Streamlining Foster and Adoption Home Certification in Ohio**. Please complete the survey by October 5, 2022.

Question and Answers

Heidi Bowling: Will agencies also enter this inquiry information into SACWIS?

Lindsay Williams: Will this replace the current inquiry process in SACWIS? Will OCAF ultimately replace the provider module of SACWIS?

Heidi Bowling: Will this cause additional duplicate data entry for private foster care agencies?

Weaver, Mandy R: Will OCAF be required to be used by potential foster families? If so, this could eliminate families who do not have access to this technology (ex. Amish)

Heidi Gatwood: I definitely have the same questions as Lindsay and Heidi B. At the beginning of this webinar, it was shared that ... so many new things are happening. That is the complete truth. Not even sure how to keep up

Tiffany Kelly: How do providers go about getting case records updated in Ohio SACWIS?

Heidi Bowling: Will there be training available for the OCAF system users?

Response from Liz Holzworth: The first phase of OCAF will only be used by agencies who would like to use it. It will not replace the inquiry process in Ohio SACWIS. Once the system is fully completed in the future, there will be parts of the Ohio SACWIS Provider Module which are moved to OCAF as well as OCALM. The goal is for provider workers to have 1 system that is used. OCAF, once fully implemented, will have a bi-directional integration with Ohio SACWIS which will prevent the need for any duplicate data entry. During the first phase as well as future phases, prospective foster and adoptive parents will be able to log into OCAF and have access to portions relevant to them. Training will be provided.

Heidi Bowling: Who did the survey go to at the agency level?

Response: The survey was sent through the list serve which at minimum would include the Public and Private agency directors and administrators. The time was extended, and the link is above for anyone that missed the opportunity to complete the survey.

Lindsey R. Showalter: Is it expected by July 1st for the IV-E courts that don't normally put foster care candidates in SACWIS, to do so?

Response from Patricia (Trish) Wilson: Yes, that is the expectation.

Devera Robinson: Again, it's only youth who are under the care and control of the Court, correct? I didn't hear the answer to this...???

Lindsey R. Showalter: Just the kids that are in care and placement or all foster care candidates - like regular probation kids??

Response to the above from Trish: All children in the care and placement of the IV-E court as well as all children identified by the IV-E court as foster care candidates. Not all probation children will be a candidate for foster care. The plan for some children will not be foster care if they are not successful in the community.

The next Bi-Monthly OFC Touchpoint is scheduled for Wednesday, November 23rd

Thank you.

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**Department of
Job and Family Services**

Mike DeWine, Governor
Jon Husted, Lt. Governor
Matt Damschroder, Director

Health & Human Services
Office of Families and Children

Office of Families and Children Touchpoint Call

September 28, 2022

Agenda

- Welcome – Jeff Van Deusen
- Child and Adult Protection System (CAPS), Learning Management System (LMS)- Jennifer Miller
- Foster Care Licensing – Stevie Romano
 - Strengthening Relationships
 - Workforce Relaxations
 - QRTP
- Ohio Certification for Agencies and Families (OCAF)- Kaitlin Hartzell
- IV-E Court/Ohio Department of Youth Services Ohio SACWIS Data Entry – Trish Wilson

Welcome

Jeff Van Deusen, Deputy Director

Child and Adult Protective Services, Learning Management System

- System Training (September 26-30, 2022)
- User Acceptance Testing (October 23-28, 2022)
- Scheduled Downtime for E-track and GoSignMeUp (November 18-29, 2022)
 - you must download, save, and/or print the relevant certificates before November 17, 2022.
- CAPS-LMS Launches (November 30, 2022)
- capslms@jfs.ohio.gov.

Foster Care Licensing

- Strengthening Relationships
 - Ohio's Approach Kickoff Event
 - Four Regional Information Sessions
 - JFS Forms
 - JFS 08106 “Resource Parent Questionnaire”
 - JFS 08107 “Quick Tips to Support Resource Families and Primary Families in Strengthening Relationships”
 - JFS 08108 “Care Guide Resource Tool”
 - JFS 08110 “Care Guide”
 - Presentations by request
 - Strengthening Relationships Toolbox – OFC Training Webpage
 - Success Stories
 - Questions? Stephanie.Romano@jfs.ohio.gov

Foster Care Licensing

- Workforce Relaxations
 - FCASPL 394 Rule Relaxations for Private and Public Agencies (FCL monitoring)
 - Four monitoring relaxations
 - Foster home visits
 - Virtual record review
 - Virtual reconciliation
 - Additional visits for function types other than residential (TA provided)
 - Two rule relaxations
 - Number of hours before permitted to be left alone with children
 - Submission of agency training plans
 - September 1, 2022 – August 31, 2023

Foster Care Licensing

- QRTP
 - Compliance Numbers
 - ODJFS agencies compliant: 94
 - Bed percentage compliant (ODJFS and OMHAS): 90%
 - Monthly Updates August – December 2022
 - Ohio SACWIS updated immediately
 - QRTP Compliance Report on admin reports tab in Ohio SACWIS
 - ODJFS Foster Care Licensing team notifies agency immediately
 - Contact licensing manager

Ohio Certification for Agencies and Families (OCAF)

OCAF will be used statewide to streamline and standardize the inquiry, application and certification process for foster and/or adoptive homes, as well as agencies, in Ohio. This initiative has been prioritized with the goal of increasing our available foster and/or adoptive homes by making the certification process more accessible for families and agencies.

Benefits

- One streamlined source for certification of Agencies and Families.
- Families and agencies will have the ability to easily apply, submit required documentation, and communicate with interested agencies.
- Applicants have more control and access to their own documentation submitted.
- Ability for applicants to easily edit current applications and copy their historical applications for new applications for foster and/or adoption.

OCAF: Phase 1

- Phase 1 of implementation will allow agencies to enter inquiries into OCAF, send inquiry packet information through portal messages, and accept electronic foster care and/or adoptive applications (JFS 01691) from prospective families.
- This phase is expected to go live by the end of October 2022.

OCAF: Future Phases

- Future Phases of OCAF implementation will include full integration to Ohio SACWIS.
- Items used in the Provider module, such as homestudy, certification, re-certification, rule violations, activity logs, etc., will be added to OCAF with the goal that families, agencies and agency workers will enter and maintain all information in OCAF.
- Full implementation of future phases is expected to be completed in 2024.

IV-E Court/ Ohio Department of Youth Services Ohio SACWIS Data Entry

- Previous conflicting information and guidance.
- Policy and Practice Guidance Document (PPGD) #022-A to clarify what case information is to be entered in SACWIS.

Care and Placement Children

Case record requirements to be entered in Ohio SACWIS:

- Family Assessment
- Case Plan
- Case Review – rule relaxation
- Semi-Annual Review (SAR)
- Annual Reasonable Efforts

Candidate for Foster Care Children

Case record requirements to be entered in Ohio SACWIS:

- Family Assessment
- Case Plan
- Case Review – rule relaxation
- Semi-Annual Review (SAR)
 - Redetermine Candidacy

IV-E Court/ Ohio Department of Youth Services Ohio SACWIS Data Entry

- Transition
- January 1, 2023 to June 30, 2023
- Candidate for Foster Care Children – relaxation of data entry requirements.
 - Case record requirements to be entered in Ohio SACWIS:
 - Case Plan
 - SAR – Redetermination of Candidacy every 180 days

IV-E Court/ Ohio Department of Youth Services Ohio SACWIS Data Entry

- July 1, 2023
 - All case record requirements are to be entered in Ohio SACWIS for a child identified and claimed as a candidate for foster care.
 - Family Assessment
 - Case Plan
 - Case Review – rule relaxation
 - Semi-Annual Review (SAR)
 - Redetermine Candidacy

IV-E Court/ Ohio Department of Youth Services Ohio SACWIS Data Entry

- PPGD #022-A
 - Also includes IV-E Candidate for Family First Prevention Services (FFPS) Ohio SACWIS data entry requirements.
 - Child identified as a FFPS candidate is to have all record requirements entered in order to claim case management time during the Random Moment Sampling (RMS) process and/or to claim costs for service provision.
 - Requirements currently effective
 - No transition plan for this data entry.
- Questions?
 - Please contact your Technical Assistance Specialist (TAS) with questions about program practice and Ricardo Murph for questions related to the subgrant agreement.

Conclusion – Jeff Van Deusen

Questions?

*The next Bi-Monthly OFC Touchpoint is scheduled
for Wednesday, November 23rd*

Will that work for the majority?