

Ohio SACWIS Project

Ohio SACWIS Workflow Version 1.5

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Prepared for:



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Revision Log

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1.1	11/7/2005	A/D/C	Rob Plummer	All	Version for Vision Document
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1.3	11/08/2005	A/D/C	Rob Plummer	All	Resolution of Problems Identified by SQA
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Ohio SACWIS Workflow

1. Overview

This document describes the various Ohio SACWIS business processes covering all the major business flows in the child welfare business operations. These major areas and subordinate areas are listed in the Table 1 – Ohio SACWIS Business Workflows.

1.	Intake
2.	Assessment/ Investigation (Lifecycle View of all CAPMIS Tool)
3.	Placement lifecycle including removal, placement, and leaves
4.	ICPC
	<ul style="list-style-type: none"> • Incoming • Outgoing
5.	Case Planning and Management
	<ul style="list-style-type: none"> • Record Case Plan • Record Case Review/ SAR • Visitation Plan • Independent Living Plan • Reunification assessment • Record Case Services
6.	Court Lifecycle
7.	Adoption Lifecycle
8.	ICAMA Incoming
9.	Resource Management
	<ul style="list-style-type: none"> • Record Inquiries • Record Licensing / Certification Activities & Record Administrative Rules • Record Home Study
10.	Financial Processing
	<ul style="list-style-type: none"> • Maintain Services • Maintain Service Ceilings • Record Payment Requests, Disburse Payments, and Process Reimbursement • Record Client Benefits • Record Contracted Services
11.	Eligibility
	<ul style="list-style-type: none"> • Determine Eligibility & Redetermine Eligibility; Determine Reimbursability & Redetermine Reimbursability • Determine Medicaid Eligibility (ICPC, ICAMA, and COBRA) • Determine & Redetermine Adoption Subsidy Information <ul style="list-style-type: none"> ▪ Adoption Assitance ▪ SAMS ▪ PASSS ▪ Non-Recurring
12.	Administration
	<ul style="list-style-type: none"> • Assignments

Ohio SACWIS Workflow

<ul style="list-style-type: none">• Approvals
<ul style="list-style-type: none">• Worker Training

Figure 1 – Ohio SACWIS Business Workflow Table

2. SACWIS Workflows

The following sections provide detailed workflow diagram of each of the SACWIS business workflows. The major areas covered are:

- Intake
- Assessment/ Investigation
- Placements
- ICPC
- Case Planning and Management
- Court
- Adoption
- Resource Management
- Financial Management
- Eligibility
- Administration

2.1 Intake

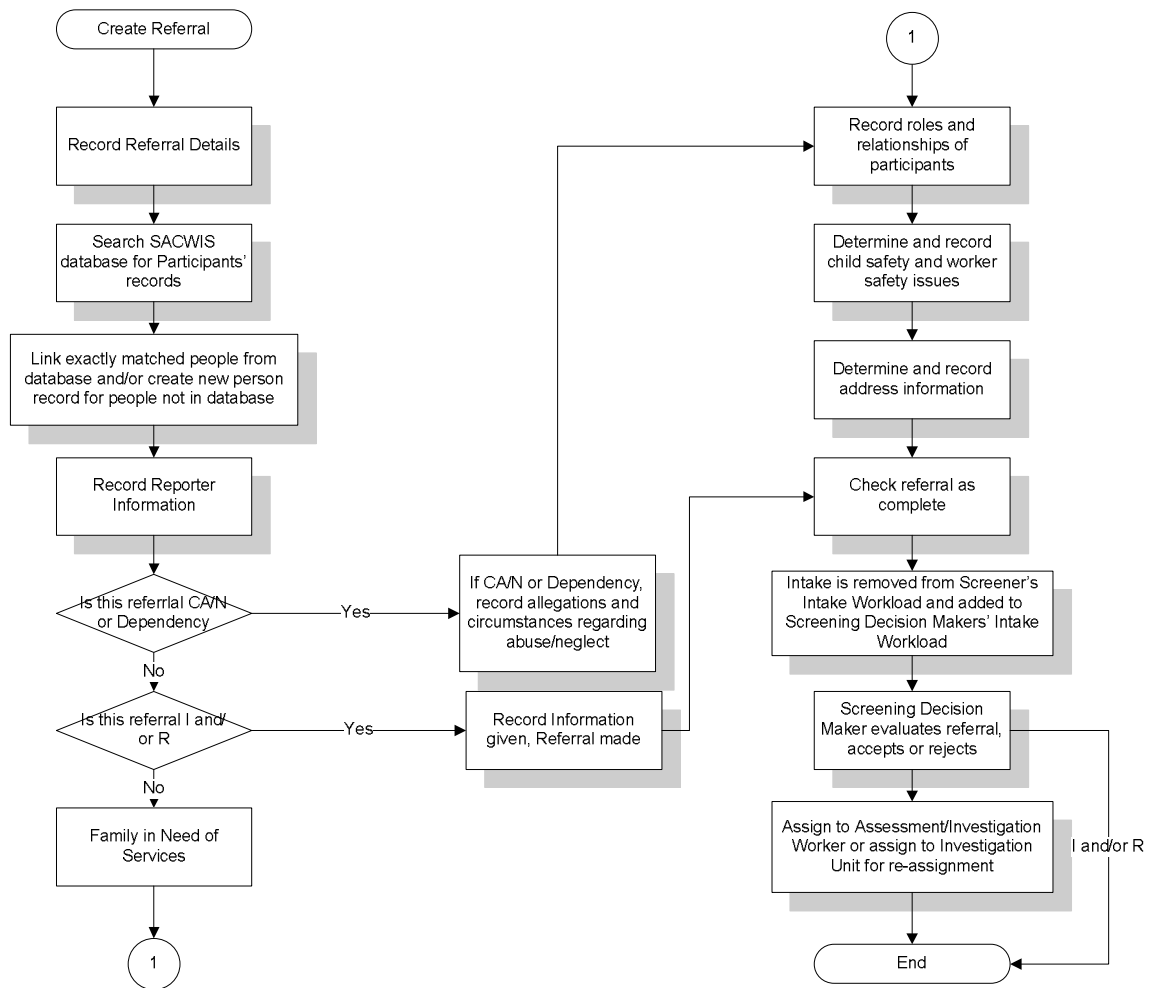


Figure 2 - Intake Workflow

2.2 Assessment/ Investigation

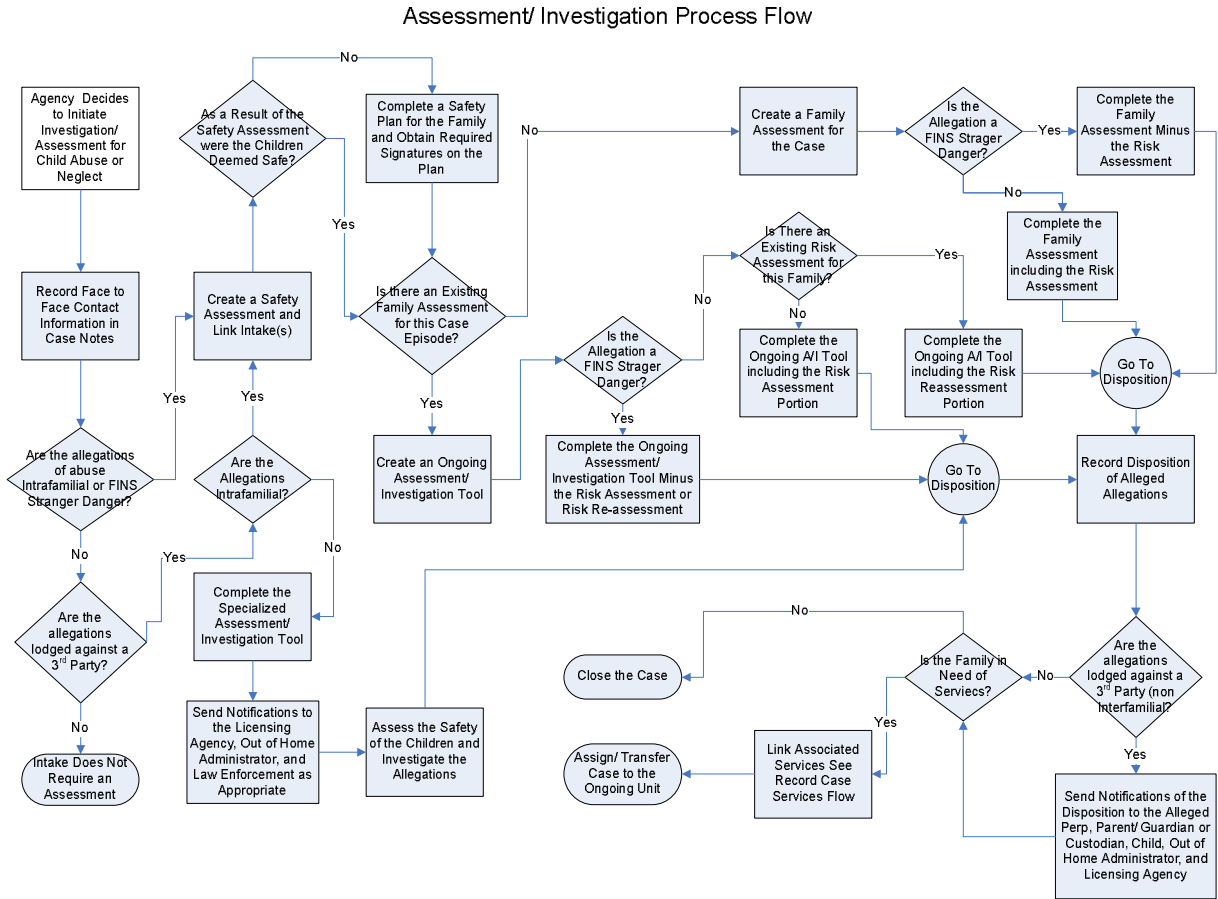


Figure 3 - Assessment / Investigation Workflow

2.3 Placement lifecycle including removal, placement, and leaves

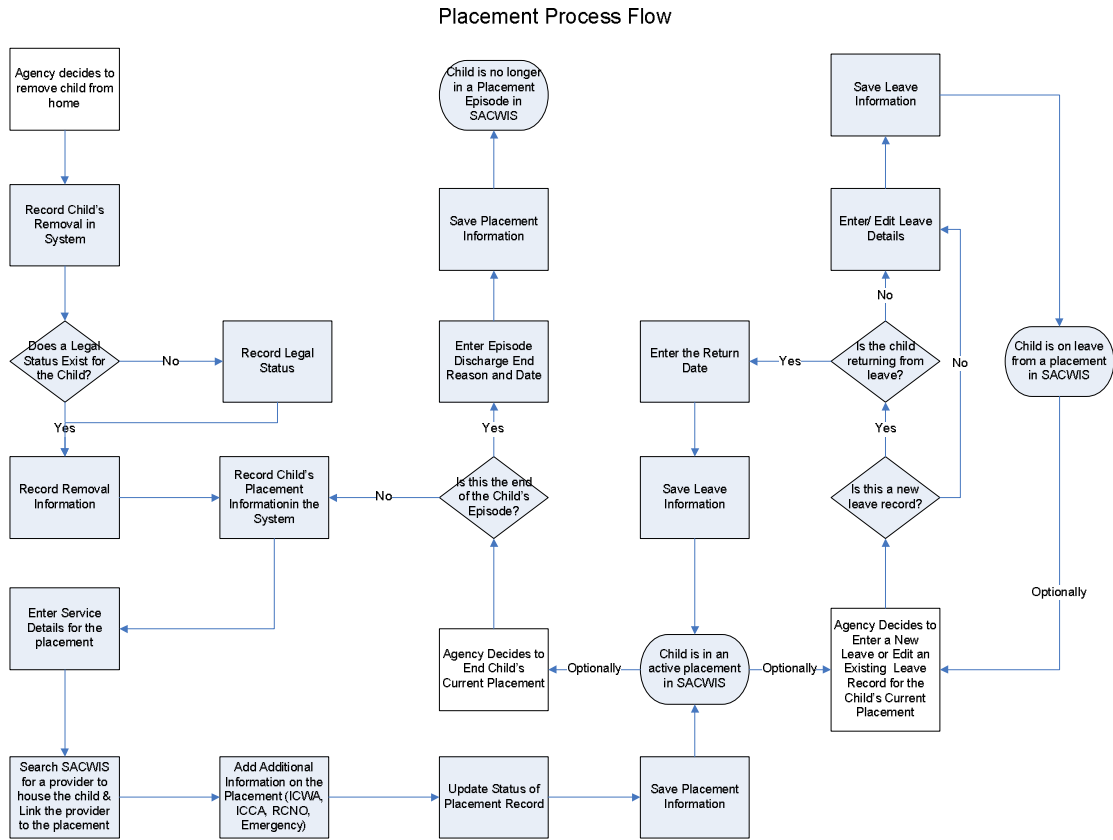


Figure 4 –Placement Workflow

2.4 ICPC

2.4.1 Incoming

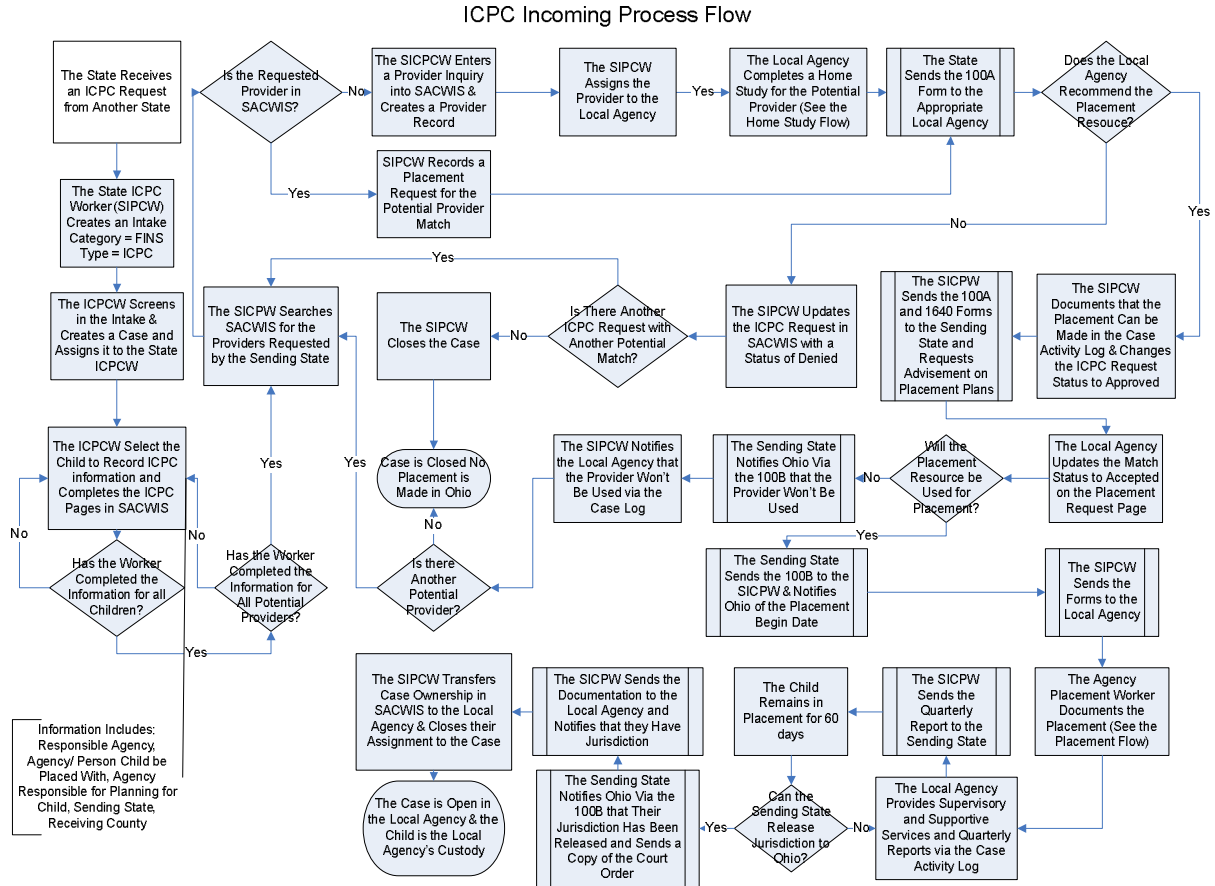


Figure 5 - ICPC Incoming Process Workflow

2.4.2 Outgoing

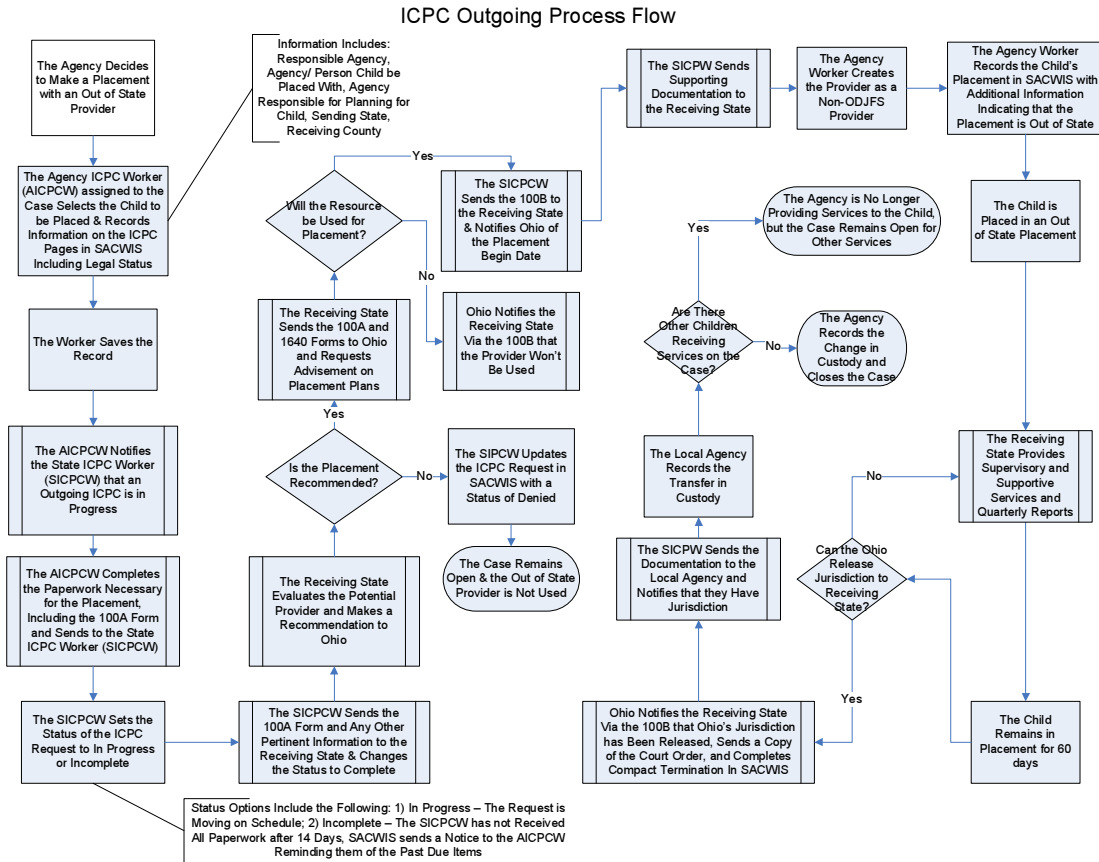


Figure 6 - ICPC Outgoing Process Workflow

2.5 Case Planning

2.5.1 Record Case and Amend Plan

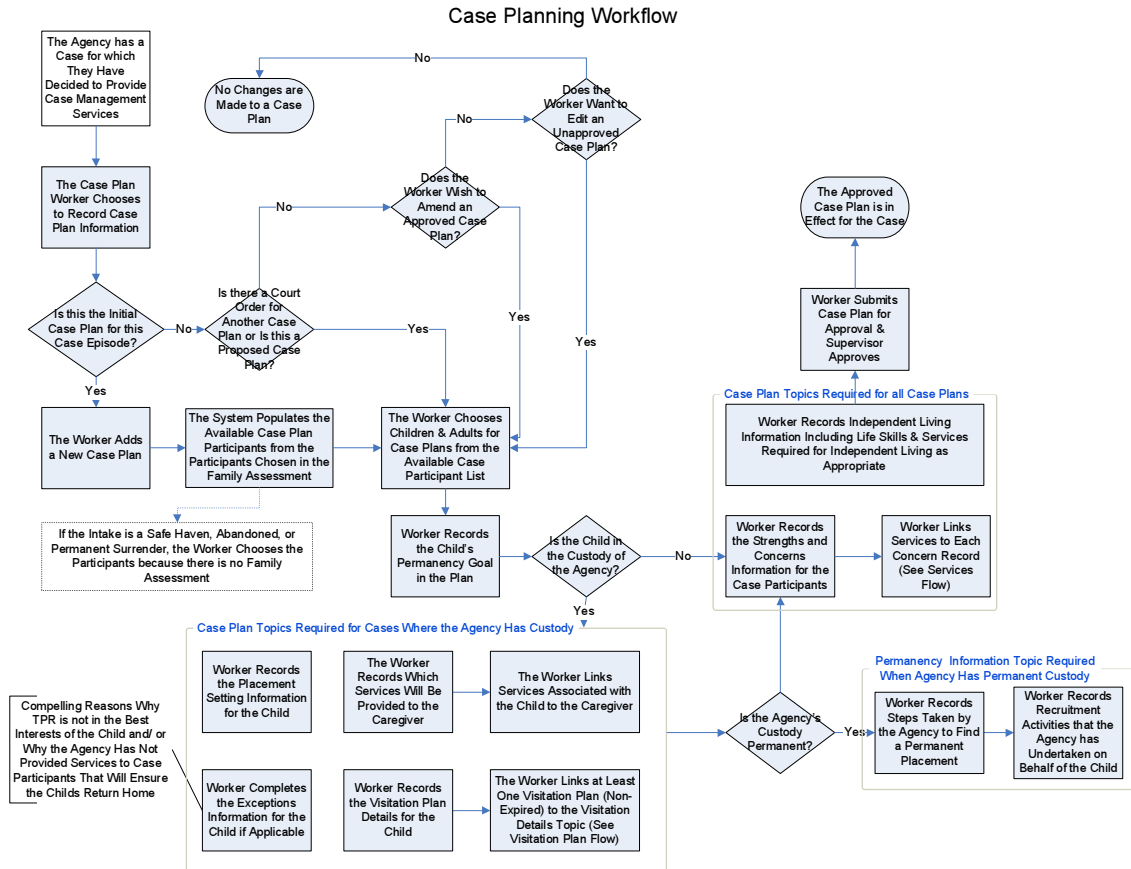


Figure 7 - Case Planning Workflow

2.5.2 Record Case Review

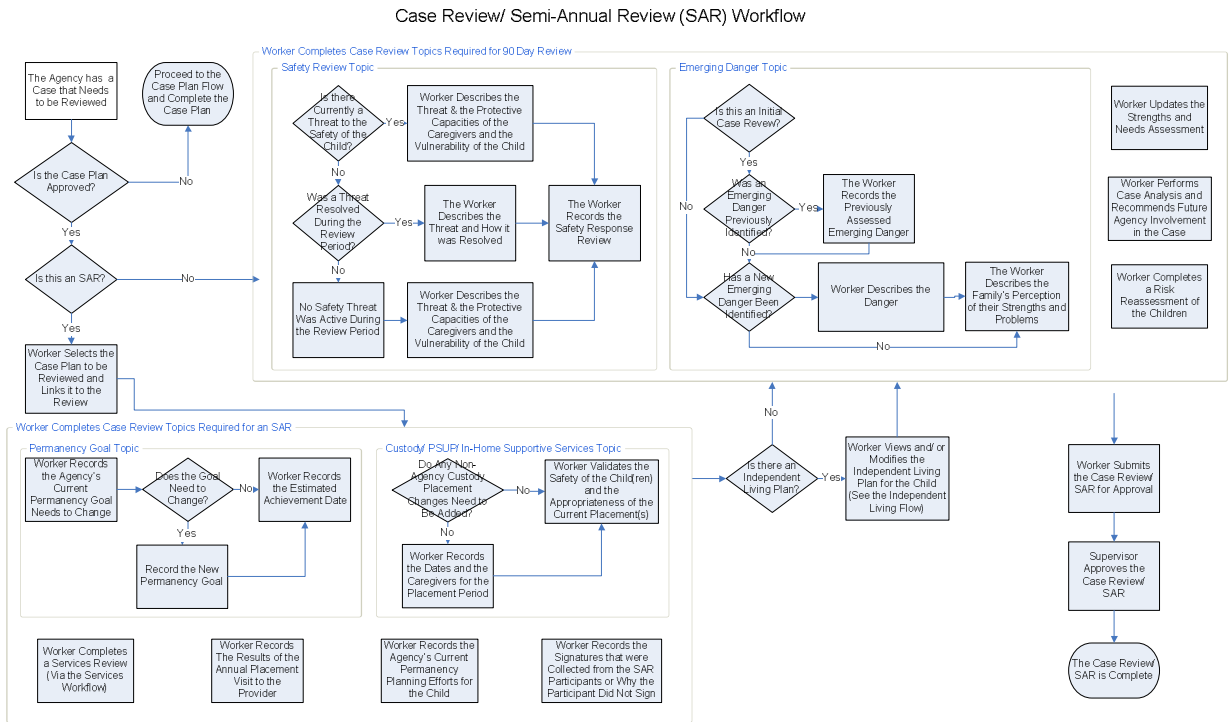


Figure 8 - Case Review Workflow

2.5.3 Record Visitation Plan

Visitation Plan Process Flow

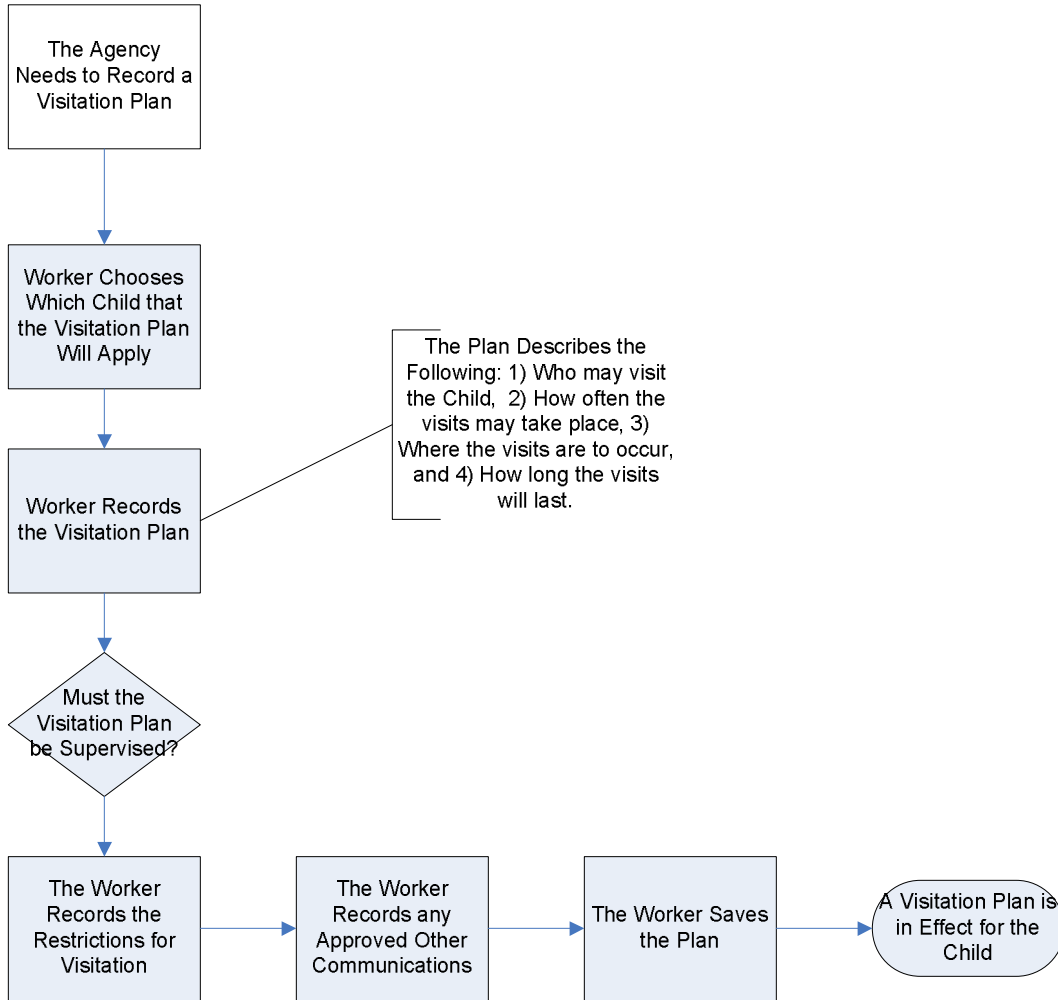


Figure 9 - Visitation Plan Workflow

2.5.4 Record Independent Living Plan

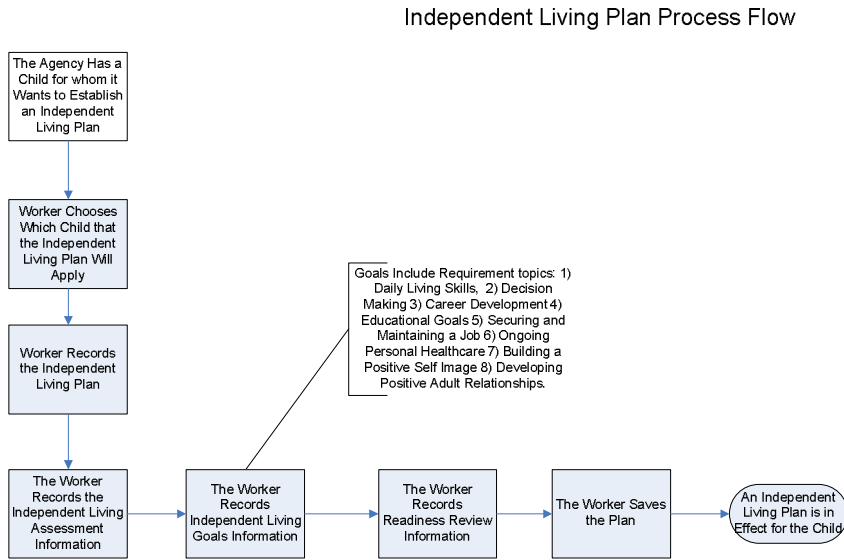


Figure 10 - Independent Living Plan Workflow

2.5.5 Record Reunification Assessment

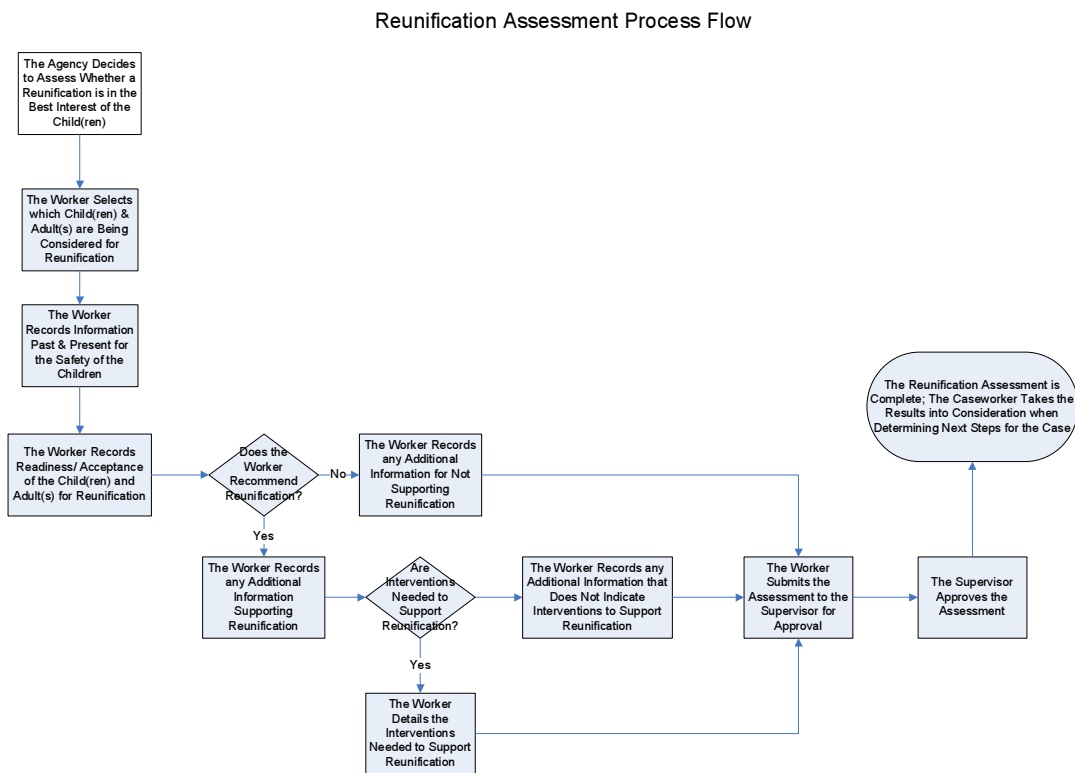


Figure 11 - Reunification Assessment Process Workflow

2.5.6 Record Case Services

Record Case Services Process Flow

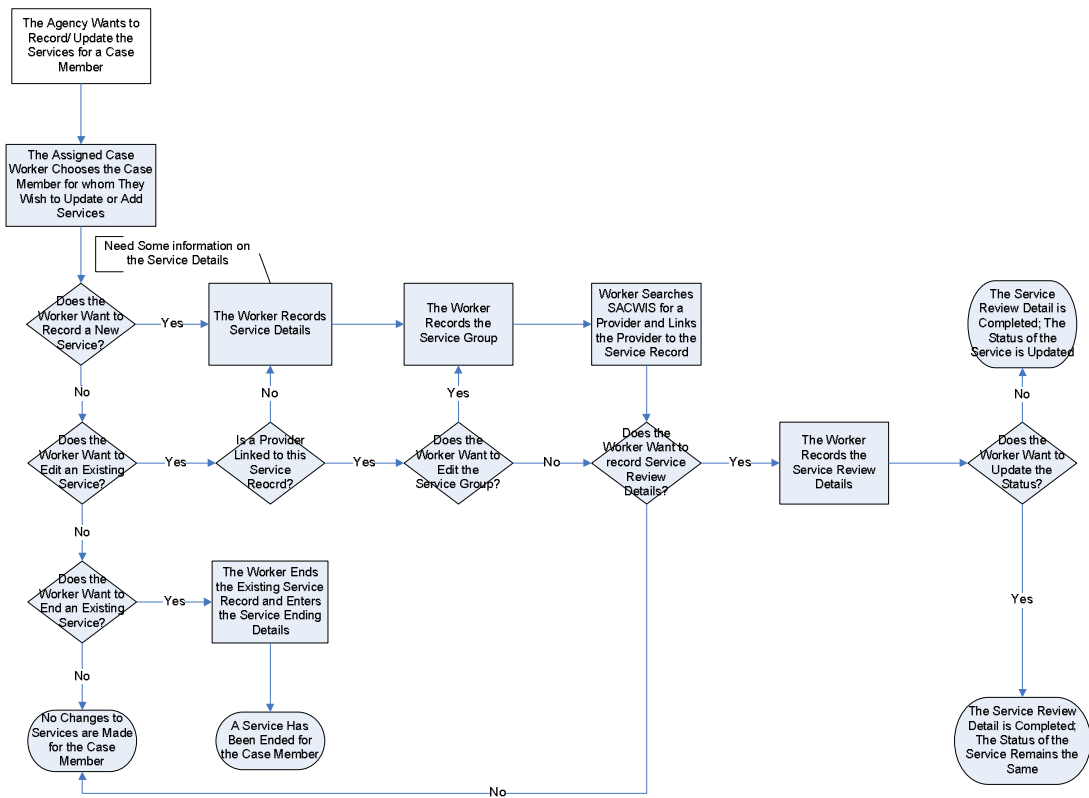


Figure 12 - Record Case Services Workflow

2.6 Court

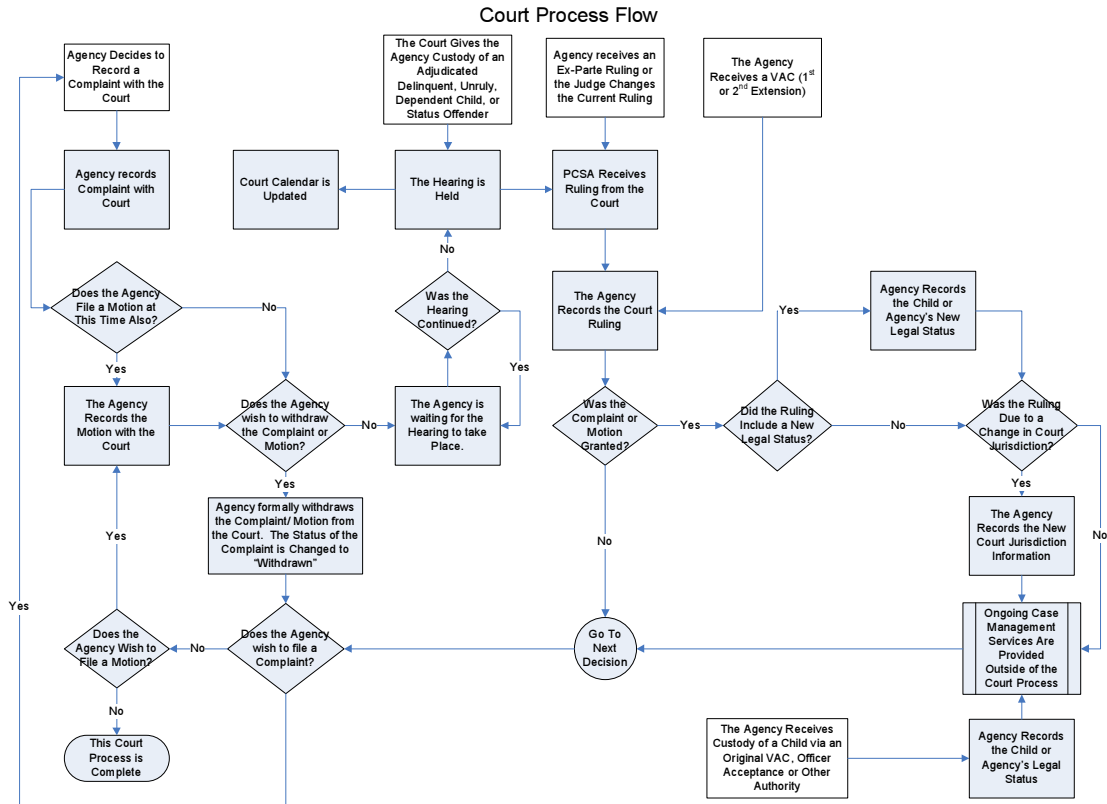


Figure 13 - Court Process Workflow

2.7 Adoption

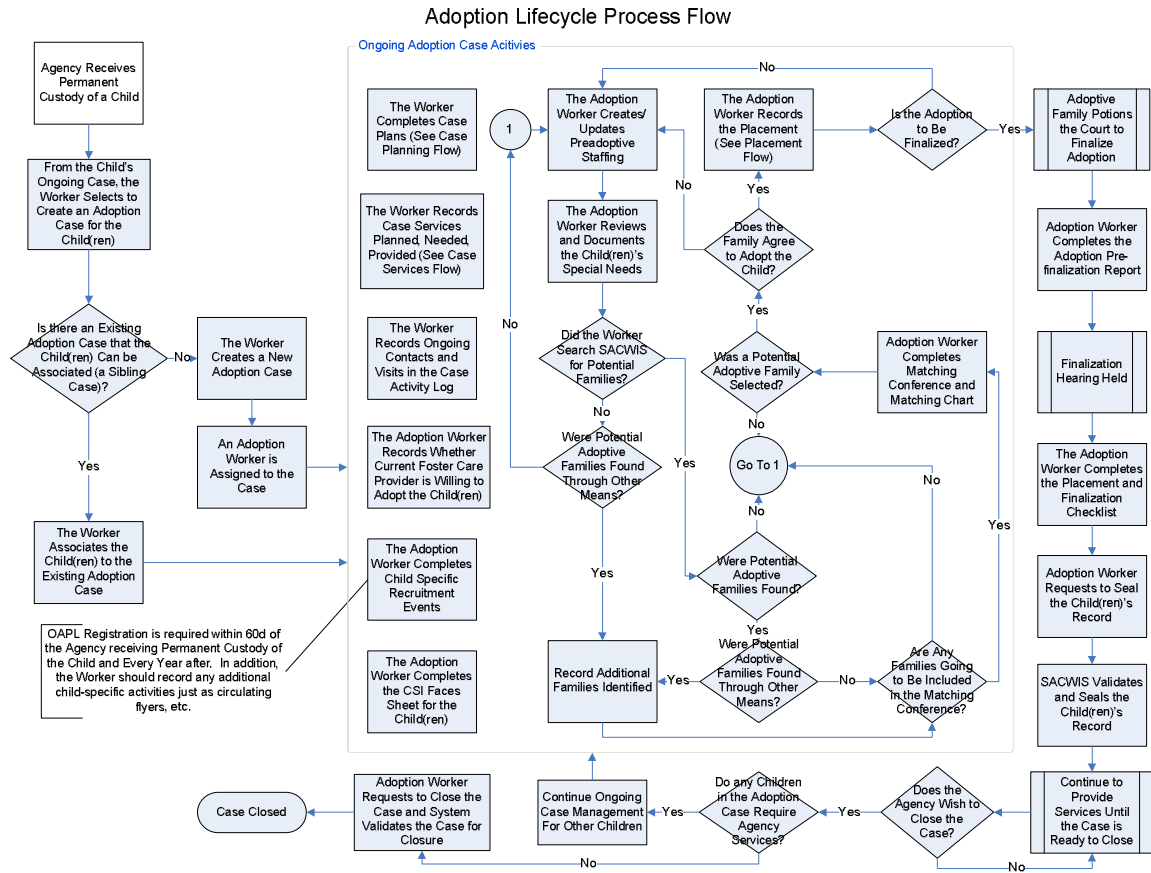


Figure 14 - Adoption Lifecycle Workflow

2.8 Resource Management

2.8.1 Record Inquiries

Provider Inquiry Process Flow

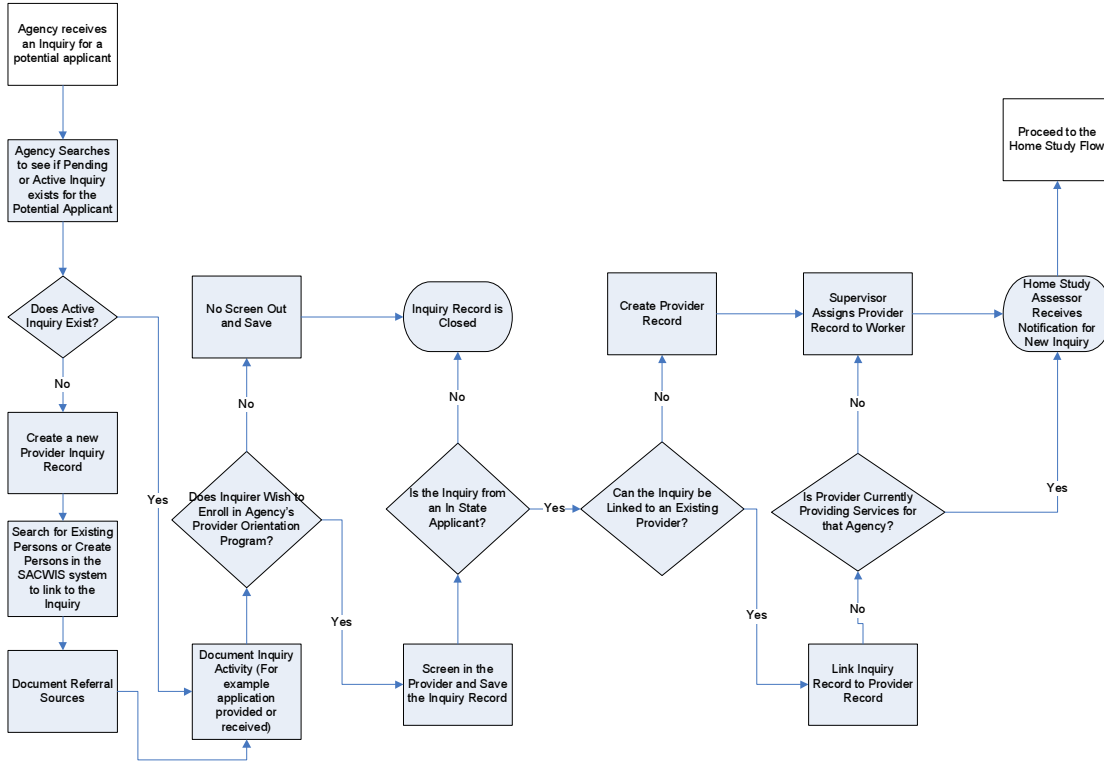


Figure 15 - Provider Inquiry Workflow

2.8.2 Record Homes Study

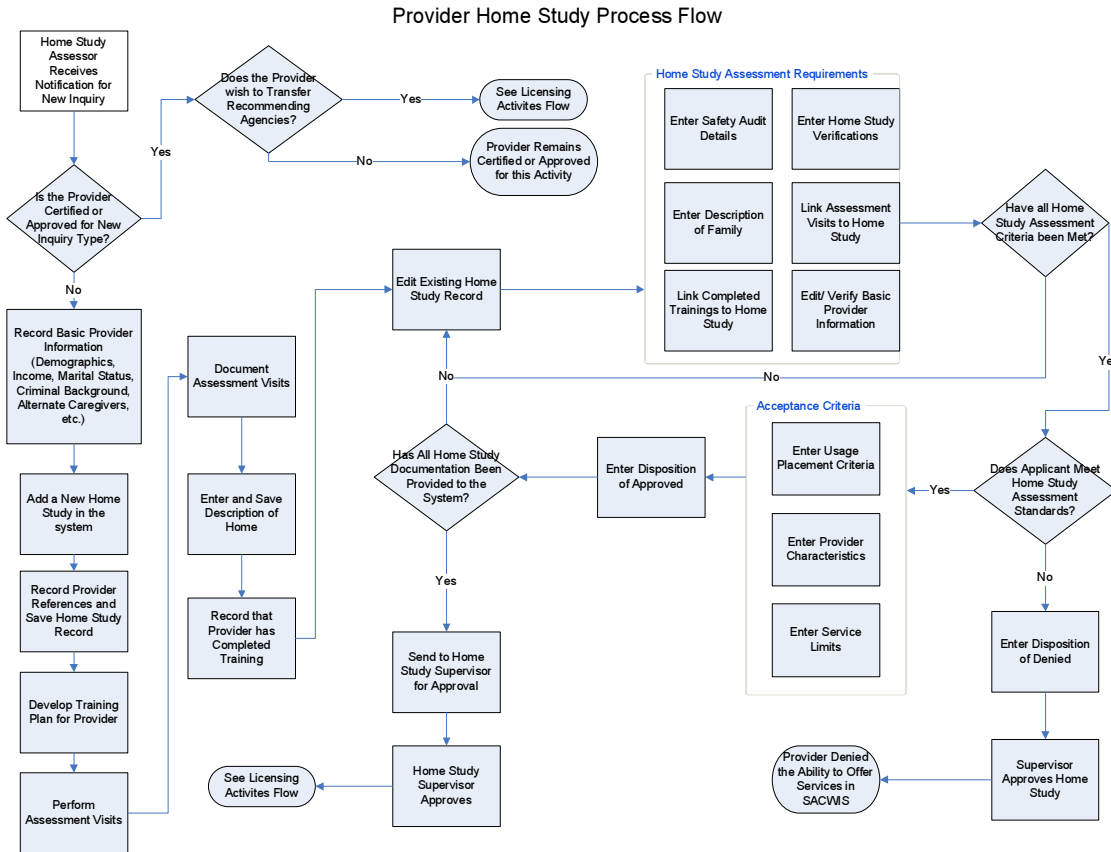


Figure 16 - Provider Home Study Workflow

2.8.3 Record Provider Licensing

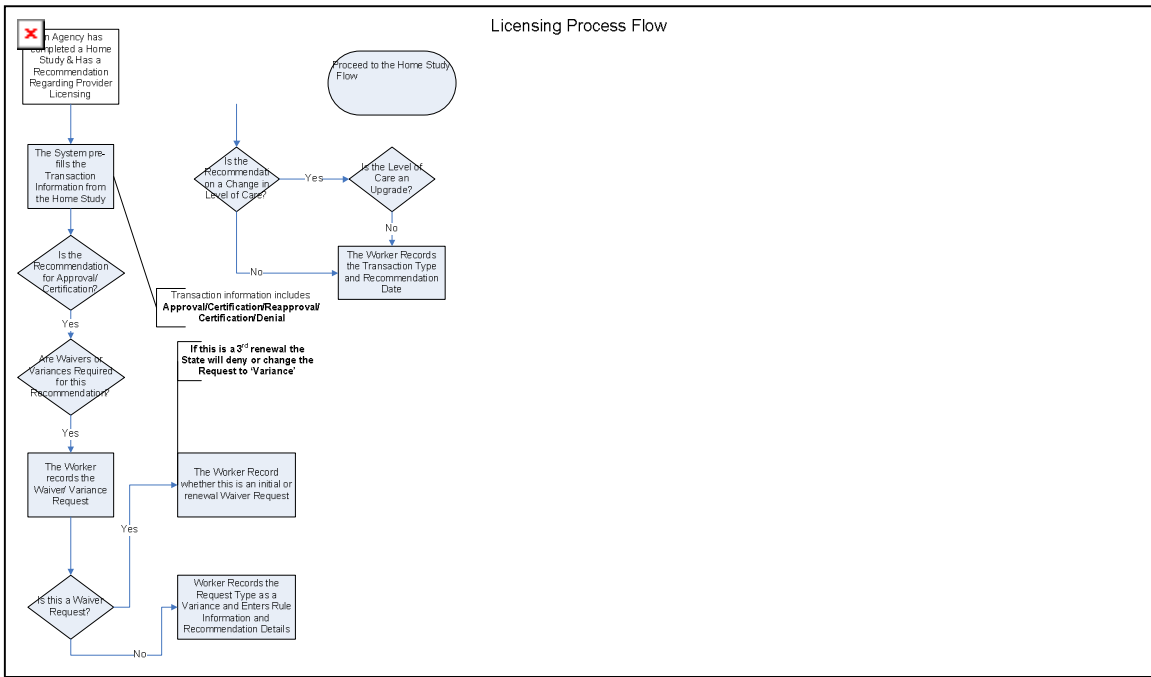


Figure 17 - Licensing Workflow

2.9 Financial Processing

2.9.1 Maintain Services and Ceilings

Maintain Services Process Flow

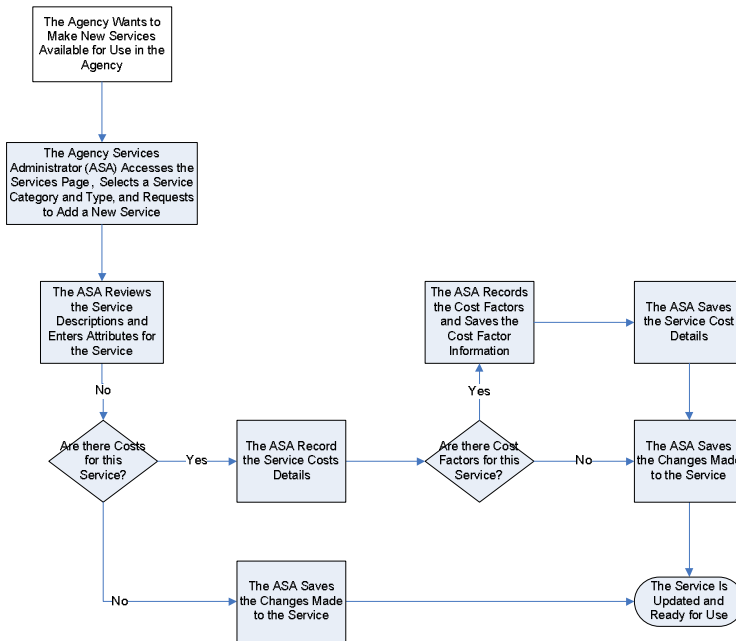


Figure 18 - Maintain Services Workflow

2.9.2 Maintain Service Ceiling Information

Maintain Service Ceiling Process Flow

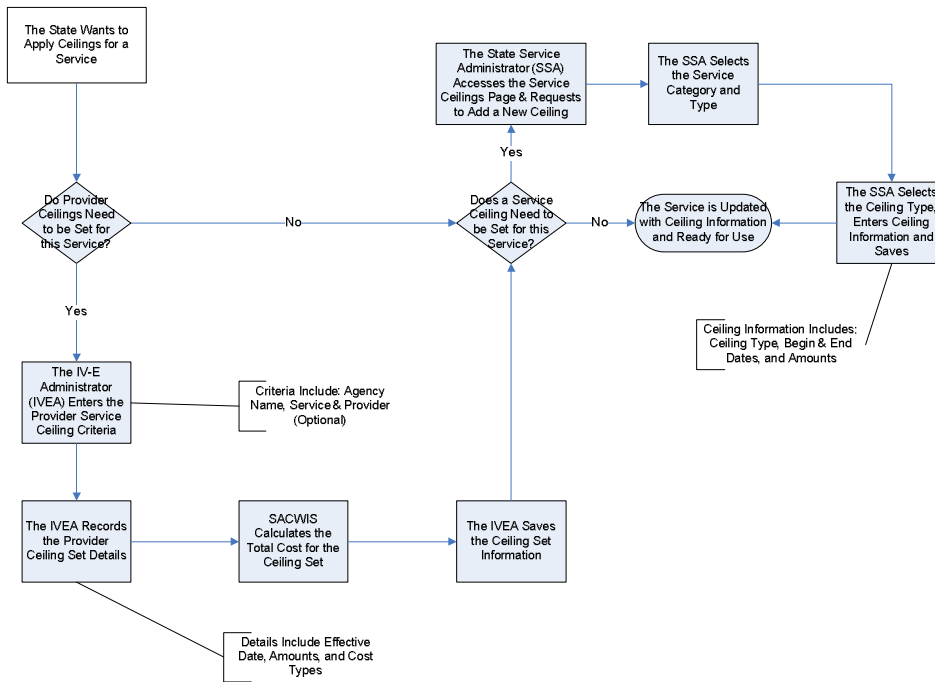


Figure 19 - Maintain Service Ceilings

2.9.3 Process Payments, Disburse Payments, and Reimburse Payment Requests

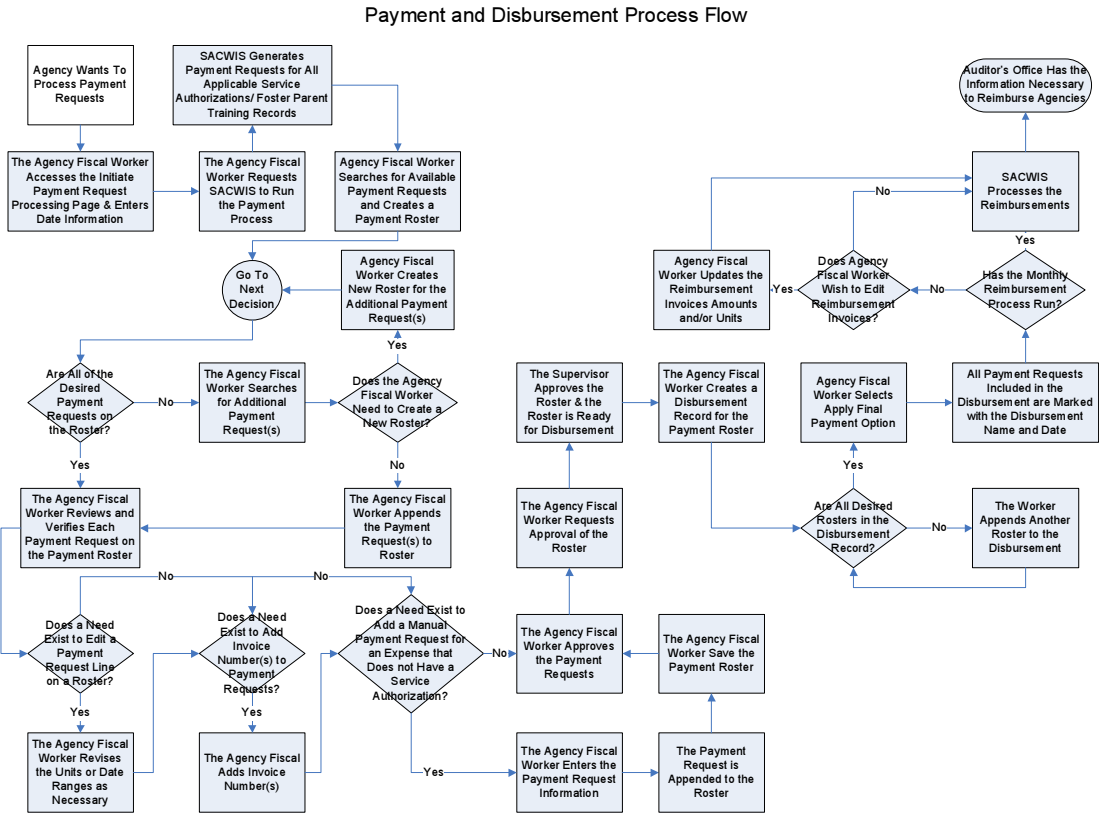


Figure 20 - Payment and Disbursement Workflow

2.9.4 Maintain Contracts

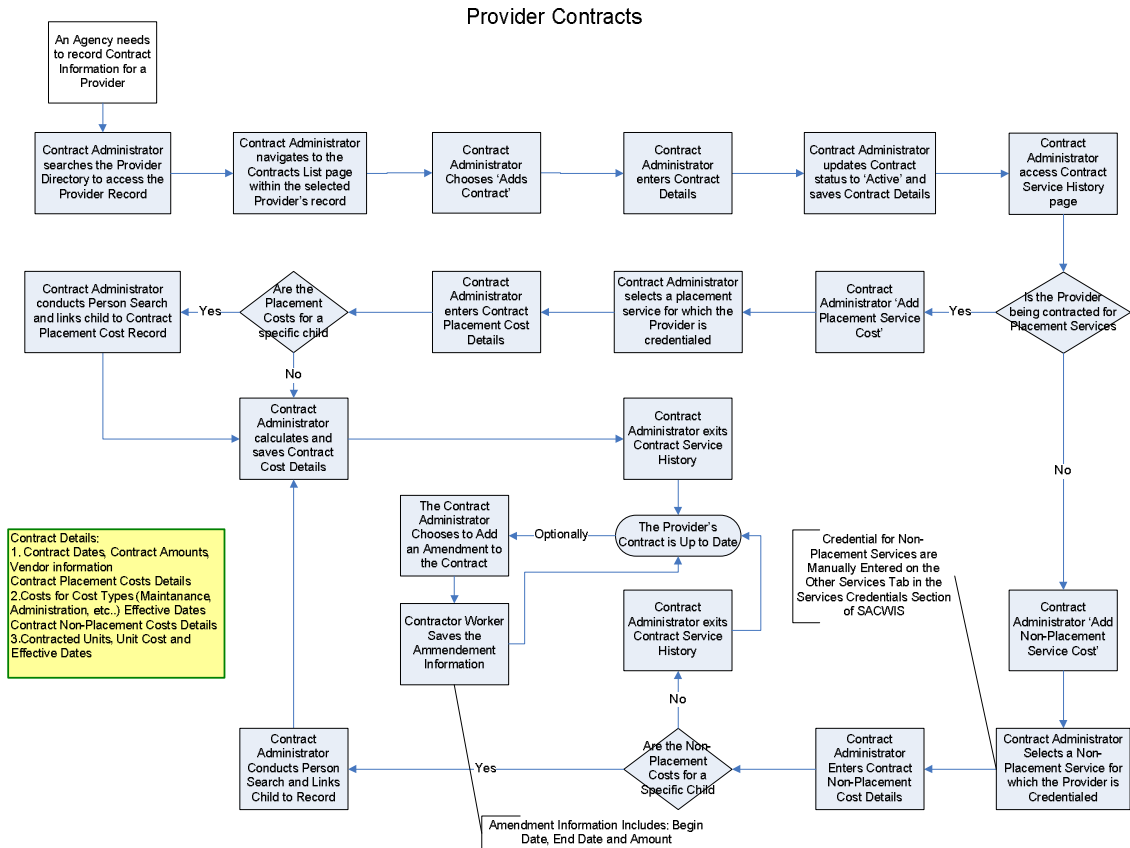


Figure 21 - Provider Contracts Workflow

2.10 Eligibility

2.10.1 Determine Eligibility and Reimbursability

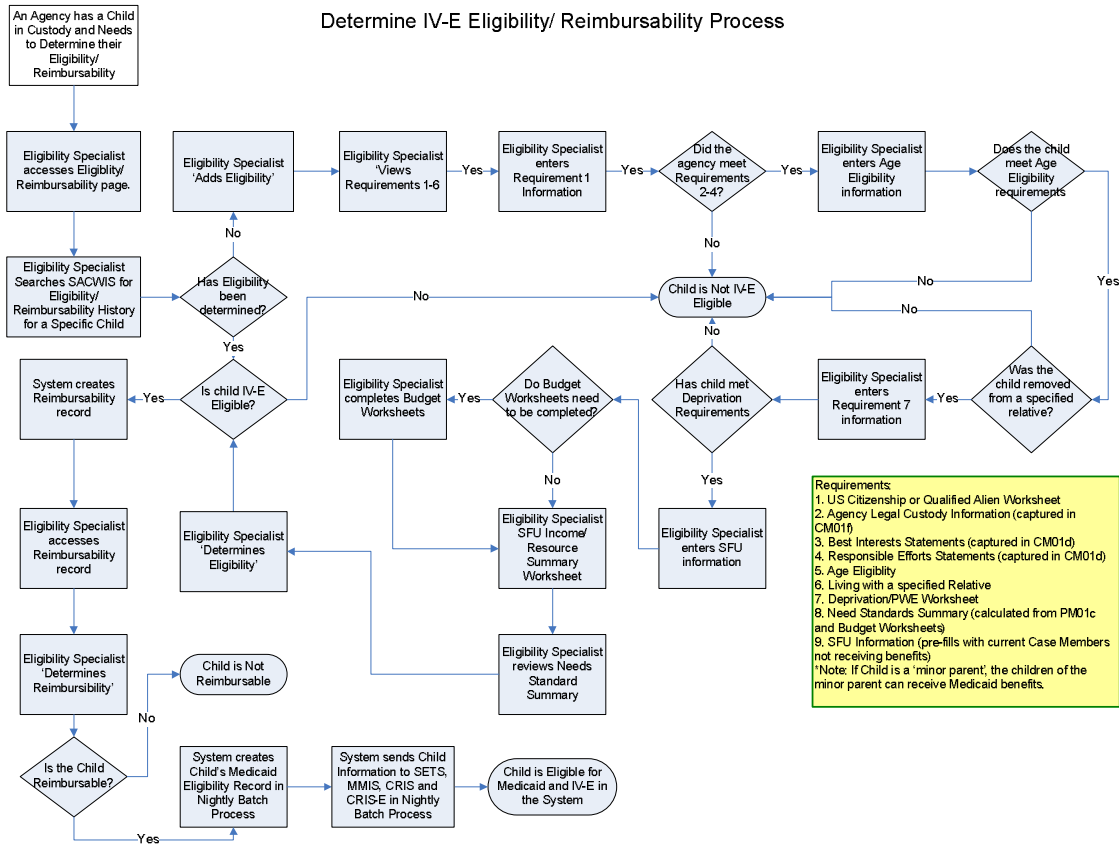


Figure 22 - Determine IV-E Eligibility / Reimbursability Workflow

2.10.2 Determine Medicaid Only Eligibility

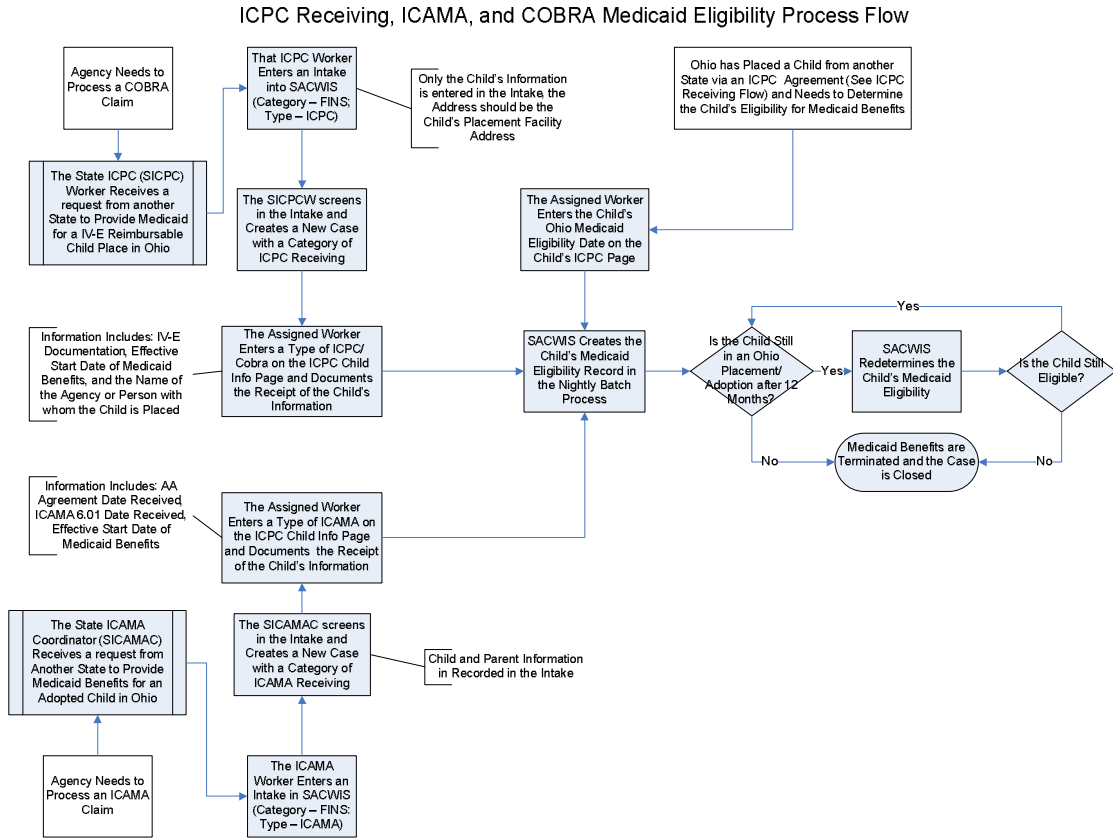
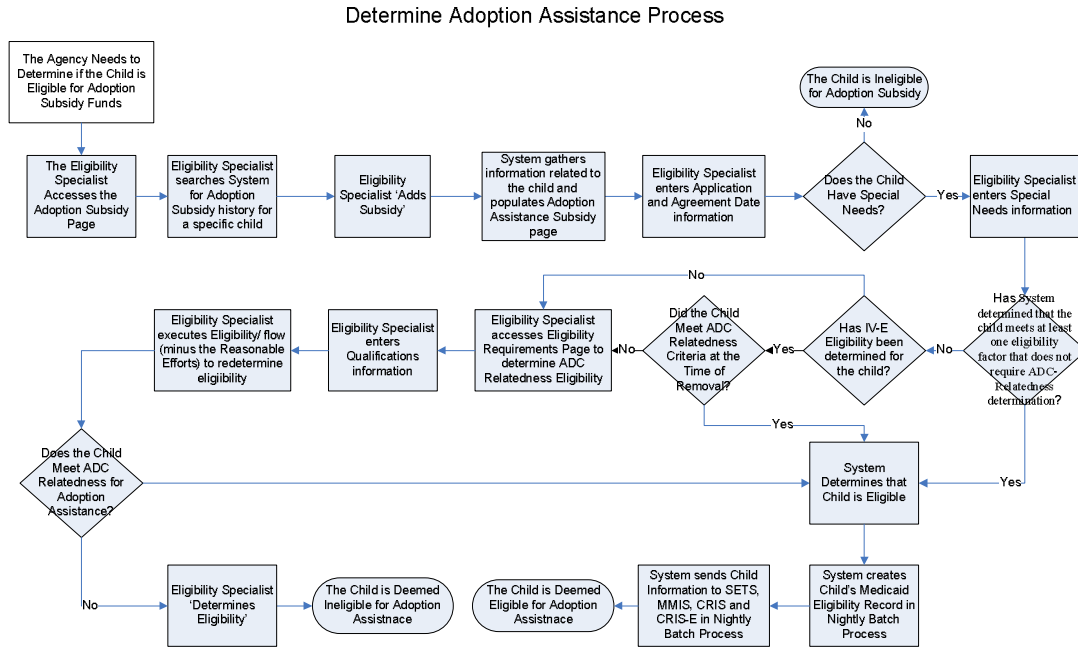


Figure 23 - Determine Medicaid Eligibility Workflow

2.10.3 Determine Adoption Assistance Eligibility

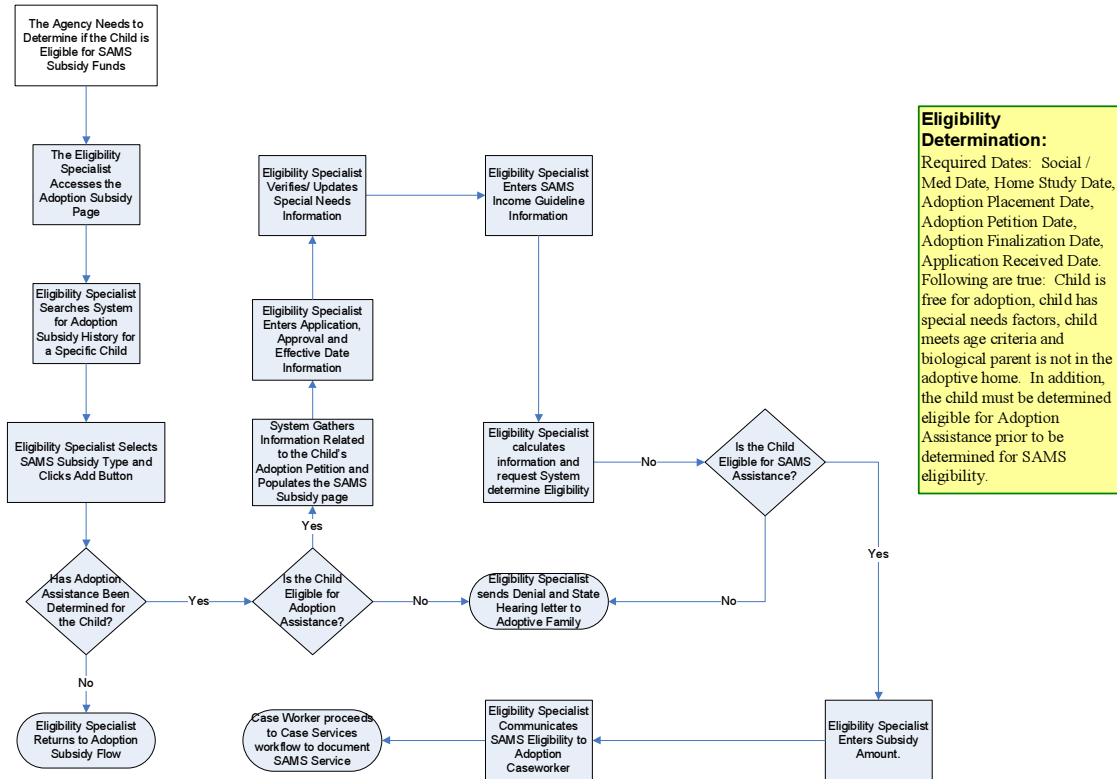


Eligibility Determination:
 Required Dates: Social / Med Date, Home Study Date, Adoption Placement Date, Application Received Date. Following are true: Child is free for adoption, child has special needs factors, reasonable efforts to place without subsidy, child meets age criteria and biological parent is not in the adoptive home. At least one of the following is true: child previously in receipt of adoption assistance, child SSI eligible at adoption petition, child's placement costs covered under FCM reimbursable minor parent at adoption petition, or child meets ADC Relatedness criteria and meets voluntary agreement criteria, if applicable.

Figure 24 - Determine Adoption Subsidy Workflow

2.10.4 Determine SAMS Eligibility

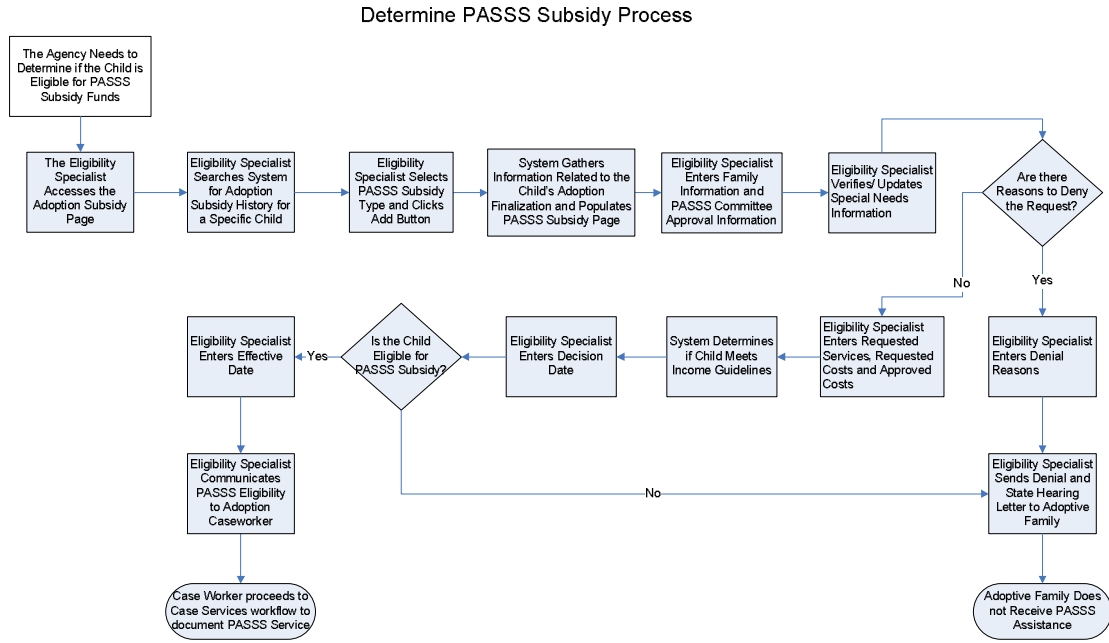
Determine SAMS Subsidy Process



Eligibility Determination:
 Required Dates: Social / Med Date, Home Study Date, Adoption Placement Date, Adoption Petition Date, Adoption Finalization Date, Application Received Date.
 Following are true: Child is free for adoption, child has special needs factors, child meets age criteria and biological parent is not in the adoptive home. In addition, the child must be determined eligible for Adoption Assistance prior to be determined for SAMS eligibility.

Figure 25 - Determine SAMS Eligibility Workflow

2.10.5 Determine PASSS Eligibility Workflow



Eligibility Determination:
 Required Dates: Social / Med Date, Home Study Date, Adoption Placement Date, Adoption Petition Date, Adoption Finalization Date, Application Received Date. Following are true: Child is free for adoption, child has special needs factors, child meets age criteria and biological parent is not in the adoptive home. In addition, the child must be determined eligible for Adoption Assistance prior to be determined for PASSS eligibility.

Figure 26 - Determine PASSS Eligibility Workflow

2.10.6 Determine Non-Recurring Adoption Assistance Eligibility Workflow

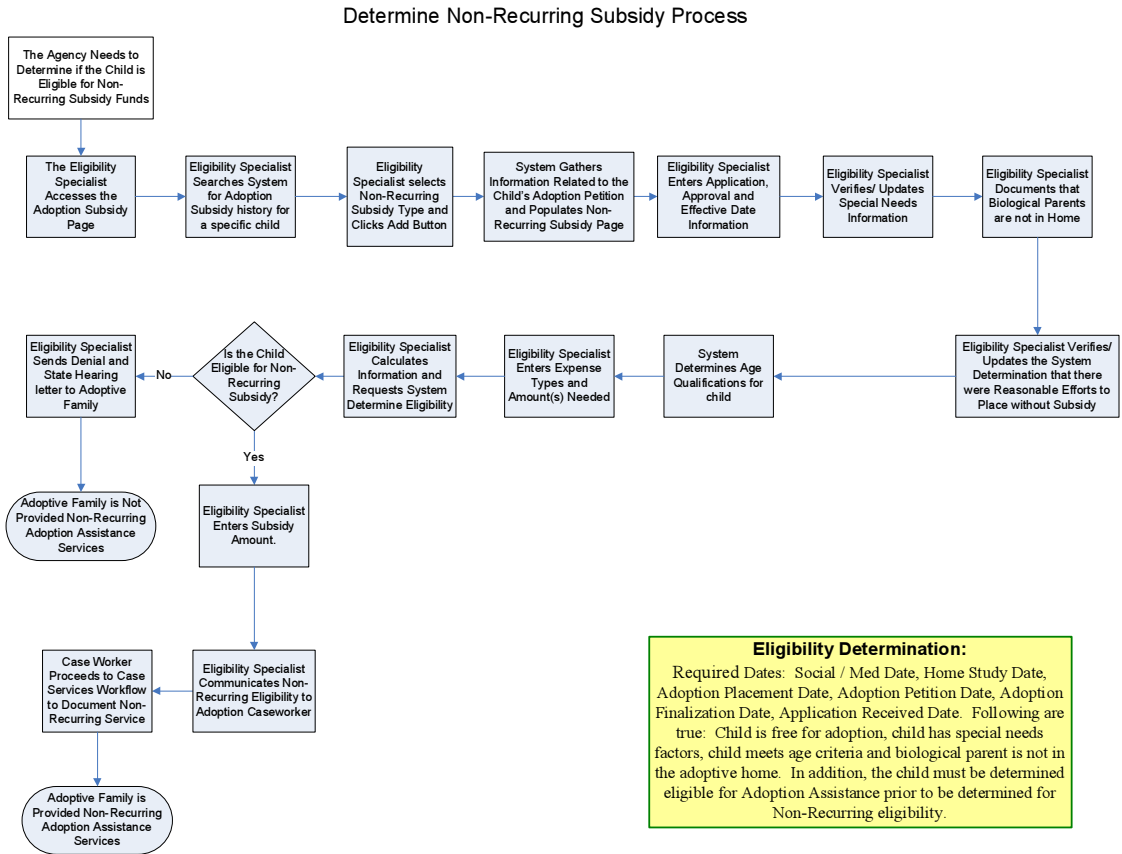


Figure 27 - Determine Non-Recurring Adoption Assistance Eligibility Workflow

2.11 Administration

2.11.1 Maintain Worker Assignments

Assignments Process Flow

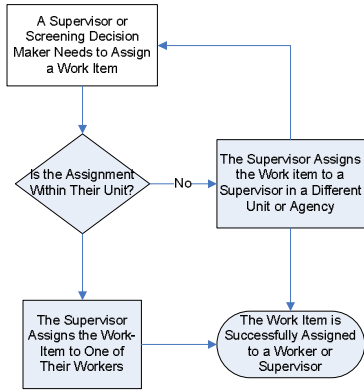


Figure 28 - Maintain Worker Assignments Workflow

2.11.2 Complete Approvals

Approvals Process Flow

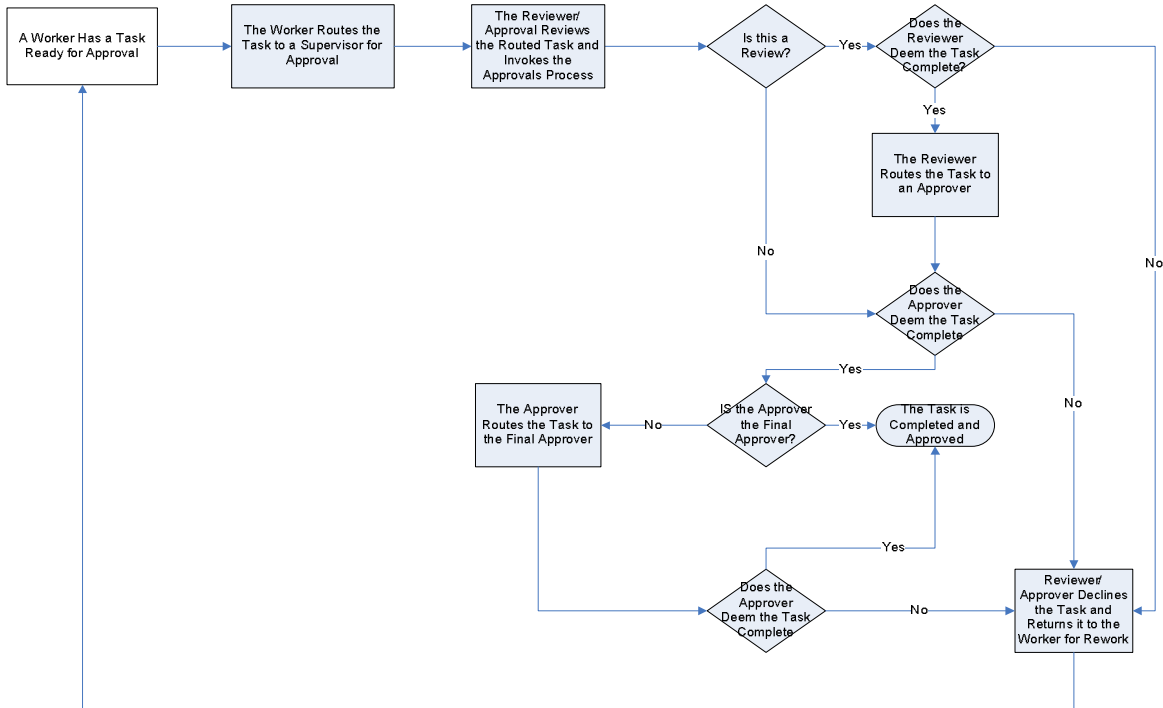


Figure 29 - Approvals Workflow

2.11.3 Record Worker Training

Worker Training Process Flow

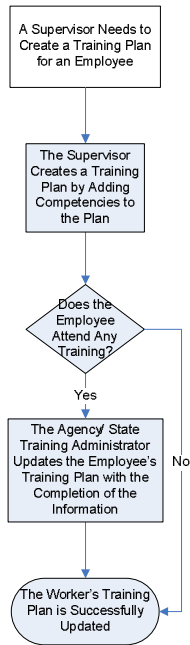


Figure 30 - Worker Training Workflow