

## Recording a Living Arrangement

The process of recording a **Child Legal Status** in SACWIS is being replaced with a new and more appropriate business rule-based process. This new functionality is called recording a **Living Arrangement**.

While the concept remains basically the same, SACWIS's functionality has been modified to capture a different type of data as well as to better incorporate policy's business rule terminology. This functionality also eliminates the need to complete an initial removal record and then create a placement record.

### Important:

- SACWIS users are strongly encouraged to use this new record a **Living Arrangement** functionality. While the timeline to integrate this functionality can be made at your agency's discretion, please be aware that if you do not end date the child legal status record, it will now require that you navigate to two separate screens to view the data.
- In Build 1.117 (currently scheduled for Feb 2012), a data fix will automatically be run to close all open **Child Legal Status** records on closed cases in SACWIS.
- To complete the process of recording case services (paid and unpaid) for the caretakers/caregivers of the Living Arrangement, you will need to **add case services for the caregivers/caretakers and/or case members**. For additional information on how to do this, refer to the **Managing Case Services** Knowledge Base Article.
- At the end of this Knowledge Base Article there is a **Generating Reports** section discussing how to run related **Children in Living Arrangement** reports that can then be attached to a case plan (if needed) or submitted if requested by the court.

# Recording a Living Arrangement

Complete the following steps to record a living arrangement:

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

**Note:** If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the **Case Overview** screen, click the **Living Arrangement** link in the **Navigation** menu.

The screenshot displays the SACWIS Case Overview interface. The top navigation bar includes tabs for Home, Intake, Case, Provider, Financial, and Administration. The Case tab is selected, and the Workload sub-tab is also selected. The left navigation menu contains various links, with Living Arrangement highlighted. The main content area shows the Living Arrangement filter criteria and a table for Living Arrangement Records. The filter criteria include fields for Case ID, Case Name, Case Status (Open (08/22/2011)), Case Category (Ongoing), From Begin Date, To Begin Date, Child's Name, and Sort Results By (Begin Date (Descending)). The table has columns for Child / DOB, Who Holds Legal Responsibility, Caretaker Name, Begin Date/End Date, End Reason, Agency, and Created in Error. The table currently displays "No Result Found!".

The **Living Arrangement Record** screen appears.

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5. In the **Child Name** field (required), select the appropriate child.

**Note:** The **Child Name** field displays all case members (active and inactive).

6. Click the **Add Living Arrangement** button.

The screenshot shows the 'Living Arrangement' information screen. The sidebar on the left contains various navigation links. The top navigation bar includes 'Living Arrangement' and 'Child Legal Status'. The main content area displays 'Living Arrangement Filter Criteria' with fields for 'From Begin Date', 'To Begin Date', 'Child's Name', and 'Created in Error'. Below this is a table of 'Living Arrangement Records' with one record showing 'Child / DOB', 'Who Holds Legal Responsibility', 'Caretaker Name', 'Begin Date/End Date', 'End Reason', 'Agency', and 'Created in Error'. At the bottom, there is a 'Child's Name' dropdown menu with 'SACWIS, Susie 02/02/2008' selected and an 'Add Living Arrangement' button. A red box highlights the 'Child's Name' dropdown and the 'Add Living Arrangement' button.

The **Living Arrangement Information** screen appears displaying the selected child's name as read only.

7. In the **Begin Date** field, enter the appropriate date.

**Note:** This field can be back-dated, but not future dated. The system uses the begin date for validation purposes as explained later.

8. In the **Living Arrangement Type** field, select the appropriate type from the drop-down list. If needed, refer to the additional information below.

The screenshot shows the 'Living Arrangement Information' form. The form displays fields for 'Agency', 'Person ID', 'Child Name', 'DOB', 'Begin Date', 'Living Arrangement Type', and 'Who Holds Legal Responsibility'. The 'Begin Date' field is highlighted with a red box, showing the date '12/27/2011'. The 'Living Arrangement Type' field is also highlighted with a red box, showing the selected type 'Kinship Care - Relative Home'.

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## Important Information about the Living Arrangement Type Field

Living Arrangement Type Chart	
Person Based	Provider Based
Kinship Care – Relative Home	Foster Care
Kinship Care - Non Relative Home	Hospital/Nursing Home
Child of Minor Parent **	Juvenile Detention Center
	Runaway Crisis Center
	Child's Residential Center (CRC)
	Group Home
	Dept of Youth Services (DYS)

- The selection made in the **Living Arrangement Type** field determines what information appears in the **Caretaker Information** section of this screen (i.e. person based or provider based).
- If any of the three **Person Based** values are selected, the **Caretaker Information** grid appears displaying a **Relationship to Child** field and a **Role** field for each caretaker. These two fields are discussed in more detail below. If **Provider Based** values are selected, these fields will not appear.
- Only one current Living Arrangement record can exist at a time per child. A child can have multiple living arrangements, but the dates cannot overlap.
- If the selected caretaker (any role) is an active provider member of an active (status) home provider, upon saving a Living Arrangement record, the following notification will be sent to all assigned workers, the provider, and their supervisors stating:

**<Person First Name and Last Name; Person ID> associated to <Provider ID(s)> has been identified as a Living Arrangement Caretaker for <Child First Name and Last Name; Person ID>. Please add this child as a member of this provider.**

# Recording a Living Arrangement

## Important Information about Selecting the Child of a Minor Parent

- If the **Child of Minor Parent** value is selected from the person-based values, then the values of **Mother Holds Custody**, **Father Holds Custody**, or **Both Mother and Father Hold Custody** can only be selected in the **Who Holds Legal Responsibility** field (discussed below) and validated upon save.
- If the **Child of Minor Parent** value is selected and the **Caretaker** is in a placement setting as of the Living Arrangement begin date, the address displayed will be the provider's primary address associated with the current placement setting (as of the system date or as of the Living Arrangement end date, if ended).
- When the child of a minor parent is in two cases, the Living Arrangement record should be added on the parent's case in which the child is an active member.
- If the **Child of Minor Parent** value is selected, upon save, the system validates that at least one caretaker has been selected and that the child is in a placement setting as of the Living Arrangement begin date.
- For additional information on child of minor parent (living arrangement type), refer to the **Generating Payments and Medicaid for the Child of a Minor Parent** Knowledge Base Article.

# Recording a Living Arrangement

9. In the **Who Holds Legal Responsibility** field, select the appropriate value.
10. In the select box field (next to the **Add** and **Remove** buttons), click the appropriate name(s).

**Note:** The select box field contains the names of all active and inactive case members.

11. Click the **Add >** button. The selection moves to the field on the right.
12. If you added an incorrect person, click the name to highlight it.
13. Click the **< Remove** button. The name moves back to the select box field.

Living Arrangement Information

Agency: Children Services Board

Person ID: [Redacted]

Child Name: SACWIS, Susie DOB: [Redacted]

Begin Date: \* 12/27/2011

Living Arrangement Type: \* Kinship Care - Relative Home

Who Holds Legal Responsibility: \* Mother

[Redacted] /11/1986  
[Redacted] /22/1986  
[Redacted] 8/1990  
[Redacted] .980  
[Redacted] 2/1999

[Redacted] 14/1967

Add >

< Remove

## Important:

- You will only select one name, unless the value chosen in the **Who Holds Legal Responsibility** field is **Both Mother and Father Hold Custody**. In those cases, the system requires that two names be selected from the select box field.
- If the name that you're looking for does not display, navigate to the **Members** tab and verify that the person is a case member.

## Recording a Living Arrangement

14. In the **Caretaker Information** section, select the caretaker name from the drop-down list field.
15. Click the **Add Caretaker** button. The person's name and address appear in the **Caretaker Information** grid.
16. If the person's name is not displayed in the drop-down list, do one of two things:
  - Navigate to the **Members** tab and add the person as a case member or associated case member.
  - On this screen, click the **Person Search** button to locate the person. Once selected, the person's name and address appear in the **Caretaker Information** grid.

The screenshot shows a web application interface for recording a living arrangement. At the top, there are fields for 'Begin Date' (12/27/2011), 'Living Arrangement Type' (Kinship Care - Relative Home), and 'Who Holds Legal Responsibility' (Mother). Below these are two buttons: 'Add >' and '< Remove'. A dropdown menu is open, showing a list of names and birth dates: /1986, /1986, 990, /1986, 956. Below this is the 'Caretaker Information' section, which is highlighted with a red box. It contains a table with columns: Caretaker, Primary Address, Relationship To Child, and Role. There are buttons for 'Add Caretaker' and 'Person Search'. At the bottom, there are buttons for 'Spell Check', 'Clear', and '4000'.

The **Caretaker Information** grid populates.

### Note:

- There is no limit to how many people can be added to the **Caretaker Information** section, but you must select at least one person role as **Caretaker**.
- Additional people in the household can be added to the **Caretaker Information** grid at your agency's discretion.
- The drop-down list contains the names of all active and inactive case members, as well as the associated case members.
- As mentioned previously, if you selected any of the three the **Person Based** values shown in the **Living Arrangement Type Chart**, the **Caretaker Information** grid appears displaying a **Relationship to Child** field and a **Role** field. If a **Provider Based** value was selected, neither field appears.

# Recording a Living Arrangement

For each person-based caretaker listed in the **Caretaker Information** section:

17. Select the appropriate relationship in the **Relationship to Child** field (required).
18. In the **Role** field, select the appropriate role.

**Important:** At least one value in the **Role** column must be **Caretaker** to save record.

Example of person-based **Caretaker Information** section:

The screenshot shows a web interface for recording living arrangements. It features a table titled "Caretaker Information" with the following data:

Caretaker	Primary Address	Relationship To Child	Role	
Smith, Pearl	456 Ivy Drive, Columbus, OH 43332	Aunt	Caretaker	<a href="#">unlink</a>
Jones, Emerald	555 Elm Street, Columbus, OH 43332	Uncle	Other Involved Adult	<a href="#">unlink</a>
Jones, Rose	555 Elm Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>
Smith, Daisy	123 Oak Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>

Below the table are buttons for "Add Caretaker" and "Person Search". A "Comments:" section with a text area and "Spell Check", "Clear", and "4000" characters limit is also visible.

This example shows a provider-based **Caretaker Information** section where no **Relationship to Child** field or **Role** field appears. Remember, when a provider-based living arrangement is selected, at least one provider must be chosen to save record.

The screenshot shows a web interface for recording living arrangements, specifically for a provider-based arrangement. It features a table titled "Caretaker Information" with the following data:

Caretaker	Primary Address	
American Red Cross		<a href="#">unlink</a>

Below the table is a "Provider Search" button.

# Recording a Living Arrangement

Whether person-based or provider-based living arrangement type was selected:

19. In the **Comments** field, enter any relevant comments.
20. **Prior to saving the record**, if an incorrect provider or person was added, click the **Unlink** hyperlink in the row to remove that provider or person.
21. Repeat the steps above to add the correct provider or person.
22. When complete, click the **Save** button at the bottom of the screen.

Case > Workload > Living Arrangement

Case ID: [redacted] Case Status: Open ( 08/22/2011 )  
Case Name: [redacted] Case Category: Ongoing

**Living Arrangement Information**

Agency: [redacted] County Children Services Board

Person ID: [redacted]

Child Name: SACWIS, Susie DOB: [redacted]

Begin Date: \* 12/27/2011

Living Arrangement Type: \* Kinship Care - Relative Home

Who Holds Legal Responsibility: \* Mother

[redacted] /22/1986  
[redacted] 3/1990  
[redacted] /11/1986  
[redacted] 5/1956  
[redacted] 980

04/1967

Add >  
< Remove

**Caretaker Information**

Caretaker	Primary Address	Relationship To Child	Role	
Smith, Pearl	456 Ivy Drive, Columbus, OH 43332	Aunt	Caretaker	<a href="#">unlink</a>
Jones, Emerald	555 Elm Street, Columbus, OH 43332	Uncle	Other Involved Adult	<a href="#">unlink</a>
Jones, Rose	555 Elm Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>
Smith, Daisy	123 Oak Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>

Add Caretaker Person Search

**Comments:**

Spell Check Clear 4000

End Date: [redacted]

End Reason: [redacted]

Created In Error

Apply **Save** Cancel

The **Living Arrangement History** screen appears.

## Recording a Living Arrangement

After clicking the **Save** button, the Living Arrangement record is “frozen” and cannot be modified, except for the **Comments** field, **End Date** field, **End Reason** field, as well as the **Created in Error** check box which are discussed later in this document. Once end-dated, the **Comments** field also becomes frozen.

If there are any changes to the Living Arrangement record (such as the caretaker has changed, the child is no longer in that living arrangement, or the information is simply incorrect), you can either end date the record and include the end reason, or mark the record as Created in Error.

If you enter a new record, you can use the **Copy** link (discussed below) or follow the steps above to select the child’s name in the **Child Name** field (**Living Arrangement Records** screen).

### Living Arrangement Error Messages

When data on the **Living Arrangement Information** screen is saved, SACWIS validates that the information is accurate and (if needed) provides instructions on what needs to be corrected to save the record. The following are error messages that could appear:

#### **A) The Child has a current Living Arrangement. You must end date the current Living Arrangement before adding a subsequent Living Arrangement record.**

This message appears when a current Living Arrangement Record exists for a child and you attempt to create a new Living Arrangement Record where the new Living Arrangement record’s begin date starts after the begin date of the current Living Arrangement record.

#### **B) The Living Arrangement begin date or end date cannot overlap a custody episode record.**

This message appears when a Living Arrangement record time period overlaps a custody episode record for the child.

#### **C) The Living Arrangement begin date or end date cannot overlap a placement record.**

This message appears when the child has a current open Placement Record, so you cannot create a Living Arrangement.

## Recording a Living Arrangement

**D) The Living Arrangement begin date or end date cannot overlap an initial removal record.**

This message appears when the child has a current open Initial Removal Record, so you cannot create a Living Arrangement.

**E) The Living Arrangement begin date or end date cannot overlap a Child Legal Status record.**

This message appears when the child has a current open Child Legal Status Record, so you cannot create a Living Arrangement.

**F) The child must be an active case member as of the Living Arrangement begin date.**

This message appears to show the child was active case member at the time of the begin date, so you cannot create a Living Arrangement.

**G) The selected members in the Who Holds Legal Responsibility must be an active case member(s) as of the Living Arrangement begin date.**

This message appears to show the selected members in the **Who Holds Legal Responsibility** field were active case members at the time of the begin date, so you cannot create a Living Arrangement.

**H) The Living Arrangement begin date or end date cannot overlap a custody episode record.**

This message appears to show that the child has an active custody record at the time of the begin date, so you cannot create a Living Arrangement.

# Recording a Living Arrangement

## End Dating a Record

If any Living Arrangement information changed after a record has been saved, you will need to do one of the following:

- Enter the end date as well as an end reason, or
- Click the **Created in Error** check box to create a new Living Arrangement record.

## Important Information When End Dating a Living Arrangement:

- A Living Arrangement should be end dated when it is no longer valid.
- If the child is only active in one case, then a Living Arrangement must be closed in order to close the case.
- A Living Arrangement record can only be marked as Created in Error if that living arrangement falls within the most recent case episode.
- After end dating the Living Arrangement, the **End Date** field and **End Reason** field are frozen. However, the **Created in Error** field and the **Comments** field remain enabled.
- If an end date is entered, an end reason is required. Likewise, if an end reason is entered, the end date is required.
- If the end date is removed, the system will remove the end reason.

To end date a record, complete the following steps:

1. Navigate to the **Living Arrangement Records** screen using the steps above.
2. Click the **Edit** link in the appropriate row.

The screenshot shows the 'Living Arrangement' screen. On the left is a sidebar with navigation links: Case Overview, Activity Log, Attorney Communication, Intake List, Safety Assessment, Forms/Notices, AR Pathway Switch, Safety Plan, Family Assessment, Ongoing Case A/I, Specialized A/I Tool, Law Enforcement, Justification/Waiver, Case Services, Court, Living Arrangement (selected), and Initial Removal. The top navigation bar has 'Living Arrangement' and 'Child Legal Status' tabs. Below the tabs, there are fields for Case ID, Case Name, Case Status (Open (08/22/2011)), and Case Category (Ongoing). The main content area is titled 'Living Arrangement Filter Criteria' and includes fields for 'From Begin Date', 'To Begin Date', 'Child's Name', 'Created in Error' (with radio buttons for Exclude and Include), and 'Sort Results By' (with a dropdown menu set to 'Begin Date (Descending)'). There are 'Filter' and 'Clear Form' buttons. Below the filters is a table titled 'Living Arrangement Records' with 'Result(s) 1 - 1 of 1' and 'Page 1 of 1'. The table has the following columns: Child / DOB, Who Holds Legal Responsibility, Caretaker Name, Begin Date/End Date, End Reason, Agency, and Created in Error. The first row of the table has a red box around the 'edit' link in the 'Child / DOB' column. The data in the first row is: [Redacted], [Redacted], [Redacted], 12/27/2011, [Redacted], County Children Services Board, [Redacted].

The **Living Arrangement Information** screen appears.

# Recording a Living Arrangement

3. In the **End Date** field, enter the appropriate date.
4. In the **End Reason** field, select the reason the Living Arrangement is being ended from the drop-down list.
5. Click the **Save** button

**Living Arrangement Information**

Agency: Children Services Board

Person ID: [Redacted]

Child Name: [Redacted] DOB: [Redacted]

Begin Date: \* 12/27/2011

Living Arrangement Type: \* Kinship Care - Relative Home

Who Holds Legal Responsibility: \* Mother

22/1986  
/1990  
11/1986  
/1956  
980

04/1967

Add >  
< Remove

**Caretaker Information**

Caretaker	Primary Address	Relationship To Child	Role	
Smith, Pearl	456 Ivy Drive, Columbus, OH 43332	Aunt	Caretaker	<a href="#">unlink</a>
Jones, Emerald	555 Elm Street, Columbus, OH 43332	Uncle	Other Involved Adult	<a href="#">unlink</a>
Jones, Rose	555 Elm Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>
Smith, Daisy	123 Oak Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>

Add Caretaker Person Search

Comments:

Spell Check Clear 4000

End Date: [Redacted]

End Reason: [Redacted]

Created In Error

Apply Save Cancel

Then, you can do one of the following things:

- Enter a new living arrangement record using the **Copy** link as discussed below.
- Select the child's name and click **Add Living Arrangement** button on the **Living Arrangement Information** screen (also called the **Living Arrangement History** screen) as previously discussed.
- Or, if no new living arrangement information exists, don't add a living arrangement.

# Recording a Living Arrangement

## Copying a Living Arrangement Record

A **Copy** link is available for all living arrangements, including those marked as Created in Error.

1. Navigate to the **Living Arrangement Records** screen using the steps above.
2. Click the **Copy** link in the appropriate row.

The screenshot shows the 'Living Arrangement' screen. On the left is a sidebar with navigation links. The main content area has a header with 'Living Arrangement' and 'Child Legal Status'. Below the header are filter criteria for 'Living Arrangement Filter Criteria', including 'From Begin Date', 'To Begin Date', 'Child's Name', and 'Sort Results By'. A table titled 'Living Arrangement Records' shows one record with columns: Child / DOB, Who Holds Legal Responsibility, Caretaker Name, Begin Date/End Date, End Reason, Agency, and Created in Error. A red box highlights the 'copy' link in the first row of the table. Below the table is an 'Add Living Arrangement' button.

The **Living Arrangement Information** screen appears displaying the copied information from the selected record.

If Living Arrangement type is going to change (be modified), you must first unlink the caretaker information. Additionally, the **Living Arrangement Type** field is grayed out (disabled) until you have unlinked the caretaker(s).

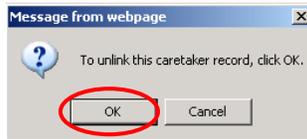
3. To unlink the caretaker, click the **Unlink** hyperlink in the appropriate row.

The screenshot shows the 'Living Arrangement Information' screen. The form includes fields for 'Agency' (County Children Services Board), 'Person ID', 'Child Name', 'DOB', 'Begin Date', 'Living Arrangement Type' (highlighted with a red box), and 'Who Holds Legal Responsibility'. Below the form are 'Add >' and '< Remove' buttons. At the bottom is a table with 'Caretaker' and 'Primary Address' columns. A red box highlights the 'unlink' link in the bottom right corner of the table.

A message appears asking if you want to unlink the caretaker record.

# Recording a Living Arrangement

4. Click the **OK** button.



The caretaker information is removed.

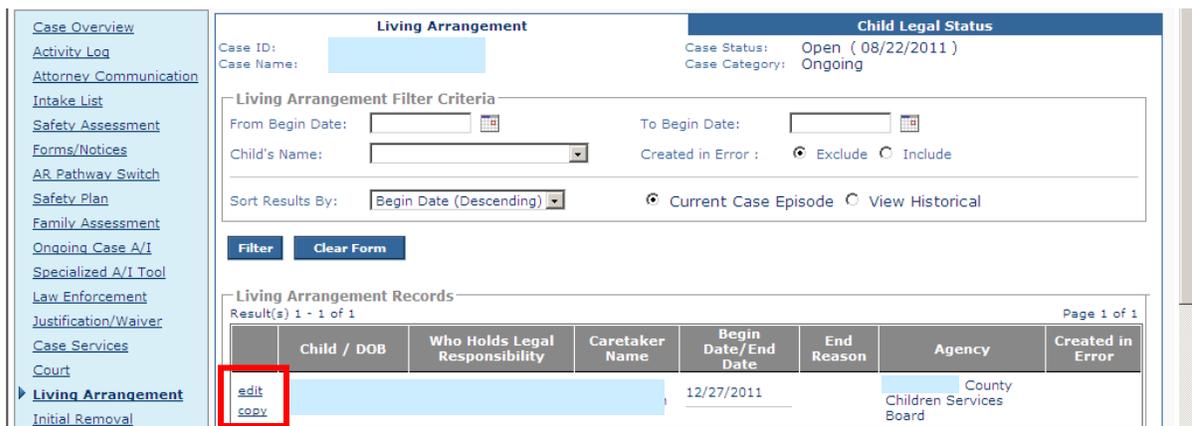
5. Complete the fields as discussed in the steps above.
6. When complete, click the **Save** button.

## Inserting a Living Arrangement Record Between Existing Dates

For historical tracking purposes, you can enter a Living Arrangement record that falls in between two other already existing Living Arrangement records, including custody episodes, as shown here:

To do so, complete the following steps:

1. Navigate to the **Living Arrangement Records** screen using the steps above.
2. Click the **Edit** link or **Copy** link in the appropriate row.



**Living Arrangement** **Child Legal Status**

Case ID: [redacted] Case Status: Open ( 08/22/2011 )  
Case Name: [redacted] Case Category: Ongoing

**Living Arrangement Filter Criteria**

From Begin Date: [ ] To Begin Date: [ ]  
Child's Name: [ ] Created in Error :  Exclude  Include  
Sort Results By: [ Begin Date (Descending) ]  Current Case Episode  View Historical

**Living Arrangement Records** Page 1 of 1

Result(s) 1 - 1 of 1

Child / DOB	Who Holds Legal Responsibility	Caretaker Name	Begin Date/End Date	End Reason	Agency	Created in Error
[redacted]	[redacted]	[redacted]	12/27/2011		County Children Services Board	

The **Living Arrangement Information** screen appears.

# Recording a Living Arrangement

3. In the **End Date** field (**Living Arrangement Information** screen), enter the date for the time frame in which you're trying to record (insert) the historical living arrangement.

## Example:

**Existing Living Arrangement / Custody Episode Record #1:** Jan 1<sup>st</sup> to Jan 15<sup>th</sup>

**Existing Living Arrangement / Custody Episode Record #2:** Feb 1<sup>st</sup> to Feb 15<sup>th</sup>

**New Living Arrangement Record (to be added):** Jan 15<sup>th</sup> to Jan 31<sup>st</sup>

In this example, you would edit or copy record #1. Record the entire living arrangement information as discussed above, including the end date and end reason, and then save the record. If the end date and end reason is not entered, upon save you will receive one of the error messages discussed above.

4. In the **End Reason** field, select the reason the Living Arrangement is being ended from the drop-down list.
5. Click the **Save** button

**Living Arrangement Information**

Agency: Children Services Board  
Person ID: [Redacted]  
Child Name: [Redacted] DOB: [Redacted]  
Begin Date: \* 12/27/2011  
Living Arrangement Type: \* Kinship Care - Relative Home  
Who Holds Legal Responsibility: \* Mother

[Redacted] /1986  
[Redacted] 990  
[Redacted] /1986  
[Redacted] 956  
)

Add >  
< Remove

/04/1967

**Caretaker Information**

Caretaker	Primary Address	Relationship To Child	Role	
Smith, Pearl	456 Ivy Drive, Columbus, OH 43332	Aunt	Caretaker	<a href="#">unlink</a>
Jones, Emerald	555 Elm Street, Columbus, OH 43332	Uncle	Other Involved Adult	<a href="#">unlink</a>
Jones, Rose	555 Elm Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>
Smith, Daisy	123 Oak Street, Columbus, OH 43332	Cousin	Other Involved Child	<a href="#">unlink</a>

Add Caretaker Person Search

Comments:

Spell Check Clear 4000

End Date: [Redacted]  
End Reason: [Redacted]

Created In Error

Apply Save Cancel

# Recording a Living Arrangement

## Viewing and Editing Historical Records (Child Legal Statuses)

Although the **Child Legal Status** functionality has been replaced in SACWIS, you can still view all historical records, as well as end date any open records. However, the screen location to view the historical records has changed.

1. To view historical **Child Legal Status** records, navigate to the **Living Arrangement** link in the **Navigation** menu using the steps above.
2. Click the **Child Legal Status** tab.
3. To update the record (end date or mark as Created in Error), click the **Edit** link in the appropriate row.

The screenshot shows the SACWIS interface with the 'Living Arrangement' section active. The 'Child Legal Status' tab is highlighted. The 'Child Legal Status Filter Criteria' section includes fields for 'From Effective Date', 'To Effective Date', 'Child's Name', and 'Created in Error' options. Below this is a table of 'Child Legal Status Records' with columns for 'Child / DOB', 'Legal Status', 'Effective Date', 'Termination Date', 'Termination Reason', and 'Created in Error'. An 'edit' link is visible under the first record.

The **Child Legal Status Details** screen appears.

4. View or update the fields, as needed.
5. When complete, click the **Save** or **Cancel** button.

The screenshot shows the 'Child Legal Status Details' screen. It includes fields for 'Created Date', 'Modified Date', 'Legal Status', 'Effective Date', 'Expiration Date', 'Termination Date', and 'Narrative'. The 'Legal Status' is set to 'Temp Custody to Relative'. The 'Effective Date' is 11/10/2011. The 'Termination Date' is 12/26/2011. The 'If Terminated, Reason' is 'Returned to Parent/Guardian/Custodian'. The 'Save' and 'Cancel' buttons are highlighted at the bottom.

# Recording a Living Arrangement

## Security Business Rules in SACWIS

### For Living Arrangement:

- Both court workers and placement workers can update records that were created by their logged in agency.
- Court workers and placement workers of the case-owning agency can create Living Arrangement records, along with all assigned workers to the case who have a role of court worker and/or placement worker.
- All workers will be able to view the Living Arrangements screens.

### For Child Legal Status:

- Both court workers and placement workers can update records across agency ownership.
- All workers will be able to view the Child Legal Status screens.

# Recording a Living Arrangement

## Generating Reports

### Section 10 of the Person Overview Report

The **Section 10: Living Arrangement History** of the **Person Overview Report** can be printed separately and submitted as an addendum to the **JFS 01444 Case Plan** when the court wants to view the child's living arrangement. This is a child specific report that is generated from the **Forms/Notices** navigation menu link in SACWIS.

To submit agency-wide living arrangement information, a **Children in Living Arrangement** report can also be generated for the court as discussed in the next sub-section. To run **Section 10** of the **Person Overview Report** which includes the living arrangement history, complete the following steps:

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

**Note:** If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the **Case Overview** screen, click the **Forms / Notices** link in the **Navigation** menu. The **Maintain Forms / Notices** screen appears.
5. In the **Forms / Notices** field, select **Person Overview**.
6. Click the **Select** button.

The screenshot shows the SACWIS interface. At the top, there are tabs: Home, Intake, Case (circled in red), Provider, Financial, and Administration. Under the Case tab, there is a sub-tab Workload (also circled in red). Below the tabs, there are fields for Case ID, Case Name, Case Status (Open (08/22/2011)), and Case Category (Ongoing). A navigation menu on the left includes links like Case Overview, Activity Log, Attorney Communication, Intake List, Safety Assessment, Forms/Notices (circled in red), etc. The 'Forms/Notices' dropdown menu is open, showing a list of forms. The 'Person Overview' form is selected and highlighted in blue. A 'Select' button is visible next to the dropdown.

The **Person Overview** screen appears.

# Recording a Living Arrangement

7. In the **Person** field, select the appropriate name.
8. Click the **Section 10: Living Arrangement History** check box.
9. Click the **Generate Report** button.

Person Overview

Person: \* SACWIS, Susie

Print All Sections

Print Sections (at least one must be selected): \*

- Section 1: Profile
- Section 2: Education
- Section 3: Medical
- Section 4: Employment/Assets
- Section 5: Military
- Section 6: Legal
- Section 7: Delinquency/Violent Offender
- Section 8: Intake/Case History
- Section 10: Living Arrangement History
- Section 11: Worker History

The **Section 10: Living Arrangement History** report appears.

Ohio Department of Job and Family Services  
Person Overview

Requestor: [redacted] Agency: Children Services Board Date: 01/19/2012 Time: 2:30:27 PM

SACWIS, Susie

Primary Address: [redacted] Home: [redacted] Work: [redacted]  
Current Status: Active Status Date: 03/16/2006 DOB: [redacted] Age: 6 Gender: [redacted] Race: White SSN: [redacted]

**SECTION 10: LIVING ARRANGEMENT**

**Living Arrangement History**

Begin Date: 12/27/2011 Living Arrangement Type: Kinship Care - Relative Home  
Who Holds Legal Responsibility: Mother  
End Date: [redacted] End Reason: [redacted]  
Caretaker Information: [redacted]

# Recording a Living Arrangement

## Generating a Children in Living Arrangement Report

The **Children in Living Arrangement** report provides agency-wide information. To run the report, complete the following steps:

1. From the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Filter Criteria** screen appears.
3. In the **Living Arrangement Report** row, click the **Report** link on the right.

Report Filter Criteria

Report Category:  Report Type:

**Filter**

Reports

Result(s) 1 to 11 of 11 Page 1 of 1

Title	Category	Type	
Attempted Visits vs. Actuals	Case	Worker	<a href="#">report</a>
Case Opening Analysis	Case		<a href="#">report</a>
Case Services Report	Case	Worker	<a href="#">report</a>
Children In Placement	Case	Agency	<a href="#">report</a>
Children Needing Permanency	Case	Agency	<a href="#">report</a>
Client Characteristics Report	Case	Worker	<a href="#">report</a>
Client Characteristics by Worker Report	Case	Worker	<a href="#">report</a>
<b>Living Arrangement Report</b>	Case	Agency	<a href="#">report</a>
Outcomes of Dispositional Hearings Report	Case	Unit	<a href="#">report</a>

The **Report Details** screen appears.

4. Select the **PDF** or **Excel** radio button.
5. Click the **Generate Report** button.

Report Details

Report Category: CASE Report Title: Living Arrangement Report

Report Type: AGENCY

Report History

ID	Date Created	Employee ID	Name
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Document History

Select Report Output Format

PDF

Excel

**Generate Report**

The **Living Arrangement Report** screen appears.

# Recording a Living Arrangement

6. In the **Agency** field, select the appropriate agency.
7. In the **Begin Date** field, enter the appropriate date.
8. Click the **Generate Report** button.

Living Arrangement Report

Agency: \* County Children Services Board

Begin Date: \*

End Date

Generate Report Cancel

The **Children in a Living Arrangement Report** appears as shown below.

9. To save the report, click the **Save** button

**Children in a Living Arrangement Report**

Agency: Children Services Board  
From: 12/27/2011  
To: N/A  
Run Date: 01/19/2012

Person ID	Person Name	DOB	Living Arrangement Type	Who Holds Legal Responsibility	Who Holds Legal Responsibility (Names)	Caretaker (s)/ID	Begin Date	End Date	End Reason
			Kinship Care - Relative Home	Mother			12/27/2011		

11.00 x 8.50 in

Save Cancel Review Parameters

## Note:

- In the near future, a report titled **Living Arrangement Person** will also become available.
- If you have additional questions, contact the SACWIS Help Desk.