

SACWIS

***Ohio
Statewide
Automated
Child Welfare
Information
System***

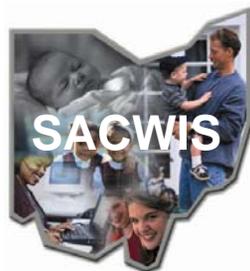
**SACWIS Statewide User
Group Meeting
January 16, 2009**



Welcome!

Agenda

- Project Update
- Duplicate Person IDs
- Central Registry Procedures
- On Line Provider Merge Update
- Financial Update
- Training Update
- Adoption Confidentiality Initiative
- Sensitive Data Fixes
- Functionality Reminders



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Project Update

Joan Denman / Tresa Young

Ohio

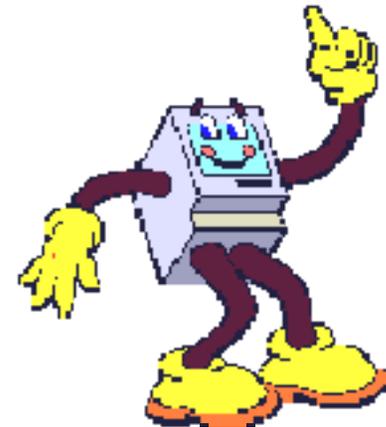
Department of
Job and Family Services



Project Update



All 88 Counties are live with Case Management Functionality in SACWIS!!





Private Agency Implementation

- Private Provider Council met 12/2/08
- Private agency rollout has been postponed
- SACWIS Provider Team & OCF will continue to enter data for all private agencies until they are converted to SACWIS
- SACWIS Provider Form JFS01318 through clearance



Help Desk Phone Outages

- The unemployment compensation phone lines are receiving 10x the amount of calls they normally handle.
- SACWIS/FACSYS/OCF help desks are on the same phone system as unemployment.
- Due to the flooding of unemployment calls, any call coming in the phone system during the busy times can possibly lose the call routing information.
- MIS is working with Quest and Verizon to correct the problem.



SACWIS Project Staff Changes

- Lindsay Smouther and Laurie Noggle have joined the SACWIS help desk
- The OCF Help Desk has been absorbed into the Bureau of Automated Systems under Gary Stought





County Access And Employee Security

- The Auditor of State is requesting that the state document a routine check on all users and their security access level to SACWIS
- MIS will be documenting all users who have access to SACWIS broken down by county
- Agency SACWIS administrators will need to verify if all users in their agency are still valid and have the correct security access



Partnership Forum Meeting

- Continue to work with membership to determine focus of group
- Next Meeting January 30th

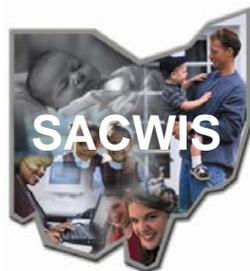


- Project staff reviewing 900+ logged enhancements
- Approx 200 that have been implemented or is a duplicate
- Finalized List will be sent to CCRB Members to validate
- Further discussions on process



SARGE Update

- SARGE = SACWIS Assessment Review Guide
- Tool used by ACF to assure Ohio SACWIS is compliant with all Federal SACWIS requirements
- Last SARGE review was in June 2007
- A new review will begin in May 2009 checking that all recommendations from 2007 are met



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Duplicate Person ID's

Jennifer Justice

Ohio

Department of
Job and Family Services



Duplicate Persons - History

- Many duplicates exist in SACWIS due to the legacy data and it's conversion as well as users creating duplicates presently- this is not a new problem
- Through conversion when the system recognized a duplicate SSN, the person converted with the SSN listed in the reference value field and the SSN is blank.
- Users continue to create duplicates due to inadequate searches which can be attributed to the large number of duplicates that already exist.
- Planning has begun to reduce/eliminate the large number of duplicates in the system



Duplicate Persons - Recommendation

- Recommend that counties prioritize the elimination of duplicates using the person merge functionality
- Once On Line Provider Merge is available, Person Merge must be conducted prior to Provider Merge
- The process cannot not be automated. Human intervention to confirm that two persons are truly duplicates is needed.
- Defect 16717 – training hours not merging has been resolved



Duplicate Persons – Current status

- Duplicate person analysis has been completed
- The number of duplicates have been calculated for each county
- Counties range from zero duplicates to over 100,000 in the system
- Some duplication is attributed to the way the legacy system was set up and some duplication is directly related to the level of effort each county invested in cleansing their data prior to conversion



Duplicate Persons – Current status

- Code has been written to provide count breakdowns for prioritization of the merge effort
- A list prioritizing duplicate person classes to be merged needs to be developed
- Depending on the number of duplicates a county has, prioritized reports will need to be provided
- Guidelines for communicating between counties when merging certain person classes need to be developed



Duplicate Persons - Benefits

Potential benefits of prioritizing this clean-up effort:

- 1) Improved data integrity -More accurate, reliable person history to improve decision-making
- 2) Faster, more user-friendly person searches
- 3) One step closer to counties completing their own central registry checks



Duplicate Persons - Risks

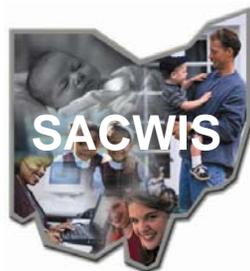
Potential risks if duplicates remain in the system:

- 1) Incomplete person histories that are stored over multiple records in the system leading to poor, uninformed decision-making
- 2) Cumbersome, time-consuming person searches that will likely result in errors and additional duplicate records
- 3) The continuation of the current procedure of relying on the state for information



Duplicate Persons

Questions / Answers



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Central Registry Procedures

Jennifer Justice

Ohio

Department of
Job and Family Services

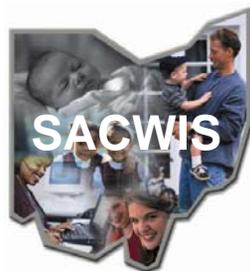


Central Registry

- Counties need to continue to follow FCASPL 103 (PL109-248 Adam Walsh)
- Two updates to the procedure
 - CR no longer required for adoption two year home study updates
 - CR are required for foster parents at time of recertification



Questions / Answers



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Provider Merge Update

Colleen Tucker

Ohio

Department of
Job and Family Services



On-Line Provider Merge Overview

- Functionality is slated for Build 1.70
- On-Line Provider Merge affects over 50 tables in SACWIS
- On-Line Provider Merge is designed to merge HOME Providers (Foster, Adoptive and Kinship)
- Current functionality states that the retained provider must have an active provider type status



On-Line Provider Merge Overview

- Merge Administrator User Group will give a user security to complete Merge requests
- Functionality will be available to state SACWIS Provider Team initially
- State will provide training to county Merge Administrators to assure that they are familiar and comfortable with the functionality prior to county access



Improvements over Mass Merge

- On-Line Merge allows the user to select which provider type and recommending agency they deem as currently effective
- On-Line Merge allows the user to select which Description of Family and Description of Home is most recent and should have copy link available
- On-Line Merge will retain the household members that are linked to the Description of Family that the User Selects



Improvements over Mass Merge

- On-Line Merge allows the user to retain all training on one provider record
- The user is able to choose which payee information to retain as effective
- An output report will be available to the Merge Administrator to document reasons why two providers may not have merged

On-Line Provider Merge: Merge History Filter and Request

SACWIS - Administration - Utilities - Merge Provider Requests - Microsoft Internet Explorer provided by ODJFS

Address: <http://sx-sacwis-w01:18084/sacwis/mergeProviderRequestFilter.do>

OHIO SACWIS Conversion [1]

home | search | help & training | switch profiles | log off
Logged In: Tucker, Colleen [Ohio Department of Job and Family Services]

Home | Intake | Case | Provider | Financial | Administration
Staff | Maintenance | Security | Reports | Training | Utilities | help

[Merge Person](#)
[Associate Case](#)
[Maintain PSA](#)
[Restrict Case/Intake](#)
[Alleged Perpetrator](#)
[Geographical Designations](#)
[SACWIS Access Mode](#)
▶ **Provider Merge Requests**

Merge History Filter

From Date: To Date:
Status: Requestor:
Requesting Agency:
Sort Results By:

Merge History Filter Results

Status	Retained Provider Name/ID	Duplicate Provider Name/ID	Requestor	Status Date
No Results Returned.				

HOME | HELP & TRAINING | PRIVACY & SECURITY | AGENCY SEARCH | Conversion version 1.68.3

Done
Start | 4 Novell Group... | SACWIS - Adm... | Mercury TestDir... | On-Line Utility T... | Provider Merge s... | merge logs | On-Line Provider... | Remedy User - [... | RM36 - Process ... | Local intranet | 2:09 PM

On-Line Provider Merge: Comparison Screen

OHIO SACWIS Conversion [1] [home](#) | [search](#) | [help & training](#) | [switch profiles](#) | [log off](#)
 Logged In: Tucker, Colleen [Ohio Department of Job and Family Services]

Home | Intake | Case | Provider | Financial | Administration
 Staff | Maintenance | Security | Reports | Training | Utilities

Administration > Utilities > Provider Merge Requests

Provider Selection

Retained Provider

Provider ID: 2120935 Name: [Henderson, Judy & Henderson, Rusty](#)
 Applicant 1: Henderson, Judy Applicant 2: Henderson, Rusty
 Marital Status: Married two parent household with two biological/adoptive parents
 Address: 2325 N Main St , Dayton, OH 45405-3440

Duplicate Provider

Provider ID: 2332003 Name: [Henderson, Rusty & Henderson, Jody](#)
 Applicant 1: Henderson, Rusty Applicant 2: Henderson, Jody
 Marital Status: Married Couple
 Address: 2325 N Main St , Dayton, OH 45405-3440

Provider Comparison

- [Service History](#)
- [Participants](#)
- [Training History](#)
- [Home Study](#)
- [License History](#)

Provider Type	Level of Care	Certification Period	Agency
Foster Care	Family Foster Home	12/30/2004 - 10/11/2005	Bair Foundation
Foster Care	Treatment Foster Home	10/12/2005 - 11/14/2005	Bair Foundation
Foster Care	Treatment Foster Home	11/15/2005 - 11/13/2006	Bair Foundation
Foster Care	Treatment Foster Home	11/14/2006 - 07/19/2007	Bair Foundation
Foster Care	Treatment Foster Home	07/20/2007 - 10/12/2007	Bair Foundation
Foster Care	Treatment Foster Home	10/13/2007 - 10/12/2009	Bair Foundation

Provider Type	Level of Care	Certification Period	Agency
Foster Care	Family Foster Home	01/14/2002 - 01/13/2004	Adriel School, Inc.
Foster Care	Family Foster Home	01/14/2002 - 01/14/2004	Adriel School, Inc.
Foster Care	Treatment Foster Home	01/14/2004 - 01/13/2006	Adriel School, Inc.
Foster Care	Treatment Foster Home	01/14/2004 - 01/14/2006	Adriel School, Inc.
Foster Care	Treatment Foster Home	01/14/2006 - 07/16/2007	Adriel School, Inc.
Foster Care		07/17/2007 - 07/16/2013	Adriel School, Inc.

HOME | HELP & TRAINING | PRIVACY & SECURITY | AGENCY SEARCH | Conversion version 1.68.3

On-Line Provider Merge: Provider Type Selection

SACWIS - Administration - Utilities - Merge Provider Requests - Microsoft Internet Explorer provided by ODJFS

Address: http://sx-sacwis-w01:18084/sacwis/mergeProviderRequestSelect.do

OHIO SACWIS Conversion [1]

home | search | help & training | switch profiles | log off
 Logged In: Tucker, Colleen [Ohio Department of Job and Family Services]

Home | Intake | Case | Provider | Financial | Administration
 Staff | Maintenance | Security | Reports | Training | Utilities

Administration > Utilities > Provider Merge Requests > Add Merge Request

Your data has been saved. [close confirmation](#)

Status: Pending Status Date: Jan 13, 2009
 Requestor: Colleen Tucker Requesting Agency: Ohio Department of Job and Family Services

Step 1 of 5: Provider Type Selection

Retained Provider

Provider ID: 2120935 Name: [Henderson, Judy & Henderson, Rusty](#)
 Applicant 1: Henderson, Judy Applicant 2: Henderson, Rusty
 Marital Status: Married two parent household with two biological/adoptive parents
 Address: 2325 N Main St , Dayton, OH 45405-3440

Duplicate Provider

Provider ID: 2332003 Name: [Henderson, Rusty & Henderson, Jody](#)
 Applicant 1: Henderson, Rusty Applicant 2: Henderson, Jody
 Marital Status: Married Couple
 Address: 2325 N Main St , Dayton, OH 45405-3440

Adoptive Home Types

Status	Effective	Agency	Retain
N/A	N/A	N/A	<input type="radio"/>

Status	Effective	Agency	Retain
Approved	07/17/2007	Adriel School, Inc.	<input type="radio"/>

Foster Home Types

Status	Effective	Agency	Retain
Certified	12/30/2004	Bair Foundation	<input type="radio"/>

Status	Effective	Agency	Retain
Pending Homestudy Approval	01/14/2002	Adriel School, Inc.	<input type="radio"/>

Kinship Home Types

Status	Effective	Agency	Retain
N/A	N/A	N/A	<input type="radio"/>

Status	Effective	Agency	Retain
N/A	N/A	N/A	<input type="radio"/>

HOME | HELP & TRAINING | PRIVACY & SECURITY | AGENCY SEARCH | Conversion version 1.68.3

Start | 4 Novell Group... | SACWIS - Adm... | Mercury TestDir... | On-Line Utility T... | Provider Merge ... | merge logs | On-Line Provider... | Remedy User - [...] | RM36 - Process ... | 2:51 PM

On-Line Provider Merge: Provider Applicants Selection

SACWIS - Administration - Utilities - Merge Provider Requests - Microsoft Internet Explorer provided by ODJFS

Address: http://sx-sacws-w01:18084/sacwis/mergeStep4.do

OHIO SACWIS Conversion [1] home search help & training switch profiles log off
 Logged In: Tucker, Colleen [Ohio Department of Job and Family Services]

Home Intake Case Provider Financial Administration
 Staff Maintenance Security Reports Training Utilities

Administration > Utilities > Provider Merge Requests > Add Merge Request

Your data has been saved. close confirmation

Status: Pending Status Date: Jan 13, 2009
 Requestor: Colleen Tucker Requesting Agency: Ohio Department of Job and Family Services

Step 3 of 5: Applicants Selection

Retained Provider

Provider ID: 2120935 Name: Henderson, Judy & Henderson, Rusty
 Applicant 1: Henderson, Judy Applicant 2: Henderson, Rusty
 Marital Status: Married two parent household with two biological/adoptive parents
 Address: 2325 N Main St , Dayton, OH 45405-3440

Duplicate Provider

Provider ID: 2332003 Name: Henderson, Rusty & Henderson, Jody
 Applicant 1: Henderson, Rusty Applicant 2: Henderson, Jody
 Marital Status: Married Couple
 Address: 2325 N Main St , Dayton, OH 45405-3440

Applicants

Retain

App	Name	DOB	SSN	Maps To
1	Henderson, Judy	02/18/1970	271-56-9796	Historical
2	Henderson, Rusty	01/30/1970	N/A	Historical

Retain

App	Name	DOB	SSN	Maps To
1	Henderson, Rusty	02/27/1967	N/A	Historical
2	Henderson, Jody	08/22/1969	N/A	Historical

Previous Next Apply Save Cancel Validate

HOME | HELP & TRAINING | PRIVACY & SECURITY | AGENCY SEARCH | Conversion version 1.69.0

Start | Novell GroupWise - ... | Mail From: IROABU... | Mail From: RAJU CH... | 4 Internet Explo... | On-Line Utility Testing | Microsoft PowerPol... | merge logs 01-14-2... | RM36 - Process Pro... | 11:34 AM

On-Line Provider Merge: Validation Screen

SACWIS - Administration - Utilities - Merge Provider Requests - Microsoft Internet Explorer provided by ODJFS

Address: http://sx-sacwis-w01:18084/sacwis/mergeStep5.do

OHIO SACWIS Conversion [1] home search help & training switch profiles log off
 Logged In: Tucker, Colleen [Ohio Department of Job and Family Services]

Home Intake Case Provider Financial Administration
 Staff Maintenance Security Reports Training Utilities

Administration > Utilities > Provider Merge Requests > Add Merge Request

Your data has been saved. [close confirmation](#)

Provider Merge Validation

Retained Provider		Duplicate Provider	
Provider ID:	2120935	Provider ID:	2332003
Name:	Henderson, Judy & Henderson, Rusty	Name:	Henderson, Rusty & Henderson, Jody
Applicant 1:	Henderson, Judy	Applicant 1:	Henderson, Rusty
Applicant 2:	Henderson, Rusty	Applicant 2:	Henderson, Jody
Marital Status:	Married two parent household with two biological/adoptive parents	Marital Status:	Married Couple
Address:	2325 N Main St , Dayton, OH 45405-3440	Address:	2325 N Main St , Dayton, OH 45405-3440

Step 1: Provider Types

Type	Status	Effective	Agency
Adoptive Care	Approved	07/17/2007	Adriel School, Inc.
Foster Care	Certified	12/30/2004	Bair Foundation

[Edit](#)

Step 2: Description of Family

Effective Date	Agency	Members / Placed Children	Type

[Edit](#)

Step 3: Applicants

App	Name	DOB	SSN
1	Henderson, Judy	02/18/1970	271-56-9796
2	Henderson, Rusty	01/30/1970	

[Edit](#)

Step 4: Description of Home / Primary Address

Effective Date	Address
01/19/2006	3687 County Road 9 , Bryan, OH 43506-8632

[Edit](#)

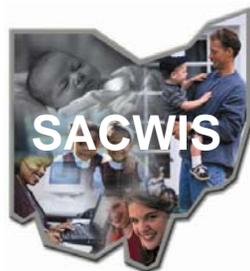
Done Local intranet

Start Novell GroupWise - ... Mail From: IROABU... Mail From: RAJU CH... 4 Internet Explo... On-Line Utility Testing Microsoft PowerPoi... merge logs 01-14-2... RM36 - Process Pro... 11:35 AM



On Line Provider Merge

Questions / Answers



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Financial Update

Tresa Young /Dan Shook / Kip Crist

Ohio

Department of
Job and Family Services



SACWIS Financial

- Federal Priorities/Issues
 - Electronic reconciliation of paid claims data in SACWIS
 - Child Welfare Data tracked in multiple systems
 - TANF IV-A Interface/data exchange
 - IV-D Child Support Interface
 - Requirements of Financial Module & Funding
 - Onsite Federal Review May 4, 2009



SACWIS Financial Team's Focus

- Foster Care Maintenance JAD Sessions preparation - Ongoing Enhancements
- Meeting individually with 14 financially live counties
- On-site support for Cuyahoga county as they go live with SACWIS and initiate processing through the financial module
- Meigs and Portage financial implementation



Evolution of Financial Implementation

- First Financially Live Counties Experiences
- Lessons Learned
- Financial Roll-Out Planning Model
 - Weekly Calls, Webinars and Training
 - Pre Conversion Data Comparison Reports
 - Test Runs and Go Live
 - Exit Strategies and Ongoing Support
- Pilot Counties Success



Financial Roll Out Resumption

- Planning for financial module roll out resumption
 - State Preparations:
 - Financial module enhancements
 - Lessons learned from financially live county meetings
 - County Preparations:
 - Data assessment in SACWIS
 - Refer to job aides
 - Knowledge base articles
 - Bi-weekly teleconferences
 - New build release notes



Financial Update

Financial Support and Tools

- Reimbursement and reconciliation report -
* Other Enhancements in Build 1.68
- Partnering for Upcoming JADS – FCM and AA
- Knowledge Base articles for job aids and frequently asked questions
- Data Assessment – Comparing SACWIS Reports with Internal Data Reports
- Financial BA's to assist with preparations and work with you as you go live
- Continue to Document Issues: Contact the SACWIS Help Desk to ensure proper tracking and assessment
- For Direct Assistance Contact Kip Crist
614-752-0047



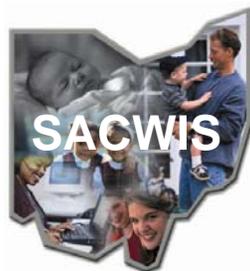
Financial Update

- Discussions occurring with Maximus on PET system
- Looking for 1-2 counties to assist with defining requirements for data sharing



Financial Update

Questions / Answers



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Training Update

Jack South

Ohio

Department of
Job and Family Services



Newly Developed SACWIS Classes

- **Assessment/Investigation Tools**
 - Review Assessment/Investigation workflow
 - Review Intake, Intake workload, Intake Screening decision and case assignments
 - Review and Complete CAPMIS tools



Newly Developed SACWIS Classes

- Court/Legal Activities
 - Review Court Process Workflow
 - How to record, edit and view complaints, motions, rulings and hearings
 - Dependency Court entries have on IV-E Eligibility
 - Utilizing Court Calendar



Training Classes

- Under Development
 - Case Services/Case Planning
 - Intake
 - Case Reviews
 - SACWIS Help & Maneuverability
- Others to Follow
 - Kinship Providers
 - Adoption
 - Provider
 - System Administration



SACWIS Training Classes

- **SACWIS Super User**
 - March 23-26, 2009
 - Columbus RTC- Room M114
- **SACWIS End User**
 - February 5-6, 2009
 - Cincinnati RTC- Room B
 - February 10-11, 2009
 - Zanesville RTC - Room B
 - March 3-4, 2009
 - Bowling Green RTC - Room B
 - March 10-11, 2009
 - Akron RTC - Room B

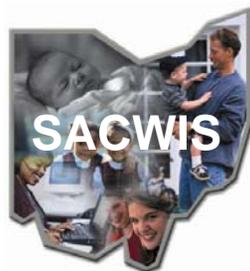


New Training Classes

- **Assessment/Investigation Tools**
 - March 17, 2009
 - Columbus RTC - Room M114
- **Court/Legal Activities**
 - March 27, 2009
 - Columbus RTC - Room M114



Questions / Answers



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Adoption Confidentiality Initiative

Sharon Graham

Ohio

Department of
Job and Family Services



Adoption Confidentiality Initiative

- System will maintain child's confidential information at the time their adoption record is sealed/secured regardless if the adoption case remains open



New Functionality Effects All Areas

- Case work items in an Adoption case
 - Placement, Case Plans, Case Services, Activity Logs
- Adoption work items
 - Pre-Adoptive Staffing, Matching Conference, Pre-Finalization Information, Potential Families, Adoption Details
- Provider
- Reports
- Financial



Adoption Confidentiality Initiative

- Once a child's adoption record has been sealed the following Case work item links in an Adoption case will be hidden
 - Placement Records
 - Case Plans
 - Case Services
 - Activity Logs
 - Visitation Plans (if applicable)
 - *Closed/Sealed Adoption Reviewer security to view all hidden links



Adoption Confidentiality Initiative

- Once a child's adoption record has been sealed the following Adoption work item links in an Adoption case will be hidden
 - Pre-Adoptive Staffings
 - Matching Conference(s)
 - Pre-Finalization Information
 - Potential Family Searches
 - Adoption Details
 - *Closed/Sealed Adoption Reviewer security to view all hidden links



Adoption Confidentiality Initiative

- Provider: For a child whose Adoption record has been sealed, the following links will be hidden
 - Historical placement record(s)
 - Activity Log record
 - *Closed/Sealed Adoption Reviewer security to view hidden records and links



Adoption Confidentiality Initiative

- Reports: For a child whose Adoption record has been sealed, the following report links will be hidden
 - JFS 01453 Adoption Assistance Agreement
 - JFS 01667 Adoption Information Disclosure
 - JFS 01654 Adoption Placement Agreement
 - JFS 01609 Family Permanency Planning Summary
 - JFS 01610 Child Permanency Planning Summary
 - Person Overview Report
 - *Closed/Sealed Adoption Reviewer security to view hidden report links.



Adoption Confidentiality Initiative

Financial

- If pre-adoptive name and/or pre-adoptive person ID is used to complete a search for finance information, the results will only return records associated to that pre-adoptive name and/or pre-adoptive person ID.
- *Closed/Sealed Adoption Reviewer security shall be able to view both pre-adoptive and post-adoptive financial information.



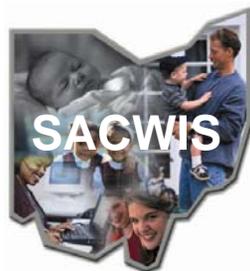
Adoption Confidentiality Initiative

- The initial pieces of functionality were implemented in Build 1.68
- Additional pieces of functionality scheduled to be released through the next three Builds.
- Release notes will indicate which pieces of functionality will occur for each Build



Adoption Confidentiality Initiative

Questions / Answers



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Sensitive Data Fixes

Tresa Young

Ohio

Department of
Job and Family Services

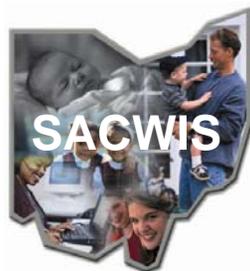


SACWIS Sensitive Data Corrections

- Over the past year, the SACWIS application has been significantly modified to provide county staff with updating/correction capability in areas relating to finance data, case closures, provider assignment, visitation plans, case assignments, dispositions, independent living plans, (? Any others?)
- FCASPL 145 SACWIS Data Corrections Procedure Letter – temporary process for sending sensitive data requests due to clerical errors. Policy indicates no substantive or other modifications or deletions will be made as required by records laws and ACF guidance to SACWIS states.



- The deletion of an intake was identified as a finding in the prior federal SARGe review. ODJFS will be working with policy, legal, counties to clarify expectation that intakes will not be deleted from SACWIS.
- The Project Team is reviewing underlying issues related to sensitive data requests – these include:
 - the functionality/needs related to how an unknown perpetrator is identified/added to an intake and case.
 - duplicate person and provider data
 - screening/CAPMIS time restrictions / requirements
 - county training needs
 - critical remaining changes within application or with structured utility
- Other County Suggestions/Concerns



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

Functionality Reminders

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Closing Adoption Cases with Subsidy Records

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Closing Adoption Case with Subsidy Records

- The system will allow each child's record to be sealed and the adoption case to be closed even when an Adoption Assistance (AA) Subsidy Determination record has not been recorded in SACWIS. If the child may ever receive or is going to receive Adoption Assistance (AA) Subsidy then prior to sealing each child's adoption record, an AA Subsidy Determination record must be completed in SACWIS. If at the time of the child's adoption finalization, the adoption family wishes to not receive any AA, but may wish to receive AA in the future, then an AA subsidy record must still be recorded with a zero dollar amount prior to sealing and closing the adoption case.
- **Note:** Even if not financial live, the AA Determination must be completed in SACWIS before the adoption record is sealed and the case is closed.

Closing Adoption Case with Subsidy Records

The screenshot shows a Microsoft Internet Explorer browser window displaying the SACWIS web application. The address bar shows the URL: <http://sacwisstaging.odjfs.state.oh.us/sacwis/adptCaseClosureList.do>. The page title is "SACWIS - Case - Workload - Case Overview - Case Member Details - Placement/Finalization/Case Cl".

The application header includes the "OHIO SACWIS" logo, a "PRD_T" indicator, and navigation links for "home", "search", "help & training", and "log off". The user is logged in as "Hollingshead,Ronda [Muskingum County Children Services Board]".

The main content area shows the breadcrumb "Case > Workload > Case Overview". Below this, there are two tabs: "Members" and "Placement/Finalization/Case Closure". The "Placement/Finalization/Case Closure" tab is active.

Case details are displayed as follows:

Case ID:	87525	Case Status:	Open
Case Name:	Angler, James A	Case Category:	Adoption

Below the case details is a section titled "Adoption Placement/Finalization Information" with a "Validate Adoption Case Closure" link. It contains a table with the following columns:

Child Name	Placement Information Completed	Finalization Checklist Completed
Add Adoption Placement		

A "Close" button is located at the bottom left of the page.

Navigation to this screen: From the left hand navigation of an Adoption case, click **Case Overview**, then **View Member Details**. Then click **Placement/Finalization/Case Closure** tab. Then click the **Add Adoption Placement** button.

Closing Adoption Case with Subsidy Records

SACWIS - Case - Workload - Case Overview - Case Member Details - Adoption Placement/Finalization - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://sacwisstaging.odjfs.state.oh.us/sacwis/adptCaseClosureSelectChild.do> Go Links

OHIO SACWIS PRD_T [home](#) | [search](#) | [help & training](#) | [log off](#)

Logged In: Hollingshead,Ronda [Muskingum County Children Services Board] [help](#)

Case > Workload > Case Overview > Placement/Finalization/Case Closure

Case ID: 87525 Case Status: Open
Case Name: Angler, James A Case Category: Adoption

Child for Adoption Placement/Finalization Details

Child Name: *

OK Cancel

Next, select the desired **child's name** from the drop down box and click **OK**.

Closing Adoption Case with Subsidy Records

OHIO SACWIS | Staging [1] | Home | Search | Help & Training |
Logged In: Hollingshead,Ronda [Muskingum County Children Service

Case > Workload > Case Overview > Placement/Finalization/Case Closure

Case ID: [redacted] Case Status: Open
Case Name: [redacted], Tabitha Case Category: Adoption

Adoption Placement/Finalization Details

Child's Pre-Adoptive Information

Name: [redacted], Tabitha
SSN: [redacted]
Address: 19 Olde Falls Rd Zanesville, OH

Copy to Adoptive Information

Child's Adoptive Information

First Name: Tabitha
Middle Name: [redacted]
Last Name: Greenflower
Suffix: [redacted]
SSN: [redacted]
Address: [redacted]

Adoption Placement Information

Subsidy Eligibility Determined: [redacted]
Adoption Subsidy Agreement Date: [redacted]
CSI Updated Date: 02/01/2008
Adoptive Homestudy/Initial Approval Date: [redacted]
Date Withdrawn from OAPL: 10/31/2008
 N/A
Adoption Placement Agreement Date: 10/31/2008
Social/Medical History Completed: 10/31/2008
Date Adoption Info. Disclosure Signed: 10/31/2008

Finalization Checklist

Petition to Adopt: [redacted]
Adoption Finalization Date: [redacted]

- Signed Consent to Adopt
- Pre-Finalization Report Completed
- Court Packet Completed
- Final Decree

Primary Factor for Special Need Determination: Not Applicable



Closing Adoption Case with Subsidy Records

- There are five (5) reference values that can appear for the **Subsidy Eligibility Determined** field. They are: **AA**, **SAMS**, **Not Determined**, **Ineligible** or **N/A**.
- If there is no Adoption Subsidy record of "AA" or "SAMS" for that child then the system will display a value of **N/A** in the **Subsidy Eligibility Determined** field.
- If the current Adoption Subsidy record of "AA" or "SAMS" for the child is pending (in the Financial Section) then the system will display a value of **Not Determined** in the **Subsidy Eligibility Determined** field. (When the **Subsidy Eligibility Determined** field has a value of "Not Determined", then the adoption placement information box is not complete and will display "No").
- If the current Adoption Subsidy record of "AA" or "SAMS" for that child was determined **Ineligible**, then the system will display a value of **Ineligible** in the **Subsidy Eligibility Determined** field.
- If the current Adoption Subsidy record of **AA** for that child was determined and the child is Eligible, then the system will display a value of **AA** in the **Subsidy Eligibility Determined** field. In addition, the Subsidy Agreement Date will display.
- If the current Adoption Subsidy record of **SAMS** for that child was determined and the child is Eligible, then the system will display a value of **SAMS** in the **Subsidy Eligibility Determined** field. In addition, the Subsidy Agreement Date will display.
- Then when the system is validating the completion of the Adoption Placement Information, the **Subsidy Eligibility Determined** field must have a value of **AA**, **SAMS**, **Ineligible** or **N/A** to be considered complete.



Closing Adoption Case with Subsidy Records

- Remember: Prior to terminating Permanent Custody (PC) and discharging (ending) the adoptive placement, must complete the AA and/or SAMS determination in SACWIS.



Closing Adoption Case with Subsidy Records

- When a child is placed in an “Foster to Adopt” type home, and the family wishes to receive FCM until the finalization, the user will end date the Foster Care placement to record the Adoptive placement setting on the actual day of finalization.
- Though the adoptive placement record will be ending on the same day, refrain from entering the end date until the subsidy record has been determined.
- It is necessary for the Adoption Worker, Court Worker and Eligibility Specialist to communicate to coordinate this effort.



Closing Adoption Case with Subsidy Records

- If termination has been entered prior to subsidy being determined, then a data fix request is necessary to remove the end dates to allow the determination to be completed.
- Questions and Comments?



Subsidy Workload Functionality

—



Subsidy Workload Functionality

- Currently, SACWIS does not provide a method to assign workers to post-adoptive Adoption Assistance (AA) and SAMS records. There is no method to manage these workload items on an open child subsidy record in which the child is post-adoptive and receiving an AA Subsidy.



Subsidy Workload Functionality

- We have added new functionality to allow an Eligibility Specialist the ability to see these AA records in their workload and the Eligibility Specialist Supervisors a method to manage these workload. This will also allow Eligibility Specialist to receive appropriate ticklers for upcoming redeterminations.

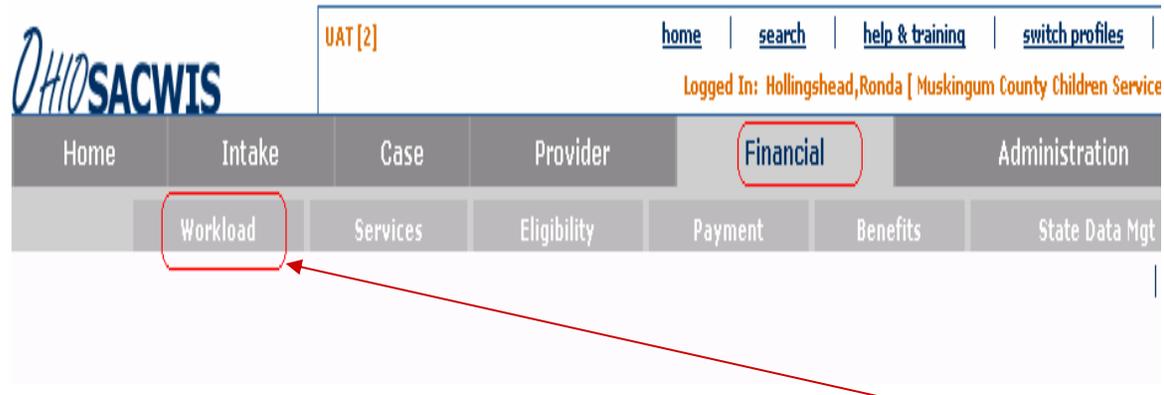


Subsidy Workload Functionality

- Five ticklers:
 - Complete Subsidy Eligibility Determination.
 - Redetermine IV-E Eligibility (30 days prior to child's 18 birthday).
 - Annual Review – Adoption Subsidy (The Annual).
 - Continued Eligibility-Adoption Subsidy (60 days before child's 18 birthday).
 - Final Review-Terminate Subsidy (child turns 21 years of age).



Subsidy Workload Functionality



New Sub-Tab under Financial

Workload ← This new sub-tab will be visible only if the logged in user must have the User Group Assignment of **Eligibility Specialist Assignments** or **Eligibility Specialist Workload**.



Subsidy Workload Functionality



- Financial Workload page will have three (3) left side menu options
- [Financial Ticklers](#) ← **Eligibility Specialist Assignments** or **Eligibility Specialist Workload** User Group Assignment in order to view.
 - [My Assignments](#) ← **Eligibility Specialist Assignments** or **Eligibility Specialist Workload** User Group Assignment in order to view.
 - [Manage Assignments](#) ← Both **Eligibility Specialist Assignments and Eligibility Specialist Workload** User Group Assignment in order to view.



Subsidy Workload Functionality

- All children in SACWIS that have a current Adoption Subsidy record, will appear in the “Unassigned Children” list for worker assignment.
- The worker(s) have ability to view all of their own assignments from the **My Assignments** tab.
- When navigating to the **Financial Ticklers** tab, the worker can view which work items are coming due and past due. Each tickler is a hyperlink which navigates the worker to the appropriate child subsidy record.



Subsidy Workload Functionality

- Scheduled to be released in Build 1.67 on December 5th.
- A Knowledge base article will be posted for instructions detailing utilization of the functionality.



Documentation when Permanent Custody (PC) is under Appeal



Documentation when PC is under Appeal

Note: All names in the screen prints are fictitious.
They do not represent any known person.

Question: Does SACWIS force me to create an Adoption Case?

Answer: No. There are no edits in SACWIS that force a user to create an Adoption Case. However, when the child's legal status is Permanent Custody (PC) or Permanent Surrender (PS), the Agency is required to move toward reaching the goal of Adoption Finalization.



Documentation when PC is under Appeal

Question: How long can I wait to create an Adoption Case in SACWIS once our agency receives a Agency legal status of Permanent Custody (PC) or Permanent Surrender (PS)?

Answer: This is an agency decision that can be made on a case by case basis.

Things to Consider: The likelihood of an appeal being filed and time-frames for adoption related work items as they can only be completed in an Adoption case in SACWIS.



Documentation when PC is under Appeal

If we (the Agency) believe the Permanent Custody legal status will be appealed, should we wait to create the adoption case? What are the consequences of waiting to create the Adoption Case and what are the consequences of creating the Adoption Case immediately?

At this time OAC 5101: 2-48-16 indicates the Initial Pre-Adoptive Staffing is due forty-five (45) days after Permanent Custody has been granted to the Agency; regardless of the legal status being under appeal. This rule has been revised (still pending approval -in clearance) to change the Pre-Adoptive Staffing mandate to be in accordance with the Matching Conference mandate, which states: "If the order is under appeal, the Matching Conference is due within forty-five (45) days of the issuance of the final decision". However, until such time the revised rule goes into effect, the Agency is required is to conduct the Pre-Adoptive Staffing "no later than 45 days after the execution of the Permanent Surrender or of the File Stamp Date of the Permanent Custody Order..." . If your agency wishes to record that this Staffing has occurred in the SACWIS system, an Adoption case must be created in order to access the Pre-Adoptive Staffing link. If your agency wishes to wait to create the Adoption Case, the Pre-Adoptive Staffing shall be completed on paper and placed in the child's file.



Documentation when PC is under Appeal

- **Question:** We were under the understanding that it is against rule to work an Adoption case when the PC is under appeal. Is this true?
- **Answer:** While rule still dictates what case activities can and can not be worked/completed when the legal status is under appeal, a “case” is still being worked and services are being provided; regardless of whether your agency refers to the case as an Ongoing Case or an Adoption case. The agency has the ability to determine on a case by case basis whether an Adoption Case will be created or whether they will continue to work in the Ongoing case during the appeal process. SACWIS functionality allows for a child to be reactivated in their Ongoing case after the child’s Adoption case has been created. This is accomplished by navigating to the **Member History** screen from the Ongoing case, then clicking the **Activate** button by the relevant child. (See screen print 1 below).



Documentation when PC is under Appeal

- By choosing to reactivate the child in the ongoing case, the agency is opting to have the child open in the Adoption Case and in the Ongoing Case simultaneously.
- Choosing this option is not a decision to complete duplicate work items. It is, however an option for the worker to record any work items, activity logs, etc. in the appropriate case.
- For example: when completing adoption related work items, these are recorded in the Adoption Case. Then any work items related to the parent, can be documented in the Ongoing Case (such as visitation plans or services for the parents).
- While it is the agency's decision on how to proceed with the Ongoing case and Adoption case, it is recommended that the agency be consistent in the way that they enter information between cases.
- Additionally, the agency is encouraged to collaborate with their court to determine what the expectations for provision of services are during the appeal process. If there is no expectation that the agency will continue visits or provide services to the biological parents, then it is reasonable to work in the Adoption Case only.



Documentation when PC is under Appeal

Question: How do I record in SACWIS that an appeal has been filed?

Answer: There are several options to record that the child's legal status is under appeal. One option is the user can check the "Appeal/Objection to Ruling" for the Ruling Type of Permanent custody in which the PC was granted (in the ongoing case). The user can also use the person search button on the ruling screen to select who the appeal was filed on behalf of.

A second option is to check the Appeal/Objection to Ruling box on the TPR ruling screen of whichever parent is filing the appeal (in the ongoing case). For example, if mom's attorney is filing the appeal, check the box on the TPR of Mother ruling. The user can also use the person search button on the ruling screen to select who the appeal was filed on behalf of.

Documentation when PC is under Appeal

Case ID: 1110525	Case Status: Open
Case Name:	Case Category: Ongoing

Ruling Information

Action Participant*: <input type="text"/>	Court ID Number: <input type="text"/>
Court Case Number: <input type="text"/>	

Last Modified Date: 06/26/2007	Journalized Date: <input type="text"/>
Date of Ruling: <input type="text" value="06/26/2007"/>	Ruling Type*: <input type="text" value="Custody"/>
Hearing Status: <input type="text" value="Held"/>	

Ruling(s) Received: <input type="text" value="Active Efforts (ICWA)"/> <input type="text" value="Adjudicated Abused"/> <input type="text" value="Adjudicated Delinquent"/> <input type="text" value="Adjudicated Dependent"/>	<input type="button" value="Add >>"/> <input type="button" value="<< Remove"/>	Selected Rulings Received: <input type="text" value="Permanent Custody"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------	------------------------------------------------------------------------------

<input type="checkbox"/> Appeal/Objection to Ruling <input type="checkbox"/> Stay Issued	Appeal Filed On Behalf Of: <input type="text"/> <input type="button" value="Search Person"/>
-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

Legal Status Information

Legal Status	Type	Effective Date	Termination Date
Permanent Custody	Agency	06/26/2007	

Documentation when PC is under Appeal

Last Modified Date:	08/31/2007		
Date of Ruling:	08/31/2007	Journalized Date:	08/31/2007
Hearing Status:	Held	Ruling Type:*	TPR of Mother
Ruling(s) Received:		Add >>	Selected Rulings Received:
Active Efforts (ICWA)			TPR Mother-12/22 Months Decision
Adjudicated Abused		<< Remove	
Adjudicated Delinquent			
Adjudicated Dependent			
<input type="checkbox"/> Appeal/Objection to Ruling		Appeal Filed On Behalf Of:	
<input type="checkbox"/> Stay Issued		<input type="button" value="Search Person"/>	



Documentation when PC is under Appeal

- **Question:** Will the Pre-Adoptive Staffing tickler and Matching Conference tickler still be created/generated when the PC Ruling is under appeal?
- **Answer:** Yes. At this time, the system does not have the functionality to withhold the creation/generation of the Pre-Adoptive Staffing tickler while the PC ruling is under appeal. However, the supervisor has the ability to manually dispose of this tickler while the PC Ruling is under appeal. (A change/Enhancement defect has been logged to resolve this issue).



Documentation when PC is under Appeal

Question: What happens if the appeal is granted and the agency no longer holds permanent custody?

Answer: In this situation, the worker will need to complete several actions.

- First, the worker shall enter the termination of Agency legal status of PC in SACWIS (with appropriate reason, "Adoption Finalized" should not be used). Second, the worker shall record the new legal status if one has been received. Next, all case services in the Adoption case shall be end dated (case services, case plans, visitation plans, etc). Then, the worker will process the "Validate Adoption Case Closure" and "Submit for Approval". Once approved, the Adoption case will be closed.



Documentation when PC is under Appeal

Then, the worker can either:

- Edit the PC and/or TPR rulings (in the Ongoing case) to remove the checks in the Appeal/Objection to Ruling box
- The worker can leave the Appeal/Objection to Ruling checkbox checked and then shall record a new Ruling in the Ongoing case using the appropriate date of the final ruling, Ruling Type = **Appeal Permanent Custody** and then enter the new Ruling Received of "Custody Objections/Appeal Sustained".

Please Note: An adoption case that is closed for any reason other than "Adoption Finalized" should **not be sealed/secured**. If the Ongoing case was previously closed and needs reopened as the agency received new court orders, please contact the SACWIS Help Desk for guidance on how to proceed.



Documentation when PC is under Appeal

- **Question:** What happens if the appeal is denied and agency maintains permanent custody.
- **Answer:** In this situation, the worker has two options. The worker can either
 - Edit the PC and/or TPR rulings to remove the checks in the Appeal/Objection to Ruling box;
 - The worker can leave the Appeal/Objection to Ruling checkbox checked then shall record a new Ruling in the Ongoing case using the appropriate date of the final ruling, Ruling Type = **Appeal-Permanent Custody** and then enter the new Ruling Received of "Custody Objections/Appeal Overruled."



Documentation when PC is under Appeal

- If the Ongoing Case is still open and the child is an active member of both cases, the worker will need to **deactivate** the child in the Ongoing case. This is accomplished by clicking the **Edit** button in the **Members** list in the Ongoing case. The end date and deactivation reason is then entered.
- Once the child has been deactivated, the Ongoing Case can be closed. The worker will then work the Adoption case, and shall adhere to Ohio Administrative Code (OAC) due dates regarding completion of work items in the Adoption Case in the situation of an appeal being denied.

Documentation when PC is under Appeal

Case ID: 21053

Case Name: , Paula

Case Status:

Case Category: Ongoing

Ruling Information

Action Participant*: , Konner

Court Case Number:

Court ID Number:

Last Modified Date:

Date of Ruling:

Journalized Date:

Hearing Status: Held

Ruling Type*: Appeal -Permanent Custody

Ruling(s) Received:

- Courtesy Supervision
- Custody Extension
- Custody Terminated
- Custody to Another Agency

Add >>

<< Remove

Selected Rulings Received:

- Custody Objections/Appeal Overruled
- Custody Objections/Appeal Sustained

Appeal/Objection to Ruling

Stay Issued

Appeal Filed On Behalf Of:

Search Person