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
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/FAC/SIS/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
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 = 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
Duplicate Person ID’s

Jennifer Justice
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 Online Provider Merge is available, Person Merge must be conducted prior to Provider Merge.
- The process cannot 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
Central Registry Procedures
Jennifer Justice
• 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
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
• 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
On-Line Provider Merge: Comparison Screen

<table>
<thead>
<tr>
<th>Provider ID</th>
<th>Name</th>
<th>Applicant 1</th>
<th>Applicant 2</th>
<th>Address</th>
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<tbody>
<tr>
<td>2120935</td>
<td>Henderson, Judy &amp; Henderson, Rusty</td>
<td>Henderson, Judy</td>
<td>Henderson, Rusty</td>
<td>2325 N Main St, Dayton, OH 45405-3440</td>
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<td>Henderson, Rusty &amp; Henderson, Jody</td>
<td>Henderson, Rusty</td>
<td>Henderson, Jody</td>
<td>2325 N Main St, Dayton, OH 45405-3440</td>
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<th>Level of Care</th>
<th>Certification Period</th>
<th>Agency</th>
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<tr>
<td>Foster Care</td>
<td>Family Foster Home</td>
<td>10/12/2005 - 10/12/2006</td>
<td>Bair Foundation</td>
</tr>
<tr>
<td>Foster Care</td>
<td>Treatment Foster Home</td>
<td>11/15/2005 - 11/15/2006</td>
<td>Bair Foundation</td>
</tr>
<tr>
<td>Foster Care</td>
<td>Treatment Foster Home</td>
<td>11/14/2006 - 07/19/2007</td>
<td>Bair Foundation</td>
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</tbody>
</table>

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<th>Agency</th>
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<td>Family Foster Home</td>
<td>01/14/2004 - 01/13/2004</td>
<td>Adriel School, Inc.</td>
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<td>Family Foster Home</td>
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<td>Adriel School, Inc.</td>
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</table>
On-Line Provider Merge: Provider Type Selection
On-Line Provider Merge: Provider Applicants Selection

- Retain
  - Henderson, Judy: 232093
  - Henderson, Rusty: 232094

- C Retain
  - Henderson, Judy: 232093
  - Henderson, Rusty: 232094

Duplicate Provider
- Provider ID: 232093
- Name: Henderson, Rusty & Henderson, Judy
- Applicant 1: Henderson, Judy
- Applicant 2: Henderson, Judy
- Marital Status: Married Couple

- Address: 2325 N Main St, Dayton, OH 45405-3440
### On-Line Provider Merge: Validation Screen

#### Step 1: Provider Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Effective Date</th>
<th>Agency</th>
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<td>Adoptive Care</td>
<td>Approved</td>
<td>07/17/2007</td>
<td>Adoption School, Inc.</td>
</tr>
<tr>
<td>Foster Care</td>
<td>Certified</td>
<td>12/30/2004</td>
<td>Bair Foundation</td>
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#### Step 2: Description of Family

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<th>Effective Date</th>
<th>Agency</th>
<th>Members / Placed Children</th>
<th>Type</th>
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</thead>
</table>

#### Step 3: Applicants

<table>
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<tr>
<th>App</th>
<th>Name</th>
<th>DOB</th>
<th>SSN</th>
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<tbody>
<tr>
<td>1</td>
<td>Henderson, Judy</td>
<td>02/19/1975</td>
<td>271-56-9766</td>
</tr>
<tr>
<td>2</td>
<td>Henderson, Rusty</td>
<td>01/29/1970</td>
<td></td>
</tr>
</tbody>
</table>

#### Step 4: Description of Home / Primary Address

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<tr>
<th>Effective Date</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>02/19/2006</td>
<td>3587 County Road 9, Bryan, OH 43506-8532</td>
</tr>
</tbody>
</table>
Financial Update
Tresa Young / Dan Shook / Kip Crist
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
Financial Update

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 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
Questions / Answers
Training Update
Jack South
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
Adoption Confidentiality Initiative
Sharon Graham
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
• 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
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.
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.
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
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

Ohio Department of Job and Family Services
Closing Adoption Cases with Subsidy Records
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

**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.
Next, select the desired **child’s name** from the drop down box and click **OK**.
## Closing Adoption Case with Subsidy Records

### Adoption Placement/Finalization Details

**Name:** Tabitha  
**SSN:**  
**Address:** 19 Olde Falls Rd Zanesville, OH

### Adoption Placement/Finalization Information

- **Subsidy Eligibility Determined:**  
- **Adoption Subsidy Agreement Date:** 02/01/2008  
- **CSI Updated Date:**  
- **Adoptive Homestudy/Initial Approval Date:**  
- **Date Withdrawn from OAPL:** 10/31/2008  
- **Adoption Placement Agreement Date:** 10/31/2008  
- **Social/Medical History Completed:** (JFS 01616)  
- **Date Adoption Info. Disclosure Signed:** (JFS 01667) 10/31/2008

### Child's Adoptive Information

- **First Name:** Tabitha  
- **Middle Name:**  
- **Last Name:** Greenflower  
- **Suffix:**  
- **SSN:**  
- **Address:**

### Finalization Checklist

- **Petition to Adopt:**  
- **Adoption Finalization Date:**
  - 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.
• 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 in 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

Adoption Subsidy Program

Person Search

Provider Search

Subsidy History

Review History

Add Subsidy

Add Review
• 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
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
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.
**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.
**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).
• 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.
**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

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<tr>
<td>Case Name:</td>
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**Ruling Information**

- **Action Participant:**
- **Court Case Number:**
- **Court ID Number:**
- **Last Modified Date:** 06/26/2007
- **Date of Ruling:** 06/26/2007
- **Journalized Date:**
- **Hearing Status:** Held
- **Ruling Type:** Custody

**Ruling(s) Received:**

- Active Efforts (ICWA)
- Adjudicated Abused
- Adjudicated Delinquent
- Adjudicated Dependent

**Selected Rulings Received:**

- Permanent Custody

**Appeal Information:**

- Appeal/Objection to Ruling
- Stay Issued

**Legal Status Information**

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<tr>
<th>Legal Status</th>
<th>Type</th>
<th>Effective Date</th>
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<tr>
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### Documentation when PC is under Appeal

<table>
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<tr>
<td>Ruling Type:*</td>
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#### Ruling(s) Received:

- Active Efforts (ICWA)
- Adjudicated Abused
- Adjudicated Delinquent
- Adjudicated Dependent

#### Selected Rulings Received:

- TPR Mother-12/22 Months Decision

- Appeal/Objection to Ruling
- Stay Issued

Appeal Filed On Behalf Of:  

[Search Person]
• **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).
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.
• **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.”
• 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: Ongoing
Case Category:

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

Selected Rulings Received:
- Custody Objections/Appeal Overruled
- Custody Objections/Appeal Sustained

AppealFiled On Behalf Of:

Appeal/Objection to Ruling
Stay Issued

Search Person