

Creating an Individual Child Care Agreement



Knowledge Base Article

Creating an Individual Child Care Agreement

Table of Contents

Overview	3
Adding an ICCA Record	4
Completing the Placement Topic	6
Completing the Basic/Background Topic.....	9
Completing the Medical Characteristics Topic	11
Completing the Health Care & Medication Topic	12
Completing the Billing Topic	14
Completing the Education/Supervision Topic.....	15
Completing the Legal History Topic.....	16
Completing the Visitation Topic	18
Completing the Services Topic.....	20
Completing the Documentation Topic	21
Viewing the ICCA in a Provider Record	23
Generating the Individual Child Caregiver Agreement (ICCA) and Notices.....	24
ICCA Report	27
JFS 1443 Child's Education Information Report	27
JFS 1443 Child's Health Information Report.....	28
Notification of Student Out of Home Placement	30
School District Notice Report	31
Court Notice of Child Placement	32
Notice to Court of Delinquent / Unruly Out of County Placement of Child.....	32

Creating an Individual Child Care Agreement

Overview

An Individual Child Care Agreement (ICCA) must be completed by the case worker any time a child enters a new substitute care setting in order to communicate the child's needs to the new caregiver, or an existing ICCA must be updated when any information involving the child changes. Automating this form within Ohio's child welfare information system has improved efficiency for the worker by completing the form with information already recorded in the application, such as medical, education, behavioral, legal as well as additional critical information. Automation of the ICCA has been accomplished by combining it with the Placement left navigation link to create the Placement / ICCA link that allows the caseworker to complete and review information according to guidelines and timeframes defined by policy. A view of the ICCA is also available in Provider.

Each ICCA is signed by all parties and a copy is provided to all parties:

- Prior to a child's placement in a substitute care setting (initial or subsequent)
- Within 7 days of emergency placement
- Within 7 days of any change in the child's information.

Additional notices, as applicable, are provided at the time an ICCA is completed to provide additional information to the substitute caregiver, Medicaid, the school, or the court:

- JFS 1443 Child's Education Information
- JFS 1443 Child's Medical Information
- Healthchek and Pregnancy Related Services Info Sheet
- Notification of Student Out of Home Placement
- School District Notice Report
- Court Notice of Child Placement
- Notice to Court of Delinquent / Unruly Out of County Placement of Child
-

Once an ICCA Record has been created in Ohio SACWIS, a user will be able to generate the ICCA and the additional notices from the available ICCA Records.

Creating an Individual Child Care Agreement

Adding an ICCA Record

From the Ohio SACWIS Home Page:

1. Navigate to **Case Overview** screen.
2. Click the **Placement/ICCA** link in the navigation pane.

Case Overview

Activity Log
Attorney Communication
Intake List
Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Placement/ICCA

CASE NAME / ID: **Adoption**
Test, Child / 12345678 Open (11/21/2022)

ADDRESS: 123 Main St, Test, OH 12345

CONTACT:

AGENCY: Test County Children Services Board

PRIMARY WORKER: Test, Caseworker

SUPERVISOR(S): Test, Supervisor

Case Actions

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

Action Items Case Alerts Dashboard Assignments / Eligibility

The **Placement/ICCA** screen appears, defaulted to the **Placement** tab.

3. Click the **ICCA** tab.

Intake List
Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Placement/ICCA
Residential Treatment Information

Placement **ICCA** Family & Permanency Team Q RTP Assessment

Placement Records Filter Criteria

Child Name: [Dropdown]

Date Range: [From Begin Date] - [To Begin Date]

Status: [Dropdown]

Include Created in Error Include Historical

Include Non-Custodial Parent Include Placement Records for Inactive Members

Sort Results By: [Begin Date (Descending)]

Creating an Individual Child Care Agreement

The **Placement/ICCA** screen appears, displaying the **ICCA** tab page.

4. Make a selection from the **Child Name** drop-down menu (this will activate the Add ICCA button).
5. Click, **Add ICCA**.

The screenshot shows a web application interface with a navigation bar at the top containing 'Placement', 'ICCA', 'Family & Permanency Team', and 'QRTP Assessment'. Below this is a section titled 'ICCA Filter Criteria' with a 'Child Name' dropdown menu and three checkboxes: 'Include Created in Error Placements', 'Include Historical', and 'Include ICCA Records for Inactive Members'. A blue 'Filter' button is located below the checkboxes. Below the filter section is another section titled 'ICCA Records' which contains the text 'No ICCA Records have been recorded.' At the bottom of the screenshot, a red box highlights a 'Child Name' dropdown menu with the text 'Test, Child / 1/1/2015' and a blue 'Add ICCA' button next to it.

The **Individual Child Care Agreement** screen appears, displaying the **ICCA Topics** pane.

Note: When there is an In Progress ICCA record, the child's name will not display in the Child Name dropdown menu. An ICCA will be editable only by the agency that created the ICCA record.

Creating an Individual Child Care Agreement

Completing the Placement Topic

The first topic, **Placement** is highlighted, and defaulted to the **Need for Placement** tab page.

Note: The information from the circumstances, the reason for removal and what lead to the removal, will display from the non-end-dated Initial Removal record.

1. Enter narrative in response to: **What are the circumstances leading to the current need for placement?**
2. Enter narrative in response to: **Describe the status of the child's Lifebook (created, reviewed, provided to the child, etc.)**
3. Enter narrative in response to: **Indicate any placement restrictions (i.e. boys or girls only, no other children, location, etc.)**
4. Enter narrative in response to: **Describe safety and well-being concerns regarding the child.**
5. Enter narrative in response to: **Describe safety and well-being concerns regarding the students and school personnel.**
6. Enter narrative in response to: **Describe safety and well-being concerns regarding the community.**
7. Click the **Substitute Care Info** tab.

Important:

- As you navigate among Topics (or between tabs within a specific Topic), Ohio SACWIS will automatically save your changes; you do not need to click Apply or Save.
- It is not necessary to complete the Topics in any particular order.

Creating an Individual Child Care Agreement

Individual Child Care Agreement

CASE NAME / ID: **Charlesworth-Dewitt, Janey Hacksaw / 000000000** Ongoing Open (MM/DD/YYYY)

CHILD NAME / ID: **Dewitt, Jimmy Chainsaw / 00000000** AGE, DOB: **00, MM/DD/YYYY** ICCA STATUS: **Completed MM/DD/YYYY**

ICCA Topics: **Need for Placement** **Substitute Care Info**

Placement P Not Completed

Basic / Background B Some fields empty

Medical / Characteristics M

Education / Supervision E

Legal History L

Visitation V

Services S

Documentation D

Information Regarding the Child's Need for Placement

Initial Removal Circumstances: PCSA received custody (from initial removal)

Initial Removal Reasons: Removal Reason 1, Removal Reason 2, Removal Reason 3, Removal Reason 4 (from initial removal)

What are the circumstances leading to the initial removal?
This would pull from the "Explain the circumstances that led to the removal" narrative from placement. This could be narratives from the Removal Circumstances Tabs, but which narrative should be shown here? Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

What are the circumstances leading to the current need for placement?

✓ ABC 2000

Describe the status of the child's Lifebook (created, reviewed, provided to the child, etc.):

✓ ABC 2000

Indicate any placement restrictions (i.e. boys or girls only, no other children, location, etc.):

✓ ABC 2000

Describe safety and well-being concerns regarding the child:

✓ ABC 2000

Describe safety and well-being concerns regarding the students and school personnel:

✓ ABC 2000

Describe safety and well-being concerns regarding the community:

✓ ABC 2000

Creating an Individual Child Care Agreement

The **Substitute Care Info** tab page appears.

Note: The **Select a Placement Record** drop-down menu will always display all non-end-dated, linked placement setting records with a status of Draft or Completed. Once a provider is selected, the Provider's demographics will display below.

1. Make a selection from the Select a Placement Record drop-down menu.
2. Make a selection from the **Service Authorization Type** drop-down menu.

ICCA Topics < | Need for Placement | Substitute Care Info

Substitute Care Information for the Child

Select a Placement Record:
Linked - 06/02/2022

Provider Name / ID:
Test, Provider / 12345

Provider Address:
Test Address

Service Type:
Treatment Foster Home Exceptional

Placement Type:
Certified Foster Home

Service Authorization Type:
Own Home

Provider Contact Information:
Cell: (740) 123-4567

Service Description:
Treatment Foster Care Exceptional Needs 1 (30373) - EN

The **Substitute Care Info** tab screen appears, displaying the Provider information.

3. Click the **Basic/Background** in the ICCA Topics pane.

The **Basic/Background Topic** page appears, displaying the **Profile & Attributes** tab page (The Placement topic in the **ICCA Topics** pane now displays as complete).

Creating an Individual Child Care Agreement

Completing the Basic/Background Topic

Note: Information that pulls into a screen typically comes from the Person record. If necessary, be certain to update any Person record information.

The **Basic/Background Topic** page appears, displaying the **Profile & Attributes** tab page (The Placement topic in the **ICCA Topics** pane now displays as complete).

1. Enter narrative in response to: **Physical Description**.
2. Enter narrative in response to: **Child's positive attributes and strengths**.
3. Enter narrative in response to **Child's skills, talents, interests, and hobbies (include any age or developmentally appropriate activities)**.

Note: If necessary, you can click, **Update Person Profile** to make changes to the person's record.

4. Click the **Historical** tab.

Note: The Historical tab page displays a list of Intakes. If necessary, enter narrative in response to: **Describe history of abuse, neglect and/or dependency (identify past, current, and inter-generational influences, if applicable)**.

The screenshot displays the ICCA Topics interface. On the left, the 'ICCA Topics' pane shows 'Placement' as 'Not Completed' and 'Basic / Background' as 'Some fields empty'. The 'Basic / Background' topic is selected. The main content area shows the 'Historical' tab active, displaying a 'Summary of Child's Strengths & Skills' section with fields for Race, Ethnicity, Language(s), Religion, and Religious Diet Considerations. Below this is a 'Protected under ICWA' section with a 'Yes' response for Navajo, Apache. An 'Update Person Profile' button is visible. The 'For Children Under Age 1' section includes birth weight, length, gestational term, APGAR scores, and NICU stay information, with an 'Update Birth Information' button at the bottom.

Creating an Individual Child Care Agreement

Physical Description:

✓ ABC
2000

Child's positive attributes and strengths:

✓ ABC
2000

Child's skills, talents, interests and hobbies (Include any age or developmentally appropriate activities):

✓ ABC
2000

The **Historical** tab page provides the following:

- List of links to Intakes-where the child associated to the ICCA record has an intake role of: Alleged Child Victim (ACV), Child Subject of Report (CSR), Alleged Perpetrator (AP)
- Intake Role
- Case ID
- Disposition/Disposition Date
- Agency Name

Note: If necessary, enter narrative in response to the following: **Describe history of abuse, neglect and/or dependency (identify past, current, and inter-generational influences, if applicable).**

5. Click, **Medical Characteristics**.

The screenshot shows the 'Historical' tab selected in the 'Profile & Attributes' section. The 'Medical / Characteristics' tab is highlighted in the left sidebar. The main content area contains a text input field for describing history of abuse, neglect, and/or dependency, with a character count of 4000. Below this is a table of intake records.

Intake ID / Category / Type	Intake Role	Case ID	Disposition	
			Disposition Date	Agency Name
00000000 / CA/N Report / Physical Abuse	Alleged Child Victim (ACV)	000000	Substantiated	10/29/2018
00000000 / CA/N Report / Neglect	Alleged Child Victim (ACV)	000000	Unsubstantiated	10/29/2018
00000000 / Dependency /	Child Subject of	000000		

Creating an Individual Child Care Agreement

The **Medical Characteristics** topic page appears, displaying the **Characteristics & Behavior** tab page.

Completing the Medical Characteristics Topic

If necessary:

- Click the **Update Characteristics** button in each grid to edit the relevant information.

Note: The system will only display Characteristic records that have a Method of:

- a. Self-Reported
- b. Observed
- c. Clinically Diagnosed

- Enter narrative in response to: **Describe any special therapies, treatment, or required support needed for the indicated characteristics.**

1. Select **Yes** or **No** from the drop-down menu under, **Other special services that may require assistance from the substitute caregiver/provider?**
2. Select **Yes**, **No**, or **Unknown** from the drop-down menu under, **Has the child exhibited any other behaviors of concern?**
3. Click the **Health Care & Medications** tab.
 - The Health Care Providers section will display all non-end-dated Providers.
 - The Mental Health History section will exclude the Primary Service Types of Consultation, Counseling and Medication Monitoring, and display all Treatment records.
 - The Medications section will display all current medications.

Creating an Individual Child Care Agreement

The screenshot shows the 'Characteristics & Behavior' tab selected in the ICCA Topics interface. The sidebar on the left lists various topics, with 'Medical / Characteristics' highlighted. The main content area displays several sections, each with an 'Update Characteristics' button. Two red boxes highlight the 'Update Characteristics' button for 'Physical, Intellectual & Social / Emotional Developmental Delays' and a dropdown menu for 'Other special services that may require assistance from the substitute caregiver / provider?'.

The **Health Care & Medication** tab screen appears.

- The Health Care Providers section will display all non-end-dated Providers.
- The Mental Health History section will exclude the Primary Service Types of Consultation, Counseling and Medication Monitoring, and display all Treatment records.
- The Medications section will display all current medications.

Completing the Health Care & Medication Topic

1. Select, **Yes**, **No** or **Unknown** from the drop-down menu under, **Does the child have current/immediate health care needs?**

If necessary:

- Click, **Update Health Providers** to edit or add Provider information.
- Click, **Update Treatments** to edit or add treatment information.
- Click, **Update Medications** to edit or add information medication information.

Creating an Individual Child Care Agreement

2. Click the **Billing** tab.

ICCA Topics <

- Placement **P**
Not Completed
- Basic / Background **B**
Some fields empty
- Medical / Characteristics **M**
- Education / Supervision **E**
- Legal History **L**
- Visitation **V**
- Services **S**
- Documentation **D**

Characteristics & Behavior

Health Care & Medication

Billing

Health Care Needs

Does the child have current / immediate health care needs?

Health Care Providers

Provider:	Address:	Contact:
Happy Funtime Sunshine Medical Group, LLC	Address Line One Address Line Two	(000) 111- 2222
Vision Provider: Happy Funtime Sunshine Vision Group, LLC	Address: Address Line One Address Line Two	Contact: (000) 111- 2222
Dental Provider: Dr. Cavity and Associates	Address: Address Line One Address Line Two	Contact: (000) 111- 2222
Medical / Specialist Provider: Happy Growth Associates	Address: Address Line One Address Line Two	Contact: (000) 111- 2222
Mental Health Provider: COPC Nationwide Childrens	Address: Address Line One Address Line Two	Contact: (000) 111- 2222
Mental Health Provider: Healthy Health Group, LLC	Address: Address Line One Address Line Two	Contact: (000) 111- 2222

Update Health Providers

Hospitalization

Update Treatments

Medications

ABC Medicine (Psychotropic) - 100 mg/day - Required Daily from 10/02/2018 - 09/02/2016
Prescribed by: Dr. Provider

ABC Medicine - 100 mg/day - Required Daily from 10/02/2018 - 09/02/2016
Prescribed by: Dr. Provider

Update Medications

Creating an Individual Child Care Agreement

The **Billing** tab screen appears.

Completing the Billing Topic

This screen provides the **Medicaid Recipient ID** number, the **Effective Date of Medicaid**, and information regarding a **Managed Care Plan** (if the child is enrolled in a plan).

Note: If a stop span exists, the Managed Care Plan information will display the Medicaid Recipient/IV-E ID, Stop Span Effective Date and Comments.
The system will display Effective date of Medicaid if a stop span does not exist.

The system will display Effective date of Medicaid if a stop span does not exist.

The screenshot shows the 'Billing' tab selected in the top navigation. The left sidebar lists various ICCA Topics, with 'Education / Supervision' highlighted in a red box. The main content area is divided into several sections:

- Medicaid / Managed Care Information:** Contains fields for 'Title IV-E # / Medicaid Recipient ID' (value: 00000000000000) and 'Effective Date of Medicaid' (format: MM/DD/YYYY).
- Managed Care Plan:** Contains fields for 'MCP Name: CareSource' and 'Plan Enrollment Date: MM/DD/YYYY'.
- Private / Additional Health Insurance:** Contains fields for 'Private Insurance: Yes' and 'Private Insurance Company: Aetna, Blue Cross'.
- Other Billing Information:** A text area with a search button labeled 'ABC' and a value of '2000'.

1. Click the **Education/Supervision** Topic.

The **Education/Supervision** topic screen appears, displaying the **School Profile** tab.

Creating an Individual Child Care Agreement

Completing the Education/Supervision Topic

1. If necessary, in the **Current School Information** grid, click, **Update School Profile**, to edit or add information.
2. If necessary, click, **Update Special Education** to edit or add information.
3. In the **Special Education Information** grid, enter any necessary narrative in response to, **Special instructions regarding tutoring/educational assistance/learning disabilities**.
4. In the **Educational Achievements** grid, enter any necessary narrative in response to, **Educational Achievements**.
5. Click the **Alternative Care** tab.

The screenshot shows the ICCA Topics interface. On the left, a sidebar lists various topics: Placement (Not Completed), Basic / Background (Some fields empty), Medical / Characteristics (Some fields empty), Education / Supervision (Some fields empty), Legal History (Some fields empty), Visitation (Some fields empty), Services (Some fields empty), and Documentation. The 'Education / Supervision' topic is selected and highlighted in green. At the top, two tabs are visible: 'School Profile' and 'Alternative Care'. The 'Alternative Care' tab is highlighted in red. Below the tabs, the 'Current School Information' section shows 'No School Information recorded.' and an 'Update School Profile' button, which is highlighted in green. The 'Special Education Information' section shows 'No Special Education Information available.' and an 'Update Special Education' button, also highlighted in green. Below this, there is a text area for 'Special instructions regarding tutoring / educational assistance / learning disabilities' with a '2000' character limit and an 'ABC' button. This text area is highlighted in green. Finally, there is a text area for 'Educational Achievements' with a '2000' character limit and an 'ABC' button, also highlighted in green.

The **Alternative Care** tab screen appears.

1. Select, **Yes** or **No**, in response to, **The child can be left unattended in the foster home**.

Note: If you select, **No**, enter narrative in response to, **Provide information to assist the substitute caregiver in following the “Reasonable and Prudent Parent Standard” and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.**

Creating an Individual Child Care Agreement

ICCA Topics <

- Placement P Not Completed
- Basic / Background B Some fields empty
- Medical / Characteristics M
- Education / Supervision E
- Legal History L
- Visitation V
- Services S
- Documentation D

School Profile Alternative Care

Alternative Care Arrangements / Supervision

The child can be left unattended in the foster home:

Provide information to assist the substitute caregiver in following the "Reasonable and Prudent Parent Standard" and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities:

List extracurricular, enrichment, social activities, etc.

ABC 2000

If you select, **Yes**, the screen will expand, requesting additional narrative. Provide narrative in response to **Detail the period of time the child can be left unattended.**

ICCA Topics <

- Placement P Completed
- Basic / Background B Some fields empty
- Medical / Characteristics M Some fields empty
- Education / Supervision E Some fields empty
- Legal History L Some fields empty
- Visitation V Some fields empty
- Services S Some fields empty
- Documentation D

School Profile Alternative Care

Alternative Care Arrangements / Supervision

The child can be left unattended in the foster home:

Yes

Detail the period of time the child can be left unattended:

Provide information to assist the substitute caregiver in following the "Reasonable and Prudent Parent Standard" and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities:

List extracurricular, enrichment, social activities, etc.

ABC 2000

2. Click the **Legal History** link in the ICCA Topics pane.

The **Legal History** topic screen appears, displaying the **Legal Involvement** tab screen.

Completing the Legal History Topic

1. Select, **Yes**, **No** or **Not Applicable** from the drop-down menu under, **Has the child committed violent acts or been dispositioned as a violent offender?**
2. Select, **Yes**, **No** or **Not Applicable** from the drop-down menu under, **Has the child been dispositioned as a sexual offender?**

Note: If necessary, click, **Update Delinquency Record**, to edit any delinquency information.

Creating an Individual Child Care Agreement



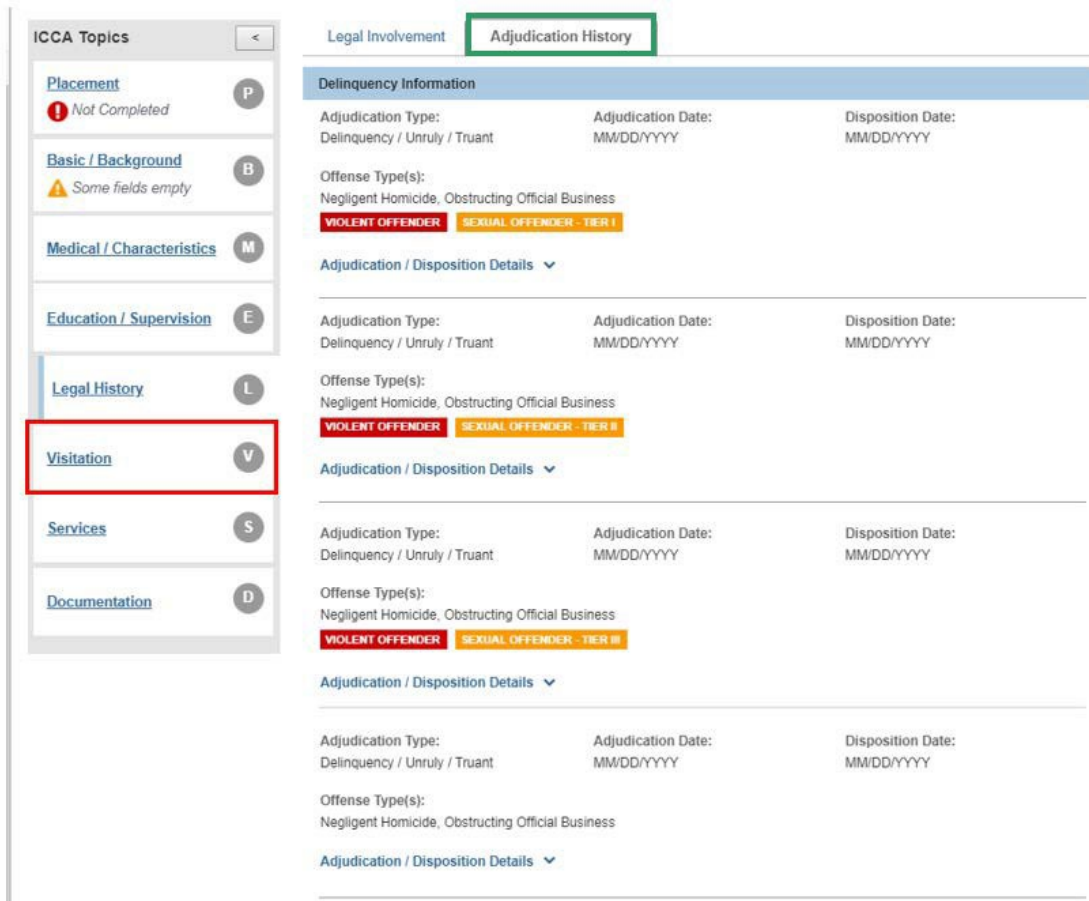
3. Click the **Adjudication History** tab.

The **Adjudication History** tab page appears.

Note: If there is delinquency information recorded for the child, it will appear in the **Delinquency Information** grid.

If there are **Pending Unruly and/or Delinquent Charges and Court Dates** for the child, they will appear on the Adjudication tab screen.

If necessary, click, **Update Delinquency Record**, to edit/add delinquency information.



Creating an Individual Child Care Agreement

Pending Unruly and / or Delinquent Charges and Court Dates

Court Case Number: #####	Court ID Number: #####	Court Name: Licking Co. Probate / Juvenile Court	Hearing Date / Time: MM/DD/YYYY - 12:00 PM
-----------------------------	---------------------------	---	---

Offense Type(s):

Negligent Homicide, Obstructing Official Business ,Offenses Involving Counterfeit Controlled Substance, Pandering Obscenity, Participation in Criminal Gang

Court Case Number: #####	Court ID Number: #####	Court Name: Licking Co. Probate / Juvenile Court	Hearing Date / Time: MM/DD/YYYY - 12:00 PM
-----------------------------	---------------------------	---	---

Offense Type(s):

Negligent Homicide, Obstructing Official Business ,Offenses Involving Counterfeit Controlled Substance, Pandering Obscenity, Participation in Criminal Gang

[Update Delinquency Record](#)

1. Click the **Visitation** topic.

The **Visitation** topic screen appears.

Completing the Visitation Topic

1. Enter narrative in response to, **Court Ordered Prohibited Contacts**.
2. Enter narrative in response to, **Other Prohibited Contacts**.
3. Select, **Yes**, **No** or **Unknown** from the drop-down menu under, **Does the child demonstrate significant attachment to caregivers?**
4. Select, **Yes**, **No**, **Unknown** or **Not Applicable** from the drop-down menu under:
5. **Does the child demonstrate significant attachment to siblings?**
6. Enter narrative in response to, **Describe visitation arrangements for the child**.
7. In the **Approved Visitation Contacts** grid, enter information in response to, **List approved contacts and contact methods**.
8. Enter narrative in response to, **Describe Visitation Arrangements for the child**.
9. In the **Approved Visitation Contacts** grid, enter information in response to, **List Approved Contacts and Contact Methods**.

Creating an Individual Child Care Agreement

10. In the **Approved Visitation Contacts** grid, enter information in response to, **List Approved Contacts and Contact Methods.**
11. In the **Additional Visitation Details** grid, enter information in response to,
12. **Additional information regarding contact with the family.**
13. Enter information in response to, **How will the child be transported to and from scheduled visitations?**

Visitation Information

Court Ordered Prohibited Contacts:

Provide contact names, relationship to child, and reason for the no contact order.

✓ ABC

2000

Other Prohibited Contacts:

Provide contact names, relationship to child, and reason.

✓ ABC

2000

Does the child demonstrate significant attachment to caregivers?

For example, parents, kinship, foster parents, prospective adoptive parents, facility staff, etc.

Does the child demonstrate significant attachment to siblings?

Describe visitation arrangements for the child:

✓ ABC

2000

Creating an Individual Child Care Agreement

Approved Visitation Contacts

List approved contacts and contact methods:

Provide contact names, relationship to child, visit frequency, location and duration, supervision restrictions, and approved methods of contact.

✓ ABC
2000

Additional Visitation Details

Additional information regarding contact with the family:

✓ ABC
2000

How will the child be transported to and from scheduled visitations?

✓ ABC
2000

Click, **Services**, in the ICCA Topics pane.

The **Services** topic page appears.

Completing the Services Topic

Note: Case Services can be added or updated through the case service link on the Case Overview page. If detailed information about the service needs to be added, document this in the Case Service record.

1. In the grid titled, **Services Provided by the Substitute Caregiver and/or Provider to the Child**, enter information in the text box under, List other services to be provided.

Creating an Individual Child Care Agreement

ICCA Topics <

- Placement P
✔ Completed
- Basic / Background B
⚠ Some fields empty
- Medical / Characteristics M
⚠ Some fields empty
- Education / Supervision E
⚠ Some fields empty
- Legal History L
⚠ Some fields empty
- Visitation V
⚠ Some fields empty
- Services S
⚠ Some fields empty
- Documentation D

Services Provided or Arranged for by the Agency to the Child

Case Member	Service Category / Type	Service Description	Provider	Status / Begin Date
Test, Child 07/03/2009	Case Management / Case Management Services	Case Management Services	Test County Children Services Board	Provided 04/29/2022

Services Provided by the Agency to the Substitute Caregiver

Caregiver / Caretaker	Service Category / Type	Service Description	Provider	Status / Begin Date
Test, Adult	Case Management / Arranging for Services	Arranging for Services	Test County Children Services Board	Provided 06/03/2022
Test, Adult 2	Case Management / Case Management Services	Case Management Services	Test County Children Services Board	Provided 05/11/2022

[Update Case Services](#)

Services Provided or Arranged by the Substitute Caregiver and / or Provider to the Child

- Supervision/care (full-time)
- Alternative care (emergency/non-emergency)
- Medical, dental, optical care
- Minor parent (if applicable)
- Attendance at SAR, family team meetings, court hearings
- Transportation
- Provision of basic needs (food, clothing, shelter)
- Social and recreational opportunities
- Independent living assessment and services (for youth age 14 and older)
- Age or developmentally appropriate activities
- Education involvement

List other services to be provided:
For other specific services to be provided by the Substitute Caregiver to the child, refer to general contractual agreements.

✔ ABC

2000

1. Click, **Documentation** in the ICCA Topics pane.

The **Documentation** topic screen appears.

Completing the Documentation Topic

Note: If necessary, enter narrative in response to: **Explanation for unavailable and/or incomplete information.**

If necessary, click, **Upload Document** to provide additional information.

1. Select, **Complete** from the Status drop-down menu.
2. Click, **Save.**

Creating an Individual Child Care Agreement

ICCA Topics <

- Placement** (P) Not Completed
- Basic / Background** (B) Some fields empty
- Medical / Characteristics** (M)
- Education / Supervision** (E)
- Legal History** (L)
- Visitation** (V)
- Services** (S)
- Documentation** (D)

Documentation Notes

Explanation for unavailable and / or incomplete information:

Attached Documents

Showing <X> attachments:

edit	Document Date: MM/DD/YYYY	Document Type: <Document Type>	Document Name: <Document Name>	signature_page.pdf	
edit	Document Date: MM/DD/YYYY	Document Type: <Document Type>	Document Name: <Document Name>	signature_page.pdf	
edit	Document Date: MM/DD/YYYY	Document Type: <Document Type>	Document Name: <Document Name>	signature_page.pdf	

Status: Completed - MM/DD/YYYY

Creating an Individual Child Care Agreement

The **Placement/ICCA** screen appears, displaying the ICCA record with a status of **Complete**.

[Specialized All Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

[Initial Removal](#)

[Potential Adoptive Families](#)

[Child Recruitment](#)

[Pre-Adoptive Staffing/Matching Conference](#)

[Placement/ICCA](#)

[Residential Treatment Information](#)

[Independent Living](#)

[Case Plan Tools](#)

[Visitation Plans](#)

[Review Tools](#)

[Family Team Meeting](#)

[Case Conference Note](#)

[Human Trafficking](#)

[Child Fatality/Near Fatality](#)

ICCA Filter Criteria

Child Name:

Include Created in Error Placements

Include Historical

Include ICCA Records for Inactive Members

Filter

ICCA Records

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

	Child Name Age, DOB	Service Description	Provider Name	Placement Begin Date - End Date	Agency	Status	
view	Test, Child Age 14, 07/03/2009	Treatment Foster Care Exceptional Needs 1 (30373) - EN	Test, Adult	06/02/2022	Test County Children Services Board	Completed 08/03/2023	

Viewing the ICCA in a Provider Record

Once an ICCA Record has been placed in Completed status, it will be available to download from the Provider record for a child placed in the home. To view the ICCA:

1. Navigate to the Provider record where the child is placed.
2. Click the **Placements/Services** link in the navigation pane.
3. Click the **ICCA** tab.
4. Click the **View** link available next to a child's record in **Completed** status. The ICCA report appears.

Placement
ICCA
Family & Permanency Team
QRTP Assessment

ICCA Filter Criteria

Child Name:

Include Created in Error Placements

Include Historical

Include ICCA Records for Inactive Members

Filter

ICCA Records

Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name	Placement Begin Date - End Date	Agency	Status	
edit	Test, Child Age 14, 07/03/2009				Test County Children Services Board	In Progress	
view	Test, Child Age 14, 07/03/2009	Treatment Foster Care Exceptional Needs 1 (30373) - EN	Test, Adult	06/02/2022	Test County Children Services Board	Completed 08/03/2023	

Creating an Individual Child Care Agreement

Generating the Individual Child Care Agreement (ICCA) and Notices

Note: While an ICCA record has an **In Progress** status, a report icon and a trash can will appear. When the record has a **Completed** status, a report icon and a copy icon will appear. Reports can be generated in both statuses.

1. From the **Placement/ICCA** screen (**ICCA** tab page), click the report icon.

Placement **ICCA** Family & Permanency Team Q RTP Assessment

ICCA Filter Criteria





Child Name:

Include Created in Error Placements
 Include Historical
 Include ICCA Records for Inactive Members

Filter

ICCA Records

Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name	Placement Begin Date - End Date	Agency	Status	
edit	Test, Child Age 14, 07/03/2009				Test County Children Services Board	In Progress	 
view	Test, Child Age 14, 07/03/2009	Treatment Foster Care Exceptional Needs 1 (30373) - EN	Test, Adult	06/02/2022	Test County Children Services Board	Completed 08/03/2023	 

The **Reports** screen appears.

2. Select, **ICCA Report** from the **Generate Document** drop-down menu.
3. Click, **Select**.

Reports

Work-Item Type: Task Type: Work-Item Reference: Test, Child Task Reference:

Available Documents

Generate Document:

Select **Cancel**

Creating an Individual Child Care Agreement

The **Document History** screen appears.

4. Click, **Generate Report**.

The screenshot shows a web interface for 'Document History'. At the top, there is a blue header bar with the text 'Document History'. Below this is a table with four columns: 'ID', 'Date Created', 'Employee ID', and 'Name'. The table is currently empty. Below the table, there is another blue header bar with the text 'Document History'. Underneath this header, there is a button labeled 'Generate Report' which is highlighted with a red rectangular box. At the bottom left of the interface, there is a small blue button labeled 'Cancel'.

Note: Depending on which report is selected, that report screen will then appear.

Important: The **ICCA** and **Notices Checklist** shown below will be the cover page for the ICCA Report.

Creating an Individual Child Care Agreement

ICCA and Notices Checklist

(For Caseworker Reference)

*Remember to engage youth in ICCA creation and also include strength based characteristics

*For further instructions on reports below, search SACWIS Knowledge Base <https://jfskb.com/sacwis/>

REPORT NAME	COMPLETE WHEN	TIMEFRAME	SIGNED BY	PROVIDED TO
ICCA	<ul style="list-style-type: none"> * Child is placed in a substitute care setting (initial and all subsequent placement changes) * Any information involving the child changes 	<ul style="list-style-type: none"> * Prior to placement * Within 7 days of emergency placement * Within 7 days of any change in child information 	<ul style="list-style-type: none"> * Substitute Caregiver * Agency Rep * Provider Rep 	<input type="checkbox"/> Substitute Caregiver <input type="checkbox"/> Agency <input type="checkbox"/> Network Provider (if applicable) <input type="checkbox"/> Foster Family Record (if Agency Foster Home)
Healthchek and Pregnancy Related Services Info Sheet	<ul style="list-style-type: none"> * Child is <u>initially</u> placed in substitute care 	<ul style="list-style-type: none"> * As soon as possible after initial placement 	<ul style="list-style-type: none"> * Custodial Agency 	<input type="checkbox"/> Medicaid Managed Care Plan
Notification of Student Out of Home Placement	<ul style="list-style-type: none"> * Child is placed in a substitute care setting (initial and all subsequent placement changes) 	<ul style="list-style-type: none"> * Within 1 school day of change in a child's living arrangement 	<ul style="list-style-type: none"> * No Signatures 	<input type="checkbox"/> Child's current school (even if remaining in same school) <input type="checkbox"/> Child's new school (if applicable)
School District Notice Report	<ul style="list-style-type: none"> * Child is placed in a substitute care setting (initial and all subsequent placement changes) 	<ul style="list-style-type: none"> * Within 5 days of initial placement * Within 5 days of any change in placement 	<ul style="list-style-type: none"> * No Signatures 	<input type="checkbox"/> Child's former school <input type="checkbox"/> Child's receiving school
Court Notice of Child Placement	<ul style="list-style-type: none"> * Any time child enters or exits a foster or kinship home 	<ul style="list-style-type: none"> * Within 1 business day of the initial placement * Within 7 days after any change in placement 	<ul style="list-style-type: none"> * Caseworker * Supervisor 	<input type="checkbox"/> Juvenile Court where custody is held
Notice to Court of Delinquent / Unruly Out of County Placement of Child	<ul style="list-style-type: none"> * Child is placed in an out of county substitute care setting (initial and all subsequent placement changes) and has been adjudicated delinquent/unruly 	<ul style="list-style-type: none"> * Within 5 days of initial placement * Within 5 days of any change in placement 	<ul style="list-style-type: none"> * Caseworker * Supervisor 	<input type="checkbox"/> Juvenile Court where child is placed
JFS 1443 Child's Medical Information And JFS 1443 Child's Education Information	<ul style="list-style-type: none"> * Child is placed in a substitute care setting (initial and all subsequent placement changes) * When there is a change in or new information regarding the child's medical or education information. 	<ul style="list-style-type: none"> * At initial placement * Within 7 days of any change in placement, health, and education or school information 	<ul style="list-style-type: none"> * Custodial Agency 	<input type="checkbox"/> Substitute Caregiver

* JFS 1443 Child's Medical and Education Information also completed at time of SAR and Parents receive copies at SAR and when there are changes in or new information.

Creating an Individual Child Care Agreement

ICCA Report

Note: The Child's name will be pre-populated.

5. Select Case Worker from the dropdown.
6. Select an estimated timeframe from dropdown.
7. Click, Generate Report (this will download the report).

Note: An In Progress ICCA will display with a draft watermark.

Individual Child Care Agreement

Child Name: *

Case Worker Name: *

Estimated Timeframe for Placement: *

A copy of the report will be saved on the Reports page (Document History grid).

JFS 1443 Child's Education Information Report

Note: The Child's name will be pre-populated.

1. Enter the **Start Date** (required).
2. Enter the **End Date** (required).

Note: If necessary, check box to **Sanitize Education Information**, in needed. If you select, Sanitize Education Information, you will need to provide narrative for the Sanitization Reason.

3. Click, **Generate Report** (this will download the report).

JFS 01443 - Child's Education Information

Person: *

Start Date: *

End Date: *

Sanitize Education Information

Sanitization Reason:

A copy of the report will be saved on the Reports page (Document History grid).

Creating an Individual Child Care Agreement

JFS 1443 Child's Health Information Report

Note: The Child's name will be pre-populated.

1. Enter the **Start Date** (required).
2. Enter the **End Date** (required).

If necessary, place a checkmark in the check box beside, **Sanitize Health Information**. If you place a checkmark in the check box, you will be required to provide narrative for the Sanitization Reason.

Click, **Generate Report** (this will download the report).

The screenshot shows a web form titled "JFS 1443 - Child's Health Information". It contains the following elements:

- Person:** A dropdown menu with a red border.
- Start Date:** A date input field with a calendar icon and a red border.
- End Date:** A date input field with a calendar icon.
- Sanitize Health Info:** A checkbox with a green border.
- Sanitization Reason:** A large text area with a green border.
- Buttons:** "Spell Check" and "Clear" are below the text area. "Generate Report" (with a red border) and "Cancel" are at the bottom.

A copy of the report will be saved on the Reports page (Document History grid).

Healthcek and Pregnancy Related Services Info Sheet

Note: The Child's name will be pre-populated.

1. Make selection(s) from the list in the **Healthcek Screening Services** grid.
2. Provide text if **Specialist Exam** is chosen.
3. Make selection(s) from the list in the **Healthcek Treatment Services** and Transportation to Health Care Appointments grid.
4. Make selection(s) from the list in the **Support Services** grid.
5. Provide text, if **Other** is chosen.
6. Select **Yes** or **No** from the drop-down menu to indicate whether or not other services are needed.
7. Provide text if you select, Yes.
8. Click, **Generate Report** (this will download the report).

Creating an Individual Child Care Agreement

Healthcheck and Pregnancy Related Services Information

Case Participant: *

Healthcheck Screening Services :

Available:

<input type="text" value="Q"/>	Add All	<input type="button" value="Add"/>
A comprehensive medical exam		
A dental (tooth exam)		
A hearing exam		
A mental health exam		
A specialist exam		
A vision (eye) exam		

Selected:

<input type="button" value="Remove"/>	<input type="button" value="Remove All"/>	<input type="text" value="Q"/>
---------------------------------------	---	--------------------------------

Please identify type of Specialist Exam:

Healthcheck Treatment Services and Transportation to Health Care Appointments :

Available:

<input type="text" value="Q"/>	Add All	<input type="button" value="Add"/>
A list of dentists		
A list of doctors		
A list of other healthcare professionals		
Other help getting treatment		
Other information about where to get treatment		
Referrals to Bureau for Children with Medical Handicaps		
Referrals to Help Me Grow		
Transportation to medical and dental appointments		

Selected:

<input type="button" value="Remove"/>	<input type="button" value="Remove All"/>	<input type="text" value="Q"/>
---------------------------------------	---	--------------------------------

Would you like more information about other support services? Please select all that apply :

Available:

<input type="text" value="Q"/>	Add All	<input type="button" value="Add"/>
Food Assistance		
Head Start		
Heating Assistance		
Other		
Women, Infants, and Children (WIC)		

Selected:

<input type="button" value="Remove"/>	<input type="button" value="Remove All"/>	<input type="text" value="Q"/>
---------------------------------------	---	--------------------------------

Other:

Do you need other services?:

Support Services :

Creating an Individual Child Care Agreement

A copy of the report will be saved on the Reports page (Document History grid).

Notification of Student Out of Home Placement

Note: The Child's name will be pre-populated.

1. Select **Case Worker** from the dropdown.
2. Select **1 of 3 options** presented.
3. **Enter Date**, if displayed with option chosen.
4. Click, **Generate Report** (this will download the report).

Notification Of Student Out-Of-Home Placement and Request for Transfer of Records


Child Name: *

Case Worker Name: *

School Enrollment Decision: *

The student will remain in the school of origin

OR

A best interest determination meeting will be held on (Date) 

to determine if the student will remain in the school of origin or will be immediately enrolled in a new school

OR

The student's move requires that s/he be immediately enrolled in a new school

Creating an Individual Child Care Agreement

A copy of the report will be saved on the Reports page (Document History grid).

School District Notice Report

Note: The Child's name will be pre-populated.

1. Select **Case Worker** from the dropdown.
2. Select **Yes** or **No** from dropdown, if not pre-populated, to answer statement.
3. **Court Case Number** may appear pre-populated, if not, enter Court Case Number, if applicable.
4. **Court ID Number** may appear pre-populated, if not, enter Court ID Number, if applicable.

Note: Journalized Date may appear pre-populated, if not, enter Journalized Date, if applicable.

5. Click, **Generate Report** (this will download the report).

School District Notice Report


Case Participant: *

Case Worker Name:

School district responsible per court ruling:

Court Case Number:

Court ID Number:

Journalized Date: 

Generate Report **Cancel**

Creating an Individual Child Care Agreement

A copy of the report will be saved on the Reports page (Document History grid).

Court Notice of Child Placement

Note: The Child's name will be pre-populated.

1. Select the name of the Case Worker from the **Case Worker** drop-down menu.
2. Select, from the **Court** from the drop-down menu.
3. **Court case number or ID Number** may appear pre-populated, if not, enter Court ID Number
4. Click, **Generate Report** (this will download the report).

Court Notice of Child Placement

Child Name: *	<input type="text" value="Test, Child"/>
Case Worker Name: *	<input type="text" value="Test, Caseworker"/>
Court: *	<input type="text" value="Test Court"/>
Court Case Number or ID: *	<input type="text" value="123456"/>

Generate Report **Cancel**

A copy of the report will be saved on the Reports page (Document History grid).

Notice to Court of Delinquent / Unruly Out of County Placement of Child

Note: The Child's name will be pre-populated.

1. Select the **Court** from the drop-down menu.
2. Select the name of the **Custodial Agency Case Worker** from the drop-down menu.
3. If applicable, select the name of the **Placing Agency Case Worker** from the drop-down menu.
4. Click, **Generate Report**.

Notice to Court of Delinquent Unruly Out of County Placement of Child

Child Name: *	<input type="text" value="Test, Child"/>
Court: *	<input type="text" value="Test Court"/>
Custodial Agency Case Worker: *	<input type="text" value="Test, Caseworker"/>
Placing Agency Case Worker:	<input type="text"/>

Generate Report **Cancel**

A copy of the report will be saved on the Reports page (Document History grid).

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov.