

Recording a Placement Record



Knowledge Base Article

Recording a Placement Record

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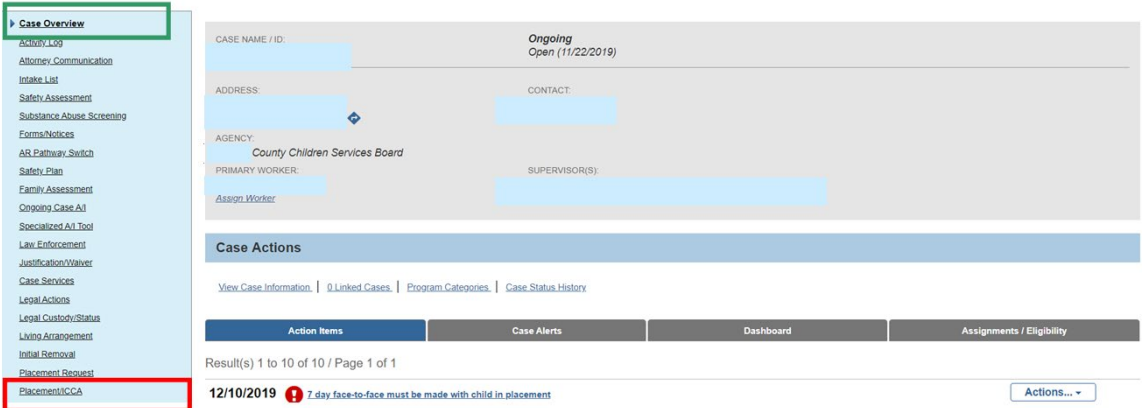
Recording a Placement Record

Overview

This article provides step-by-step instructions for creating a Placement record in Ohio SACWIS.

Adding a Placement Record

1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
2. Click, **Placement/ICCA** in the navigation pane.



The **Placement/ICCA** screen appears.

3. Make a selection from the **Child Name** drop-down menu.

Note: If the child's name is not displayed, you must first record an Initial Removal Record. Please refer to the [Recording an Initial Removal](#) KBA for additional information.

IMPORTANT: THIS IS A DECISION POINT! If your agency has received custody AND the child is being placed in a **Placement** Setting, proceed with step 4 and follow instructions for **Adding a Placement Record**.

However, if your agency has received Custody, and the child will be placed in their **Non-Custodial Parent** home, follow the steps outlined below for **Recording a Non-Custodial Parent Record**.

4. Click, **Add Placement Record**.

Recording a Placement Record

Placement Request
Placement/ICCA
 Independent Living
 Case Plan Tools
 Visitation Plans
 Review Tools
 Family Team Meeting
 Safety Reassessment
 Reunification Assessment
 Case Conference Note
 Child Fatality/Near Fatality
 ICPC/CAMA
 Adoption
 Case Closure
 Agency Case Transfer

Include Non-Custodial Parent Include Placement Records for Inactive Members

Sort Results By:
 Begin Date (Descending)

Placement / Non-Custodial Parent Records

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

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
edit Authorize	Pan, Petra Age 9, 01/01/2011	Family Foster Care		12/03/2019	Children Services Board	Completed	Actions...
edit Authorize	Pan, Petra Age 9, 01/01/2011	Family Foster Home		11/24/2019 - 12/03/2019	Children Services Board	Completed	Actions...

Child Name: ~ OR ~

The **Placement Setting Information** screen appears.

5. Make a selection from the **Service Type** drop-down menu.
6. Make a selection from the **Placement Type** drop-down menu.
7. Enter the **Begin Date**.
8. Make any necessary selections in the **Additional Placement Information** grid.

Note: The **Status** will remain in **Draft** form until the Placement record is finished and you have selected a status of **Complete**.

9. Add any relevant narrative in the text boxes.
10. Make a selection for the **Does the child have a kinship relationship with the provider** drop-down menu. (required when the Service Type is Family Foster Home)
11. Click, **Link Provider**.

Placement Setting Information

CASE NAME / ID: Ongoing / Open (08/23/2019)

CHILD NAME / ID: AGE, DOB: AGENCY: Children Services Board

Placement Setting Details

Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: *

Begin Date:

Placement Type: *

Estimated End Date:

Recording a Placement Record

Additional Placement Information

ICPC Placement After-Hours Placement

Emergency Placement ICWA Placement

Race, Color or National Origin was a factor in the Placement Decision

Does the child have a kinship relationship with the provider?:

Provider:
No Provider linked.

Link Provider

Status: *
Draft

Apply Save Cancel

The **Search For Provider Match** screen appears.

12. Search for a Provider.

Note: For information regarding a provider search, please see the following Knowledge Base article: [Using Search Functionality](#).

Search For Provider Match

Service Category: Placement Service Type: Kinship Care - Relative Home

Search Date: 04/02/2020 With Available Vacancies

Available Counties: 3

q	Add
Adams	
Allen	
Ashland	
Ashtabula	
Athens	
Auglaize	

Selected Counties:

Remove	q
--------	---

Once you have selected the provider from the provider search results, the **Placement Setting Information** screen appears, displaying the provider information.

13. Enter the **ICCA Delivered Date**.

14. Make a selection from the **Relationship to Child** drop-down menu.

15. Complete any other relevant information.

16. Select, **Complete**, from the **Status** drop-down menu.

17. Click, **Save**.

Recording a Placement Record

Placement Setting Information

CASE NAME / ID: Ongoing / Open (11/26/2019)

CHILD NAME / ID: AGENCY: Children Services Board

Placement Setting Details

Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: * Family Foster Home
Placement Type: * Certified Foster Home
Begin Date: 04/01/2020
Estimated End Date:

Additional Placement Information

ICPC Placement
 Emergency Placement
 Race, Color or National Origin was a factor in the Placement Decision
 After-Hours Placement
 ICWA Placement

Provider: Service Description: Shared Foster Home Service ID: Primary Address:

ICCA Delivered Date: Relationship To Child: Unlink Provider

Status: * Draft

End Date: End Reason: Secondary End Reason:

Note: When a child is in an Adoption Placement, but getting FCM in lieu of AA, please refer to this Knowledge base article: [Recording an Adoptive Placement Prior to Finalization](#)

Note: If this is an adoption placement, you will need to link the **Provider Used to Determine Payments**.

Placement Setting Information

CASE NAME / ID: Adoption / Open (04/13/2017)

CHILD NAME / ID: AGENCY:

Placement Setting Details

Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: * Approved Adoptive Home
Placement Type: *
Begin Date: 04/01/2020
Estimated End Date:

Additional Placement Information

ICPC Placement
 Emergency Placement
 Race, Color or National Origin was a factor in the Placement Decision
 After-Hours Placement
 ICWA Placement

Provider: No Provider linked

Link Provider

Provider Used to Determine Payments

Pay Substitute Care Placement Rate in Lieu of Subsidy
Payment Service Type: *
No Provider linked
Link Provider

Recording a Placement Record

Recording a Placement Leave Record

1. In the **Placement Records** grid (Placement/ICCA screen), click the **Actions** button.



Placement / Non-Custodial Parent Records

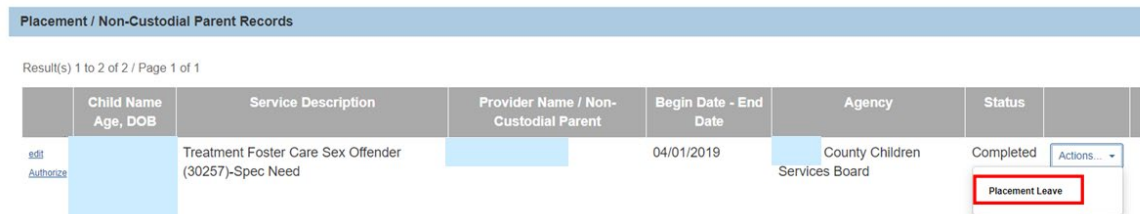
Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
edit Authorize		Treatment Foster Care Sex Offender (30257)-Spec Need		04/01/2019	County Children Services Board	Completed	Actions...

A drop-down menu will appear.

2. Select, **Placement Leave**.

Note: The process for recording a leave for a Non-Custodial Parent record is the same as recording a leave for a Placement record. However, the Non-Custodial Parent record, rather than having the **Actions** drop-down menu, will instead have a **Leave** hyperlink (see the graphic located in the **Recording a Leave Record for a Non-Custodial Parent sub-section**).



Placement / Non-Custodial Parent Records

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

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
edit Authorize		Treatment Foster Care Sex Offender (30257)-Spec Need		04/01/2019	County Children Services Board	Completed	Actions... Placement Leave

The **Maintain Placement Leave Information** screen appears.

3. Click, **Add Placement Leave**.



Maintain Placement Leave Information

Leave Reason	Leave Location	Begin Date	End Date

Add Placement Leave

The **Placement Leave Details** screen appears.

4. Enter the **Begin Date**.
5. Make a selection from the **Leave Reason** drop-down menu.

Note: If you select, AWOL/Abducted by Family Member, AWOL/Non-Family Abduction, or AWOL/Runaway-Whereabouts Unknown but Contacting Caseworker (as shown in the screen below), you will be required to enter AWOL Leave Information.

Recording a Placement Record

6. Enter the **Length of time child has been AWOL**.
7. Click, **Search Address** to locate and enter the **Last known location of child**.
8. Enter narrative in response to, **Efforts and Resources used to locate the child**.
9. Click, **Save**.

The screenshot shows a web form titled "Placement Leave Information". The form is divided into several sections:

- Placement Leave Details:** Includes fields for "Begin Date:" (04/30/2020), "End Date:", and "Estimated End Date:". A "Leave Reason:" dropdown menu is set to "AWOL/Abducted by Family Member".
- Provider Information:** Includes "Provider Name / ID:" and "Provider Address:" fields, with a "Search Provider" button.
- AWOL Leave Information:** Includes "Law Enforcement Contact Name:", "Date Law Enforcement Contacted:" (with a time selector), and "Law Enforcement Not Contacted" checkbox. It also includes "Date National Center for Missing and Exploited Children (NCMEC) contacted:" (with a time selector) and "NCMEC Not Contacted" checkbox.
- Length of time child has been AWOL:** A dropdown menu.
- Last known location of child:** A "Search Address" button.
- Anyone the child may have been with prior to or during AWOL:** A "Search Person" button and a "Name:" text field.
- Efforts and Resources used to locate the child:** A large text area with a "2000" character count and a "Save" button.
- Location Details:** A text area with a "2000" character count and a "Save" button.

At the bottom of the form, there are three buttons: "Apply", "Save", and "Cancel". The "Save" button is highlighted with a red box.

The **Maintain Placement Leave Information** screen appears, displaying the leave information.

10. Click, **Close**.

Recording a Placement Record

Maintain Placement Leave Information				
VIEW	Leave Reason	Leave Location	Begin Date	End Date
edit	Camp	ALLIVE PO Box 666 Steubenville, OH 43952 - 5666	04/22/2020	04/23/2020

[Close](#)

The **Placement** screen appears.

Creating a Non-Custodial Parent Record

1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
2. Click, **Placement/ICCA** in the navigation pane.

The screenshot shows the 'Case Overview' interface. On the left, a navigation menu lists various case management functions, with 'Placement/ICCA' highlighted in red. The main area shows details for an 'Ongoing Open (10/11/2018)' case, including fields for address, contact, agency, and supervisor. Below the case details is a 'Case Actions' section with a table of actions, including a 'Case Review' action dated 09/30/2019.

The **Placement/ICCA** screen appears.

3. Make a selection from the **Child Name** drop-down menu.
4. Click, **Add Non-Custodial Parent Record**.

The screenshot shows the 'Placement/ICCA' filter criteria screen. On the left, a navigation menu lists various case management functions, with 'Placement/ICCA' highlighted in green. The main area displays filter criteria for 'Placement - ICCA', including a 'Child Name' drop-down menu, a 'Date Range' selector, and checkboxes for 'Include Created in Error', 'Include Non-Custodial Parent', 'Include Historical', and 'Include Placement Records for Inactive Members'.

Recording a Placement Record

Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Safety Assessment
Reunification Assessment
Case Conference Note
Child Fatality/Near Fatality
ICPC/ICAMA
Adoption
Case Closure
Agency Case Transfer

Sort Results By:
Begin Date (Descending)

Filter Clear Filters

Placement / Non-Custodial Parent Records

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

Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	Actions
sd			03/01/2020 -	County Children Services Board	Draft	Actions

Child Name: Add Placement Record ~ OR ~ Add Non-Custodial Parent Record

The **Non-Custodial Parent Details** screen appears.

5. Make a selection from the **Parent Name** drop-down menu.

Note: Parental Relationships must first be recorded. The Parent Name drop-down will populate Active Case Members with the relationships of Biological Mother, Biological Father, Biological Parent, Adoptive Mother, Adoptive Father, Adoptive Parent, Legal Mother, Legal Father to the associated child of the Non-Custodial Parent record.

Note: After the parent is selected from the drop down, the address and relationship will display.

Note: in order to save the Non-Custodial Parent record, the parent must have a non-end dated address recorded on their person record.

6. Enter the **Begin Date**.

Note: The Begin Date must be equal to or greater than the most recent Custody Episode's Start Date (not created in error).

7. Enter narrative in the text box for: **Explain Circumstances**.
8. Click, **Save**.

The **Non-Custodial Parent Details** screen appears.

9. Click, **Save**.

Recording a Placement Record

CHILD NAME / ID: [redacted] DOB: [redacted]

Non-Custodial Parent Details

Parent Name: [dropdown menu]

Address: [redacted] Relationship: Biological Father

Begin Date: [calendar icon] - End Date: [calendar icon]

End Reason: [dropdown menu]

Explain Circumstances: [expand full screen] [text area]

[Apply] [Save] [Cancel]

The **Placement/ICCA** screen appears, displaying the added Non-Custodial Parent Record.

Note: All Non-custodial Parent records are denoted by the **NON-CUSTODIAL** badge.

Placement Detail

- Placement/ICCA
- Placement/ICCA
- Case Plan Tools
- Yield Plan
- Review Tools
- Family Team Meeting
- Safety Assessment
- Reunification Assessment
- Case Conference Note
- Child's Health/Behavior/Fitness
- ICCA/ICAMA
- Adoption
- Case Closure
- Adoption Case Transfer

Include Created in Error
 Include Historical
 Include Non-Custodial Parent
 Include Placement Records for Inactive Members

Sort Results By: [Begin Date (Descending)]

[Filter] [Clear Filters]

Placement / Non-Custodial Parent Records

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

Child Name	Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status
[edit]	[redacted]	NON-CUSTODIAL	[redacted]	03/01/2020 -	County Children Services Board	LEAVE

Child Name: [dropdown] [Add Placement Record] ~ OR ~ [Add Non-Custodial Parent Record]

Note: After the initial record has been saved, when editing the record, only the Begin Date and narrative can be edited or marked as Created in Error.

Recording a Non-Custodial Parent Leave Record

Note:

- The Leave Record Begin Date must always be greater than or equal to the Begin Date of the Non-Custodial Parent Record. Validation message, "The Begin Date must be greater than or equal to Non-Custodial Parent record Begin Date of <MM/DD/YYYY>."

Recording a Placement Record

- Only one current Leave Record can exist. The current Leave Record must have a return date entered prior to creating a new subsequent Leave Record. Leave records that precede the current leave record can be entered, however a leave begin date and a leave return date must be entered in order for these records to be saved. Validation message: "One open leave record already exists. Enter an end date to save this leave record."

1. Navigate to the **Placement/ICCA** screen using steps previously discussed.
2. Click, **Leave** for the relevant child.

Placement Record

Placement/ICCA

Include Non-Custodial Parent

Include Placement Records for Inactive Members

Sort Results By: Begin Date (Descending)

Filter Clear Filters

Placement / Non-Custodial Parent Records

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

Child Name Age, DOB	Service Description	Provider Name / Non- Custodial Parent	Begin Date - End Date	Agency	Status
edit	NON-CUSTODIAL		03/01/2020 -		Leave

The **Non-Custodial Leave Details** screen appears.

3. Enter the **Begin Date**.
4. Make a selection from the **Leave Reason** drop-down menu.

CASE NAME / ID: Ongoing / Open (10/11/2018)

CHILD NAME / ID: AGE, DOB

Non-Custodial Leave Details

Begin Date: *

End Date:

Estimated End Date:

Leave Reason: *

Location Details: (expand full screen)

ABC

2000

Note: If you select AWOL/Abducted by Family Member, AWOL/Non-Family Abduction, or AWOL/Runaway-Whereabouts Unknown but Contacting Caseworker, (as shown in the graphic below), you will be required to enter AWOL Leave Information. Requested information is marked with a **red asterisk (*)** is.

5. Enter any other available information.

Recording a Placement Record

6. When you are finished adding information, click, **Save**.

AWOL Leave Information

Law Enforcement Contact Name: *

Date Law Enforcement Contacted: * Time: *

Law Enforcement Not Contacted

Date National Center for Missing and Exploited Children (NCMEC) contacted: * Time: *

NCMEC Not Contacted

Length of time child has been AWOL: *

Last known location of child: *

Anyone the child may have been with prior to or during AWOL:

Name:

Efforts and Resources used to locate the child: *

Location Details: [\(expand full screen\)](#)

Apply Save Cancel

Note: If you select, **Trial Home Visit** for the Leave Reason, you will be required to make a selection from the **Leave with Whom** drop-down menu.

The **Maintain Non-Custodial Leave Information** screen appears, displaying the leave information.

Recording a Placement Record

Leave Reason	Leave Location	Begin Date	End Date
Camp		03/23/2020	

Note: For further Policy information, please see the procedural letter attached to this article.

End-Dating/Discharging a Placement Record for a Non-Custodial Parent

Important: When the Custody Episode is terminated, the system will automatically set the Placement (or the Non-Custodial Parent Record) End Date as the same Custody Termination Date recorded on the Legal Status record. In addition, the System will also set the (Placement or Non-Custodial Parent Record) End Reason to Discharge. Neither of these fields are editable.

1. If necessary, make a selection from the **Secondary End Reason**. On the Placement record only.
2. Make a selection from the **Discharge Reason** drop-down menu.
3. Enter relevant information in response to the narrative requests.
4. Select **Yes** or **No** in response to: **Was there an effort to maintain placement?** On the Placement record only.
5. Enter available information in the narrative boxes.
6. Click, **Save**.

