

Recording an Initial Removal



Knowledge Base Article

Recording a Legal Status and Custody Episode

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Overview

This article provides step-by-step instruction for creating an Initial Removal record.

Navigating to the Initial Removal Screen

From the SACWIS home page, navigate to the **Case Overview** screen.

1. Click, **Initial Removal**, in the navigation pane.

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Safety Assessment
- Substance Abuse Screening
- Forms/Notices
- AR Pathway Switch
- Safety Plan
- Family Assessment
- Ongoing Case AI
- Specialized AI Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement
- Initial Removal**

CASE NAME / ID: Ongoing Open (08/14/2019)

ADDRESS: CONTACT:

AGENCY: County Children Services Board

PRIMARY WORKER: Assign Primary Worker SUPERVISOR(S):

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Protect Ohio Category](#) | [Case Status History](#)

One or more active case member(s) is missing demographic information: race, ethnicity, gender, DOB

The **Initial Removal** screen appears.

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

Note: If the Child's Name is not in the drop-down list, then first record a Legal Status & Custody Episode. Please refer to [Recording a Legal Status and Custody Episode KBA](#) for additional information.

3. Click, **Add Removal Record**.

Initial Removal Record Filter Criteria

Removal Date: [] [] [] []

From Date To Date

Child Name: [] Status: []

Created In Error: Include Exclude

[Filter](#) [Clear Form](#)

Initial Removal Records

Child Name: [] [Add Removal Record](#)

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The **Removal Information** screen appears, displaying the **Removal Information** tab page.

Completing the Initial Removal Information Tab

1. If applicable, when the child was removed prior to the Agency receiving custody, place a checkmark in the box beside: **Removed prior to Agency Custody**.
 - a. If selecting this option, record the accurate **Removal Date**.
2. If applicable, when child was AWOL at the time Agency received custody, place a checkmark in the box beside **AWOL at Agency Custody**.
 - a. If selecting this option, [users](#) must select either Radio button for **Child is considered a Runaway** or **Child's whereabouts unknown but is not considered a Runaway**.
 - b. Click on the **NCMEC AWOL Information** tab to complete. [Note: The instructions for completing the NCMEC AWOL tab can be located further in this document.](#)

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Removal Information

CASE NAME / ID: **Smith, Jane** [REDACTED] Ongoing / Open (09/17/2021)

CHILD NAME: **Smith, John** [REDACTED] DOB: 01/01/2010

Removal Information Removal Circumstances NCMEC AWOL Information

Removal Information Details

Initial Removal Legal Status:
Telephonic Order of Custody

ICWA Information:
No information recorded

Removal Date:

Removed prior to Agency Custody

Custody Start Date:

AWOL at Agency Custody

Child is considered a Runaway

Child's whereabouts unknown but is not considered a Runaway

Not Answered

Selecting the checkbox applies to those youth removed via a pickup order, warrant, or arrest and placed in a detention facility.

Address at Removal:

An Address has not been selected

Circumstances:

Responsible School District:

The school district is out of state

Child Removal Home Information

Caretaker Structure:

Primary Caretaker:

Secondary Caretaker:

3. Click, **Select Address**.

Note: When clicked, the **Select / Update Address** screen appears.

- a. Click **select** beside the desired address. If the address is incorrect, click **Update Address** to update. If no address exists, click, **Add Address** to enter a new address. The **Initial Removal Screen** appears.

Important: The address effective date must be on or prior to the removal date.

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Removal Information

CHILD NAME: [Smith, John / 28577834](#) DOB: 01/01/2010

Select/Update Address

	Type	Address	Primary	Effective Date	End Date
select	Residence	30 E Broad St , Columbus, OH 43215-3439	Yes	07/27/2020	

If an address is not listed above for the child or the address is incorrect, proceed to the Person Profile to edit or add an address.

[Update Address](#)

[Close](#)

4. Select from the **Circumstances** drop-down menu.
5. Select from the **Responsible School District** drop-down menu.
Note: If necessary, place a checkmark in the check box beside: **The school district is out of state.**
6. Select from the **Caretaker Structure** drop-down menu.
7. Select from the **Primary Caretaker** drop-down menu.
8. Select from the **Secondary Caretaker** drop-down menu; if applicable.
9. Select from the **Environment at Removal** drop-down menu.
10. Select all that apply from the **Available Removal Reasons** (this will activate the **Add** button).

Important: Per the Multi System Youth (MSY) Ohio Legislators' request, new reference values for the removal reasons have been added. These values are titled: "Custody Relinquishment – Medical Treatment" and "Custody Relinquishment – Mental Health Treatment". One or both values should only be selected when the Agency custody is given solely for the purpose of affording needed treatment for the child.

Note: If a Drug/ Alcohol Removal Reason has been selected, the Available Substances push box displays.

11. Select all that apply from the **Available Substances** (this will activate the Add button).
12. Select from the **Primary Removal Reason**.

Important: If any of the Removal Reasons selected are **Custody Relinquishment – Medical Treatment** and / or **Custody Relinquishment –**

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Mental Health Treatment, the system will only allow one of these to be selected as the Primary Removal Reason.

13. Click the **Removal Circumstances** tab.

Address at Removal: Select Address
An Address has not been selected

Circumstances:

Responsible School District:
 The school district is out of state

Child Removal Home Information

Caretaker Structure:

Primary Caretaker:

Secondary Caretaker:

Environment at Removal:

Available Removal Reasons:

- Abandonment Parents Known (Not Safe Haven)
- Abandonment Parents Unknown (Not Safe Haven)
- Alcohol Abuse of parent/caretaker
- Caretaker's Significant Impairment - Physical/ Emotional
- Caretaker's Significant Impairment - Cognitive
- Child's Behavior Problems
- Child's Diagnosed Condition

Selected Removal Reasons:

- Alcohol Abuse of child

Available Substances:

- Amphetamines
- Barbiturates
- Benzodiazepines

Selected Substances:

- Alcohol

Buprenorphine (Suboxone)

Cocaine

Codeine

Fentanyl

Primary Removal Reason:

Alcohol Abuse of child

Status: Apply Save Cancel

The **Removal Circumstances** Tab appears.

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Removal Circumstances

CASE NAME / ID: **Smith, Jane** [redacted] *Ongoing / Open (09/17/2021)*

CHILD NAME: **Smith, John** [redacted] DOB: 01/01/2010

Removal Information **Removal Circumstances** NCMEC AWOL Information

Removal Circumstances Details

Initial Removal Legal Status:
Telephonic Order of Custody

Explanation: Explain why the risk of harm to the child was greater than the emotional trauma and other harm potentially caused by removal of the child: *

[redacted text area]

Explanation: State the reasonable efforts which have been made to prevent the removal: *

[redacted text area]

Explanation: The court has determined that the agency is not required to make reasonable efforts to prevent the removal of the child, eliminate the continued removal of the child, and return the child to the child's home. Indicate the reasons: *

[redacted text area]

Explanation: If the child did not remain in the school he/she was attending at the time of placement, describe all efforts made to maintain child in the same school; or document why remaining in the same school was not in the child's best interest: *

N/A - Child not of school age
 N/A - Child remained in the same school

[redacted text area]

Status:*

Completing the Initial Removal Circumstances Tab

1. Enter the **Explanation** for each of the four (4) narratives.

Completing the NCMEC AWOL Information Tab

1. If the AWOL at Agency Custody was selected, click on the **NCMEC AWOL Information** Tab.

The **NCMEC AWOL Information** Tab displays.

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NCMEC AWOL Information

CASE NAME / ID: **Smith, Jane** [redacted] Ongoing / Open (09/17/2021)

CHILD NAME: **Smith, John** [redacted] DOB: 01/01/2010

Removal Information Removal Circumstances **NCMEC AWOL Information**

AWOL Leave Information

Law Enforcement Contact Name: *
[redacted]

Date Law Enforcement Contacted: * [redacted] **Time: *** [redacted] AM / PM

Law Enforcement Not Contacted

Date National Center for Missing and Exploited Children (NCMEC) contacted: * [redacted] **Time: *** [redacted] AM / PM

NCMEC Not Contacted

Length of time child has been AWOL: *
[redacted] Days, weeks, etc.

Last known location of child: *
No Address has been selected.

Anyone the child may have been with prior to or during AWOL:
No Person has been selected.

Name:
[redacted]

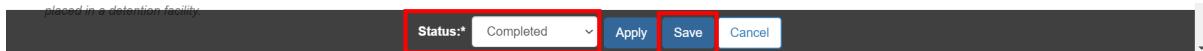
Efforts and Resources used to locate the child: *
[redacted]

Status: *

2. Enter **Law Enforcement Contact Name**.
3. Enter **Date Law Enforcement Contacted**.
4. Enter **Time**.
5. If applicable, place a check mark in the **Law Enforcement Not Contacted** Checkbox.
6. Enter **Date National Center for Missing and Exploited Children (NCMEC) contacted**.
7. Enter **Time**.
8. If applicable, place a check mark in the **NCMEC Not Contacted** Checkbox.

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9. Enter **Length of time child has been AWOL** (including Days, weeks, hours, etc.).
10. Click **Search Address** to enter **Last Known location of child**.
 - a. Click **select** beside the desired address. If the address is incorrect, click Update Address to update.
11. If applicable, click **Search Person** to enter **Anyone the child may have been with prior to or during AWOL**.
 - a. Click **select** beside the desired person OR enter the name of the person
12. Enter **Efforts and Resources used to locate the child**.
13. Select, **Completed** from the Status drop-down menu.
14. Click, **Save**.



placed in a detention facility

Status:

The **Initial Removal** screen appears, displaying the **Initial Removal** record.



Initial Removal Records

	Child Name	Removal Date	Discharge Date	Status	
view		02/17/2020		Completed	i

Child Name:

Once an Initial Removal record has been marked as completed, it can no longer be edited.

Important: When the Custody Episode is terminated, the system will automatically set the Custody Termination Date as the same Custody Termination Date recorded on the Legal Status record. This date will not be editable.

When **Discharge** has been selected from the **End Reason** drop-down menu on the Placement record, the system will set the **Placement Discharge Reason**. This reason will not be editable.

Recording a Legal Status and Custody Episode

Case > Worklist > Placements

CASE NAME / ID: [REDACTED] Alternative Response Ongoing / Open (04/25/2018)

Service Information

Agency: County Children Services Board
Child Name/ID: [REDACTED] DOB: [REDACTED]
Service Type: Family Foster Home Begin Date: 06/14/2014
Placement Type: Certified Foster Home Estimated End Date: 07/30/2015

Additional Placement Information

CPC Placement Emergency Placement After Hours Placement ICMS Placement
 Was Race, Color, or National Origin a factor in the Placement Decision?

Provider Information

Provider	Service Description	Service ID	Primary Address	KCA Delivered Date	Relationship to Child
Behm, Lucy & Behm, Richard / 2129160	Family Foster Home	19356	56 Converse Chauncy Dr #071956hour District/Shipping Default		

Non-Conforming Placement

Status: Completed

End Date: 07/30/2015 * The following end information will only be saved if an end date is entered

End Reason: Discharge
Secondary End Reason: Age
Discharge Reason: Age
Was there an effort to maintain placement?: Yes

Describe the services that were provided to maintain placement.
[REDACTED]

Spell Check Clear 500

Explain the circumstances that led to the removal.
[REDACTED]

Spell Check Clear 500

Additional Comments:
[REDACTED]

Spell Check Clear 500

Apply Save Cancel

For further information on Recording Placements, please refer to the Knowledge Base article: [Recording a Placement KBA](#).

For further information on Recording Legal Statuses/Custody Episodes, please refer to the Knowledge Base article: [Recording a Legal Status and Custody Episode KBA](#)

For additional information or assistance, please contact the Automated System Help Desk at: 614-466-0978, select #3, then select #5.