

Individual Child Care Agreement (ICCA) SACWIS Business Process Walk-Through  
Monday May 4<sup>th</sup>, 2020  
Questions & Answers

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If your Agency has questions pertaining to Individual Child Care Agreement (ICCA) functionality in SACWIS, please feel free to contact:

SACWIS Helpdesk      [SACWIS\\_HELP\\_DESK@jfs.Ohio.gov](mailto:SACWIS_HELP_DESK@jfs.Ohio.gov)      1-800-686-1580

The following articles have been posted to the SACWIS Knowledge Base to provide step-by-step instructions on this functionality.

- Creating an Individual Child Care Agreement
- <https://jfskb.com/sacwis/index.php/case/83-placement/1011-creating-an-individual-child-care-agreement>

#### Questions and Answers for ICCA

##### ***Is it mandatory that counties use this ICCA in SACWIS?***

SACWIS is the system of record for child protective services practice in Ohio. The ICCA functionality will be available for use in SACWIS starting with Build 4.06.

##### ***When does this become active in SACWIS? When is the expected date for this new roll out?***

This will be live in SACWIS in Build 4.06.

##### ***What will the rule change be?***

Right now, the Child Protective Services (CPS) Unit is just beginning to draft rule amendments for [5101:2-42-90](#). The proposed rule will be in clearance for comments soon.

##### ***Will it be required to enter the ICCA in SACWIS, even if the agency currently uses their own ICCA?***

##### ***Do you know the rule indicating things must be done in SACWIS if available to do so?***

Again, as noted above, SACWIS is the system of record for child protective services practice in Ohio. The ICCA functionality will be available for use in SACWIS starting with Build 4.06, which is scheduled for May 21, 2020. Per rule, the expectation is for workers to utilize the SACWIS form, if they have appropriate access. Rule [5101:2-42-90](#) will be in clearance this summer and will include revisions to mirror the new SACWIS functionality.

Rule [5101:2-33-23](#) states (A) The public children services agency (PCSA) shall record case information in the statewide automated child welfare information system (SACWIS). Case information that cannot be recorded in SACWIS shall be maintained as hard copy files, electronic files or as a combination of both.

***Will existing cases have to have an ICCA entered into SACWIS when this rolls out?***

No, it will not be entered on end-date placements.

***Was anyone else besides the YAB involved in development? If so who? Who attended?***

This initiative resulted from a collaborative effort between Child Protective Services (CPS) and a workgroup of stakeholders from across the state. However, following the completion of Joint Application Design (JADs) and development, coincidentally, the Youth Advisory Board requested for age-appropriate youth to be given an opportunity to provide pertinent, positive information about themselves to the caregiver.

***Is there a section where medications prescribed will pull onto the new ICCA?***

The expectation for the rule update will be to utilize the SACWIS form, if they have appropriate access. The rule [5101:2-42-90](#) will be in clearance this summer and will include revisions to mirror the new SACWIS functionality.

***Once this is fully functional and agency staff is consistently utilizing the SACWIS functionality, will the ICCA record be maintained in the provider record, too?***

The ICCA will be view only for the Provider team when the child is placed with that Provider.

***Should we leave ICCAs in progress until documents are uploaded or will be able to upload documents (like signatures) post SACWIS ""completion""?***

Documents can be uploaded to the ICCA at any point.

***Not specific to the ICCA training, but, if I don't have the Closed Adoption Reviewer security - is this the reason why some children do not generate in a placement history report for providers?***

That is correct.

***If you do a ICCA pre custody then A) how do you link to it and B) what if the court does not take custody of the youth and C) can you post or pre date as the document should be signed the day the agency takes custody of the youth?***

The ICCA can be started any time, but only once the placement setting is recorded, can the ICCA be linked. The ICCA delivery date cannot be a future date.

***Is this court history section intended to be in addition to the section that already exists for recording legal actions?***

The Maintain Delinquency is not new in SACWIS. This area has been in SACWIS and can be found within the Legal Actions area.

***If info has been entered elsewhere within the case ID, such as custody dates, placement info, education, custody removal, etc....will that data be automatically imported into the ICCA?***

Yes- Many areas of the Person record will pull into the ICCA, including Education, Characteristics, Medical Providers, as well as other areas of the case such as Visitation Plan, services, Medicaid, Custody removal and Adjudication History will be pulled into the ICCA.

***Most times are clients are adjudicated and have disposition the same day we take custody. Can we list the offense prior to adjudication?***

Yes, this information can be recorded on the Delinquency Tab in the Person Profile or Maintain Delinquency

***Can you copy information into it or do you do another ICCA?***

Yes, for the same child.

***If we copy an ICCA, will the uploaded documents also be attached to the copy?***

No, this is considered a New document. However, the same documents can be uploaded again to the Copied ICCA.

***Can a "Completed" ICCA be edited?***

To edit a completed ICCA, use the Copy feature to update the ICCA.

***Will we be able to use the copy function to help reduce time when doing ICCA's on a large sibling group? (other than the individual characteristics)***

The Individual Child Care Agreement is specific to each child. However, if the siblings are visiting, this same plan will pull to each child's ICCA.

***Can we also upload video or audio files?***

No, the File format must be .png, .jpg, .jpeg, .tif, .tiff, .pdf, .doc, or .docx

***Can you delete an ICCA in progress?***

Yes, an ICCA that is in progress may be deleted by a worker for the agency that created it.

***I am assuming Title IV-E courts will not complete a Notice to the Court given the Court is who has taken custody. Is that right?***

This notice is used to notify the court of the placement of a child in a foster or kinship home and allows the court to provide that caregiver notice of a court hearing regarding the child. This is part of the Caregiver Notice and Right to Be Heard toolkit provided by the Supreme Court of Ohio.

***So if custody isn't established then will the billing be blank?***

More than likely, yes, the Billing tab contains the Medicaid # and the Managed Care Provider information.

***Are you able to put in information for a youth who has previously been entered into care and have recently changed placement?***

Yes, you may create a new ICCA, or copy the previous ICCA for that child, which will pull forward all the child specific information.

***Does the billing number for Medicaid pull through or do you have to access it and enter it?***

Yes, it will automatically display in the ICCA. It can also be found on the Financial Tab>Medicaid Eligibility and Additional Tab on the Person Profile.

***Where will the contracted placement costs show if it's only generated for ""own home"" to reflect what is being paid. Will the cost for a contracted home generate on the ICCA?***

For all purchased care placements, the costs are reflected in the Schedule A of the Contract with the Placement Provider.

***Do you still have to generate med/eds then even though they will now be in the ICCA? Will the medical characteristics and education pull over for reviews into the Med/ed forms?***

Yes, Med/Ed still need to be generated and given with ICCA, when there is a change of placement or information on the Med/Ed is updated. This does not occur automatically. The information that is documented in the ICCA will pull to the Med/Ed report.

***Will the visitation plan from the ICCA also pull into the Family Case Plan (FCP)?***

The visitation plan is created on the FCP, this plan will pull to the ICCA as a view only. To make any updates to the visitation plan, the FCP will need to be updated.

***If a family case plan won't be created if the child is removed in intake- how should intake workers document the visitation tab? Are you going to be able to complete the ICCA without the visitation plan linking. For an emergency placement sometimes the CP is not due for 30 days and will not be done in the 7 days that you have to complete the ICCA?***

If the Visitation Plan has not yet been created, you may still complete the ICCA. When there is no Visitation Plan, the information is recorded in text fields on the Visitation section of the ICCA. If there is a Visitation Plan, the details will pull forward into the ICCA.

***What if the family case plan is not complete yet due to an emergency situation, can you complete a visitation tab that will populate into the ICCA for that section?***

Once the FCP is approved, this will pull into the ICCA. In the meantime, if the Visitation Plan is not completed, there is a question that can list the visitation details.

***Can an ICCA linked to a placement that was created in error be deleted or will it always appear?***

No, it cannot be deleted but will display with a created in error badge if you select that in the filter.

***Would a court ordered protection order be something one would upload in the documents?***

There are no rules on what is uploaded. Please check with your agency administrator.

***How does the Per diem amount now generate on the ICCA?***

The Service Cost associated to the Service Type will generate on the ICCA when Own Home is chosen as the Service Authorization Type, when Purchased Care is chosen as the Service Authorization type no cost will be displayed within the ICCA, the costs for all Purchased Care placements will be displayed on the Schedule A for the Providers Contract

***Was there any thought to allowing info that is needed for the 1443 Med or Education to be entered here and updated to the person record?***

From the ICCA, the user can navigate directly to the Medical and Education modules to record the information. That same information populates to the JFS 1443 Medical/Education reports as well as the ICCA. The user need only enter the information once.

***Is school or special ed info required for the ICCA?***

Per [5101:2-42-90](#) Information to be Provided to Children, Caregivers, School Districts and Juvenile Courts, the PCSA or PCPA shall share the following information with the caregivers: the type of school the child will attend, if applicable; any special needs the child may have such as supervision level, special diets, therapy, tutoring, learning disabilities; and any other needs requiring assistance from the substitute caregiver. These pieces of information are to be documented in an ICCA.

***Where is the delinquency record?***

Delinquency information is recorded in the Maintain Delinquency area of the Court Legal Actions. A "Delinquency" is also on the Person Profile.

***Our legal department doesn't enter delinquency records- only our custody filings--how should we handle this so the box isn't "yes" in the ICCA ?***

"Yes" will only default if the Violent Offender or Sexual Offender box is checked on the Delinquency Information screen.

***Can you say again what SACWIS role function does a worker need to complete the ICCA- Is this only Placement CW role allowed to enter an ICCA? Has there been any conversation about workers with other roles being able to complete ICCAs, our intake workers and on-call workers complete ICCAs most frequently?***

A worker with the security profile of ICCA-Placement Worker will be able to add an ICCA.

***Every time an update is done, do we need to have a new ICCA signed? When you have copied and updated the ICCA after obtaining signatures, are you required to collect new signatures? Such as an emergency placement is completed and updated information about a child is received.***

There no longer are amendment forms generated to update an ICCA. Changes to the information on the ICCA will now result in a new ICCA. Every time an ICCA is completed in SACWIS, the printed ICCA should be signed. The signed ICCA can be uploaded to the completed ICCA in SACWIS to satisfy the rule: The ICCA shall be signed by all parties and a copy provided to the substitute caregivers prior to placement, or within seven days of an emergency placement.

***Will information such as characteristics, background, medical, etc stay with the child's person and be viewable on their person profile, or only within the ICCA?***

Yes, the person characteristics, medical information, etc. is entered on the Person record. The ICCA provides direct links to the Person screens to enter the information, and anything recorded in this way

can also be viewed by navigating directly to the person record. The information from the person record is then displayed/pulled into the ICCA.

***If characteristics are entered for the first time through ICCA, will it populate to the characteristics page?***

Yes

***Sometimes we have very limited (but important) information - IE we might know a youth has been hospitalized for suicidal ideation but not know where. Is there a text field where we can enter this type of information even if we can't fill out the information in characteristics because we don't have a provider?***

This can be documented on the report through the Traits/Behaviors/Family History on the Characteristics details. This can be entered by going through the Person Profile. This will only pull to the report, the Traits are not listed on the ICCA functionality of SACWIS.

***Did you update the list of characteristics in SACWIS to match those listed on the ICCA?***

Yes, the characteristics currently listed in SACWIS were mapped to match the characteristics listed in the JFS form of the ICCA.

***Will all updated information for the children characteristics including medical be pulled into the ICCA?***

Yes, if an update is ever made to the Person Profile, this will pull into the ICCA once you have selected Copy or Add.

***How would a worker be able to give some details about characteristics that might be historical? Besides just an end-date? I do placement coordination, and this would be helpful to me when I'm discussing a child's needs in a strength based manner.***

There is a narrative box below each Characteristic section or it can be addressed in the Basic Information tab.

***Regarding the ICCA for Purchased Care, did you say that costs should not be included on the ICCA; only on the contract Schedule A?***

Yes, when Purchased Care is chosen, the costs will not be included in the ICCA, the costs for that Purchased Care provider will be on the Schedule A for the Contract.

***Which category would kinship placement fall under?***

A kinship category is being added under the Service Authorization.

***If a contract is not entered into SACWIS due to being a new emergency contract, we can't enter the placement... thus we would not be able to complete the ICCA? Correct? Are we able to give a draft copy to caregivers until the contract, placement, etc. are completed?***

***For emergency and weekend placements, we may not have created a kinship provider yet in SACWIS. We may not have recorded the custody or initial removal info in SACWIS. How can we provide an ICCA for the kinship caregiver to sign in that scenario?***

If the PCSA or PCPA is unable to complete any part of the ICCA within the timeframe required, an “In Progress” or “Completed” ICCA can be developed with what is known. The worker can document in the ICCA (Documentation Topic in SACWIS) the information needed and the steps that will be taken to obtain the information entered in the explanation for unavailable/incomplete information section. This can help satisfy having an ICCA signed and uploaded until the additional or required information is received by the PCSA, entered into SACWIS and an updated ICCA can be completed, signed and uploaded.

***If we have a Not Compliant badge are you still able to approve/generate a ICCA?***

There is not a “Not Compliant” badge on the ICCA. The topic will display “Some fields empty”, however it will not prevent the user from marking it as Completed.

***If the Race/Language and ethnicity does not display are these mandatory fields?***

These are not mandatory fields.

***Can the Provider agency record their signature via SACWIS?***

Once the Provider signs the ICCA, the signature page can be uploaded through the Document Upload button.

***Can we add an option in the drop down box for Kinship care, so it's not marked as the child is placed in their "own home"?***

There will be a new option of 'Not Applicable' for all non-paid placements.

***Is there a place to designate the court-ordered financially responsible school district?***

This will display on the School District Notice Report

***Can another County Agency ICCA's be copied?***

No - only the case owning agency can copy the ICCA that was completed by their worker.

***Do we need to put in all ICCA's for children already in care, or just moving forward with new placements?***

No, Only going forward. It will be available for non-end dated records or records in draft.

***How will the SACWIS ICCA be able to be sent to networks?***

The ICCA report will display in the Provider record in SACWIS. The ICCA can also be given to the networks by following the guidelines of your agency.

***Is the Level of Care (LOC) incorporated in the SACWIS ICCA ?***

No, it is not.

***Can a worker, who is not assigned to the case, edit the ICCA in SACWIS?***

As long as the worker is from the case owning agency, then yes, this worker can modify or add an ICCA.

***Can you only see the report view under the provider?***

The ICCA is a "view only" on the Provider list page.

***To mark placement as completed on the ICCA, does the placement have to be completed on the Placement tab first? I'm just wondering how this is to be done when the ICCA "'provided to"' date has to be entered prior to completing the placement.***

When the Placement setting is linked in the ICCA, it is considered "Complete" because the Provider (if linked to the Placement setting) displays regardless if the Placement Setting is in draft.

***The Notices just prints as paper report? Is there is an OIES interface notification sent automatically? If not, is this a future enhancement?***

There always has been an automatic notification to OIES when a child comes into custody.

***Will the SACWIS ICCA list differentiate "Initial ICCA" and "Updated ICCAs" or just a list of all ICCAs?***

The most recent ICCA will appear in the list first. The remaining ICCA will display in descending order based on date.

***Will other counties be able to access completed ICCA?***

Yes, other PCSAs can view the ICCAs completed.

***Can the ICCA be signed electronically in SACWIS, or does it have to be printed for signatures?***

No, there is not an electronic signatures feature in SACWIS. It has to be uploaded.

***SACWIS doesn't let us enter a future date. Is this going to change so that way the services section can be completed with the services to the substitute caregiver when we are moving that child there the next day and provide to the caregiver ahead of time.***

If the Provider is linked to the ICCA, a case service can be completed. But if there is a time constraint, the case service can be added later and a new ICCA with the case service can be taken back out to the foster home at the 7 day placement visit.

***Will we be able to complete the ICCA in SACWIS for a non-emergency placement without having the child in placement?***

The ICCA can be started at any time. The active case participants under the age of 22 will display in the dropdown box of Add ICCA.



***If this is a new placement how will it have the billing information if this part has not been completed yet?***

The Billing information contains the Medicaid and Managed Care Information. When a child enters into the custody of a PCSA, they are enrolled (if not already) in MCP and Medicaid.

***Will the court information need to be entered in order to link the provider to the ICCA?***

An Initial Removal must be completed in order to complete the Placement Setting. However, the ICCA can be started before the Custody Information and Initial Removal is completed.

***If you have paper file for caregivers still, will you need to still put the ICCA in their file with it now being in SACWIS?***

This depends on your own agency policy

***Can you show us what the addendums will look like that we need to send to county courts and schools? Are those in the reports and can we separate them before sending?***

The Addendums are now reports titled "Court Notice of Child Placement" and "Notice to Courts of Delinquent/Unruly Out of County Placement of Child"

***To print the ICCA, the workers will then have to go to the Provider record to print it for the case?***

The ICCA report can be printed from the ICCA list page. The Provider worker from a private agency typically does not have access to the Case, so the report will also be on the Provider List page.

***Will the inactive members for ICCA in the past include children that have been adopted?***

A person who is marked as Inactive will display when this box is checked.

***The display of intakes, dispositions-Is it all counties or just the county creating the ICCA?***

The complete intake history for the child displays in the ICCA, regardless of which agency had those intakes/investigations.

***With regards to the worker identifying if the child is eligible for receiving DD services, this may be information not known for a while, especially if the child hasn't been evaluated prior. Could there be an "unknown at this time" option, instead of yes/no?***

Not at this time, we can take this back and review.

***Is there a reason the historical information can't auto populate and be pulled from the family assessment historical tab?***

The narrative in the ICCA will be provided to the substitute care provider and is meant to be a summary; there may be details in a family assessment that one would not want to share.

***Do you still mark a violent offender if that are not sentenced on the charge? Example: one kid that is charged with domestic violence but was found to be incompetent?***

Please follow up with your agency administrator or attorney for the correct answer.

***If there is information that you do not have to put in the ICCA, will it allow you to complete for example birth information?***

If any part of the narrative boxes, person profile information is not entered, the ICCA can still be marked as Completed.