Creating a Placement Discharge Record

Knowledge Base Article

Table of Contents

Ohio | **Department of Job and Family Services**

Last Revised: 09/29/2023

Overview

This article will review how to create a placement discharge record in a case within the Ohio SACWIS system.

All children who exit agency custody should be discharged from placement. For a child to be discharged from the AFCARS reporting population, it is necessary to discharge that child's placement when he or she exits agency custody.

It is not sufficient to end date a placement with a reason other than **Discharge**. If the child exits agency custody and the placement is not discharged, the child will be incorrectly dropped from the AFCARS report. Discharging a child's placement will also automatically populate the discharge date and discharge reason in the child's initial removal record in Ohio SACWIS. To create a placement discharge record, complete the following steps:
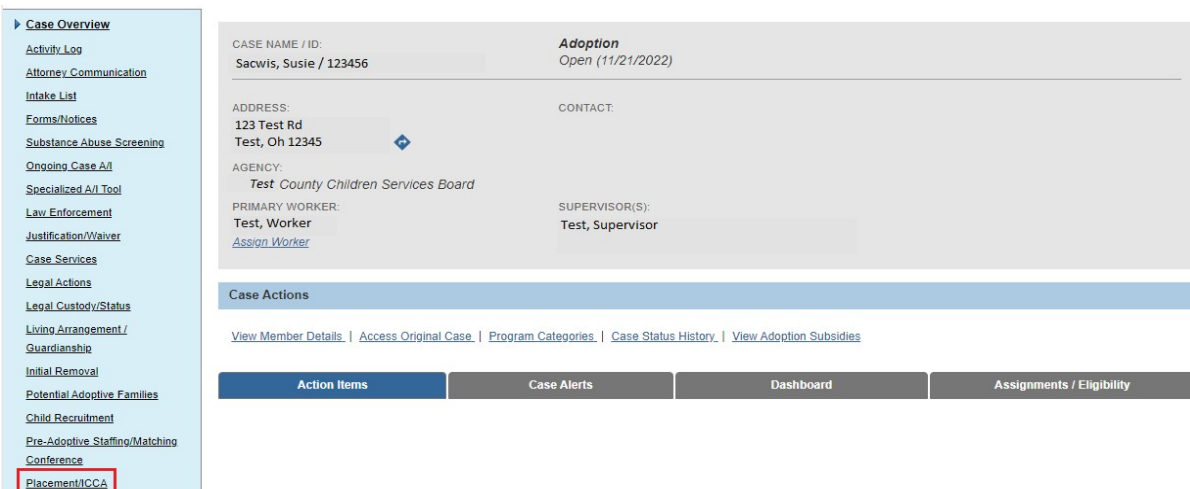
Navigating to the Placement Record

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.

2. Click the **Workload** tab.

3. Select the appropriate **Case ID Number**.

The **Case Overview** screen appears.

4. Click the **Placement/ICCA** link in the **Navigation** menu.

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The **Placement Records Filter Criteria** screen appears.

5. Click the **Edit** link in the appropriate grid row (**Placement Records** section).

Note: As shown in green, no date currently appears in the **End Date** field.

The **Service Information** screen appears. This is a long screen, so you may need to scroll down.

6. In the **End Reason** field, select a reason from the drop-down list.
7. In the **Secondary End Reason** field, select a reason from the drop-down list.
8. In the **Was there an effort to maintain placement** field, select **Yes** or **No**.
9. Complete the other fields, as needed.
10. Click the **Save** button.

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End Date:

[ ] 📅

The following end information will only be saved if an end date is entered

End Reason:

[▾]

Secondary End Reason:

[▾]

Was there an effort to maintain placement?

[▾]

Describe the services that were provided to maintain placement:

[ ]

Explain the circumstances that led to the removal:

[ ]

Additional Comments:

[ ]

☐ Created in Error

[Apply] [Save] [Cancel]

The **Placement Records Filter Criteria** screen appears displaying the end date in the **Placement Records** section.

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 authorize	Sacwis, Susie Age 14, 07/03/2009	Treatment Foster Care	Test, Adult	06/02/2022 - 09/29/2023	Test County Children Services Board	Completed	Actions... ▾

The placement discharge record is saved.

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

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