Creating a Family & Permanency Team

Knowledge Base Article

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Overview

This article provides step- by-step instruction for creating a Family & Permanency Team. Although the Family & Permanency Team record is required for youth placed into a Qualified Residential Treatment Provider (QRTP) Placement, the record can be created for any Active Case Participant in Ohio SACWIS.

Note: For a child in a Quality Residential Treatment Program (QRTP), the team must consist of appropriate biological/adoptive family members, relatives, non-relatives, and kin, as well as professionals who are a resource to the child and their family, including but not limited to, teachers, clergy, youth support persons, and/or medical or mental health providers who have treated the child.

A Family & Permanency Team is child specific and will display in all cases in which the child is a member. Within a Bridges Case or a Young Adult Services Case, record is view only, if one existed for the youth.

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

2. Click, **Placement/ICCA** in the navigation pane.

The Placement tab screen appears.

3. Select the **Family & Permanency Team** tab.

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The **Family & Permanency Team** tab screen appears.

Important: When first navigating to this page; the Filter results is defaulted to **Active Case Members Under Age 22**. All active child(ren) case members will display on this page regardless of whether the child is in a QRTP placement setting. This functionality allows the flexibility for Team Planning and the creation of a Child's Family & Permanency Team prior to the child being placed in a QRTP Placement Setting; if applicable.

1. Click the **edit** link for the desired child.

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Creating a Family & Permanency Team

The **Family & Permanency Team Members** screen appears.

Upon initial access of this page, there will be no Active Permanency Team Members.

Note: The System will automatically list all active and inactive Case Members, Associated Persons, and Independent Living Contacts in this dropdown. The list will exclude the child in focus and exclude any persons already in the Family & Permanency Team List.

Note: To add persons to the child Permanency team that are not currently in the drop-down menu, search persons available in Ohio SACWIS. Please refer to the Person Search KBA, Using Search Functionality, for additional details.

2. Select a name from the **Case Members / Associated Persons / Contacts** drop-down menu.

3. Click **Add**.

OR,

4. Click **Person Search**.

The **Family & Permanency Team Member Details** screen appears.

1. Make a section from the **Relationship to Youth** drop down menu.

2. Select from, **Do you want to make this person active in the Independent Living Contact Directory?** question.

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3. If **Yes** is selected, check if either applies making Permanency Team Member as

a **Permanent Adult Connection** or **Youth Support Person**.

- A **Permanent Connection** is defined as having a relationship that is characterized by these five points: parenting, life-long intent, belonging, status, and unconditional commitment.

4. Select **Provide Support(s) of** (Optional)
5. Click **Add**
6. If Other is selected as Provide Support, then enter **Other Support** narrative.
7. Enter **Other Information**, Optional.
8. Click **Save**.

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Important:

Permanent Adult Connection	Displays when the Member is also in the Independent Living Contact Directory for the child with a role of Permanent Adult Connection.
Youth Support Person	Displays when the Member is also in the Independent Living Contact Directory for the child with a role of Permanent Adult Connection.

The **Family & Permanency Team** screen appears indicating your data has been saved.

Complete Steps 1-5 to additional Family & Permanency Team Members.

Notice: Every time a new Family & Permanency Team Member has been added, the system automatically defaults their status to Active.

1. Click **Close** once all desired Family & Permanency Team Members has been added.

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CASE NAME / ID:	**Gillispie, Shari L / 61910988**		*Ongoing / Open (08/30/2022)*
CHILD NAME / ID:	*Gillispie, Allen / 28625093*	DOB:	

Family & Permanency Team Members

☑ Include Inactive

edit

ACTIVE ⬤

Case Members / Associated Persons / Contacts:

[▼]   [Add]   ~ OR ~   [Person Search]

[Close]

The **Family & Permanency Team Summary List** screen displays.

Forms/Notices
Category/Pathway Switch
Safety Plan
Actuarial Risk Assessment
Family Assessment
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Placement Request
▶ Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Safety Reassessment
Reunification Assessment

Family & Permanency Team Filter Criteria

Filter Results by:

⦿ Active Case Members Under Age 22   ◯ All Active Case Members   ◯ All Active and Inactive Case Members

[Filter]

Family & Permanency Team Summary

For a child in a Qualified Residential Treatment Program (QRTP), the team must consist of appropriate biological/adoptive family members, relatives, non-relatives, and kin, as well as professionals who are a resource to the child and their family, including but not limited to, teachers, clergy, youth support persons, and/or medical or mental health providers who have treated the child.

Expand All

edit   Male
Active Team Members ⌄

edit   DOB 11/20/2006
Active Team Members ⌄

Quick View of Family & Permanency Team Members & Updating a Permanency Team Members and Status

Note: Each added Family & Permanency Team Member will display as Active once added.

1. For each Case Member, click the **Active Team Members** drawer to expand the Active Members.

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2. Click **edit** to edit the desired youth's record.

The **Family & Permanency Team Members** screen displays.

Note: The Active / Inactive buttons are toggle buttons. Click the button to change the status from Inactive to Active and vice versa.

The **Include Inactive checkbox** will be checked when accessing this page. When checked, both active and inactive status Family & Permanency Team members display in the list.

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3. Click the Active / Inactive toggle to update each Family & Permanency Team Member's status as desired.

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| INACTIVE | Will display when the current status of the Family & Permanency Team Member is Inactive. |

| ACTIVE | Will display when the current status of the Family & Permanency Team Member is Active. |

4. Repeat steps in above sections to add additional Family & Permanency Team Members
5. Click **Close**.

The **Family & Permanency Team Summary List** screen displays.

Generating a Family & Permanency Team Report

This report can be printed in two (2) versions.

- Full contact information
- Redacted personal (contact information)

1. Click **Report Icon** for the desired child from the Family & Permanency Team Filter Criteria page.

Forms/Notices	**Family & Permanency Team Filter Criteria**
Category/Pathway Switch	
Safety Plan	**Filter Results by:**
Actuarial Risk Assessment	
Family Assessment	⦿ Active Case Members Under Age 22 ○ All Active Case Members ○ All Active and Inactive Case Members
Ongoing Case A/I	
Specialized A/I Tool	Filter
Law Enforcement	
Justification/Waiver	
Case Services	**Family & Permanency Team Summary**
Legal Actions	
Legal Custody/Status	For a child in a Qualified Residential Treatment Program (QRTP), the team must consist of appropriate biological/adoptive family members, relatives, non-relatives, and kin, as well as professionals who are a resource to the child and their family, including but not limited to, teachers, clergy, youth support persons, and/or medical or mental health providers who have treated the child.
Living Arrangement / Guardianship	
Initial Removal	
Placement Request	Expand All
▶ **Placement/ICCA**	
Residential Treatment Information	edit ▭▭▭▭▭▭▭▭▭▭▭▭▭ 🗋
Independent Living	Active Team Members ⌄
Case Plan Tools	
Visitation Plans	
Review Tools	edit ▭▭▭▭▭▭▭▭▭▭▭▭▭▭▭ 🗋
Family Team Meeting	Active Team Members ⌄
Safety Reassessment	
Reunification Assessment	

The **Document Details** grid appears.

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1. Click the **Generate Report** button.

The **Family & Permanency Team Member Report** grid appears.

Click the Include Family & Permanency Team Member's Contact Information? Checkbox (Optional).

1. Click **Generate Report** button.

The report generates.

2. Click **Save**.

For further information, please see the following articles:
- **Recording a Placement Record (**Recording a Placement Record May 2021**)**
- **Creating an Individual Child Care Agreement** (Creating an Individual Child Care Agreement)
- **Using Search Functionality (**Using Search Functionality**)**

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

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