

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.

Case Overview

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

CASE NAME / ID: **Ongoing**
Open (05/29/2021)

ADDRESS: CONTACT:

AGENCY: **Children Services Board**

PRIMARY WORKER: **Assign Worker** SUPERVISOR(S):

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

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

Case members have unspecified relationships.

The Placement tab screen appears.

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

Case Overview
 Activity Log
 Attorney Communication
 Intake List
 Forms/Notices
 Substance Abuse Screening
 Ongoing Case A/I
 Specialized A/I Tool
 Law Enforcement
 Justification/Waiver
 Case Services
 Legal Actions
 Legal Custody/Status
 Living Arrangement / Guardianship
 Initial Removal
 Potential Adoptive Families
 Child Recruitment
 Pre-Adoptive Staffing/Matching Conference
 Placement/ICCA

CASE NAME / ID: **Adoption**
Sharrer, Everleigh / 61946138 **Open (05/11/2023)**

Placement ICCA **Family & Permanency Team** Q RTP 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.

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.

Forms/Notices
 Substance Abuse Screening
 Ongoing Case A/I
 Specialized A/I Tool
 Law Enforcement
 Justification/Waiver
 Case Services
 Legal Actions
 Legal Custody/Status
 Living Arrangement / Guardianship
 Initial Removal
 Potential Adoptive Families
 Child Recruitment
 Pre-Adoptive Staffing/Matching Conference
 Placement/ICCA
 Residential Treatment Information
 Independent Living
 Case Plan Tools
 Visitation Plans
 Review Tools

Placement ICCA **Family & Permanency Team** Q RTP Assessment

Family & Permanency Team Filter Criteria

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Family & Permanency Team Summary

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[Expand All](#)

edit [Disney, Donald Ducl](#) [redacted] - Female Age 3, DOB 01/01/2020
[Active Team Members](#) ^

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**.

Permanency Team Members

Include Inactive

No Permanency Team Members have been recorded for this child.

Case Members / Associated Persons / Contacts:

Oyl, Olive

Add

- OR -

Person Search

Close

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

1. Make a selection 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.

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

Permanency Team Member Details

Member Name:
LastName, FirstName / 0000000

Relationship to Youth: *
Aunt

Primary Address:
12345 Some street
Longcityname, OH 12345

Contact:
Home: 123-456-7890
Email: test@test.com

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**.

Do you want to make this person active in the Independent Living Contact Directory?

Yes

- Select if either applies:
- Permanent Adult Connection
 - Youth Support Person

Provide Support(s) of:	Selected:
<input type="checkbox"/> Church / Religious Friend	<input type="checkbox"/> Remove
<input type="checkbox"/> Counseling Support Person	<input type="checkbox"/> Remove All
<input type="checkbox"/> Emergency Contact Person	<input type="checkbox"/> Other
<input type="checkbox"/> Housing	
<input type="checkbox"/> Living Expenses	
<input type="checkbox"/> Mentorship	
<input type="checkbox"/> Provide Babysitting	

Other Support:*

Other Information: [\(expand full screen\)](#)

✓ ABC 2000

Created By: Created Date: 05/12/2023
Modified By: Modified Date: 05/12/2023

Save Cancel

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.

The screenshot shows a web interface for the 'Family & Permanency Team' screen. At the top, a green notification bar states 'Your data has been saved.' Below this, there are two rows of case information: 'CASE NAME / ID' with a redacted name and 'Ongoing / Open (02/25/2020)', and 'CHILD NAME / ID: Disney, Elsa / [redacted]' with 'DOB: 01/01/2010'. A section titled 'Permanency Team Members' contains a checked 'Include Inactive' checkbox and a table with one member: 'Oyl, Olive - Sibling' with an 'ACTIVE' status indicator. Below the table is a search area with a dropdown menu for 'Case Members / Associated Persons / Contacts', an 'Add' button, a '~ OR ~' separator, and a 'Person Search' button. A 'Close' button is located at the bottom center of the screen.

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.

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](#) [Redacted] ACTIVE

Case Members / Associated Persons / Contacts:

Add ~ OR ~

Close

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

Family & Permanency Team Filter Criteria

Filter Results by:

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

Family & Permanency Team Summary

For a child in a Qualified Residential Treatment Program (QRTTP), 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	[Redacted] Male	Active Team Members ▾	
edit	[Redacted] 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.

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

The screenshot shows a sidebar menu on the left with the following items: Placement/CCA, Residential Treatment Information, 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, and Agency Case Transfer. The main content area displays a list of youth records with their names, IDs, ages, and DOBs. Each record has an 'edit' link and an 'Active Team Members' dropdown menu. The record for Dinkley, Velma / 14570987 is highlighted with a red box around the 'edit' link and a green box around the team members list, which is currently empty. The record for Disney, Elsa / 28255719 is also highlighted with a green box around its team members list, which includes Oyl, Olive Sibling, Rabbit, Jessica Relative, and Dinkley, Velma Babysitter. The record for Oyl, Olive / 27766656 is also visible.

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

The screenshot shows the 'Family & Permanency Team Filter Criteria' screen. It features a checkbox for 'Include Inactive' which is checked. Below this, there is a list of team members with their names, roles, addresses, and phone numbers. Each entry has an 'edit' link and an 'ACTIVE' toggle button. The toggle for 'Rabbit, Jessica - Relative' is highlighted with a green box. At the bottom, there is a search bar with a dropdown menu, an 'Add' button, a '- OR -' separator, and a 'Person Search' button. A 'Close' button is located at the bottom center of the screen.

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.

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



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



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.

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

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[Expand All](#)

edit	[Redacted Name]	
edit	[Redacted Name]	

The **Document Details** grid appears.

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

Document Details

Document Category: [Redacted] Document Title: Permanency Team Member Report

Work-Item ID: [Redacted] Work-Item Reference: [Redacted]

Task ID: [Redacted] Task Reference: [Redacted]

Document History

ID	Date Created	Employee ID	Name
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Document History

Generate Report

Cancel

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**.

Family & Permanency Team Member Report

Include Family & Permanency Team Member's Contact Information?

Generate Report Cancel

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 .