

## Creating a Placement Discharge Record

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 SACWIS. To create a placement discharge record, complete the following steps:

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID Number**.

Case Workload

Caseworker:  Sort By:

Sacwis, Susie

Red, Rose 7654321

The **Case Overview** screen appears.

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

Placement Records Filter Criteria

From Begin Date:  To Begin Date:

Child's Name:  Status:

Sort Results By:

Created In Error: ☒ Exclude ☐ Include

Placement Records

Result(s) 1 to 1 of 1

	Child Name	Service Description	Provider Name	Begin Date/End Date	Agency	Status	
<input checked="" type="radio"/> edit	Red, Rose			01/13/2012	County Department of Job and Family Services	Completed	<a href="#">leave</a>

Child Name:

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

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

The screenshot shows the 'Service Information' form. The top section, enclosed in a red box, contains the following fields:

- End Date:** 07/24/2012 (with a calendar icon and a note: '\* The following end information will only be saved if an end date is entered')
- End Reason:** Discharge (dropdown menu)
- Secondary End Reason:** Discharge (dropdown menu)
- Discharge Reason:** Independent Living (dropdown menu)
- Was there an effort to maintain placement?:** No (dropdown menu)

Below this section are three text areas for narrative text, each with a 'Spell Check' button, a 'Clear' button, and a character count (481, 481, and 500 respectively). At the bottom of the form, there are three buttons: 'Apply', 'Save' (circled in red), and 'Cancel'.

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

The screenshot shows the 'Placement Records Filter Criteria' screen. On the left is a sidebar with a list of links: Law Enforcement, Justification/Waiver, Case Services, Legal Actions, Legal Custody/Status, Living Arrangement, Initial Removal, Placement Request, and Placement (highlighted). The main area displays a table titled 'Placement Records' with the following columns: Child Name, Service Description, Provider Name, Begin Date/End Date, Agency, Status, and a link to 'leave'. The table shows one record for 'Red, Rose' with a 'Begin Date/End Date' of '01/13/2012' to '07/24/2012'. Below the table is a 'Child Name' dropdown menu and an 'Add Placement Record' button.

The placement discharge record is saved.