Recording an Adoptive Placement Prior to Finalization

Knowledge Base Article

Recording an Adoptive Placement Prior to Finalization

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

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Overview

This article describes the process used to record a placement setting change for a child with an approved adoptive placement agreement in effect prior to the court finalization for custody change.

Adoptive families can choose to continue receiving foster care maintenance (FCM) in lieu of the adoption subsidy until the adoption is finalized.

Important: If an adoption subsidy has an effective date as of the child's adoptive placement date, you will not be able to use this functionality.

Recording an Adoptive Placement

To record and end date an adoptive placement in Ohio SACWIS, complete the following steps:

1. On the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate adoption case. The **Case Overview** screen appears.
4. Click the **Placement/ICCA** link in the **Navigation** menu.

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

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5. In the **Placement Records** section, click the **Edit** link next to the appropriate Foster Care Placement record.

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		Kinship Care - Relative Home				Completed	Actions... ▾

Child Name:

[⌄]   Add Placement Record   ~ OR ~   Add Non-Custodial Parent Record

The **Placement Setting Information** screen appears.

Case / Workload / Placement/ICCA

Placement Setting Information

| CASE NAME / ID: | | ***Ongoing* / *Open*** | |

| CHILD NAME / ID: | | AGE, DOB: | AGENCY: |

Placement Setting Details

ⓘ **Modifying the Service Type, Begin Date, or Placement Type will remove the Provider**

Service Type: * ⓐ
[Group Home ⌄]

Placement Type: *
[Certified Group Home ⌄]

Begin Date: ⓐ
[ ] 📅

Estimated End Date:
[ ] 📅

6. Enter the required fields to end date the placement.

Note: When the end reason of **Foster to Adopt w/in the same Placement Setting** is selected, the change in placement does **NOT** count as a placement change for AFCARS reporting purposes.

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End Date:

10/28/2022   📅   ** The following end information will only be saved if an end date is entered*

End Reason:

Foster to Adopt w/in the same Placement Setting ▾

Secondary End Reason:

▾

Was there an effort to maintain placement?

▾

7. When complete, click the **Save** button at the bottom of the screen.

The **Placement / Non-Custodial Parent Records** grid appears displaying the updates. As shown in green, the foster care placement setting is now end dated.

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				10/28/2021 - 10/28/2022		Completed	Actions... ▾

Creating an Adoptive Placement Record

Important:

- Ohio SACWIS functionality allows an adoption subsidy determination to be made prior to the last day of placement.

- The service authorization must be approved before proceeding with these steps. Refer to the **Editing a Service Authorization** Knowledge Base Article for additional details on processing and approving a service authorization.

- When a subsidy is created, the related service authorization will remain in effect and be auto-end dated by the system with the effective date of the newly created adoption subsidy unless a service authorization end date already exists for a date equal or prior to the subsidy effective date.

- If there is a current effective adoption subsidy record, the **Provider Used to Determine Payment** section is disabled, and the fields cannot be selected.

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1. Navigate to the **Placement / Non-Custodial Parent Records** section (**Placement Records Filter Criteria** screen) using the steps previously discussed.

2. In the **Child Name** field, select the appropriate name from the drop-down list.

3. Click the **Add Placement Record** button.

4. In the **Service Type** field, select **Approved Adoptive Home**.

5. In the **Placement Type** field, select **Adoptive Placement**.

6. In the **Begin Date** field, enter the begin date of the placement.

Important: The begin date should match the agreed upon date from the Adoptive Placement Agreement.

Case / Workload / Placement/ICCA

Placement Setting Information

CASE NAME / ID:		*Ongoing / Open*

CHILD NAME / ID:	AGE, DOB:	AGENCY:

Placement Setting Details

ⓘ Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: * ⓐ
Approved Adoptive Home

Begin Date: ⓐ
10/28/2022

Placement Type: *
Adoptive Placement

Estimated End Date:

7. Click the **Link Provider** button.

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Additional Placement Information

☐ ICPC Placement   ☐ After-Hours Placement

☐ Emergency Placement   ☐ ICWA Placement

☐ Race, Color or National Origin was a factor in the Placement Decision

Provider:

No Provider linked.

[Link Provider]

The **Search For Provider Match** screen appears.

Search For Provider Match

Service Category:
[Placement ▼]

Service Type:
[Approved Adoptive Home ▼]

Search Date:
[10/25/2022] 📅

☐ With Available Vacancies   ☐ Child has a kinship relationship with the provider

Available Counties: ⓘ
[🔍   Add]

Selected Counties:
[Remove   🔍]

8. Complete the fields, as needed, to search for the adoptive provider.
9. Click the **Search** button.

Name Match Precision
Returns results matching entered names including AKA names/nicknames

[🟩🟩 | + AKA/Nicknames |]
Fewer Results   More Results

Sort By:
[Provider Name (A-Z) ▼]

[Search] [Clear Form] [Cancel]

The results appear in the **Provider Match Search Results** section.

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10. Click the **Select** link next to the correct provider and service description.

11. Check the **Pay Substitute Case Placement Rate in Lieu of Subsidy** check box.
12. In the **Payment Service Type** field, select the type of foster care maintenance payment you want to use to continue placement payments.
13. Click the **Link Provider** button.

The **Search For Provider Match** screen appears.

14. Enter data in the field to search for the Provider ID who is being paid for the foster care maintenance.

15. Click the **Search** button.

The results appear in the **Search Results** section.

16. Click the **Select** link for the foster care maintenance **service description** that is on the contract (if the payment is for a contracted service).

As shown in green in the next image, the **Service Information** screen appears displaying the provider's information in the placement record.

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17. When complete, click the **Save** button at the bottom of the screen.

As shown in green, the adoptive placement displays from in the **Placement Records** section and the system continues to allow foster care maintenance to be paid by the agency. The record's status changes to **Completed**. An **Authorize** link also displays next to the placement record.

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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