Recording a Foster Care Exit Interview

Knowledge Base Article

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Last Revised: 05/09/2023

Recording a Foster Care Exit Interview

Overview

This article outlines the process for recording a **Foster Care Exit Interview** in Ohio SACWIS. Any worker that can access a child's **Placement Record** is able to record a **Foster Care Exit Interview**.

According to **5101:2-42-65.1, "The public children services agency (PCSA) or private child placing agency (PCPA) that holds custody of a child shall conduct a face to face exit interview with every child age five and older, as developmentally appropriate, within seven days after the child's exit from EACH foster care placement."**

Navigating to the Foster Care Exit Interview Screen

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

Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

The **Case Overview** screen appears.

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4. View the **Action Items**.

   - If a **Foster Care Exit Interview** is due, an Action Item will appear.

Important: Ohio SACWIS will generate an **Action Item** on all **Foster Care Placements** when a **Placement End-Date** is recorded and the child is five years of age or older. The Action Item will generate based on Day 1 being the day after the child leaves placement.

If a **Placement End-Date** is changed, the **Foster Care Exit Interview** will update accordingly.

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

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The **Placement Records** screen appears.

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Recording a Foster Care Exit Interview Record

1. Select the Actions Filter box and click on **FC Exit Interview** hyperlink in the **Placement Record** for which you are recording the **Foster Care Exit Interview**.

Note: The **FC Exit Interview Hyperlink** will display as an Action Item when a FC placement has been end-dated, with an end reason other than **Created in Error.**

Important: The rule only requires the form to be completed on **Foster Care Placements** but functionality allows agencies to record the information for ALL placement types.

The **Foster Care Exit Interview Records** screen appears.

User is presented with the question, **"Were you able to interview the child?"**

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2. Select **Yes**, **No, or Attempted** from the drop down box.

   - When **No or Attempted** is selected, click on **Add FC Exit Interview** and the worker documents the **Date** and **Reason** they determined they were unable to conduct a face to face **Foster Care Exit Interview** with the child.

   - If **Yes** is selected, click on Add FC Exit Interview where the **Foster Care Exit Interview** form is displayed.

Note: If a record has been saved with a **No** response to the question, **"Were you able to interview the child?",** the worker is able to add a record with a **Yes** response at a later time. This is to allow the worker to document the **Foster Care Exit Interview** in a situation where the child is not available to interview within the time frames required by rule (ie. AWOL, hospitalization, etc.), but the child is interviewed at a later date. A **No** response and a **Yes** response may only be utilized once.

3. Select the **Add FC Exit Interview** button

CASE NAME / ID:		Ongoing / Open (04/29/2022)	
CHILD NAME / ID:	DOB:		GENDER: Female

Foster Care Exit Interview Records

No records

Were you able to Interview Child?

[dropdown]   **Add FC Exit Interview**   **Close**

Attempted
No
Yes

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4. Choose the **Person Conducting the Interview** from the dropdown box.

   Note: All workers currently assigned to the child's case will display in the drop-down box. If the worker who conducted the interview does not display, the user can complete a **Person Search** and select the correct worker.

5. Enter the **Interview Date**.

6. Select **Questions Tab** and 25 Exit Interview Questions will appear where you can type responses in each field box that has up to 4000 characters per box. Complete the **Exit Interview Questions/Responses**.

   Note: Answers to All Questions are required before you are able to Complete the FC Exit Interview Questions.

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CHILD NAME / ID: ▮▮▮▮▮▮▮▮▮▮
CUSTODIAL AGENCY: ▮▮▮▮ County Children Services Board(▮▮▮▮)
PROVIDER: ▮▮▮▮▮▮▮▮▮▮
PLACEMENT END REASON: Disruption from Non-Adoptive Placement

DOB: ▮▮▮▮▮▮
PLACEMENT BEGIN DATE: 06/02/2022
PLACEMENT END DATE: 10/28/2022

Detail   **Questions**   Signatures

What did you like about living in that foster home? ∧

   ✔ ABC   4000

What did you dislike about living in that foster home? ∧

   ✔ ABC   4000

How were you rewarded? ∧

   ✔ ABC   4000

How were you disciplined? ∧

   ✔ ABC   4000

There are 18 Questions that contain **Yes**, **No**, or **N/A** from the answer dropdown list.

Policy Notes: On the **Question "Were the foster parents nice to you?"** - If there is a difference in treatment between the 2 adults in the home, please explain it in the additional information section.

If the **wording to a question was adjusted** based on the age and developmental level of a child, you may **indicate the wording used in the narrative field** for that specific question.

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Were you comfortable in that foster home? *No* ∧ 🗎

| No ⌄ |

Response   ✔ ABC

                                                           3992

Did you feel safe in that home? *No* ∧ 🗎

| No ⌄ |

Response   ✔ ABC

                                                           3992

Do you think that is a good foster home for other children? *Yes* ∧ 🗎

| Yes ⌄ |

Response   ✔ ABC

                                                           3992

Do you understand why you left that home? *Yes* ∧ 🗎

| Yes ⌄ |

Response   ✔ ABC

                                                           3992

Were the foster parents nice to you? *No* ∧ 🗎

| No ⌄ |

Response   ✔ ABC

                                                           3992

7. Select the **Signatures Tab** to add **Referral Information**, **Follow Up** actions as needed, **Agency Representative Signature**, and **Signature Date**.

    Note: The **Referral Information** and **Follow-up** fields are not required. These fields will retain historic narrative and can be updated even after the **Foster Care Exit Interview** form is marked as **Complete.**

8. Select the correct agency representative from the **Agency Representative Signature** drop down box.

    Note: Similar to the **Person Conducting the Interview** field, all workers currently assigned to the child's case will display in the **Agency Representative Signature** drop-down box. If the employee who signs the **Foster Care Exit Interview** is not

also assigned to the case, the user can complete a **Person Search** and select the correct employee.

9. Enter the signature **Date**.

    Important: The first **Agency Representative Signature** field and **Date** field are required fields. However the second **Agency Representative Signature** field and **Date** field are optional and can be added after the **Foster Care Exit Interview** is marked as **Complete**.

10. Change the **Status** to **Complete**.

11. Click **Save**.

    Note: When a **Foster Care Exit Interview** is marked as **Complete**, an email notification is sent to the **Provider Worker**, **Homestudy Assessor**, **Homestudy Supervisor**, and **Supervisor** assigned to the provider record where the child had been placed.

    Important: The **Completed Foster Care Exit Interview** can also be viewed from the **Provider Record** of the resource where the child was placed.

    Note: Private Agency Workers will NOT receive email notifications because current functionality does not require them to have assignment to the provider record. However, **Private Agency Workers** are able to **View** the completed **Foster Care Exit Interview** and generate the **JFS 01678 Foster Care Exit Interview Report** for their own providers.

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Detail   Questions   Signatures

Referral Information:
Record any information pertaining to Child Specific Service Referrals as a result of this form being completed

[text box]

Follow Up:
Record any information petaining to what the caseworker recommends for planning and or follow-up for the child

[text box]

Agency Representative Signature: -OR-   [Person Search]

[dropdown]

Signature Date:

[text field] [calendar icon]

Agency Representative Signature (Optional):   -OR-   [Person Search]

[dropdown]

Signature Date (Optional):

[text field] [calendar icon]

Status: Draft [dropdown]   Apply   Save   Close

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Generating the JFS 01678 Report

A **Report** link displays to the right of records where a **FC Exit Interview** was recorded.

1. Click the **Report** link.

2. Click the **Report** button.

3. View the **JFS 01678 Foster Care Exit Interview** report.

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FOSTER CARE EXIT INTERVIEW

The JFS 01678 FOSTER CARE EXIT INTERVIEW form is to be used by all Public Children Services Agencies (PCSA) and Private Child Placing Agencies (PCPA) in conjunction with completing the FOSTER CARE EXIT INTERVIEW outlined in OAC 5101:2-42-65.1. The face-to-face interview is to be completed within seven days after the child's exit from each foster care placement. The form can be used as a template to initiate a conversation between the caseworker and the child/youth. Wording can be adjusted based on the age and developmental level of the child.

Exit Interview	
Person Conducting the Interview	**Custodial Agency**
	County Children Services Board
Child's Name/Person ID	**Date of Interview**
	10/28/2022

Name of Foster Home Child Just Left

Date Placed in this home	Date Removed from this home
06/02/2022	10/28/2022

Reason child left placement

Disruption from Non-Adoptive Placement

What did you like about living in that foster home?

test

What did you dislike about living in that foster home?

test

How were you rewarded?

test

How were you disciplined?

test

What else would you like to tell me about that home?

test

Was there anything else that could have been done to make that placement better?

test

Is there anything else you would like us to know?

test

Respond based on the child's experience	YES	NO	N/A	Additional Information
1. Were you comfortable in that foster home?	[]	[X]	[]	Response
2. Did you feel safe in that home?	[]	[X]	[]	Response

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Viewing the Foster Care Exit Interview from the Provider Record

1. Navigate to the **Provider Overview** screen.

   - From the Ohio SACWIS **Home** screen, click the **Provider** tab.

   - Click the **Provider Search** tab.

   - Input the appropriate **Provider ID**, click Search and navigate to the **Provider Overview** screen.

2. Click the **Placement/Services** link from the **Navigation** menu.

The **Placements Filter Criteria** screen appears.

The **Placement Filter Criteria** defaults to **Current**.

3. Select the **Historical** or **All** radio button.

4. Click **Filter** to view the results.

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5. Select the **View Exit Interview** hyperlink.

    The **FC Exit Interview** screen appears.

From this screen, the worker can **View** the **Foster Care Exit Interview** information and also generate **JFS 01678 Foster Care Exit Interview** report.

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CASE NAME / ID:			*Ongoing* / Open (04/29/2022)	

CHILD NAME / ID:		DOB:		GENDER: Female

Foster Care Exit Interview Records

	Conducted	Status	Date ⓘ	Created By	Created Date ⓘ	
edit	Yes	Complete	10/28/2022		10/28/2022	📄

Close

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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