

# **Creating an Adoption Case and Reactivating a Child in an Adoption Case**



**Knowledge Base Article**

# Creating an Adoption Case and Reactivating a Child in an Adoption Case

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## Creating an Adoption Case and Reactivating a Child in an Adoption Case

### Overview

This article discusses the steps for creating an **Adoption Case** in Ohio SACWIS, including the processes that need to occur prior to the creation of an **Adoption Case**. This article also discusses the steps for Inactivating and Reactivating a **Child** in an Adoption Case. However, this document does not provide a comprehensive list of all adoption-related work items that need to be completed.

Prior to creating an **Adoption Case**, an agency should complete the following steps:

- Hold a **Staffing Meeting** to ensure a smooth case transfer.
  - Determine how the Adoption Case(s) for sibling groups will be joined /split.
- Review and approve the **Recommended for PC Plan**, then Approved each **Adoption Family Case Plan** per child, if applicable.
- Verify that all family **Relationships** (especially the Biological Mother and Biological Father relationships) have been recorded in the ongoing case.
- Verify that the Race, Ethnicity, and Date of Birth, have been recorded for each parent.
- Verify that the Race, Ethnicity, Date of Birth, ICWA Protection and Primary Native Language have been recorded for each child moving into the Adoption Case.
- Complete all additional open work items such as (but not limited to):
  - End-date all **Case Services** (excluding open/active placements).
  - Mark any outstanding **Draft Activity Logs** as Completed.
  - Verify all **Court Entries** have been recorded in the **Legal Actions** link.
  - Verify the **Family Case Plan** has been **Updated** for either Case Closure OR to remove the child(ren) moving to an Adoption Case.
  - Conduct the **Case Review** or **SAR**, if applicable.

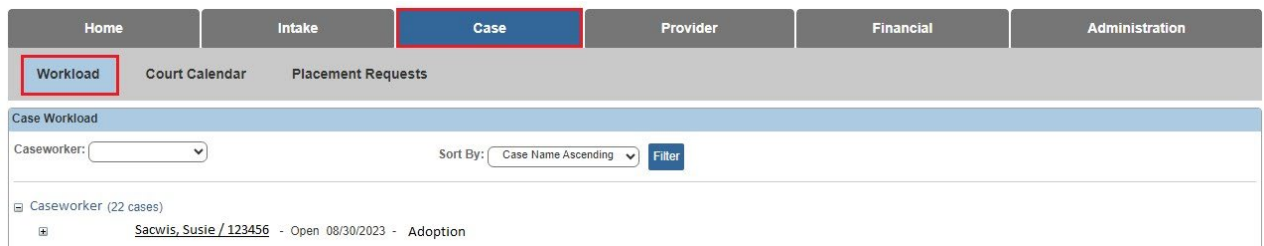
**Important:** If the above-mentioned items are not complete, the system will not allow the creation of the Adoption Case. This article will explain the steps needed to complete the work items. The system will display a list of all validations prior to ability to create the Adoption Case.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

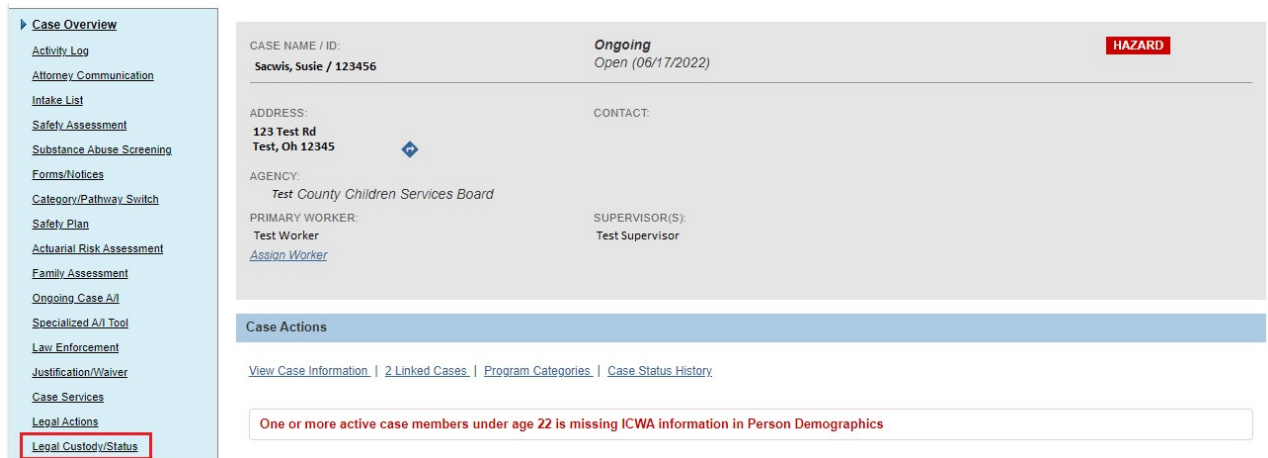
### Navigating to the Child's Biological Case Overview Screen

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 to navigate to the **Case Overview** screen.



The **Case Overview** screen appears.



### Recording a Court Ruling

Prior to creating an Adoption Case, the child must have an **Agency Legal Status** of either **Permanent Custody (PC)** or **Permanent Surrender (PS)** recorded in the Ongoing Case.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

Legal Custody Episode & Status Filter Criteria

☐ Include Created In Error

Filter

Legal Custody Episode & Status Information

\* If present, a gap in legal status exists.

Custody Episode (started with Temporary Custody/Placement and Care) - Start Date: 06/23/2022 ^

Custody Episode Start Date: 06/23/2022      Custody Episode End Date:

Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of Test County Children Services Board from 06/23/2022 to				
<a href="#">view</a> <a href="#">edit</a> <a href="#">ruling</a>	Permanent Custody	09/12/2023 *		

In addition, the **TPR Mother** and **TPR Father** must be recorded in the Ongoing Case to create the Adoption Case.

**Note:** The **TPR Mother** and **TPR Father** rulings can either be recorded as a **Ruling Type** (as shown below in red) or as **Rulings Received** value for a Ruling Type of **Permanent Custody** or **Voluntary Permanent Surrender** (as shown below in green).

Legal Action Information

	Date	Legal Action	Type	Additional Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a>	04/22/2014	Ruling	TPR of Mother	Rulings Received: TPR Mother - Volunteer Permanent Surrender		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	04/22/2014	Ruling	Voluntary Permanent Surrender	Rulings Received: Permanent Surrender Agency Legal Status: Permanent Surrender		<input type="checkbox"/>
<a href="#">edit</a> <a href="#">copy</a>	04/22/2014	Ruling	TPR of Father	Rulings Received: TPR Father - Volunteer Permanent Surrender		<input type="checkbox"/>

Legal Action:  [Add Action](#)

Legal Action Information

	Date	Legal Action	Type	Additional Info	Created in Error	Move
<a href="#">edit</a> <a href="#">copy</a>	04/22/2014	Ruling	Permanent Custody	Rulings Received: Permanent Custody of 22 Months Decision Agency Legal Status: Permanent Custody TPR Father Volunteer Permanent Surrender TPR Mother 12 Out		<input type="checkbox"/>

Legal Action:  [Add Action](#)

For additional information, please refer to the following Knowledge Base Article: [Recording a Court Ruling Record with a Legal Status](#).

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

### Correcting an Unknown Parent for AFCARS Data

Since the inception of the **AFCARS** initiative in January 1999, it is now mandatory to track certain data within Ohio SACWIS. One type of data tracked is the status of a child's biological parents. AFCARS does not accept "unknown" as a parental status, even if a child's father and/or mother is unknown.

In these situations, the unknown parent's person record must be added into Ohio SACWIS as a case member with a relationship of **Biological Father** or **Biological Mother** to the child. Then, that parent's record will be marked as an **Inactive** case member.

**Important:** These steps must occur **prior** to creating a child's adoption record to even create the Adoption Case.

To add an Unknown person record for an unknown parent, complete the following steps:

1. Navigate to the child's **Case Overview** screen using the steps previously discussed.

The **Case Overview** screen appears.

2. Click the **View Case Information** link.

Case Overview

Activity Log

Attorney Communication

Intake List

Safety Assessment

Substance Abuse Screening

Forms/Notices

Category/Pathway Switch

Safety Plan

Actuarial Risk Assessment

Family Assessment

Ongoing Case All

Specialized All Tool

Law Enforcement

Justification/Waiver

Case Services

Legal Actions

Legal Custody/Status

CASE NAME / ID: **Ongoing**  
Sacwis, Susie / 123456 Open (06/17/2022) **HAZARD**

ADDRESS: 123 Test Rd  
Test, Oh 12345

CONTACT:

AGENCY: Test County Children Services Board

PRIMARY WORKER: Test Worker  
Assignment Worker

SUPERVISOR(S): Test Supervisor

Case Actions

[View Case Information](#) | [2 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

One or more active case members under age 22 is missing ICWA information in Person Demographics

The **Case Information** screen appears displaying the **Case Detail** tab screen.

3. Click the **Members** tab.

The **Case Members** screen appears.

4. If the unknown parent already appears in the grid, skip to the [Marking the Unknown Parent's Record as Inactive](#) section later in this document.
5. If the unknown parent does not appear in the grid, click the **Add Member** button.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

Case Detail

Members

Relationships

Associated Persons

Case Members

Active Member List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
<a href="#">edit</a>	<input checked="" type="radio"/>	<b>HAZARD</b> <b>Test, Adult</b> Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001	
<a href="#">edit</a>	<input type="radio"/>	<b>HAZARD</b> <b>Test, Adult</b> Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019	
<a href="#">edit</a>	<input type="radio"/>	<b>Test, Adult</b> Female Age 40, DOB 08/20/1983 Race: White Hispanic/Latino: No	11/02/2020	

Inactive Member List

		Case Member	Begin Date
<a href="#">view</a>	<a href="#">activate</a>	<b>DECEASED</b> <b>Test, Adult</b> Male Age 51, DOB 08/19/1972 Race: White Hispanic/Latino: No	12/16/2016
<a href="#">view</a>	<a href="#">activate</a>	<b>Test, Adult</b> Male Age 27, DOB 01/30/1996 Race: Unable to Determine Hispanic/Latino: <b>Missing</b>	03/18/2011

Add Member

Copy Address

Copy Phone Number

Apply

Save

Cancel

The **Person Search Criteria** screen appears.

- Enter **Search Criteria** into the appropriate fields OR enter the **Person ID**, if known.
- Click the **Search** button.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

**Search For Person**

Person ID:

~ OR ~

SSN:

*Note: If Person ID or SSN are entered, all other search criteria will be ignored*

Last Name:

First Name:

Gender:

Middle Name:

DOB:

~ OR ~

Age Range:  
 -

From Age

To Age

[Reference, TCN, and Address Criteria](#)

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

Sort by:  
Relevance (Highest-Lowest)

+ AKA/Nicknames

More Results

Search

Clear Form

Return

8. If the desired person appears in the **Person Search Results** grid, click **select** beside the appropriate person.

- If you selected a person, skip to **Step 12**.

9. If no results are turned, click the **Create New Person** button.

**Person Search Results**

Result(s) 1 to 1 of 1 / Page 1 of 1

☐ Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<b>select</b>	Test / 22222	Test Address	Female	(14) 07/03/2009	Yes

[Related Persons](#)

**Create New Person**

The **Profile** screen appears, displaying the Basic tab screen.

10. As shown in the next screen shot, enter data in the fields to create a person record for the unknown parent.



## Creating an Adoption Case and Reactivating a Child in an Adoption Case

- As mentioned previously, Ohio SACWIS will not allow you to create a person with the first or last name of **Unknown**, so create the record with a First Name of **Father of <child's first name>** or **Mother of <child's first name>**.

**Example:** If the child's full name is **Rose Red**, the parent's First Name would be **Father of Rose** or **Mother of Rose**.

- The unknown parent's Last Name can be the same as the child's name.

**Example of a Full Name:** Father of Rose Red or Mother of Rose Red.

- For AFCARS tracking purposes, enter the unknown parent's date of birth (DOB) and race (**Demographics** tab). Even if the DOB and race are not known for certain, you must record a "best guess" from all the information available.

**Example:** An unknown father's year of birth can be the same as the mother's year of birth, with a typical birth date being 01/01/19XX.

- If needed, click the **Estimated DOB** field check box.

**Note:** When checked, this field does not appear on any report or elsewhere in the system. It just indicates that the birth date has been estimated.

11. When complete, click the **Save** button at the bottom of the **Person Information** screen.

The screenshot shows the 'Person Information' form in the Ohio SACWIS system. The 'Basic' tab is selected. The form contains various fields for personal information. Red boxes highlight the 'First Name', 'Last Name', 'DOB', and 'Estimated DOB' fields. The 'Estimated DOB' checkbox is checked. Below the form is an 'AKA Names' table with columns for Prefix, First Name, Middle Name, Last Name, Suffix, and AKA Type. At the bottom of the form are buttons for 'Apply', 'Save', and 'Cancel'.

The **Members** tab screen appears displaying the new information as shown in green below.

12. Click, **Save**.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

Case Detail **Members** Relationships Associated Persons

### Case Members

#### Active Member List

**Warning:** Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
<a href="#">edit</a>	<input checked="" type="radio"/>	<b>HAZARD Test, Adult</b> Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001	
<a href="#">edit</a>	<input type="radio"/>	<b>HAZARD Test, Father</b> Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019	
<a href="#">edit</a>	<input type="radio"/>	<b>Test, Adult</b> Female Age 40, DOB 08/20/1983 Race: White Hispanic/Latino: No	11/02/2020	

#### Inactive Member List

		Case Member	Begin Date	
<a href="#">view</a>	<a href="#">activate</a>	<b>DECEASED Test, Adult</b> Male Age 51, DOB 08/19/1972 Race: White Hispanic/Latino: No	12/16/2016	
<a href="#">view</a>	<a href="#">activate</a>	<b>Test, Adult</b> Male Age 27, DOB 01/30/1996 Race: Unable to Determine Hispanic/Latino: <b>Missing</b>	03/18/2011	

[Add Member](#) [Copy Address](#) [Copy Phone Number](#)

[Apply](#) **[Save](#)** [Cancel](#)

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

### Entering a Biological Relationship to the Child

1. Click the **Relationships** tab.
2. Click the **edit** link in the appropriate child's grid row.

The **Relationship** tab screen appears.

The screenshot shows the 'Relationships' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Case Detail', 'Members', 'Relationships', and 'Associated Persons'. The 'Relationships' tab is active. Below the tabs, there is a 'Member Status' dropdown menu set to 'Active Members' and a 'Filter' button. The main content area is titled 'Case Member Relationship Summary' and contains a table with three rows. Each row has an 'edit' link, a relationship type (Test, Mother; Test, Father; Test, Adult), and a date of birth. The 'Test, Father' row is highlighted with a red box around the 'edit' link. Below the table, there is a '2 unspecified relationships' link.

The **Relationship Editor** grid appears.

1. Select the appropriate relationship for each person from the drop-down menu, for example, if selecting the father, select, **Biological Father**, etc.
2. Click the **Save** button.

The screenshot shows the 'Relationship Editor' grid. At the top, there are tabs for 'Case Detail', 'Members', 'Relationships', and 'Associated Persons'. The 'Relationships' tab is active. Below the tabs, there is a 'Member Status' dropdown menu set to 'Active Members' and a 'Filter' button. The main content area is titled 'Relationship Editor' and contains a grid of five cards. Each card represents a person and has a relationship type (Test, Mother; Test, Father; Test, Adult) and a date of birth. The 'Test, Father' card is highlighted with a red box. Below the grid, there is a section for 'Test Father is the...' with a dropdown menu set to 'Former Paramour'. Below this, there is a section for 'Test Father is the...' with a dropdown menu set to 'Biological Father'. At the bottom, there are three buttons: 'Apply', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box.

Refer to the **Managing Person – Level Relationships KBA** for additional details.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

### Marking the Unknown Parent's Record as Inactive

1. Click the **Members** tab. The **Case Members** screen appears.
2. Click the **Edit** link in the appropriate row.

Case Detail **Members** Relationships Associated Persons

**Case Members**

**Active Member List**

**Warning:** Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
<a href="#">edit</a>		<b>HAZARD Test, Adult</b> Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001	
<a href="#">edit</a>		<b>HAZARD Test, Father</b> Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019	
<a href="#">edit</a>		<b>Test, Adult</b> Female Age 40, DOB 08/20/1983 Race: White Hispanic/Latino: No	11/02/2020	

The **Member Details** screen appears.

3. In the **End Date** field, select the appropriate date.
4. In the **Reason for Deactivation** field, enter the appropriate reason.
5. Click the **OK** button.

**Member Details**

Person ID: 121212 Name: Test, Father  
DOB: 06/01/1978 Gender: Male

Begin Date: 01/30/2019 End Date:

**Reason for Deactivation:**

Spell Check Clear 250

Change to active Associated Person

**Save** Cancel

The **Case Members** screen appears without displaying that member in the grid.

6. Click the **Save** button on the **Case Members** screen. The **Case Overview** screen appears.
7. To view the inactive case member, navigate back to the **Members** tab.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

Case Detail **Members** Relationships Associated Persons

**Case Members**

**Active Member List**

Warning: Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
<a href="#">edit</a>		<b>HAZARD</b> Test, Adult Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001	

**Inactive Member List**

		Case Member	Begin Date	
<a href="#">view</a>	<a href="#">activate</a>	<b>DECEASED</b> Test, Adult Male Age 51, DOB 08/19/1972 Race: White Hispanic/Latino: No	12/16/2016	
<a href="#">view</a>	<a href="#">activate</a>	<b>HAZARD</b> Test, Father Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019	

As shown above, the Inactive member(s) appear in the **Inactive Member List** grid. The unknown biological parent's information is now ready for tracking in AFCARS.

### Creating a Recommended PC Family Case Plan for an Adoption Case

In Ohio SACWIS, the information in an **Approved Adoption Family Case Plan** will copy over to create an **Adoption Case** if:

- An **Adoption Family Case Plan** is created from a Recommended for PC Plan.
- The Adoption Family Case Plan type is **Approved**.
- All the children in the Adoption Family Case Plan will be in the same Adoption Case.
- The permanency goal is **Adoption**.

In a sibling group, if each child is to have their own Adoption Case, a separate **Adoption Family Case Plan** can be created as the system allows for multiple plans. Each plan that meets the criteria listed above will copy over with a status of **Initial – Approved**.

However, an Approved **Adoption Family Case Plan** is not required to create the Adoption Case. An initial **Adoption Family Case Plan** can also be created within the Adoption Case. To create a Recommended for PC Plan > an Approved Adoption Family Case Plan, refer to the [Completing a Family Case Plan](#).

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

### Creating the Adoption Case

To create the **Adoption Case**, complete the following steps.

**Important:** Only users with an Ohio SACWIS security role of **Adoption Case Creator** have access to the **Adoption** link that is needed to complete these steps.

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click, **Adoption**, in the **Navigation** menu.

**Case Overview**

- Activity Log
- Attorney Communication
- Intake List
- Safety Assessment
- Substance Abuse Screening
- 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
- Case Conference Note
- Human Trafficking
- Child Fatality/Near Fatality
- ICPC/ICAMA
- Adoption**

**CASE NAME / ID:** **Sacwis, Susie / 123456**

**Status:** **Ongoing**  
Open (06/17/2022)

**HAZARD**

**ADDRESS:** 123 Test Rd,  
Test, Oh 12345

**CONTACT:**

**AGENCY:** Test County Children Services Board

**PRIMARY WORKER:** Test, Worker  
[Assign Worker](#)

**SUPERVISOR(S):** Test, Supervisor

**Case Actions**

[View Case Information](#) | [2 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

One or more active case members under age 22 is missing ICWA information in Person Demographics

Case members have unspecified relationships.

**Hazards**

Person / Address	Hazard Type
	Drug Activity, Explosive Behavior, Mental Health/Not Taking Medication
	Explosive Behavior, Mental Health/Not Taking Medication

**Action Items** | **Case Alerts** | **Dashboard** | **Assignments / Eligibility**

Result(s) 1 to 15 of 21 / Page 1 of 2

The **Child Members** screen appears. On the screen, you can create a new Adoption Case OR add associated siblings into an already existing Adoption Case.

3. To add children to an existing Adoption Case, click the check box next to the appropriate child(ren)'s name in the **Child Members** section.
4. In the **Case Reference Person** field, select the appropriate name.

**Note:** The drop-down list populates with all active children who have a legal status of **PC** or **PS**.

5. Click the **Create Adoption Case** button.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

6. A message will appear; click the **OK** button (if appropriate).

**Adoption Case Creation/Association**

	Name	Person ID	DOB	PC Date	TPR-Mother Date	TPR-Father Date
<input type="checkbox"/>	Sacwis, Susie	123456	05/09/2006	09/12/2023	10/09/2023	10/09/2023
Biological Mother: Test, Mother		Race:White	DOB:09/23/1980			
Biological Father: Test, Father		Race:Black/African American	DOB:06/01/1978			

**Create Adoption Case**  
Case Reference Person:   
**Create Adoption Case**

**Adoption Case Reactivation**

sacwis-hlp.jfs.ohio.gov says  
Creating an Adoption Case for this child will inactivate them in the Ongoing Case. Creating separate sibling Adoption Cases cannot be merged once created. Do you wish to continue?

**OK** Cancel

The **Adoption Case** has been created. The system will display the conformation page with the newly created Adoption Case ID.

1. To access the Adoption Case, click the **Access Adoption Case** button.
2. To add assigned workers, click the Worker Assignment button (optional).
3. Otherwise, click the **Close** button.

Your data has been saved.

CASE NAME / ID: Adoption / Open (07/23/2021)

**New Adoption Case Details**  
Adoption Case Created: 05/10/2022  
Worker(s) Assigned:  
Results: 1 to 1 of 1 / Page 1 of 1

Name	Gender	DOB
Duck, Daisy	Female	01/01/2015

**Access Adoption Case** Worker Assignment Close

## Inactivating a Child in an Adoption Case

This section discusses how to **Inactivate** a child in an Adoption Case.

**Note:** The child's Legal Status of **PC** or **PS** must be terminated with a termination reason other than Adoption Finalized in order for the **Inactivate** link to appear.

The **Inactivate** function should be utilized when:



## Creating an Adoption Case and Reactivating a Child in an Adoption Case

- The child is no longer in the **Agency Legal Status** of **PC** or **PS**. (For example, PC was overruled, and the child was returned to TC status). If the child may be reactivated in their Adoption Case at some point, then they must be reactivated in their biological case.
- The child's Legal Status changes to **PPLA**.
- The child ages out of the system (emancipated).

If the child's legal status/custody episode and placement records are to remain **Open**, the child must be **Active** in another case **prior** to Inactivating. If the intent is to **Close** the Adoption Case (closing all case services) then the legal status/custody episode and placement record must be terminated and discharged.

**Note:** If the child will be finalizing in an Adoption home, this Inactivation functionality is not used.

Complete the following steps to **Inactivate** a child in an Adoption Case.

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click, **View Member Details**.

**Case Overview**

Activity Log  
Attorney Communication  
Intake List  
Forms/Notices  
Substance Abuse Screening  
Ongoing Case Aid  
Specialized Aid Tool  
Law Enforcement  
Justification/Waiver  
Case Services  
Legal Actions  
Legal Custody/Status  
Living Arrangement / Guardianship  
Initial Removal  
Potential Adoptive Families

CASE NAME / ID: **Adoption**  
Sacwis, Susie / 123456 Open (11/21/2022)

ADDRESS: 123 Test Rd, Test, Oh 12345 CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: **Test, Worker** SUPERVISOR(S): **Test, Supervisor**  
[Assign Worker](#)

**Case Actions**

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

Action Items Case Alerts Dashboard Assignments / Eligibility

The **Adoption Members** tab screen appears.

1. Click the **Inactivate** link in the row of the child you wish to make inactive.

Active Adoption Members List										
Warning: Changing the Case Reference Person will change the Case Name and Case Address										
	CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date
<a href="#">Inactivate</a>		123456	Sacwis, Susie	07/03/2009	14	Female	White	No	None	11/21/2022



## Creating an Adoption Case and Reactivating a Child in an Adoption Case

If there are outstanding work items that need to be resolved for the child, the relevant **Validation Messages** will appear as shown in the example below.

1. Resolve all the outstanding validations (if applicable).
2. Click the **Inactivate** link for the desired person.

**Please correct the following data validation errors:**

- All draft Provider Activity Logs for the child must be resolved.
- The child is a member of an Active Case Plan. Please amend the case plan.
- All ticklers associated to the child must be disposed.
- A placement discharge date and discharge reason must be entered on the child's placement record OR reactivate the child in their ongoing case.
- The child's custody episode must be terminated OR reactivate the child in their ongoing case.

The **Member Details** screen appears.

**Note:** The **Begin Date** displays the date the child became a member of the Adoption Case. This date cannot be changed.

1. Enter the **End Date** the child will be an Inactivated member. (Required)
2. Select the **Reason for Deactivation** from the drop-down menu. (Required)
3. Record any additional **Comments** if applicable. (Optional)
4. Click the **OK** button.

The screenshot shows the 'Member Details' form for Case ID 12345. The 'Case Status' is 'Open (Adoption)'. The 'Person ID' is blank, and the 'Name' is also blank. The 'DOB' is blank, and the 'Gender' is blank. The 'Begin Date' is 01/17/2014. The 'End Date' is 10/01/2014. The 'Reason for Deactivation' dropdown menu is open, showing options: 'PC/PS overturned/Child reactivated in Ongoing Case', 'Child Deceased', 'Child Emancipated/Custody Terminated', 'Child Aged Out/Custody Terminated', and 'Child no longer in Agency PC/PS'. The 'Comments' field is empty. The 'OK' button is highlighted with a red box.

The **Adoption Members** tab screen appears displaying the inactivated child in the **Inactive Adoption Members List**.

**Note:** You can hover the cursor over the **N** (Narrative) icon in the **Deactivation Reason** column to display the selected Reason for Deactivation and any comments recorded on the Deactivation page.

1. Click the **Save** button.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

Adoption Members

A/I Members

Relationships

Adoption Details

Associated Persons

Adoption Members Details

Active Adoption Members List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date
<input type="radio"/>	123456	Sacwis, Susie	11/22/2010	12	Female	White	No		06/12/2018

Inactive Adoption Members List

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date	Deactivation Reason
<input type="radio"/>	111111	Test, Child	09/15/2008	15	Female	White	No		05/25/2021	<input type="button" value="N"/>

Apply

Save

Cancel

### Reactivating a Child in an Adoption Case

Complete the following steps to **Reactivate** a child in an Adoption Case.

**Important:** Only users with an Ohio SACWIS security role of **Adoption Case Creator** have access to the **Adoption** link that is needed to complete these steps.

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click the **Adoption** link in the **Navigation** menu.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

**Case Overview**

[Activity Log](#)

[Attorney Communication](#)

[Intake List](#)

[Safety Assessment](#)

[Substance Abuse Screening](#)

[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](#)

[Case Conference Note](#)

[Human Trafficking](#)

[Child Fatality/Hear Fatality](#)

[ICPC/ICAMA](#)

**Adoption**

CASE NAME / ID: **Ongoing** HAZARD  
Sacwis, Susie / 123456  
Open (01/27/2021)

ADDRESS: 123 Test Rd,  
Test, Oh 12345

CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: **Test, Worker**  
[Assign Worker](#)

SUPERVISOR(S):  
Test, Supervisor

**Case Actions**

[View Case Information](#) | [2 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

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

One or more active case members under age 22 is missing ICWA information in Person Demographics

Case members have unspecified relationships.

**Hazards**

Person / Address	Hazard Type
------------------	-------------

**Action Items** **Case Alerts** **Dashboard** **Assignments / Eligibility**

The **Adoption** screen appears, displaying the **Adoption Case Creation/Reactivation** grid. As shown in red below, the child to be Reactivated displays in the **Reactivation** section under the **Case ID** number of the child's **Adoption Case**.

**Important:** For the child to appear in the Reactivation section, a new **Permanent Custody/Permanent Surrender** legal status must be recorded. In addition, the TPR rulings for the mother and the father must be recorded.

3. Click the **Reactivate** button.

**Case Overview**

[Activity Log](#)

[Attorney Communication](#)

[Intake List](#)

[Safety Assessment](#)

[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](#)

Case ID: 123  
Case Name: **Adoption Case Creation/Reactivation**

Case Status: Open ( )  
Case Category: Assess/Invest

Name	Person ID	DOB	PC Date	TPR Mother Date	TPR Father Date
Jones, Child					

Create Adoption Case

Case Reference Person:

**Create Adoption Case**

Associate Child(ren)

Existing Adoption Case:

**Associate**

Case ID: 12345

Name	Person ID	DOB	PC Date	TPR Mother Date	TPR Father Date
Jones, Youth					

**Reactivate**

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

If there are outstanding work items that need to be resolved for the child, the relevant **Validation Messages** will appear as shown in the example below.

4. Resolve all of the outstanding validations (if applicable).

Adoption case cannot be created. Please see the following message(s).

Name	Message(s)
Sacwis, Susie	<p>Susie Sacwis is an active plan participant of Family Case Plan 2.01. Please update the plan to either remove the child or close the plan.</p> <p>All draft activity logs must be marked as completed.</p> <p>The child must have a Record Motion / Create Motion Record with a Selected Motion Type of TPR Mother.</p> <p>The child must have a Record Motion / Create Motion Record with a Selected Motion Type of TPR Father.</p>

5. Click the **Reactivate** button.

The screenshot shows the 'Adoption Case Creation/Reactivation' screen. On the left is a sidebar with navigation links: Case Overview, Activity Log, Attorney Communication, Intake List, Safety Assessment, Forms/Notices, AS Pathway Switch, Safety Plan, Family Assessment, Ongoing Case A/I, Specialized A/I Tool, Law Enforcement, Justifications/Waiver, Case Services, Legal Actions, Legal Custody/Status, Living Arrangement, Initial Removal, and Placement Request. The top header displays 'Case ID: 123' and 'Case Name:'. Below this, there are fields for 'Create Adoption Case' and 'Associate Child(ren)'. The 'Create Adoption Case' section has a 'Case Reference Person' dropdown and a 'Create Adoption Case' button. The 'Associate Child(ren)' section has an 'Existing Adoption Case' dropdown and an 'Associate' button. Below these sections is a table with columns: Name, Person ID, DOB, PC Date, TPR Mother Date, and TPR Father Date. The table contains one row for 'Jones, Youth' with a 'Reactivate' button highlighted in a red box.

The **Case Overview** screen appears displaying a message that the child has been reactivated. The child becomes a member of the Adoption Case with a new Begin Date.

**Note:** When **Reactivating**, a new Adoption Case is **NOT** created.

6. To view the reactivated child, navigate to the **Case Overview** screen of the Adoption Case using the steps previously discussed.
7. Click the **View Member Details** link on the **Case Overview** screen.

## Creating an Adoption Case and Reactivating a Child in an Adoption Case

The **Adoption Members** tab screen displays the reactivated child in the **Active Adoption Members List** grid with the child's new Begin Date.

Adoption Members   A/I Members   Relationships   Adoption Details   Associated Persons

Adoption Members Details

Active Adoption Members List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date
	123456	Sacwis, Susie	07/03/2009	14	Female	White	No	None	11/21/2022

For additional Information about Adoption Cases, please refer to the following KBAs:

To Seal an Adoptive Child's Record, please refer to the following Knowledge Base Article:

- [Finalizing an Adoption Record and Closing the Adoption Case](#)
- [Closing an Adoption Case for Other than Adoption Finalized](#)
- [Maintaining Adoption Case Members Information](#)
- [Linking Intakes to a Case](#)
- [How Do I Create New Cases with PC for Multiple Children in a Family?](#)

For additional information about the Confidentiality, please refer to the **Understanding Adoption Confidentiality Functionality KBA**.

If you need additional information or assistance, please contact the Automated Systems Help Desk at [sacwis\\_help\\_desk@childrenandyouth.ohio.gov](mailto:sacwis_help_desk@childrenandyouth.ohio.gov).