If your Agency has questions pertaining to the Living Arrangement and Placement Module functionality in SACWIS, please feel free to contact:

SACWIS Helpdesk SACWIS\_HELP\_DESK@jfs.Ohio.gov 1-800-686-1580

**Living Arrangement Functionality:**

**Question:** Is the PCSA/Agency required to use the Living Arrangement functionality, or is it an agency choice?

**Answer:** This is an agency choice. However, this is a way of capturing the situations when a child is not in agency custody and not physically living with their parent/legal guardian/custodian.

**Question**: Is there a way to document a child is AWOL when using the Living Arrangement functionality?

**Answer**: The Living Arrangement module is not to record a child is AWOL. To document this (if the child was in the custody of the agency), a placement leave record would be recorded, otherwise this would be recorded on the Person record. If the child has a Living Arrangement record and is a runaway, then select the End Reason of AWOL.

**Question:** How do workers document a child is AWOL on their person record when the PCSA does not have custody?

**Answer:** To record the child is AWOL, record an Unknown address on the Person record. If an agency does have custody, the Placement record should have a placement leave indicated as AWOL.

**Question:** If a child (of a minor parent) is in foster care (with their mother); however the PCSA/Agency does not have custody of the child and the minor parent is FCM eligible, does the Living Arrangement record generate the medical card for that non-custodial child?

**Answer:** Yes. A Living Arrangement record would need to be recorded for the minor parent’s child. The system will look for the value ‘Child of Minor Parent’ within the Living Arrangement Type dropdown and generated a medical card for the non-custodial child. For additional information on child of minor parent (living arrangement type), refer to the **Generating Payments and Medicaid for the Child of a Minor**

**Parent** Knowledge Base Article.

**Question:** If a PCSA/Agency has a legal status of COPS and (regardless of whether or not the agency has recommended temporary custody to a relative/3rd party) temporary custody was issued to the relative/3rd party, should the agency document this as a Living Arrangement record?

**Answer:** Yes. When the court has ordered temporary custody of this child to another person (regardless of whether or not the agency recommended temporary custody to a relative/3rd party) it is acceptable to record a Living Arrangement in SACWIS (to document where this child is physically living). In addition, the agency does not need to complete a Safety Plan in SACWIS as this is a Legally Authorized Out of Home Safety Plan. CPS Policy strongly recommends the agency record this as a Living Arrangement and maintains a copy of the court order in SACWIS.

**Question:** PCSA/Agencies are recording Living Arrangements as a way to document where the child is physically living when a relative has custody. Should the PCSA/Agency stop using the Living Arrangement functionality for this purpose?

**Answer:** No, the agency does not need to stop recording the Living Arrangement in this instance. When the court has ordered temporary custody of this child to another person (regardless of whether or not the agency recommended temporary custody to a relative/3rd party) it is acceptable to record a Living Arrangement in SACWIS (to document where this child is physically living). In addition, the agency does not need to complete a Safety Plan in SACWIS as this is a legally authorized out of home safety plan. CPS Policy strongly recommends the agency record this as a Living Arrangement and maintains a copy of the court order in SACWIS.

**Question:** Should the PCSA/Agency be using Living Arrangements functionality anytime a child is placed outside of the home, except when the agency has custody?

**Answer:** If the agency has an Out of Home Safety Plan, then the Out of Home Safety Plan **must** be recorded in SACWIS. It is also acceptable to record a Living Arrangement in SACWIS to document where this child is physically living ***in addition*** to recording the Out of Home Safety Plan.

**Question:** A Living Arrangement is not used for Out of Home Safety Plans, correct? Is it ok to do both a Safety Plan and Living Arrangement in SACWIS?

**Answer:** If the agency has an Out of Home Safety Plan, then the Out of Home Safety Plan **must** be recorded in SACWIS. It is also acceptable to record a Living Arrangement in SACWIS to document where this child is physically living ***in addition*** to recording the Out of Home Safety Plan. CPS Policy strongly recommends the agency record both the Out of Home Safety Plan and the Living Arrangement.

**Question:** The PCSA/Agency is recording Out of Home Safety Plans, but this does not provide the agency information as to where the child is physically located. How is the agency to document where the child is located?

**Answer:** Living Arrangements do not replace the need to record an Out of Home Safety Plan is SACWIS. However, it is acceptable to record a Living Arrangement in SACWIS to document where this child is physically living ***in addition*** to recording the Out of Home Safety Plan.

As a result of this discussion, there were several Change Enhancement defects created to allow for agencies to document where the child is physically located.

**Question:** If a PCSA/Agency does not record a Living Arrangement, but has filed a motion for a removal of a child with the court, is there a report that will show all non-custody out of home placements?

**Answer:** No. Not at this time. As a result of this discussion, there were several Change Enhancement defects created to allow for agencies to document where the child is physically located; including adding the ability to record Reason for Living Arrangement.

Additional Clarifications for Living Arrangement End Reasons:

\*\* If at any time the agency obtained custody, please use the end reason ***Agency Obtained Custody***.

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| **Living Arrangement end reason:** | **When to use this end reason:** |
| Abuse Neglect allegations | AP/ASR within the living arrangement |
| Age of Child Emancipation | The child has reached the age of majority and emancipated.  |
| Agency Obtained Custody | The PCSA/Agency has obtained custody of the child. |
| AWOL  | The child ran away. |
| Caretaker Request | The caretaker indicates they no longer desire to care for this child.  |
| Caretaker Request /Support Services not available | The caretaker requests for services are not met/provided so the caretaker indicates they no longer wish to care for child. Child is returned to Parent or a new living arrangement will be recorded. |
| Case Transfer | Another PCSA agrees to accept the case. A new living arrangement could be recorded by the receiving PCSA or the child could return to parent. |
| Change in Legal Responsibilities | The original individual who held legal responsibility (Mother/Father, etc.) of the child has changed and therefore a new living arrangement must be recorded.  |
| Child Deceased | The child has passed away. If this is a result of CA/N be sure to record an intake and complete the child fatality work item in SACWIS.  |
| Legal Custody to Caretaker | Legal Custody has been granted to the caretaker. |
| Military | Child leaves for active military duty. |
| Move from Treatment Setting | The child is no longer in the treatment setting or the child could return to parent.  |
| Move to Treatment Setting | The child’s living arrangement type has changed.  |
| Problem Resolved  | Could be for safety plan terminated/failed |
| Provider Closed | The provider where child was living has closed.  |

**Placement Functionality:**

**Question:** What are some reasons a Provider cannot be linked to a placement record or leave record?

**Answer:** The Provider Match Search looks at the characteristics of a child and matches them to the Acceptance/Usage Criteria of a Provider (characteristics that Provider is willing to accept). See last page with tips on linking a Provider to a child’s placement.

**Question**: Will the placement declined tab on the provider screen ever be activated or is there another way to capture foster parents that decline a placement?

**Answer**:  The Provider Placement>Services>Placement Not Accepted is not deactivated, this is pulled from a case’s **Placement Request** record. If a Provider declines on the ‘Placement Request’ in the child case record, this will then be pulled into the Placement/Service tab of the Provider record.  On the Placement Request record, the ability exists to record if the provider rejected (with rejected reason), accepted and contacted.

**Question:** Is there an expectation that PCSA/Agency’s complete a Foster Care Exit Interview in SACWIS or on hard copies, as long as they are in the file?

**Answer:** It is the expectation that Foster Care Exit Interviews should always be recorded in SACWIS as the case file record.

**Question**: Are Network Providers now responsible to keep the SACWIS provider record updated?

**Answer**: Those Private Agencies that now have access to SACWIS are responsible for updating their provider records. Please check with your Network Agency to see if they have access to SACWIS.

**Question**: Can a Provider be selected/linked if the services have not yet been set up for that agency?

**Answer**: No. The Provider being linked to a placement has to have services/contract set up with that placing agency. See last page for more details.

**Question**: If a child is placed after hours, and user is recording the placement the following day and the characteristics of the child and the Foster home do not match, can the user go in to the match criteria and remove the child characteristics to see if the placement can be entered? Or does the agency need to contact the network to have the characteristics changed on the provider record?

**Answer**: The agency can either remove the child characteristics on the match criteria page OR contact the network to have the characteristics changed on the provider record.

If a Placement Provider does not display in the Provider Match Search results, make sure the below is met:

1. The Child’s Characteristics recorded on their person record must match with the Characteristics that the Provider is willing to accept. The following information is pulled into the Provider Match screen:
	1. Service Category
	2. Service Type
	3. Agency (modifiable in Provider Match Search)
	4. Child’s Age
	5. Child’s Gender
	6. Child’s Language
	7. Child’s Race
	8. Child’s Characteristics (modifiable in Provider Match Search)
	9. Provider Match Search only returns Providers who have a valid license or are certified for the selected Placement Type on the Placement Begin Date.
	10. Reimbursable providers will usually display with a 5 digit number in parenthesis after the provider name.
2. There needs to be an Active Service matching the Service Type for the Placement associated to the Placing Agency OR an Agency Contract for that Provider. The below are the specifics of what the system is looking for:
	1. The Agency has a Placement Contract documented in Provider Contracts where the Contracted Costs does not contain a Person ID or the Contracted Costs contains the Person ID of the child being placed, the Contract is current based on Contract Placement Costs Begin and Contract Placement Costs End Dates and the selected Service Type is identified in the Contract Placement Costs Record. Navigate to the Provider - > Contracts tab with an Active Status (in order to determine what Agency Contracts exist).
	2. The Agency has a Placement Contract documented in Provider Contracts with the Network Provider representing the Service Provider where the Contracted Costs does not contain a Person ID or the Contracted Costs contains the Person ID of the child being placed, the contract is current based on Contract Placement Costs Begin and Contract Placement Costs End Dates and the selected Service Type is identified in the Contract Placement Costs Record. Navigate to the Provider - > Contracts tab with an Active Status (in order to determine what Agency Contracts exist).
	3. The Agency Service Type cannot be obsoleted and the Agency is associated to the Active Service Credential record. Navigate to the Financial - > Maintain Service tab and search for the Service Category and Service Type in the Placement record.