

KNOWLEDGE BASE ARTICLE

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Overview

This article demonstrates how to create a Large Family Assessment record.

In order for a user to have the ability to add a Large Family Assessment, an agency's Provider Type must be either "Adoptive Care" or "Adoptive Care-1692." Additionally, the user must have security permissions of Home Study Assessor, or Home Study Supervisor, and have assignment to the Provider record. If the user is the supervisor of the assigned worker, it is not necessary for the supervisor to be assigned to the Provider in order to add a Large Family assessment.

From the SACWIS Home Page:

- 1. Click the Provider tab
- 2. Click, Workload

The Workload screen appears, displaying a list of Provider Workers.

3. Click the **plus sign** beside the name of the appropriate individual.



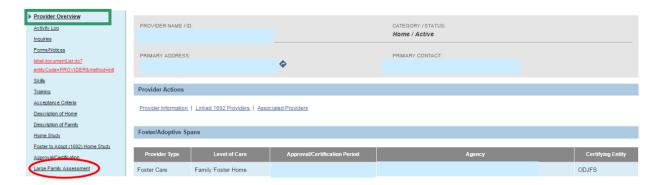
A list of cases for the selected individual appears.

4. Click the **select** hyperlink in the appropriate row.



The **Provider Overview** screen appears.

5. Click, Large Family Assessment in the left column.



The Large Family Assessment History screen appears.

6. Click, Add Large Family Assessment.



The Large Family Assessment Information screen appears.

- 1. Make a selection from the **Assessor** drop-down menu.
- 2. If appropriate, place a checkmark in the relevant box(es) regarding the family situation.
- 3. Click, Family Information.



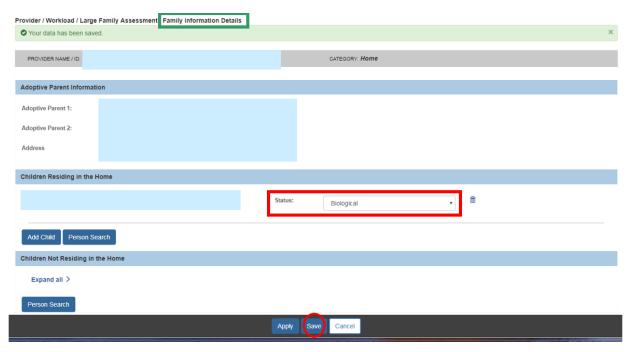
The **Family Information Details** screen appears, displaying the Adoptive applicant(s) name and address in the **Adoptive Parent Information** grid.

In the Children Residing in the Home grid:

1. Make a selection from the **Status** drop-down menu beside the name of each child.

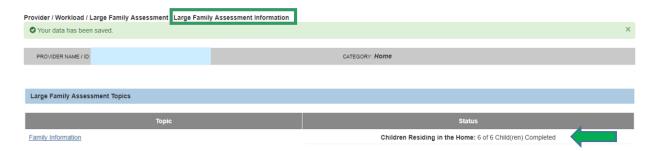
Important: It may be necessary to *add* the name of a child who is residing in the home. If you need to add this information, please proceed to the Adding a Child section below.

2. Click, Save.



The Large Family Assessment Information screen appears, indicating the status of each child residing in the home is complete.

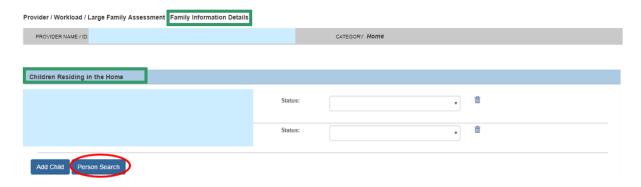
Note: If there are no other children residing in the home that need to be added to the record, please proceed to the Adding Family Motivation Information section below.



Adding a Child

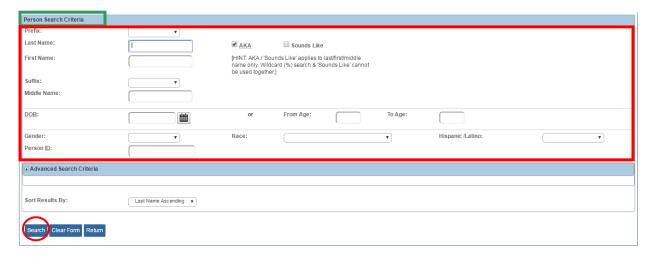
From the Family Information Details screen:

1. Click, Person Search (Children Residing in the Home grid).



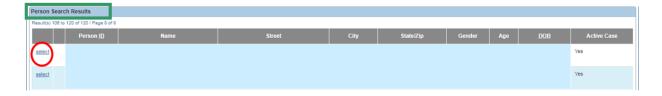
The **Person Search Criteria** screen appears.

- 1. Fill in the search parameters.
- 2. Click, Search.



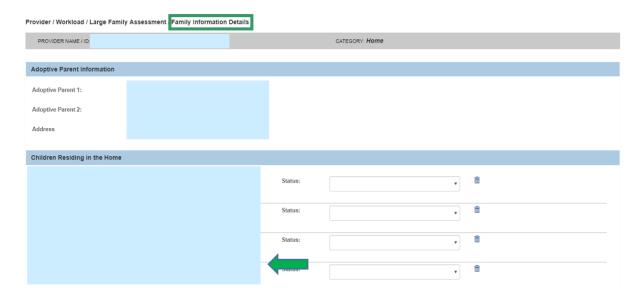
The **Person Search Results** grid appears, displaying search results.

1. Click, **select**, beside the appropriate child's name.



Ohio Department of Job and Family Services

The **Family Information Details** screen appears, displaying the name of the added child.



Children not Residing in the Home

It may also be necessary to add a child to the record who is not residing in the home.

On the **Family Information Details** screen:

1. Click, Person Search (Children Not Residing in the Home grid).



The **Person Search Criteria** screen appears.

- 1. Enter search parameters.
- 2. Click, Search.



Ohio Department of Job and Family Services

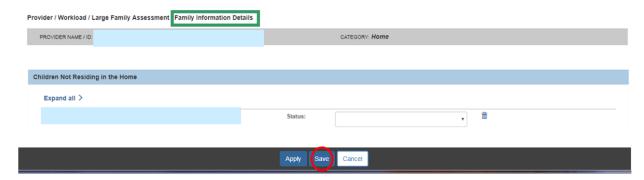
The results appear in the **Person Search Results** grid.

3. Click, **select**, beside the appropriate child's name.



The **Family Information Details** screen appears, displaying the name of the child (**Children Not Residing in the Home**) grid.

- 4. Make a selection from the **Status** drop-down menu.
- 5. Click, Save.



Important: Navigate to the **Large Family Assessment Information** screen using steps previously discussed.

Adding Family Motivation Information

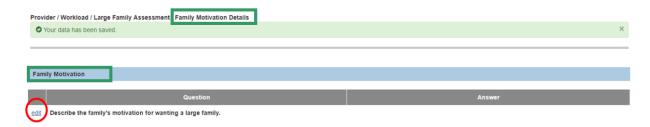
On the Large Family Assessment Information screen:

1. Click, Family Motivation.



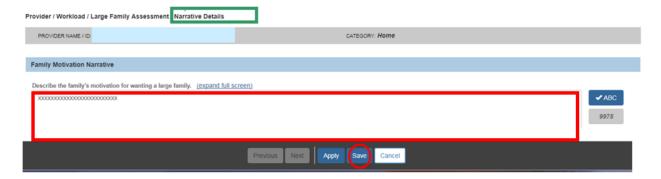
The Family Motivation Details screen appears.

2. Click the edit hyperlink.



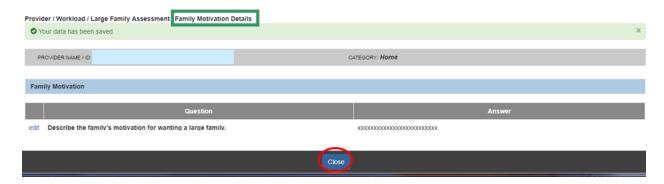
The Narrative Details screen appears.

- 3. Enter narrative text in the box labeled, **Describe the family's motivation for wanting a large family**.
- 4. Click, Save.



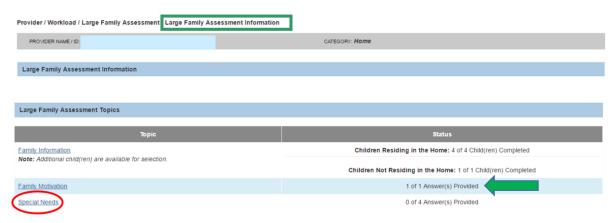
The Family Motivation Details screen appears.

5. Click, Close.



The Large Family Assessment Information screen appears, indicating the Family Motivation section is complete.

6. Click, Special Needs.



The **Special Needs Details** screen appears.

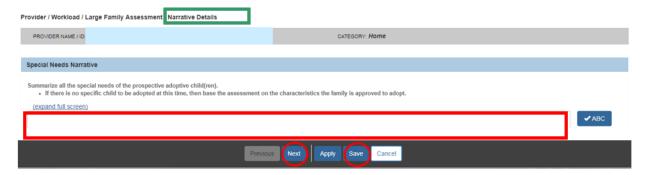
Adding Special Needs Information

1. Click the **edit** hyperlink in the top row.



The Narrative Details screen appears.

- 2. Complete the Narrative.
- 3. Click **Next** to proceed to the next, and each subsequent, narrative.
- 4. Click **Save** when finished with the last narrative.



The Special Needs Details screen appears.

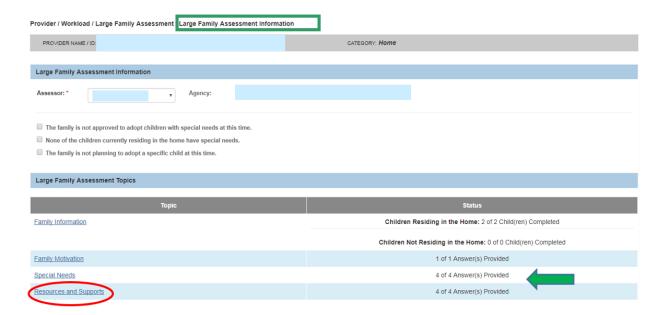
5. Click, Close.



Note: There will be questions that require a response in the **Special Needs** section, even if you have previously selected, **None of the children currently residing in the home have special needs**.

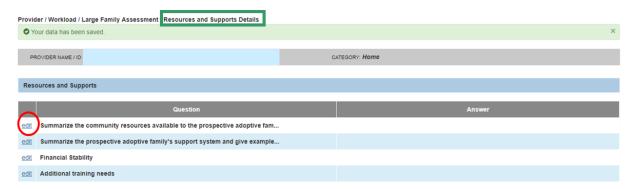
The Large Family Assessment Information screen appears, indicating the Special Needs section is complete.

1. Click, Resources and Supports.



The **Resources and Supports Details** screen appears.

2. Click the edit hyperlink in the top row.



The Narrative Details screen appears.

- Complete the narrative.
- 4. Click **Next** to proceed to the next, and each subsequent, narrative.
- 5. Click **Save** when finished with the last narrative.

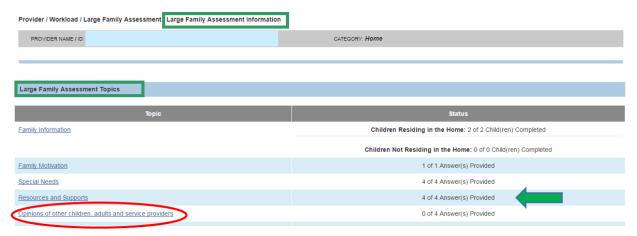
The Resources and Supports Details screen appears.

6. Click, Close.



The Large Family Assessment Information screen appears, indicating the Resources and Supports answers are complete.

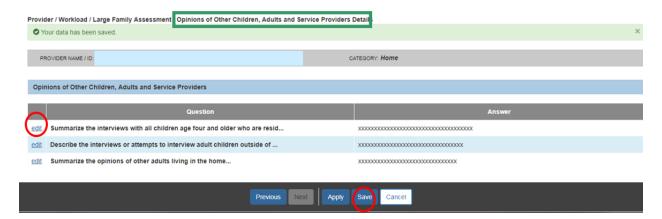
7. Click, Opinions of other children, adults and service providers.



The **Opinions of Other Children, Adults and Service Providers Details** screen appears.

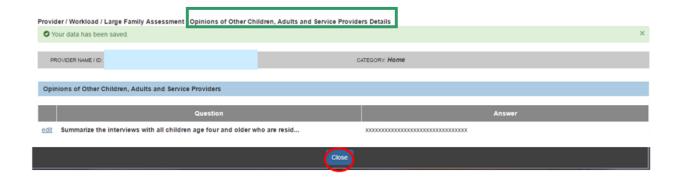
Adding Opinions of Other Children, Adults and Service Providers Information

- 1. Click the **edit** hyperlink in the top row.
- Complete the narrative.
- 3. Click **Next** to proceed to the next, and each subsequent, narrative.
- Click Save when finished with the last narrative.



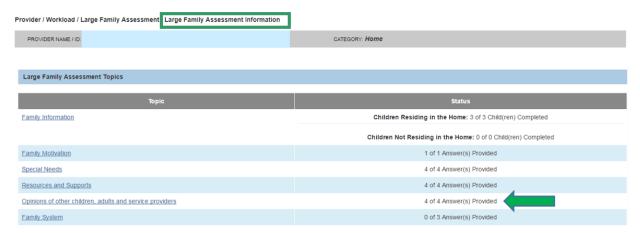
The **Opinions of Other Children, Adults and Service Providers Details** screen appears.

5. Click, Close.



The Large Family Assessment Information screen appears, indicating the Opinions of Other Children, Adults and Service Providers answers are complete.

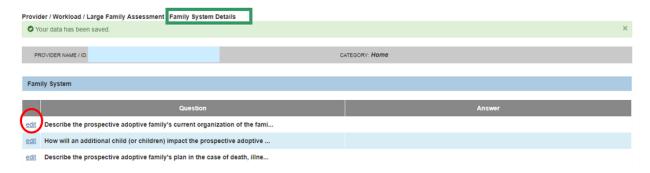
6. Click, Family System.



The Family System Details screen appears.

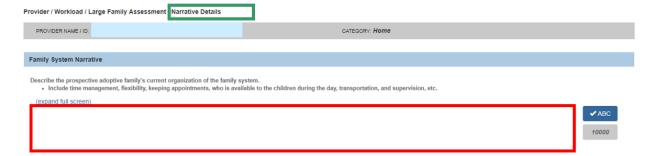
Adding Family System Information

1. Click the **edit** hyperlink in the top row.



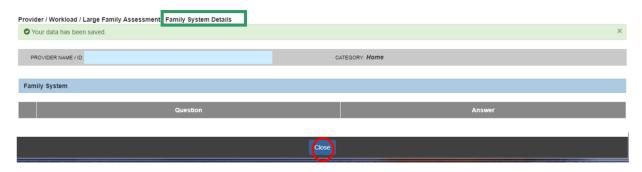
The **Narrative Details** screen appears.

- 2. Complete the narrative.
- 3. Click **Next** to proceed to the next, and each subsequent, narrative.
- 4. Click **Save** when finished with the last narrative.



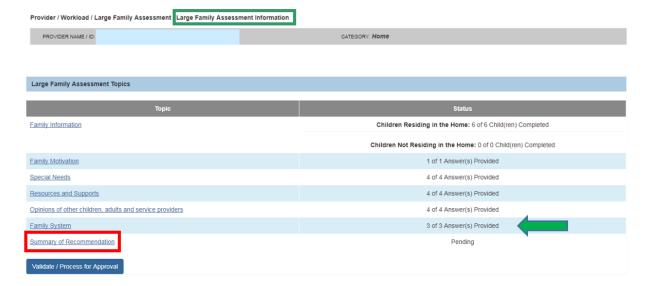
The Family System Details screen appears.

5. Click, Close.



The Large Family Assessment Information screen appears, indicating the Family System answers are complete (Large Family Assessment Topics grid).

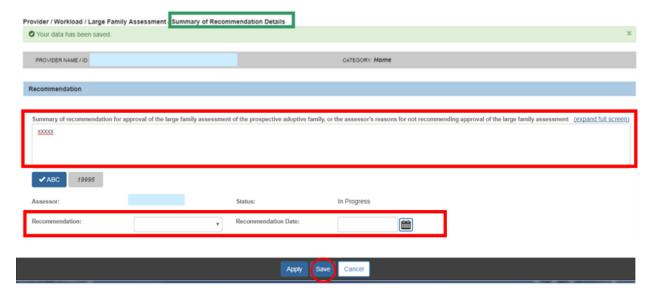
6. Click, Summary of Recommendation.



Adding Summary of Recommendation Information

The **Summary of Recommendation Details** screen appears.

- Add narrative in the text box labeled, Summary of recommendation for approval of the large family assessment of the prospective adoptive family, or the assessor's reasons for not recommending approval of the large family assessment.
- 2. Make a selection from the **Recommendation** drop-down menu.
- 3. Add a Recommendation Date.
- 4. Click, Save.



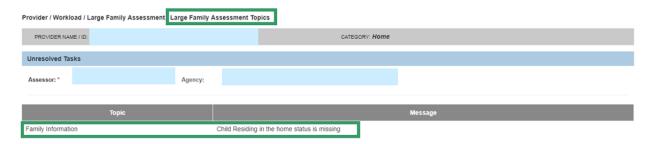
The Large Family Assessment Information screen appears, indicating a status of Recommended.

5. Click, Validate/Process for Approval.



Last Revised: 06/20/2017

Important: If there is an unresolved issue(s), the **Large Family Assessment Topics** screen will appear, detailing that issue(s). The issue(s) listed must be resolved before you will have the ability to process the Large Family Assessment for approval.



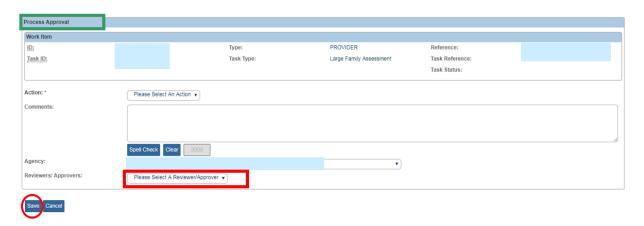
Completing the Process Approval Information

If there are no unresolved issues when you click, Validate/Process for Approval (Large Family Assessment Information screen), The **Process Approval** screen appears.

- 1. Make a selection from the **Action** drop-down menu.
- 2. Add any necessary remarks in the Comments box.
- 3. Make a selection from the **Reviewer/Approver** drop-down menu.

Note: The Large Family Assessment should be routed to the agency supervisor for review/approval (similar to the home study approval process).

Click, Save.



Important: When the Large Family Assessment record is approved, a report icon will display on the Large Family Assessment History screen, on the right side of each record, where the user can generate the JFS 1530 report.

If you need additional assistance, please contact the SACWIS Help Desk.



Last Revised: 06/20/2017