

Completing a Case Transfer



Knowledge Base Article

Completing a Case Transfer

Table of Contents

Overview	3
Recording a Court Motion	4
Navigating to the Legal Actions Screen	4
Recording the Motion.....	5
Saving the Motion.....	8
Recording a Court Jurisdiction Ruling Record	9
Recording Transfer Details.....	12
Adding a Case Transfer Record	13
Entering the Court Acceptance Date	18
Ohio SACWIS Screen Changes after Entering the Court Acceptance Date.....	22
Legal Custody Episode & Status Information Screen Changes.....	22
Placement Record Screen Changes	23
Service Information Screen Changes	23
Child Selection Screen Changes.....	26
Service Authorization Summary Screen Changes	27
Completing the Case Transfer Process (Transferring Agency)	29
Completing the Case Transfer Process (Receiving Agency)	32

Completing a Case Transfer

Overview

This article describes steps for the entire case transfer process, including procedures for both the **Transferring Agency** and the **Receiving Agency**.

Important: Although the case transfer process in Ohio SACWIS has improved system usability and streamlined business procedures, best practice encourages both the **Transferring Agency** and the **Receiving Agency** to maintain a high-level of communication throughout the entire case transfer process.

To provide some background, Ohio SACWIS functionality now improves the case transfer process by making it more consistent with Policy's requirements, as well as reducing the manual tasks required to transfer a case.

Some system-enhancement examples are as follows:

- You will no longer be required to manually end-date the child's specific court ordered transfers for their:
 - Associated legal status record
 - Eligibility record
 - Reimbursability record
 - Placement record
- Agencies can now use Ohio SACWIS to "switch ownership" of child-based work items on cases that have a current agency legal status of **Active** and are owned by the Transferring Agency for an active case member. Child-based work items are considered to be "switched" when the Court Ruling record for **Court Jurisdiction Transfer** (initiated by the Transferring Agency) has its **Court Acceptance Date** recorded in Ohio SACWIS (by the Receiving Agency) prior to the actual case transfer.
- A Receiving Agency can accept a case transfer request from a Transferring Agency (or return it for rework) and Ohio SACWIS records the transactions between the two agencies.
- Ohio SACWIS automatically notifies the Receiving Agency about upcoming potential case transfers

Completing a Case Transfer

Recording a Court Motion

To transfer a case, the court motion that documents the request must first be recorded in Ohio SACWIS. To do so, the **Transferring Agency** will complete these steps for **court-ordered cases only**:

Navigating to the Legal Actions Screen

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

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

4. Click the **Legal Actions** link in the **Navigation** menu.

The screenshot shows the Ohio SACWIS interface. At the top, there's a navigation bar with tabs: Home, Intake, Case (highlighted), Provider, Financial, and Administration. Below this is a sub-navigation bar with Workload (highlighted), Court Calendar, and Placement Requests. On the left, a sidebar menu lists various options, with 'Legal Actions' highlighted under the 'Case Services' section. The main area displays a 'Case Overview' form. It includes fields for Case Name/ID, Address, Agency, Primary Worker, and Supervisor(s). There's a 'Legal Actions' section at the bottom of the main content area, which is currently empty. A 'HAZARD' label is visible in the top right corner of the case overview section.

The **Legal Actions** screen appears.

Completing a Case Transfer

The **Record Motion Details** screen appears.

4. In the **Date Submitted** field, enter the appropriate date.
5. In the **Court Name** field, select the Sending Court name.
6. In the **Motion Filed By** field, click the **Search Person** button to locate the person who filed the motion.

Record Motion Details

Court Information

Action Participant: *

Date Submitted: *

File Stamp Date: *

Court Name: *

Court Address: *

Court ID Number: *

Court Case Number: *

Judge/Magistrate: *

County: *

Motion Filed By: *

Reason for Ending Motion: *

Available Motion Types:

- Annual Court Review (ACR)
- Amended Motion
- Annual Review (Citizen Review Board)
- Appointment for GAL
- Case Plan Review
- Child Support
- Child's testimony to be videotaped
- Contempt

Selected Motion Types: *

The **Person Search Criteria** screen appears.

7. Complete the filter fields, as needed.
8. Click the **Search** button. The filtered results appear in the **Person Search Results** section of the screen.

Completing a Case Transfer

9. Click the **Select** link in the appropriate row.

Search For Person


Person ID: ~ OR ~ SSN:

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

OR

Last Name: First Name: Middle Name:

Gender:

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

Fewer Results More Results

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
<input type="button" value="select"/>	<input type="text"/>	Unknown Address			

[Related Persons](#)

The **Record Motion Details** screen appears displaying the selected name in the **Motion Filed By** field.

10. In the **Available Motion Types** field, choose **Court Jurisdiction Transfer**.

11. In the **Receiving Agency** field, select the Receiving Agency's name (required to save the record).

12. In the **Method of Motion** field, select **Written** or **Oral**.

13. Complete the **Motion Narrative** field as needed.

14. Select the **Preferred Primary Disposition/Outcome**.

Completing a Case Transfer

Saving the Motion

1. When complete, click the **Save** button on the **Record Motion Details** screen.

The **Legal Actions** screen appears displaying a message that your data has been saved. The new information appears in the **Legal Actions** grid section. The **Type** column displays as **Court Jurisdiction Transfer**.

Completing a Case Transfer

Participant Legal Action Information

Legal Action: Add Legal Action and Groupings

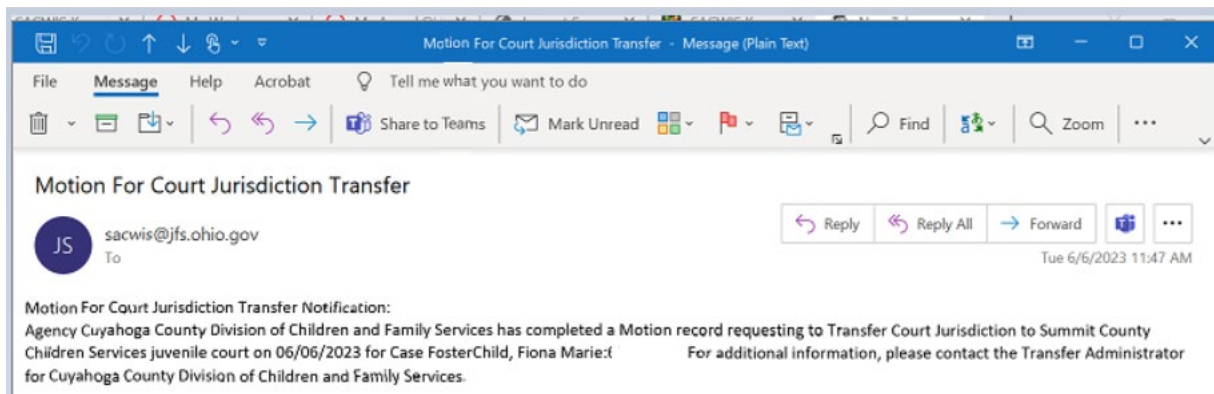
Legal Actions Group Beginning with a Ruling Effective Date: 06/06/2023

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
06/06/2023	Court Jurisdiction Transfer		Preferred Primary Disposition: Court Jurisdiction Transfer			

Legal Action: Add Action

More Legal Actions

After saving a court motion, Ohio SACWIS automatically sends the following email notification to all **Receiving Agency** personnel (who have a security role of **Case Transfer Administrator**) to notify them about the request to transfer this case.



Recording a Court Jurisdiction Ruling Record

After recording the motion on a court-involved case, the Transferring Agency will record a **Court Jurisdiction Ruling Record** (also called a **Ruling Record**) to document the Court Jurisdiction Transfer.

However, the Ruling Record must meet the following criteria: A ruling type of **Court Jurisdiction Transfer** and the associated **Court Jurisdiction Transfer** record must be recorded in Ohio SACWIS for **each** active case member with an **Active** legal status.

To record a Ruling Record, complete the following steps:

Completing a Case Transfer

1. Navigate to the **Legal Actions Filter Criteria (Legal Actions)** screen using the steps discussed in the previous section.
2. In the **Legal Action** field, select **Record Ruling**.
3. Click the **Add Action** button.

The screenshot shows the 'Legal Actions Filter Criteria' interface. At the top, there are input fields for 'CASE NAME / ID', 'Ongoing', 'Name', 'Person ID', and 'DOB'. Below these are tabs for 'Current Episode' and 'View Historical', and a 'Created in Error' section with 'Exclude' and 'Include' options. The main section is titled 'Participant Legal Action Information' and contains a 'Legal Action' dropdown menu. The dropdown is open, showing 'Record Ruling' as the selected option. To the right of the dropdown is an 'Add Legal Action and Grouping' button. Below the dropdown is a table with columns: 'ID', 'Date', 'Legal Action', 'Type', 'Additional Info', 'Court Info', 'Created in Error', and 'More'. The table contains one row with the following data: ID: 400, Date: 05/01/2023, Legal Action: Motion, Type: Court Jurisdiction Transfer, Additional Info: Preferred Primary Disposition: Court Jurisdiction Transfer, Court Info: , Created in Error: , and More: . Below the table is another 'Legal Action' dropdown menu, also with 'Record Ruling' selected, and an 'Add Action' button. At the bottom right, there is a 'More Legal Actions' button.

The **Ruling Information** screen appears.

4. In the **Date of Ruling** field, select the appropriate date.
5. In the **Ruling Type** field, select **Court Jurisdiction Transfer**.
6. Complete the other fields, as needed, such as the **Ruling(s) Received** field.

Note: As shown in green, when the ruling type is **Court Jurisdiction Transfer**, the **Termination** link in the grid disappears and a note appears stating: **The legal status record will be transferred to the Receiving Agency upon entry of Receiving Agency court acceptance date.**

Completing a Case Transfer

Ruling Information

Date of Ruling:

Action Participant:

Court Name:

Court Address:

Court Case Number:

Court ID Number:

Judge/Magistrate:

County:

Ruling Type:

Last Modified Date:

Journalized Date:

Rulings Received:

- Adjudicated Unruly
- Adoption Finalized
- Alcohol and/or Drug (AOD) Tx
- Appointment for GAL
- Best Interest
- Best Interest received via Transcript
- Case Closure
- Child AWOL > 30 days

Selected Rulings Received:

Comments:

Legal Status Information

Note: The legal status record will be transferred to the receiving agency upon entry of receiving agency court acceptance date.

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	<input type="text" value=""/>		

As discussed in the next section, the transfer details will then be added.

Completing a Case Transfer

Recording Transfer Details

The **Transferring Agency** will complete the following steps:

1. Scroll to the bottom of the **Ruling Information** screen. (The steps to navigate to this screen are discussed in the previous section.)
2. Click the **Associate Jurisdiction Transfer** button.

The screenshot shows the 'Legal Status Information' screen. At the bottom, there is a section titled 'Jurisdiction Transfer Information' with a table containing 'Receiving Agency Name' and 'Court Acceptance Date'. Below this table, the 'Associate Jurisdiction Transfer' button is highlighted with a red box. There are also 'Save' and 'Cancel' buttons at the bottom left.

The **Transfer Details** screen appears.

3. In the **Receiving Agency** field, select the appropriate agency.
4. Complete the other fields, as needed.

Important: The **Court Acceptance Date** field is disabled (unavailable) for the Transferring Agency.

5. Click the **OK** button.

The screenshot shows the 'Transfer Details' screen. It contains several sections: 'Action Participant', 'Court Jurisdiction Transfer Information', and 'Receiving Court Information'. The 'Receiving Agency' field in the 'Court Jurisdiction Transfer Information' section is highlighted with a red box. At the bottom, there is an 'OK' button highlighted with a red box.

Completing a Case Transfer

The **Ruling Information** screen appears displaying the selected information in the **Jurisdiction Transfer Information** section.

- Click the **Save** button at the bottom of the **Ruling Information** screen.

The screenshot shows the 'Ruling Information' screen. At the top, there is a 'Legal Status Information' section with a note: 'Note: The legal status record will be transferred to the receiving agency upon entry of receiving agency court acceptance date.' Below this is a table with columns: 'Legal Status', 'Effective Date', 'Termination Date', and 'Termination Reason'. The 'Legal Status' column contains 'Temporary Custody/Placement and Care'. Below the table is an 'Add Legal Status' button. The next section is 'Appeal Information' with an 'Add Appeal / Objection' button. The final section is 'Jurisdiction Transfer Information', which is highlighted with a red box. It contains a table with columns: 'Receiving Agency Name' and 'Court Acceptance Date'. The 'Receiving Agency Name' column contains 'County Children Services Board'. Below the table is a checkbox labeled 'Ruling has been Created in Error'. At the bottom left are 'Save' and 'Cancel' buttons.

The **Legal Actions** screen appears displaying a message that the data has been saved. The new Ruling Record appears in the **Legal Actions** grid section.

Reminder: A **Court Jurisdiction Ruling Record** is required for each active case member with an **Active** legal status record.

The screenshot shows the 'Legal Actions' screen. At the top, there is a green message bar that says 'Your data has been saved'. Below this is a 'CASE NAME / ID' field with a dropdown menu. The 'Name' field is also visible. Below the 'Name' field is a 'Participant Legal Action Filter Criteria' section with radio buttons for 'Current Episode' and 'View Historical', and a 'Created in Error' checkbox. Below this is a 'Filter' button. The next section is 'Participant Legal Action Information' with a 'Legal Action' dropdown menu and an 'Add Legal Action and Ongoing' button. Below this is a table with columns: 'Date', 'Legal Action', 'Type', 'Additional Info', 'Court Info', 'Created in Error', and 'Move'. The table contains one row with the following data: '05/01/2023', 'Ruling', 'Court Jurisdiction Transfer', 'Rulings Received', and 'Created in Error' is checked. Below the table is an 'Add Legal Action and Ongoing' button.

Adding a Case Transfer Record

The **Transferring Agency** will complete the following steps:

- Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
- Click the **Agency Case Transfer** link at the bottom of the **Navigation** menu.

Completing a Case Transfer

The **Case Transfer(s)** screen appears.

Note: The **Case Transfer(s)** screen is comparable to the **Case Closure** screen in that both screen look similar and require equivalent steps to complete the approval process.

3. Click the **Add Case Transfer** button.

The **Case Transfer Details** screen appears.

Completing a Case Transfer

4. In the **Receiving Agency** field, select the appropriate agency from the drop-down list.
5. In the **Case Transfer Reason** field, select the appropriate value. If the transfer was court-ordered, select **Court Ordered Transfer**.
6. Click the **Link Activity** button.

Important: To process the case transfer for approval, an activity must be linked in the **Case Transfer Summary Information** section of the screen.

Case > Workflow > Case Transfer

CASE NAME (ID): [] Ongoing: []

Case Transfer Details

Sending Agency: [] Status: []

Case Transfer Effective Date: [] Created Date: [] Created By: []

Modified Date: [] Modified By: []

Receiving Agency: []

Case Transfer Reason: [Court Ordered Transfer]

Case Transfer Summary Information

Activity Date	Responsible Worker	Transfer Summary Narrative
Link Activity		

Additional Comments: []

Spill Check: [] Clear: [] 2000

Note: System will only copy active approved non-recommended Family Case Plans / Case Plans.

Validate for Approval Processed for Approval

Save Cancel



The **Activity Log** screen appears.

7. If needed, enter search criteria in the **Activity Log Filter Criteria** fields.
8. Click the **Filter** button. The results appear in the **Activity Log** section.
9. Click the **Select** link in the appropriate row.

Completing a Case Transfer

CASE NAME / ID: Ongoing

Activity Log Filter Criteria

Activity From Date:  Activity To Date: 

Case Category:

Contact Type:

Category:

Sub Category:

Activity State:


Agency:

Sort Results By: ☐ Traverse Records Only

Filter **Reset Form**

Activity Log

Results: 1 to 1 of 1 / Page 1 of 1

Select	Activity Date	Contact Type	Category	Sub Category	Created By	Activity State	Narrative
<input checked="" type="checkbox"/>	8/23/2023	General	Case Transfer	Case Transfer Summary	<input type="text"/>	Completed	

Associated Participants:

Cancel

The **Case Transfer Details** screen appears displaying the activity in the **Case Transfer Summary Information** section (grid) as shown on the next page.

Completing a Case Transfer

- When complete, click the **Save** button at the bottom of the **Case Transfer Details** screen.

Case > Workload > Case Transfer

CASE NAME / ID: [] Ongoing: []

Case Transfer Details

Sending Agency: []
 Case Transfer Effective Date: [] Status: In progress

Created Date: 05/01/2023 02:47:50 PM Created By: []
 Modified Date: 05/01/2023 02:47:50 PM Modified By: []

Receiving Agency: [] County Children Services Board
 Case Transfer Reason: [] Court Ordered Transfer

Case Transfer Summary Information

Activity Date	Responsible Worker	Transfer Summary Narrative
05/01/2023	[]	[]

Additional Comments: []

Upd Check Clear []

Note: System will only copy active approved non-recommended Family Case Plans / Case Plans.

Unsubmit for Approval Process for Approval

Save []

The **Case Transfer(s)** screen appears displaying a message that your data has been saved. As shown, the **Status** field displays **In Progress**.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

< >

Case Overview
 Activity Log
 Attorney Communication
 Intake List
 Safety Assessment
 Substance Abuse Screening
 Forms/History
 Category/Outreach/Status
 Safety Plan
 Actualized Risk Assessment
 Family Assessment
 Chronology Case AS
 Detailed AS Tool
 Law Enforcement
 Justification/Writer
 Case Services
 Legal Actions

✓ Your data has been changed

CASE NAME / ID: [] Ongoing: []

Case Transfers

Sending Agency	Receiving Agency	Case Transfer Effective Date	Status
[] County Department of Job and Family Services	[] County Children Services Board	[]	In progress

Results: 1 to 1 of 1 / Page: 1 of 1

Completing a Case Transfer

Entering the Court Acceptance Date

The Receiving Agency will locate the already existing Ruling Record(s) created by the Transferring Agency and then complete the following steps to record the Court Acceptance Date for each ruling that was recorded:

1. Navigate to the appropriate **Legal Actions** screen using the steps previously discussed.
2. Click the **Maintain Legal Action** for the correct Case Participant

Note: You can also navigate to the associated Court Ruling Record and enter the Court Acceptance Date there.

The screenshot shows the 'Case' tab selected in the top navigation bar. The left sidebar has 'Legal Actions' highlighted. The main area displays a table of legal actions with columns for Case Participants, DOB, and Action. A red box highlights the 'Maintain Legal Action' link for a specific participant.

The **Participant Legal Action** screen appears.

3. Click the **edit** link for the Court Jurisdiction Transfer Ruling Record

The screenshot shows the 'Participant Legal Action' screen. The 'Legal Action' dropdown is set to 'Court Jurisdiction Transfer'. The 'Effective Date' field is highlighted. The table below shows a list of legal actions, with the 'edit' link highlighted for the 'Court Jurisdiction Transfer' action.

Completing a Case Transfer

The **Ruling Information** screen appears.

4. In the **Jurisdiction Transfer Information** section, click the **edit** link.

Jurisdiction Transfer Information

Receiving Agency Name	Court Acceptance Date
edit County Children Services Board	

☐ Ruling has been Created in Error

[Save](#) [Cancel](#)

The **Transfer Details** page appears.

Important: As previously stated, once this date is recorded, **the transfer is final and cannot be modified by anyone.**

5. In the **Court Acceptance Date**, select the correct date.
6. In the **Court Name** field, select the court name.
7. Click the **OK** button.

Transfer Details

Action Participant: Person ID:

Court Jurisdiction Transfer Information

Original Case Number: Originating Court ID:

Receiving Agency: County Children Services Board

Receiving Court Information

Court Acceptance Date:

Receiving Court Case Number: Receiving Court ID:

Court Name: Judge/Magistrate:

Court Address: County:

Narrative:

[Spell Check](#) [Close](#) [1000](#)

[OK](#) [Cancel](#)

The **Ruling Information** Screen appears.

8. Click the **Save** button.

Completing a Case Transfer

CASE NAME / ID: Ongoing:

Ruling Information

Date of Ruling: Court Case Number:

Action Participant: Court ID Number:

Court Name: Judge/Magistrate:

Court Address: County:

Ruling Type: Last Modified Date: 05/01/2023

Journalized Date:

Rulings Received:

- Child Support - Health Insurance Terminated
- Committed to DHS
- COPS
- COPS Extension
- COPS/TCOPS Terminated
- Court Ordered Against Agency Recommendation
- Courtesy Supervision
- Custody Extension

Selected Rulings Received:

- Court Jurisdiction Transfer

Comments:

Spell Check

Legal Status Information

Note: The legal status record will be transferred to the receiving agency upon entry of receiving agency court acceptance date.

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	<input type="text" value="05/01/2023"/>		

Appeal Information

Jurisdiction Transfer Information

Receiving Agency Name	Court Acceptance Date
<input type="text" value="County Children Services Board"/>	05/01/2023

☐ Ruling has been Created in Error

The following validation message appears.

9. Verify (again) that the court acceptance date is correct.
10. If so, click the **OK** button.

sacwis-uat.jfs.ohio.gov says

Child specific items including legal status and placement, etc. will be transferred to your agency effective 05/01/2023 upon save, click OK to continue or Cancel to stay on the same page.

Completing a Case Transfer

As shown on the next page, a message appears that your data has been changed and the Court Acceptance Date appears in the **Date** field grid column.

Important: Once the Court Acceptance Date has been saved, the **Receiving Agency** now has responsibility for each child's:

- Legal Status
- Placement
- Eligibility
- Reimbursability
- Service Authorization

The screenshot displays the Ohio SACWIS Case Transfer screen. At the top, a green banner contains a message: "Your data has been saved". Below this, the form includes fields for Case Name / ID, Ongoing, Name, Person ID, and DOB. A section titled "Participant Legal Action Filter Criteria" allows filtering by "Current Episode" or "View Historical" and includes a "Created in Error" checkbox. A "Filter" button is present. The "Participant Legal Action Information" section shows a dropdown for "Legal Action" and a button to "Add Legal Action and continue". Below this, a table titled "Legal Action Information" displays a list of legal actions. The table has columns for Date, Legal Action, Type, Additional Info, Court Info, Created in Error, and More. The first row shows a date of 05/01/2023, Legal Action of Filing, Type of Court Jurisdiction Transfer, and Additional Info of Filings Received: Court Jurisdiction Transfer Agency Legal Status Temporary Custody Placement and Care.

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	More
05/01/2023	Filing	Court Jurisdiction Transfer	Filings Received: Court Jurisdiction Transfer Agency Legal Status Temporary Custody Placement and Care			

Refer to the next sub-section for additional changes on other Ohio SACWIS screens that occur after the Court Acceptance Date is entered.

Completing a Case Transfer

Ohio SACWIS Screen Changes after Entering the Court Acceptance Date

Legal Custody Episode & Status Information Screen Changes

After entering the Court Acceptance Date, Ohio SACWIS automatically updates the following on the **Legal Custody Episode & Status Information** screen:

- The Transferring Agency's legal status record is terminated and the **Termination Reason** field displays **Custody to Another Agency**.
- A new grid row appears showing that the legal status ownership has switched from the **Transferring Agency** to the **Receiving Agency**.
- The **Termination Date** field displays the Court Acceptance Date.
- The **Effective Date** field in the new grid row now displays the Court Acceptance Date.

To view these changes on the **Legal Custody Episode & Status Information** screen, complete the following steps:

1. Navigate to the appropriate **Case Participants** screen using the steps previously discussed in this Knowledge Base Article.
2. Click the **edit** link. The **Legal Custody and Status** screen appears.

The screenshot shows the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case, Provider, Financial, and Administration. The 'Case' tab is selected. Below the navigation bar, there is a sidebar on the left with various menu items. The 'Legal Custody/Status' menu item is highlighted. The main content area displays the 'Legal Custody Episode & Status Information' screen. It includes a search bar, filter criteria, and a table of legal custody episodes. The table has columns for Case Participant, DOB, Custody Start Date - End Date, Legal Status, Legal Status Effective Date - Termination Date, and Agency. The table shows a transition from one agency to another, with the 'Termination Reason' field displaying 'Custody to Another Agency'.

The **Legal Custody Episode & Status Information** screen appears displaying a grid showing the child's legal status history.

Completing a Case Transfer

Placement Record Screen Changes

After entering a Court Acceptance Date, Ohio SACWIS automatically updates specific items on the **Placement** screen.

1. To view this screen, navigate to the **Case Overview** screen using the steps previously discussed in this Knowledge Base Article.
2. Click the **Placement/ICCA** link in the **Navigation** menu. The **Placement Records** screen appears.

As shown in green, the system updates on this screen include:

- The **Transferring Agency's** placement record is end-dated with the court acceptance date.
- A new grid row appears displaying a draft placement record with the begin date as the court acceptance date.

The screenshot displays the Ohio SACWIS Placement Records screen. On the left, a navigation menu lists various case management functions, with 'Placement/ICCA' highlighted in red. The main content area features a header with 'CASE NAME / ID' and 'Ongoing'. Below this, there are tabs for 'Placement', 'ICCA', 'Family & Permanency Team', and 'GRTP Assessment'. A 'Placement Records Filter Criteria' section includes fields for 'Child Name', 'Data Range', 'Status', and checkboxes for 'Include Created in Error', 'Include Non-Custodial Parent', 'Include Historical', and 'Include Placement Records for Inactive Members'. A 'Sort Results By' dropdown is set to 'Begin Date (Descending)'. Below the filters, a 'Placement / Non-Custodial Parent Records' table is shown. The table has columns for 'Child Name', 'Age, DOB', 'Service Description', 'Provider Name / Non-Custodial Parent', 'Begin Date - End Date', 'Agency', 'Status', and 'Actions'. Three rows are displayed, with the first row highlighted in green. The first row shows a child named 'JOE' with a 'Draft' status. The second row shows a child named 'JOE' with a 'Completed' status. The third row shows a child named 'JOE' with a 'Completed' status.

Child Name	Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	Actions
JOE				05/01/2023	County Children Services Board	Draft	
JOE				08/01/2022 - 05/01/2023	County Department of Job and Family Services	Completed	Actions
JOE				11/29/2021 - 08/01/2022	County Department of Job and Family Services	Completed	Actions

Completing a Case Transfer

Service Information Screen Changes

After entering a Court Acceptance Date, Ohio SACWIS automatically creates a draft placement record. However, the **Receiving Agency** must navigate to the record and **complete the following steps** to link a provider:

Note: As discussed later, you may also need to refer to the **Managing Case Services** Knowledge Base Article to complete these steps.

1. Navigate to the **Case Overview** screen using the steps previously discussed.
2. Click the **Placement** link in the **Navigation** menu. The **Placement Records** screen appears.
3. Click the **Edit** link in the appropriate row.

The screenshot displays the 'Placement Records' screen in Ohio SACWIS. On the left, a navigation menu lists various case management functions, with 'Placement/ICCA' highlighted by a red rectangle. The main content area features a header with 'CASE NAME: (E)' and 'Ongoing'. Below this are tabs for 'Placement', 'ICCA', 'Family & Permanency Team', and 'GRTP Assessment'. A 'Placement Records Filter Criteria' section includes fields for 'Child Name', 'Date Range' (From Begin Date to To Begin Date), and 'Status'. There are also checkboxes for 'Include Created in Error', 'Include Non-Custodial Parent', 'Include Historical', and 'Include Placement Records for Inactive Members'. A 'Sort Results By' dropdown is set to 'Begin Date (Descending)'. Below the filters are 'Filter' and 'Clear Filters' buttons. The main table, titled 'Placement / Non-Custodial Parent Records', shows results 1 to 3 of 3. The first row is highlighted with a red rectangle. The table columns are: Child Name, Age, DOB, Service Description, Provider Name / Non-Custodial Parent, Begin Date - End Date, Agency, Status, and Actions.

Child Name	Age	DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	Actions
000					06/01/2023	County Children Services Board	Draft	
000					08/01/2022 - 08/01/2023	County Department of Job and Family Services	Completed	Actions
000					11/29/2021 - 08/01/2022	County Department of Job and Family Services	Completed	Actions

The **Service Information** screen (also called the **Placement** screen) appears.

Completing a Case Transfer

4. If applicable, complete the **applicable checkboxes** in the **Additional Placement Information** section.
5. In the **Does the child have a kinship relationship with the provider?** dropdown select **yes or no**
6. Click the **Link Provider** button.

Case / Workload / PlacementICCA

Placement Setting Information

CASE NAME / ID: Ongoing /

CHILD NAME / ID: AGE: AGENCY: County Children Services Board

Placement Setting Details

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

Service Type: * Family Foster Home

Begin Date: 05/01/2023

Placement Type: * Certified Foster Home

Estimated End Date:

Additional Placement Information

☐ ICPC Placement ☐ After-Hours Placement

☐ Emergency Placement ☐ ICWA Placement

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

Does the child have a kinship relationship with the provider?:

Provider: No Provider linked

Link Provider

Status: * Draft

The **Provider Information** screen appears.

7. Link the appropriate provider using the steps in the **Managing Case Services** Knowledge Base Article.

After selecting a provider, the **Service Information** screen appears.

8. Click the **Save** button at the bottom of the **Service Information** screen.

Completing a Case Transfer

Child Selection Screen Changes

When the Court Acceptance Date is entered in the Ruling Record, Ohio SACWIS automatically updates the **Child Selection** screen's **Program Eligibility** and **Program Reimbursability** sections. To view this screen, complete the following steps:

1. From the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Eligibility** tab.
3. Click the **Eligibility / Reimbursability** link. The **Child Selection** screen appears.
4. Type the person ID number in the **Person ID** field or use the **Person Search** button to locate the child.
5. Click the **Go** button.

The **Child Selection** screen expands to display the **Program Eligibility** section and the **Program Reimbursability** section. As shown below:

- The **Program Eligibility** section shows the “switch” of legal responsibility to the **Receiving Agency**.
- In the **Program Reimbursability** section:
 - The **End Date** field is dated one-day prior to the Court Acceptance Date.
 - A new (pending) row appears with the **Effective Date** field displaying the Court Acceptance Date.

Ohio

Page 27 of 33

Completing a Case Transfer

Service Authorization Summary Screen Changes

After entering a Court Acceptance Date, Ohio SACWIS automatically updates specific items on the **Service Authorization Summary** screen.

1. Navigate to the Ohio SACWIS **Home** screen using the steps previously discussed.
2. Click the **Placement** link in the **Navigation** menu. The **Placement Records** screen appears.
3. Click the **Authorize** link for the appropriate **Completed** placement record.

The screenshot shows the Ohio SACWIS Placement Records screen. On the left, the 'Placement/ICCA' link is highlighted in the navigation menu. The main content area shows a table of placement records. The first record is highlighted, showing a status of 'Completed' and a 'Begin Date' of 05/01/2023. The 'Edit' link for this record is highlighted.

Child Name / Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date	Agency	Status	Actions
Edie			05/01/2023	County Children Services Board	Completed	Edit

The **Service Authorization Summary** screen appears.

When the court acceptance date is entered in the Ruling Record, Ohio SACWIS automatically updates the following on this screen:

- The **Transferring Agency's** service authorization record is end-dated with the Court Acceptance Date.
- A new grid row appears displaying the draft service authorization record with the **Begin Date** field displaying the Court Acceptance Date.

Note: The **Receiving Agency's** Service Authorization Administrator must update the pending service authorization with the appropriate service for the placement.

Completing a Case Transfer

Important: This concludes the **Receiving Agency's** process for completing the child-specific transfer for court involved work items. **However, this does not mean the case has been transferred.**

To complete the case transfer process, the **Transferring Agency** must meet all requirements for any outstanding work items. Then, the **Receiving Agency** is given the opportunity to review, reassign for re-work, and/or accept the transfer. More details about this are discussed in the next sub-sections.

Completing the Case Transfer Process (Transferring Agency)

To complete the case transfer, the **Transferring Agency** must complete the following steps:

1. Navigate to the **Case Overview** screen using the steps previously discussed in this Knowledge Base Article.
2. Click the **Agency Case Transfer** link in the **Navigation** menu. The **Case Transfer(s)** screen appears.
3. Click the **Edit** link on the existing **In Progress** transfer record.

Completing a Case Transfer

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

Case Overview
 Activity Log
 Attorney Communication
 Intake List
 Safety Assessment
 Substance Abuse Screening
 Expense Reimbursement
 Caseplan/Plan/Service/Status
 Safety Plan
 Adversarial Risk Assessment
 Family Assessment
 Ongoing Case/Ad
 Specialized Ad. Trial
 Law Enforcement
 Justification/Status
 Case Services
 Legal Actions
 Legal Control/Status
 Child Support Information
 Living Arrangement / Guardianship
 Initial Removal
 Placement Request
 Placement/CCDA
 Residential Treatment Information
 Independent Living
 Case Plan Tools
 Violation Plans
 Review Tools
 Family Team Meeting
 Safety Assessment
 Reconciliation Assessment
 Case Conference Note
 Human Trafficking
 Child Fatality Review/Fatality
 KFCG/CRAB
 Adoption
 Case Overview
Agency Case Transfer

CASE NAME / ID Ongoing

Case Transfer(s)

Sending Agency	Receiving Agency	Case Transfer Effective Date	Status	Action
Department of Job and Family Services	Adams County Children Services Board		In progress	Details

Add Case Transfer

The **Case Transfer Details** screen appears.

The **Transferring Agency** will process the record for approval.

4. When complete, click the **Validate for Approval** button on the **Case Transfer Details** screen. The **Unresolved Items for Transfer** screen appears.
5. Complete any unresolved work items.
6. When work items are resolved, click the **Process for Approval** button.

Completing a Case Transfer

Case > Workflow > Case Transfer

CASE NAME / ID: [] Ongoing / []

Case Transfer Details

Sending Agency: [] County Department of Job and Family Services

Case Transfer Effective Date: [] Status: In progress

Created Date: 05/01/2023 02:47:50 PM Created By: []

Modified Date: 05/01/2023 02:51:25 PM Modified By: []

Receiving Agency: [] County Children Services Board

Case Transfer Reason: [] Court Ordered Transfer

Case Transfer Summary Information

Activity Date	Responsible Worker	Transfer Summary Narrative
05/01/2023	[]	[]

Additional Comments:

[]

Next Steps: [] [] []

Note: System will only copy active approved non-recommended Family Case Plans / Case Plans.

Transfer for Approval **Process for Approval**

Save Cancel

The **Process Approval** screen appears.

Important: The Ohio SACWIS case transfer functionality allows the **Transferring Agency** to:

- Route the case transfer record internally to the appropriate supervisor.

If the process within your agency requires a manager to review the case transfer record prior to sending it to your agency's transfer administrator, select your agency from the **Agency** field drop-down list. Then, choose the appropriate name in the **Reviewer / Approver** field.

Only agency employees who have the security of **Case Transfer Administrator** have the ability to route the case transfer to the Receiving Agency.

- Route the case transfer record directly to the Receiving Agency.

Only Receiving Agency employees who have the security of **Case Transfer Administrator** will populate the **Reviewer / Approver** field.

Completing a Case Transfer

7. In the **Action** field, select the appropriate action.
8. In the **Agency** field, select the appropriate agency.
9. In the **Reviewers / Approvers** field, select the appropriate name.
10. When complete, click the **Save** button.

The screenshot shows the 'Process Approval' screen for a Case Transfer. The 'Work Item' section displays the task ID, type (Case Transfer), and reference. The 'Routing/Approval Action' section contains a dropdown menu for 'Action' (highlighted with a red box), a text area for 'Comments', a dropdown for 'Agency' (highlighted with a red box), and a dropdown for 'Reviewers/Approver' (highlighted with a red box). At the bottom left, there is a 'Save' button and a 'Person' button.

Completing the Case Transfer Process (Receiving Agency)

To continue the case transfer process, the **Receiving Agency** will complete the following steps:

1. Navigate to the **Case Overview** screen using the steps discussed previously in this Knowledge Base Article.
2. Click the **Agency Case Transfer** link in the **Navigation** menu. The **Case Transfer(s)** screen appears.
3. Click the **edit** link in the appropriate row.

The screenshot shows the 'Case Transfer(s)' screen with a table listing case transfers. The table has columns for 'Sending Agency', 'Receiving Agency', 'Case Transfer Effective Date', and 'Status'. The first row shows 'County Department of Job and Family Services' as the sending agency and 'County Children Services Board' as the receiving agency, with a status of 'Pending Approval'. An 'edit' link is visible next to the first row. At the bottom, there is an 'Add Case Transfer' button.

The **Process Approval** screen appears.

Completing a Case Transfer

Important: Upon approval, the **Receiving Agency** will receive an email notification indicating that a work item has been routed to them.

4. View the information and/or comments as needed.
5. The **Receiving Agency's Transfer Administrator** will then navigate to the **Process Approvals** screen to review the case transfer record (following the same process as all Ohio SACWIS work items that are pending approval).
6. Once the case transfer record has been reviewed, the decision can be made to:
 - Decline for re-work, record comments, and then route the case transfer work item(s) back to the **Transferring Agency**. This process can continue for as long as needed.
 - Accept the case transfer record by final approving the work item(s).
7. Once accepted and approved, the **Transferring Agency's** assignments are ended.
 - The **Receiving Agency Transfer Administrator** will be assigned to the case effective on the case transfer approval date (unless previously assigned during the court acceptance date process)
 - The **Case Status History** screen will create a new record to show when ownership of the case changed from the Transferring Agency to the Receiving Agency.
8. At the discretion of the **Receiving Agency Transfer Administrator**, the case can then be either reassigned or assigned as needed.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov.