

IV-E Court Case Workflow



Knowledge Base Article

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Overview

This Knowledge Base Article describes the workflow process for opening a case in SACWIS and completing the various work items required for a IV-E Court worker. When reviewing the article, clicking the hyperlinks will navigate the user to the applicable OAC rules and Knowledge Base Articles for instructions and information.

Opening a Case

1. Enter a Family in Need of Services (FINS) Intake in SACWIS – category of Unruly Delinquent. See Knowledge Base article [Creating a FINS intake for Juvenile Court Cases](#)
2. Screen-In the FINS Intake within 24 hours of receipt of the referral using the Decision Tab of the Intake once it is in “Complete” status.
3. Link the intake to the case associated with the family. If no case exists, create a case in SACWIS. See [Linking Intakes to a Case](#) article for a tutorial.
4. Assign employees as necessary to the case. See [Creating Work Assignments](#) tutorial.
5. Meet with the family to gather family assessment information to complete Family Assessment and Family Case Plan. All members of household should be assessed. See [Risk Assessment Comprehensive Field Guide](#) document and [CPS Worker Manual](#) pages 77-106.
6. Document Face to Face contact with the family in an [activity log](#) in SACWIS. All case activities, contact, information and records should be documented in SACWIS throughout the life of the case ([OAC 5101: 2-33-70](#)).
7. Complete the [Family Assessment](#). The Family Assessment is due within 45 days of screening in the FINS intake. Note: A Family Assessment is required for all cases transferred for ongoing services prior to completing the Family Case Plan. Since the Family Case Plan is due no later than 30 days from the time the child enters care and placement, complete the Family Assessment as soon as possible. The final case decision on the Family Assessment will be “Transfer for Ongoing Services” to open the case for Ongoing. ([OAC 5101: 2-37-03](#))
8. If the child was adjudicated due to a status offense, gather Indian Child Welfare Act information (ask if family has any Native American ancestry), document in SACWIS ([Recording ICWA Information](#)) in person profile and complete appropriate notifications ([OAC 5101:2-53-03](#)). ICWA requirements do not apply to children adjudicated delinquent.
9. The [Family Case Plan](#) is required to be developed, completed, and filed with the court no later than 30 days of care and placement of the child. The Family Case Plan is based off the completion and information gathered in the Family Assessment. All parties to the Family Case Plan should be included to provide their input on services and needs. It is required to invite the child, child’s parent(s), GAL, attorney, substitute caregiver(s), and if

applicable, the permanency team in which a child is placed in an approved QRTP placement to help develop the Family Case Plan. They must be notified no less than 7 days prior to the completion of the Family Case Plan. This can be done verbally or in writing. A child who is 14 years or older may invite two adult supporters to participate in the development of the Family Case Plan. ([OAC 5101:2-38-05](#)). See [CPS Worker Manual](#) pages 112-116 for more information.

Once a Child Enters Care & Placement

Legal

1. Refer to [Recording a Court Ruling Record with a Legal Status](#) in order to indicate a ruling of custody to Title IV-E Court in Legal Actions.
2. Enter the Initial Removal record, referring to article [Recording an Initial Removal](#) for guidance.
3. A [Reasonable Efforts](#) statement must be obtained annually but it is recommended to get the statement at all court review hearings and enter it them into SACWIS in the Legal Actions section.

Placement

1. Complete an Individual Child Care Agreement (ICCA) as required by [OAC 5101:2-42-90](#). Instructions on completing this task can be found at [Creating an Individual Child Care Agreement](#). An ICCA is not required for direct placements ordered by the court (e.g. detention).
2. Enter youth's Placement in SACWIS – if custody is granted and the child will remain in detention until being transferred to placement, detention must be entered as the first placement.
3. Placement cannot be entered in SACWIS until a contract is created between the Court and the Provider. Refer to this article for information on [Creating a Contract](#).
4. If the child is placed in a residential placement or group home, make a phone call to the placement, or complete a face-to-face visit within 10 days of placement, not to be completed on the first day of placement. If you call, speak with someone at the placement and with the child and ask how they are adjusting. Document this contact in SACWIS. ([OAC 5101:2-42-65](#)).
5. If the child is placed in a treatment/foster home, complete a face-to-face visit in the placement setting within the first 7 days of placement, not to be completed on the first day of placement. If it is a non-relative foster home (not treatment), complete a second face-to-face contact within the first 4 weeks of placement. Document this contact in SACWIS ([OAC 5101:2-42-65](#)).
6. Provide the JFS 01677 "Foster Youth Right Handbook" to any child aged 14 years of age or older within 7 days after placement in the care and placement of the court. At the time of receipt, the worker should have the child sign the signature form located in the

- handbook. If a child turns 14 while in care and placement, the child shall be given the JFS 01677 within 7 days after their 14th birthday.
- a. The JFS 01677 shall be reviewed with the child. At the time of review, the worker should have the child sign the additional signature line on the signature form.
 - b. Once both signatures are obtained, the signature page shall be included in the Family Case Plan for submission to the court.
7. Complete and document monthly face-to-face contact with the child as follows in an [Activity Log \(Refer to Visitation Between Caseworker and Child\)](#):
 - a. Ongoing visitation for a child in residential placement: Monthly face-to-face visits with the child, within the residential facility, are required to be completed by a worker within the custodial agency ([OAC 5101:2-42-65 \(c\)\(3\)](#)).
 - b. Ongoing visitation for a child in a treatment foster home: One contact each week with the caregiver to monitor the child’s progress is required. One face-to-face visit with the substitute caregiver and child is required to occur twice monthly, but not within the same week. In a foster home with two or more substitute caregivers, each caregiver must be seen face-to-face in each three-month period ([OAC 5101:2-42-65 \(c\)\(2\)](#)).
 - c. Ongoing visitation for a child in a foster home: Monthly face-to-face visits with the child and substitute caregiver within the placement setting are required. In a foster home with two or more substitute caregivers, each caregiver must be seen face-to-face in each three month period ([OAC 5101: 2-42-65 \(C\)\(1\)](#)).
 8. Once a child has been in care & placement for at least 30 days, a [Reunification Assessment](#) must be completed prior to reunification of the child to the removal home ([OAC 5101: 2-37-04](#))
 9. If a child is Absent Without Leave (AWOL), the agency will immediately, and in no case later than 24 hours, contact Law Enforcement for entry into the NCIC database and contact NCMEC. The agency shall also document required information in the child’s case record in SACWIS and put the AWOL record in a [Leave from Placement](#) ([OAC 5101: 2-42- 88](#)).
 10. Within 7 days of a child changing placement or leaving care & placement, the worker is required to conduct a face-to-face Exit Interview with the child, unless the child is leaving a residential care facility or non-licensed provider ([OAC 5101: 2-42-65.1](#)). Record the [Exit Interview](#) in SACWIS.

Financial

1. Complete the Financial areas in SACWIS as applicable, including determining [Title IV-E Eligibility & Reimbursability](#) and [Medicaid Eligibility and Managed Care Plan Selection](#).
2. [Payments](#) for placements/providers will need to be processed monthly.

Family Engagement/Visitation

1. Within 30 days of care and placement of the child, identify and notify all maternal and paternal grandparents, any individual related by blood or adoption, a parent who has legal custody of the child’s sibling, and any non-relative adult the child or child’s parents

- have a familiar relationship ([OAC 5101: 2-39-01](#)). Refer to [Guidance Article on Family Search and Engagement](#).
2. Arrange visitation between the child in care and placement and their parents and siblings (if applicable) ([OAC 5101: 2-42-92](#)). The visitation plan is included and created within the Family Case Plan in SACWIS ([Family Case Plan](#)) and required to be completed within 30 days of care and placement. Refer to [Effective Visitation Between Parent and Child](#).
 3. Complete and document face-to-face contact with the family in an [Activity Log](#). Face-to-face contact with the child ([5101:2-42-65](#)) and the child's parents are to be completed no less than monthly. Complete at least one contact every other month in the child's parents home ([OAC 5101: 2-38-05](#)). Refer to: [Effective Visitation Between Caseworker and Parents](#).

Medical/Education

1. Medical screening is due within 5 working days from when the child is placed into each placement setting – the placement should know they are required to have this completed but remind them and ask for documentation. The purpose of this screening is to check for communicable diseases. ([OAC 5101:2-42-66.1](#))
2. Gather Medical and Educational records/information from family and service providers and enter it into SACWIS. The [Med/Ed JFS 01443](#) needs to be completed by the Family Case Plan due date and copies need to be sent to the substitute caregiver and parents. The Med/Ed is updated when any changes occur and at the time of the SARs. ([OAC 5101:2-38-08](#)).
3. A Physical Exam is due within 60 days of coming into care – get the records and enter information into SACWIS ([OAC 5101:2-42-66.1](#)).
4. A Dental Exam is due within 6 months of coming into care – get the records and enter information into SACWIS ([OAC 5101:2-42-66.1](#)).

Ongoing Work Items

1. [Case Reviews](#) are due every 90 days from the date of the child's placement. ([OAC 5101:2-38-09](#)).
2. [Semi-Annual Administrative Reviews](#) are due every 6 months (180 days) from the date of the child's placement. ([OAC 5101:2-38-10](#)).
3. [Family Case Plan Updates](#) are required to be completed whenever there is a change in legal status, services, family case plan goals, permanency goal, placement, the child reaches age 14 and independent living services must be added, court orders to place the child in a PPLA, visitation, a party must be added or deleted from the Family Case Plan, and at case closure. Family Case Plan updates are to be completed and filed with the court within 7 days. ([OAC 5101:2-38-05](#)).
4. The child must be given a Lifebook if they are still in care at 6 months and updated every 6 months thereafter ([OAC 5101:2-42-67](#)).
5. The custodial agency is required to request [Credit Reports](#) for children 14 years and older,

annually from each of the three credit reporting agencies. This may be completed simultaneously or separately throughout the year to monitor activity and resolve inaccuracies for the youth. The agency is required to complete at least one credit report check on or prior to the first SAR due date after the child attains the age of 14 (or the first SAR in the case if the child is already 14 years old). [OAC 5101: 2-42-19 \(I\)](#)

Independent Living/Emancipation

1. An Independent Living Assessment is required to be completed within 60 days of care & placement or the child's 14th birthday (if turning 14 while in care). The [Independent Living Plan](#) is due 30 days after the completion of the assessment. Enter all information into SACWIS under the Independent Living link. The plan will need reviewed every 90 days in SACWIS. [Completing the Readiness Review tab \(pg. 30\)](#). ([OAC 5101:2-42-19](#))
2. If the youth is in care and placement at age 17, the agency shall provide the youth with information on post-emancipation services (provided by the local PCSA) at least 180 days prior to the youth's 18th birthday. At least 90 days prior to the youth's emancipation from the agency's care and placement, the agency shall work with the youth to develop a [Final Transition Plan](#). ([OAC 5101:2-42-19](#)).
3. If the youth will emancipate from the agency's care and placement, the agency shall obtain/provide for them:
 - a. Original birth certificate from the Department of Health
 - b. Original security card from the social security administration
 - c. Current state identification card
 - d. Information on obtaining a driver's license from the bureau of motor vehicles
 - e. Copy of the youth's transition plan
 - f. Copy of their health and education records
 - g. Letter verifying that they emancipated from the agency's care and placement

Case Services

Within the Case – For Linking to Case Plan

1. Refer to the article [Managing Case Services](#). Some key things to highlight:
 - a. Because your agency will likely know at the moment of care and placement and definitely prior to the Family Case Plan completion, where the child will be receiving services, the service status should be "Provided."
 - b. When creating the service, you don't have to add the "Frequency."
 - c. You should read the whole article, but to add a service, this begins on page 6. Linking a Provider is page 10, Caregiver/Caretaker services are page 20 and Reviewing the Service is page 27.

Unpaid Services

1. Refer to the article [Adding an Unpaid Placement Service](#)

On a Provider ID

1. Refer to the article [Adding Other Services Under Service Credentials](#)
2. Create at least the following services:
 - a. Category: Case Management, Type: Case Management Services
 - b. Category: Counseling, Type: Individual Counseling
3. Create as many additional services as your agency sees fit and that match the services your youth are receiving. Once all the services your county/agency plans to use are added, you do not have to add them again.
4. Use the Facility Master Spreadsheet and use the placement provider ID and add the Counseling (and any others) Service to all typical residential facility provider records.
5. Add the Case Management Service to your own Juvenile Court provider record
Note: If someone is unable to add services, make sure that person has the Security User Group "Provider Worker".

Case Closure

1. Completion of a [Reunification Assessment](#) is required prior to reunification if the child has been out of the home for thirty days or more ([5101:2-37-04](#)).
2. End date the Legal Custody Episode under Legal Custody/Status or via Ruling
3. Enter Discharge reason on the current placement for the child in SACWIS.
4. Within 7 days of a child changing placement or leaving care & placement, the worker is required to conduct a face-to-face exit interview with the child, unless the child is leaving a residential care facility or non-licensed provider ([OAC 5101: 2-42-65.1](#)). Record the [Exit Interview](#) in SACWIS.
5. Complete a Case Review for Closure if one has not been completed within the last 30 days.
6. End date all paid [Case Services](#) for the child in Case Services.
7. [Update the Family Case Plan](#) for Case Closure. Process the Family Case Plan for approval.
8. End date the Independent Living Plan, if applicable.
9. Record Legal Guardianship record, if applicable.
10. **Important:** ensure all work items are marked as Complete (no draft work items).
11. Ensure all Activity Logs are in "Completed" Status
12. Enter an Activity Log for case closure.
13. Complete the Case Closure link from the left-hand navigation and validate for approval. If there are items that still need completed, SACWIS will inform the user what is required to be done before closure, i.e., race is required for all members, Previously Adopted question has been answered in all person profiles.
14. Once all items are completed and the validation comes back with no outstanding work

items, process the case closure for approval.

Other Helpful Documents

1. [Facility Master Spreadsheet](#) for provider IDs to use in contracts and placements.
2. [Child Fatalities / Near Fatalities](#) – consult with your Technical Assistance Specialist (TAS) once notified that there has been a fatality or near fatality of a child in care & placement and complete the Child Fatality / Near Fatality Work Item within 5 working days.
3. [CPS Worker Manual](#)
4. Overview of [Payment Processing Webinar](#)
5. Making [Reimbursable Placements](#) webinar and Q & A

Websites

[OAC Rules](#)

[SACWIS Knowledge Base](#)

[SACWIS Knowledge Base - IV-E Courts Section](#)

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