

Completing a Pre-Adoptive Staffing Record



Knowledge Base Article

Completing a Pre-Adoptive Staffing Record

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Completing a Pre-Adoptive Staffing Record

Overview

Following the receipt of Permanent Custody (PC) or Permanent Surrender (PS) awarded to your agency for the child, agency assigned adoption personnel will complete a Pre-Adoptive Staffing record in SACWIS. Once the Pre-Adoptive Staffing information is entered, agency assigned adoption personnel can generate the Initial JFS 01690 (Documentation of the Pre-Adoptive Staffing and Updates). The data recorded in the SACWIS Pre-Adoptive Staffing record prints on the JFS 01690 report. You are now able to generate the following new reports:

- Generate Invitations
- Signatures Page Report

Important Specifications:

There are names/roles of persons that will automatically pull into the Pre-Adoptive Staffing record at creation:

1. Upon creation of the Pre-Adoptive Staffing record, the system will add to the pre-adoptive staffing participants list:
 - a. The pre-adoptive staffing participant with Role of Child will always be the first participant listed. If the user chooses to delete this participant, then follow the alphabetical sort as listed below. The Agency / Organization Affiliation and the Participated in Staffing will be blank.
 - b. Assigned Adoption worker name and person ID with a Role of Adoption Caseworker. The Agency / Organization Affiliation will be owning agency name and the Participated in Staffing will be blank.
 - c. Assigned Adoption Worker's immediate supervisor (with or without assignment) and person ID with a Role of Adoption Supervisor. The Agency / Organization Affiliation will be owning agency name and the Participated in Staffing will be blank.
 - d. Any other non-end dated assigned workers with a Case Assignment Role of:
 - i. Primary Worker (mapped to PAS Role of Adoption Caseworker)
 - ii. Provider Worker (mapped to PAS Role of Provider Caseworker)
 - iii. IL Worker (Mapped to PAS Role of IL Worker)
 - iv. WWK Worker (mapped to PAS Role of WWK Recruiter)
 - e. Non-end dated Associated persons (name) and person IDs where the association is:
 - i. CASA (mapped to PAS Role of CASA)
 - ii. Caseworker (mapped to PAS Role of Case Manager)
 - iii. Foster Parent (mapped to PAS Role of Foster Parent)
 - iv. GAL (mapped to PAS Role of GAL)

Completing a Pre-Adoptive Staffing Record

- v. Medical Professional (mapped to PAS Role of Medical Professional)
- vi. Kinship Caregiver (mapped to PAS Role of Kinship Caregiver)
- vii. Probation Officer (mapped to PAS Role of Probation Officer)
- viii. Social Worker (mapped to PAS Role of Case Manager)
- ix. Tribal Representative (mapped to PAS Role of Tribal Representative)
- x. WWK Recruiter (mapped to PAS Role of WWK Recruiter)

The Agency/Organization Affiliation and the Participated in Staffing will be blank. The sort order will be alphabetical by person last name, first name. If a person (person ID) has already been added to the participants, then system will not add a duplicate person ID record (if adding from assigned worker and associated persons).

To enter the information and generate the report, complete the following steps:

Creating a Pre-Adoptive Staffing Record

Note: SACWIS has a requirement of only one (1) Pre-Adoptive Staffing record per child. If a child already has a Pre-Adoptive Staffing record created prior to this functionality, you will NOT be able to record another one; the system enforces only one per child.

From the SACWIS Home Page:

1. Click the **Case** tab.
2. Click, **Workload**.
3. Click the appropriate adoption **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 and navigate to the adoptive child's **Case Overview** screen or you can use other components of the search functionality to locate the case.

The screenshot displays the SACWIS Case Workload interface. At the top, there is a navigation bar with tabs for Home, Intake, Case, Provider, Financial, and Administration. The 'Case' tab is active. Below this, there is a sub-navigation bar with 'Workload', 'Court Calendar', and 'Placement Requests'. The 'Workload' sub-tab is selected. The main content area shows a 'Case Workload' section with a search bar for 'Caseworker' and a 'Sort By' dropdown set to 'Case Name Ascending'. A 'Filter' button is also present. Below the search and sort options, there is a list of cases under the heading 'Test, Worker (24 cases)'. Two cases are visible: 'Test, Child [121212] - Open 06/17/2022 - Ongoing' and 'Sacwis, Susie [123456] - Open 11/21/2023 - Adoption'. The 'Case ID' '123456' for the second case is highlighted with a red box.

Completing a Pre-Adoptive Staffing Record

The **Case Overview** screen appears.

4. Click the **Pre-Adoptive Staffing/Matching Conference** link in the navigation menu.

The screenshot shows the 'Case Overview' screen. On the left is a navigation menu with 'Case Overview' highlighted in green and 'Pre-Adoptive Staffing/Matching Conference' highlighted in red. The main content area displays case details for 'Sacwis, Susie / 123456' under the 'Adoption' category, which is 'Open (11/21/2023)'. The address is '123 Test Rd, Test, Oh 12345'. The agency is 'Test County Children Services Board'. The primary worker is 'Test, Worker' with a link to 'Assign Worker'. The supervisor is 'Test, Supervisor'. Below the details is a 'Case Actions' section with links: 'View Member Details', 'Access Original Case', 'Program Categories', 'Case Status History', and 'View Adoption Subsidies'. At the bottom are four buttons: 'Action Items', 'Case Alerts', 'Dashboard', and 'Assignments / Eligibility'.

The **Pre-Adoptive Staffing Records** screen appears.

On this screen, you can do the following:

- Create an initial record (add a child)
- Edit an existing record with an **In Progress** status.
- Copy a **Completed** record to a sibling (if one exists and the sibling does not already have a Pre-Adoptive Staffing).

1. Make a selection from the drop-down menu under **Child Name**:

Important: The **Child Name** field drop-down list contains the names of **all active children** in the adoption case, but you can only select one name. This name list is dynamic and when a child has a Pre-Adoptive Staffing record, their name will no longer display in this list.

2. Click, **Add Pre-Adoptive Staffing**.

Completing a Pre-Adoptive Staffing Record

Case Overview
Activity Log
Attorney Communication
Intake List
Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services

CASE NAME / ID: **Sacwis, Susie / 123456** Adoption
Open (02/05/1999)

Pre-Adoptive Staffing Matching Conference

Pre-Adoptive Staffing Records

There are no Pre-Adoptive Staffing Records found.

Child Name:
Sacwis, Susie Add Pre-Adoptive Staffing

The **Manage Pre-Adoptive Staffing** screen appears, displaying the **Pre-Adoptive Staffing Details** tab page.

3. Enter the appropriate date in the **Date of Pre-Adoptive Staffing** field.

Note: This field cannot be future dated.

Note: In the **Pre-Adoptive Staffing Participants** grid, SACWIS will automatically pull in the child's name and the adoption caseworker.

4. If you need to add an individual who is not already listed, click **Add Participant**, and do a person search. For more information regarding the search function, please see the following KBA: [Using Search Functionality](#).

Manage Pre-Adoptive Staffing

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

CHILD NAME: Sacwis, Susie DOB:

Pre-Adoptive Staffing Details Adoptive Child Information Completion

Date of Pre-Adoptive Staffing: *
05/06/2024

Pre-Adoptive Staffing Participants

	Name / ID	Role	Agency/Organization	Participated	
edit	Sacwis, Susie / 123456	Child		<input type="checkbox"/>	

Add Participant Generate Invitations

5. Once you receive your search results from the person search, click **select** beside the appropriate name.

Completing a Pre-Adoptive Staffing Record

Person Search Results					
Result(s) 1 to 1 of 1 / Page 1 of 1					
<input type="checkbox"/> Include only active case members					
	Person Name / ID	Address	Gender	(Age) DOB	Active Case
select	Test_Child / 121212	111 Test Rd, Test Oh 12345	Female	(15) 01/01/2009	Yes
Related Persons ▾					

The **Pre-Adoptive Staffing Participant Information** screen appears.

6. Make a selection from the **Role** drop-down menu.
7. Enter the name of the individual's Agency/Organization.
8. Click, **Save**.

Pre-Adoptive Staffing Participant Information

CASE NAME / ID: Sacwis, Susie /123456	Adoption / Open
CHILD NAME: Sacwis, Susie	DOB:

Pre-Adoptive Staffing Participant Information	
Person Name: Test_Child / 121212	Role: * <input type="text"/>
Agency/Organization: <input type="text"/>	

The **Manage Pre-Adoptive Staffing** screen appears, displaying the added individual in the **Pre-Adoptive Staffing Participants** grid.

Note: You can remove an individual from a record by clicking the trash can icon on the far right of the Pre-Adoptive Staffing Participants grid.

Generating Invitations

1. When you have added all Participants, click, **Generate Invitations**.

Completing a Pre-Adoptive Staffing Record

Manage Pre-Adoptive Staffing

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

CHILD NAME: Sacwis, Susie DOB:

Pre-Adoptive Staffing Details Adoptive Child Information Completion

Date of Pre-Adoptive Staffing: *

05/06/2024



Pre-Adoptive Staffing Participants

	Name / ID	Role	Agency/Organization	Participated	
edit	Sacwis, Susie / 123456	Child		<input type="checkbox"/>	
edit	Test, Adult / 121212	Consultant	Test Org	<input type="checkbox"/>	

Add Participant

Generate Invitations

Status: *

In Progress

Apply

Save

Cancel

The **Reports** screen appears.

2. Click, **Generate Report**.

Document Details

Document Category: Document Title: Pre-Adoptive Staffing Invitation Report

Work-Item ID: Work-Item Reference: Sacwis, Susie

Task ID: Task Reference:

Document History

ID	Date Created	Employee ID	Name
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Document History

[Generate Report](#)

The **Pre-Adoptive Staffing Invitation** screen appears.

3. Enter the **Scheduled Date**.
4. Enter the **Scheduled Time**.
5. Click, **Generate Report**.

Completing a Pre-Adoptive Staffing Record

Pre-Adoptive Staffing Invitation

Scheduled Date: * 

Scheduled Time: * AM

Generate Report **Cancel**

The following **Pre-Adoptive Staffing Invite** will be generated for each participant involved in Pre-Adoptive Staffing:

6. Click, **Save**.

Pre-Adoptive Staffing Invitation

05/07/2024

Test Adult
123 Test Rd
Test, Oh 12345

RE: Notification of Pre-Adoptive Staffing regarding Eric Brown

Dear

A Pre-Adoptive Staffing for the above listed child is scheduled for 05/13/2024 at 10:00 AM. This staffing will take place at County Department of Job and Family Services located at .

The purpose of this staffing is to share important information that will assist the decision-making team with finding the best adoptive home for the above-named child. During this staffing, the following information will be discussed:

- The social, developmental and medical history of the child
- The placement history of the child, including residential placements, adoption disruptions or dissolutions
- Recruitment efforts planned to find a permanent home for the child
- Strengths and opportunities to consider for the child
- The child's relationships with siblings and other kin
- Therapeutic assessments to consider for the child
- Transition of the case from foster care to adoption, including planning for goodbye visits
- Assessing the child's understanding and readiness for adoption
- Status of Child's Lifebook
- Families who may be interested in adopting the child
- Other needs to discuss in preparing for adoption

If you are unable to attend, please contact _____ prior to the scheduled staffing date to share any information relevant to the topics listed above.

Save **Cancel** **Review Parameters**

Note: The invitations will appear in the **Document History** grid on the **Reports** page.

Document Details

Document Category: _____ Document Title: Pre-Adoptive Staffing Invitation Report

Work-Item ID: _____ Work-Item Reference: _____

Task ID: _____ Task Reference: _____

Document History

ID	Date Created	Employee ID	Name
36 	05/07/2024 09:19 AM		

Document History

Generate Report

Completing a Pre-Adoptive Staffing Record

The **Manage Pre-Adoptive Staffing** screen appears.


7. Click, **Save**.

Manage Pre-Adoptive Staffing

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

CHILD NAME: Sacwis, Susie DOB:

Pre-Adoptive Staffing Details Adoptive Child Information Completion

Date of Pre-Adoptive Staffing: *
 

Pre-Adoptive Staffing Participants

	Name / ID	Role	Agency/Organization	Participated	
edit	Sacwis, Susie / 123456	Child		<input type="checkbox"/>	
edit	Test, Adult / 121212	Consultant	Test Org	<input type="checkbox"/>	

Add Participant

Generate Invitations

Status: *

The **Pre-Adoptive Staffing Records** screen appears.

Editing an In Progress Record

1. Click, **edit**, beside the **Pre-Adoptive Staffing ID** number.

[Case Overview](#)
[Activity Log](#)
[Attorney Communication](#)
[Intake List](#)
[Forms/Notices](#)
[Substance Abuse Screening](#)
[Ongoing Case A/I](#)
[Specialized A/I Tool](#)
[Law Enforcement](#)
[Justification/Waiver](#)
[Case Services](#)
[Legal Actions](#)
[Legal Custody/Status](#)


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

 Your data has been saved. 

Pre-Adoptive Staffing Matching Conference

Pre-Adoptive Staffing Records

Showing 1 Pre-Adoptive Staffing records:

	Pre-Adoptive Staffing ID	Child Name / ID	Date	Worker Completing	Status	
edit	121212	Sacwis, Susie / 123456	05/06/2024		In Progress	 

Completing a Pre-Adoptive Staffing Record

The **Manage Pre-Adoptive Staffing** screen appears.


2. Click, **edit**, beside the appropriate **Name/ID**.

Manage Pre-Adoptive Staffing

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

CHILD NAME: . Sacwis, Susie DOB:

Pre-Adoptive Staffing Details Adoptive Child Information Completion

Date of Pre-Adoptive Staffing: *
 

Pre-Adoptive Staffing Participants

	Name / ID	Role	Agency/Organization	Participated	
edit	Sacwis, Susie / 123456	Child		<input type="checkbox"/>	
edit	Test Adult / 121212	Consultant	Test Org	<input type="checkbox"/>	

Add Participant

Generate Invitations

The **Pre-Adoptive Staffing Participant Information** screen appears.

3. Edit the **Role** and/or the **Agency/Organization**, as necessary.
4. When you are finished editing, click, **Save**.

Pre-Adoptive Staffing Participant Information

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

CHILD NAME: Sacwis, Susie DOB:

 Your data has been saved. x

Pre-Adoptive Staffing Participant Information

Person Name:
Sacwis, Susie / 123456

Role: *

Child 

Agency/Organization:

Save

Cancel

Completing a Pre-Adoptive Staffing Record

The **Manage Pre-Adoptive Staffing** screen appears.

1. Click the **Adoptive Child Information** tab (your work will be saved as you navigate through the tabs).

Manage Pre-Adoptive Staffing

CASE NAME / ID: Sacwis, Susie / 123456 Adoption / Open

CHILD NAME: Sacwis, Susie DOB:

Pre-Adoptive Staffing Details **Adoptive Child Information** Completion

Date of Pre-Adoptive Staffing: *
05/06/2024

The **Manage Pre-Adoptive Staffing** screen appears, displaying the **Adoptive Child Information** tab page.

2. If there is a sibling(s) to be considered for placement together, place a checkmark in the box(es) beside the name of the sibling(s).

Important: When you check the box(es) for the sibling(s), the default response (**No**) to, **All siblings considered for placement together**, will change to, **Yes**.

Important: If there is a sibling, and he or she is not considered for placement together, you will need to provide a narrative in the, **Explain why all siblings not considered for placement together** text box.

Pre-Adoptive Staffing Details **Adoptive Child Information** Completion

Sibling Information

Siblings to be considered for placement together:

Number of siblings to be considered:
0

All siblings considered for placement together:
 No

Explain why all siblings not considered for placement together: (expand full screen)

4000 ✓ ADC

In the **Multi-Ethnic Placement Act Considerations** grid:

3. Select, **Yes** or **No** to the question, **Was an Independent assessment completed using JFS 01688?** If you answer, Yes, the screen will expand, requesting additional information.
4. On the expanded screen, enter the **Date the JFS 01688 Individual Child Assessment was sent to ODJFS.**

Completing a Pre-Adoptive Staffing Record

- Select, **Yes** or **No** (expanded screen), from the drop-down menu under, **Is RCNO permitted to be one of the factors considered in the placement decision for this child?**

Multi-Ethnic Placement Act Considerations

Was an Independent assessment completed using JFS 01688?

Yes ▾

Date the JFS 01688 Individual Child Assessment was sent to ODJFS:



Is RCNO permitted to be one of the factors considered in the placement decision for this child?

▾

In the **Child's Needs** grid, there are six topics that must have narrative to mark the Pre-Adoptive Staffing Complete.

- Click **edit** in each row to answer each topic.

Child's Needs

	Topic	Narrative
edit	Describe the relevant factors from the child's social, medical, and developmental history that need to be considered	
edit	Describe the child's placement history, including any residential placements, adoption disruptions, or adoption dissolutions	
edit	Describe any limitations or special considerations that should be accounted for in finding permanency for this child	
edit	Describe any therapeutic needs that must be considered, including any diagnoses, medications, or treatment plans	
edit	Describe the child's educational background, including the status of any IEPs or special education needs	
edit	Describe the child's current strengths and interests	

Status: **In Progress** ▾ **Apply** **Save** **Cancel**

The **Pre-Adoptive Staffing Narrative** screen appears, where you will provide details regarding the specific topic (the narrative screen will appear each time you click edit beside a topic).

Note: Within each narrative screen, you can click, **Next** (to proceed through the information requests), or **Previous**, to go back to an earlier topic narrative screen. Your information will be saved as you navigate among the screens.

Completing a Pre-Adoptive Staffing Record

Note: On each narrative screen, there is a hyperlink titled, **View Person Info**. When you click the link, SACWIS will navigate you to the person page to help you answer each topic.

- Once you have finished with the narrative for all topics, click **Save** on the last Pre-Adoptive Staffing Narrative page.

Pre-Adoptive Staffing Narrative Details

[View Person Info](#)

Describe the relevant factors from the child's social, medical, and developmental history that need to be considered: [\(expand full screen\)](#)

✓ ABC
4000

Previous Next Apply **Save** Cancel

The **Manage Pre-Adoptive Staffing** screen appears, displaying the narrative in the **Child's Needs** grid.

Child's Needs

	Topic	Narrative
edit	Describe the relevant factors from the child's social, medical, and developmental history that need to be considered	Test Narrative
edit	Describe the child's placement history, including any residential placements, adoption disruptions, or adoption dissolutions	Test Narrative
edit	Describe any limitations or special considerations that should be accounted for in finding permanency for this child	Test Narrative
edit	Describe any therapeutic needs that must be considered, including any diagnoses, medications, or treatment plans	
edit	Describe the child's educational background, including the status of any IEPs or special education needs	
edit	Describe the child's current strengths and interests	

Status: * In Progress ▾ Apply Save Cancel

Completing a Pre-Adoptive Staffing Record

1. Click the **Completion** tab.

Pre-Adoptive Staffing Details Adoptive Child Information **Completion**

Sibling Information

There are no siblings identified.

Number of siblings to be considered: 0 All siblings considered for placement together: No

Explain why all siblings not considered for placement together: [\(expand full screen\)](#)

The **Manage Pre-Adoptive Staffing** screen appears, displaying the **Completion** tab page.

There are six topics in the **Pre-Adoptive Staffing Summary** grid that must have narrative entered to mark the Pre-Adoptive Staffing status complete.

2. Click **edit** beside the first topic in the **Topic** column (you can complete the narratives in any order).]

Note: For each topic narrative, when you click edit, you will be directed to the **Pre-Adoptive Staffing Narrative** screen, where you will be asked to provide details regarding the specific topic.

Note: Within each narrative screen, you can click, **Next** (to proceed through the information requests), or **Previous** (to go back to an earlier topic narrative screen). Your information will be saved as you navigate among the screens.

Pre-Adoptive Staffing Details Adoptive Child Information **Completion**

Pre-Adoptive Staffing Summary

	Topic	Narrative
edit	Child Study Inventory	
edit	Child's Lifebook	
edit	Goodbye/Transition visits	
edit	If applicable, summarize any relationships with relatives/kin that should be maintained include the names and relationships and document the reason it is in the child's best interest to maintain the relationship	
edit	Summarize the child's understanding and readiness for adoption including a summary of any preparation or discussions the worker has had with the child, including any services being provided to the child to increase their readiness for adoption	
edit	Summarize the outcomes of the pre-adoptive staffing. Include, at a minimum, the recruitment or placement plan for the child and any potential families interested in adopting the child	

Completing a Pre-Adoptive Staffing Record

The **Pre-Adoptive Staffing Narrative** screen appears.

3. Enter narrative in the **Pre-Adoptive Staffing Narrative Details** grid.
4. When you have completed the narrative for all topics, click, **Save**.

Pre-Adoptive Staffing Narrative Details

Please describe the status of the following requirement. If it is not complete, please explain why and include the plan for completion and a projected completion date.

Child Study Inventory: [\(expand full screen\)](#)

The **Manage Pre-Adoptive Staffing** screen appears, displaying the narrative.

Important: If a Child Recruitment Plan has not been completed, place a checkmark in the check box beside the name of the child. The statement above the check box reads: **A Child Recruitment Plan will not be linked for the following child.**

If you click the information icon, the following message will display:

Checking the box for the listed child below, is an acknowledgment that no recruitment efforts have been made within the Pre-Adoptive Staffing limit of forty-five days. If recruitment efforts have been made, then create a Child Recruitment Plan and link it to this pre-adoptive staffing.

1. If you are *not* linking a Child Recruitment Plan, change the status from In Progress to **Complete** using the Status drop-down menu.

Child Recruitment Plan Summary

No Child Recruitment Plan has been linked

A child recruitment plan will not be linked for the following child: ⓘ

Sacwis, Susie

Status: *

Completing a Pre-Adoptive Staffing Record

The **Manage Pre-Adoptive Staffing** screen appears with a Status of **Complete**, and the Maintain Child Recruitment Plan option is no longer available.

2. Click, **Save**.

Pre-Adoptive Staffing Details Adoptive Child Information **Completion**

Pre-Adoptive Staffing Summary

	Topic	Narrative
edit	Child Study Inventory	Test Narrative
edit	Child's Lifebook	
edit	Goodbye/Transition visits	
edit	If applicable, summarize any relationships with relatives/kin that should be maintained include the names and relationships and document the reason it is in the child's best interest to maintain the relationship	
edit	Summarize the child's understanding and readiness for adoption including a summary of any preparation or discussions the worker has had with the child, including any services being provided to the child to increase their readiness for adoption	
edit	Summarize the outcomes of the pre-adoptive staffing. Include, at a minimum, the recruitment or placement plan for the child and any potential families interested in adopting the child	

Child Recruitment Plan Summary

	Recruitment Plan ID	Child Name	Effective Date	End Date	
edit	121212	Sacwis, Susie	05/01/2024		unlink

Status: * Complete

The **Pre-Adoptive Staffing Records** screen appears, displaying the Pre-Adoptive Staffing with a **Status of Complete**.

[Case Overview](#)

[Activity Log](#)

[Attorney Communication](#)

[Intake List](#)

[Forms/Notices](#)

[Substance Abuse Screening](#)

[Ongoing Case A/I](#)

[Specialized A/I Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

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

Pre-Adoptive Staffing Matching Conference

Pre-Adoptive Staffing Records

Showing 1 Pre-Adoptive Staffing records:

	Pre-Adoptive Staffing ID	Child Name / ID	Date	Worker Completing	Status	
edit	121212	Sacwis, Susie / 123456	05/06/2024		Complete	

Child Name:

Completing a Pre-Adoptive Staffing Record

Important: If the Child Recruitment Plan was not started/not created, and a Pre-Adoptive Staffing record has been started, when you click, Maintain Child Recruitment Plan from within the Pre-Adoptive Staffing record; you can add a Recruitment Plan, save it with a status of In Progress, Active, Complete or Closed, and SACWIS will pull the Child Recruitment Plan into the Pre-Adoptive Staffing record. The status of the recruitment plan must be Active, Complete, or Closed before the Pre-Adoptive Staffing can be saved as complete. If you *are* linking a Child Recruitment Plan:

3. Click, **Maintain Child Recruitment Plan** on the **Manage Pre-Adoptive Staffing** screen.

Pre-Adoptive Staffing Details Adoptive Child Information **Completion**

Pre-Adoptive Staffing Summary

	Topic	Narrative
edit	Child Study Inventory	Test Narrative
edit	Child's Lifebook	
edit	Goodbye/Transition visits	
edit	If applicable, summarize any relationships with relatives/kin that should be maintained include the names and relationships and document the reason it is in the child's best interest to maintain the relationship	
edit	Summarize the child's understanding and readiness for adoption including a summary of any preparation or discussions the worker has had with the child, including any services being provided to the child to increase their readiness for adoption	
edit	Summarize the outcomes of the pre-adoptive staffing. Include, at a minimum, the recruitment or placement plan for the child and any potential families interested in adopting the child	

Child Recruitment Plan Summary

No Child Recruitment Plan has been linked

[Maintain Child Recruitment Plan](#)

The **Maintain Recruitment Plan** screen appears.

4. Click the **select** link beside the appropriate Child Recruitment Plan.

Completing a Pre-Adoptive Staffing Record

Maintain Recruitment Plan

CASE NAME / ID: Sacwis, Susie / 123456

Adoption / Open

Select Child Recruitment Plan

		Recruitment Plan ID	Child Name / ID	Effective Date	End Date	Status	Linked
select	edit	121212	Sacwis, Susie / 123456	05/01/2024		In Progress	

Select child:

Add Recruitment Plan

The **Manage Pre-Adoptive Staffing** screen appears, displaying the linked recruitment plan in the **Child Recruitment Plan Summary** grid.

Note: If the Child Recruitment Plan is incorrect and you need to remove it, click **unlink** in the **Child Recruitment Plan Summary**.

CHILD NAME: Sacwis, Susie / 123456

DOB: 12/06/1990

Pre-Adoptive Staffing Details

Adoptive Child Information

Completion

Pre-Adoptive Staffing Summary

	Topic	Narrative
edit	Child Study Inventory	Test Narrative
edit	Child's Lifebook	
edit	Goodbye/Transition visits	
edit	If applicable, summarize any relationships with relatives/kin that should be maintained include the names and relationships and document the reason it is in the child's best interest to maintain the relationship	
edit	Summarize the child's understanding and readiness for adoption including a summary of any preparation or discussions the worker has had with the child, including any services being provided to the child to increase their readiness for adoption	
edit	Summarize the outcomes of the pre-adoptive staffing. Include, at a minimum, the recruitment or placement plan for the child and any potential families interested in adopting the child	

Child Recruitment Plan Summary

	Recruitment Plan ID	Child Name	Effective Date	End Date	
edit	121212	Sacwis, Susie / 123456	05/01/2024		unlink

Status: * In Progress

Completing a Pre-Adoptive Staffing Record

The **Pre-Adoptive Staffing Narrative Details** screen appears.

5. Add narrative to the text box in the **Pre-Adoptive Staffing Narrative** grid.
Note: All six (6) topic narratives must be answered to mark the Pre-Adoptive Staffing complete. You can answer the topics in any order.
6. Click, **Next** to navigate through each Pre-Adoptive Staffing Summary topic (you can also use the Previous button for navigation).
7. Once you have finished the narrative for all topics, click, **Save**.

Pre-Adoptive Staffing Narrative Details

Please describe the status of the following requirement. If it is not complete, please explain why and include the plan for completion and a projected completion date.

Child's Lifebook: [\(expand full screen\)](#)

ABC

4000

[Previous](#) [Next](#) [Apply](#) [Save](#) [Cancel](#)

The **Manage Pre-Adoptive Staffing** screen appears, displaying the added narrative.

8. Change the **In Progress** status to **Complete**, using the **Status** drop-down menu.
9. Click, **Save**.

✔ Your data has been saved. ×

Pre-Adoptive Staffing Details Adoptive Child Information **Completion**

Pre-Adoptive Staffing Summary

	Topic	Narrative
edit	Child Study Inventory	Test Narrative
edit	Child's Lifebook	Test Narrative
edit	Goodbye/Transition visits	
edit	If applicable, summarize any relationships with relatives/kin that should be maintained include the names and relationships and document the reason it is in the child's best interest to maintain the relationship	
edit	Summarize the child's understanding and readiness for adoption including a summary of any preparation or discussions the worker has had with the child, including any services being provided to the child to increase their readiness for adoption	
edit	Summarize the outcomes of the pre-adoptive staffing. Include, at a minimum, the recruitment or placement plan for the child and any potential families interested in adopting the child	

Child Recruitment Plan Summary

	Recruitment Plan ID	Child Name	Effective Date	End Date	
edit	121212	Sacwis, Susie / 123456	05/01/2024		unlink

Status: [Apply](#) [Save](#) [Cancel](#)

Completing a Pre-Adoptive Staffing Record

The **Manage Pre-Adoptive Staffing** screen appears, displaying a **Status of Complete**.

✔ Your data has been saved. ✕

Pre-Adoptive Staffing Details Adoptive Child Information Completion

Pre-Adoptive Staffing Summary

	Topic	Narrative
edit	Child Study Inventory	Test Narrative
edit	Child's Lifebook	Test Narrative
edit	Goodbye/Transition visits	
edit	If applicable, summarize any relationships with relatives/kin that should be maintained include the names and relationships and document the reason it is in the child's best interest to maintain the relationship	
edit	Summarize the child's understanding and readiness for adoption including a summary of any preparation or discussions the worker has had with the child, including any services being provided to the child to increase their readiness for adoption	
edit	Summarize the outcomes of the pre-adoptive staffing. Include, at a minimum, the recruitment or placement plan for the child and any potential families interested in adopting the child	

Child Recruitment Plan Summary

	Recruitment Plan ID	Child Name	Effective Date	End Date
edit	121212	Sacwis, Susie / 123456	05/01/2024	unlink

Status: Complete Apply Save Cancel

Note: If you attempt to mark the Pre-Adoptive Staffing record's Status as Complete when there is an unresolved issue(s), for example, if you leave out required narrative, etc., you will receive a **validation message(s)** telling you what you need to correct to be permitted to mark the record as Complete. See example below:

✕ **4 validation message(s)** We found a few areas that need your attention:

- Explain why all siblings not considered for placement together is required when All siblings considered for placement together has No value to mark record as complete.
- On the Adoptive Child Information tab, all Topics listed for the Child's Needs must have narrative to mark the Pre-Adoptive Staffing as complete.
- Cannot mark the Pre-Adoptive Staffing record as complete until the linked Child Recruitment Plan has a status of Active, Complete or Closed.
- On the Completion tab, all Topics listed must have narrative to mark the Pre-Adoptive Staffing as complete.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).