Completing a Semiannual Administrative Review

Knowledge Base Article

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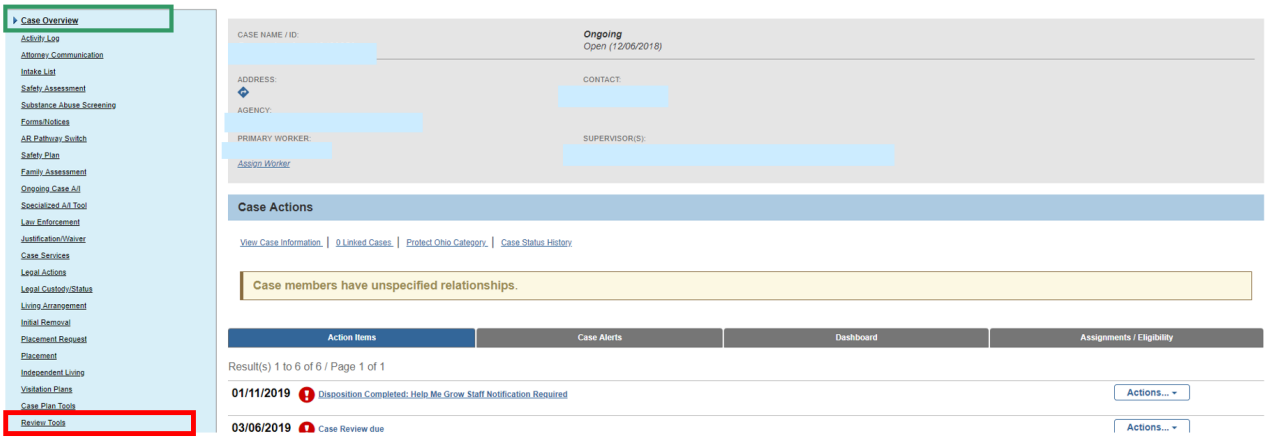
Overview

This article provides step-by-step instruction to complete a Semiannual Administrative Review (SAR).

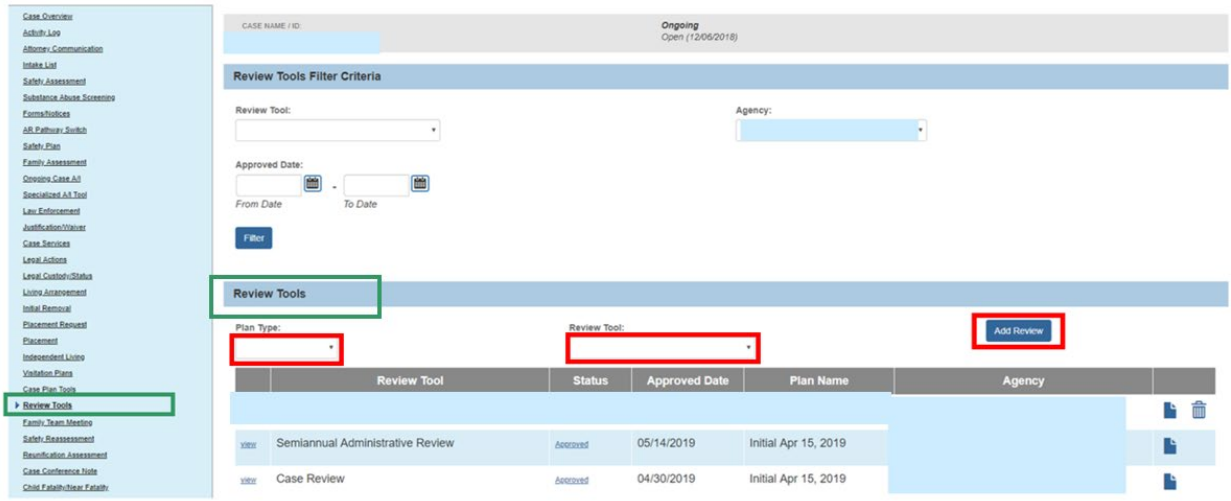
Note: There must be at least one Approved Case Review for this SAR review period to mark the SAR record as Approved.

1. From the SACWIS home screen, navigate to the **Case Overview** screen
2. Click, **Review Tools** in the navigation pane.



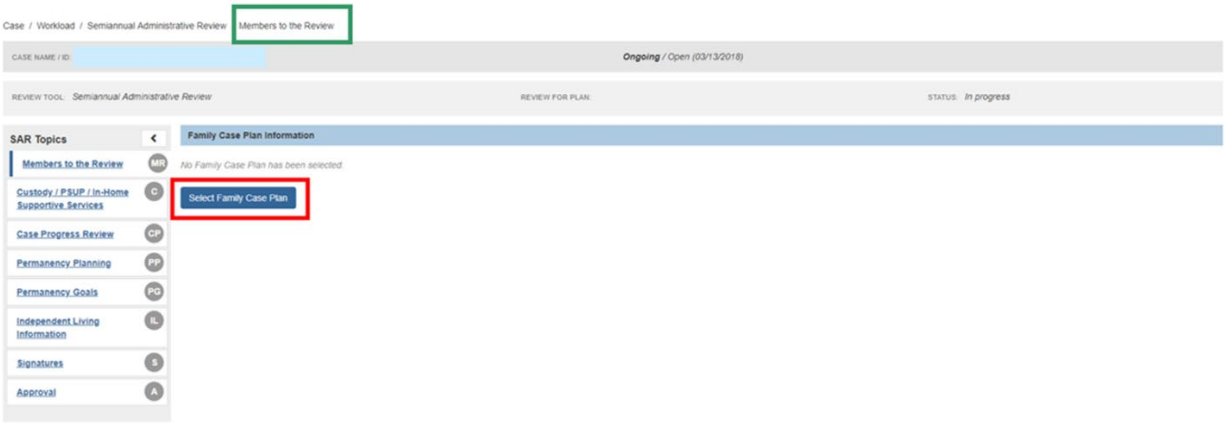
The **Review Tools** grid appears.

3. Select, **Family Case Plan**, from the **Plan Type** drop-down menu.
4. Select, **Semiannual Administrative Review**, from the **Review Tool** drop-down menu.
5. Click, **Add Review**.

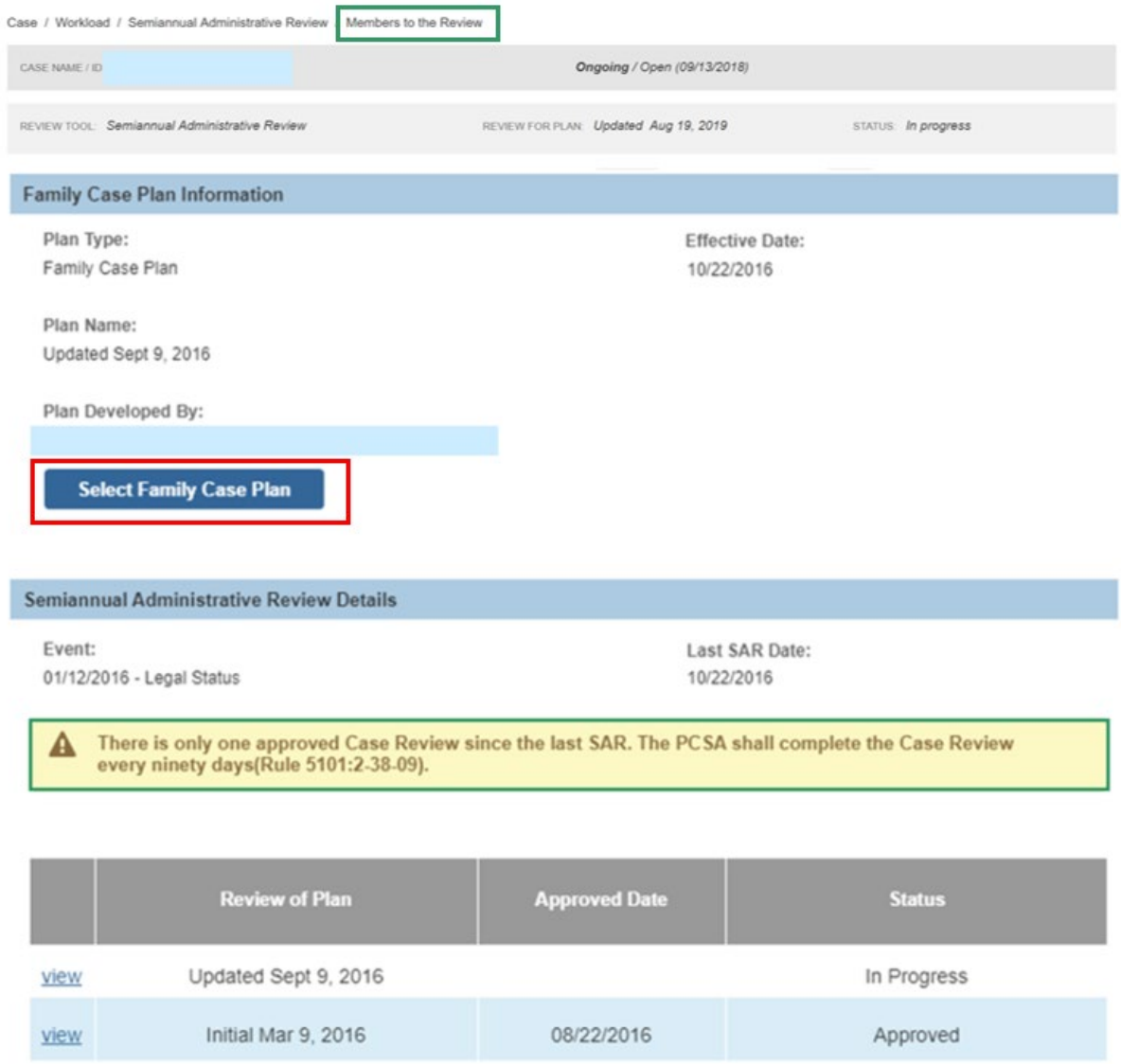


The **Members to the Review** screen appears.

6. Click, **Select Family Case Plan**.

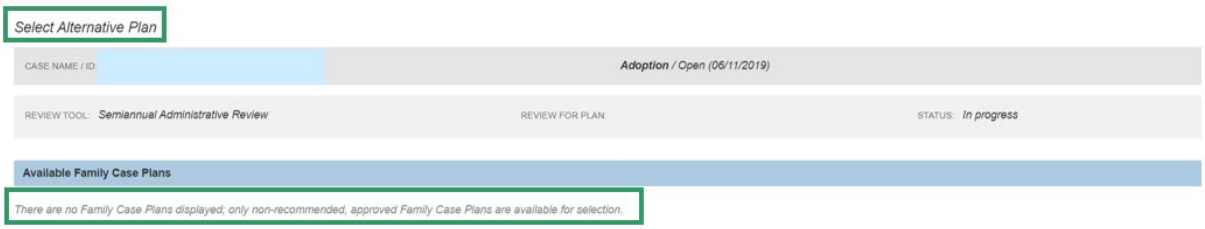


Important: If there has been only one approved Case Review since the last SAR, a warning will appear (see graphic below).

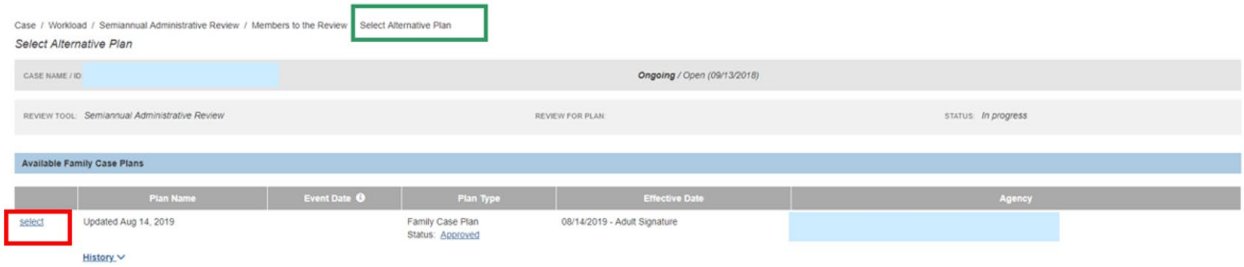


The **Select Alternative Plan** screen appears.

Note: If there are no available FCPs, the following message will appear: *There are no Family Case Plans displayed; only non-recommended, approved Family Case Plans are available for selection.*



7. In the **Available Family Case Plans** grid, click, **select**, beside the Family Case Plan to be reviewed.



Important: Navigating athe SAR Topics, click either **Next Topic**, or select the desired topic from the navigation pane. Ohio SACWIS will automatically save changes.

The **Members to the Review** screen appears.

Notes:

The SAR Topics listed in the navigation pane will display the following status until all required information has been provided:

Not Completed

Once the topic is complete, the SAR Topics list will display the following status:

Completed.

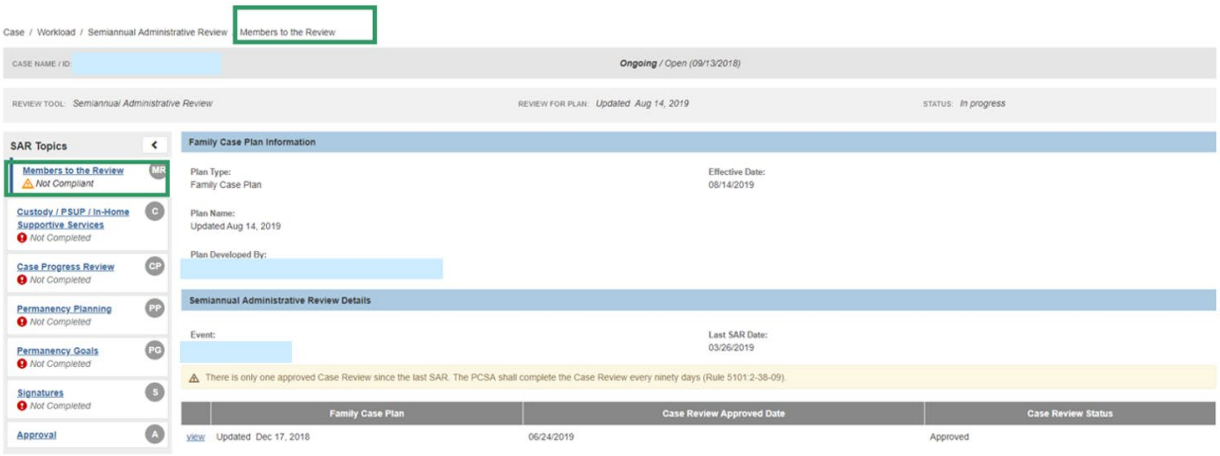
The status may display as ***Not Compliant***. A Not Compliant status indicates the topic is complete, but not in compliance.

All SAR Topics must have a Completed (or Not Compliant) to have the SAR approved.

Reviewing the Members to the Review Topic

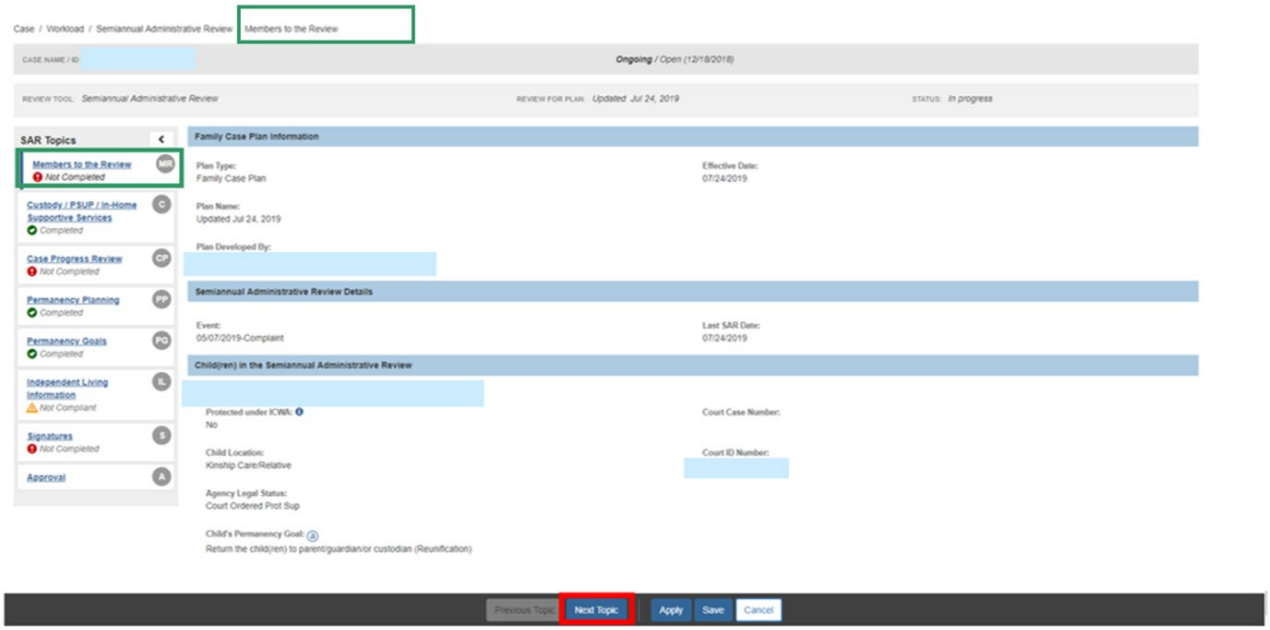
Note: The Members to the Review page is display only; there is no data to record on this page. All In Progress and Approved Case Reviews since the Approval of the last SAR will display.

The Members to the Review topic will display a ***Not Compliant*** warning message when there has been only one Approved Case Review since the last SAR. The message reads as follows: **There is only one approved Case Review since the last SAR. The PCSA shall complete the Case Review every ninety days (Rule 5101.2-38-09).**



The Members to the Review topic will display a ***Not Completed*** warning message when there is no Case Review recorded since the approval of the last SAR for the selected plan episode.

8. Click, **Next Topic**.

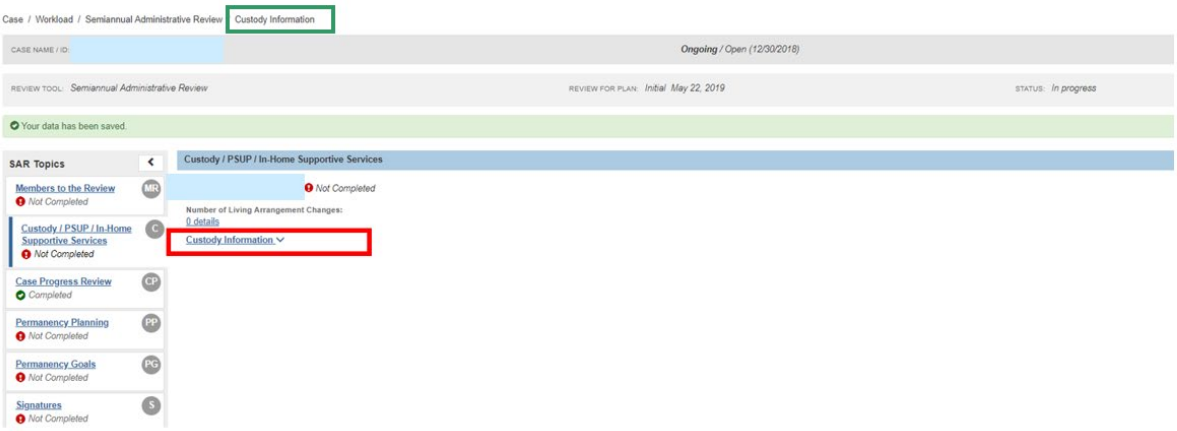


The **Custody Information** screen appears.

Reviewing the Custody / PSUP / In-Home Supportive Services Topic

Note: The **Custody / PSUP / In-Home Supportive Services** page is a display only, there is no data to record on this page.

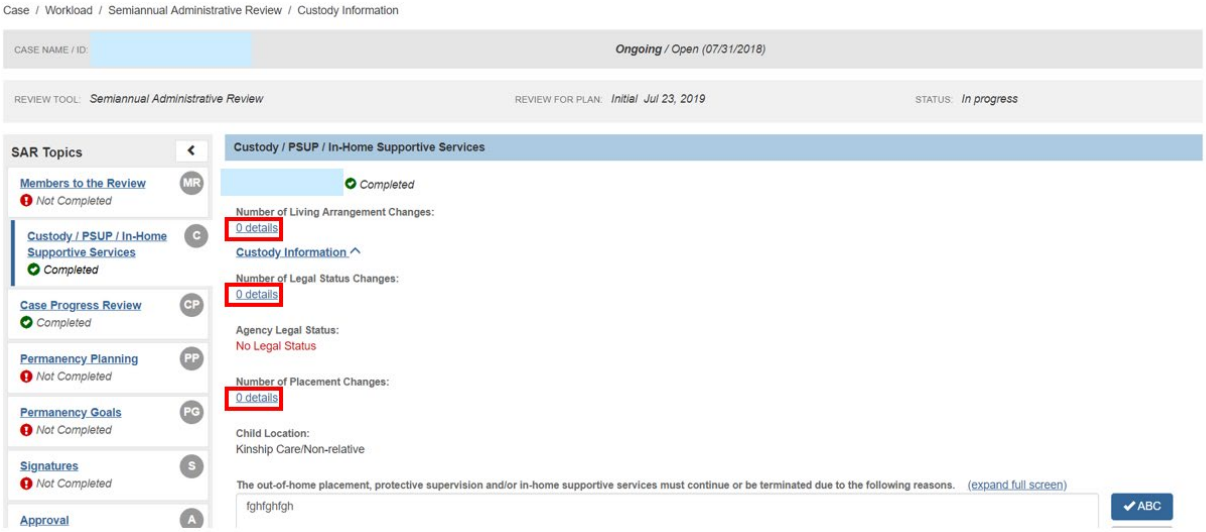
1. Click the **Custody Information** drawer (for each child).



The drawer expands.

2. Click the **details** link to view the **Number of Living Arrangement Changes**.
3. Click the **details** link to view the **Number of Legal Status Changes** made in this review period.
4. Click **details** link to view the **Number of Placement Changes**.

Important: Both the **Child Location** label and the **Number of Living Arrangement Changes** label will only display for a child that is not in an open agency custody episode.



5. click, **Close**.

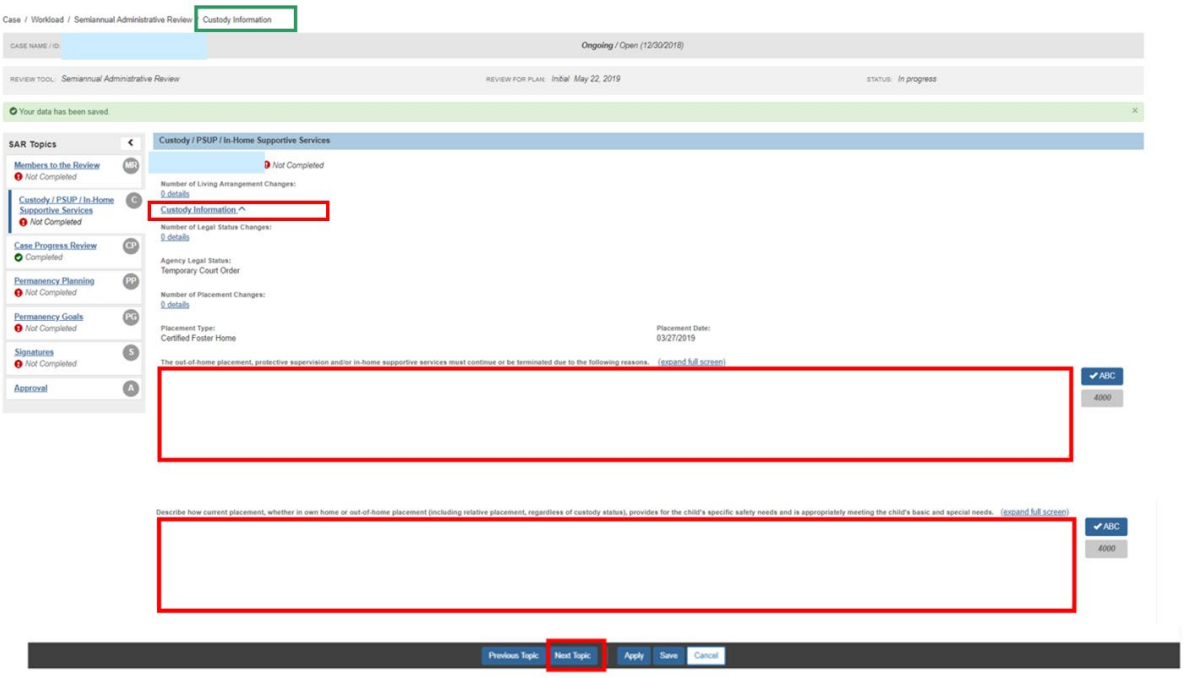
the **Custody Information** screen appears.

6. Click the Custody Information link.

7. Enter narrative in response for each child to: **The out-of-home placement, protective supervision and/or in-home supportive services must continue or be terminated due to the following reasons. Note:** This narrative text box only displays for Non-Adoption Family Case Plans.

8. Enter narrative in response for each child to: **Describe how current placement, whether in own home or out-of-home placement (including relative placement, regardless of custody status), provides for the child's specific safety needs and is appropriately meeting the child's basic and special needs.**

9. Click, **Next Topic**.



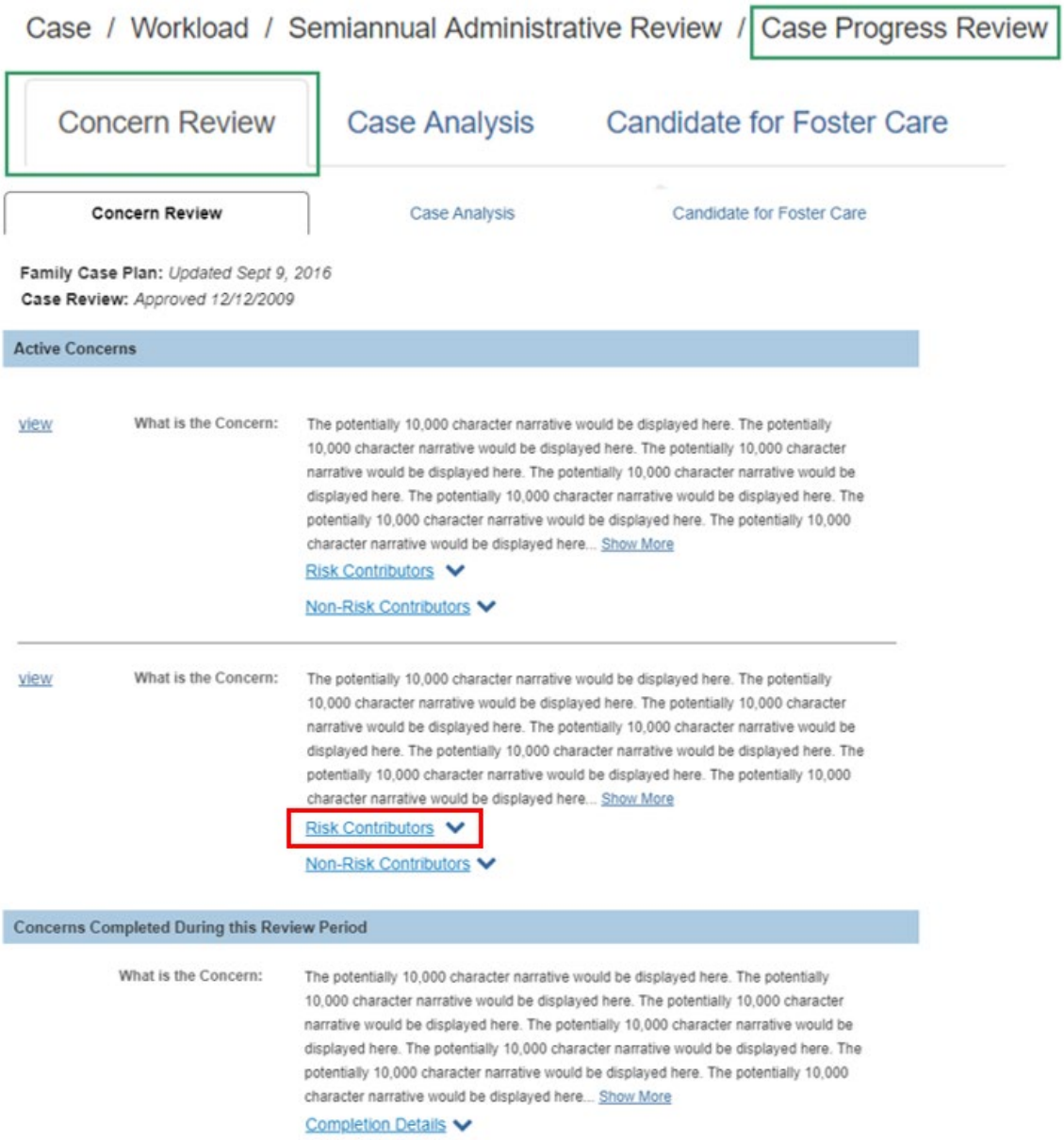
The **Case Progress Review** screen appears, defaulted to the **Concern Review** tab.

Note: The Concern Review tab page is a display only page; there is no data to record on this page.

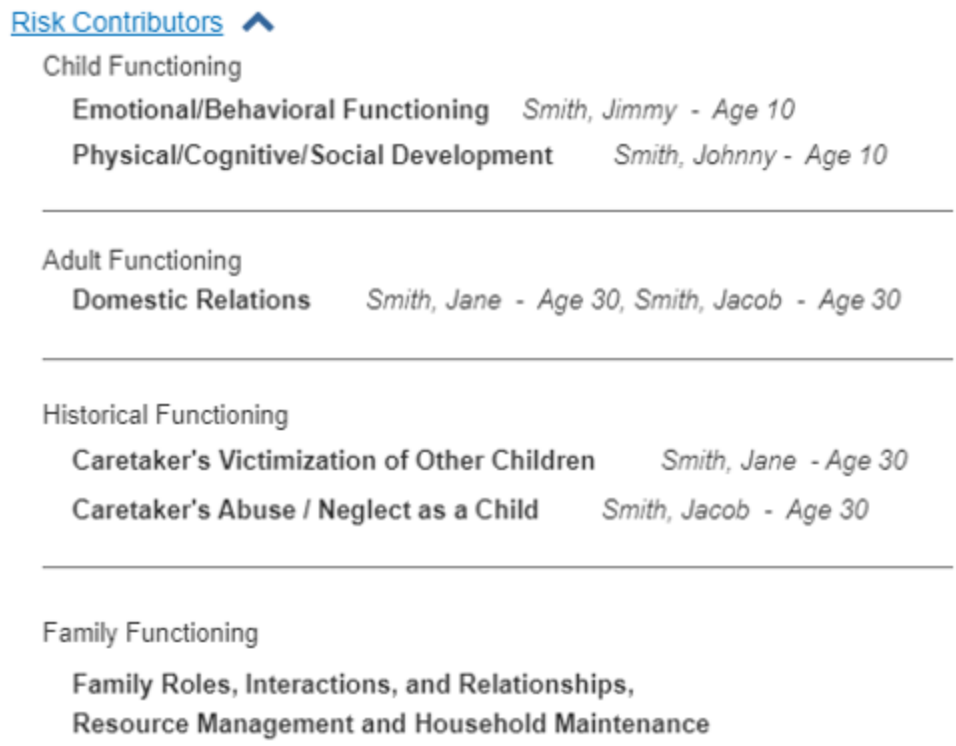
Completing the Case Progress Review Topic

Important: Active Concerns will display from each Approved Case Review in the last 180 days. For the Concerns Completed During this Review Period, all concern records that have a Completion date within the last 180 days will display.

- Click the **Risk Contributors** drawer.



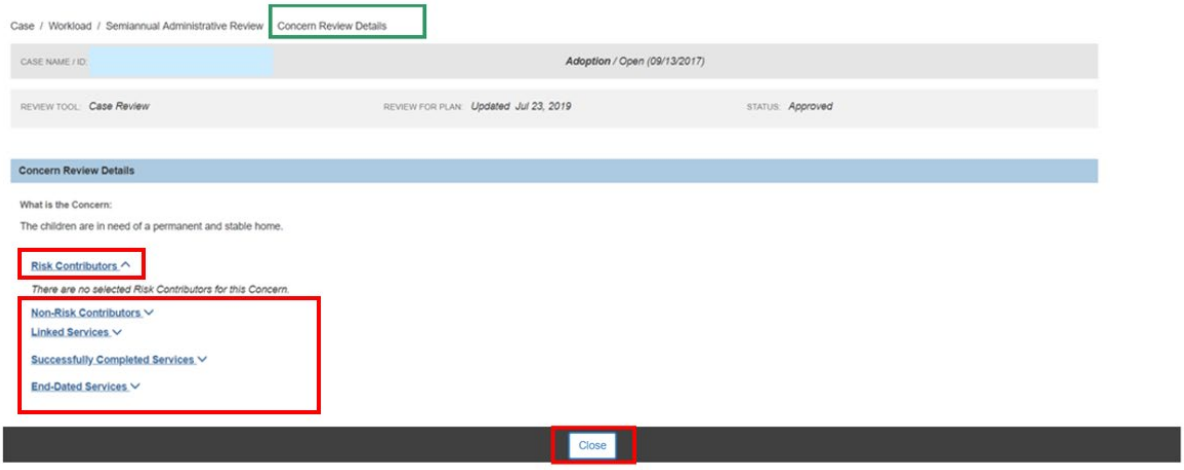
The drawer will expand to display existing Risk Contributors



- On the **Case Progress Review** screen above, click **view** beside a specific concern to see information regarding the concern.

The **Concern Review Details** screen appears.

- Click any of the drawer links to expand the drawer to view available information.
- Click **Close**.



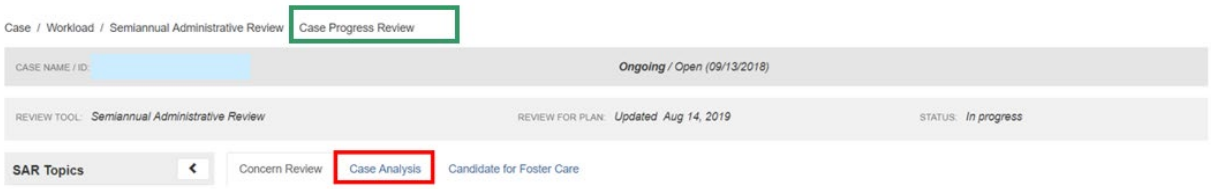
The **Case Progress Review** screen appears.

1. Click the **Case Analysis** tab.

The **Case Analysis** tab page appears.

Note: The **Case Analysis** tab page is a display only page; there is no data to record on this page.

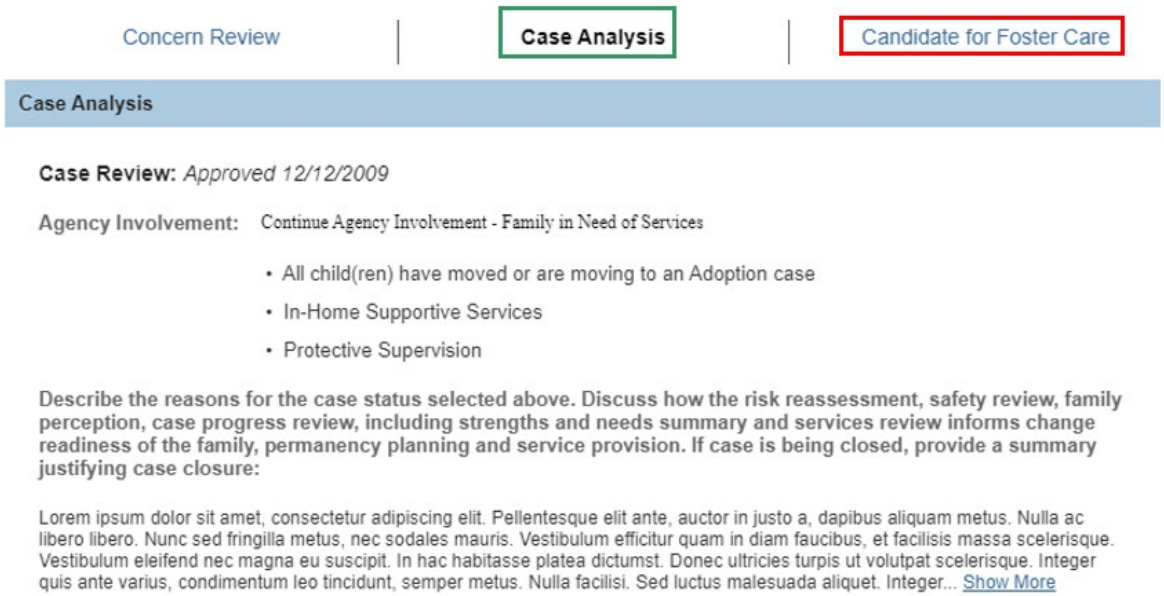
Important: Case Analysis will display from each Approved Case Review in the last 180 days.



The **Case Analysis** tab page appears.

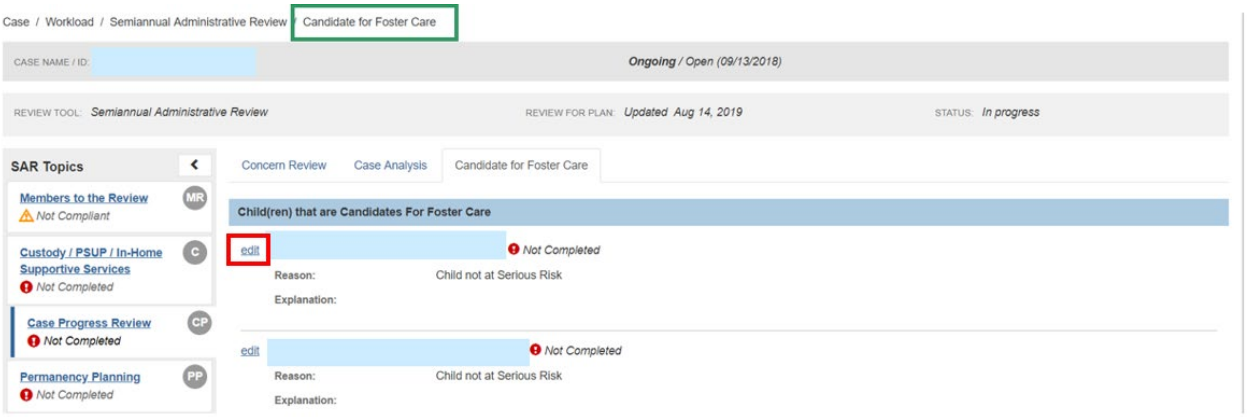
This screen displays the date the Case Review was approved, as well as the Agency's involvement. The screen will also display narrative in response to: Describe the reasons for the case status selected above. **Discuss how the risk reassessment, safety review, family perception, case progress review, including strengths and needs summary and services review informs change readiness of the family, permanency planning and service provision**. If case is being closed, provide a summary justifying case closure/

a. Click the **Candidate for Foster Care** tab.

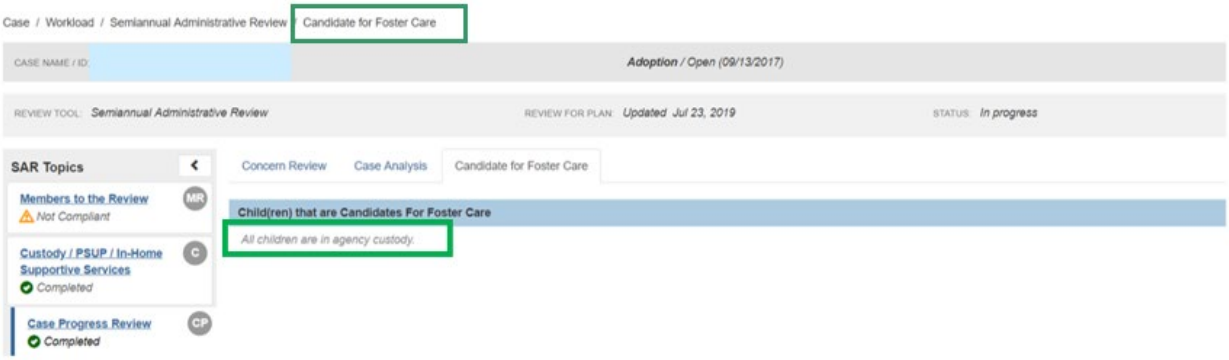


The **Candidate for Foster Care** tab screen appears.

1. Click, **edit**.

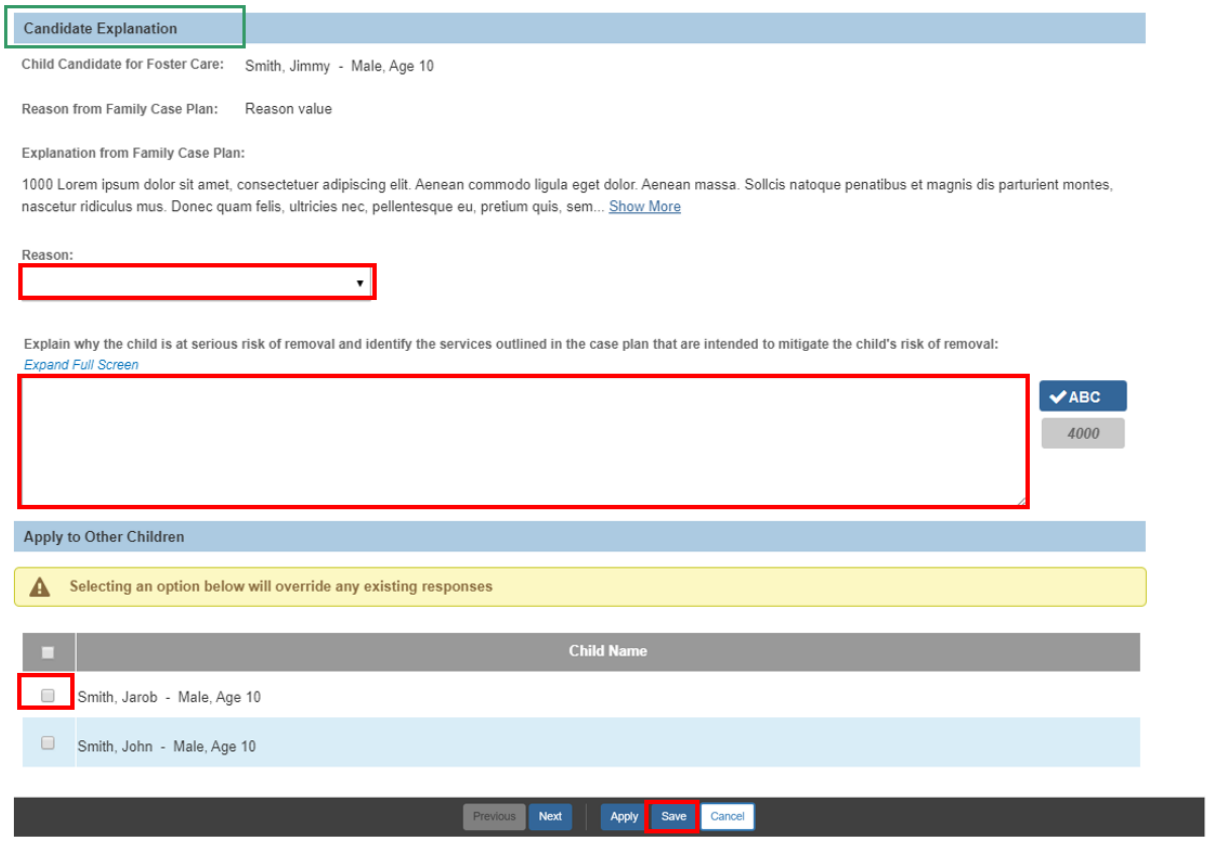


Note: The **Candidate for Foster Care** tab page will not provide the edit option when all children are in the agency custody for this review period. When a child is in agency custody, this tab is not required. The following message will display: ***All children are in agency custody.***



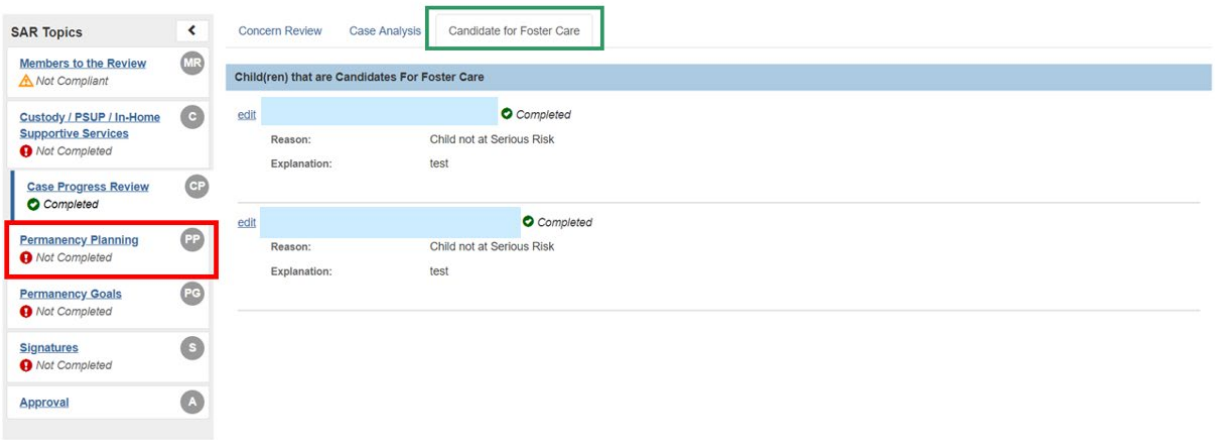
The **Candidate Explanation** screen appears.

1. Select from the **Reason** drop-down menu.
2. Enter narrative in the text box in response to **Explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal**.
3. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
4. Click, **Save**.



The **Candidate for Foster Care** tab screen appears.

1. Click the **Permanency Planning** topic.

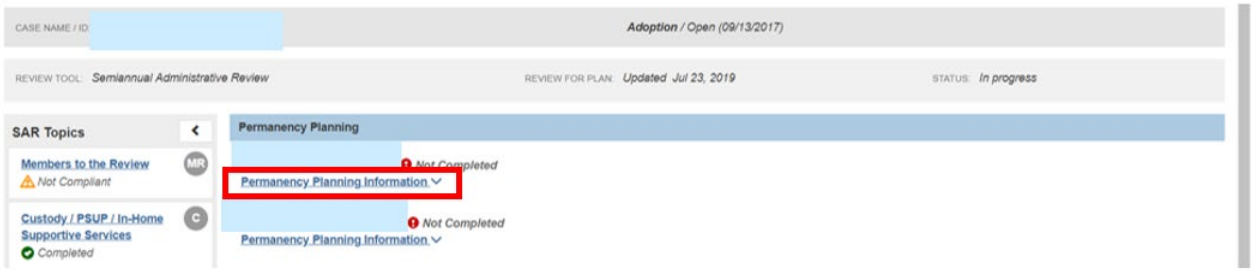


The **Permanency Planning** screen appears.

Completing the Permanency Planning Topic

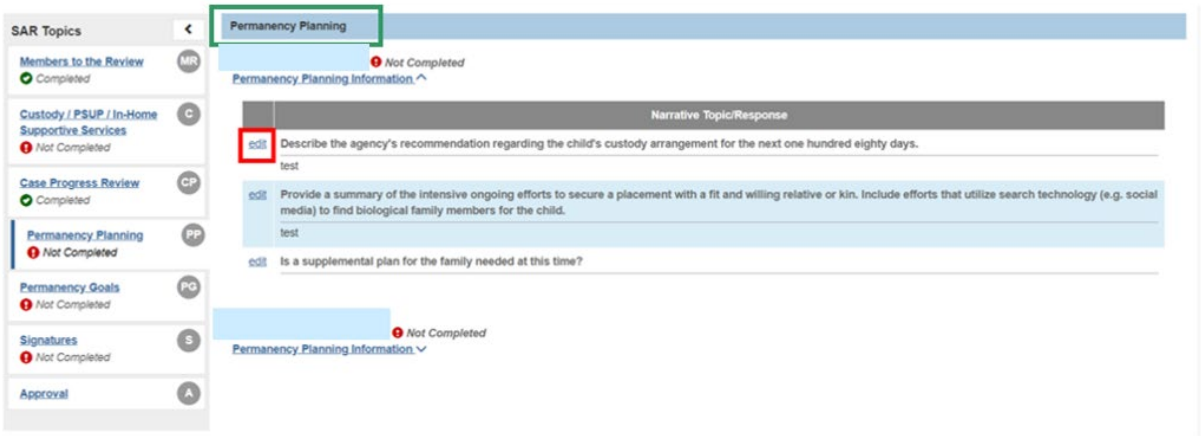
Completing the Permanency Planning Narrative of Agency Recommendation of Child's Custody Arrangement

1. Click the **Permanency Planning Information** drawer under the child's name (for each child listed).



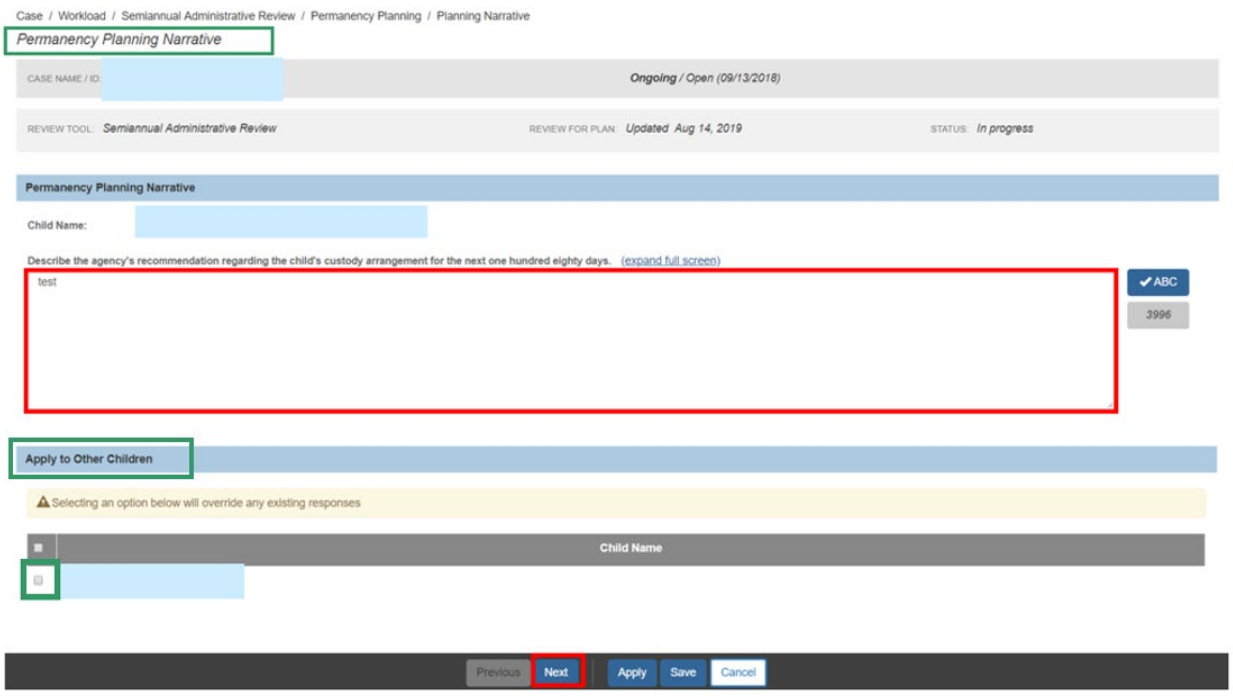
The drawer will expand.

2. Click, **edit**, beside: **Describe the agency's recommendation regarding the child's custody arrangement for the next one hundred eighty days.**



The **Permanency Planning Narrative** screen appears.

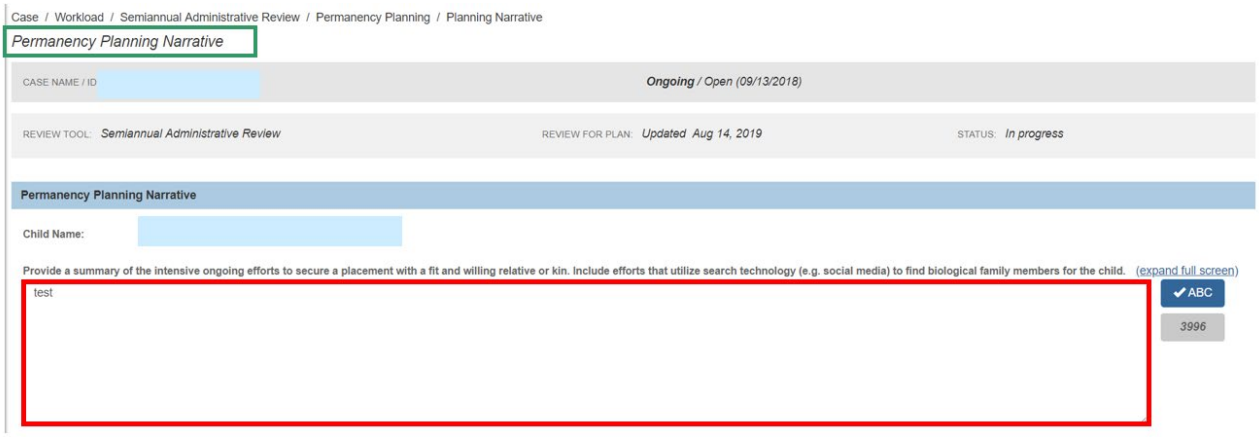
1. Enter narrative in response to: **Describe the agency's recommendation regarding the child's custody arrangement for the next on hundred eighty days**.
2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
3. Click, **Next**.

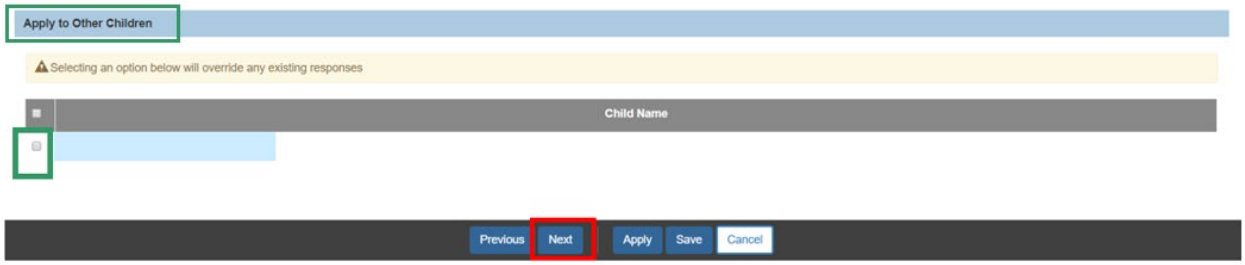


The **Permanency Planning Narrative** screen appears.

Completing the Summary Narrative of Ongoing Efforts to Secure a Placement

1. In the **Permanency Planning Narrative** grid, enter narrative in response to: **Provide a summary of the intensive ongoing efforts to secure a placement with a fit and willing relative or kin. Include efforts that utilize search technology (e.g. social media) to find biological family members for the child**.
2. If necessary, place a checkmark in the checkbox beside the name of the child in the **Apply to Other Children** grid.
3. Click, **Next**.





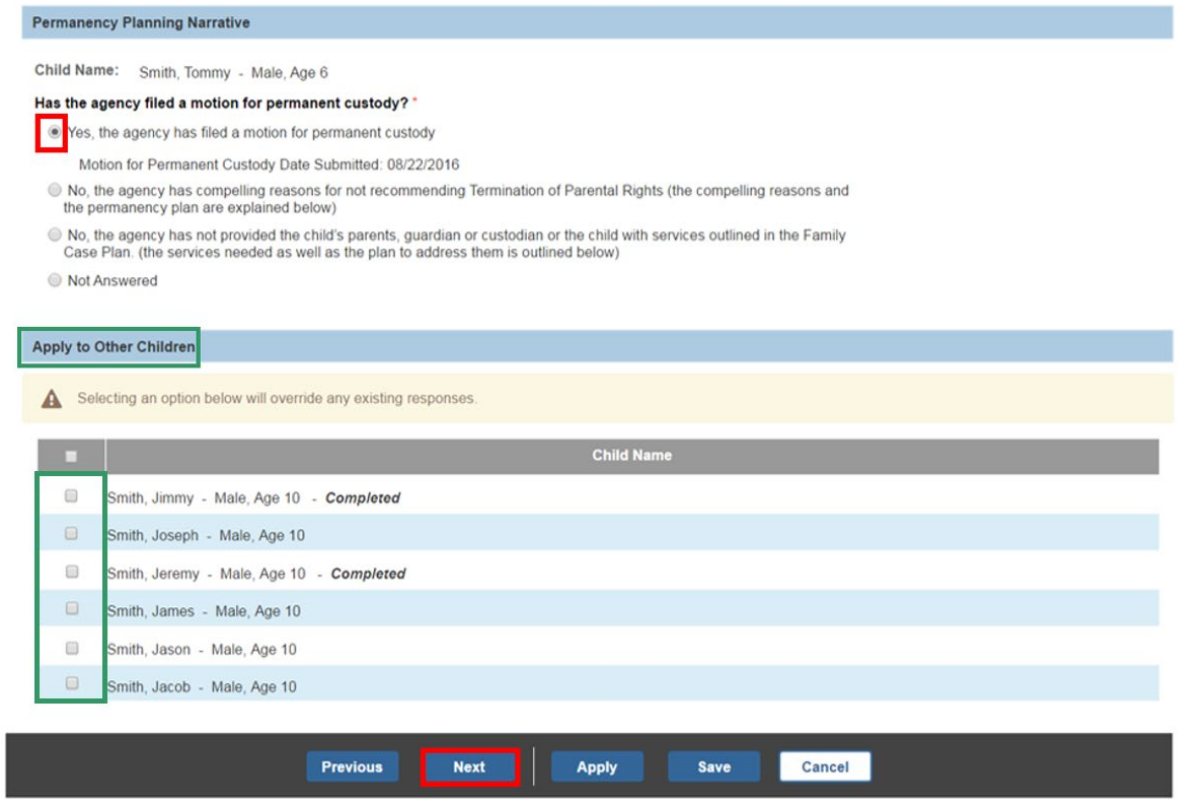
The **Permanency Planning Narrative** screen appears.

Completing the Permanency Planning Narrative when Agency has filed a Motion for Permanent Custody

1. If applicable, select the appropriate radio button in response to the following question: **Has the agency filed a motion for permanent custody?**

   Important: If a Motion for Permanency Custody has already been recorded in SACWIS, the system will automatically select the radio button **Yes, the agency has filed a motion for permanency custody** (example below) and will display the date of the Motion. This radio button will remain not editable.

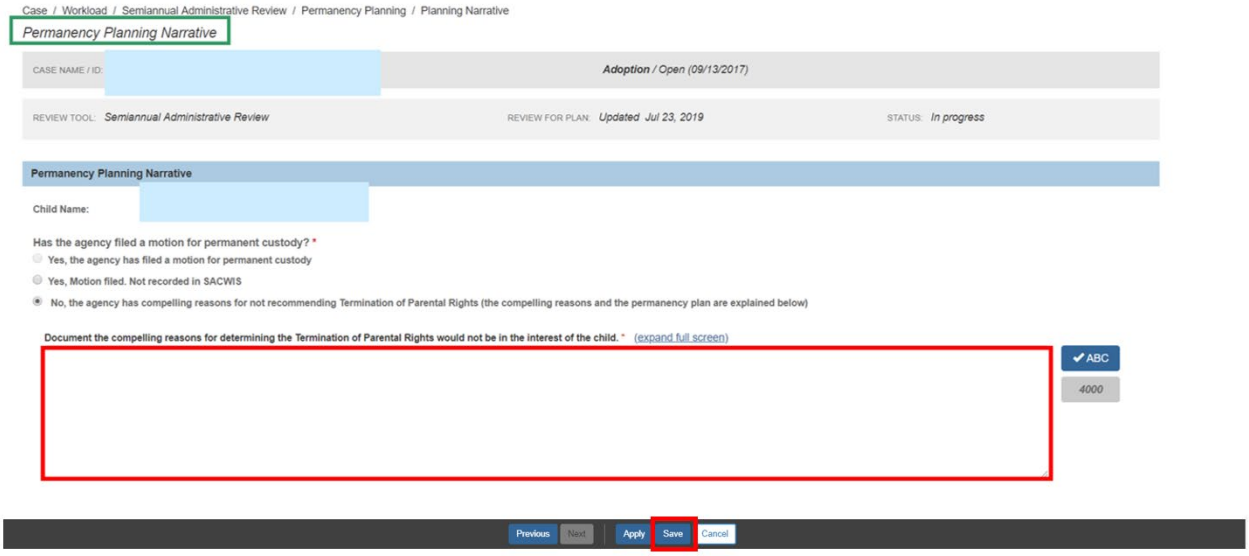
2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
3. Click, **Next**.



The **Permanency Planning Narrative** screeenappears.

In the screen below, the radio button selected is: **No, the agency has compelling reasons for not recommending Termination of Parental Rights**.

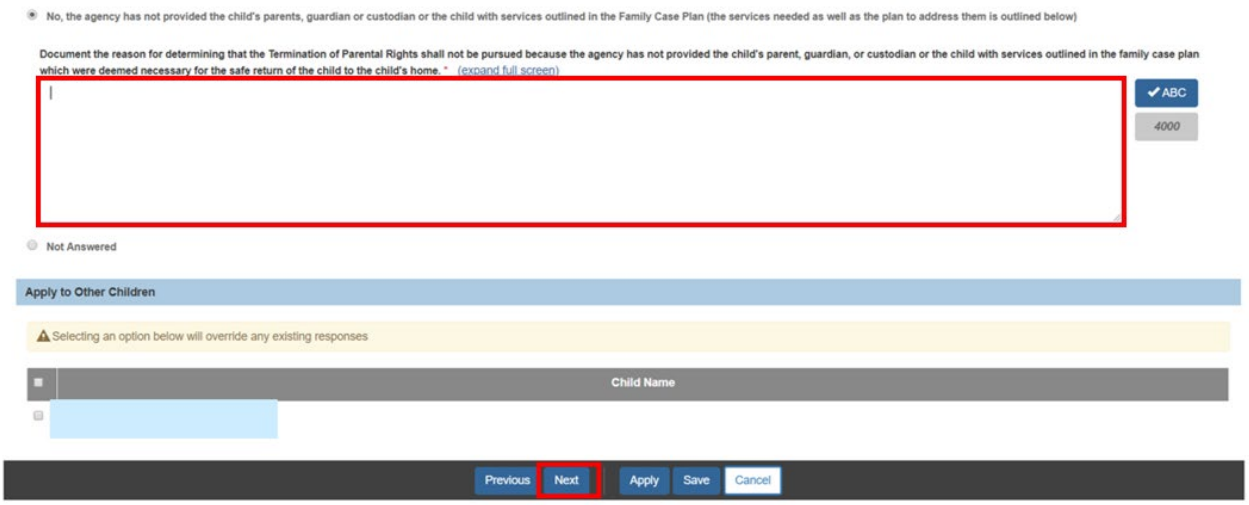
1. Enter narrative in response to: **Document the compelling reasons for determining the Termination of Parental Rights would not be in the interest of the child.**
2. Click, **Save**.



On the screen below, the radio button selected is: **No, the agency has not provided the child's parents, guardian or custodian or the child with services outlined in the Family Case Plan**.

1. Provide narrative in response to: **Document the reason for determining that the Termination of Parental Rights shall not be pursued becase the agency has not provided the child's parent, guardian, or custodian or the child with services outlined in the family case plan which were deemed necessary for the safe return of the child to the child's home.**

2. Click, **Next**.



The **Permanency Planning Narrative** screen appears.

Completing the Permanency Planning Narrative when a Concurrent Plan is Needed for the Family

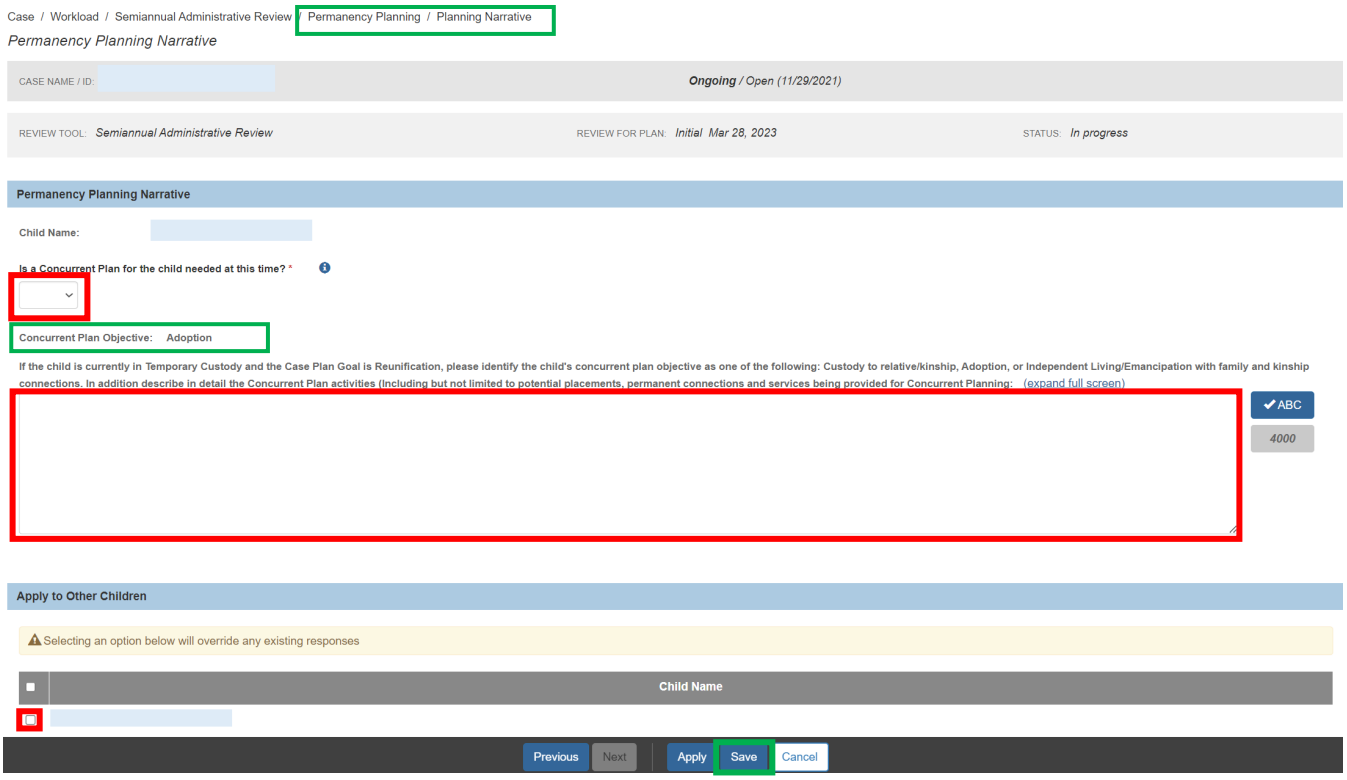
1. Select, **Yes** or **No**, from the: **Is a concurrent plan for the child needed at this time?** drop-down menu.

   Note: If **No is selected**:

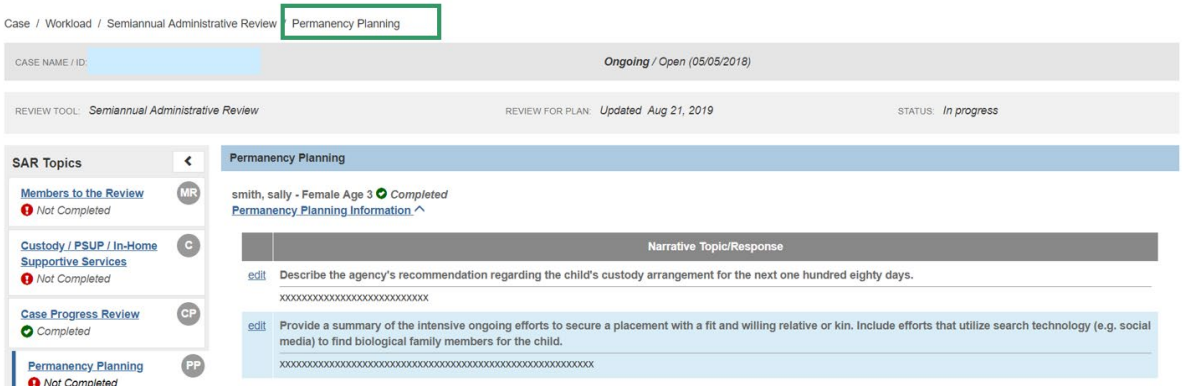
2. Enter narrative in the **If the child is currently in Temporary Custody and the Case Plan Goal is Reunification, please identify the child's concurrent plan objective as one of the following: Custody to relative/kinship, Adoption, or Independent Living/Emancipation with family and kinship connections. In addition describe in detail the Concurrent Plan activities (Including but not limited to potential placements, permanent connections and services being provided for Concurrent Planning** text box.

   Note: The Concurrent Plan Objective from the linked Family Case Plan will pull into this page. The Concurrent Plan Objective does not need typed into the text box.

3. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
4. Click **Save**.



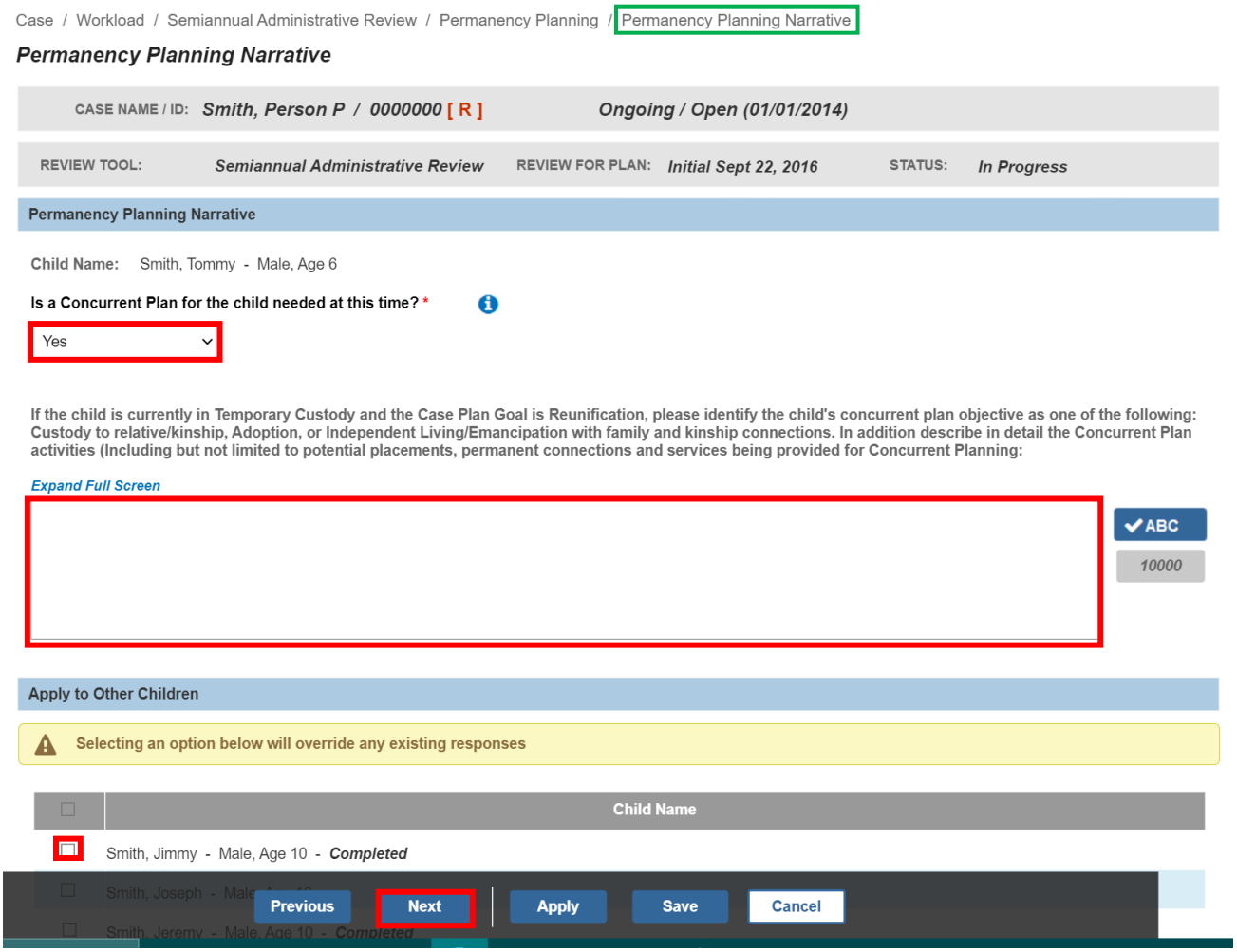
The Permanency Planning Screen appears.



If **Yes**, is selected, for **Is a concurrent plan for the child needed at this time drop-down menu:**

1. Enter narrative in the **If the child is currently in Temporary Custody and the Case Plan Goal is Reunification, please identify the child's concurrent plan objective as one of the following: Custody to relative/kinship, Adoption, or Independent Living/Emancipation with family and kinship connections. In addition describe in detail the Concurrent Plan activities (Including but not limited to potential placements, permanent connections and services being provided for Concurrent Planning** text box.

2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.
3. Click, **Next**.



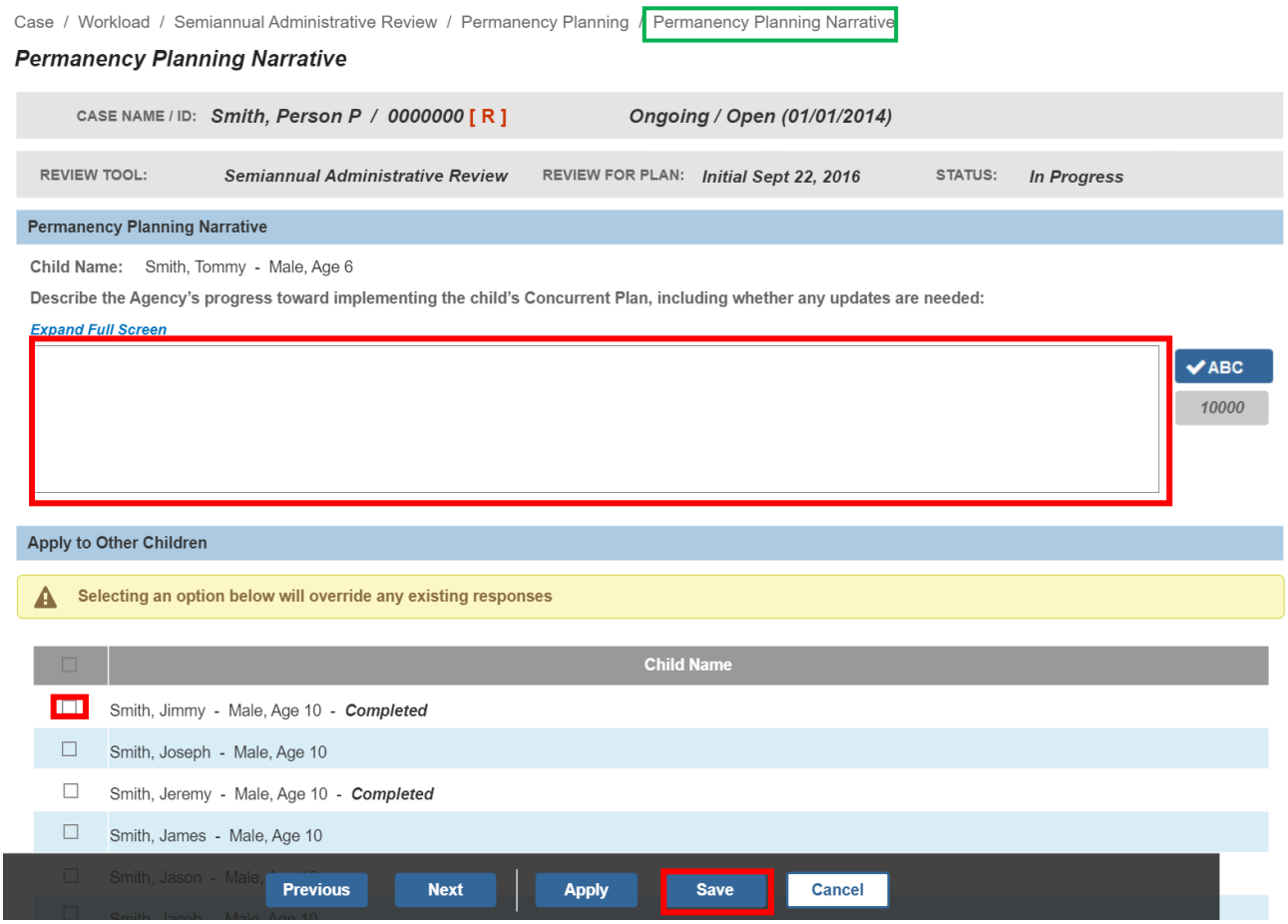
The **Permanency Planning Narrative** screen appears.

Completing the Permanency Planning Narrative for Agency's Progress toward Implementing Concurrent Plan

4. Enter narrative in response to: **Describe the agency's progress toward implementing the child's Concurrent Plan, including whether any amendments are needed.**

   Note: The Planning Narrative only displays when there is an affirmative response to: **Is a concurrent plan for the child needed at this time?**

5. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
6. Click, **Save**.

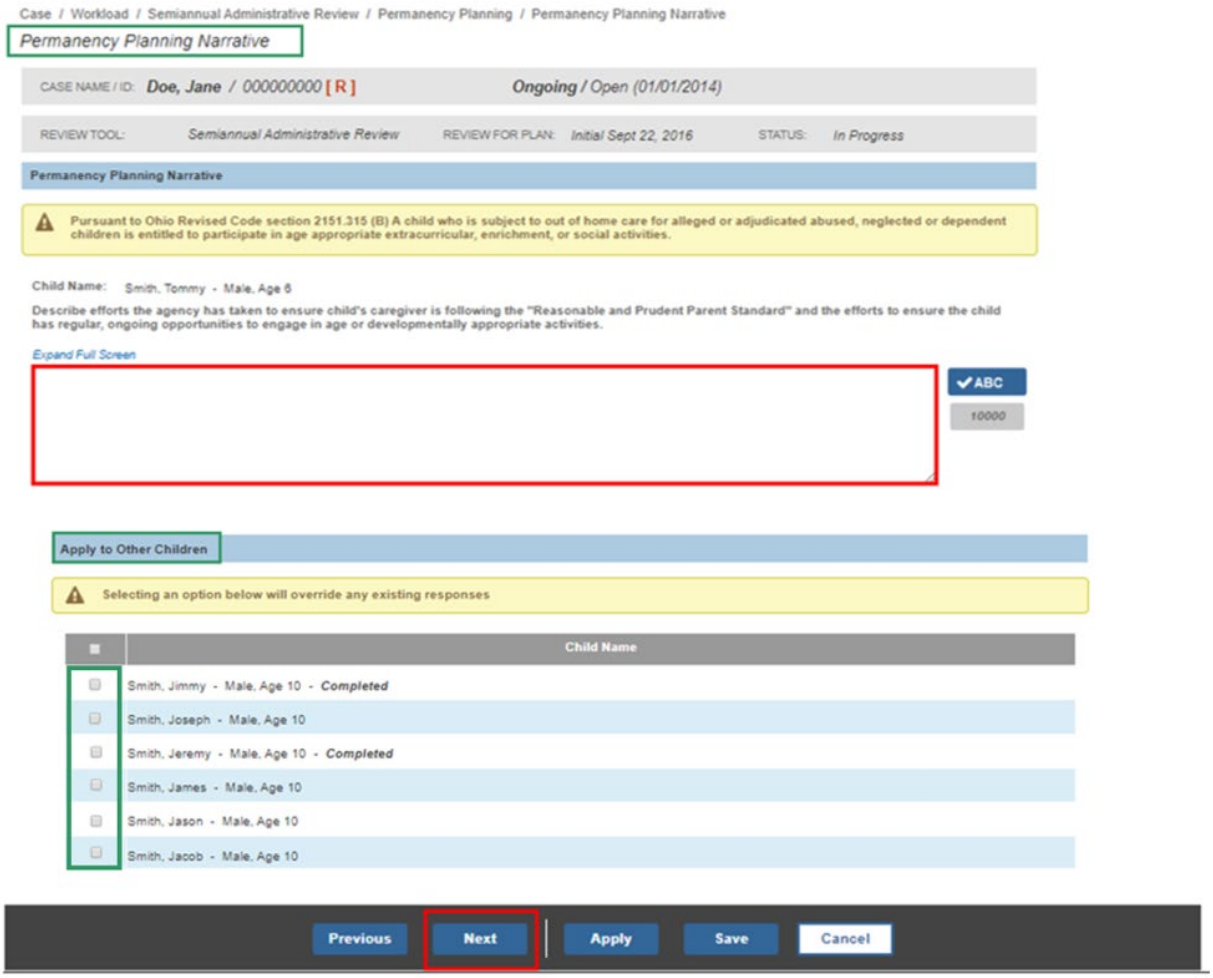


The **Permanency Planning Narrative** screen appears.

> **Note**: This Permanency Planning narrative displays only for a child that has a current legal status of PPLA.

Completing Permanency Planning Narrative for Describing Reasonable and Prudent Parent Standard

1. Enter narrative in response to: **Describe efforts the agency has taken to ensure child's caregiver is following the Reasonable and Prudent Parent Standard and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.**
2. If necessary, place a checkmark in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.
3. Click, **Next**.



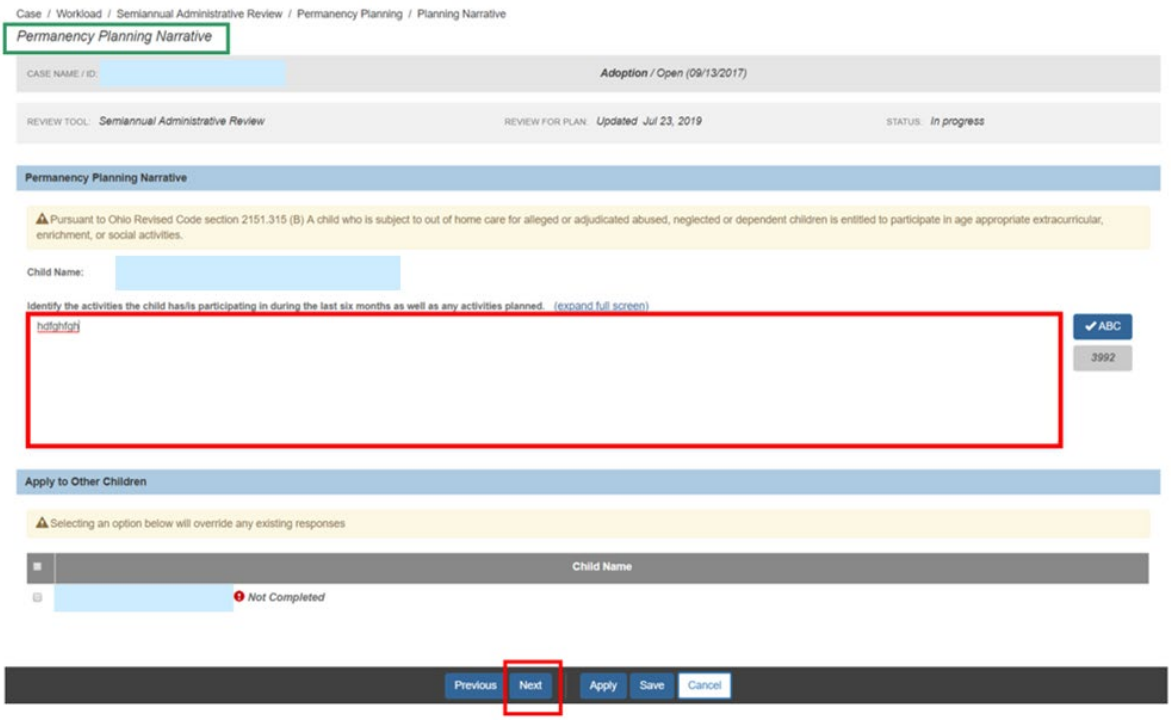
The **Permanency Planning Narrative** screen appears.

Completing Permanency Planning Narrative for Activities Child Participated in Last Six Months

1. Enter narrative in response to: **Identify the activities the child has/is participating in during the last six months as well as any activities planned.**

   Note: This permanency planning narrative only displays for all children that have a current legal status of either Permanent Custody (PC), Permanent Surrender (PS) or Planned Permanent Living Arrangement (PPLA).

2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.
3. Click, **Next**.



The **Permanency Planning Narrative** screen appears.

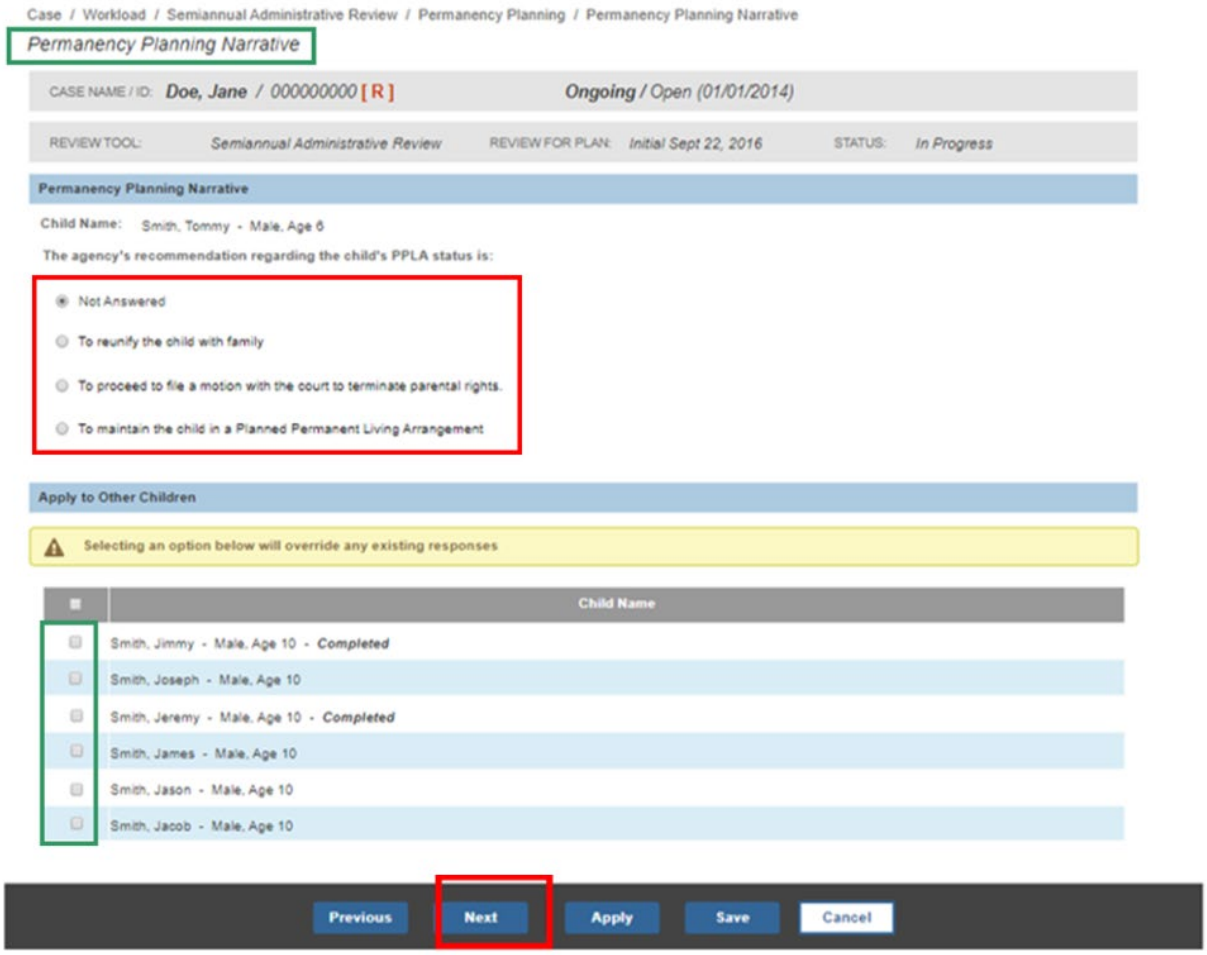
Completing Permanency Planning Narrative for Agency's Recommendation Regarding PPLA

1. Select the applicable radio button in response to: **The agency's recommendation regarding the child's PPLA status is:**

   Important: This permanency planning narrative displays only for children who have a current legal status of Planned Permanent Living Arrangement (PPLA).

2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.

3. Click, **Next**.



The **Permanency Planning Narrative** screen appears.

Completing Permanency Planning Narrative Efforts to Locate an Adoptive Home

1. Enter narrative in response to: **Describe the agency's efforts to locate an adoptive placement for a child who is in the permanent custody of the agency. Include information on child-specific recruitment activities and the results of those activities**.

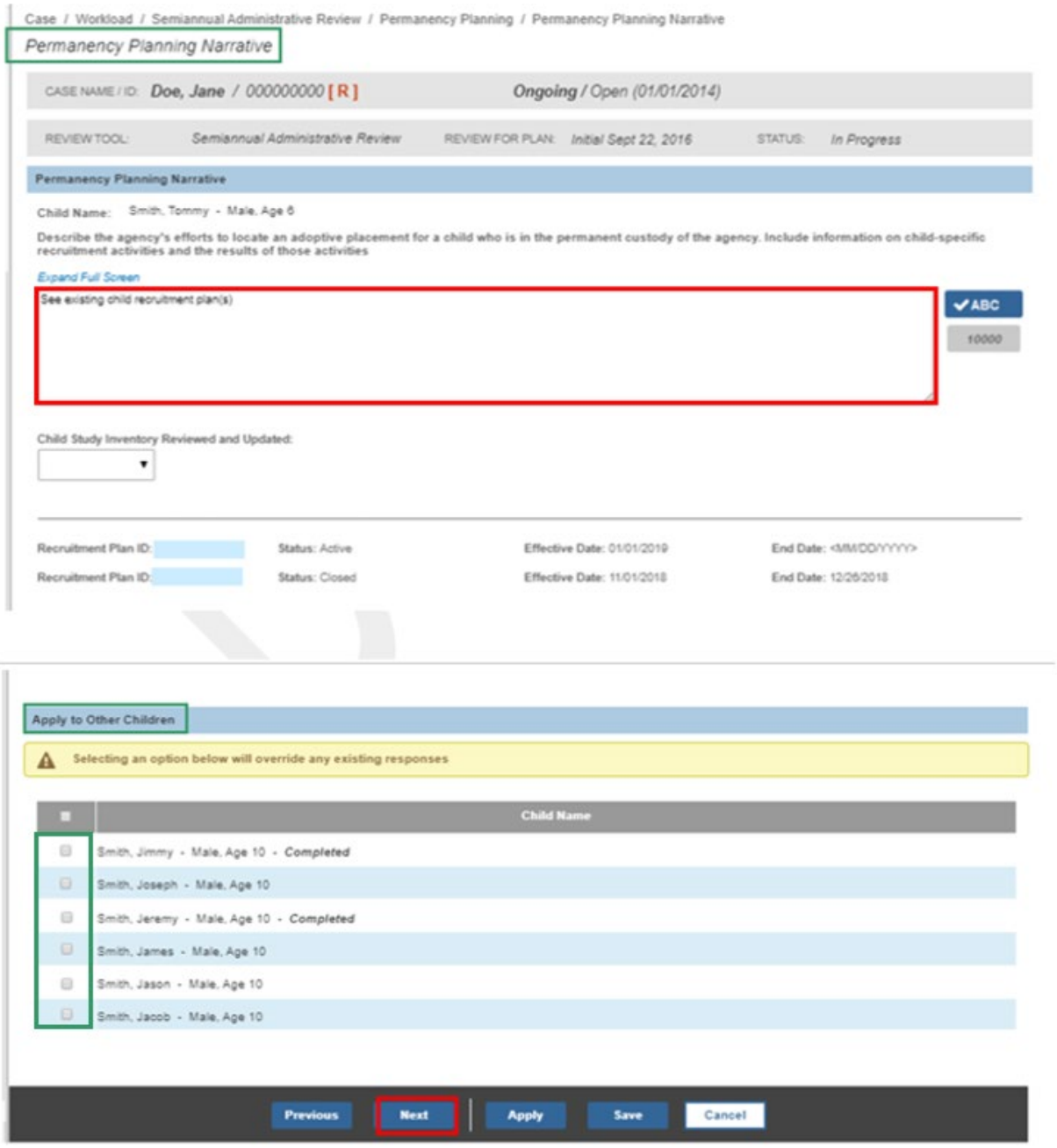
   Note: This permanency planning narrative only displays for all children that have a current legal status of either Permanent Custody (PC), Permanent Surrender (PS).

   Note: If the child(ren) have any Active, Complete or Closed Child Recruitment Plans, the system will add the narrative **See existing child recruitment plan(s)**, or, **Child is in an Adoptive Placement Setting and See existing child recruitment plan(s).**

2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.

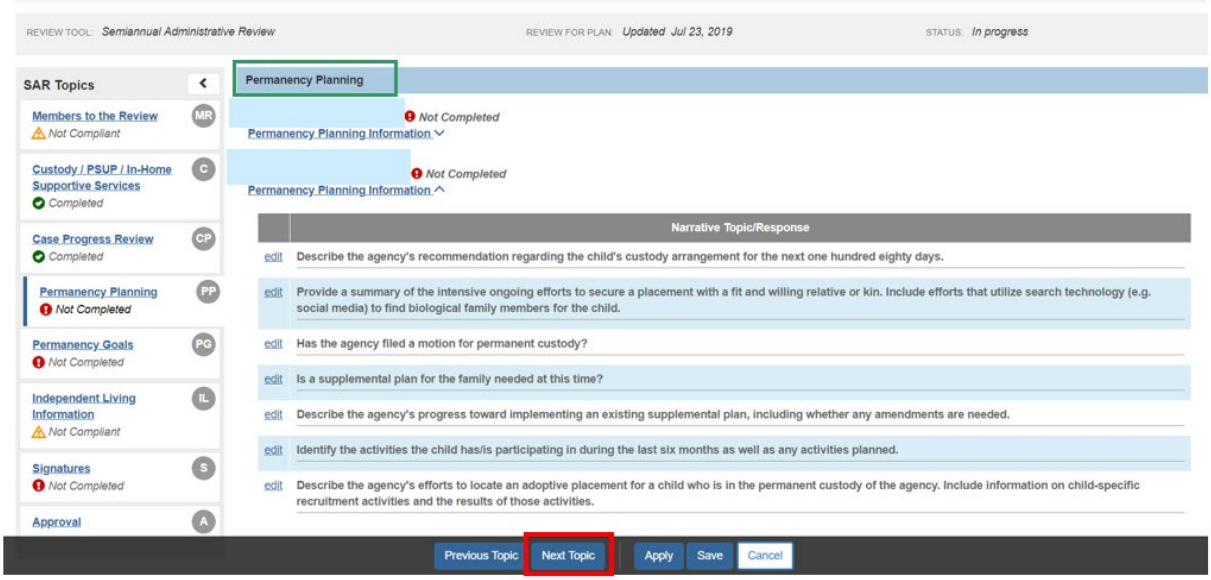
Important: If the child in focus has at least one child recruitment plan that will display on this SAR, the **Apply to Other Children** function cannot be utilized and will be grayed out.

3. Click, **Next**.



The **Permanency Planning** screen appears.

1. Click the **Permanency Planning Information** drawer for another child. Drawer expands. Complete the same steps as listed above for each Permanency Planning Narrative.
2. If the Apply to Other Children option was used: Click, **Next Topic**.



The **Permanency Goals** screen appears.

Completing the Permanency Goals Topic

1. Select the applicable radio button (**Yes** or **No**) in response to: **For each child, was the JFS 01443 Child's Education and Health Information Form updated, reviewed and discussed?**

2. Select the applicable radio button (**Yes** or **No**) in response to: **A copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.**

3. Click the **JFS 01443 Child's Education and Health Information Form(s)** drawer.

   Note: The **Education and Physical Health Information** section displays only if at least one child has an open custody episode.

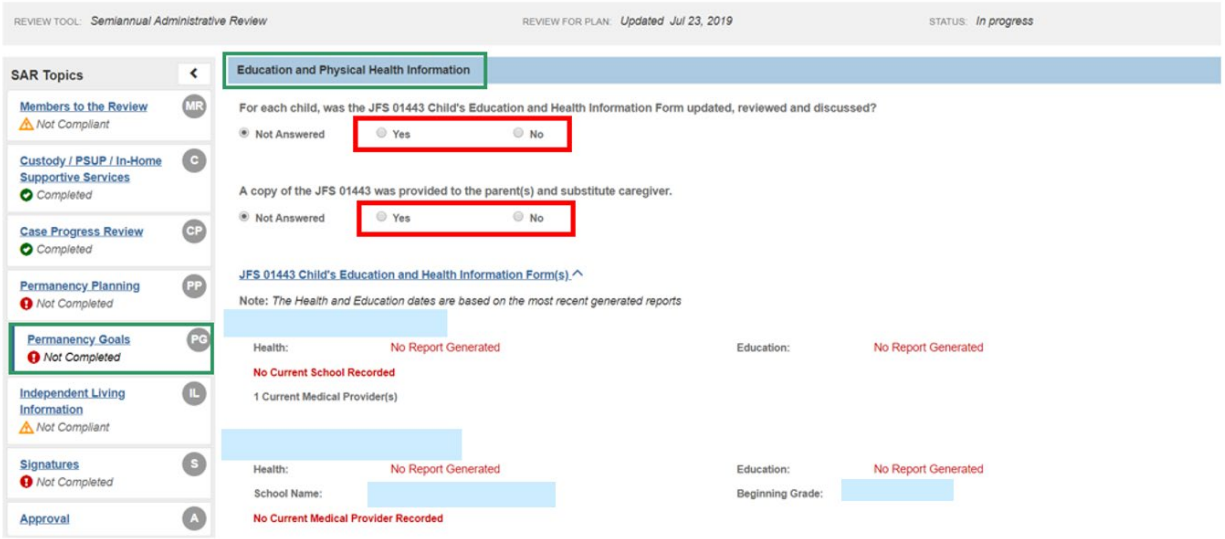
The drawer expands.

Important:

- The screen displays the most recent generated report date (based on the system date for unapproved SARs or Approval Date for approved SARs) for

JFS 01443 – Child's Education Information and the JFS 01443 Child's Health Information for each child.

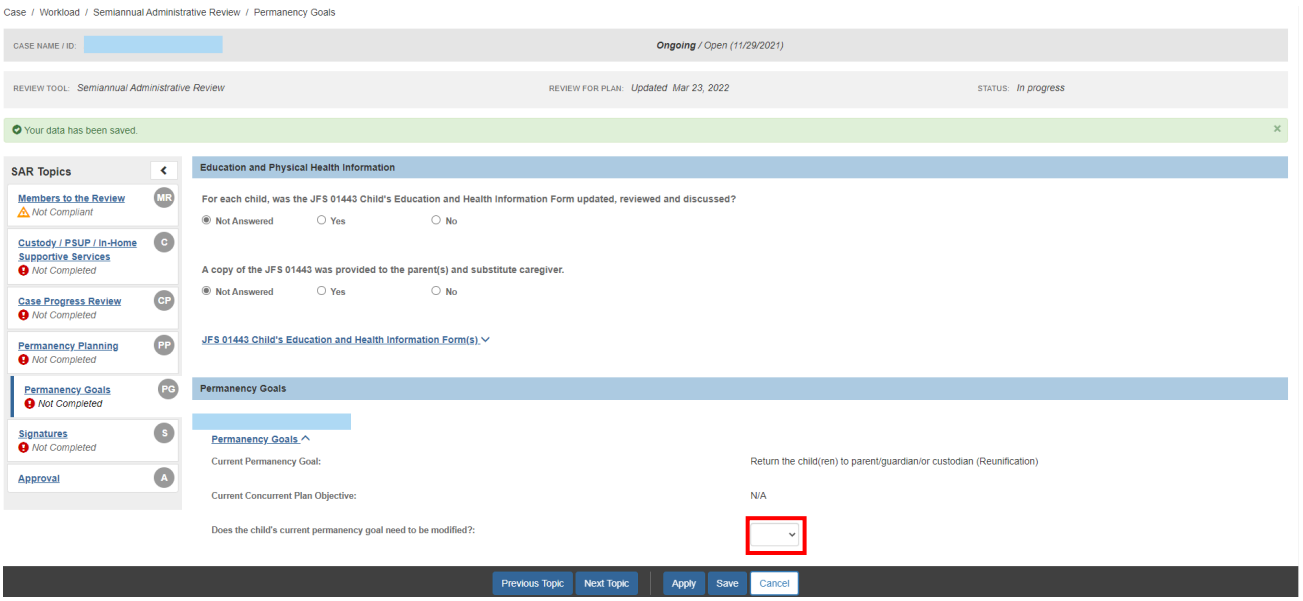
- If the JFS 01443 report has never been generated, the system will display **No Report Generated** for that specific report.
- The system will display **No Current School Recorded** for children who do not have a non-end-dated school record. The system will display the school name on the associated person: **Education – School History – School Name** where end date is null.
- The system will display **No Current Medical Provider Recorded** for children who do not have a non-end-dated provider record. System will display the beginning grade on the associated person: Education – School History – Beginning grade where end date is null.
- The school and provider information will only display for unapproved SARs and will display as of the system date.



4. Click the **Permanency Goals** drawer.

The drawer expands.

5. Select, **Yes** or **No**, from the drop-down menu is response to: **Does the child's current permanency goal need to be modified?**



The screen will expand to request further information depending on the answer about the child's current permanency goal.

Note: The screen below shows the screen expanded when the response to, Does the child's current permanency goal need to be modified, is **Yes**.

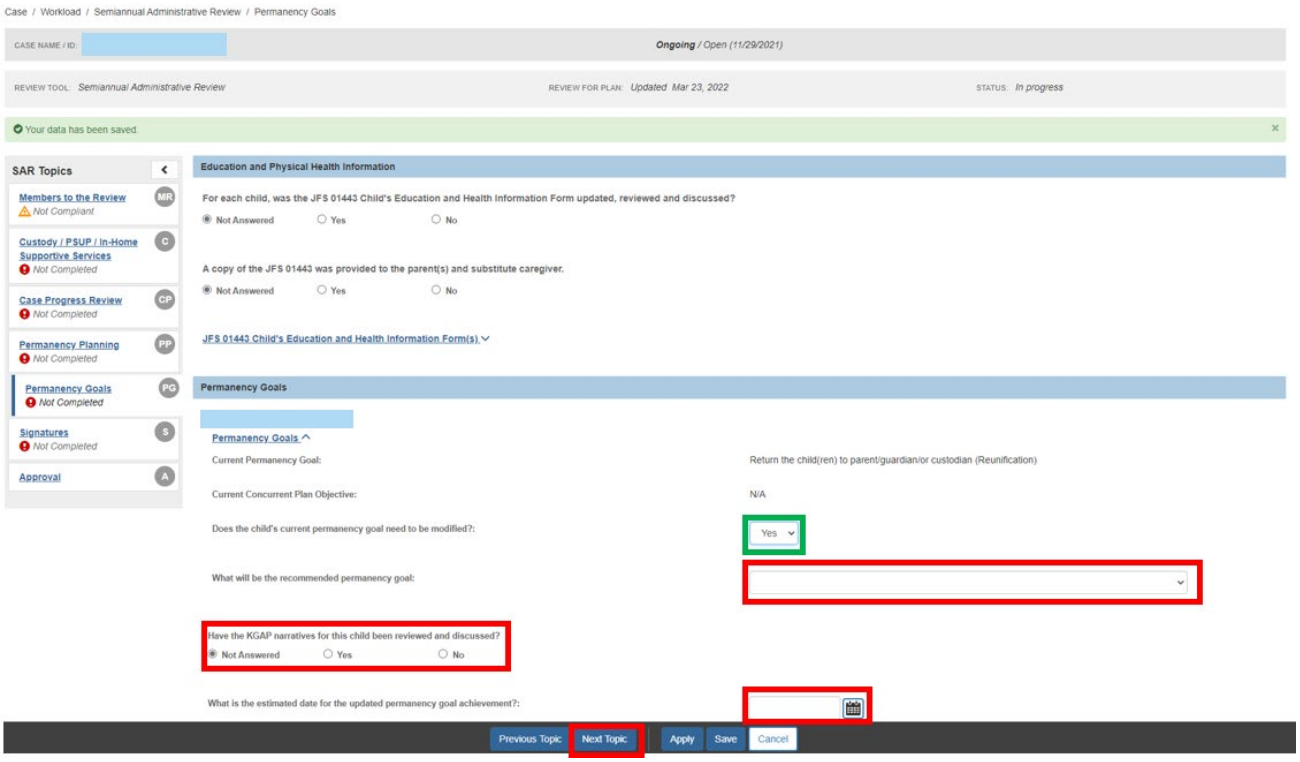
Important:

- The recommended permanency goal drop-down selection will not include the child's current permanency goal.
- The recommended permanency goal selection is based on the child's current legal status/recommended legal status.

6. Select from the drop-down menu for: **What will be the recommended permanency goal?**
7. Select the applicable radio button (Yes or No) in response to: **Have the KGAP Narratives for this child been reviewed and discussed?**
    a. This question will only populate when:
        i. The youth is in an open custody episode at the time of the SAR

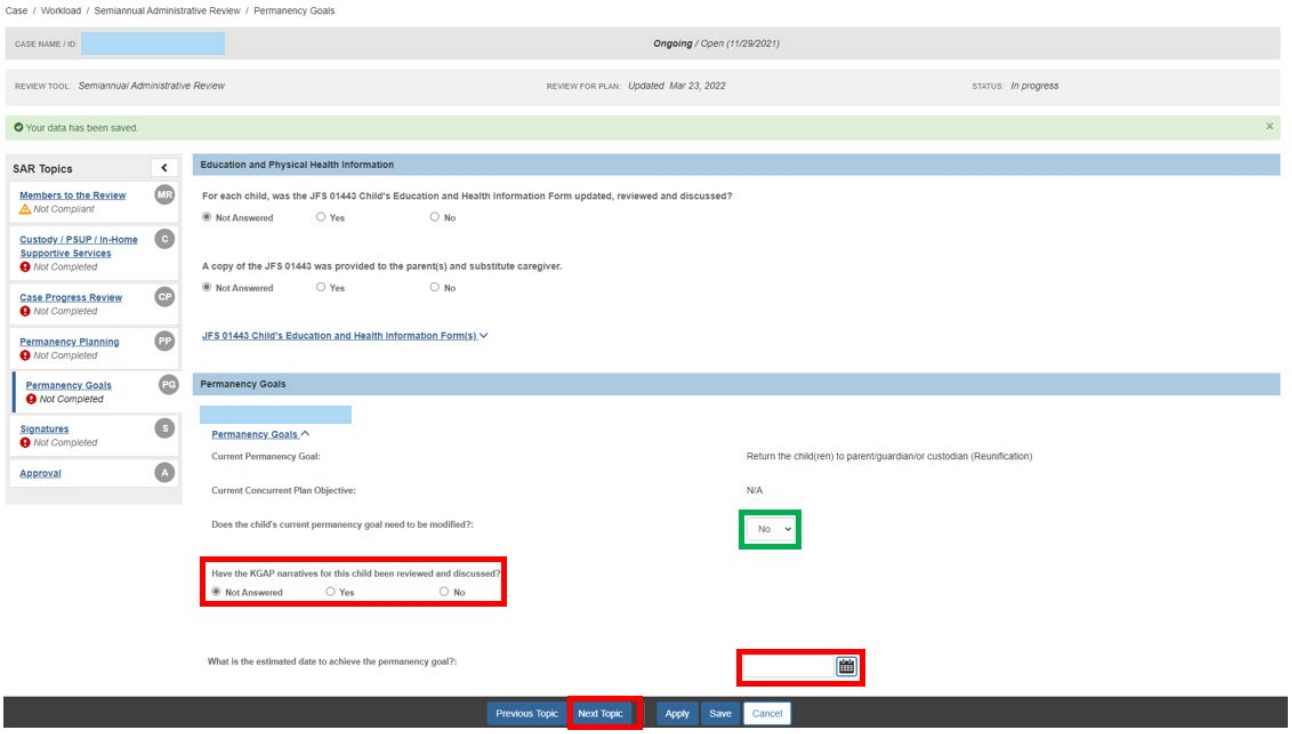
        and

        ii. The youth has a Concurrent Plan Objective, Permanency Goal, or SAR Recommended Permanency Goal of Legal Custody to Relative/Kinship
8. Select a date for: **What is the estimated date for the updated permanency goal achievement?**
9. Click, **Next Topic**.



Note: If the response to Does the child's current permanency goal need to be modified, is **No**, the screen expands as shown in the graphic below.

1. Complete the requested information.
2. Once the required information has been recorded for each child, click, **Next Topic**.



The **Independent Living Details** screen appears.

Completing the Independent Living Information Topic

Note:

- The Independent Topic will display when a Child Plan Participant, who is 14 years of age and older, has a non-end-dated Agency Legal Status of Custody. If there is no Active Independent Living plan, a text box will display for this child.

- If there is an Active Independent Living plan, the Readiness Reviews will display regardless of age or legal status.

- SACWIS will display all IL Readiness Review records with a Review Date that is between the last Approved SAR Date and the last 180 days.

Note: *This section displays Active Independent Living plan(s)*

Smith, Jimmy - Male, Age 16 *Not Compliant*

Independent Living Information

The independent living plan shall be reviewed at least every ninety days after the completion of the Independent Living Plan until the agency's custody is terminated.

	Readiness Effective Date	Date Assessment Completed	IL Plan Developed Date	Review Date	Readiness Review Narrative
view	08/22/2016	08/22/2016	08/22/2016	08/22/2016	Goal detail text

Credit Report Information

For each child in the custody of the PCSA who has attained the age of fourteen, the PCSA shall request a credit report from each of the three major credit reporting agencies each year until the child is discharged from substitute care. A request shall be submitted to at least one credit reporting agencies by the first SAR held after the child attains the age of fourteen.

	Credit Reporting Agency	Requested Date	Provided Date	Inconsistencies	
edit	Equifax	04/16/2013	09/08/2014	No	
edit	TransUnion	12/31/2014		Yes	
edit	Experian	12/31/2014		No	

The Independent Living Topic (IL) will display a Status of Completed for each Youth when there is an Active Independent Living Plan, or when there is narrative that has been recorded in the text box. Otherwise the Not Completed icon and label will display.

The IL Topic will display a Status of ***Not Completed*** by each child's name that displays when the Independent Living narrative is not completed.

The IL Topic will display a Status of ***Not Compliant*** by each child's name that displays when either is true:

Three Credit Reports have *not been* recorded within the last 365 days and a child plan participant has been in a non-end-dated Legal Custody Episode for 366 days from both of the following:

1. Legal Custody Episode Start Date
2. Child's 14th birthday

There is only one Readiness Review recorded when there is an active IL plan where the plan developed date is at least 180 days ago

There are no Readiness Reviews recorded when there is an active IL plan where the plan developed date is between 90 and 180 days

The IL Topic will display a Status of ***Completed*** when both are true:

Three Credit Reports *have been* recorded within the last 365 days and a child plan participant has been in a non-end-dated Legal Custody Episode for 366 days from both of the following:

1. Legal Custody Episode Start Date
2. Child's 14th birthday

There are at least two Readiness Reviews recorded when there is an active IL plan where the plan developed date is at least 180 days ago.

There is at least one Readiness Review recorded when there is an active IL plan where the plan developed date is between 90 and 180 days from the unapproved and the approved date of the SAR.

The **Signatures** screen appears.

Completing the Signatures Topic

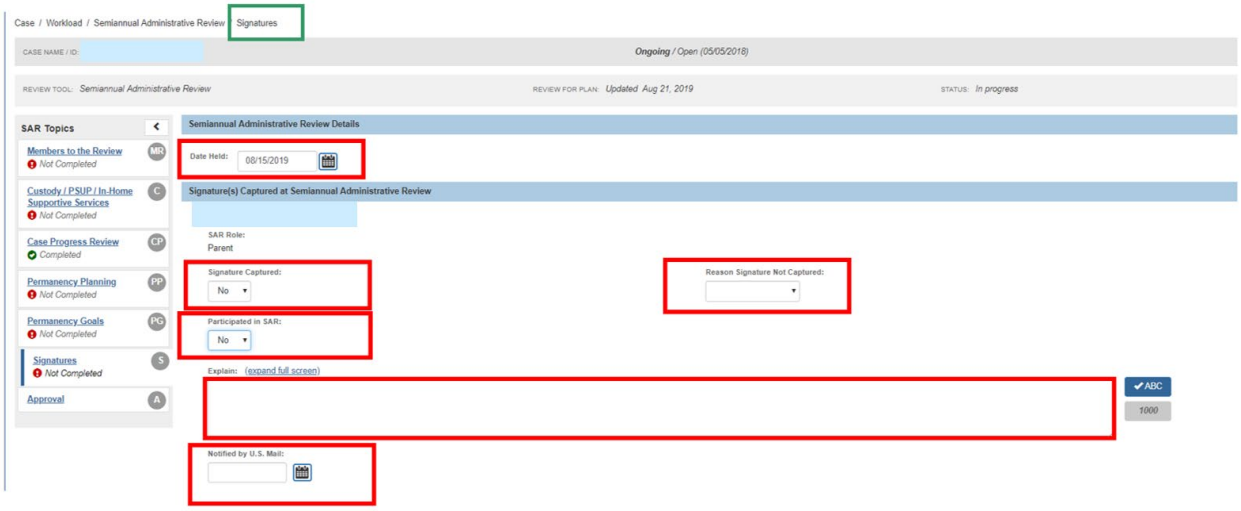
1. Enter **Date Held**.
2. Select from the **Signature Captured** drop-down menu.
3. If **Signature Captured** is **No**, select from the **Reason Signature Not Captured** drop-down menu.
4. Select from the **Participated in SAR** drop-down menu.
5. If Participated in SAR is **No**, record narrative in the **Explain** narrative box.

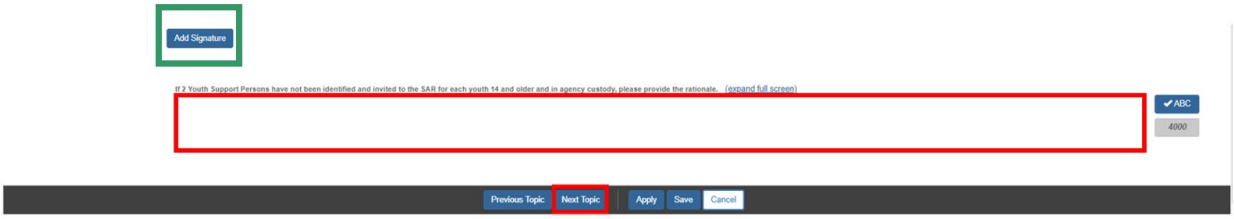
   Note: If, **Yes**, is selected from the Participated in SAR drop-down menu, system will not prompt to enter an explanation.
6. Enter a date for: **Notified by U.S. Mail**.
7. Enter narrative for: **If 2 Youth Support Persons have not been identified and invited to the SAR for each youth 14 and older and in agency custody, please provide the rationale**.

   Note: This question will display only when at least one child plan participant is 14 years of age or older and the child is in agency custody.

   Note: Complete steps 1-7 (or 1-8) for each SAR participant.

   Note: If it is not necessary to add a signature, click, **Next Topic** and skip to the instructions for Completing the **Approval Topic**.
8. If it is necessary to add another signature, click **Add Signature**





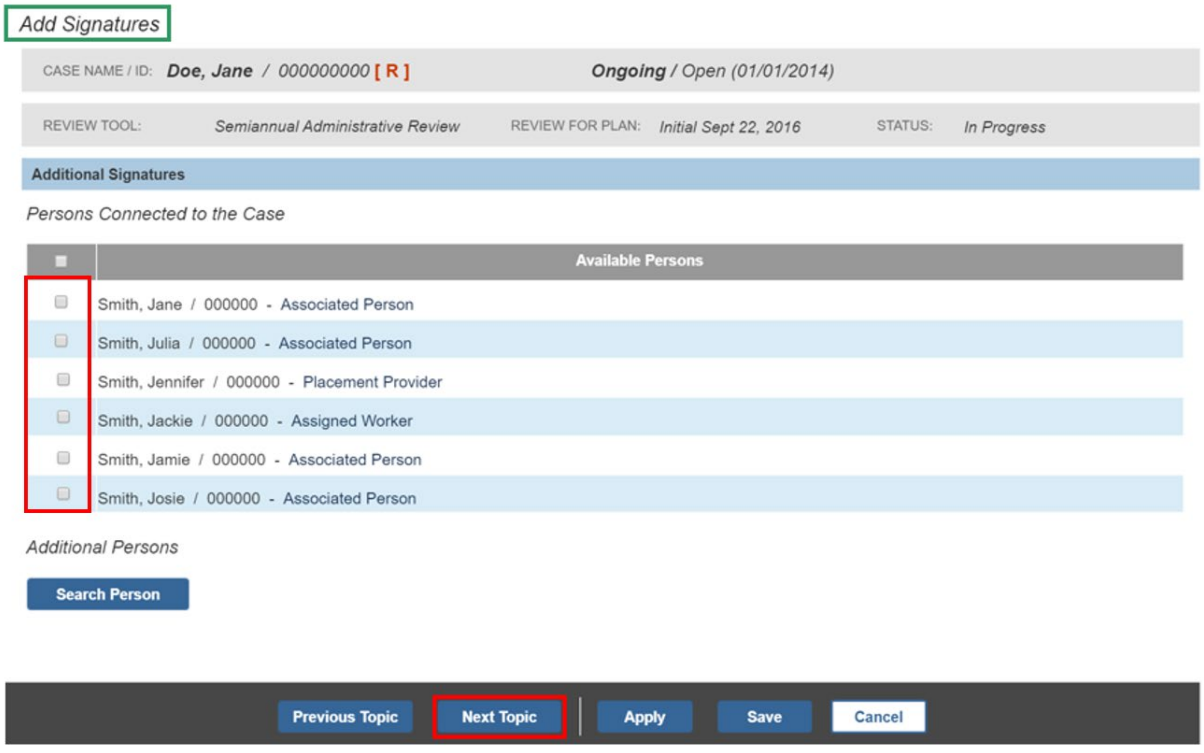
Adding Signatures

The **Add Signatures** screen appears.

1. Place a checkmark in the check box(es) beside the name of the individual(s) whose signature(s) need to be added.
2. Click, **Save**.

   Note: The **Signatures** screen will appear. repeat the steps previously listed for adding a signature.

3. Click, **Next Topic**.

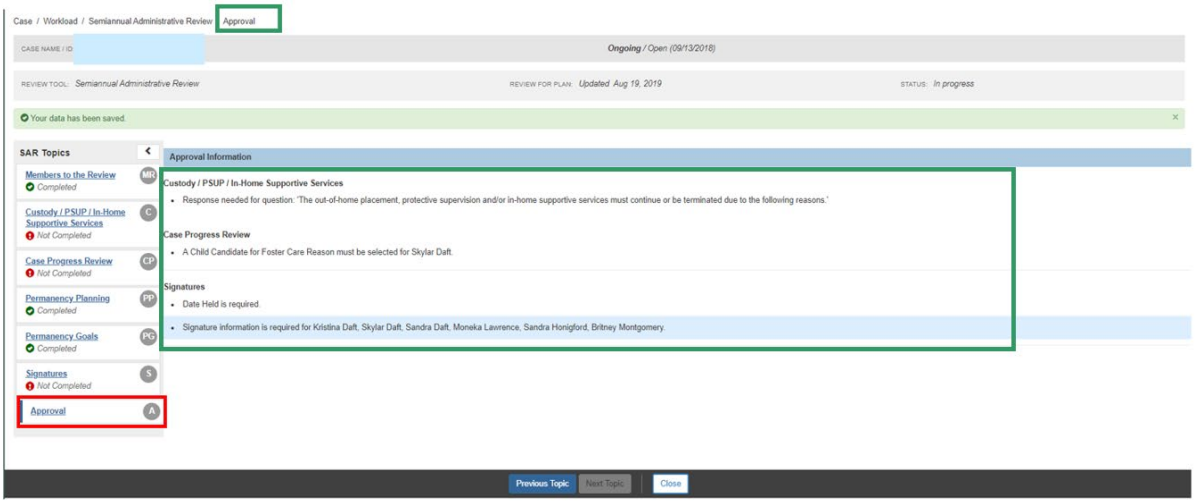


The **Approval** screen appears.

Completing the Approval Topic

If there is a response(s) or required information missing from any of the SAR Topics, the Approval screen will display the validations per topic.

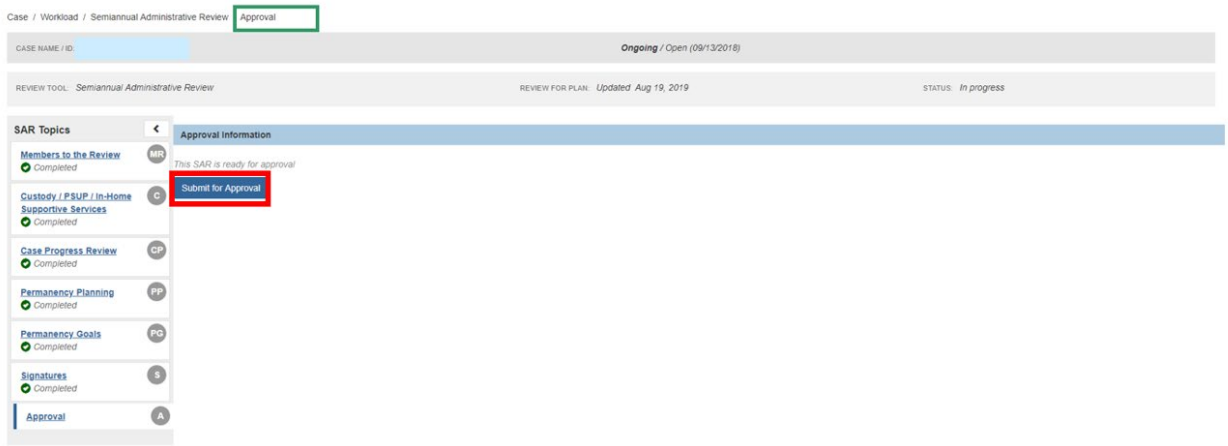
1. Select the Topic(s) that is missing information.
2. Once you have provided all required information, click Approval in the SAR Topics navigation pane.



The **Approval** screen appears.

Submitting for Approval

3. Click **Submit for Approval**.

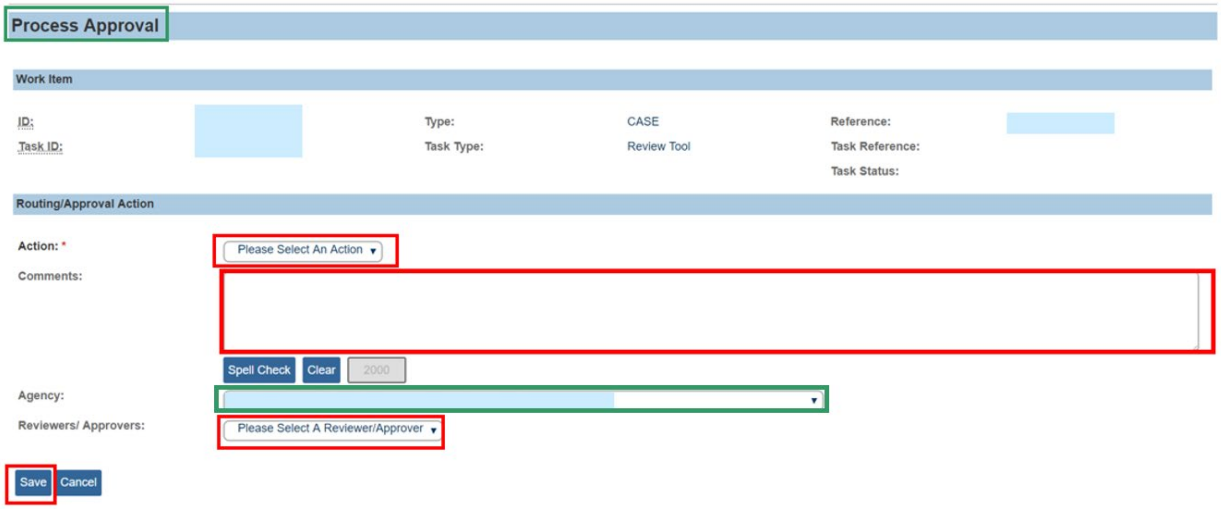


The **Process Approval** screen appears.

4. Select from the **Action** drop-down menu.
5. Enter narrative in the **Comments** text box.

Note: If necessary, select from the **Agency** drop-down menu.

6. If you do not have approval access rights, select for the **Reviewers/Approvers** drop-down menu.
7. Click, **Save**.



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

Maybe add a link here to the Case Review KBA and the FCP KBA.