

# **Completing a Family Case Plan**



## **Knowledge Base Article**

# Completing a Family Case Plan

## Table of Contents

### Contents

<b>Adding a Family Case Plan .....</b>	<b>3</b>
<b>Completing the Parties to the Plan Topic.....</b>	<b>4</b>
<b>Adding a Child to the Family Case Plan.....</b>	<b>4</b>
<b>Completing the Concurrent Plan .....</b>	<b>5</b>
<b>Completing the KGAP Documentation.....</b>	<b>8</b>
<b>Adding an Adult to the Family Case Plan .....</b>	<b>8</b>
<b>Completing the Strengths and Needs Topic .....</b>	<b>10</b>
<b>Completing the Concerns Topic.....</b>	<b>12</b>
<b>Completing the Cause/Strengths Tab Page.....</b>	<b>13</b>
<b>Completing the Services Tab Page.....</b>	<b>18</b>
<b>Completing the Measures Tab Page.....</b>	<b>20</b>
<b>Completing the Placement Information Topic .....</b>	<b>22</b>
<b>Completing the Placement Selection Justification Tab Page.....</b>	<b>22</b>
<b>Completing the Substitute Caregiver Services Tab Page .....</b>	<b>30</b>
<b>Completing the KGAP Information Tab.....</b>	<b>30</b>
<b>Completing the Visitation Topic .....</b>	<b>34</b>
<b>Completing the Visitation Status Tab Page .....</b>	<b>34</b>
<b>Adding Sibling Visitation .....</b>	<b>40</b>
<b>Completing the Sibling Visitation .....</b>	<b>43</b>
<b>Completing the Foster Youth Rights Handbook Topic .....</b>	<b>43</b>
<b>Completing the Independent Living Family Topic.....</b>	<b>45</b>
<b>Completing the Exceptions to Permanent Custody Topic .....</b>	<b>47</b>
<b>Completing the Permanency Information - PC Topic.....</b>	<b>48</b>
<b>Completing the Permanency Details - PC Page .....</b>	<b>49</b>
<b>Completing the Permanency Information - PPLA Topic.....</b>	<b>52</b>
<b>Completing the Permanency Details - PPLA Page.....</b>	<b>52</b>
<b>Completing the Candidate For Foster Care Topic.....</b>	<b>53</b>
<b>Completing the Court and Signatures Topic.....</b>	<b>54</b>
<b>Processing Approval .....</b>	<b>56</b>
<b>Completing an Update to the Family Case Plan .....</b>	<b>58</b>
<b>Completing a Recommended for PC Family Case Plan.....</b>	<b>61</b>
<b>Completing a Recommended Family Case Plan.....</b>	<b>62</b>

# Completing a Family Case Plan

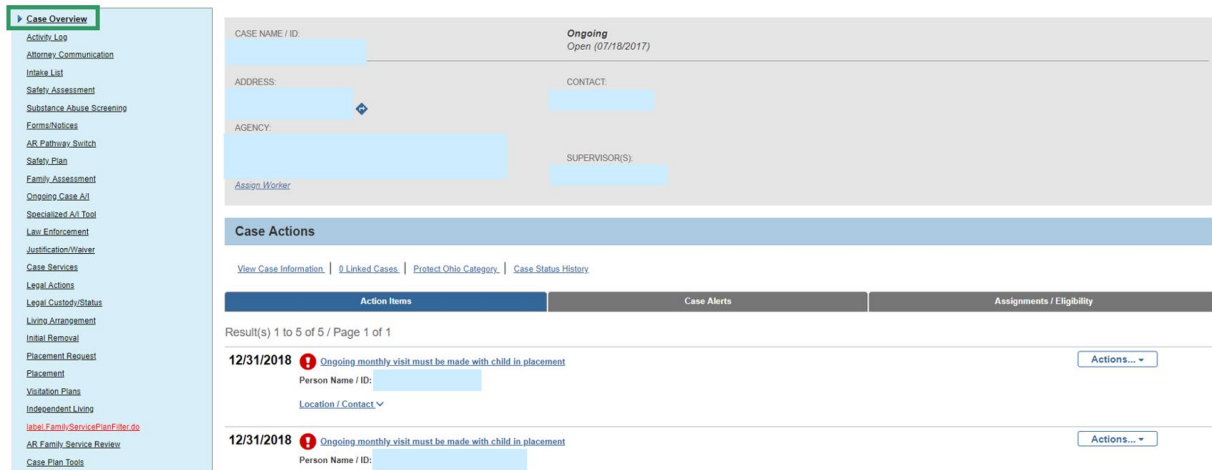
## Overview

This article provides step-by-step instruction for completing a Family Case Plan (including an Adoption Family Case Plan).

## Adding a Family Case Plan

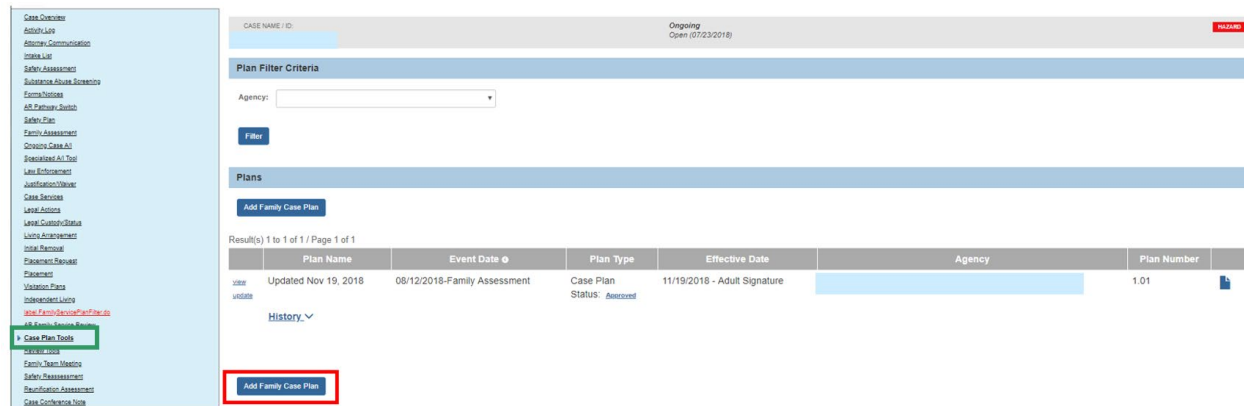
From the Ohio SACWIS home screen:

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.



The **Case Plan Tools** screen appears.

3. Click, **Add Family Case Plan**.



The **Parties to the Plan** screen appears.

**Note:** Parties to the Plan is the first entry in the **Family Case Plan Topics** navigation pane displayed on the left side of the screen; the list of topics is dependent on the child's legal status and location of the child (placement setting, living arrangement, etc.).

# Completing a Family Case Plan

## Completing the Parties to the Plan Topic

### Adding a Child to the Family Case Plan

1. Click, **Add Child to Family Case Plan**.

**Note:** If necessary, add narrative to the text box in the **Additional Information** grid, in response to: **If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why it is not able to be completed and describe the steps taken to obtain the information.**

The screenshot shows a web interface for a Family Case Plan. At the top, there is a breadcrumb trail: 'Case / Workload / Family Case Plan' followed by 'Parties to the Plan' which is highlighted with a green box. Below this, there are fields for 'CASE NAME / ID' (containing 'Ongoing / Open (07/18/2017)') and 'PLAN NAME: Initial Mar 25, 2019' with 'STATUS: In progress'. A sidebar on the left lists 'Family Case Plan Topics' with icons for 'Parties to the Plan' (PP), 'Concerns' (C), 'Court and Signatures' (CS), and 'Approval' (A). The 'Parties to the Plan' icon is highlighted with a blue bar. The main content area shows 'Child(ren) Participating in the Family Case Plan' with a sub-header 'Parties to the Plan' and a status 'Not Completed'. Below this is a red-bordered box containing the text 'There are currently no children participating in the Family Case Plan' and a blue button labeled 'Add Child to Family Case Plan'. Further down, there is a section for 'Adult(s) Participating in the Family Case Plan' with a sub-header 'Adult(s) Participating in the Family Case Plan' and a status 'Not Completed', followed by a blue button 'Add Adult to Family Case Plan'. At the bottom, there is an 'Additional Information' section with a text box and a '1000' character limit indicator.

The **Add Child to Family Case Plan** screen appears.

2. In the **Available Participants** grid, place a checkmark in the check box(es) beside the name of the child(ren) you want to add to the plan.
3. Click, **Save**.

**Note:** When creating an Initial Family Case Plan, the system will pull all Active child and adult participants from the most recent approved Family Assessment. If there is no approved Family Assessment within the current case episode, the system will not automatically display child and adult participants.
4. Make a selection from Court Case Number and/or Court ID Number (optional fields).
5. Make a selection from the Child's Permanency Goal drop-down menu, per child case plan participant.
6. If a child case plan participant is in a legal status of Temporary Custody (includes Temporary Order of Custody, Temporary Custody, Temporary Custody 1st Extension, Temporary Custody 2nd Extension), proceed to the Completing the Concurrent Plan section of this article. If not, skip to the Adding an Adult to the Family Case Plan section of this article.

## Completing a Family Case Plan

Case / Workload / Family Case Plan / Parties to the Plan Add Child to Family Case Plan  
Add Child to Family Case Plan

CASE NAME / ID: **Smith, Person P / 0000000 [R]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

Available Participants

Available Persons	
<input type="checkbox"/>	Smith, Jane / 000000 - Female Age 10, DOB 08/22/2006
<input type="checkbox"/>	Smith, Julia / 000000 - Female Age 10, DOB 08/22/2006
<input type="checkbox"/>	Smith, Jennifer / 000000 - Female Age 10, DOB 08/22/2006
<input type="checkbox"/>	Smith, Ruth / 000000 - Female Age 10, DOB 08/22/2006

The **Parties to the Plan** screen appears, displaying the added child.

### Completing the Concurrent Plan

**Important:** Per Family Case Plan [Rule 5101:2-38-05](#) that includes the Concurrent Planning requirements, effective 01/01/2023, all child plan participants with a legal status of Temporary Custody (includes Temporary Order of Custody, Temporary Custody, Temporary Custody 1<sup>st</sup> Extension, Temporary Custody 2<sup>nd</sup> Extension) AND whose **Child's Permanency Goal** is Return child(ren) to parent/guardian/custodian (Reunification), are required to have concurrent planning activities within the Family Case Plan to be compliant.

The **Concurrent Plan Objective** and the **Describe the planned efforts including services and activities to support concurrent planning and how support for the concurrent plan objective will be obtained** narrative will only display when these conditions are met, and they are required to approve the Family Case Plan.

**Note:** Children who are currently in agency Temporary Custody with a current Family Case Plan Permanency Goal of Reunification as of 01/01/2023, will be required to have an updated Family Case Plan that includes the Concurrent Plan information at their next scheduled Semiannual Administrative Review by 07/01/2023.

- A Family Case Plan update will need to be completed.
- Please refer to **Completing an Update to the Family Case Plan** section in this article.

**Note:** A Concurrent Plan serves a different purpose than a Recommended Family Case Plan, and therefore should not replace your business process for Recommended Family Case Plans when changes are being recommended to the court. For additional information on Concurrent Plan, refer to Rule [5101:2-38-05](#).

## Completing a Family Case Plan

For each child plan participant, as applicable:

1. Make a selection from the **Concurrent Plan Objective** drop-down menu.
2. Enter narrative in the **Describe the planned efforts including services and activities to support concurrent planning and how support for the concurrent plan objective will be obtained** text field.

# Completing a Family Case Plan

Case / Workload / Family Case Plan / **Parties to the Plan**

CASE NAME / ID: **Smith, Person P / 000000 [R]**

Ongoing / Open (01/01/2014)

PLAN NAME: **Updated / Sept 8th, 2016**

STATUS: **In Progress**

## Family Case Plan Topics

[Update Information](#) UI

✓ **Completed**

[Parties to the Plan](#) PP

✓ **Completed**

[Strengths and Needs](#) SN

! **Not Completed**

[Concerns](#) SC

! **Not Completed**

[Placement Information](#) PI

! **Not Completed**

[Non-Custodial Parent Info](#) NCP

! **Not Completed**

[Visitation](#) V

✓ **Optional**

[Foster Youth Rights Handbook](#) FH

✓ **Completed**

[Independent Living Information](#) IL

! **Not Completed**

[Exceptions to Permanent Custody](#) EPC

✓ **Completed**

[Permanency Information - PC](#) PC

✓ **Completed**

[Permanency Information - PPLA](#) PPLA

✓ **Completed**

[Candidate For Foster Care](#) FC

✓ **Completed**

[Court and Signatures](#) CS

[Approval](#) A

## Child(ren) Participating in the Family Case Plan

[Charlesworth- Dewitt, Jimmy Chainsaw / 0000000](#) Male Age 1, DOB 01/01/2016

Protected under ICWA: **i**

No

Child Location:

Own Home

Agency Legal Status:

Open Custody Episode, no Legal Status

Court Case Number:

Select Item

Court ID Number:

Select Item

Child's Permanency Goal: **a**

[Charlesworth- Dewitt, Janey Hacksaw / 0000000](#) Female Age 12, DOB 01/01/2005

Protected under ICWA: **i**

Yes, Burns Palute Tribe

Child Location:

Certified Foster Home

Agency Legal Status:

Temporary Court Order

Court Case Number:

Select Item

Court ID Number:

Select Item

Child's Permanency Goal: **a**

Concurrent Plan Objective:

Describe the planned efforts including services and activities to support concurrent planning and how support for the concurrent plan objective will be obtained:

✓ ABC

10000

[Add Child to Family Case Plan](#)

[Relationships](#)

## Adult(s) Participating in the Family Case Plan

[Smith, John / 000000](#) Male Age 26, DOB 01/01/1990

Contact Information: (614) 555-5555

[Smith, Jane / 000000](#) Female Age 26, DOB 01/01/1990

Contact Information: (614) 555-5555

[Add Adult to Family Case Plan](#)

## Additional Information

If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why it is not able to be completed and describe the steps taken to obtain the information.

[Expand Full Screen](#)

✓ ABC

1000

# Completing a Family Case Plan

## Completing the KGAP Documentation

**Important:** Per Family Case Plan [Rule 5101:2-38-05.02](#) that includes the requirements for the Kinship Guardianship Assistance Program (KGAP), all child plan participants currently in Agency Custody with a **Case Plan Goal** or a **Concurrent Plan Objective** of Legal Custody to Relative are required to have KGAP Documentation in the Family Case Plan.

**Note:** A Family Case Plan Update will be required for a child to be eligible for KGAP.

- A Family Case Plan update will need to be completed prior to the Family submitting their KGAP Application (Application Date) to be eligible.
- Please refer to **Completing a Kinship Guardianship Assistance Program (KGAP) Eligibility Record** section in this article.

For each child plan participant, as applicable:

1. Make a selection from the **Is the Agency pursuing KGAP for this youth?** radio button option.
2. Enter narrative in the **Explain** text field if a No response was selected. Otherwise, if a Yes is selected, the KGAP Information questions will display per child on the Placement Information Topic. Refer to steps in the [Placement Information](#) Section.

The screenshot displays the 'Child(ren) Participating in the Family Case Plan' interface. On the left, a sidebar lists 'Family Case Plan Topics' with their completion status: Update Information (Completed), Parties to the Plan (Completed), Strengths And Needs (Not Completed), Concerns (Completed), Placement Information (Not Completed), Visitation (Not Completed), and Foster Youth Rights Handbook (Completed). The main area shows details for 'Disney, Donald', a 3-year-old male. The 'Is the Agency pursuing KGAP for this youth?' question is highlighted with a red box, with radio buttons for 'Yes', 'No', and 'Not Answered'. The 'No' option is selected. Below this, another red box highlights the 'Explain:' text area, which is currently empty. To the right of the text area are buttons for 'ABC' and a character count of '4000'. Other fields include 'Child Location: Certified Foster Home', 'Agency Legal Status: Temporary Court Order', and 'Child's Permanency Goal: Legal Custody to Relative / Kinship'.

## Adding an Adult to the Family Case Plan



## Completing a Family Case Plan

The **Add Adult to Family Case Plan** screen appears.

1. Click, **Add Adult to Family Case Plan**.
2. In the **Available Participants** grid, make a selection(s) by placing a checkmark(s) in the check box(es) beside the name of the adult(s) you wish to add to the case plan.
3. Click, **Save**.

Case / Workload / Family Case Plan / Parties to the Plan / **Add Adult to Family Case Plan**

**Add Adult to Family Case Plan**

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

**Available Participants**

Available Persons
<input type="checkbox"/> Smith, Jane / 000000 - Female Age 26, DOB 08/22/1990
<input type="checkbox"/> Smith, Julia / 000000 - Female Age 26, DOB 08/22/1990
<input type="checkbox"/> Smith, Jennifer / 000000 - Female Age 26, DOB 08/22/1990
<input type="checkbox"/> Smith, Ruth / 000000 - Female Age 116, DOB 08/22/1900

**Apply Save Cancel**

The **Parties to the Plan** screen appears, displaying the added adult(s) in the **Adult(s) Participating in the Family Case Plan** grid.

**Note:** Adults participating in the Family Case Plan will not appear on Adoption or Recommended for PC Family Case Plans.

If necessary, you can click the Relationships tab to view and/or edit the relationships among case members. For more information regarding Relationships, please see the following Knowledge Base Article: [Managing Person-Level Relationships](#).

4. Click, **Next Topic**.

Case / Workload / Family Case Plan / **Parties to the Plan**

CASE NAME / ID: Ongoing / Open (12/09/2018)

PLAN NAME: Initial Jun 18, 2019 STATUS: In progress

**Adult(s) Participating in the Family Case Plan**

	Contact Information:		
	Contact Information:		

**Add Adult to Family Case Plan Relationships**

**Additional Information**

If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why it is not able to be completed and describe the steps taken to obtain the information. (expand full screen)

**Next Topic Apply Save Cancel**

The **Strengths and Needs Assessment** screen appears.

## Completing a Family Case Plan

### Completing the Strengths and Needs Topic

1. Click the **Assessment Responses** drawer of each category (Child Functioning, Adult Functioning, Family Functioning, Historical Functioning) to display a list of Risk Contributors.

**Note:** Within the Adoption Family Case Plan, the Adult Functioning, Family Functioning and Historical Functioning do not display.

2. The system will display all identified Risk Contributors and Non-Risk Contributors from the Current Family Case Plan in the Current Plan column. If there are any changes to Risk Contributors or Non-Risk Contributors since the last Strengths and Needs Assessment, click the toggle buttons in the Current Plan Column and then describe the changes in the narrative box.
3. If there are no changes made in the Current Plan column, click the checkbox under the corresponding Functioning Element 'No changes required within Child Functioning.'
4. When you have completed the Strength and Needs Assessment, click, **Next Topic**.

# Completing a Family Case Plan

Case / Workload / Family Case Plan / Concerns / Risk Contributor Information

CASE NAME / ID: **Smith, Person P / 0000000 [R]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

Family Case Plan Topics <

- [Update Information](#) UI  
✓ Completed
- [Parties to the Plan](#) PP  
✓ Completed
- [Strengths and Needs](#) SN  
! Not Completed
- [Concerns](#) SC  
! Not Completed
- [Placement Information](#) PI  
! Not Completed
- [Visitation](#) V  
✓ Optional
- [Foster Youth Rights Handbook](#) FH  
✓ Completed
- [Independent Living Information](#) IL  
! Not Completed
- [Exceptions to Permanent Custody](#) EPC  
✓ Completed

- [Permanency Information - PC](#) PC  
✓ Completed
- [Permanency Information - PPLA](#) PPLA  
✓ Completed
- [Candidate For Foster Care](#) FC  
✓ Completed
- [Court and Signatures](#) CS
- [Approval](#) A

**Strengths and Needs Assessment**

The ratings reflect the last assessment of the Family's Strength and Needs. If additional information has been identified that warrants a change of the Strength and Needs Assessment, make the changes to the Risk Contributors ratings and provide a rationale below. The updated information will be available for the development of your case plan concern.

Child Functioning ! Not Completed  
[Assessment Responses](#) ^

	Child Name	Previous Risks Family Assessment: 11/23/2000	Current Plan
Self Protection	Smith, Jane - Age 10		<input type="checkbox"/> NON-RISK
	Smith, Maggie - Age 8	<b>RISK</b>	<input checked="" type="checkbox"/> RISK
	Smith, Alexander - Age 5		<input type="checkbox"/> NON-RISK
Physical /Cognitive /Social Development	Smith, Jane - Age 10		<input type="checkbox"/> NON-RISK
	Smith, Maggie - Age 8		<input type="checkbox"/> NON-RISK
	Smith, Alexander - Age 5	<b>RISK</b>	<input checked="" type="checkbox"/> RISK
Emotional / Behavioral Functioning	Smith, Jane - Age 10		<input type="checkbox"/> NON-RISK
	Smith, Maggie - Age 8		<input type="checkbox"/> NON-RISK
	Smith, Alexander - Age 5		<input type="checkbox"/> NON-RISK

No changes required within Child Functioning

Please describe reason for changes to Child Functioning:

[Expand Full Screen](#)

✓ ABC  
4000

Adult Functioning ! Not Completed  
[Assessment Responses](#) v

Family Functioning ! Not Completed  
[Assessment Responses](#) v

Historical Functioning ! Not Completed  
[Assessment Responses](#) v

## Completing a Family Case Plan

The **Concerns** screen appears.

### Completing the Concerns Topic

1. Click, **Add Concern**.

Case / Workload / Family Case Plan **Concerns**

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Family Case Plan Topics <

- Update Information (UI)  Completed
- Parties to the Plan (PP)  Completed
- Strengths and Needs (SN)  Not Completed
- Concerns (SC)  Not Completed**
- Placement Information (PI)  Not Completed
- Visitation (V)  Optional

Active Concerns

**Add Concern**

[edit](#) What is the Concerns: The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. [Show More](#)

[Risk Contributors](#) v

[Non-Risk Contributors](#) v

[edit](#) What is the Concerns: The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. [Show More](#)

[Risk Contributors](#) v

[Non-Risk Contributors](#) v

Remove this Concern from the Family Case Plan

The **Concerns** screen appears, displaying the **Concern** tab page.

1. Enter narrative in the text box under, **What are the concerns/needs for the family?**
2. Enter narrative in the text box under, **What does the family and Worker want to see happen to address the identified concerns/needs? (Behavioral Change).**
3. Click, **Next**.

# Completing a Family Case Plan

The **Concerns** screen appears, displaying the **Cause/Strengths** tab page.

## Completing the Cause/Strengths Tab Page

1. Click, **Associate Risk Contributors**.
2. Enter narrative in response to: **What is causing these Concerns/Needs for the family?**

# Completing a Family Case Plan

The **Risk Contributor Information** screen displays.

3. Click the relevant drawer(s) in the **Risk Contributor Information** grid.

Case / Workload / Family Case Plan / Concerns / Risk Contributor Information

**Risk Contributor Information**

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

**Risk Contributor information**

Note: If the Risk Contributor is not displayed for the particular Functioning, then update the Strengths and Needs Assessment.

Child Functioning ▾  
Adult Functioning ▾  
Historical Functioning ▾  
Family Functioning ▾

The drawer(s) will expand.

4. Place a checkmark(s) in the check box(es) of the applicable Risk Contributor.
5. Click, **Save**.

Case / Workload / Family Case Plan / Concerns / Risk Contributor Information

**Risk Contributor Information**

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

**Risk Contributor information**

Note: If the Risk Contributor is not displayed for the particular Functioning, then update the Strengths and Needs Assessment.

Child Functioning ^

Self Protection

[redacted]

[redacted]

Physical/Cognitive/Social Development

[redacted]

Adult Functioning ▾  
Historical Functioning ▾  
Family Functioning ▾

**Save** **Cancel**

6. The Selected Risk Contributors for this concern will display. Enter narrative in response to: **What is causing these Concerns/Needs for the Family?**
7. Click, **Associate Non-Risk Contributors**.

# Completing a Family Case Plan

Case / Workload / Family Case Plan / Concerns  
Cause / Strengths

CASE NAME / ID: Ongoing / Open (09/13/2018)  
PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

Concern Cause / Strengths Services Measures

**Risk Contributors**

Associate Risk Contributors

Selected Risk Contributors for this concern:  
Child Functioning  
Self Protection

What is causing these Concerns/Needs for the family? (EXPAND FULL SCREEN)  
Describe the Risk Contributors identified above as they relate to this specific concern for the family:  
XXXX

✓ ABC 9998

**Strengths**

Associate Non-Risk Contributors

The **Non-Risk Contributor Information** screen appears.

8. Click each Non-Risk Contributor drawer.

Case / Workload / Family Case Plan / Concerns / Non-Risk Contributor Information

Non-Risk Contributor Information

CASE NAME / ID: Ongoing / Open (09/13/2018)  
PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

**Non-Risk Contributor information**

⚠ Please select only Non-Risk Contributors that mitigate the Risk Contributors identified for this Concern record.

Note: If the Non-Risk Contributor is not displayed for the particular Functioning, then update the Strengths and Needs Assessment.

Child Functioning  
Adult Functioning  
Historical Functioning  
Family Functioning

Each drawer will expand.

9. Select the Non-Risk Contributors associated to the Concern by placing a checkmark(s) in the check box(es).

10. Click, **Save**.

# Completing a Family Case Plan

## Non-Risk Contributor Information

**⚠** Please select only Non-Risk Contributors that mitigate the Risk Contributors identified for this Strength and Concern record.

Note: If the Non-Risk Contributor is not displayed for the particular Functioning then update the Strengths and Needs Assessment.

### Child Functioning ▼

#### Emotional Functioning

- Smith, Johnny - Age 10
- Smith, Johnny - Age 10

#### Physical/Cognitive/Social Development

- Smith, Johnny - Age 10
- Smith, Johnny - Age 10

#### Self Protection

- Smith, Johnny - Age 10
- Smith, Johnny - Age 10

### Adult Functioning ▼

#### Parenting Practices

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

#### Domestic Relations

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

#### Substance Abuse

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

### Historical Functioning ▼

#### Caretaker's Victimization of Other Children

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

#### Caretaker's Abuse / Neglect as a Child

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

### Family Functioning ▼

- Extended Family, Social and Community Connectedness

Save

Cancel

The Selected Non-Risk Contributors for this concern will display. Enter narrative in response to: **What strengths and family/community supports does the family have?**



# Completing a Family Case Plan

## Strengths

### Associate Non-Risk Contributors

#### Non-Risk Contributors Selected as Strengths:

Child Functioning

Emotional Functioning

*Smith, Jimmy - Age 10*

Physical/Cognitive/Social Development

*Smith, Johnny - Age 10*

---

#### Adult Functioning

Domestic Relations

*Smith, Jane - Age 30, Smith, Jacob - Age 30*

---

#### Historical Functioning

Caretaker's Victimization of Other Children

*Smith, Jane - Age 30*

Caretaker's Abuse / Neglect as a Child

*Smith, Jacob - Age 30*

#### Family Functioning

Family Roles, Interactions and Relationships

Resource Management and Household Maintenance

Extended Family, Social, and Community Supports

#### What strengths and family/community supports does the family have?

*Describe the Non-Risk Contributors identified above and how they mitigate the Risk Contributors for this concern.*

[Expand Full Screen](#)

✓ ABC

4000

11. Click, **Next or Services tab**.

The **Services** tab page appears.

# Completing a Family Case Plan

## Completing the Services Tab Page

1. Enter narrative in response to the following question: **What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs).**
2. Click, **Link Service**.

Concern Cause / Strengths **Services** Measures

What are the concerns/needs for the family?  
The potentially 10,000 character narrative would be displayed from the get-go, but only when the strength/concern record is being edited or added, if the user doesn't want to see this entire narrative at the top of the screen they can select. The potentially 10,000 character narrative would be displayed from the get-go, and would be along the left side in its own column. It could be very very long. It doesn't have a text box around it do it more fully shows that it is not editable. Potentially

What does the Family and Worker want to see happen to address the identified concerns/needs?  
The potentially 10,000 character narrative would be displayed from the get-go, but only when the strength/concern record is being edited or added, if the user doesn't want to see this entire narrative at the top of the screen they can select. The potentially 10,000 character narrative would be displayed from the get-go, and would be along the left side in its own column. It could be very very long. It doesn't have a text box around it do it more fully shows that it is not editable. Potentially

Services Details

What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs)  
Describe the services and actions steps to the family in order to clearly identify how the service will help the family while clearly identifying what the family is expected to complete. This should explain how the service will assist with reducing the risk contributors identified for this concern/need.

Expand Full Screen

10000

Linked Services

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates
Smith, John <a href="#">edit</a>	Case Management/Case Management Services	Case Member	01/01/2000 - <a href="#">unlink</a>
<input type="checkbox"/>	Case Member / Caregiver History		

**Link Service**

[Successfully Completed Services](#) ▾  
[End-Dated Services](#) ▾

The **Case Services** screen appears.

3. Select the **Service** you wish to add by placing a checkmark in the check box beside the **Case Member's** name.
4. Click, **OK**.

# Completing a Family Case Plan

**Case Services Filter Criteria**

From Effective Date:  To Effective Date:

Case Member:  Status:

Service Category:  Service Type:

Service Goal:  Service:

End-dated services:  Exclude  Include Linked Status:

Sort Results By:   Current Case Episode  View Historical

[Filter](#) [Clear Form](#)

**Case Services**

Service:  [Add Case Services](#)

Results: 1 to 15 of 23 / Page 1 of 2

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
		Case Member	04/06/2016 -	Linked

[Case Member / Caregiver / Caretaker History](#)

Case Member	Caregiver/Caretaker	Status	Provider	Service Description	Status Begin Date/End Date
		NEEDED			04/06/2016 -

Case Member 03/01/2019 - Not Linked

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

The **Services** tab page appears, listing the linked service in the **Linked Services** grid.

- Click the **Successfully Completed Services** drawer to view details of services provided.

Case / Workload / Family Case Plan / Concerns

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

Concern Cause / Strengths **Services** Measures

**Services Details**

What are the concerns/needs for the family?  
 The potentially 10,000 character narrative would be displayed from the get-go, but only when the strength/concern record is being edited or added, if the user doesn't want to see this entire narrative at the top of the screen they can select. The potentially 10,000 character narrative would be displayed from the get-go, and would be along the left side in its own column. It could be very very long. It doesn't have a text box around it do it more fully shows that it is not editable. Potentially

What does the Family and Worker want to see happen to address the identified concerns/needs?  
 The potentially 10,000 character narrative would be displayed from the get-go, but only when the strength/concern record is being edited or added, if the user doesn't want to see this entire narrative at the top of the screen they can select. The potentially 10,000 character narrative would be displayed from the get-go, and would be along the left side in its own column. It could be very very long. It doesn't have a text box around it do it more fully shows that it is not editable. Potentially

What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs)  
 Describe the services and actions steps to the family in order to clearly identify how the service will help the family while clearly identifying what the family is expected to complete. This should explain how the service will assist with reducing the risk contributors identified for this concern/need.  
[Expand Full Screen](#)

ABC  
 10000

**Linked Services**

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
<a href="#">edit</a> Smith, John	Case Management/Case Management Services	Case Member	01/01/2000 -	<a href="#">unlink</a>

[Case Member / Caregiver History](#)

[Link Service](#)

**Successfully Completed Services**

[End-Dated Services](#)

[Previous](#) [Next](#) [Apply](#) [Save](#) [Save and Add Concern](#) [Cancel](#)

## Completing a Family Case Plan

The drawer will expand to display the **Case Member Name(s)**, **Service Category/Type**, **Service Classification**, and **Effective Dates**

6. Click the **End-Dated Services** drawer.

Successfully Completed Services ^			
Case Member Name(s)	Service Description	Status	Status Begin Date/ End Date
Smith, John	Individual Counseling	Provided	01/01/2000 - 01/01/2000

**End-Dated Services** v

The drawer expands to list the **Case Member Name(s)**, **Service Description**, **Status**, **End Reason**, and **Status Begin Date/End Date**.

7. Click, **Next or Measures** tab.

Successfully Completed Services ^				
Case Member Name(s)	Service Description	Status	Status Begin Date/ End Date	
Smith, John	Individual Counseling	Provided	01/01/2000 - 01/01/2000	

End-Dated Services ^				
Case Member Name(s)	Service Description	Status	End Reason	Status Begin Date/ End Date
Smith, John	Individual Counseling	Provided	End reason text	01/01/2000 - 01/01/2000

Previous **Next** Apply Save Save and Add Concern Cancel

The **Measures** tab page appears.

### Completing the Measures Tab Page

1. Enter narrative in response to, **How will the family's progress be measured?**
2. Enter narrative in response to, **When will the family's progress be reviewed?**
3. Click, **Save**.

# Completing a Family Case Plan

Case / Workload / Family Case Plan / Concerns

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Concern Cause / Strengths Services **Measures**

Measures Details

What are the concerns/needs for the family?  
The potentially 10,000 character narrative would be displayed from the get-go, but only when the strength/concern record is being edited or added, if the user doesn't want to see this entire narrative at the top of the screen they can select. The potentially 10,000 character narrative would be displayed from the get-go, and would be along the left side in its own column. It could be very very long. It doesn't have a text box around it so it more fully shows that it is not editable. Potentially

How will the family's progress be measured?  
Provide a detailed description of how the family's progress in achieving the action steps will be measured  
[Expand Full Screen](#)

When will the family's progress be reviewed?  
Identify the activity or time period in which the worker will assess the family's progress in achieving the action steps.  
[Expand Full Screen](#)

Previous Apply **Save** Save and Add Concern Cancel

The **Concerns** screen appears, displaying, **Completed**, under the **Concerns** link.

## 4. Click, **Next Topic**.

Case / Workload / Family Case Plan **Concerns**

CASE NAME / ID: Ongoing / Open (03/13/2018)

PLAN NAME: Initial Feb 26, 2019 STATUS: In progress

Your data has been saved.

Family Case Plan Topics < Active Concerns

Parties to the Plan Completed Add Concern

Concerns Completed edit What is the Concerns Test Narrative Risk Contributors Strengths

Placement Information Not Completed

Previous Topic **Next Topic** Apply Save Cancel

The **Placement Information** topic screen appears, defaulted to the **Placement Selection Justification** tab page.

# Completing a Family Case Plan

## Completing the Placement Information Topic

### Completing the Placement Selection Justification Tab Page

**Note:** The Placement Information topic displays when at least one child case plan participant is in a non-end-dated completed placement setting.

1. In the **Placement Selection Justification** grid, click the **Placement Information** drawer.

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with 'Placement Information' selected. The main content area displays the 'Placement Selection Justification' tab. At the top, it shows 'CASE NAME / ID: Smith, Person P / 0000000 [R]' and 'Ongoing / Open (01/01/2014)'. Below that, 'PLAN NAME: Updated Sept 8th, 2016' and 'STATUS: In Progress'. The 'Placement Selection Justification' grid lists participants: 'Smith, Jimmy - Male Age 1' (Not Completed) and 'Smith, Timmy - Male Age 14' (Completed). A red box highlights the 'Placement Information' dropdown for Jimmy.

The drawer will expand to display three additional grids:

- **Placement Settings/Justification**
- **Best Interest/Special Needs Considerations for Placement**
- **Educational Stability Assurances**

In the **Placement Settings/Justification** grid:

2. Click, **edit**, for each of the following less restrictive Placement Types listed for the child case plan participant:

This screenshot shows the 'Placement Settings / Justification' grid expanded. It details the placement for 'Smith, Jimmy - Male Age 1', showing 'Type of Placement: Foster Home' and 'JFS 1443 MedEd Last Generated: 01/01/2016'. Below this, there are sections for 'Certified/Approved Relative -CAR' and 'Certified Approved Non Relative'. The 'edit' button for the CAR section is highlighted with a red box. The 'Best Interest / Special Needs Considerations for Placement' section asks 'How was it determined this was a safe and appropriate environment for the child?' and also has an 'edit' button.

# Completing a Family Case Plan

The **Setting Narrative Details** screen appears.

**Note:** This screen will appear for the placement setting option you select.

3. Enter narrative in the text box.

**Note:** You can **Apply this Justification to this child's other Placement Settings**.

If you select a child(ren) in the **Apply to Other Children** grid, the Justification will be applied to the same Placement Setting for the selected Child(ren).

4. Click, **Save**.

Case / Workload / Family Case Plan / Placement Information / Setting Narrative Details

**Setting Narrative Details**

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

**Setting Narrative Details**

Child Name: Smith, Jimmy - Male Age 10

Certified/Approved Relative - CAR  
*If the child is not placed in an relative home please explain why the less restrictive option was not selected.*  
[Expand Full Screen](#)

Relatives are being reviewed and processed

✓ ABC  
2000

⚠ Selecting an option below will override any existing responses.

Apply this Justification to this child's other Placement Settings

**Apply to Other Children**

Note: Selecting options below will apply this Justification to the same Placement Setting for the selected Child(ren)

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10
<input type="checkbox"/>	Smith, Joseph - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Jacob - Male Age 10
<input type="checkbox"/>	Smith, Jason - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Johnny - Male Age 10

Previous Next Apply **Save** Cancel

The **Placement Selection Justification** tab page appears.

1. Click the **Placement Information** drawer.

## Completing a Family Case Plan

Case / Workload / Family Case Plan / Placement Information

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with 'Update Information' (UI) and 'Parties to the Plan' (PP) visible. The main content area is titled 'Placement Selection Justification' and shows a sub-section for 'Smith, Jimmy - Male Age 1' with a 'Not Completed' status. A dropdown menu for 'Placement Information' is highlighted with a red box.

The drawer expands to display the Placement Settings/Justification grid, the **Best Interest/Special Needs Considerations for Placement** grid, and the **Educational Stability Assurances** grid.

2. In the **Best Interest/Special Needs Consideration for Placement** grid, click **edit** beside each question. The **Placement Narrative Details** screen will appear to each corresponding question. Enter the narrative for each question.
  - **How was it determined this was a safe and appropriate environment for the child?**
  - **How was it determined this was a safe and appropriate environment for the child?**
  - **How will the placement meet the special needs for the child?**
  - **How will the placement meet the Family Case Plan goals of the child?**
  - **What is the proximity of the placement to the parent, guardian, custodian? What transportation problems might create obstacles to visitation? How will the agency resolve these obstacles?**

**Important:** You can click **Next**, through each Placement Narrative Details screen, in the **Best Interest/Special Needs Consideration for Placement** grid, until all screens within the Placement Information topic are complete. Ohio SACWIS will save your work as you navigate among the screens. It is not necessary to complete the screens in a specific order.





# Completing a Family Case Plan

Placement Narrative Details

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** Ongoing / Open (01/01/2014)

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

**Placement Narrative Details**

Child Name: Smith, Jimmy - Male Age 10  
 How was it determined this was a safe and appropriate environment for the child?  
[Expand Full Screen](#)

✓ ABC  
2000

**Apply to Other Children**

⚠ Selecting an option below will override any existing responses.

☐	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, James - Male Age 10
<input type="checkbox"/>	Smith, Jason - Male Age 10
<input type="checkbox"/>	Smith, Jacob - Male Age 10

Previous
Next
Apply
Save
Cancel

The Placement Selection Justification tab page appears.

1. In the **Educational Stability Assurances** grid, click, **edit** beside: **Did the child remain in the school in which the child was enrolled at the time of placement.**

Placement Selection Justification
Substitute Caregiver Services

**Placement Selection Justification**

⚠ Not Completed

Placement Information ^

Type of Placement: Certified Foster Home  
FFS 5143 Report Last Generated: No Report Generated

Placement Settings / Justification

edit Certified/Approved Relative Home  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

edit Certified/Approved Non-Relative Home

Best Interest / Special Needs Consideration for Placement

edit How was it determined this was a safe and appropriate environment for the child?  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

edit How will the placement meet the best interest of the child?  
xx

edit How will the placement meet the special needs of the child?  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

edit How will the placement meet the Family Case Plan Goals of the Child?  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

edit What is the proximity of the placement to the parent, guardian, custodian? What transportation problems might create obstacles to visitation? How will the agency resolve these obstacles?  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

edit If the child did not remain in the school he/she was attending at the time of placement, describe all efforts made to maintain child in the same school or document why remaining in the same school was not in the child's best interest.  
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Educational Stability Assurances

edit Did the child remain in the school in which the child was enrolled at the time of placement.  
NA Child not school age

# Completing a Family Case Plan

The **Placement Narrative Details** screen appears.

1. Make a selection from the drop-box in response to: **Did the child remain in the school in which the child was enrolled at the time of placement?**

**Note:** Your selection from the drop-down menu will determine whether additional information is required. If further information is required, the screen will expand when you make your selection in response to the school question.

Case / Workload / Family Case Plan / Placement Information / Placement Narrative Details

**Placement Narrative Details**

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

**Placement Narrative Details**

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

2. If your response to the school question is **N/A Child not school age**, click, **Save**.

Case / Workload / Family Case Plan / Placement Information / Placement Narrative Details

**Placement Narrative Details**

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

**Placement Narrative Details**

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

**Apply to Other Children**

**⚠ Selecting an option below will override any existing responses.**

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, James - Male Age 10
<input type="checkbox"/>	Smith, Jason - Male Age 10
<input type="checkbox"/>	Smith, Jacob - Male Age 10

**Previous** **Next** **Apply** **Save** **Cancel**

3. If your response to the education question is, **Yes**, the screen will expand, and you will need to enter narrative in response to: **Describe how the agency considered**

## Completing a Family Case Plan

**the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement.**

4. Click, **Save**.

Placement Narrative Details

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

Yes

Describe how the agency considered the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement

[Expand Full Screen](#)

4000

Apply to Other Children

Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10

Previous Topic Next Topic Apply **Save** Cancel

If your response to the school question is, **No**, the screen will expand, and you will need to add narrative in response to the following:

5. **Describe how the agency considered the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement.**
6. **Since the child did not remain in the same school, Describe how the agency coordinated with the appropriate local educational agencies to determine this was in the best interest of the child.**
7. **Describe how the agency and the local educational agencies ensured the immediate and appropriate enrollment in the new school with all of the educational records of the child provided to the new school.**
8. Click, **Save**.

# Completing a Family Case Plan

Case / Workload / Family Case Plan / Placement Information / Placement Narrative Details

## Placement Narrative Details

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

### Placement Narrative Details

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

No

Describe how the agency considered the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement

[Expand Full Screen](#)

✓ ABC

4000

Since the child did not remain in the same school, describe how the agency coordinated with the appropriate local educational agencies to determine this was in the best interest of the child.

[Expand Full Screen](#)

✓ ABC

4000

Describe how the agency and the local educational agencies ensured the immediate and appropriate enrollment in the new school with all of the educational records of the child provided to the new school.

[Expand Full Screen](#)

✓ ABC

4000

### Apply to Other Children

⚠ Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 Completed
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 Completed
<input type="checkbox"/>	Smith, James - Male Age 10

Previous Topic

Next Topic

Apply

Save

Cancel

The **Placement Selection Justification** tab page appears.

1. Click the **Substitute Caregiver Services** tab.

# Completing a Family Case Plan



The **Substitute Caregiver Services** tab page appears.

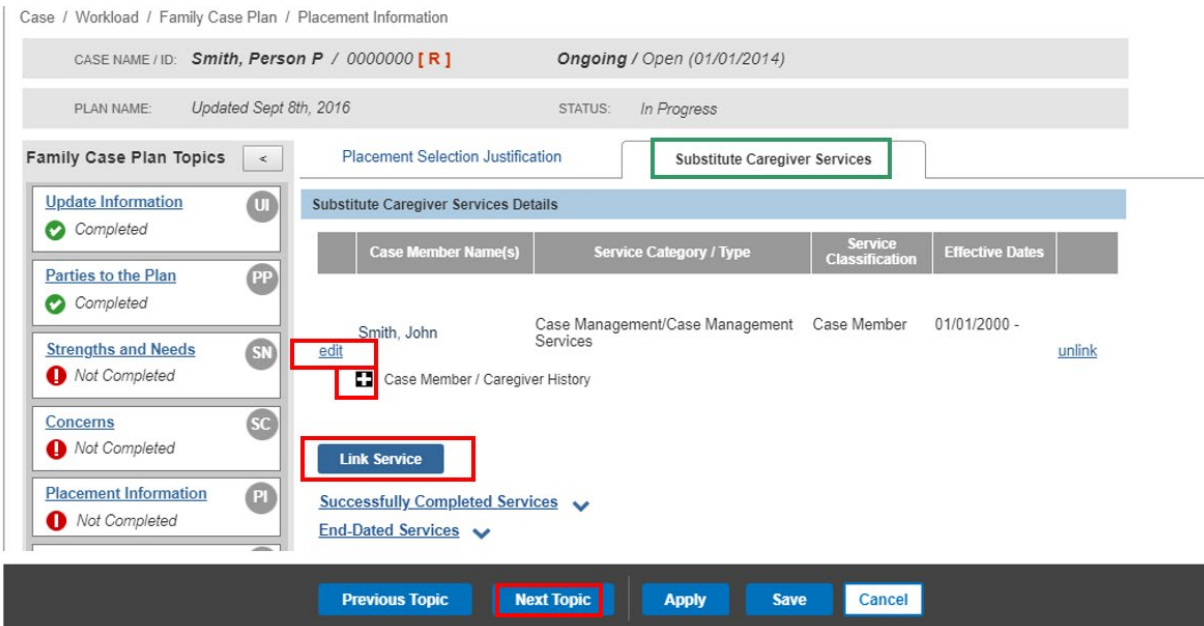
## Completing the Substitute Caregiver Services Tab Page

Any linked service(s) will appear in the **Substitute Caregiver Services Details** grid.

**Note:** You have the option to click, **edit**, beside the name of a case member if you need to edit information on the **Case Services** page (including entering an **End Date** for the service).

1. If necessary, click, **Link Service**, and follow previously discussed instruction for linking a service.
2. You can click the **Case Member/Caregiver History** drawer to review available information.
3. Click OK.

The **Substitute Caregiver Services** tab page appears.



## Completing the KGAP Information Tab

# Completing a Family Case Plan

**Note:** The KGAP Information tab will display based on information recorded on the Parties to the Plan Topic. Refer to the [Completing Parties to the Plan](#) section.

1. Click the **KGAP Information** Tab, if applicable.

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with 'KGAP Information' selected in the top navigation bar. The main content area displays the 'KGAP Information' tab for a participant named 'Disney, Donald - Male Age 3'. Below the participant name is a 'KGAP Narratives' dropdown menu. The main content area contains a grid of eight questions, each with an 'edit' link.

Family Case Plan Topics

- Update Information (UI) - Completed
- Parties to the Plan (PP) - Completed
- Strengths And Needs (SN) - Not Completed
- Concerns (C) - Completed
- Placement Information (PI) - Not Completed
- Visitation (V) - Not Completed
- Foster Youth Rights Handbook (FH) - Completed
- Court and Signatures (CS)

Placement Selection Justification   Substitute Caregiver Services   **KGAP Information**

**KGAP Information**

Disney, Donald - Male Age 3 Not Completed

**KGAP Narratives**

Type of Placement: Certified Foster Home

**KGAP Information**

- [edit](#) Describe the steps the PCSA has taken to determine it is not appropriate for the child to be returned home.
- [edit](#) Describe the efforts the PCSA has made to discuss adoption with the child's fit and willing kinship caregiver(s) as a more permanent alternative to legal guardianship and document the reasons why adoption is not the preferred option of the kinship caregiver(s).
- [edit](#) Explain why a permanent placement with a fit and willing kinship caregiver(s) through a kinship guardianship assistance arrangement is in the child's best interests.
- [edit](#) Describe the efforts the PCSA has made to discuss kinship guardianship assistance arrangement with the child's parent(s).
- [edit](#) Does the child demonstrate a strong attachment to the kin caregiver? Does the kin caregiver have a strong commitment to caring permanently for the child?
- [edit](#) Explain the reasons why efforts were not made by the PCSA to discuss with the child's parent(s) the kinship guardianship assistance arrangement.

The **KGAP Information** Tab page appears.

2. In the KGAP Information grid, click the KGAP Narratives drawer.

The screenshot shows the 'KGAP Information' tab with a green notification bar at the top stating 'Your data has been saved.' The 'KGAP Narratives' dropdown menu is expanded, showing a list of eight questions. The 'KGAP Narratives' dropdown is highlighted with a red box.

Your data has been saved.

Placement Selection Justification   Substitute Caregiver Services   **KGAP Information**

**KGAP Information**

Disney, Donald - Male Age 3 Not Completed

**KGAP Narratives**

The drawer will expand to display eight questions.

3. Click, **edit**, for each of the following KGAP Information Narratives listed for the child case plan participant.

# Completing a Family Case Plan

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with various sections like 'Update Information', 'Parties to the Plan', 'Strengths And Needs', 'Concerns', 'Placement Information', 'Visitation', 'Foster Youth Rights Handbook', and 'Court and Signatures'. The main content area is titled 'KGAP Information' and shows a child named 'Disney, Donald - Male Age 3' with a 'Not Completed' status. A 'KGAP Narratives' link is highlighted. Below it, a list of questions is shown, each with an 'edit' button. The first question is: 'Describe the steps the PCSA has taken to determine it is not appropriate for the child to be returned home.' The 'edit' button for this question is highlighted with a red box.

The **KGAP Narrative Details** screen appears.

4. Enter narrative in the text box.

For Questions six (6) through eight (8), the option to mark the question as **Not Applicable** is available.

**Note:** You can **Apply to Other Children**.

If you select a child(ren) in the **Apply to Other Children** grid, the KGAP Narrative will be applied **to the same KGAP Question for the selected Child(ren)**.

5. Click, **Save**.

The screenshot shows the 'KGAP Narrative Details' screen. At the top, it says 'Child Name: Disney, Donald - Male Age 3'. Below that is a text box with the prompt 'Describe the steps the PCSA has taken to determine it is not appropriate for the child to be returned home.' and a link '(expand full screen)'. The text box is highlighted with a red border. To the right of the text box are two buttons: 'ABC' and '3979'. Below the text box is a section titled 'Apply to Other Children' which is highlighted with a green box. Below this is a warning message: 'Selecting an option below will override any existing responses.' Below that is a table with one row: 'Disney, Daisy - Female Age 7'. At the bottom of the screen is a navigation bar with buttons for 'Previous', 'Next', 'Apply', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box.



## Completing a Family Case Plan

**Important:** The narratives in these KGAP Question Narrative are automatically pulled into the child's KGAP Eligibility record to determine the child's KGAP Eligibility. These narratives will be reviewed by the KGAP Eligibility specialist at the State Level to ensure the child meets the KGAP Eligibility requirements. (Family Case Plan updates for KGAP are not included in Eligibility when the KGAP Application is for the sibling of a child already in receipt of KGAP).

For additional information refer the [Policy and Practice Guidance Document \(PPGD\) #038](#).

The **KGAP Information** Tab screen appears, displaying, **Completed**.

### 6. Click, **Next Topic**

The screenshot shows a web application interface for a Family Case Plan. At the top, a green notification bar states "Your data has been saved." Below this is a navigation menu with several topics: "Update Information" (Completed), "Parties to the Plan" (Completed), "Strengths And Needs" (Not Completed), "Concerns" (Completed), "Placement Information" (Not Completed), and "Visitation" (Not Completed). The "KGAP Information" tab is currently selected and highlighted with a green box. The main content area displays "Disney, Donald - Male Age 3" with a "Completed" status. Underneath, there are three narrative sections, each with an "edit" link and a "narrative" label. The bottom navigation bar includes "Previous Topic", "Next Topic" (highlighted with a red box), "Apply", "Save", and "Cancel" buttons. A "Foster Youth Rights Handbook" link is also visible in the bottom left corner.

The **Visitation** screen appears, defaulted to the **Visitation Status** tab.

# Completing a Family Case Plan

## Completing the Visitation Topic

### Completing the Visitation Status Tab Page

**Note:** The Visitation topic displays when at least one child case plan participant is in a non-end-dated completed placement setting or a non-end-dated Living Arrangement. The Visitation Topic is an optional topic to complete for an Adoption Family Case Plan.

1. If relevant, place a checkmark in the check box next to: **Child has no adult visitors.**

Case / Workload / Family Case Plan **Visitation**

CASE NAME / ID: Ongoing / Open (05/02/2018)

PLAN NAME: Initial Mar 8, 2019 STATUS: In progress

Your data has been saved.

Family Case Plan Topics < Visitation Status Adult Visitation Sibling Visitation

Parties to the Plan Completed

Concerns Completed

Placement Information Completed

Visitation Not Completed

Visitation Plan Status

Adult Visitation Not Completed

Child has no adult visitors

Sibling Visitation Optional

The screen will expand, requesting further information

2. Enter narrative in response to: **Justification for not having adult visitors.**
3. Click the **Adult Visitation** tab.

Visitation Status **Adult Visitation** Sibling Visitation

Visitation Plan Status

Adult Visitation Not Completed

Child has no adult visitors

Justification for not having adult visitors: (expand full screen)

ABC

4000

Sibling Visitation Optional

The **Adult Visitation** tab page appears.

1. Make a selection from the **Available Adult(s)** drop-down menu.
2. Click, **Add New Visitation.**

Family Case Plan Topics < Visitation Status **Adult Visitation** Sibling Visitation

Parties to the Plan Completed

Concerns Completed

Placement Information Completed

Visitation Not Completed

Adult Visitation Summary

Available Adult(s):

Add New Visitation

Add Case Member Add Associated Person

# Completing a Family Case Plan

The **Add Adult Visitation** screen appears.

1. Place a checkmark in the check box beside the name of the child(ren) you wish to have visitation.
2. Enter a number in the **How Often (Frequency)** box.
3. Make a selection from the **times** drop-down menu.
4. Make a selection from the **How Long (Duration)** drop-down window.
5. Make a selection from the **Where (Location)** drop-down menu.
6. Using the radio buttons, select an option under: **Will the visit be supervised and/or restricted?**

**Note:** If the selection of **Supervised Only**, **Restricted Only** or **Both Supervised and Restricted** are made, a narrative box displays to explain the reasons.

Will the visit be supervised and/or restricted? \*

Not Answered

Neither

Supervised Only

Restricted Only

Both Supervised and Restricted

Explain the restrictions on the location, frequency, duration of visitation and the reason: [\(expand full screen\)](#)

7. Enter narrative in the **Other approved communication** text box.
8. Click, **Save**.

Case / Workload / Family Case Plan / Visitation **Add Adult Visitation**

CASE NAME / ID: Ongoing / Open (05/02/2018)

PLAN NAME: Initial Mar 7, 2019 STATUS: In progress

**Add Visitation Details**

Child(ren) to add: \*

	Children	
<input checked="" type="checkbox"/>		

How Often (Frequency): \*

times:

How Long (Duration): \*

Where (Location): \*

Will the visit be supervised and/or restricted? \*

Not Answered

Neither

Supervised Only

Restricted Only

Both Supervised and Restricted

Other approved communication: [\(expand full screen\)](#)

# Completing a Family Case Plan

The **Visitation** screen appears; the **Adult Visitation Summary** grid displays the information you added.

**Note:** Repeat the instructions above for each Adult you wish to add for visitation.

The **Add or Modify Visitation Plan** screen appears.

1. Click, **edit** to modify the visitation details and/or click the **Add Child** button to select additional children to add to the Visitation Plan.
2. Click, **Close**.

# Completing a Family Case Plan

From the **Actions** dropdown, you can click, **Apply Plan to Other Adults**.

**Adult Visitation Summary**

Dewitt, John Wayne Dubois

Visiting 2 times monthly in Agency Setting for 2 hours **RESTRICTED**

Charlesworth-Dewitt, Jack Sawsall - Male Age 9

[Visitation Information](#) ▼

Visiting 3 times monthly in Neutral Setting for 1 hour

Charlesworth-Dewitt, Janey Hooksaw - Female Age 12

**Actions ...** ▼

- Add/Modify Plan Details
- Apply Plan to Other Adults**
- View Activity
- Delete Plan Details

The **Apply Visitation to Other Adults** screen appears.

1. Make a selection from the **Available Adult(s)** drop-down menu of the Adult you want to apply available visitation plans.
2. **Select visitation details to be applied:**
3. Click, **Save**.

**Apply Visitation to Other Adults**

Dewitt, John Wayne Dubois

Available Adult(s): \*

Dewitt, Betty Machete ▼

Select visitation details to be applied: \*

*Visitation details selected below will be copied and applied to selected adults.*

<input type="checkbox"/>	Visitation Details	Child(ren)
<input type="checkbox"/>	Visiting 3 times monthly in Neutral Setting for 1 hour	Charlesworth-Dewitt, Janey Chainsaw - Female Age 12
<input type="checkbox"/>	Visiting 4 times monthly in Agency Setting for 2 hours <b>SUPERVISED</b>	Charlesworth-Dewitt, Jimmy Chainsaw - Male Age 10
<input type="checkbox"/>	Visiting 2 times monthly in Agency Setting for 2 hours <b>RESTRICTED</b> <b>SUPERVISED</b>	Charlesworth-Dewitt, Jack Sawsall - Male Age 9
<input type="checkbox"/>	Visiting 4 times monthly in Agency Setting for 2 hours <b>SUPERVISED</b>	Charlesworth-Dewitt, Jessa Bandsaw - Female Age 8

**Save** **Cancel**

## Completing a Family Case Plan

From the **Actions** dropdown, you can click, **View Activity**.

**Adult Visitation Summary**

Dewitt, John Wayne Dubois

Visiting **2 times monthly** in **Agency Setting** for **2 hours** **RESTRICTED**

Charlesworth-Dewitt, Jack Sawsall - Male Age 9

[Visitation Information](#) ▼

Visiting **3 times monthly** in **Neutral Setting** for **1 hour**

Charlesworth-Dewitt, Janay Hooker - Female Age 12

**Actions ...** ▼



- Add/Modify Plan Details
- Apply Plan to Other Adults
- View Activity**
- Delete Plan Details

The **Visitation Activity Filter** screen appears.

1. Click, **view** on the Activity Log you would like to view. You will be navigated to the specific Activity Log linked to the Visitation Plan.
2. When back on the **Visitation Activity Filter** screen, click, **Close**.

**Visitation Activity Filter**

Dewitt, John Wayne Dubois

Activity Start Date:   -    
From Date To Date

Associated Participants:

**Filter** **Clear**

**Visitation Activities**

Result(s) 1 to X of Y / Page 1 of Z

	Activity Start Date	Location	Associated Participants
<a href="#">view</a>	<MM/DD/YYYY>	<Location>	<Names>

« 1 2 3 4 5 »

**Close**

From the **Actions** dropdown, you can click, **Delete Plan Details**.

# Completing a Family Case Plan

**Adult Visitation Summary**

Dewitt, John Wayne Dubois

Visiting **2 times monthly** in **Agency Setting** for **2 hours** **RESTRICTED**

Charlesworth-Dewitt, Jack Sawsall - Male Age 9

[Visitation Information](#) ▼

Visiting **3 times monthly** in **Neutral Setting** for **1 hour**

Charlesworth-Dewitt, Janey Chainsaw - Female Age 12

**Actions ...** ▼

- Add/Modify Plan Details
- Apply Plan to Other Adults
- View Activity
- Delete Plan Details**

The **Delete Visitation Plan Details** screen appears.

1. Make a selection from the grid **Select child(ren) and respective visitation details to be deleted:**
2. Click, **Delete Selected**.

*Delete Visitation Plan Details*

CASE NAME / ID: **Dewitt, Betty Machete / 000000000** **Ongoing / Open (MM/DD/YYYY)**

PLAN NUMBER: **Initial / September 8th, 2016** STATUS: **Not Completed**

**Visitation Details**

Dewitt, John Wayne Dubois

Select child(ren) and respective visitation details to be deleted: \*

<input type="checkbox"/>	Children	Current Visitation Details
<input type="checkbox"/>	Charlesworth-Dewitt, Janey Chainsaw - Female Age 12	Visiting <b>3 times a month</b> in <b>Neutral Setting</b> for <b>1 hour</b>
<input type="checkbox"/>	Charlesworth-Dewitt, Jimmy Chainsaw - Male Age 10	Visiting <b>4 times a month</b> in <b>Agency Setting</b> for <b>2 hours</b> <b>SUPERVISED</b>
<input type="checkbox"/>	Charlesworth-Dewitt, Jack Sawsall - Male Age 9	Visiting <b>2 times a month</b> in <b>Agency Setting</b> for <b>2 hours</b> <b>RESTRICTED</b> <b>SUPERVISED</b>
<input type="checkbox"/>	Charlesworth-Dewitt, Jessa Bandsaw - Female Age 8	Visiting <b>4 times a month</b> in <b>Agency Setting</b> for <b>2 hours</b> <b>SUPERVISED</b>

**Delete Selected** **Cancel**

3. Click, the **Sibling Visitation** tab.

# Completing a Family Case Plan

The **Sibling Visitation** tab page appears.

## Adding Sibling Visitation

1. If applicable, enter narrative in response to: **Describe efforts to place the children together, and why those efforts were not successful.**
2. Click, **Add Visiting Sibling Detail.**

Visitation Status	Adult Visitation	<b>Sibling Visitation</b>
-------------------	------------------	---------------------------

### Sibling Visitation Summary

Charlesworth-Dewitt, Janey Hacksaw - Age 12	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>
Charlesworth-Dewitt, Jimmy Chainsaw - Age 10	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>
Charlesworth-Dewitt, Jack Sawsall - Age 9	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>
Charlesworth-Dewitt, Jessa Bandsaw - Age 8	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>

Describe efforts to place the children together, and why those efforts were not successful:  
[Expand Full Screen](#)

✓ ABC  
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---

### Siblings Who May Visit Each Other

*Details about siblings visiting each other has not yet been added.*

**Add Visiting Sibling Detail**

---

### Siblings Not Visiting Each Other

*Details about siblings not visiting each other has not yet been added.*

Child not visiting:

**Add Non-Visiting Sibling Detail**



## Completing a Family Case Plan

The **Sibling Visiting Each Other** screen appears.

1. Place a checkmark(s) in the check box(es) beside the relevant child(ren) in the **Siblings in agency custody who are visiting each other** grid.  
**Note:** If applicable, select a child(ren) from those listed in the **Children** grid below **Other siblings or children who are visiting**.
2. Enter narrative in the text box below: **Description of visitation**.
3. Click, **Save**.

Case / Workload / Family Case Plan / Visitation / Add Adult Visitation

CASE NAME / ID: Ongoing / Open (03/13/2018)

PLAN NAME: Initial Feb 26, 2019 STATUS: In progress

### Siblings Visiting Each Other

Siblings in agency custody who are visiting each other: \*

Children	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Other siblings or children who are visiting: \*

A sibling visitation for children identified as part of a sibling group should be considered.

Children	
<input type="checkbox"/>	
<input type="checkbox"/>	

Description of visitation: \* (expand full screen)

ABC 4000

Save Save & Add Another Cancel

The **Sibling Visitation** tab screen appears, displaying the children with visitation in the **Siblings Who May Visit Each Other** grid.

**Note:** The **Actions** dropdown includes **Add/Modify Details**, **View Activity** and **Delete Plan Details**. Please refer to the Adult Visitation Plan section of how to complete.

1. If applicable, make a selection from the **Child not visiting** drop-down menu and click, **Add Non-Visiting Sibling Detail**.

# Completing a Family Case Plan

The screenshot shows two main sections. The first section, 'Siblings Who May Visit Each Other', contains two entries: 'Jimmy, Janey, Katlynn and Jack are visiting each other' and 'Jack and Jessa are visiting each other'. Each entry has a 'Details' link and a blue 'Actions ...' dropdown menu. The dropdown menu for the first entry is open, showing options: 'Add/Modify Details', 'View Activity', and 'Delete Plan Details'. Below this section is a blue button labeled 'Add Visiting Sibling Detail'. The second section, 'Siblings Not Visiting Each Other', contains one entry: 'Jimmy is not visiting Jessa or Jack'. It also has a 'Details' link and an 'Actions ...' dropdown menu. Below this section is a text input field labeled 'Child not visiting:' with a dropdown arrow, and a blue button labeled 'Add Non-Visiting Sibling Detail'. The input field and button are highlighted with a green border.

The **Siblings Who Are Not Visiting** grid appears.

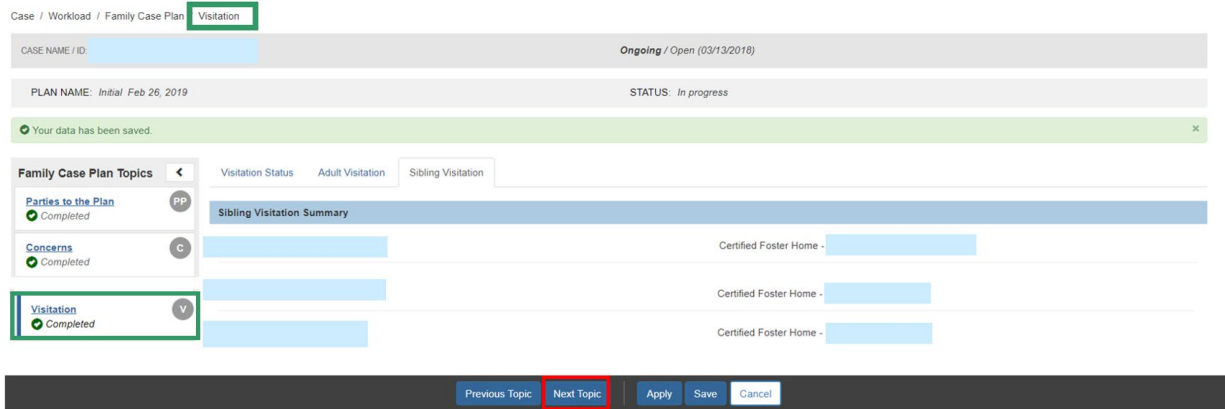
1. Make selection from **Siblings who are not visiting** child and enter narrative in the response to **Describe the reason the siblings are not visiting**.
2. Click, **Save**.

The screenshot shows the 'Siblings Who Are Not Visiting' section of a case plan. At the top, there is a breadcrumb trail: 'Case / Workload / Family Case Plan / Visitation / Add Adult Visitation'. Below this, there are two rows of information: 'CASE NAME / ID' with a value and 'Ongoing / Open (03/13/2018)', and 'PLAN NAME: Initial Feb 26, 2019' with 'STATUS: In progress'. The 'Siblings Who Are Not Visiting' section is highlighted with a green border. It contains a table with columns for 'Siblings who are not visiting' and 'Children'. There are three rows in the table, each with a blue selection box in the 'Siblings who are not visiting' column. Below the table is a text input field labeled 'Describe the reason the siblings are not visiting: \* (expand full screen)'. The input field is highlighted with a red border. At the bottom of the screen, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red border.

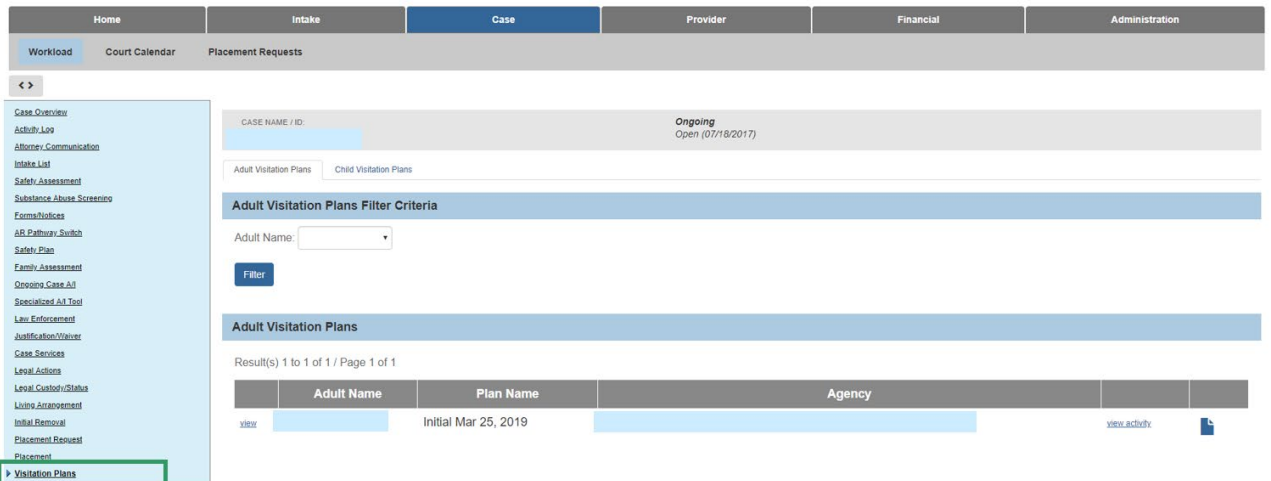
The **Visitation** screen appears, displaying a **Completed** status for the **Visitation** topic.

1. Click, **Next Topic**.

# Completing a Family Case Plan



**Important:** When you click, **Visitation Plans** in the left navigation pane, the **Adult Visitation Plans** tab screen appears. The visitation plans listed on this page are view only and include the Adult Visitation Plans created within the Family Case Plan. The **Child Visitation Plans** tab includes a view only list of historical visitation plans.



## Completing the Sibling Visitation

(this section is missing)

## Completing the Foster Youth Rights Handbook Topic

**Note:** The Foster Youth Rights Handbook topic displays when at least one child case plan participant has a non-end-dated Legal Custody Episode. Children who are 14 years of age or older will display. To add children under the age of 14, the **Add Additional Youth** button is available.

The **Foster Youth Rights Handbook Information** screen appears.

**Note:** The PCSA holding custody shall provide the JFS 01677, Foster Youth Rights Handbook, to any youth being placed in substitute care who is fourteen years of age or older. You can access a copy of the handbook [here on the OFC Website](#).

## Completing a Family Case Plan

1. Make a selection from the **Foster Youth Rights Handbook Provided** dropdown. If Yes is selected, enter **Date Provided**.  
**Note:** If No-Youth incapacitated is selected from **Foster Youth Rights Handbook Provided**, no other questions will display.
2. Make a selection from **Signature Obtained** dropdown menu.
3. Make a selection from the **Foster Youth Rights Handbook Reviewed with Youth** dropdown. If Yes is selected, enter **Date Provided**.
4. Make a selection from **Signature Obtained** dropdown menu.
5. Make a selection from the **Signature Obtained** drop-down menu.
6. Make a selection from the **Foster Youth Rights Handbook Reviewed with Youth** drop-down menu.
7. If the Handbook was reviewed, enter the **Date Reviewed**.
8. Make a selection from the Signature Obtained drop-down menu.
9. Click, **Next Topic**.

The screenshot displays the 'Family Case Plan Topics' interface. On the left is a sidebar with various topic categories: Update Information (Completed), Parties to the Plan (Completed), Strengths and Needs (Not Completed), Concerns (Not Completed), Placement Information (Not Completed), Visitation (Optional), Foster Youth Rights Handbook (Completed), Independent Living Information (Not Completed), and Exceptions to Permanent. The main content area is titled 'Foster Youth Rights Handbook Information' and contains two entries for youth.

**Youth 1: Smith, John / 000000 Male Age 17, DOB 01/01/1998** (Not Completed)

Custody Episode: 01/01/2016 to Present

Foster Youth Rights Handbook Provided: Yes (dropdown) Date Provided: [calendar icon]

Signature Obtained: Yes (dropdown)

Foster Youth Rights Handbook Reviewed with Youth: Yes (dropdown) Date Reviewed: [calendar icon]

Signature Obtained: Yes (dropdown)

**Youth 2: Smith, Jimmy / 000000 Male Age 14, DOB 01/01/2002** (Not Completed)

Custody Episode: 01/01/2016 to Present

Foster Youth Rights Handbook Provided: [dropdown]

At the bottom of the form is a blue button labeled 'Add Additional Youth'. A dark grey bar at the very bottom contains navigation buttons: 'Previous Topic', 'Next Topic' (highlighted with a red box), 'Apply', 'Save', and 'Cancel'.

The **Independent Living Information** screen appears.

## Completing a Family Case Plan

### Completing the Independent Living Family Topic

**Note:** The Independent Living Information topic displays when:

- At least one child case plan participant is 14 years of age or older and has a non-end-dated Legal Custody Episode
  - At least one child case plan participant younger than 14 years of age has an Active Independent Living Plan.
  - At least one child case plan participant has a case plan goal or concurrent plan objective of Independent Living / Emancipation.
1. When a child has an Active Independent Living Plan, click **view**; to be navigated to the child's Independent Living Plan.
  2. Click the **Youth Contacts** drawer to expand its contents. All persons identified in Youth Contacts within their Active Independent Living Plan will display.

The screenshot displays the 'Family Case Plan Topics' sidebar on the left and the 'Independent Living Details' main content area on the right. The sidebar includes various topics such as 'Update Information', 'Parties to the Plan', 'Strengths and Needs', 'Concerns', 'Placement Information', 'Visitation', 'Foster Youth Rights Handbook', 'Independent Living Information', and 'Exceptions to Permanent Custody'. The 'Independent Living Information' topic is highlighted with a green border and a red 'Not Completed' status icon. The main content area shows 'Independent Living Details' for a youth named Jimmy Smith, 16 years old, male, with a completed plan. It includes a 'Plan Developed Date' of 08/22/2016, a table of goals (Academic Support), and a 'Youth Contacts' section. The 'Youth Contacts' section is highlighted with a red box and shows three entries for Jane Smith, 39 years old, female, with roles of 'PERMANENT ADULT CONNECTION' and 'YOUTH SUPPORT PERSON'.

**Note:** If the youth does not have anyone identified as either a Permanent Adult Connection or Youth Support Person, a warning message will display. The Permanent Adult Connections and Youth Support Persons are recorded in the Contact Directory within the Independent Living Plan.

# Completing a Family Case Plan

Smith, Rodger - Male Age 14 *Completed*

[Independent Living Information](#) ▾

⚠ This Youth has no Permanent Adult Connection or Youth Support Person.

When a youth does not have an Active Independent Living Plan, enter narrative in response to: **If an Independent Living Plan has not been developed or is in pending status, identify programs and life skill services which will assist the youth for independent living. Describe the progress towards the development and completion of the Independent Living Assessment/Plan.**

3. Click, **Next Topic**.

Smith, Tommy - Male Age 14 ! *Not Completed*

[Independent Living Information](#) ▲

If an Independent Living Plan has not been developed or is in pending status, identify programs and life skill services which will assist the youth for independent living. Describe the progress towards the development and completion of the Independent Living Assessment/Plan.

[Expand Full Screen](#)

✓ ABC  
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Previous TopicNext TopicApplySaveCancel

**Note:** If the child case plan participant has a Concurrent Plan Objective of Independent Living / Emancipation and does not have an Active Independent Living Plan, the system will display the Attention message.

## Independent Living Details

For youth 14 years of age and older in custody, independent living service provisions are required to be part of the Family Case Plan. Identify programs and life skills which will assist the youth to prepare for transitions from substitute care to independent living.

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

Disney, Donald - Male Age 3 ! *Not Completed*

⚠ This youth's Concurrent Plan Objective is Independent Living / Emancipation w/ family and kinship connections, therefore, this youth is required to have an Active Independent Living Plan.

[Independent Living Information](#) ▲

If an Independent Living Plan has not been developed or is in pending status, identify programs and life skill services which will assist the youth for independent living. Describe the progress towards the development and completion of the Independent Living Assessment/Plan. [\(expand full screen\)](#)

✓ ABC  
4000

## Completing a Family Case Plan

The **Exceptions to Permanent Custody** screen appears.

### Completing the Exceptions to Permanent Custody Topic

**Note:** The Exceptions to Permanent Custody topic displays when at least one child case plan participant has been in custody for 12 or more of the last 22 months. For unapproved Family Case Plans, the 22-month time frame will be based on system date. For approved Family Case Plans, the system will display this topic if any Exceptions Information has been recorded. The 12-month custody period does not have to be consecutive and can be across multiple legal custody episodes.

1. Click the **Exception Information** drawer to expand its contents.
2. Select the relevant response to the question, **Has the agency filed a motion for permanent custody?**

**Note:** If a Motion for Permanent Custody is recorded in Ohio SACWIS, the system will default the answer to **Yes, the agency has filed a motion for permanent custody** with the **Date Submitted** displayed on the screen. Sheri – add the additional radio...add missing text

When the response is, **Yes, Motion filed; Not recorded in Ohio SACWIS**, you will need to add narrative in response to, **Document the compelling reasons for determining the Termination of Parental Rights would not be in the interest of the child.**

3. When **No, the agency has compelling reasons for not recommending Termination of Parental Rights (the compelling reasons and the permanency plan are explained below)** is selected, a narrative in response to **Document the compelling reasons for determining the Termination of Parental Rights would not be in the interest of the child** is required.
4. When **No, the agency has not provided the child's parents, guardian or custodian or the child with services outlined in the case plan (the services needed as well as the plan to address them is outlined below)** is selected, a narrative response to **Document the reason for determining that the Termination of Parental Rights shall not be pursued because 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** is required.
5. If applicable, enter narrative in the **Comments** text box.
6. Click, **Next Topic**.

# Completing a Family Case Plan

The screenshot shows a software interface for completing a Family Case Plan. On the left is a sidebar titled "Family Case Plan Topics" with a list of topics and their completion status:

- Update Information (UI) - Completed
- Parties to the Plan (PP) - Completed
- Strengths and Needs (SN) - Not Completed
- Concerns (SC) - Not Completed
- Placement Information (PI) - Not Completed
- Visitation (V) - Optional
- Foster Youth Rights Handbook (FH) - Completed
- Independent Living Information (IL) - Not Completed
- Exceptions to Permanent Custody (EPC) - Completed

The main content area is titled "Exceptions Details" and contains a note: "Note: For a child who has been in the temporary custody of the agency for 12 or more of the past 22 consecutive months and a determination is made by the agency that parental rights shall not be terminated, the agency must document the reasons for arriving at this determination." Below this, there are two child entries:

- Smith, Jimmy - Male Age 6** - Not Completed. Includes a link for "Exceptions Information" and a question: "Has the agency filed a motion for permanent custody?" with radio button options: "Yes, the agency has filed a motion for permanent custody" (selected), "Yes, Motion filed; Not recorded in SACWIS", "No, the agency has compelling reasons for not recommending Termination of Parental Rights (the compelling reasons and the permanency plan are explained below)", "No, the agency has not provided the child's parents, guardian or custodian or the child with services outlines in the case plan. (the services needed as well as the plan to address them is outlined below)", and "Not Answered".
- Smith, Tommy - Male Age 6** - Completed. Includes a link for "Exceptions Information" and a "Comments:" section with an "Expand Full Screen" link and a text area.

At the bottom of the interface is a navigation bar with buttons: "Previous Topic", "Next Topic" (highlighted with a red box), "Apply", "Save", and "Cancel".

## Completing the Permanency Information - PC Topic

**Note:** The **Permanency Information – PC** topic displays when at least one child case plan participant has a non-end-dated Permanent Custody or Permanent Surrender Legal Status.

1. If a child does not have a Recruitment Plan recorded in Ohio SACWIS, an **edit** link will display next to the child. Click, **edit**.



# Completing a Family Case Plan

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with the 'Permanency Information - PC' topic selected. The main content area displays the 'Permanency Information - PC' page for a child named Jimmy Smith. The page includes an 'edit' button, a 'Permanency Details' link, and a grid of recruitment activities. A yellow warning banner indicates that the Child Recruitment Plan may have been updated since approval. The page also shows details for a recruitment plan for Timmy Smith, including the plan ID, status, effective and end dates, and planned activities.

2. The **Permanency Details – PC** page appears.

## Completing the Permanency Details - PC Page

1. In the **Recruitment Activities to be Completed by the Agency** grid, make a selection(s) by placing a checkmark(s) in the check box(es) beside each of the recruitment activities you wish to add.
2. Enter narrative in the text box **Describe the above Selected Recruitment Activities that will be taken by the agency.**  
**Note:** You can **Apply to Other Children**. If there is a recruitment plan linked, the Apply to Other Children is grayed out.
3. Click, **Save**.

# Completing a Family Case Plan

**Permanency Details - PC**

Child Name: Smith, Tommy - Male Age 6

**Recruitment Activities to be Completed by the Agency**

**An In Progress Child Recruitment Plan exists; if the recruitment plan is marked Active the information will display here.**

For a child who is in Permanent Custody and whose goal is adoption, the agency must document the steps the agency will take to obtain a permanent home for the child.

- Review the case file for relatives/kin
- Register the child's profile on...
- Talk with current / previous caregiver about interest in adopting child
- Talk with the child about anyone who may be willing to provide a permanent home for the child
- Distribution of information about the child to other adoption agencies
- Internet/Social Media Searches
- Flyers/Brochures
- Adoption Fair/Mixer
- Radio/Television/Media
- Other

Describe the above Selected Recruitment Activities that will be taken by the agency.  
[Expand Full Screen](#)

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**Apply to Other Children**

**Selecting an option below will override any existing responses.**

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>

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

The **Permanency Information-PC** screen appears.

**Note:** The system will display/link the most recent Child Recruitment Plan (with a status of active, complete or closed only).

4. Click the **Permanency Details** drawer to expand its contents.
5. If you click, **Recruitment Plan ID** link, you will be navigated to that Child Recruitment Plan.
6. Click, **Next Topic**.

# Completing a Family Case Plan

**Family Case Plan Topics** <

- [Update Information](#) UI  
✔ Completed
- [Parties to the Plan](#) PP  
✔ Completed
- [Strengths and Needs](#) SN  
❗ Not Completed
- [Concerns](#) SC  
❗ Not Completed
- [Placement Information](#) PI  
❗ Not Completed
- [Visitation](#) V  
✔ Optional
- [Foster Youth Rights Handbook](#) FH  
✔ Completed
- [Independent Living Information](#) IL  
❗ Not Completed
- [Exceptions to Permanent Custody](#) EPC  
✔ Completed
- [Permanency Information - PC](#) PC  
✔ Completed
- [Permanency Information - PPLA](#) PPLA  
✔ Completed
- [Candidate For Foster Care](#) FC  
✔ Completed
- [Court and Signatures](#) CS
- [Approval](#) A

**Permanency Information - PC**

[edit](#) **Smith, Jimmy** Male Age 1, DOB 01/01/2018 ❗ Not Completed

[Permanency Details](#) ^

**Recruitment Activities:** Recruitment Activity Value  
Recruitment Activity Value  
Recruitment Activity Value.

**Recruitment Activity Details:** The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters...

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**Smith, Timmy** Male Age 14, DOB 01/01/2002 ✔ Completed

[Permanency Details](#) ^

⚠ Child Recruitment Plan may have been updated since Family Case Plan approval.

**Recruitment Plan ID:**  **Status:** Active

**Effective Date:** XX/XX/XXXX **End Date:** XX/XX/XXXX

**Activity:** Review Case for Relative/Kin

**What is Planned:**  
The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters...

---

**Activity:** Review Case for Relative/Kin

**What is Planned:**  
The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters...

Previous Topic
Next Topic
Apply
Save
Cancel

# Completing a Family Case Plan

## Completing the Permanency Information - PPLA Topic

**Note:** The **Permanency Information – PPLA** topic displays when at least one child case plan participant has a non-end-dated PPLA Legal Status.

1. Click, **edit** next to the child’s name.

Case / Workload / Family Case Plan / Placement Information / Permanency Information - PPLA

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Family Case Plan Topics < Permanency Information – PPLA

- Update Information (UI) Completed
- Parties to the Plan (PP) Completed
- Strengths and Needs (SN) Not Completed
- Concerns (SC) Not Completed
- Placement Information (PI) Not Completed
- Visitation (V) Optional
- Foster Youth Rights Handbook (FH) Completed
- Independent Living Information (IL) Not Completed
- Exceptions to Permanent Custody (EPC) Completed

**edit** Smith, Jimmy Male Age 1, DOB 01/01/2016 **Not Completed**

[Permanency Details](#) ▾

Unsuccessful Efforts: The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters... [Show More](#)

Ongoing Activities:

---

**edit** Smith, Timmy Male Age 1, DOB 01/01/2016 **Completed**

[Permanency Details](#) ▾

Unsuccessful Efforts: The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters... [Show More](#)

Ongoing Activities: The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters... [Show More](#)

Previous Topic Next Topic Apply Save Cancel

The **Permanency Details – PPLA** grid appears.

## Completing the Permanency Details - PPLA Page

1. Enter narrative in the text box **Documentation of intensive, ongoing, unsuccessful efforts for family placement including options of returning child home, placement with non-removal parent, placement with a fit and willing relative, a legal guardian or an adoptive parent. Include details on efforts that utilize search technology (including social media) to find biological family members for the child(ren).**
2. Enter narrative in the text box **Document the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities and**

## Completing a Family Case Plan

that the child's placement provider is following the reasonable and prudent parent standard.

3. Click, **Save**.
4. The **Permanency Information – PPLA** page appears. Click, **Next Topic**.

**Permanency Details - PPLA**

Child Name: Smith, Tommy - Male Age 6

For a youth who is in the legal status of PPLA the agency must document the steps it has/will take to achieve permanency for the youth.

---

Documentation of intensive, ongoing, unsuccessful efforts for family placement including options of returning child home, placement with non-removal parent, placement with a fit and willing relative, a legal guardian or an adoptive parent. Include details on efforts that utilize search technology (including social media) to find biological family members for the child(ren).

[Expand Full Screen](#)

✓ ABC  
2000

Document the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities and that the child's placement provider is following the reasonable and prudent parent standard.

[Expand Full Screen](#)

✓ ABC  
2000

PreviousNextApplySaveCancel

## Completing the Candidate For Foster Care Topic

**Note:** The Candidate for Foster Care topic displays when at least one child case plan participant is not in the custody of the agency

1. Click, **edit** next to the child's name.

Family Case Plan Topics <

[Update Information](#) UI Completed

[Parties to the Plan](#) PP Completed

[Strengths and Needs](#) SN Not Completed

**Child(ren) that are Candidates For Foster Care**

<a href="#">edit</a>	Smith, Jimmy	Male Age 1, DOB 01/01/2016	Completed
	Reason:	Court Action	
<hr/>			
<a href="#">edit</a>	Smith, Jimmy	Male Age 1, DOB 01/01/2016	Completed
	Reason:	Case Plan	
	Explanation:	The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters... <a href="#">Show More</a>	

The **Candidate Explanation** page appears.

2. Make a selection from the **Reason** dropdown.

## Completing a Family Case Plan

3. Enter narrative in the text box **Explain why the child is at serious risk of removal and identify the services outlined in the Family Case Plan that are intended to mitigate the child's risk of removal.**

**Note:** You can **Apply to Other Children.**

5. Click, **Save.**
6. The **Candidate For Foster Care** page appears. Click, **Next Topic.**

**Candidate Explanation**

Child Candidate for Foster Care: Smith, Jimmy - Male Age 10

Reason:

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:  
[Expand Full Screen](#)

▼ ABC  
4000

**Apply to Other Children**

⚠ Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jarob - Male Age 10
<input type="checkbox"/>	Smith, John - Male Age 10

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

## Completing the Court and Signatures Topic

1. Make a selection from the **Court Name** drop-down menu.
2. Make a selection from the **Judge/Magistrate** drop-down menu.
3. In the **Plan Participant Signatures** grid, for every participant in the Family Case Plan, complete the following:
  - **Family Case Plan Role**
  - **Signature Captured** (If the answer is **No**, select, **Reason Not Captured** from the dropdown menu)
  - **Captured Date**
  - **Jointly Developed Plan** (If the answer is **No**, enter narrative in the **Explain** textbox)
  - **Agreed with Plan** (If the answer is **No**, enter narrative in the **Explain** textbox)


## Completing a Family Case Plan

- **Date Copy of Plan Provided**
4. In the **Associated Plan Participants** grid, complete the following for each person:
- **Family Case Plan Role**
  - **Signature Captured**
  - **Captured Date**

**Note:** If necessary, click, **Add Additional Signature**. The **Additional Signatures** screen will appear; from there, make a selection from the **Available Persons** grid by placing a checkmark in the check box beside the relevant name. You have the option to search for a person if they do not appear in the Available Persons grid.

5. Click, **Next Topic**.

**Court Information**

Court File Date:   Court Status:  ▼

Court Name:  ▼

Judge / Magistrate:  ▼

**Plan Participant Signatures**


**Smith, Jimmy** - Male Age 30

Family Case Plan Role:  ▼

Signature Captured:  ▼

Jointly Developed Plan:  ▼

Agreed with Plan:  ▼

Date Copy of Plan Provided:  

---


**Smith, Timmy** - Male Age 14

Family Case Plan Role: Child

Signature Captured:  ▼

Jointly Developed Plan:  ▼

Agreed with Plan:  ▼

Date Copy of Plan Provided:  

# Completing a Family Case Plan

Remaining Participants:

---

**Associated Plan Participants**

<b>Smith, John</b>	Family Case Plan Role:	Supervisor	
	Signature Captured:	<input type="text"/>	

---

<b>Smith, Jane</b>	Family Case Plan Role:	<input type="text" value="Kinship Caregiver"/>	
	Signature Captured:	<input type="text"/>	
	Date Copy of Plan Provided:	<input type="text"/>	

---

## Processing Approval

The **Approval** screen appears, displaying the **Approval Information** grid.

If everything has been correctly completed, the following message will display: ***This Family Case Plan is ready for Approval.***

Click, **Submit for Approval.**

Case / Workload / Family Case Plan

---

CASE NAME / ID:  Ongoing / Open (07/19/2017)

---

PLAN NAME: Initial Mar 25, 2019 STATUS: In progress

---

Your data has been saved.

---

Family Case Plan Topics

<b>Parties to the Plan</b> Completed		<input type="text" value="This Family Case Plan is ready for Approval"/> <input type="button" value="Submit for Approval"/>
<b>Concerns</b> Completed		



# Completing a Family Case Plan

The **Process Approval** screen appears.

If you have failed to complete any required information for the Family Case Plan, the **Approval** screen will appear with a list of the incomplete items; you will need to resolve the issues before you can submit the Plan for approval.

If all requirements for the Family Case Plan have been completed, the **Process Approval** screen appears.

1. Make a selection from the **Action** drop-down menu.
2. If you do not have approval access rights, make a selection from the **Reviewers/Approvers** drop-down menu.
3. Click, **Save**.

## Completing a Family Case Plan

The **Case Plan Tools** screen appears, displaying **Approved** under **Family Case Plan Status** in the **Plan Type** column.

The screenshot shows the 'Case Plan Tools' interface. On the left is a navigation pane with 'Case Plan Tools' highlighted. The main area has a 'Plan Filter Criteria' section with an 'Agency' dropdown and a 'Filter' button. Below is a 'Plans' section with an 'Add Family Case Plan' button. A table displays the results:

Plan Name	Event Date	Plan Type	Effective Date	Agency	Plan Number
Initial Mar 21, 2019	02/16/2018-Family Assessment	Family Case Plan Status: <b>Approved</b>	03/12/2019 - Adult Signature		2

## Completing an Update to the Family Case Plan

From the Ohio SACWIS home screen:

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

The screenshot shows the 'Case Overview' screen. The left navigation pane has 'Case Overview' highlighted, and 'Case Plan Tools' is also highlighted. The main area shows case details for an 'Ongoing' case (Open 07/18/2017). Below the details is a 'Case Actions' section with a table of actions:

Action Items	Case Alerts	Assignments / Eligibility
<p>Result(s) 1 to 5 of 5 / Page 1 of 1</p> <p><b>12/31/2018</b> <span style="color:red">!</span> Ongoing monthly visit must be made with child in placement <span style="float:right">Actions...</span></p> <p>Person Name / ID: [redacted]</p> <p>Location / Contact: [redacted]</p>		
<p><b>12/31/2018</b> <span style="color:red">!</span> Ongoing monthly visit must be made with child in placement <span style="float:right">Actions...</span></p> <p>Person Name / ID: [redacted]</p>		

The **Case Plan Tools** screen appears.

3. Click, **Update**.

The screenshot shows the 'Case Plan Tools' screen. The left navigation pane has 'Case Plan Tools' highlighted. The main area shows the 'Plans' section with an 'Add Family Case Plan' button. A table displays the results:

Plan Name	Event Date	Plan Type	Effective Date	Agency	Plan Number
Updated Nov 19, 2018	08/12/2018-Family Assessment	Case Plan Status: <b>Approved</b>	11/19/2018 - Adult Signature		1.01

The 'Update' button is highlighted in red on the left side of the table row.

## Completing a Family Case Plan

The **Update Information** grid appears.

1. Make a selection from **Will this be a Recommended Family Case Plan?** dropdown.

**Note:** If **No** is selected, the **Available Update Reasons** push box is displayed. Make a selection(s).

2. Enter narrative in the textbox **Reason for Change(s)**.
3. Click, **Save**.

Update Information

Will this be a Recommended Family Case Plan? \*

No ▾

Available Update Reasons: Add

- Addition of Case Plan Participant
- Case Closure
- Child Death
- Compelling Reasons
- Extension of Time Lines
- Independent Living Services
- Legal Status Change

Selected Update Reasons: Remove

Reason for Change(s): \* (expand full screen)

✓ ABC

1000

Save Cancel

4. When the selection of **Removal of Case Plan Participant** from the **Available Update Reasons** push box is made, a list of case plan participants will display. Place a checkmark in the check box beside the name of the person you want to be removed.
5. If you select a child to be removed, the **Have the goal(s) on this Family Case Plan been achieved?** A drop-down menu will appear; Select **Yes/No**.  
If **No** is selected, the **Why have the goal(s) on this Family Case Plan not been achieved?** drop-down menu will appear. Make a selection.
6. If you select an adult to be removed, enter narrative in the textbox **Reason for Removal**.
7. Click, **Save**.

# Completing a Family Case Plan

## Update Information

Will this be a Recommended Family Case Plan? \*

No ▾

Available Update Reasons:

Q	Add
Modify Concerns	
Other	
Permanency Goal	
Placement Change	
Relevant Environmental Changes	
Services	
Visitation Plan	

Selected Update Reasons:

Remove	Q
	Removal of Case Plan Participant

Select Case Plan participants to be removed:

Jimmy Smith / 0000000 Male Age 1, DOB 01/01/2016

Have the goal(s) on this Family Case Plan been achieved?

No ▾

Why have the goal(s) on this Family Case Plan not been achieved? \*

▾

Janey Smith / 0000000 Female Age 12, DOB 01/01/2005

Smith, John / 0000000 Male Age 26, DOB 01/01/1990

Smith, Jane / 0000000 Female Age 26, DOB 01/01/1990

Reason for Removal: \*

[Expand Full Screen](#)

✓ ABC

1000

8. When the selection of **Case Closure** from the **Available Update Reasons** push box is made, a list of case plan participants will display.

**Note:** If Case Closure is selected as an Update Reason, no other Update Reason can be selected.

9. **Have the goal(s) on this Family Case Plan been achieved?** dropdown appears next to each child case plan participant. Make a selection of **Yes/No**.

a. If **No** is selected, **Why have the goal(s) on this Family Case Plan not been achieved?** dropdown appears. Make a selection.

10. Enter narrative in the textbox **Reason for Case Closure**.

11. Click, **Save**.

## Completing a Family Case Plan

**Update Information**

Will this be a Recommended Family Case Plan? \*

No ▾

Available Update Reasons:

- Add
- Removal
- Case Closure

Selected Update Reasons:

- Case Closure

Jimmy Smith / 0000000 Male Age 1, DOB 01/01/2016

Have the goal(s) on this Family Case Plan been achieved?

No ▾

Why have the goal(s) on this Family Case Plan not been achieved?\*

▾

---

Janey Smith / 0000000 Female Age 12, DOB 01/01/2005

Have the goal(s) on this Family Case Plan been achieved?

▾

---

Smith, John / 0000000 Male Age 26, DOB 01/01/1990

---

Smith, Jane / 0000000 Female Age 26, DOB 01/01/1990

Reason for Case Closure: \*

Expand Full Screen

1000

Save Cancel

## Completing a Recommended for PC Family Case Plan

From the Ohio SACWIS home screen:

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

**Case Overview**

- Activity Log
- Attorney Communication
- Intake List
- Safety Assessment
- Substance Abuse Screening
- Forms/Notices
- AR Pathway Switch
- Safety Plan
- Family Assessment
- Ongoing Case All
- Specialized All Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement
- Initial Removal
- Placement Request
- Placement
- Visitation Plans
- Independent Living
- Label Family Service Plan Filter.do
- AR Family Service Review
- Case Plan Tools

CASE NAME / ID: Ongoing  
Open (07/18/2017)

ADDRESS: CONTACT:

AGENCY: SUPERVISOR(S):

Assign Worker

**Case Actions**

View Case Information | 0 Linked Cases | Protect Ohio Category | Case Status History

Action Items	Case Alerts	Assignments / Eligibility
Result(s) 1 to 5 of 5 / Page 1 of 1		
12/31/2018	Ongoing monthly visit must be made with child in placement	Actions...
Person Name / ID:		
Location / Contact:		
12/31/2018	Ongoing monthly visit must be made with child in placement	Actions...
Person Name / ID:		

The **Case Plan Tools** screen appears.

3. Click, **Update**.

## Completing a Family Case Plan

The screenshot shows the 'Case Plan Tools' interface. On the left is a navigation pane with 'Case Plan Tools' highlighted. The main area displays a 'Plans' table with one entry:

Plan Name	Event Date	Plan Type	Effective Date	Agency	Plan Number
Updated Nov 19, 2016	08/12/2016-Family Assessment	Case Plan Status: <a href="#">generate</a>	11/19/2016 - Adult Signature		101

Below the table is a 'History' dropdown menu.

The **Update Information** grid appears.

4. Select **Yes** from **Will this be a Recommended Family Case Plan?** dropdown.
5. Select **Yes** from **Are you recommending Permanent Custody?** dropdown.
6. Select **child(ren)** for whom you are recommending **Permanent Custody** from the **Children for this Adoption Family Case Plan** grid.
7. Click, **Save**.

The **Parties to the Plan** screen appears.

1. Complete the FCP using steps previously discussed.

The screenshot shows the 'Update Information' form. The 'Update Information' header is highlighted with a green box. Two dropdown menus are highlighted with red boxes, both set to 'Yes':

- Will this be a Recommended Family Case Plan? \*
- Are you recommending Permanent Custody?

Below these is a section titled 'Select child(ren) for whom you are recommending Permanent Custody:'. A table titled 'Child(ren) for this Adoption Family Case Plan' is highlighted with a green box. It contains four rows, with the first three rows highlighted with a red box:

Child(ren) for this Adoption Family Case Plan
<input checked="" type="checkbox"/> Smith, Jimmy - Male, Age 10
<input checked="" type="checkbox"/> Smith, Jason - Male, Age 10
<input checked="" type="checkbox"/> Smith, John - Male, Age 10
<input type="checkbox"/> Smith, Jacob - Male, Age 10

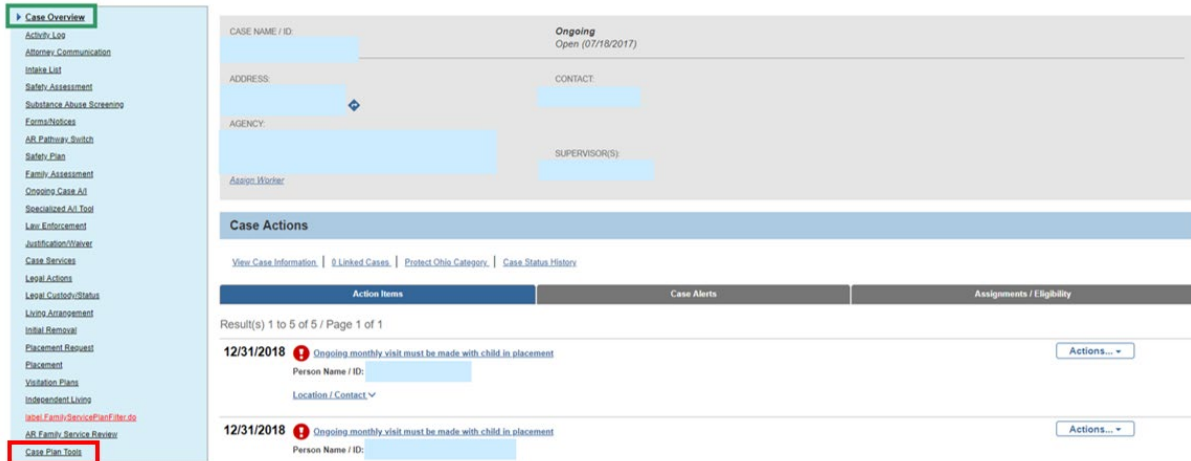
At the bottom of the form, the 'Save' button is highlighted with a red box, and the 'Cancel' button is also visible.

## Completing a Recommended Family Case Plan

From the Ohio SACWIS home screen

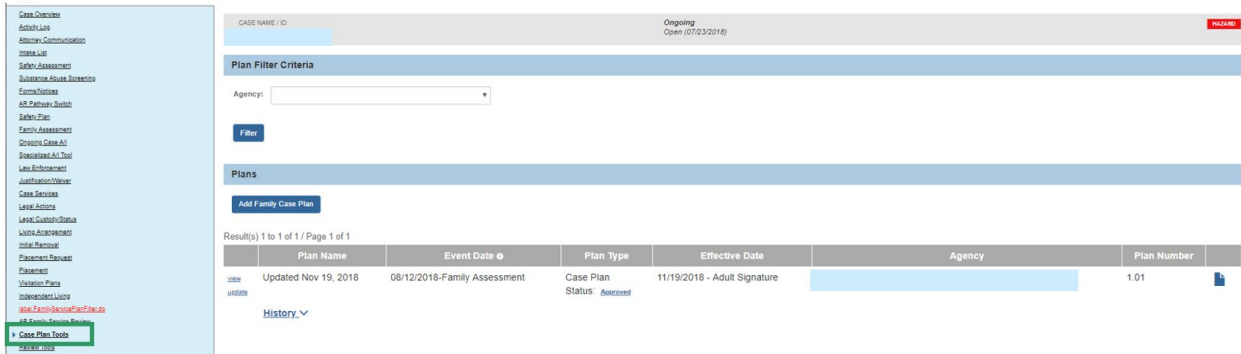
1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

# Completing a Family Case Plan



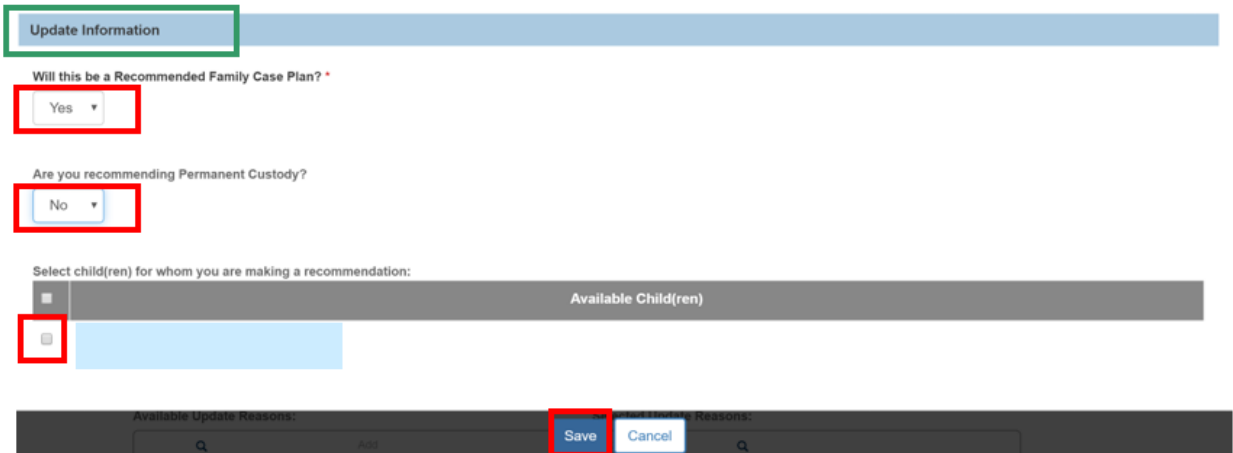
The **Case Plan Tools** screen appears.

3. Click, **Update**.



The **Update Information** grid appears.

4. Select **Yes** from **Will this be a Recommended Family Case Plan?** dropdown.
5. Select **No** from **Are you recommending Permanent Custody?** dropdown.
6. Select **child(ren)** for whom you are making a recommendation: from the **Available Child(ren)** grid.
7. Click, **Save**.



## Completing a Family Case Plan

The **Parties to the Plan** screen appears with the Recommended green badge displaying under the child for whom you are making a recommendation.

8. Make a selection from the **Recommended Agency Legal Status** drop-down menu.
9. Make a selection from the **Recommended Permanency Goal** drop-down menu.
10. Complete the remainder of the Recommended Family Case Plan with the same instructions listed above.

## Revising a Recommended Family Case Plan

From the Ohio SACWIS home screen

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

The **Case Plan Tools** screen appears.

3. Click, **Revise** next to the Recommended Plan.



## Completing a Family Case Plan

- [Case Overview](#)
- [Activity Log](#)
- [Attorney Communication](#)
- [Intake List](#)
- [Safety Assessment](#)
- [Substance Abuse Screening](#)
- [Forms/Notices](#)
- [AR Pathway Switch](#)
- [Safety Plan](#)
- [Family Assessment](#)
- [Ongoing Case A/I](#)
- [Specialized A/I Tool](#)
- [Law Enforcement](#)
- [Justification/Waiver](#)
- [Case Services](#)
- [Legal Actions](#)
- [Legal Custody/Status](#)
- [Living Arrangement](#)
- [Initial Removal](#)
- [Placement Request](#)
- [Placement](#)
- [Visitation Plans](#)
- [Independent Living](#)
- [Case Plan Tools](#)
- [Review Tools](#)
- [Family Team Meeting](#)
- [Safety Reassessment](#)
- [Reunification Assessment](#)
- [Case Conference Note](#)
- [ICPC/CAMA](#)
- [Adoption](#)
- [Case Closure](#)
- [Agency Case Transfer](#)

CASE NAME / ID: **Alternative Response Assessment** PSA HAZARD

**Smith, Person P / 0000000 [ R ]** Open (01/19/2016)

SPECIALIZED

**Plan Filter Criteria**

Agency:

Filter

**Plans**

Add Family Case Plan

	Plan Name	Plan Number	Event Date <span style="font-size: small;">i</span>	Plan Type	Effective Date	Agency	
<a href="#">view</a>	Updated Oct 8, 2016	3.01	01/01/2016 - Approved FA	Family Case Plan			<a href="#">📄</a> <a href="#">🗑️</a>
<a href="#">edit</a>				Status: In Progress			
	RECOMMENDED						
	<a href="#">Create Alt Recommendation</a>						
<a href="#">view</a>	Updated Sept 9, 2016	5	01/01/2016 - Approved FA	Family Case Plan	09/18/2016 - Supervisory Approval		<a href="#">📄</a> <a href="#">🗑️</a>
<a href="#">update</a>				Status: <span style="color: blue;">Approved</span>			
	<a href="#">History</a> <span style="font-size: small;">v</span>			Plan Participant Signature Details Must be Recorded			
<a href="#">view</a>	Revised Jan 5, 2016	4.01		Family Case Plan	01/11/2016 - Supervisory Approval		<a href="#">📄</a>
<a href="#">revise</a>				Status: <span style="color: blue;">Approved</span>			
	RECOMMENDED - PC						
	<a href="#">History</a> <span style="font-size: small;">v</span>						

The **Update Information** grid appears.

**Note:** The Revise link will create an In Progress copy of the selected Approved Recommended Family Case Plan. The plan number will be the next sequential number in the minor series from the selected Approved Recommended Family Case Plan.

- On the Update Information screen, the Recommended and Recommended PC questions will not display on a revised plan.
- The system will copy the Update Information screen into the In Progress Revision.
- The Court and Signature information does not copy into a revised plan.
- The system will not display the Update Information screen on a Recommended PC Family Case Plan.

When a Recommended Family Case Plan is revised, the system will set the Court Status to Not Applicable on the plan that is being revised.

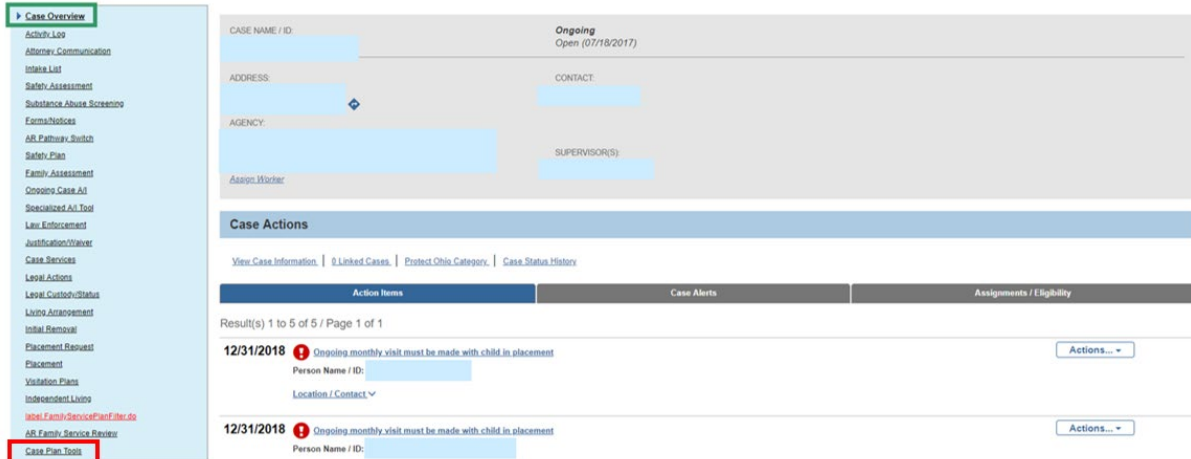
If the Revised Recommended Family Case Plan is deleted, the system will reopen the prior Recommended Family Case Plan, thereby clearing out the Court Status and Court Status Date.

# Completing a Family Case Plan

## Finalizing a Recommended Family Case Plan

From the Ohio SACWIS home screen

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

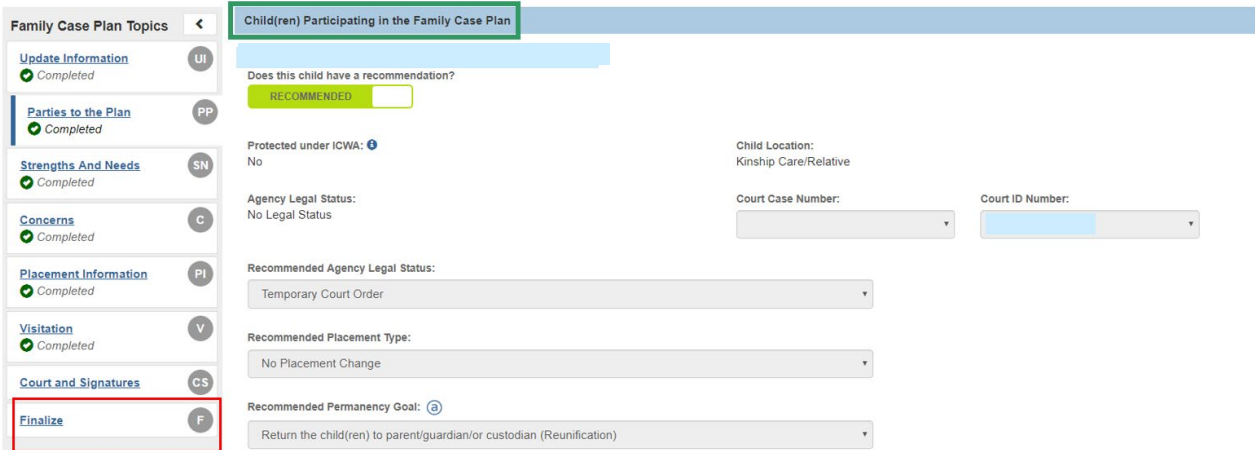


The **Case Plan Tools** screen appears.

3. Click, **view** next to the Approved Recommended Plan.

The **Child(ren) Participating in the Case Plan** screen appears.

4. Click the **Finalize** Topic.



The **Finalize Information** screen appears.

5. Click, **Finalize Family Case Plan**.

# Completing a Family Case Plan

Case / Workload / Family Case Plan / Approval

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** **Ongoing / Open (01/01/2014)**

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

**Family Case Plan Topics** < Finalize Information

[Update Information](#) UI *Completed*

[Parties to the Plan](#) PP *Completed*

This Family Case Plan is ready to be finalized.

**Finalize Family Case Plan**

The **Finalization Details** screen appears.

1. Make a selection from the **Court Status** drop-down menu.
2. Click, **Save**.

Case / Workload / Family Case Plan / Approval / Finalization Details

**Finalization Details**

CASE NAME / ID: **Smith, Person P / 0000000 [ R ]** **Ongoing / Open (01/01/2014)**

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

**Finalize Details**

Plan Name	Effective Date	Court Status
Updated Oct 8, 2016 <b>RECOMMENDED</b>	09/18/2016 - <i>Approved</i>	<input type="text"/>
Updated Sept 9, 2016 <b>RECOMMENDED</b>	09/18/2016 - <i>In Progress</i>	<i>This unapproved plan will be deleted.</i>

**Save** **Cancel**

## Completing a Family Case Plan

For additional information about the SAR, please refer to the Knowledge Base Article **Recording a Semi-Annual Administrative Review**.

If you need additional information or assistance, please contact the Automated Systems Help Desk at: [sacwis\\_help\\_desk@jfs.ohio.gov](mailto:sacwis_help_desk@jfs.ohio.gov)