

**TOPIC: PARTIES TO THE PLAN**

**Q1. Will the blank Case Plan form still be available online?**

A1. A blank version of the new Family Case Plan report will not be added to ODJFS forms central. The JFS 01410 Case Plan form is being discontinued with the implementation of the new functionality. The new Family Case Plan will now be required to be completed in and generated from SACWIS. SACWIS will have the capacity to generate a blank SAR within the case, if needed.

**Q2. Current functionality requires any linked services to be end-dated before taking adults off the case plan. How will this function in the new design?**

A2. You will still need to end-date their case services linked to the Family Case Plan before they can be removed.

**TOPIC: STRENGTHS AND NEEDS**

**Q1. Once the Family Assessment is approved, will the Strengths and Needs from the Family Assessment automatically populate the Strengths and Needs section of the Family Case Plan (FCP)?**

A1. Yes, Risk Contributors identified from the most recently approved Family Assessment will display in the Strengths and Needs Topic. If a Family Assessment has not been completed, the worker completing the Family Case Plan will be required to identify risk contributors and non-risk contributor ratings for each of the Strengths and Needs elements.

**TOPIC: CONCERNS**

**Q1. Will the Risk Contributors automatically pull into the concerns from the family assessment?**

A1. Yes, the risk contributors identified in the family assessment will display in the selection list in the Family Case Plan to associate with a concern record.

**Q2. Can you link a service that is in referred status to a FCP?**

A2. Yes. The only services that you will not be able to link are ones that are end-dated.

**Q3. In the current case plan, if you have a risk contributor it does not display on the report. Will they display on the new report?**

A3. Yes, the title of the selected risk contributors (such as self-protection, substance abuse) will display on the new report.

**TOPIC: VISITATION**

**Q1. When will the visitation topic display?**

A1. This topic will display when there is a non-end dated living arrangement or a placement setting completed in SACWIS. When a child has a non-end dated living arrangement, the visitation plan will be optional to complete.

**Q2. How can you make a change to or edit a visitation plan?**

A2. You must complete a Family Case Plan Update to modify a visitation plan.

**Q3. How do you add an adult as a visitor, for example an Aunt?**

A3. They must be added as a case member or associated person, but they do not need to be added as a case plan participant.

**Q4. For an adoption family case plan, will the visitation tab display?**

A5. The visitation tab will display, and it is optional.

**TOPIC: FOSTER YOUTH RIGHTS HANDBOOK**

**Q1. When are the foster youth rights handbooks required to be given and who can give this to the child in placement?**

A1. The Foster Youth Rights Handbook is required to be provided one time per custody episode. Please see rule [5101:2-42-90](#) for additional guidance.

**TOPIC: INDEPENDENT LIVING INFORMATION**

**Q1. What information from the Independent Living Plan displays on the Independent Living section of the Family Case Plan?**

A1. If the Independent Living Plan is in Active status, the Goal Topic, Goal Effective Date, Goal Details, Linked Services, Active Youth Contacts will display.

**Q2. If I haven't completed the Independent Living plan by the time I am completing the Family Case Plan, will I later need to update the Family Case Plan when the Independent Living Plan has been completed?**

A2. Once the Independent Living plan has been completed, an update will need to be made to the Family Case Plan. Per rule, the PCSA or PCPA shall amend the case plan and submit it to the court within seven days following the completion of the initial independent living plan. Please see rule [5101:2-38-05](#) and [5101:2-38-07](#) for additional guidance. If the case plan is already completed when the Independent Living plan is due/created that a case plan amendment should be completed.

**Q3. When are we required to complete the credit reports?**

A3. Credit reports are required to be requested annually from each of the 3 major credit reporting agencies for all youth in custody age 14 and older. The 3 credit reports are due annually and can be run simultaneously or separately throughout each year. At least one request should be submitted to one credit reporting agency by the first SAR after the youth turns 14 years old.

**TOPIC: PERMANENCY INFORMATION – PPLA**

**Q1. If you want to use the recommended functionality and you are recommending PPLA, will the PPLA topic show up?**

A1. Yes.

**TOPIC: UPDATE INFORMATION**

**Q1. If someone becomes inactive on a case, how do you remove them from the family case plan?**

A1. You must first remove them from the Family Case Plan prior to inactivating them as a case member. You will need to complete an update to the plan with the Update Reason of Removal of Case Plan Participants and provide a narrative that details the reason they are being removed from the Family Case Plan.

**Q2. Are the rules regarding when an update/amendment is required changing?**

A2. No, there are no changes. The case plan must be amended if any of the following occur:

- The conditions of the child and his/her parent, guardian, or custodian, or pre-finalized adoptive parent change and the changes affect the provision of supportive services;
- There are changes in the goals for the child and/or changes family members need to address to alleviate concerns;
- The child needs to be placed in a substitute care setting, returned to his/her parent, guardian, or custodian or pre-finalized adoptive parent, or moved to another substitute care setting;
- The child has attained the age of fourteen (14) and programs and life skill services will be offered, if appropriate;
- A change in the visitation plan for a child in substitute care needs to be made;
- Relevant factors within the parent, guardian, or custodian, or pre-finalized adoptive parent's environment are identified by the PCSA; or
- A party must be added or deleted from the case plan.

The agency must seek agreement to implement the amended case plan by obtaining signatures of the parent, guardian, or custodian and/or other parties to the case plan. If agreement cannot be obtained, the PCSA shall follow procedures as outlined in Ohio Administrative Code rules [5101:2-38-01](#) and [5101:2-38-05](#).

**TOPIC: SIGNATURES**

**Q1. In addition to the parties to the plan, who should be included in the creation of the Family Case Plan?**

A1. The following should be included in the creation of the Family Case Plan:

- All parties to the case plan.
- The substitute caregiver as defined in rule [5101:2-1-01](#) of the Administrative Code.
- For substitute care cases in which the child is age fourteen and older, two individuals, at the option of and as selected by the child, pursuant to rule [5101:2-42-90](#) of the Administrative Code and in accordance with the JFS 01677 "Foster Youth Rights Handbook" (rev. 5/2015).
  - One of the individuals selected by the child may be designated to be the child's advisor and advocate regarding application of the prudent parent standard.
  - A PCSA may reject individuals referenced above if the agency has good cause to believe the individual(s) would not act in the best interest of the child. The agency shall document in an activity log the individual's name and the reason the agency found the individual would not act in the best interest of the child.

### RECOMMENDED FAMILY CASE PLANS

**Q1. If you create 2 different recommended family case plans, can you delete the one that isn't accepted?**

A1. If they are approved; they cannot be deleted. You can have multiple Recommended Family Case Plans at the same time; the one that becomes finalized will remain in the display on the list page. The FCPs that didn't get finalized will then be found in the History drawer on the list page.

### RECOMMENDED FOR PC FAMILY CASE PLANS

**Q1. Our court expects us to submit a case plan where the child's goal is adoption when we file for PC. Will we be able to have this type of case plan in place at the same time we have a case plan that focuses on reunification?**

A1. Yes. The family case plan that focuses on reunification will function like it has. The case plan that historically was known as a Proposed Case Plan where the child's goal is adoption, will now be called Recommended for PC.

**Q2. What are you supposed to do when you do an update because the agency has received Permanent Custody for one child on the case plan and Temporary Custody of another child on the same plan?**

A2. The child with the Permanent Custody legal status can be removed from the Family Case Plan through the update function and the recommended for PC Plan will copy over to the PC child's adoption case.

### Family Case Plan FAQs for Title IV-E Juvenile Courts

**Q1. Are we still required to complete a family assessment in SACWIS?**

A1. Yes, completion of the family assessment is a requirement.