

Recording a Child Location / Placement Record



Knowledge Base Article

Recording a Child Location Placement Record

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Recording a Child Location Placement Record

Overview

This article provides step-by-step instructions for creating a Placement record in Ohio SACWIS.

Adding a Child Location Placement Record

1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
2. Click, **Child Location/ICCA** in the navigation pane.

The screenshot shows the 'Case Overview' screen in Ohio SACWIS. On the left is a navigation pane with 'Child Location/ICCA' highlighted. The main content area displays case details for 'Test, Case Name / 1234567'. The status is 'Ongoing' and 'Open (04/16/2025)'. The address is '123 Test Rd, Test, Oh 12345'. The agency is 'Test County Children Services Board'. The primary worker is 'Test, Worker' with a link to 'Assign Worker'. The supervisor is 'Test, Supervisor'. Below the details is a 'Case Actions' section with links for 'View Case Information', '0 Linked Cases', 'Program Categories', and 'Case Status History'. A red error message states: 'One or more active case member(s) is missing demographic information: race, ethnicity, gender, DOB'. At the bottom, there are buttons for 'Action Items', 'Case Alerts', 'Dashboard', and 'Assignments / Eligibility'. A notification bar at the bottom shows the date '05/29/2025' and a red icon with the text 'Disposition Completed: Help Me Grow Staff Notification Required'. An 'Actions...' dropdown menu is also visible.

The **Child Location/ICCA** screen appears.

3. Make a selection from the **Child Name** drop-down menu.

Note: If the child's name is not displayed, you must first record an Initial Removal Record. Please refer to the [Recording an Initial Removal](#) KBA for additional information.

IMPORTANT: THIS IS A DECISION POINT! If your agency has received custody AND the child is being placed in a **Placement** Setting, proceed with step 4 and follow instructions for **Adding a Placement Record**.

However, if your agency has received Custody, and the child will be placed in their **Non-Custodial Parent** home, follow the steps outlined below for **Recording a Non-Custodial Parent Record**.

Recording a Child Location Placement Record

4. Click, **Add Child Location Record**.

Child Location / Non-Custodial Parent Records							
Result(s) 1 to 2 of 2 / Page 1 of 1							
	Child Name Age, DOB	Service Description	Provider Name / Non- Custodial Parent	Begin Date - End Date	Agency	Status	Actions
edit authorize	Test, Child Age 0, 05/12/2025	Family Foster Home		05/16/2025 - 07/03/2025	Test County Children Services Board	Completed	FC Exit Interview Placement Leave
edit	Test, Child Age 0, 05/12/2025	Hospital Admission	Ohio State University Wexner Medical Center	05/14/2025 - 05/16/2025	Test County Children Services Board	Completed	FC Exit Interview Placement Leave

Child Name:

The Add Child Location Record screen displays.

5. Make a selection from the **Child Location Type** dropdown menu.

Note: Once a selection has been made, the page will expand. The page will display differently depending on what Child Location Type was selected.

Add Child Location Record

CASE NAME / ID: Test, Child / 1234567 Ongoing / Open (04/16/2025)

CHILD NAME / ID: Test, Child / 1234567 AGE, DOB: 0, 05/12/2025 AGENCY: Test County Children Services Board

Child Location Type Details

Child Location Type: *

6. Make a selection from the **Service Type** drop-down menu.

7. Make a selection from the **Placement Type** drop-down menu.

Recording a Child Location Placement Record

8. Enter the **Begin Date**.

Certified/Approved Placement: Used for certified (DCY, OHMAS, etc.) provider selection. For more information, refer to [Rule 5101:2-42-05](#) (ex. Foster Home, Psychiatric Residential Treatment Facility, Group Home, etc.).

Certified/Approved Placement Details

Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: * 	Begin Date: 
<input type="text" value="Family Foster Home"/>	<input type="text" value=""/>
Placement Type: *	Estimated End Date:
<input type="text" value="Certified Foster Home"/>	<input type="text" value=""/>

Child Match Selected Provider:

Provider Name:

Provider ID:

9. Make any necessary selections in the **Additional Placement Information** grid.

Note: The **Status** will remain in **Draft** form until the Child Location record is finished and you have selected a status of **Complete**.

10. Add any relevant narrative in the text boxes.

11. Make a selection for the **Does the child have a kinship relationship with the provider** drop-down menu. (required when the Service Type is Family Foster Home)

12. Click, **Link Provider**.

Additional Placement Information

<input type="checkbox"/> ICPC Placement	<input type="checkbox"/> After-Hours Placement
<input type="checkbox"/> Emergency Placement	<input type="checkbox"/> ICWA Placement
<input type="checkbox"/> Race, Color or National Origin was a factor in the Placement Decision	

Does the child have a kinship relationship with the provider?:

Provider:
No Provider linked.

Link Provider

Status: *

The **Search For Provider Match** screen appears.

Recording a Child Location Placement Record

13. Search for a Provider.

Note: For information regarding a provider search, please see the following Knowledge Base article: [Using Search Functionality](#).

Search For Provider Match

Service Category: Placement

Service Type: Kinship Care - Relative Home

Search Date: 04/02/2020

With Available Vacancies

Available Counties: Adams, Allen, Ashland, Ashtabula, Athens, Auglaize

Selected Counties:

Once you have selected the provider from the provider search results, the **Child Location Information** screen appears, displaying the provider information.

14. Enter the **ICCA Delivered Date**.

15. Make a selection from the **Relationship to Child** drop-down menu.

16. Complete any other relevant information.

Does the child have a kinship relationship with the provider?:

No

Provider: Test, Provider / 121212	Service Description: Family Foster Home	Service ID:	Primary Address: 111 Testing Rd Test, Oh 12345 School District: Mapping Default
---	---	--------------------	---

ICCA Delivered Date: <input type="text"/>	Relationship To Child: <input type="text"/>
---	---

[Unlink Provider](#)

17. Select, **Complete**, from the **Status** drop-down menu.

18. Click, **Save**.

Recording a Child Location Placement Record

ICCA Delivered Date: 

Relationship To Child: @

[Unlink Provider](#)

Status: *

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

Note: When a child is in an Adoption Placement, but getting FCM in lieu of AA, please refer to this Knowledge base article: [Recording an Adoptive Placement Prior to Finalization](#)

Note: If this is an adoption placement, you will need to link the **Provider Used to Determine Payments**.

Recording a Placement Leave Record

1. In the **Child Location** grid (Child Location/ICCA screen), click **Placement Leave**.

Child Location / Non-Custodial Parent Records

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	Child Name Age, DOB	Service Description	Provider Name / Non- Custodial Parent	Begin Date - End Date	Agency	Status	Actions
edit authorize	Test, Child Age 0, 05/12/2025	Family Foster Home	Test, Provider	07/09/2025 GAP	Test County Children Services Board	Completed	Placement Leave
edit authorize	Test, Child 05/12/2025	Family Foster Home	Test, Provider	05/16/2025 - 07/03/2025	Test County Children Services Board	Completed	FC Exit Interview Placement Leave

Recording a Child Location Placement Record

Note: The process for recording a leave for a Non-Custodial Parent record is the same as recording a leave for a Placement record. However, the Non-Custodial Parent record, rather than having the **Placement Leave link**, will instead have a **Leave** hyperlink (see the graphic located in the **Recording a Leave Record for a Non-Custodial Parent sub-section**).

The **Maintain Placement Leave Information** screen appears.

2. Click, **Add Placement Leave**.

Maintain Placement Leave Information

Leave Reason	Leave Location	Begin Date	End Date
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Add Placement Leave

The **Placement Leave Details** screen appears.

3. Enter the **Begin Date**.
4. Make a selection from the **Leave Reason** drop-down menu.

Note: If you select, AWOL/Abducted by Family Member, AWOL/Non-Family Abduction, or AWOL/Runaway-Whereabouts Unknown but Contacting Caseworker (as shown in the screen below), you will be required to enter AWOL Leave Information.

Placement Leave Details

Begin Date: * 07/09/2025 [Calendar Icon]

End Date: [Calendar Icon]

Estimated End Date: [Calendar Icon]

Leave Reason: *
AWOL/Runaway - Whereabouts Unknown but Contacting Caseworl

Provider Information

Provider Name / ID: Provider Address:

Search Provider

Recording a Child Location Placement Record

5. Provide the **Law Enforcement Contact Name**.
6. Provide the **Date and Time Law Enforcement Contacted**.
7. Check the **Checkbox if Law Enforcement was Not Contacted**.
8. Provide the **Date and Time for National Center for Missing and Exploited Children (NCMEC) contacted**.
9. Check the **Checkbox if NCMEC was Not Contacted**.

AWOL Leave Information

Law Enforcement Contact Name: *

Date Law Enforcement Contacted: * Time: *



HH:MM AM / PM

Law Enforcement Not Contacted

Date National Center for Missing and Exploited Children (NCMEC) contacted: *



HH:MM AM / PM

NCMEC Not Contacted

10. Enter the **Length of time Child has been AWOL**.
11. Click, **Search Address** to locate and enter the **Last known location of child**.
12. Enter narrative in response to, **Efforts and Resources used to locate the child**.
13. Click, **Save**.

Recording a Child Location Placement Record

Length of time child has been AWOL: *

Days, weeks, etc.

Last known location of child: *

No Address has been selected.

Anyone the child may have been with prior to or during AWOL:

No Person has been selected.

Name:

Efforts and Resources used to locate the child: *

The **Maintain Placement Leave Information** screen appears, displaying the leave information.

14. Click, **Close**.

✔ Your data has been saved.

Maintain Placement Leave Information

	Leave Reason	Leave Location	Begin Date	End Date	
view edit	AWOL/Runaway - Whereabouts Unknown but Contacting Caseworker.		07/09/2025		<input type="button" value="i"/>

The **Child Location** screen appears.

Creating a Non-Custodial Parent Record

1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
2. Click, **Child Location/ICCA** in the navigation pane.

Recording a Child Location Placement Record

- [▶ Case Overview](#)
- [Activity Log](#)
- [Attorney Communication](#)
- [Intake List](#)
- [Safety Assessment](#)
- [Substance Abuse](#)
- [Screening](#)
- [Forms/Notices](#)
- [Category/Pathway Switch](#)
- [Safety Plan](#)
- [Actuarial Risk Assessment](#)
- [Family Assessment](#)
- [Ongoing Case A/I](#)
- [Specialized A/I Tool](#)
- [Law Enforcement](#)
- [Justification/Waiver](#)
- [Case Services](#)
- [Legal Actions](#)
- [Legal Custody/Status](#)
- [Living Arrangement/
Guardianship](#)
- [Initial Removal](#)
- [Placement Request](#)
- [Child Location/ICCA](#)

CASE NAME / ID: **Ongoing**
 Test, Case Name / 1234567 *Open (04/16/2025)*

ADDRESS: 123 Test Rd
 Test, Oh 12345

CONTACT:

AGENCY: *Test County Children Services Board*

PRIMARY WORKER: Test, Worker
[Assign Worker](#)

SUPERVISOR(S): Test, Supervisor

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

One or more active case member(s) is missing demographic information: race, ethnicity, gender, DOB

- [Action Items](#)
- [Case Alerts](#)
- [Dashboard](#)
- [Assignments / Eligibility](#)

Result(s) 1 to 1 of 2 / Page 1 of 1

05/29/2025 ! [Disposition Completed: Help Me Grow Staff Notification Required](#)

[Actions...](#) ▾

The **Child Location/ICCA** screen appears.

3. Make a selection from the **Child Name** drop-down menu.
4. Click **Add Child Location Record**.

Child Location / Non-Custodial Parent Records

Result(s) 1 to 2 of 2 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	Actions
edit authorize	Test, Child Age 0, 05/12/2025	Family Foster Home		05/16/2025 - 07/03/2025	Test County Children Services Board	Completed	FC Exit Interview Placement Leave
edit	Test, Child Age 0, 05/12/2025	Hospital Admission	Ohio State University Wexner Medical Center	05/14/2025 - 05/16/2025	Test County Children Services Board	Completed	FC Exit Interview Placement Leave

Child Name: [Add Child Location Record](#)

Recording a Child Location Placement Record

The Add Child Location Record screen displays.

5. Select, **Non-Custodial Parent from the Child Location Type** dropdown menu.

Note: Once a selection has been made, the page will expand. The page will display differently depending on what Child Location Type was selected.

Add Child Location Record

CASE NAME / ID: Test, Child / 1234567	<i>Ongoing / Open (04/16/2025)</i>	
CHILD NAME / ID: Test, Child / 1234567	AGE, DOB: 0, 05/12/2025	AGENCY: Test County Children Services Board

Child Location Type Details

Child Location Type: *

The **Non-Custodial Parent Details** screen expands.

6. Make a selection from the **Parent Name** drop-down menu.

Note: Parental Relationships must first be recorded. The Parent Name drop-down will populate Active Case Members with the relationships of Biological Mother, Biological Father, Biological Parent, Adoptive Mother, Adoptive Father, Adoptive Parent, Legal Mother, Legal Father to the associated child of the Non-Custodial Parent record.

Note: After the parent is selected from the drop down, the address and relationship will display.

Note: in order to save the Non-Custodial Parent record, the parent must have a non-end dated address recorded on their person record.

7. Enter the **Begin Date**.

Note: The Begin Date must be equal to or greater than the most recent Custody Episode's Start Date (not created in error).

8. Enter narrative in the text box for: **Explain Circumstances**.
9. Click, **Save**.

Recording a Child Location Placement Record

Non-Custodial Parent Details

Parent Name: *

Begin Date: * - End Date:

End Reason:

Explain Circumstances: * [\(expand full screen\)](#)

The **Child Location/ICCA** screen appears, displaying the added Non-Custodial Parent Record.

Note: All Non-custodial Parent records are denoted by the **NON-CUSTODIAL** badge.

Child Location / Non-Custodial Parent Records

Result(s) 1 to 3 of 3 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	Actions
edit	Test, Child Age 0, 05/12/2025	NON-CUSTODIAL	Test, Provider	07/09/2025 GAP	Test County Children Services Board		Leave

Note: After the initial record has been saved, when editing the record, only the Begin Date and narrative can be edited or marked as Created in Error.

Recording a Non-Custodial Parent Leave Record

Note:

- The Leave Record Begin Date must always be greater than or equal to the Begin Date of the Non-Custodial Parent Record. Validation message, "The Begin Date must be greater than or equal to Non-Custodial Parent record Begin Date of <MM/DD/YYYY>."

Recording a Child Location Placement Record

- Only one current Leave Record can exist. The current Leave Record must have a return date entered prior to creating a new subsequent Leave Record. Leave records that precede the current leave record can be entered, however a leave begin date and a leave return date must be entered in order for these records to be saved. Validation message: "One open leave record already exists. Enter an end date to save this leave record."

1. Navigate to the **Child Location/ICCA** screen using steps previously discussed.
2. Click, **Leave** for the relevant child.

Child Location / Non-Custodial Parent Records							
Result(s) 1 to 3 of 3 / Page 1 of 1							
	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	Actions
edit	Test, Child Age 0, 05/12/2025	NON-CUSTODIAL	Test, Provider	07/09/2025 GAP	Test County Children Services Board		Leave

The **Maintain Non-Custodial Leave Details** screen appears.

3. Click the **Add Non-Custodial Leave** button.

Maintain Non-Custodial Leave Information			
Leave Reason	Leave Location	Begin Date	End Date
Add Non-Custodial Leave			

4. Enter the **Begin Date**.
5. Make a selection from the **Leave Reason** drop-down menu.
6. Provide a Narrative for **Location Details** if applicable.
7. Click **Save**.

Recording a Child Location Placement Record

Non-Custodial Leave Details

Begin Date: *  End Date:  Estimated End Date: 

Leave Reason: *

Location Details:

Note: If you select AWOL/Abducted by Family Member, AWOL/Non-Family Abduction, or AWOL/Runaway-Whereabouts Unknown but Contacting Caseworker, you will be required to enter **AWOL Leave Information**. Requested information is marked with a **red** asterisk (*) is.

8. Enter any other available information.
9. When you are finished adding information, click **Save**.

Note: If you select, **Trial Home Visit** for the Leave Reason, you will be required to make a selection from the **Leave with Whom** drop-down menu. Example shown Below:

10. Enter any other available information.
11. When you are finished adding information, click **Save**.

Non-Custodial Leave Details

Begin Date: *  End Date:  Estimated End Date: 

Leave Reason: *

Leave with Whom? Name:

The **Maintain Non-Custodial Leave Information** screen appears, displaying the leave information.

Recording a Child Location Placement Record

Maintain Non-Custodial Leave Information				
	Leave Reason	Leave Location	Begin Date	End Date
view edit	Trial Home Visit	Test, Mother 222 Test Rd, Test Oh 12345	07/09/2025	

[Add Non-Custodial Leave](#)

[Close](#)

Note: For further Policy information, please see the procedural letter attached to this article.

End-Dating/Discharging a Placement Record for a Non-Custodial Parent

Important: When the Custody Episode is terminated, the system will automatically set the Placement (or the Non-Custodial Parent Record) End Date as the same Custody Termination Date recorded on the Legal Status record. In addition, the System will also set the (Placement or Non-Custodial Parent Record) End Reason to Discharge. Neither of these fields are editable.

1. If necessary, make a selection from the **Secondary End Reason**. On the Placement record only.
2. Make a selection from the **Discharge Reason** drop-down menu.
3. Enter relevant information in response to the narrative requests.
4. Select **Yes** or **No** in response to: **Was there an effort to maintain placement?** On the Placement record only.
5. Enter available information in the narrative boxes.
6. Click, **Save**.

