Recording an Initial Removal

Knowledge Base Article

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Overview

This article provides step-by-step instruction for creating an Initial Removal record.

Navigating to the Initial Removal Screen

From the Ohio SACWIS home page, navigate to the **Case Overview** screen.

1. Click, **Initial Removal**, in the navigation pane.

The **Initial Removal** screen appears.

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

Note: **If the Child's Name is not in the drop-down list, then first record a Legal Status & Custody Episode. Please refer to** Recording a Legal Status & Custody Episode **for additional information.**

3. Click, **Add Removal Record**.

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The **Removal Information** screen appears, displaying the Medicaid Match tab page.

Note: The **Medicaid Match** tab will only display if the youth has **not yet** been Matched in Ohio Benefits. If the youth has been previously matched (i.e. Not their first time in custody and receiving Medicaid) this tab will not display. The User will receive a Notification on the Medicaid Details section of the Removal Information tab that says that the youth was previously matched with an Ohio Benefits Person ID.

Completing the Medicaid Match Tab

Note: The system will automatically send a Medicaid Request when the Initial Removal Record has been marked as Completed Status.

There are three potential outcomes the system will display for a potential match:

- **Multiple Matches**
- **Exact Match**
- **No Match**

Only one of these options will display to the User.

Recording an Initial Removal

Exact/Potential Match:

1. To view Ohio SACWIS Case Members, click **Ohio SACWIS Case Members** to expand the page.

2. Select the **Radio button** for the most appropriate Medicaid Match for the youth.

Note: The system defaults to the Not Answered Radio button. The User will not be able to save the record in a Completed Status with this option selected.

3. Click the **Removal Information** tab.

Note: Clicking Apply is optional. The system automatically saves data when moving across tabs manually. OR

Case / Initial Removal

Removal Information

CASE NAME / ID:	**Test, Case Name / 123456**	*Assess/Invest* / Open (04/16/2025)

CHILD NAME:	Test, Child / 121212	DOB: *06/22/2019*

Medicaid Match   Removal Information   Removal Circumstances

Ohio SACWIS Case Member Details

Case Address:
·123 Test Rd, Test Oh
12345

Gender:
Female

Custody Start Date:
05/12/2025

Ohio SACWIS Case Members ^

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Case Name / 123456	11/23/1999, 25	Female	Biological Mother
Test, Child / 121212	06/22/2019, 5	Female	Self

Ohio Benefits (OB) Person Matching for Medicaid

Select the most appropriate match for the youth in custody

⦿	Youth Name: *Test, Child*	OB Case Address: 123 Test Rd, Test OH 12345	SSN: No Match	
	Match Type: Ohio Benefits was able to match to a youth by Name, Gender, and DOB, review the potential match carefully to ensure it is a correct match.	DOB: 06/22/2019	Gender: Female	Race: White

Ohio Benefits Case Members ⌄

○	None of the above records are a match for the Ohio SACWIS Youth.

○	Not Answered

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Mulitple Matches:

Removal Information

CASE NAME / ID: **Test, Case Name / 123456**	*Ongoing / Open (02/22/2024)*

CHILD NAME: **Test, Child / 121212**	DOB: *04/04/2013*

Medicaid Match   Removal Information   Removal Circumstances

Ohio SACWIS Case Member Details

Case Address:
123 Test Rd, Test
Oh 12345
Custody Start Date:
05/04/2025

Gender:
Male

Ohio SACWIS Case Members ^

Case Member Names *	DOB / Age	Gender	Relationship to child
Test, Grandmother	03/07/1976, 49	Female	Grandmother
Test, Biological Mother	12/17/1993, 31	Female	Biological Mother
Test, Adoptive Brother	06/10/2012, 12	Male	Adoptive Brother

Ohio Benefits (OB) Person Matching for Medicaid

Select the most appropriate match for the youth in custody

○

Youth Name:	OB Case Address: 123 W SPRING ST, LIMA, OH 45801	SSN: No Match

Match Type:
Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match.

DOB: 04/04/2013   Gender: Male   Race: White

Ohio Benefits Case Members ^

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Mom	09/01/1976; 48	Female	Mom
Test, Dad	03/22/1969; 56	Male	Dad
Test, Aunt/Uncle	12/06/1971; 53	Female	Aunt/Uncle (up to 3 greats)

○

Youth Name: *Test, Child*	OB Case Address: 2434 WALES AVE, LIMA, OH 45805	SSN: No Match

Match Type:
Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match.

DOB: 04/04/2013   Gender: Male   Race: White

Ohio Benefits Case Members ^
Test, Child

Case Member Names	DOB / Age	Gender	Relationship to child

○   None of the above records are a match for the Ohio SACWIS Youth.

◉   Not Answered

Status:* [Draft ▾]   [Apply]   [Save]   [Cancel]

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Recording an Initial Removal

No Match:

Once the Initial Removal Record has been marked as **Completed Status**, Ohio Benefits will process the Medicaid application for this youth without a previous Ohio Benefits case associated to this Youth.

4. Select the most appropriate option from the results returned for the Youth. Once completed, the user may move on to the **Removal Information** tab. If no possible results are returned, the user will not need to make a selection.

5. Click the **Removal Information** tab.

The Removal Information tab displays.

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Completing the Initial Removal Information Tab

1. If applicable, when the child was removed prior to the Agency receiving custody, place a checkmark in the box beside: **Removed prior to Agency Custody**.

   a. If selecting this option, record the accurate **Removal Date**. The Removal Date becomes editable once the box is selected.

2. Click, **Select Address**.

   Note: When clicked, the **Select / Update Address** screen appears.

Medicaid Match	Removal Information	Removal Circumstances

Removal Information Details

Initial Removal Legal Status:
Initial VAC

ICWA Information:
No information recorded

Removal Date: (a)

05/12/2025

☐ Removed prior to Agency Custody

Selecting the checkbox applies to those youth removed via a pickup order, warrant, or arrest and placed in a detention facility.

Custody Start Date: (a)
05/12/2025

Address at Removal: [Select Address]
An Address has not been selected

Circumstances:

[⌄]

3. Click **Select** beside the desired address. If the address is incorrect, click **Update Address** to update. If no address exists, click, **Add Address** to enter a new address.

Case / Initial Removal
Removal Information

CHILD NAME: Test, Child 121212   DOB: *06/22/2019*

Select/Update Address

	Type	Address	Primary	Effective Date	End Date
select	Residence	123 Test Rd, Test Oh 12345	Yes	07/01/2019	

If an address is not listed above for the child or the address is incorrect, proceed to the Person Profile to edit or add an address.

[Update Address]

Important: The address effective date must be on or prior to the removal date.

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The **Initial Removal Screen** appears displaying the added address.

| Medicaid Match | Removal Information | Removal Circumstances |

Removal Information Details

Initial Removal Legal Status:
Initial VAC

ICWA Information:
No information recorded

Removal Date: (a)
05/12/2025

Custody Start Date: (a)
05/12/2025

☐ Removed prior to Agency Custody

Selecting the checkbox applies to those youth removed via a pickup order, warrant, or arrest and placed in a detention facility.

Address at Removal:
123 Test Rd, Test Oh 12345

Change Address

Circumstances:

4. Select from the **Circumstances** drop-down menu.

5. Select from the **Responsible School District** drop-down menu.

   Note: If necessary, place a checkmark in the check box beside: **The school district is out of state.**

Address at Removal:
10461 State Route 329 , Glouster, OH 45732-9295

Change Address

Circumstances:

Responsible School District:

☐ The school district is out of state

6. Select from the **Caretaker Structure** drop-down menu.

7. Select from the **Primary Caretaker** drop-down menu.

8. Select from the **Secondary Caretaker** drop-down menu; if applicable.

9. Select from the **Environment at Removal** drop-down menu.

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10. Select all that apply from the **Available Removal Reasons** (this will activate the **Add** button).

    Important: Per the Multi System Youth (MSY) Ohio Legislators' request, new reference values for the removal reasons have been added. These values are titled: "Custody Relinquishment – Medical Treatment" and "Custody Relinquishment – Mental Health Treatment". One or both values should only be selected when the Agency custody is given solely for the purpose of affording needed treatment for the child.

    Note: If a Drug/ Alcohol Removal Reason has been selected, the Available Substances push box displays.

11. Select all that apply from the **Available Substances** (this will activate the Add button).

12. Select from the **Primary Removal Reason**.

    Important: If any of the Removal Reasons selected are **Custody Relinquishment – Medical Treatment** and / or **Custody Relinquishment – Mental Health Treatment**, the system will only allow one of these to be selected as the Primary Removal Reason.

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Child Removal Home Information

Caretaker Structure:

Primary Caretaker:

Secondary Caretaker:

Environment at Removal: ⓐ

Available Removal Reasons:

Add

Abandonment Parents Known (Not Safe Haven)
Abandonment Parents Unknown (Not Safe Haven)
Alcohol Abuse of parent/caretaker
Caretaker's Significant Impairment - Physical/ Emotional
Caretaker's Significant Impairment - Cognitive
Child's Diagnosed Condition
Custody Relinquishment for Adoption (Not Safe

Selected Removal Reasons:

Remove

Alcohol Abuse of child
Child's Behavior Problems

Available Substances:

Add

Amphetamines
Barbiturates
Benzodiazepines
Buprenorphine (Suboxone)
Cocaine
Codeine
Fentanyl
Heroin

Selected Substances:

Remove

Alcohol

Primary Removal Reason: ⓐ

13. Make a selection for **Managed Care Organization (MCO) Plan Selection**, if applicable.

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Last Revised: 05/23/2025

Medicaid Details

This person has already been matched with the Ohio Benefits person (1234567).

Managed Care Organization (MCO) Plan Selection:

AmeriHealth Caritas

The above plan has been pre-determined by your agency.

Note: The MCO Selection dropdown will default in several scenarios based on predetermined information recorded in your Agency:

- **Drop down is Non-Modifiable**: Your Agency has Pre-Selected to use the ODM Enrollment Broker to select the youth's MCO plan.
- **An MCO has been Pre-Determined by your Agency**. This is still modifiable by the User as needed.
- **An MCO appears in the drop down**: System is displaying the Youth's last known MCO plan. This is still modifiable by the user.
- **No Default**: The User will need to select a MCO Plan.

14. Click the **Removal Circumstances** tab.

| Medicaid Match | Removal Information | Removal Circumstances |

Removal Information Details

Initial Removal Legal Status:
Initial VAC

ICWA Information:
No information recorded

Removal Date: (a)
05/12/2025

Custody Start Date: (a)
05/12/2025

The **Removal Circumstances** Tab appears.

Completing the Initial Removal Circumstances Tab

1. Enter the **Explanation** for each of the four (4) narratives.
2. Select **Completed** from the **Status** dropdown menu.
3. Click the **Save** button.

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Recording an Initial Removal

Medicaid Match   Removal Information   Removal Circumstances

Removal Circumstances Details

Initial Removal Legal Status:
Initial VAC

Explanation: Explain why the risk of harm to the child was greater than the emotional trauma and other harm potentially caused by removal of the child: *

✔ ABC

2000

Explanation: State the reasonable efforts which have been made to prevent the removal: *

✔ ABC

2000

Explanation: The court has determined that the agency is not required to make reasonable efforts to prevent the removal of the child, eliminate the continued removal of the child, and return the child to the child's home. Indicate the reasons: *

✔ ABC

2000

Explanation: 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: *

☐ N/A - Child not of school age

☐ N/A - Child remained in the same school

✔ ABC

2000

Status:* [Completed ▾]   Apply   Save   Cancel

Note: Once the Initial Removal record has been saved as Completed Status, the Match tab is no longer displayed.

The **Initial Removal** screen appears, displaying the **Initial Removal** record.

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Recording an Initial Removal

Once an Initial Removal record has been marked as completed, it can no longer be edited.

Important: When the Custody Episode is terminated, the system will automatically set the Custody Termination Date as the same Custody Termination Date recorded on the Legal Status record. This date will not be editable.

When **Discharge** has been selected from the **End Reason** drop-down menu on the Placement record, the system will set the **Placement Discharge Reason**. This reason will not be editable.

For further information on Recording Placements, please refer to the Knowledge Base article: [Recording a Placement Record](#) .

For further information on Recording Legal Statuses/Custody Episodes, please refer to the Knowledge Base article: [Recording a Legal Status & Custody Episode](#) .

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

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