

Recording a Legal Status and Custody Episode



Knowledge Base Article

Recording a Legal Status and Custody Episode

Table of Contents

Overview	3
Viewing a Child’s Legal Action History	3
Viewing a Child’s Delinquency History	6
Overview of the Legal Custody and Status Screen.....	8
Navigating the Legal Custody and Status Screen.....	9
Details on the Legal Custody Episode & Status Information Screen.....	10
Adding a Legal Custody Episode with Non-Court Involved Legal Status	12
End Dating a Legal Custody Episode	14
Editing a Legal Custody Episode	15
Inserting a New Legal Status	17

Recording a Legal Status and Custody Episode

Overview

This Knowledge Base Article outlines the overall functionality process for viewing any legal action (hearing, motion, complaint, ruling, etc.) in Ohio SACWIS.

If your agency receives a court-involved legal status, you will still navigate to the **Legal Actions** screen to record the associated ruling, as well as the legal status record.

For specific instructions on how to do so, refer to the **Recording a Court Ruling Record** Knowledge Base Article.

Viewing a Child's Legal Action History

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link. The **Case Overview** screen appears.

Note: If you know the **Case ID** number, you can also use the **Search** link to navigate to the **Case Overview** screen.

4. Click the **Legal Actions** link in the **Navigation** menu

The screenshot displays the Ohio SACWIS Case Overview interface. At the top, there is a navigation bar with tabs for Home, Intake, Case (selected), Provider, Financial, and Administration. Below this is a sub-navigation bar with Workload (selected), Court Calendar, and Placement Requests. A left-hand navigation menu lists various case management functions, with 'Legal Actions' highlighted by a red rectangular box. The main content area shows the following case information:

- CASE NAME / ID:** *Ongoing*
Flowers, Rosa Lee / 123456
Open (04/03/2024)
- ADDRESS:** *4200 E 5th Avenue*
Columbus, OH 43219-1851
- CONTACT:** *(614) 555-5555*
- AGENCY:** *ABC County Children Services Agency*
- PRIMARY WORKER:** *CaseWorker, Alice*
Assign Worker
- SUPERVISOR(S):** *Supervisor, Kathy; Supervisor, Kris*

Below the case details is a 'Case Actions' section with links for [View Case Information](#), [0 Linked Cases](#), [Program Categories](#), and [Case Status History](#). A red-bordered box at the bottom of the main content area contains the message: **One or more active case member(s) is missing demographic information: race, ethnicity, gender, DOB**.

The **Case Legal Action / Delinquency Participants** screen appears.

1. To view a child's entire case legal action history, click the **Maintain Legal Actions** link in the appropriate row.

Recording a Legal Status and Custody Episode

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

CASE NAME / ID: **Ongoing**
Flowers , Rosa Lee / 123456 Open (04/03/2024)

Case Legal Actions / Delinquency Participants Filter Criteria

All Persons Persons Under Age 22

Filter

Case Legal Actions / Delinquency Participants

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

Case Participants	DOB		
Flowers_Poppy	01/01/2024	Maintain Legal Action	Maintain Delinquency
Flowers_Maize	10/03/2019	Maintain Legal Action	Maintain Delinquency
Flowers_Daisy_Row	01/01/2011	Maintain Legal Action	Maintain Delinquency

The **Participant Legal Action Information** screen appears.

Important:

- The default page view is Expanded.
- To Collapse All the Legal Action Groupings, click the **Collapse All** toggle.
- Legal Actions can be Grouped at the discretion of the User. When adding a new Legal Action, use the **Add Legal Action and Grouping** button.
- Legal Actions can be copied to the same Case Participant or a different Case Participant.

Participant Legal Action Filter Criteria

Current Episode View Historical Created in Error: Exclude Include

Filter

Participant Legal Action Information

Legal Action: **Add Legal Action and Grouping** **Expand All**

Legal Actions Group Beginning with a Ruling Effective Date: 07/22/2024

	Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
edit copy	04/14/2025	Ruling	Review	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan			<input type="checkbox"/>
edit copy	03/20/2025	Ruling	Permanent Custody	Rulings Received: Permanent Custody, TPR Father - Abandoned the Child, TPR Mother - Abandoned the Child Agency Legal Status: Permanent Custody Appeal Outcome: Appeal Sustained/Ruling Vacated			<input type="checkbox"/>
edit copy	12/16/2024	Ruling	Review	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan			<input type="checkbox"/>
edit copy	11/07/2024	Ruling	Disposition	Rulings Received: Best Interest, Reasonable Efforts to Finalize the Permanency Plan, Temporary Custody Agency Legal Status: Temporary Custody/Placement and Care			<input type="checkbox"/>

Legal Action: **Add Action**

Move Legal Action(s)

Recording a Legal Status and Custody Episode

2. Click the **edit** link to edit the legal action to edit / view the details of the legal action.

The **Legal Action Details Information** page displays.

Ruling Information

Date of Ruling:*	<input type="text" value="02/25/2025"/>	Court Case Number:	<input type="text"/>
Action Participant:*	Flowers, Maize - 10/03/2019	Court ID Number:	<input type="text"/>
Court Name:	<input type="text" value="Test Co. Probate/Juvenile Court"/>	Judge/Magistrate:	<input type="text"/>
Court Address:	1 S Court St	County:	Test

Ruling Type:*	<input type="text" value="Review"/>	Last Modified Date:	04/14/2025
Journalized Date:	<input type="text" value="04/14/2025"/>		

Ruling(s) Received:

- Active Efforts (ICWA)
- Added as a Party to Case
- Adjudicated Abused
- Adjudicated Delinquent
- Adjudicated Dependent
- Adjudicated Deserted Child/Safe Hvn Baby
- Adjudicated Neglected
- Adjudicated Unruly

Selected Rulings Received:

- Best Interest
- RE to Finalize Permanency Plan - Subsequent

Recording a Legal Status and Custody Episode

Comments:

Spell Check Clear 4000

Legal Status Information

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	10/21/2024	03/20/2025	Change in Custody Type

Add Legal Status

Appeal Information

Add Appeal / Objection

Jurisdiction Transfer Information

Receiving Agency Name	Court Acceptance Date
-----------------------	-----------------------

Associate Jurisdiction Transfer

Ruling has been Created in Error

Save Cancel

3. Click **Save / Cancel**.

Viewing a Child's Delinquency History

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link. The **Case Overview** screen appears.

Note: If you know the **Case ID** number, you can also use the **Search** link to navigate to the **Case Overview** screen.

Click the **Legal Actions** link in the **Navigation** menu

Recording a Legal Status and Custody Episode

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

<>

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**

CASE NAME / ID: *Flowers , Rosa Lee / 123456* **Ongoing**
Open (04/03/2024)

ADDRESS: 4200 E 5th Avenue
Columbus, OH 43219-1851

CONTACT: (614) 555-5555

AGENCY: ABC County Children Services Agency

PRIMARY WORKER: CaseWorker, Alice
Assign Worker

SUPERVISOR(S): Supervisor, Kathy; Supervisor, Kris

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

The **Case Legal Action / Delinquency Participants** screen appears.

- To view a child’s entire case legal action history, click the **Maintain Delinquency** link in the appropriate row.

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

CASE NAME / ID: *Flowers , Rosa Lee / 123456* **Ongoing**
Open (04/03/2024)

Case Legal Actions / Delinquency Participants Filter Criteria

All Persons Persons Under Age 22

Filter

Case Legal Actions / Delinquency Participants

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

Case Participants	DOB		
Flowers_Poppy	01/01/2024	Maintain Legal Action	Maintain Delinquency
Flowers_Maize	10/03/2019	Maintain Legal Action	Maintain Delinquency
Flowers_Daisy Row	01/01/2011	Maintain Legal Action	Maintain Delinquency

The **Delinquency Information** screen displays.

- Review the desired information.
- When complete, click the **Close** Button.

Recording a Legal Status and Custody Episode

Delinquency Information

Hearing History

Sort By:

Hearing Date	Hearing Type	Court Case Number	Court ID Number	Court Name	Additional Information
--------------	--------------	-------------------	-----------------	------------	------------------------

Disposition Details

Sort By: Created in Error Exclude Include

Adjudication Date	Disposition Date	Adjudication Type	Court Case Number	Court ID Number	Disposition Details
-------------------	------------------	-------------------	-------------------	-----------------	---------------------

The **Case Legal Actions / Delinquency Participants** screen appears.

Overview of the Legal Custody and Status Screen

As an overview, the **Legal Custody and Status** screen in Ohio SACWIS contains the following system features as shown in green below:

- You can add, edit, and/or view custody episodes and legal statuses in chronological order per child / case participant by clicking the **Edit** link. The specific steps to edit are discussed within this Knowledge Base Article.
- Three radio buttons are now available to filter case participants:
 - **All Persons** – Displays all active case members and inactive case members who previously had agency legal status records associated with them, including COPS, TCOPS, and COPS EXT. The system defaults to this filter.
 - **Persons with a Current or Historical Legal Status** – Displays all case members (active and inactive) with any current or historical agency legal status, including COPS, TCOPS, and COPS EXT.
 - **Persons Under Age 22** – Displays all active case members under the age of 22 based on the current system date.

Recording a Legal Status and Custody Episode

- Each case participant’s name is a hyperlink to their **Person Profile**.
- Any inactive case member(s) are indicated by a red **[INACTIVE]** symbol below their name. **Note: A legal status cannot be added or edited in a case where the child is an inactive case member.**

[Home List](#)

[Safety Assessment](#)

[Substance Abuse Screening](#)

[Forms/Notices](#)

[Category/Pathway Switch](#)

[Safety Plan](#)

[Actuarial Risk Assessment](#)

[Family Assessment](#)

[Ongoing Case All](#)

[Specialized All Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

▶ Legal Custody/Status

[Living Arrangement / Guardianship](#)

[Initial Removal](#)

[Placement Request](#)

[Child Location/CCA](#)

[Retrieve Ohio Benefits Data](#)

[Residential Treatment Information](#)

Legal Custody & Status Filter Criteria

All Persons
 Persons with a Current or Historical Legal Status
 Persons Under Age 22

Filter

Legal Custody & Status Information

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

	Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
edit	Flowers_Poppy / 123456	01/01/2024				
edit	Flowers_Maize / 111111	10/03/2019	09/19/2024 -	Permanent Custody	03/20/2025 -	ABC County Children Services Agency
edit	Flowers_Daisy_Row / 121212	01/01/2011	06/17/2025 -	Temporary Custody/Placement and Care	06/18/2025 -	ABC County Children Services Agency

Navigating the Legal Custody and Status Screen

To add, edit, or view a legal status, complete the following steps:

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click the **Legal Custody / Status** link in the **Navigation** menu. The **Legal Custody and Status** screen appears.
3. Click the **edit** link in the appropriate child’s row

Recording a Legal Status and Custody Episode

- [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/CCA](#)
- [Retrieve Ohio Benefits Data](#)

Legal Custody & Status Filter Criteria

All Persons
 Persons with a Current or Historical Legal Status
 Persons Under Age 22

Filter

Legal Custody & Status Information

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

	Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
edit	Flowers, Poppy / 123456	01/01/2024				
edit	Flowers, Maize / 111111	10/03/2019	09/19/2024 -	Permanent Custody	03/20/2025 -	ABC County Children Services Agency

The Legal Custody Episode & Status Information screen displays.

Details on the Legal Custody Episode & Status Information Screen

- The current custody episode appears at the top of the screen, followed by the next concurrent custody episode, etc.
- The grid results appear displaying the most recent legal status on top (legal custody within each custody episode or the protective supervision order).
- The (+/ –) “expando” boxes separate **legal custody episodes** and **protective supervision orders**. Each legal status information box is collapsible as desired.
- A filter (radio button) at the top of the screen is available to include **Created in Error** records. However, the system automatically excludes **Created in Error** records from filter searches as a default function.
- If a custody episode has already been added, the **Add Legal Status** button appears at the bottom of the most recent episode (expando box).
- To view the Ruling associated to the Legal Status, click **ruling** link.
- When there is a date gap in legal Statuses, a message appears stating: ***If present, a gap in legal status exists**. If there is a one-day (or greater) gap between the termination date and the immediate subsequent legal status effective date, a red asterisk (*) appears in the most recent row(s). The asterisk does not mean that the date is incorrect, but rather the system is bringing the date gap to attention so the situation can be reviewed.

Recording a Legal Status and Custody Episode

Case / Workload /

Legal Custody & Status List

CASE NAME / ID: **Flowers , Rosa Lee / 123456**

Ongoing / Open (04/03/2024)

CHILD NAME / ID: **Flowers , Maize / 121212**

DOB: 10/03/2019

Legal Custody Episode & Status Filter Criteria

Include Created In Error

Filter

Legal Custody Episode & Status Information

[Custody Episode \(started with Ex-Parte\) - Start Date: 09/19/2024 ^](#)

Custody Episode Start Date:
09/19/2024

Custody Episode End Date:

Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of ABC County Children Services Agency from 09/19/2024 to				
view edit ruling	Permanent Custody APPEAL SUSTAINED/RULING VACATED	03/20/2025		
view edit ruling	Temporary Custody/Placement and Care	10/21/2024	03/20/2025	Change in Custody Type
view edit ruling	Ex-Parte INITIAL LEGAL STATUS	09/19/2024	10/21/2024	Change in Custody Type

Add Legal Status

Edit Custody Episode

[Protective Supervision - Start Date: 08/27/2024 - End Date: 09/19/2024 ^](#)

Start Date:
08/27/2024

End Date:
09/19/2024

Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Protective Supervision with ABC County Children Services Agency from 08/27/2024 to 09/19/2024				
view edit ruling	Court Ordered Prot Sup	08/27/2024	09/19/2024	Change in Custody Type

Close

Recording a Legal Status and Custody Episode

view edit ruling	Temporary Court Order	11/17/2022	01/17/2023	Change in Custody Type
view edit ruling	Ex-Parte INITIAL LEGAL STATUS	11/16/2022	11/17/2022	Change in Custody Type

[Add Legal Status](#)
[Edit Custody Episode](#)

Protective Supervision - Start Date: 06/27/2022 - End Date: 11/16/2022 ^

Start Date: 06/27/2022 End Date: 11/16/2022

Legal Status	Effective Date	Termination Date	Termination Reason
Protective Supervision with Athens County Children Services Board from 06/27/2022 to 11/16/2022			

Adding a Legal Custody Episode with Non-Court Involved Legal Status

Important: A custody episode or a legal status cannot be recorded on a closed case.

For steps on adding a court-involved legal status, refer to the **Recording a Court Ruling Record with a Legal Status** Knowledge Base Article.

When recording a new legal custody episode, Ohio SACWIS will determine if this is the first (initial) legal status record. If so, the system automatically displays the **Effective Date** in the **Custody Episode Start Date** field.

This same process for recording a **Custody Episode Start Date** is replicated when the new custody episode is recorded through the **Ruling Record**.

1. Click the **Add Legal Status** button.

Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of ABC County Children Services Agency from 09/19/2024 to			
view edit ruling	Permanent Custody APPEAL SUSTAINED/RULING VACATED	03/20/2025	
view edit ruling	Temporary Custody/Placement and Care	10/21/2024	03/20/2025 Change in Custody Type
view edit ruling	Ex-Parte INITIAL LEGAL STATUS	09/19/2024	10/21/2024 Change in Custody Type

[Add Legal Status](#)
[Edit Custody Episode](#)

Recording a Legal Status and Custody Episode

The **Legal Status Details** page displays.

1. In the **Legal Status** field, select the appropriate **non-court involved legal statuses** legal status value:
 - **Telephonic Order of Custody,**
 - **Officer Acceptance,**
 - **Initial Voluntary Agreement for Care (VAC).**
2. In the **Effective Date** field, enter the appropriate date.

Important: The effective date entered here will become the custody episode start date. If a custody episode has already been recorded, the message will not display, and the Custody Episode Start Date will appear instead.

Legal Status Details

Agency:
ABC County Children Services Agency

Custody Episode Start Date:
09/19/2024 12:00:00 AM

Custody Episode End Date:

Most Recent Legal Guardianship:
09/19/2024 - 09/19/2024

Legal Status: *	Effective Date: *	Effective Time:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		HH:MM	AM / PM
Termination Reason:	Termination Date:	Expiration Date:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

3. Complete the remaining fields, as needed.

4. When complete, click **Save**.

Secondary Termination Reason:

Was this Custody Episode less than 24 hours?:
 Yes No Not Answered

Narrative

Created Date: _____ Created By: _____
Modified Date: _____ Modified By: _____

Recording a Legal Status and Custody Episode

End Dating a Legal Custody Episode

1. Click **Edit** on the appropriate Legal Status.

Legal Custody Episode & Status Information

[Custody Episode \(started with Ex-Parte\) - Start Date: 09/19/2024](#) ^

Custody Episode Start Date: 09/19/2024 Custody Episode End Date:

Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of ABC County Children Services Agency from 09/19/2024 to				
view edit ruling	Permanent Custody APPEAL SUSTAINED/RULING VACATED	03/20/2025		
view edit ruling	Temporary Custody/Placement and Care	10/21/2024	03/20/2025	Change in Custody Type
view edit ruling	Ex-Parte INITIAL LEGAL STATUS	09/19/2024	10/21/2024	Change in Custody Type

The **Legal Status Details** page displays.

2. Select the appropriate **Termination Reason** from the dropdown menu.
3. Provide the **Termination Date**.
4. Complete the remaining fields, as needed.

Legal Status Details

Agency:
ABC County Children Services Agency

Custody Episode Start Date: 09/19/2024 12:00:00 AM Custody Episode End Date:

Most Recent Legal Guardianship:
09/19/2024 - 09/19/2024

Legal Status: *
Permanent Custody

Effective Date: *
03/20/2025

Effective Time:
HH:MM AM / PM

Termination Reason:
Returned to Parent/Guardian/Custodian

Termination Date:
06/23/2025

Expiration Date:

Secondary Termination Reason:

Was this Custody Episode less than 24 hours?:
 Yes No Not Answered

5. When complete, click **Save**.

Recording a Legal Status and Custody Episode

Note: A non-end dated residential address is now required when a child's custody episode is terminated. This address is sent to Ohio Benefits. The option to update or add an address is available. Please ensure the address displayed is correct prior to terminating legal custody.

Important: Depending on the termination reason selected, different options may appear on screen to help determine the youth's current address. Ensure that the selection made and/or address listed is correct prior to terminating legal custody. Termination reasons AWOL, Child Dies and Custody to DCY may not display the current address section as it may not be required within the process to terminate the Medicaid span.

Was this Custody Episode less than 24 hours?:
 Yes No Not Answered

Narrative

✓ ABC

3000

⚠ Upon Save, the system will send an update to Ohio Benefits to terminate the child's Medicaid span. Ensure the existing address is correct prior to terminating legal custody.

Person Name:
Flowers , Rosa

Current Address:
4200 E 5th AVE
Columbus, OH 43219-1851

Update Person Address

Created Date:

Created By:

Modified Date:

Modified By:

Save Cancel

The **Legal Custody Episode & Status Information** screen displays.

Editing a Legal Custody Episode

Important:

- A custody episode cannot be recorded on a closed case.
- Edits can only be made to open current custody episodes.
- If a closed case requires editing on the most recent custody episode, call the Ohio SACWIS Help Desk for detailed instructions.
- If a custody episode is not court involved, a new custody episode can be edited on this screen without navigating to the Court Ruling record. However, only the three values are available for selection in the **Legal Status** field drop-down list.

Recording a Legal Status and Custody Episode

The **Edit Custody Episode** button is used to modify the existing **Custody Episode Start Date** and/or the **Custody Episode End Date**.

Legal Custody Episode & Status Information

[Custody Episode \(started with Ex-Parte\) - Start Date: 09/19/2024 ^](#)

Custody Episode Start Date: 09/19/2024 Custody Episode End Date:

Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of ABC County Children Services Agency from 09/19/2024 to				
view edit ruling	Permanent Custody APPEAL SUSTAINED/RULING VACATED	03/20/2025		
view edit ruling	Temporary Custody/Placement and Care	10/21/2024	03/20/2025	Change in Custody Type
view edit ruling	Ex-Parte INITIAL LEGAL STATUS	09/19/2024	10/21/2024	Change in Custody Type

[Add Legal Status](#) [Edit Custody Episode](#)

1. Click the **Edit Custody Episode** Link.

The **Custody Episode Details** screen displays.

Note: All values with the same **Effective Date** appear in display in the drop-down list. In **The Legal Status that Started the Custody Episode** field, select which legal status record started the custody episode.

Custody Episode Details

Agency:
ABC County Children Services Agency

The Legal Status that started the Custody Episode: *
Ex-parte

Custody Episode Start Date: *
09/19/2024

Custody Effective Time:
HH:MM AM / PM

Was this Custody Episode less than 24 hours?
 Yes No Not Answered

Custody Episode End Date:

Created in Error

Created Date: 09/20/2024 Created By:
Modified Date: 06/03/2025 Modified By:

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

Recording a Legal Status and Custody Episode

1. Edit fields as needed.
2. Click Save.

The **Legal Custody Episode & Status Information** screen appears displaying the information that was updated.

Inserting a New Legal Status

To insert a new legal status, the navigational path to get to this screen in Ohio SACWIS will be dictated by the type of legal status that needs to be inserted (court involved vs. non-court involved) and was previously discussed.

1. Navigate to the **Legal Custody Episode & Status Information** screen.
2. Click **Add Legal Status** button

The **Child Legal Status Details** screen appears.

The screenshot shows the 'Child Legal Status Details' form. The 'Legal Status: *' dropdown menu and the 'Effective Date: *' date picker are highlighted with red boxes. Other fields include 'Termination Reason:', 'Secondary Termination Reason:', 'Was this Custody Episode less than 24 hours?:' (with radio buttons for Yes, No, and Not Answered), and a 'Narrative' text area. At the bottom, there are 'Created Date:', 'Created By:', 'Modified Date:', and 'Modified By:' fields. A dark bar at the bottom contains a 'Save' button (highlighted with a red box) and a 'Cancel' button. A blue 'ABC' button and a grey '3000' button are also visible on the right side of the narrative area.

1. In the **Legal Status** field, select the appropriate legal status value.
2. In the **Effective Date** field, enter the appropriate date.
3. Complete the remaining fields, as needed.
4. When complete, click **Save** button.

The information is saved, and the new legal status appears in the appropriate section grid.

Recording a Legal Status and Custody Episode

Legal Status Information				
	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of ABC County Children Services Agency from 09/19/2024 to				
view edit ruling	Permanent Custody APPEAL SUSTAINED/RULING VACATED	03/20/2025		
view edit ruling	Temporary Custody/Placement and Care	10/21/2024	03/20/2025	Change in Custody Type
view edit ruling	Ex-Parte INITIAL LEGAL STATUS	09/19/2024	10/21/2024	Change in Custody Type

[Add Legal Status](#) [Edit Custody Episode](#)

The **Legal Custody Episode & Status Information** screen appears.

6. Click the **Add Legal Status** button
7. In the **Legal Status** field, select the appropriate **non-court involved legal statuses** legal status value: **Telephonic Order of Custody, Officer Acceptance, or Initial Voluntary Agreement for Care (VAC)**.
8. In the **Effective Date** field, enter the appropriate date.
9. Complete the remaining fields, as needed.
10. When complete, click **Save**.

The **Legal Custody Episode & Status Information** screen appears displaying the legal status record that was just entered.

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