

# **Recording a Legal Guardianship / Custody Record**



**Knowledge Base Article**

# Recording a Legal Guardianship Custody Record

## Table of Contents

<b>Overview .....</b>	<b>3</b>
<b>Navigating to the Legal Guardianship / Custody Information Screen .....</b>	<b>4</b>
<b>Completing the Legal Guardianship / Custody Details Screen .....</b>	<b>6</b>
<b>Filtering the Legal Guardianship /Custody Records List Screen.....</b>	<b>9</b>

### Overview

This article describes how to record a child's history of being in the Legal Guardianship or Legal Custody of someone other than their parents.

**Note:** This new functionality is different than **Recording a Living Arrangement record**. A Living Arrangement documents where a child is staying, without being placed by the Agency. The Living Arrangement Caregiver may or may not hold any form of custody. Examples include a youth staying with Grandma temporarily with a Grandparent Affidavit, or a child staying with a neighbor under a Safety Plan. The Living Arrangement is also used when the Agency hold COPS, yet the child is not sleeping under the same roof as their parents.

### Important:

- Legal Guardianship / Custody records document all historical to current timeframes where a child was in the Legal Guardianship, Legal Custody, or Temporary Custody of a Relative or Non-relative Kin caregiver.
- The begin and end dates can be outside of a case episode.
- Like the Living Arrangement functionality, a Legal Guardianship / Custody record begin date and end dates cannot overlap the child's Agency Custody Episode or another Legal Guardianship / Custody record of the same child.
- For all children that are in the AFCARS population, a Legal Guardianship / Custody record is required for every new Custody Episode.
- If the child's custody has been terminated with a value of **Court Issued Guardianship** or **Court Issued Custody to Relative** or **Court Issued Custody to Non-Relative**, the child is required to have a Legal Guardianship / Custody record (not marked as created in error) where the child's most recent Legal Guardianship / Custody Begin Date is equal to the most recent Custody Episode Termination Date.
- System will prohibit the Case Closure when the Legal Guardianship / Custody record is
  - Abandoned Child (not marked as created in error) with no End Date and End Reason.
  - No History (not marked as created in error) with no End Date and End Reason.

## Recording a Legal Guardianship Custody Record

### Navigating to the Legal Guardianship / Custody Information Screen

Complete the following steps to record a Guardianship Custody record.

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

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

4. On the Case Overview screen, click the **Living Arrangement / Guardianship** link in the Navigation menu.

The screenshot shows the Ohio SACWIS interface. At the top, there are tabs for Home, Intake, Case, Provider, Financial, and Administration. The 'Case' tab is selected. Below the tabs, there are sub-tabs for Workload, Court Calendar, and Placement Requests. The 'Workload' sub-tab is selected. On the left, there is a navigation menu with 'Case Overview' highlighted. The main content area displays case details for 'Flowers, Rosa Lee / 123456'. The case status is 'Ongoing' and 'Open (04/03/2024)'. The address is '4200 E 5th Avenue, Columbus, OH 43219-1851'. The agency is 'ABC County Children Services Agency'. The primary worker is 'CaseWorker, Alice' and the supervisor is 'Supervisor, Kathy'. Below the case details, there is a 'Case Actions' section with links for 'View Case Information', '0 Linked Cases', 'Program Categories', and 'Case Status History'. Two error messages are displayed in red boxes: 'One or more active case member(s) is missing demographic information: race, ethnicity, gender, DOB' and 'One or more active case members under age 22 is missing ICWA information in Person Demographics'.

The **Living Arrangement / Guardianship Record** screen appears.

# Recording a Legal Guardianship Custody Record

1. Click the **Legal Guardianship / Custody** tab.

The screenshot shows a web interface for case management. On the left is a vertical navigation menu with various tabs. The 'Living Arrangement / Guardianship' tab is highlighted with a green border. The main content area has a header with 'CASE NAME / ID: Flowers, Rosa Lee / 123456' and 'Ongoing Open (04/03/2024)'. Below this are two tabs: 'Living Arrangement' and 'Legal Guardianship/Custody', with the latter being active. The 'Living Arrangement Filter Criteria' section includes fields for 'From Begin Date', 'To Begin Date', 'Child's Name' (a dropdown menu), 'Created in Error' (radio buttons for 'Exclude' and 'Include'), and 'Sort Results By' (a dropdown menu set to 'Begin Date (Descending)'). There are 'Filter' and 'Clear Form' buttons. Below the filter criteria is a table titled 'Living Arrangement Records' with columns: 'Child / DOB', 'Who Holds Legal Responsibility', 'Caretaker Name', 'Begin Date/End Date', 'End Reason', 'Agency', and 'Created in Error'. The table currently shows 'No Result Found!'.

2. In the **Child's Name** field (required), select the appropriate child.

**Note:** The **Child's Name** field displays all case members (active and inactive).

3. Click the **Add Legal Guardianship / Custody** button.

This screenshot shows the same case management interface as the previous one, but with the 'Legal Guardianship/Custody' tab selected. The 'Filter Criteria' section is expanded, showing the 'Child's Name' dropdown menu, 'Begin Date' and 'End Date' fields with calendar icons, and 'Sort Results By' dropdown menu. There are three checkboxes: 'Exclude Historical', 'Include Guardianship Records for Inactive Members', and 'Include Created in Error'. The 'Add Legal Guardianship / Custody' button is not explicitly labeled in this view, but it is implied to be the next step in the process.

# Recording a Legal Guardianship Custody Record

Residential Treatment Information  
Independent Living  
Case Plan Tools  
Visitation Plans  
Review Tools  
Family Team Meeting  
Safety Reassessment  
Reunification Assessment  
Case Conference Note  
Human Trafficking  
Child Fatality/Near Fatality  
ICPC/ICAMA  
Case Closure

Filter Clear Form

Legal Guardianship/Custody Records ⓘ

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

	Child Name/Id	Legal Guardian/Custodian	Begin Date - End Date	End Reason	
<a href="#">edit</a>	<a href="#">Flowers, Maize / 1212121</a>		09/19/2024 - 09/19/2024	Agency Obtained Custody	Complete

NO GUARDIANSHIP HISTORY

Child's Name:

The **Guardianship Custody Details** screen appears displaying the selected child's name in the header as a hyperlink to the Person record.

## Completing the Legal Guardianship / Custody Details Screen

Complete the following steps to record a Legal Guardianship / Custody Record.

1. **Select** a value in the **Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent(s)?** dropdown.
  - Values include **Yes**, **No**, and **Abandoned Child**.

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

CHILD NAME / ID: [Flowers, Maize / 1212121](#) DOB: 10/03/2019

Legal Guardianship / Custody Details

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

Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent?: \* ⓘ

**Note: Abandoned Child** should be selected when the child's history cannot be determined for a Safe Haven or abandoned child.

**Note: If No or Abandoned Child** is selected, no other data is required but may be entered as applicable.

## Recording a Legal Guardianship Custody Record

**Important:** The system will populate **No Legal Guardianship / Custody as of** or **Abandoned Child as of** with today's date, but these may be backdated if needed.

If there is a subsequent Legal Guardianship or Custody for the child:

2. Enter the **End Date** (optional).
3. Select the applicable **End Reason** from the dropdown menu (required if an End Date is entered).

**Note:** If an **End Date** and **End Reason** is recorded on a Draft record, the system will update the status to Complete upon Save.

Legal Guardianship / Custody Details

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

Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent?: \* Ⓐ

No

No Legal Guardianship / Custody as of:  
06/24/2025

End Date: Ⓐ   Estimated

End Reason: Ⓐ

**Note:** If **Yes** is selected, then additional data is required. The screen will display all the required fields.

4. Enter the **Begin Date**.
5. Check the **Estimated** check box if the exact date is not known (optional).
6. Select the **Type**.

Legal Guardianship / Custody Details

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

Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent?: \* Ⓐ

Yes

Begin Date: Ⓐ   Estimated

Type: Ⓐ

## Recording a Legal Guardianship Custody Record

7. Click **Search Person** to add the **1<sup>st</sup> Legal Custodian / Guardian** to locate the person. Once selected, the person's name and current address will appear in the 1<sup>st</sup> Legal Custodian / Guardian column.
8. Select the **Marital Status**.
9. Click **Add Second Person** (if applicable).
10. Click **Search Person** to add the **2<sup>nd</sup> Legal Custodian / Guardian** to locate the person. Once selected, the person's name and current address will appear in the 2<sup>nd</sup> Legal Custodian / Guardian column
11. Select **Completed** in the **Status** dropdown.
12. Click **Save**.

### Important:

- The Begin Date cannot be a future date.
- The Begin Date and End Date cannot overlap the child's custody episode (not marked as created in error); regardless of the estimated check box being checked.
- The Begin Date and End Date cannot overlap another Legal Guardianship/Custody record.
- The Begin Date and End Date can be outside a case episode date range.
- Only the current non-end-dated address will display. If there is no address, the message "There is no Address recorded for this person" will display.
- The 1st Legal Custodian/Guardian and 2nd Legal Custodian/Guardian (if added) must have a current address type (non-end-dated) of **Residence** or **Physical** to mark the record as Completed.
  - Exception is when recording a historical guardianship record, the system will not validate for a non-end-dated address.
  - Address hierarchy: If more than one non-end dated address exists, then the system will display the Residence. If no residence, then system will display the Physical address.
- **End Date** is not required at Case Closure when a **Yes** is selected.

## Recording a Legal Guardianship Custody Record

Temporary Custody ▾

1st Legal Custodian/Guardian:

Test,  
Guardian/222222

Address:

111 Test Rd  
Test, Oh 12345

Marital Status: Ⓐ

Single Adult ▾

Search Person      Add Second Person

End Date: Ⓐ

06/24/2025   Estimated

End Reason: Ⓐ

Custody Returned to Parent(s) ▾

Status:\* Draft ▾      Apply      Save      Cancel

The **Legal Guardianship/Custody List Screen** appears.

## Filtering the Legal Guardianship /Custody Records List Screen

### Important:

- Historical Guardianship records are any record(s) where the end date is prior to the most recent case opening date.
  - When the **Exclude Historical** check box is checked, system will not display historical Guardianship records.
- When the **Include Guardianship Records for Inactive Members** check box is checked, any Legal Guardianship / Custody Records (not marked created in error) will display in the list for case members that have a current status of inactive.
- When the **Include Created in Error** check box is checked, Legal Guardianship / Custody records marked as created in error will display in the list

1. To delete a Draft Legal Guardianship/Custody record, click the **delete** icon.

# Recording a Legal Guardianship Custody 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
- Retrieve Ohio Benefits Data

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

Living Arrangement      Legal Guardianship/Custody

**Filter Criteria**

Child's Name:

Begin Date:

End Date:

Sort Results By:

Exclude Historical

Include Guardianship Records for Inactive Members

Include Created in Error

- Independent Living
- Case Plan Tools
- Visitation Plans
- Review Tools
- Family Team Meeting
- Safety Reassessment
- Reunification Assessment
- Case Conference Note
- Human Trafficking
- Child Fatality/Near Fatality
- ICPC/ICAMA
- Case Closure

**Legal Guardianship/Custody Records**

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

	Child Name/Id	Legal Guardian/Custodian	Begin Date - End Date	End Reason	
<a href="#">edit</a>	<a href="#">Flowers , Rosa L / 123456</a>		06/24/2025		
	<b>NO GUARDIANSHIP HISTORY</b>				
<a href="#">edit</a>	<a href="#">Flowers , Maize / 1212121</a>		09/19/2024 - 09/19/2024	Agency Obtained Custody	Complete
	<b>NO GUARDIANSHIP HISTORY</b>				

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

For additional information refer to:

- [Recording a Living Arrangement 2025](#)
- [Recording an Initial Removal 2025](#)
- [Recording a Legal Status & Custody Episode](#)