Adding an AWOL Child Record and a Custody with No Placement Record

Knowledge Base Article

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Department of Children & Youth

Adding an AWOL Child Record and a Custody with No Placement Record

Overview

This article provides step-by-step instructions for creating an AWOL Child Placement Location record and creating a Custody with No Placement Location record within the Ohio SACWIS system.

Navigating to Child Placement Records

1. From the Ohio SACWIS Home screen, click the **Case** tab.

2. Click the **Workload** tab.

3. Select the appropriate **Case ID** link.

4. Click, **Child Location/ICCA** in the side navigation pane.

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

Adding an AWOL Child Location Record

1. 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.

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

The **Add Child Location Record** screen displays.

3. From the **Child Location Type** dropdown menu, select **AWOL/Custody No Placement**.

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Note: AWOL / Custody No Placement is used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.

4. **Agency** will default to the agency name and address that has custody of the child.
5. Place a checkmark next to **Child AWOL** and any other appropriate **Reason Child Not in Placement** options.
6. Make a selection under **Child AWOL**, **Child is considered a Runaway** or **Child's whereabouts is unknown but is not considered a Runaway**.

Note: The above options only display when **Child AWOL** is selected for an **Initial Location Record**. If **Other** is selected, a Narrative Box displays, **Reason Placement Not Found**. This narrative is Required.

7. Select a **Begin Date**.

Child Location Type Details

Child Location Type: *

AWOL/Custody No Placement

AWOL / Custody No Placement: Used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.

AWOL/Custody No Placement Details

Agency:

Test County Children Services Board

ADDRESS:
12345 N. Somestreet Rd, Apt C
Longnamecity, OH 12345-6789

Reason Child Not in Placement: *
- ☐ Mental Health
- ☐ Substance Use
- ☐ Extreme Behaviors
- ☐ Juvenile Justice
- ☐ Medical Needs
- ☐ Emergency Removal
- ☐ After-Hours Removal
- ☐ Developmental Disabilities
- ☐ No Beds Available
- ☐ Child Out of Town/State
- ☑ Child AWOL (a)
  - ◉ Child is considered a Runaway
  - ○ Child's whereabouts unknown but is not considered a Runaway
- ☑ Other

Reason Placement Not Found: *

✓ABC

4000

Begin Date: *

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8. Enter the **Law Enforcement Contact Name**.
9. Select the **Date Law Enforcement Contacted**.
10. Enter the **Time**.

NCMEC AWOL Information

Law Enforcement Contact Name: *

Date Law Enforcement Contacted: *   Time: *

                                                     HH:MM   AM / PM

☐ Law Enforcement Not Contacted

11. If Law Enforcement was **not** contacted, check the box next to **Law Enforcement Not Contacted**.
12. Make a selection from the **Reason Law Enforcement Not Contacted** dropdown menu.

Note: Rule 5101:2-42-88 - Ohio Administrative Code | Ohio Laws, states: Upon receiving notification that a child is missing from a substitute care placement, the PCSA or PCPA shall immediately, and in no case later than twenty-four hours contact both:

(1) Law enforcement for entry into the national crime information center (NCIC) database.

(2) The national center for missing and exploited children (NCMEC).

NCMEC AWOL Information

Law Enforcement Contact Name: *

☑ Law Enforcement Not Contacted

Reason Law Enforcement not contacted: *

13. Select a date for **Date National Center for Missing and Exploited Children (NCMEC) contacted**.
14. Enter the **Time**.

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

Time: *

HH:MM

AM / PM

☐ NCMEC Not Contacted

15. If NCMEC was **not** contacted, check the box next to **NCMEC Not Contacted**.
16. Make a Selection from the **Reason NCMEC not contacted** dropdown menu.

☑ NCMEC Not Contacted

Reason NCMEC not contacted: *

17. Make a selection for **Length of time child has been AWOL**.
18. Click the **Search Address** button for **Last known location of child**.
19. Click the **Search Person** button for **Anyone the child may have been with prior to or during AWOL**, if applicable.
20. Provide **Narrative** for **Efforts and Resources used to locate the child**.

Length of time child has been AWOL: *

Days, weeks, etc.

Last known location of child: *

Search Address

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

Search Person

Name:

Efforts and Resources used to locate the child: *

√ABC

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21. Change the **Status** to **Complete**.

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

22. Click the **Save** button.

Status: *
Draft

End Date:
📅

End Reason:

☐ Created in Error

Created Date:	00/00/0000	**Created By:**	Last, First
Modified Date:	00/00/0000	**Modified By:**	Last, First

Apply   Save   Cancel

The **Child Location Records Filter Criteria** screen displays showing the new Child AWOL record.

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Note: Once a case has a completed **AWOL Location Record,** a badge will display on the Person Overview screen and the Case Overview screen, alerting the caseworker. When the record is end dated, the badge will no longer display.

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Adding a Custody with No Placement Location Record

1. 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.

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

The **Add Child Location Record** screen displays.

3. From the **Child Location Type** dropdown menu, select **AWOL/Custody No Placement**.

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Note: AWOL / Custody No Placement is used for any period of time when the PCSA has or obtains legal custody of a child, but does not have a Certified/Approved Placement, Non-Custodial Parent arrangement, or Non-Certified Provider placement or when the child is AWOL.

4. **Agency** will default to the agency name and address that has custody of the child.
5. Place a checkmark next to any appropriate options for **Reason Child Not in Placement**.

Note: If **Other** is selected, a Narrative Box displays, **Reason Placement Not Found**. This narrative is Required.

6. Select a **Begin Date**.

7. If the child's location is the same as agency address, **Check** the checkbox.
8. If the address is not the same as the agency, fill out the Address details.
9. Change the **Status** to **Complete**.

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

10. Click the **Save** button.
11. The **Child Location/Non-Custodial Parents Record** screen displays showing the new Child AWOL record.

Adding an AWOL Child Record and a Custody with No Placement Record

End Dating Child Location Record

1. From the **Child Location Records Filter Criteria** screen, click the **Edit** button on the appropriate record.

The **Child Location Record** screen displays.

2. Select the appropriate **End Date**.
3. Make a selection from the **End Reason** dropdown menu.
4. Click the **Save** button.

Note: If the record was **Created in Error**, check the **Created in Error** checkbox, shown in green below. Click the **Save** button.

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Status: *
[Completed ▾]

End Date:
[04/22/2024] 📅

End Reason:
[▾]

☐ Created in Error

[**Apply**] [**Save**] [Cancel]

The **Child Location Records Filter Criteria** screen displays.

System Generated AWOL

Upon end dating any Child Location Record with an end reason of Child AWOL, the system will auto-generate an AWOL Record in a Draft Status.

The auto-generated record will display with any record (excluding the AWOL records) being end dated with that specific end reason.

1. From the **Child Location Record** screen, enter the **End Date**.
2. Select **Child AWOL** from the **End Reason** dropdown menu.
3. Provide any additional information in the **Narrative Boxes**.
4. Click the **Save** button.

End Date:
[05/31/2024] 📅   * The following end information will only be saved if an end date is entered

End Reason: **Secondary End Reason:**
[Child AWOL ▾]   [▾]

Was there an effort to maintain placement?
[▾]

Describe the services that were provided to maintain placement:
[   ]

Explain the circumstances that led to the removal:
[   ]

Additional Comments:
[   ]

[**Apply**] [**Save**] [Cancel]

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The **Child Location Records Filter Criteria** screen appears displaying the new auto-generated AWOL Child Location Record in Draft Status.

5. Click the **Edit** button on the new AWOL Child Location record.

The **Child Location Record** screen displays.

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Note: All fields are modifiable except **Child Location Type** and the check marked **Child AWOL** under **Reason Child Not in Placement**. (Shown in green below) All other fields will pre-populate and are modifiable.

6. Add additional **Narrative** if needed.

Note: Reason Placement Not Found will pre-populate with, **Child AWOL from Placement (Previous Child location record has been End Dated)**.

7. **Modify** any of the pre-populated fields if necessary.

Note: The **NCMEC** information fields will pre-populate if it was previously completed on the AWOL leave record from the prior placement. If it was not previously completed, the worker will need to complete this section in order to save the record as **Complete**.

8. Select **Completed** from the Status dropdown menu.
9. Click the **Save** button.

Note: Once a case has a completed **AWOL Location Record,** a badge will display on the Person Overview screen and the Case Overview screen, alerting the caseworker. When the record is end dated, the badge will no longer display.

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Status: *
[Completed ▼]

End Date:
[ ] 🗓

End Reason:
[▼]

☐ Created in Error

[Apply] [Save] [Cancel]

The **Child Location Records Filter Criteria** screen displays.

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

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