Completing a Pre-Finalization Adoption Assessment

Knowledge Base Article

Completing a Pre-Authorization Adoption Assessment

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Overview

You can initiate and complete a pre-finalization adoption assessment record as well as generate the JFS 01699 report in Ohio SACWIS prior to a child being placed in an adoptive setting.

However, the following criteria must be met first:

- The child must be an active case member without a sealed adoption record and have a current legal status of permanent custody (PC) or permanent surrender (PS).

- There can only be one child per Pre-Finalization Adoption Assessment.

- There cannot be more than one "**In Progress**" Pre-finalization Adoption Assessment report for the same child.

Additional Ohio SACWIS functionality and features about this process are discussed in this Knowledge Base Article. The resulting information appears on the Pre-Finalization Adoption Assessment (JFS 01699) report.

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Adding Pre-Finalization Adoption Assessment Information

To create a Pre-Finalization Adoption Assessment, complete the following steps:

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

2. Click the **Workload** tab.

3. Click the **+** symbol and select the appropriate adoption **Case ID** link.
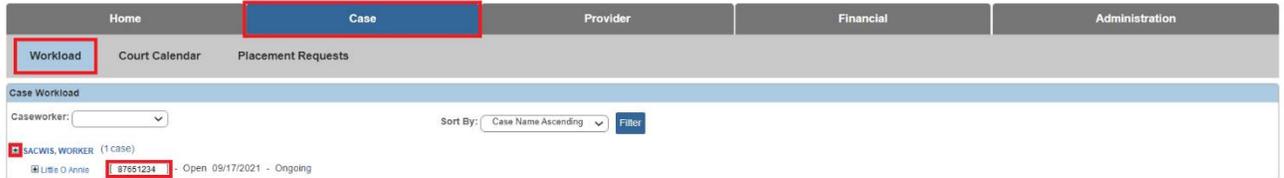
Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the adoptive child's **Case Overview** screen.

4. On the adoptive child's **Case Overview** screen, click the **Pre-Finalization Information** link at the bottom of the light-blue **Navigation** menu on the left.

The **Pre-Finalization Adoption Assessment Information** screen appears

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Selecting a Child

1. In the **Available Child(ren) to be Included in Pre-Finalization Adoption Assessment** section, click the appropriate radio button to select the child.

Important:

- As was previously mentioned, only **one child** can be selected.

- Ohio SACWIS displays the child's **Current Placement Provider / ID** (shown in green below).

- Both the child and the provider must first be selected before you can proceed with the remaining steps in this process.

The child's radio button is selected.

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Selecting a Provider

When you click a radio button to select a child, the **Provider ID** field and **Provider Name** field (shown in green below) will auto-populate with data if the child's current placement is an approved adoptive home. These fields are displaying the provider information from the child's current adoptive placement.

You can change this provider information or proceed to the next sub-section.

If no information appears, you will need to locate a provider as follows:

1. To select a provider, click the **Retrieve Adoptive Provider** button.

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

1. Enter filter criteria to search for the child's provider. Some fields are read only.

2. If you already know the **Provider ID** number, click the **Additional Search Criteria** link (shown in green below) to expand the filter criteria fields.

3. Enter the appropriate number in the **Provider ID** field.

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4. Click the **Search** button at the bottom of the screen.

The results appear in the **Provider Match Search Results** section.

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Which Providers Display During a Search

- The provider match only returns results for providers who have been approved to accept that child's specified characteristics. The provider's acceptance criteria must match the selected child's characteristics.

- The system only displays providers who are **approved, active, and have a non-end dated status** as of the current system date.

- If a provider home is showing as closed or not approved, **the provider will not be returned** in the search results.

1. To choose a provider, click the **Select** link in the appropriate row.

The **Pre-Finalization Adoption Assessment Information** screen appears displaying the newly selected provider information.

Note: If you navigate away from this screen, the provider record selected is not saved until the **Add Pre-Finalization Adoption Assessment** button is selected.

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Pre-Finalization Adoption Assessment Section

After both the child and provider have been selected, complete the following steps:

1. Click the **Add Pre-Finalization Adoption Assessment** button.

The **Pre-Finalization Assessment Details** screen appears.

Important:

- **You will only complete this task (clicking the button) once for each child.** If you have entered information and want to enter more information later, you will click the **Edit** link (shown below), instead of the button.

- When you click the **Edit** link, if the provider record or a family composition member has changed since the last time you updated this pre-finalization assessment record, the following error message appears:

  Addition or deletion of member(s) and/or role changes has occurred in the provider record since the last update to this Pre-Finalization Adoption Assessment record. Therefore, data within the Adoptive Family Member(s) Information section does not match the Adoptive Family Composition of the Provider record. Continuing with completion of this assessment without updating the provider members will result in incorrect family members on the JFS 01699 report. Do you wish to update the members? Yes/No

  If this message appears, call the Ohio SACWIS Help Desk.

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You will need to complete the fields within each link of the **Topics** section. Each link is discussed separately in a sub-section below.

For Additional Information:

- Refer to the **Editing an In-Progress Pre-Finalization Adoption Assessment** or **Deleting an In-Progress Pre-Finalization Adoption Assessment** towards the end of this Knowledge Base Article.

- See the **Narrative and Comments Completed Information** sub-section for more details on these two fields.

Important Information About the Three Date Fields

Below the **Topics** links are three date fields, and a fourth date field will soon appear in a future version of Ohio SACWIS.

Note: The fourth field is the **Date Due to Probate Court** and is always editable.

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Date Field Availability (Enabled or Disabled)

The **Date Assessment Completed** field only becomes available once:

- The **Comments Completed** check boxes for **all narratives** are check marked as complete in each of the three major topic headings (links): Additional Family Information, Adoptive Child Descriptions, and Recommendation of Assessor.

- **All required fields** in the Adoptive Family Composition and the Adoptive Parent Descriptions (links) have been completed.

- Once the **Date Assessment Completed** field contains a date and is saved, the other two date fields become enabled.

- If the **Date Assessment Completed** field does not contain a date:

  - You can still print a JFS 01699 report at any time while working on the assessment.

  - The word "**Draft**" will appear as a watermark on the printed report until the **Date Assessment Completed** has been recorded and saved.

  - If no dates have been recorded in either the **Date Assessment Submitted to Court** field or the **Date Provided to Adoptive Parents** field, the dates on the report will be blank.

Entering Dates for the Three Date Fields

- The **Date Assessment Submitted to Court** field and **Date Provided to Adoptive Parents** field can be back dated, but **not** dated prior to the **Date Assessment Completed** field.

- The (future) **Date Due to Probate Court** field can be dated prior to the completion of the report.

- None of the three date fields can be future dated, except the **Date Due to Probate Court** field which should be future dated.

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Record Status ("In Progress" vs. "Complete")

- The **Pre-Finalization Adoption Assessment** record is considered to have a status of **In Progress** as long as the **Date Assessment Completed** field is null (blank).

- **Definition of "Complete":** Once a date is entered in the **Date Assessment Completed** field and the record is saved, the adoption assessment is considered to be complete. The information can no longer be modified. The system automatically changes the record's status from **In Process** to **Complete**.

- Once the status changes to **Complete**, the record can no longer be edited or deleted. The **Edit** link is replaced with the **View** link, and the **Delete** link is no longer available.

  - If the date field for **Date Assessment Completed** field is null (blank), the system displays an **Edit** link in the **Pre-Finalization Adoption Assessment** section.

  - If the **Date Assessment Completed** field is not null (not blank), the **Pre-Finalization Adoption Assessment** section displays a **View** link instead of an **Edit** link.

- Once in **Complete** status, both the **Date Assessment Submitted to Court** field and the **Date Provided to Adoptive Parents** field are enabled. They remain available until a date is entered and saved in each field.

- An Pre-Finalization Adoption Assessment **cannot** be marked as complete if:

  - The provider record linked to the assessment does not have a status of **Active**.

  - Members of the provider record linked to the assessment have been added, deleted, and/or their role was changed since the **Pre-Finalization Adoption Assessment** record was last updated. In these situations, the **Adoptive Family Member(s) Information** section does not match the **Adoptive Family Composition of the Provider** record and the provider record will need to be updated.

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Maintain Adoptive Family Composition (First Topic Link)

1. Click the **Maintain Adoptive Family Composition** link.

The **Adoptive Family Member(s) Composition Information** screen appears.

This is an example showing multiple family members on that screen:

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Important Ohio SACWIS Screen Requirements:

- Only active provider members with no end date appear in the **Adoptive Family Member(s) Composition Information** section. Therefore, you will need to **confirm the provider record is up-to-date** prior to creating a Pre-Finalization Adoption Assessment.

- If a family member needs to be added or deleted from the Assessment record, you must update the provider record with the change(s) as both the **Add Family Member** button (formerly beneath the table) and the **Remove** link (formerly on the right) have been removed.

- The new **Role** column (shown in green above) displays each adoptive family member's role separate from the relationship.

- The **Relationship** column (shown in red above) now displays only relationship information. The **Relationship** field will **initially be blank** for each record.

1. Click the **Edit** link (shown in red below) for an adoptive family member.

Important:

- To save the record:

  ➢ You will need to click this link for each adoptive family member.

  ➢ The mother and father must be identified.

- To mark the record as **Complete**, all members must be identified.

The **Adoptive Family Member Details** screen appears for the selected member.

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2. In the **Relationship** field, choose their relationship within the provider family unit.

3. Click the **Apply** button.

The **Adoptive Family Member(s) Composition Information** screen appears displaying each person's relationship within the provider family unit (shown in green below).

4. Repeat the three previous steps for **each adoptive family member**.

5. In the **Relationship to Petitioner** field, choose the appropriate entry from the drop down list.

Important: This field is **not** completed for each adoptive family member. The **Relationship to Petitioner** field specifies the child's relationship to the provider as a whole and **is required** to save the assessment. The drop-down list values are:

-   Foster Child
-   Relative / Kin
-   No Relation

6. In the **Marital Information** section, complete the fields as needed.

Note: In future versions of Ohio SACWIS, some fields in the **Marital Information** section will pre-populate with content based on information previously entered in the system.

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7. In the **Citizenship Information** section, complete the following fields for both the **Mother** and the **Father**:

- Legal Resident
- Citizen
- Status

Important: The **Status** field drop-down list is based on the **Yes / No** response selected in the **Legal Resident** field and the **Citizen** field, the following values are available in the **Status** field drop-down list:

If Legal Resident field shows…	If Citizenship field shows…	The Status field drop-down list selections are…
Yes	No	Resident Alien/with Permanent Resident Card
No	No	Non-Resident Alien
		Non-Immigrant Visa
		Immigrant Visa

8. When complete, click the **Save** button at the bottom of the screen.

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The **Pre-Finalization Assessment Details** screen appears displaying the **Topic** links.

Maintain Adoptive Parent Descriptions Link (Second Topic Link)

1. Click the **Maintain Adoptive Parent Descriptions** link.

Pre-Finalization Assessment Details	
Adoptive Child:	Little Orphan Annie

Topics

Maintain Adoptive Family Composition
Maintain Adoptive Parent Descriptions
Maintain Additional Family Information
Maintain Adoptive Child Descriptions
Maintain Recommendation of Assessor

The **Adoptive Parent Descriptions** screen appears. The **Remove from Report** field (formerly above the table) has been removed. The adoptive parent names that appear on this screen are directly related to the mother and/or father identified on the maintain **Adoptive Family Composition** screen.

Adoptive Parent Descriptions

	Name	Comment Completed	Comment
Discussion Topic: Appearance and Personality			
edit	Green, Bea		
edit	Green, Bob		
Discussion Topic: Physical Health (date of last physical examination, by whom and significant findings)			
edit	Green, Bea		
edit	Green, Bob		

Close

2. Click the **Edit** link for **each** adoptive parent.

Adoptive Parent Descriptions

	Name	Comment Completed	Comment
Discussion Topic: Appearance and Personality			
edit	Green, Bea		
edit	Green, Bob		
Discussion Topic: Physical Health (date of last physical examination, by whom and significant findings)			
edit	Green, Bea		
edit	Green, Bob		

Close

Important: Each **Edit** link asks a different question about the adoptive parents. However, the **birth mother** and **birth father** narratives will remain separate (an example is shown below).

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3. Answer the question in the narrative field. The narrative text box size has been increased to 4,000 characters.

4. When you finish, click the **Comments Completed** check box (shown in green).

Note:

-   The check mark acts as a visual indicator while you complete the assessment. It also indicates that you are done entering information in that field for marking the assessment as complete.

-   See the **Narrative and Comments Completed Information** sub-section below for more details on these two fields.

5. Click the **Save** button.
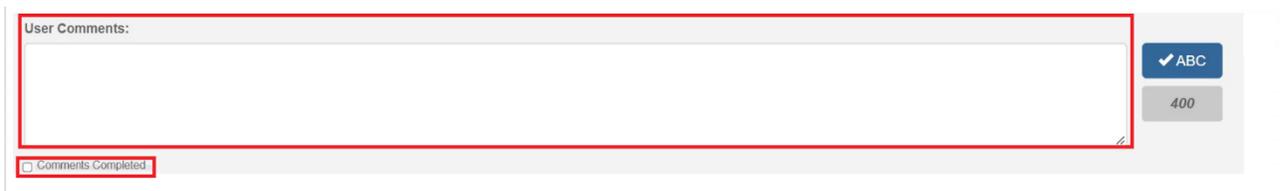
The **Adoptive Parent Descriptions** screen appears displaying a **Yes** in the **Comment Completed** column (if the check box was checked) and your narrative in the **Comment** column.

6. Repeat the steps in this sub-section for each **Edit** link.

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Example showing when all **Comments Completed** check boxes have been checked:

7. When complete, click the **Close** button at the bottom of the screen.

The **Pre-Finalization Adoption Assessment Details** screen appears displaying the **Topic** links.

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Narrative and Comments Completed Information

- The **Comments Completed** check boxes have been included in Ohio SACWIS to measure the assessment's overall completion progress. They tell the system you are done entering information in a narrative field.

- You can add all of your comments into a narrative field at one time or add some comments into a field and then return later to add more or modify the content.

- Even after a **Comments Completed** check box has been marked as complete, comments **can** still be added to a narrative field.

- The **Date Assessment Completed** field (shown below) is only enabled once all narratives have been marked as complete in each of the three major topic headings (links): Additional Family Information, Adoptive Child Descriptions, and Recommendation of Assessor. And, once all required fields in the Adoptive Family Composition and the Adoptive Parent Descriptions (links) are complete.

Date Assessment Completed:		Date Provided to Adoptive Parents:	
Date Assessment Submitted to Court:			

- **All of your narratives will populate into the appropriate areas on the JFS 01699 report.**

- You can enter up to 4,000 characters in each narrative field.

- In future versions of Ohio SACWIS, some narrative fields will pre-populate with content based on previously entered information.

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Maintain Additional Family Information Link (Third Topic Link)

1. Click the **Maintain Additional Family Information** link.

The **Additional Family Information** screen appears.

2. In the **Multiple Children/Large Family Assessment Completed** field, choose **Yes** or **No** from the drop-down list.

3. In the **Results of the Multiple Children/Large Family Assessment** field, choose **Recommended** or **Not Recommended** from the drop-down list.

Note: This field is **required** when the previous field's value is **Yes**.

4. Complete each narrative field (shown in orange). Only a partial screen shot is shown here.

Note: The **Summary of Multiple Children / Large Family Assessment** narrative field is **required** when the **Multiple Children / Large Family Assessment Completed** field's value is **Yes**.

5. When you are finished with each narrative, click the **Comments Completed** check box (circled in green). This tells the system you are done entering information in the field.

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6. When finished, click the **Save** button.

The **Pre-Finalization Assessment Details** screen appears displaying the **Topic** links.

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Maintain Adoptive Child Descriptions Link (Fourth Topic Link)

1. Click the **Maintain Adoptive Child Descriptions** link.

Pre-Finalization Assessment Details	
Adoptive Child:	Little Orphan Annie
Topics	
Maintain Adoptive Family Composition	
Maintain Adoptive Parent Descriptions	
Maintain Additional Family Information	
Maintain Adoptive Child Descriptions	
Maintain Recommendation of Assessor	

The **Adoptive Child Descriptions** screen appears.

2. Click the **Edit** link (shown in red) for **each** discussion topic. Each **Edit** link asks a different question about the adoptive child.

	Name	Comment Completed	Comment
Discussion Topic: Physical, mental, developmental characteristics/functioning of the child			
edit		No	
Discussion Topic: Child's and family's adjustment to placement			
edit		No	
Discussion Topic: Reason for placement from birth parent(s) and reason for placement with the adoptive parent(s)			
edit		No	
Discussion Topic: Child's and family's attitude toward finalization of the adoption			
edit		No	
Discussion Topic: Describe Pre-Finalization services that were requested or provided			
edit		No	
Discussion Topic: If a Pre-finalization service was planned but not provided, explain why it was not provided			
edit		No	
Discussion Topic: Present and Anticipated needs of the child and the adoptive family for post-finalization adoptive services, Title IV-E Adoption Assistance, State Adoption Subsidy, or other services			
edit		No	
Discussion Topic: If the child is an American Indian as defined in 25 U.S.C.A 1903(4), how does placement comply with Indian Child Welfare Act of 1978, 22 U.S.C.A. 1901, as amended?			
edit		No	
Discussion Topic: Biological background of the child (including identifying information about the biological or legal parent(s) if known): Birth Mother			
edit		No	
Discussion Topic: Biological background of the child (including identifying information about the biological or legal parent(s) if known): Birth Father			
edit		No	

Close

A details screen for that question appears.

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3. Answer the question in the narrative field (an example is shown below).

4. When you are finished, click the **Comments Completed** check box (circled in green). This tells the system you are done entering information in the field.

5. Click the **Save** button at the bottom of the screen.

Adoptive Child Description Details

Adoptive Child: Hubbard,Mesyiah

Biological background of the child (including identifying information about the biological or legal parent(s) if known): Birth Father:

(expand full screen)

| Spell Check | Clear | 4000 |

☐ Comments Completed

| Apply | Save | Cancel |

The **Adoptive Child Descriptions** screen appears displaying a **Yes** in the **Comment Completed** column (if the check box was clicked) and your narrative.

Adoptive Child Descriptions

	Name	Comment Completed	Comment
	Discussion Topic: Physical, mental, developmental characteristics/functioning of the child		
edit		Yes	
	Discussion Topic: Child's and family's adjustment to placement		
edit		Yes	
	Discussion Topic: Reason for placement from birth parent(s) and reason for placement with the adoptive parent(s)		
edit		Yes	
	Discussion Topic: Child's and family's attitude toward finalization of the adoption		
edit		Yes	
	Discussion Topic: Describe Pre-Finalization services that were requested or provided		
edit		Yes	
	Discussion Topic: If a Pre-finalization service was planned but not provided, explain why it was not provided		
edit		Yes	
	Discussion Topic: Present and Anticipated needs of the child and the adoptive family for post-finalization adoptive services, Title IV-E Adoption Assistance, State Adoption Subsidy, or other services		
edit		Yes	
	Discussion Topic: If the child is an American Indian as defined in 25 U.S.C.A 1903(4), how does placement comply with Indian Child Welfare Act of 1978, 22 U.S.C.A. 1901, as amended?		
edit		Yes	
	Discussion Topic: Biological background of the child (including identifying information about the biological or legal parent(s) if known): Birth Mother		
edit		Yes	
	Discussion Topic: Biological background of the child (including identifying information about the biological or legal parent(s) if known): Birth Father		
edit		Yes	

| Close |

6. After completing all of the **Edit** links (narrative fields), click the **Close** button at the bottom of the screen.

The **Pre-Finalization Assessment Details** screen appears displaying the **Topic** links.

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Maintain Recommendation of Assessor Link (Fifth Topic Link)

1. Click the **Maintain Recommendation of Assessor** link.

The **Assessor Recommendation Details** screen appears.

2. Type the recommendation in the narrative field.

3. When finished, click the **Comments Completed** check box (circled in green). This tells the system you are done entering information in the field.

Note: If needed, refer to the **Narrative Field and Comments Completed Check Box Information** sub-section above for additional information.

4. Click the **Save** button at the bottom of the screen.

The **Pre-Finalization Assessment Details** screen appears displaying the **Topic** links.

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Editing an In-Progress Pre-Finalization Adoption Assessment

You can edit a **Pre-Finalization Adoption Assessment Record** that is still in "**In Progress**" status at any time. To do so:

1. On the **Pre-Finalization Adoption Assessment Information** screen, locate the record in the **Pre-Finalization Adoption Assessment** section for the desired child. Remember, there could be multiple children with an active / in-process assessment record.

2. Click the **Edit** link in the appropriate row. The **Status** column must show **In Progress** (as shown in green).

	Child	Provider Name/ID	Date Initiated/Completed	Status	
edit report	Little Orphan Annie	SACWIS WORKER 01 / 7654321	03/08/2023	In Progress	delete

Pre-Finalization Adoption Assessment

The **Pre-Finalization Assessment Details** screen appears displaying the **Topic** links.

Note: The **Copy** link has been removed from this table in Ohio SACWIS.

Deleting an In-Progress Pre-Finalization Adoption Assessment

You can delete a **Pre-Finalization Adoption Assessment Record** that is still in "**In Progress**" status at any time. To do so:

1. Locate the desired child's record in the **Pre-Finalization Adoption Assessment** section.

2. Click the **Delete** link in the appropriate row.

	Child	Provider Name/ID	Date Initiated/Completed	Status	
edit report	Little Orphan Annie	SACWIS WORKER 01 / 7654321	03/08/2023	In Progress	delete

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3. When a warning box appears, click the **OK** button.

Important: This process of deleting cannot be undone.
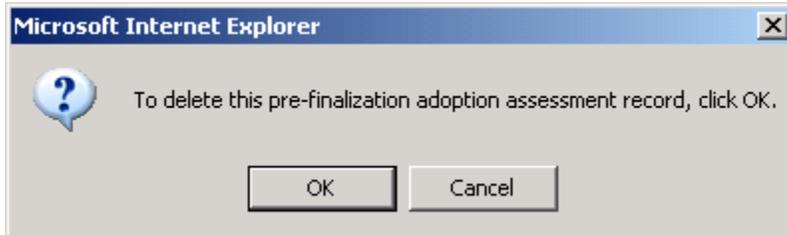
The record is deleted.

Important: Once the record has a status of **Completed**, the **Delete** link is unavailable.

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Once **all of the required information** has been entered into the appropriate fields, the **Date Assessment Completed** field becomes available (enabled).

1. On the **Pre-Finalization Assessment Details** screen, enter a date in the **Date Assessment Completed** field.

2. Click the **Save** button.

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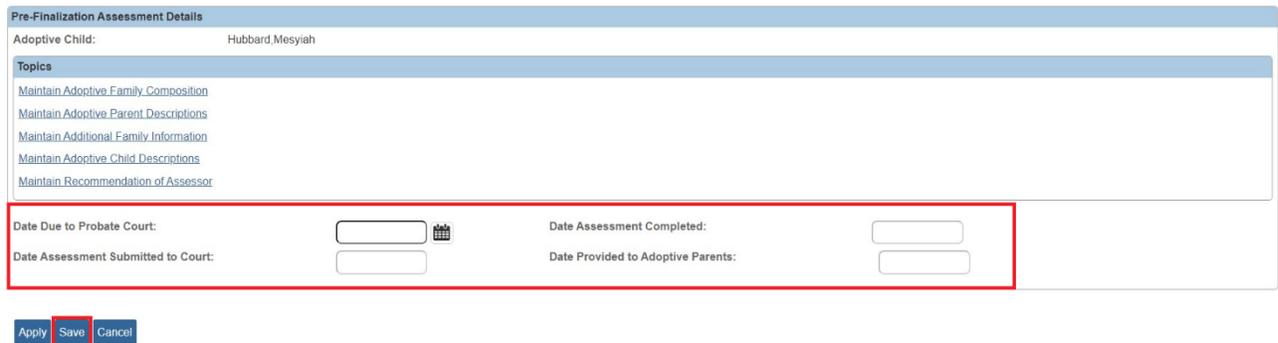
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Important:

Once a date has been entered and saved in the **Date Assessment Completed** field, the system automatically does the following:

- Enables the **Date Assessment Submitted to Court** field and the **Date Provided to Adoptive Parents** field (shown in green above). A date can now be entered in both of these fields.

- Displays the record with a **Completed** status on the **Pre-Finalization Adoption Assessment Information** screen (shown in green below).

- Changes the **Edit** link in that row to a **View** link (shown in green below).

- The **Delete** link is removed from the right side of the screen.

- The date initiated is now changed to the date completed (shown in red below).

	Child	Provider Name/ID	Date Initiated/Completed	Status	
view edit report	Little Orphan Annie	SACWIS WORKER 01 /0987654	03/08/2023	In Progress	delete

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3. When available, fill in the dates on the **Date Assessment Submitted to Court** field and the **Date Provided to Adoptive Parents** field.

4. Click the **Save** button.

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Printing a Pre-Finalization Adoption Assessment Report

To print a **Pre-Finalization Adoption Assessment** report (**JFS 01699** report), complete the following steps:

1. Locate the appropriate record in the **Pre-Finalization Adoption Assessment** section.

2. Click the **Report** link in the row for the desired child.

Important: If the pre-finalization assessment record is still **In Progress** status, you can still print a JFS 01699 report. However, the word "**Draft**" will appear as a watermark on the printed report.

Pre-Finalization Adoption Assessment					
	Child	Provider Name/ID	Date Initiated/Completed	Status	
view edit report	Little Orphan Annie	SACWIS WORKER 01 /0987654	03/08/2023	In Progress	delete

The **Document Details** screen appears.

3. Click the **Generate Report** button.

Document Details			
Document Category:		Document Title:	
Work-Item ID:		Work-Item Reference:	
Task ID:		Task Reference:	
Document History			
ID	Date Created	Employee ID	Name
Document History			
Generate Report			

Cancel

The **Pre-Finalization Adoption Assessment-JFS 01699** (parameters) screen appears. The parameters are presented in the **Version** section.

4. Click a radio button to select the appropriate version.

Note: Some of the fields will not appear on the report depending on which radio button that is selected.

5. Click the **Generate Report** button.

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The report appears in a pdf format as shown below.

6. Using the buttons at the bottom of the screen, you can do the following with the report:

- Save **(It is required that a copy be saved.)**

- Cancel

- Review Parameters (change report parameters)

You are returned to the **Pre-Finalization Adoption Assessment Information** screen. You are also reminded to generate and save (GAS) the report.

Even if you are printing the report to take to court, it is required that a complete copy be saved in Ohio SACWIS.

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JFS 01699 Report

By being able to complete a pre-finalization adoption assessment record in Ohio SACWIS, you can now generate the JFS 01699 report from the system and eliminate the duplication of paper forms.

The JFS 01699 report has been updated in Ohio SACWIS with the current revised JFS form (revised date 12/2006).

While all other parts of the JFS 01699 report have information that is pulled directly from the information you entered in the pre-finalization adoption assessment fields, this section of the report (shown below) functions differently.

Remember, as with all reports in Ohio SACWIS it is required that a completed version of each JFS 01699 report be saved.

Date(s) of Contact From the Date of Adoptive Placement Until Finalization

Dates and locations of visits between assessor and family from date of adoptive placement until date of finalization	
Parent #1 and Child — Date Location	
Parent #2 and Child — Date Location	
Both Parents and Child — Date Location	
Child Only — Date Location	
Household Member(s) — Date Location	

The date(s) of contact that will populate into this grid are discussed below.

Specifically, the start date range will use the start activity date as the beginning of the date range.

- The **Start Activity Date** field on the **Activity Details** screen must have the following values:

    - **Case Category** field = **Adoption**

    - **Category** field = **Adoption**

    - **Sub Category** field = **Adoption Placement Agreement Signed** (You can only add this value once. After the start date range is pulled onto the report, the system will pull any other sub-category field value selected.)

    - On the **Associated Participant** screen, the child has a **Contact Status** of **Completed**.

    - The **Activity Log** record is marked as **Complete**.

Ohio **Department of Children & Youth**

Completing a Pre-Authorization Adoption Assessment

When all the following conditions are met, the end date range will use the termination date of the permanent custody (PC) or permanent surrender (PS) legal status where the termination reason equals **Adoption Finalized**.

Now that the date range has been defined for the grid as discussed above, each individual's dates of contact will pull from all pre-existing activity logs (based each adoptive family member) using the criteria in the five categories listed below:

- **Parent #1 and Child**

  1. The child has been marked as an associated participant and contact status is completed

  2. The Parent 1 has been marked as an associated participant and contact status is completed

  3. At least one of these contact types must be selected, although more can be selected: announced home visit, face-to-face, face-to-face visit with provider, or unannounced home visit

- **Parent #2 and Child**

  1. The child has been marked as an associated participant and contact status is completed

  2. The Parent 2 has been marked as an associated participant and contact status is completed

  3. At least one of these contact types must be selected, although more can be selected: announced home visit, face-to-face, face-to-face visit with provider, or unannounced home visit

- **Parent(s) #1 and #2 and Child**

  1. The child has been marked as an associated participant and contact status is completed

  2. The Parent 1 and Parent 2 have been marked as an associated participants and each of their contact status is completed

  3. At least one of these contact types must be selected, although more can be selected: announced home visit, face-to-face, face-to-face visit with provider, or unannounced home visit

- **Child Only**

  1. Only the child has been marked as an associated participant and contact status is completed

  2. At least one of these contact types must be selected, although more can be selected: announced home visit, face-to-face, face-to-face visit with provider, or unannounced home visit

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Other Household Member(s)

1. The child has been marked as an associated participant and contact status is completed

2. An adult household member has been marked as an associated participants and each of their contact status is completed

3. At least one of these contact types must be selected, although more can be selected: announced home visit, face-to-face, face-to-face visit with provider, or unannounced home visit

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.