Recording a Living Arrangement

Knowledge Base Article

Recording a Living Arrangement

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Recording a Living Arrangement

Overview

This article explains how to document when a child is living outside of their home but remains in the custody of their parent/guardian. This is different from the Legal Guardianship record.

For more information on Legal Guardianship, please refer to the Knowledge Base Article "Recording a Legal Guardianship / Custody Record".

Important:

- Ohio SACWIS users are strongly encouraged to use **Recording a Living Arrangement** functionality so a youth's location can be properly documented.

- To complete the process of recording case services (paid and unpaid) for the caretakers / caregivers of the **Living Arrangement**, you will need to **add case services for the caregivers / caretakers and/or case members**. For additional information on how to do this, please refer to the **Managing Case Services** Knowledge Base Article.

- At the end of this Knowledge Base Article, there is a **Generating Reports** section that discusses how to run related **Children in Living Arrangement** reports that can be attached to a Case Plan (if needed) or submitted to the court (if requested).

Navigating to the Living Arrangement Information Screen

Complete the following steps to record a **Living Arrangement**:
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** link in the **Navigation** menu.

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The **Living Arrangement Records** screen appears.

5. In the **Child's Name** field, select the appropriate child. (Required)

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

6. Click the **Add Living Arrangement** button.

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The **Living Arrangement Information** screen appears displaying the selected child's name as read only.

Completing the Living Arrangement Information Screen

1. In the **Begin Date** field, enter the appropriate date.

Note: The **Begin Date** field can be backdated, but not future dated. The system uses the begin date for validation purposes as explained later.

2. In the **Living Arrangement Type** field, select the appropriate type from the drop-down list. If needed, refer to the additional information below.

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CASE NAME / ID:	**Test, Case Name** / 123456	***ICAMA* / Open (05/05/2016)**

Living Arrangement Information

Agency:	Test County Department of Job and Family Services
Person ID:	123456
Child Name:	DOB: 05/07/2015

Begin Date: *

Living Arrangement Type: *

Who Holds Legal Responsibility: *

Available Person(s):

🔍   Add

Test, Mother	; 02/06/1988
Test, Father	; 09/12/1983
Test, Grandfather	; 03/01/1979
Test, Grandmother	; 11/16/1951
Test, Sibling	; 07/15/2011

Selected Person(s) Holding Legal Responsibility:

Remove   🔍

Important Information about the Living Arrangement Type Field

- As shown in the chart below, the **Living Arrangement Types** are either Person based, or Provider based:

Living Arrangement Type Chart	
Person Based	**Provider Based**
Kinship Care – Relative Home	Foster Care
Kinship Care – Non-Relative Home	Hospital/Nursing Home
Child of Minor Parent** ** See more bullets below about this.	Juvenile Detention Center
	Runaway Crisis Center
	Child's Residential Center (CRC)
	Group Home
	Dept of Youth Services (DYS)
	Independent Living

- The selection made in the **Living Arrangement Type** field determines what information appears in the **Caretaker Information** section of the screen (i.e., Person based, or Provider based).

- If any of the three **Person Based** values are selected, the **Caretaker Information** grid displays a **Relationship to Child** field and a **Role** field for each Caretaker. After the **Add Caretaker** button is clicked, drop-down boxes appear for **Relationship to Child** and **Role** fields. These two fields are discussed in more detail below. (If **Provider Based** values are selected, these fields will not appear.)

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- Only one current Living Arrangement record can exist at a time per child. A child can have multiple Living Arrangements, but the dates cannot overlap. Nor can the dates overlap with a Custody Episode.

- If the selected Caretaker (any Role) is an Active provider member of an Active (status) Home provider, upon saving a Living Arrangement record, the following notification will be sent to all assigned workers, the provider, and their supervisors stating:

  <Person First Name and Last Name; Person ID> associated to <Provider ID(s)> has been identified as a Living Arrangement Caretaker for <Child First Name and Last Name; Person ID>. Please add this child as a member of this provider.

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Important Information When Selecting the Child of a Minor Parent

- When the **Child of Minor Parent** value is selected from the Person-based values, then only the value of **Mother Holds Custody**, **Father Holds Custody**, **Both Mother or Father Hold Custody**, can be selected in the **Who Holds Legal Responsibility** field (discussed below) and validated upon save.

- When the **Child of Minor Parent** value is selected and the **Caretaker** is in a placement setting as of the Living Arrangement begin date, the address displayed will be the provider's primary address associated with the current placement setting of the minor parent (as of the system date or as of the Living Arrangement end date, if ended).

- When the **Child of Minor Parent** value is selected, upon Save, the system validates that at least one Caretaker has been selected where the minor parent is in a placement setting as of a Living Arrangement begin date.

- For additional information on the Living Arrangement Type **Child of Minor Parent**, please refer to the **Generating Payments and Medicaid for the Child of a Minor Parent** Knowledge Base Article. [Generating Payment and Medicaid for the Child of a Minor Parent.pdf](#)

Continuing with the Process in Ohio SACWIS

1. In the **Who Holds Legal Responsibility** field, select the appropriate value.

2. In the "Available Person(s) select box" (to the left of the **Add** and **Remove** buttons), click the appropriate **Name(s)**.

Note: The "Available Person(s)" select box lists the names of all Active and Inactive case members.

3. Click the **Add >** button. The selection moves the selected Person(s) to the Selected Person(s) Holding Legal Responsibility box on the right.

4. If an incorrect person was selected and added, click the name to highlight it from the Selected Person(s) box and click the
< Remove button. The name moves back to the Available Person(s) box on the left.

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Important:

- You can only select one name, unless the value chosen in the **Who Holds Legal Responsibility** field is **Both Mother and Father**. In those cases, the system requires that two names be selected from the Available Person(s) select box" field.

- If the desired name does not display in the Available Person(s) select box" field, navigate to the **Members** tab and verify that the person is a case member.

Completing the Caretaker Information Section

Follow the steps below to complete the **Caretaker Information** section of the **Living Arrangement Information** screen.

1. If you selected a Person-based value in the **Living Arrangement Type** field, select the appropriate **Caretaker** name from the drop-down list.
   - OR if you had selected a Provider-based value in the **Living Arrangement Type** field, please skip to **Step 6** below.

2. Click the **Add Caretaker** button. The selected person's name and address appear in the **Caretaker Information** grid.

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3. If the person's name does not display in the drop-down list, perform one of the following actions:
   - Click the **Person Search** button (shown above) to locate the person. Once selected, the person's name and address appear in the **Caretaker Information** grid.
   - Navigate to the **Members** tab and add the person as a case member or associated case member. Then select the person's name from the drop-down list.

The **Caretaker Information** grid populates. The **Relationship to Child** field and **Role** field also appear in the grid row.

Note:
- The drop-down list contains the names of all active and inactive case members, as well as the associated case members.
- There is no limit to how many people can be added to the **Caretaker Information** section, but at least one person must have the **Role** of **Caretaker**.
- Additional people in the household can be added to the **Caretaker Information** grid at your agency's discretion.

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- As mentioned previously, if you select any of the three **Person Based** values shown in the **Living Arrangement Type Chart**, the **Caretaker Information** grid appears (once the caretaker's name is selected) displaying a **Relationship to Child** field and a **Role** field. If a **Provider Based** value is selected, neither of these fields appear in the grid.

For each Person-based Caretaker listed in the **Caretaker Information** section:

4. Click the relationships button   (Required)

5. In the **Role** field, select the appropriate role for each Caretaker added.

Important: At least one value in the **Role** column must be **Caretaker** to save the record.

6. If you selected a Provider-based **Living Arrangement Type**, click the **Provider Search** button to search for the Provider. Once selected, the provider's name and address appear in the **Caretaker Information** grid.

Following is an example of a Provider-based **Caretaker Information** section where no **Relationship to Child** field or **Role** field appears:

Caretaker Information	
Caretaker	**Primary Address**
Provider Search	

Note: When a Provider-based living arrangement is selected, at least one provider must be chosen to save the record.

7. In the **Comments** field, enter any relevant comments. (Optional)

8. **Prior to saving the record**, if an incorrect provider or person was added, click the **Unlink** hyperlink in the appropriate grid row to remove that provider or person.

9. If you removed an incorrect provider or person, repeat the steps above to add the correct provider or person.

10. If the record was completed in error, checkmark the Created In Error box.

Note: After clicking the Save button, the Living Arrangement record is no longer editable and cannot be modified, except for the Comments field, End Date field, End Reason field, and Created in Error check box, which are discussed later in this document. Once end-dated, the Comments field is no longer editable.

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Completing the Medicaid Matching Section

Note: The Medicaid Match section will only display if **Child of a Minor Parent** is selected as the **Living Arrangement Type**.

There are three methods the system will use to locate a potential match:

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

Note: The system will display only one of the match methods listed above to the User.

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 Living Arrangement record with this option selected.

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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
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

SSN: No Match

Gender: Female

Race: White

Ohio Benefits Case Members ˅

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

Not Answered

Mulitple Matches:

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
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

SSN: No Match

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
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

SSN: No Match

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

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No Match:

Once the Living Arrangement has been saved, Ohio Benefits will process the Medicaid application for this youth without a previous Ohio Benefits case associated to this youth.

Ohio Benefits (OB) Person Matching for Medicaid
Ohio Benefits did not find any person who is a possible match to the youth in custody. Upon completion of the Initial removal record, OB will process the Medicaid application but there will not be a previous OB case associated to this youth.

3. Select the most appropriate option from the results returned for the Youth. If no possible results are returned, the User will not need to make a selection.

Completing the Medicaid Details Section

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

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.

2. Click the **Save** button.

Apply Save Cancel

The **Living Arrangement History** screen appears.

Important: After clicking the **Save** button, the Living Arrangement record is no longer editable and cannot be modified, except for the **Comments** field, **End Date** field, **End Reason** field, and **Created in Error** check box, which are discussed later in this document. Once end-dated, the **Comments** field is no longer editable.

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If you enter a new record, you can use the **Copy** link (discussed below) or follow the steps previously discussed to select the child's name in the **Child Name** field (**Living Arrangement Records** screen).

Living Arrangement Error Messages

When data on the **Living Arrangement Information** screen is saved, Ohio SACWIS validates that the information is accurate and (if needed) provides instructions on what must be corrected to save the record.

The following are Ohio SACWIS error messages that could appear:

A) The Child has a current Living Arrangement. You must end date the current Living Arrangement before adding a subsequent Living Arrangement record.
This message appears when a current Living Arrangement Record exists for a child, and you attempt to create a new Living Arrangement Record where the new Living Arrangement record's begin date starts after the begin date of the current Living Arrangement record.

B) The Living Arrangement begin date or end date cannot overlap a custody episode record.
This message appears when a Living Arrangement record time period overlaps a custody episode record for the child.

C) The Living Arrangement begin date or end date cannot overlap a placement record.
This message appears when the child has a current open Placement Record, so you cannot create a Living Arrangement.

D) The Living Arrangement begin date or end date cannot overlap an initial removal record.
This message appears when the child has a current open Initial Removal Record, so you cannot create a Living Arrangement.

E) The Living Arrangement begin date or end date cannot overlap a Child Legal Status record.
This message appears when the child has a current open Child Legal Status Record, so you cannot create a Living Arrangement.

F) The child must be an active case member as of the Living Arrangement begin date.
This message appears to show that the child was an active case member at the time of the begin date, so you cannot create a Living Arrangement.

G) The selected members in the Who Holds Legal Responsibility must be an active case member(s) as of the Living Arrangement begin date.

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This message appears to show that the selected members in the **Who Holds Legal Responsibility** field were active case members at the time of the begin date, so you cannot create a Living Arrangement.

H) The Living Arrangement begin date or end date cannot overlap a custody episode record.
This message appears to show that the child has an active custody record at the time of the begin date, so you cannot create a Living Arrangement.

I) When the "Who holds Legal Responsibility" is selected as 'Both Mother and Father', two case members must be selected.

J) Relationship to Child' must be selected for all the selected Caretaker(s).

End Dating a Record

If any Living Arrangement information has changed after a record was saved, you will need to do one of the following:

- Enter the **End Date**, as well as an **End Reason**.
  OR
- Click the **Created in Error** check box to create a new Living Arrangement record.

Important Information When End Dating a Living Arrangement

- A Living Arrangement should be end dated when it is no longer valid.

- If the child is only active in one case, then a Living Arrangement must be Closed in order to Close the case.

- A Living Arrangement record can only be marked as **Created in Error** if that Living Arrangement falls within the most recent case episode.

- After end dating the Living Arrangement, the **End Date** field and **End Reason** field are no longer editable. However, the **Created in Error** field and the **Comments** field remain enabled.

- After a Living Arrangement record is marked as **Created in Error**, the record becomes no longer editable.

- If an end date is entered, an end reason is required. Likewise, if an end reason is entered, the end date is required.

- If the end date is removed, the system will remove the end reason.

- The end reason of **Provider Closed** or **Moved from Treatment Setting** cannot be selected when the Caretaker is Person-based.

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- If the end reason is **Case Closure**, the **Narrative** field is required.

End-Dating a Living Arrangement

1. Navigate to the **Living Arrangement Records** screen using the steps previously discussed.

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

The **Living Arrangement Information** screen appears.

3. In the **End Date** field, enter the appropriate date.

4. In the **End Reason** field, select the reason that the Living Arrangement is being ended from the drop-down list.

5. Click the **Save** button.

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The **Living Arrangement Records** screen appears.
After saving the record, you can do one of the following:

- Enter a new Living Arrangement record using the **Copy** link as discussed below.
- Select the child's name and click the **Add Living Arrangement** button on the **Living Arrangement Information** screen (also called the **Living Arrangement History** screen) as previously discussed.
- Or, if no new living arrangement information exists, do not add a living arrangement.

Copying a Living Arrangement Record

A **Copy** link is available for all Living Arrangements, including those marked as **Created in Error**.

Note: When copying a Living Arrangement, all fields (except the **Child Name** and **Agency**) of the Living Arrangement are copied in Edit mode. The Agency will be pre-populated with the logged-in user's associated Agency.

1. Navigate to the **Living Arrangement Records** screen using the steps above.

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

The **Living Arrangement Information** screen appears displaying the copied information from the selected record.

If the **Living Arrangement Type** is going to change (be modified), you can **Unlink** the Caretaker information.

3. To unlink the Caretaker, click the **Unlink** hyperlink in the appropriate row.

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A message appears asking if you want to unlink the Caretaker record.

4. Click the **OK** button.
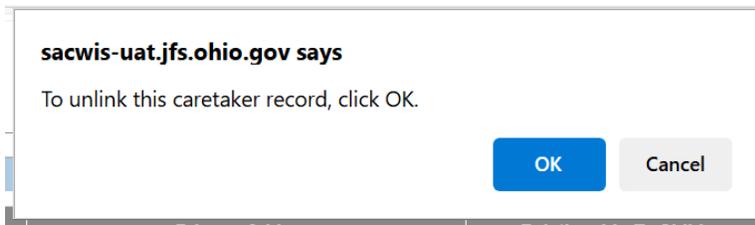
The Caretaker information is removed.

5. Complete the fields as discussed in the steps above.

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

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Inserting a Living Arrangement Record between Existing Dates

For historical tracking purposes, you can enter a Living Arrangement record that falls between two other already existing Living Arrangement records, including custody episodes. To do so, complete the following steps.

Note: Living Arrangements can only be inserted if the dates do not overlap with an already recorded Living Arrangement.

1. Navigate to the **Living Arrangement Records** screen using the steps previously discussed.

2. Click the **Edit** link or **Copy** link in the appropriate row.

The **Living Arrangement Information** screen appears.

3. In the **End Date** field, enter the date for the time frame in which you are trying to record (insert) the historical living arrangement.

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Example:
Existing Living Arrangement / Custody Episode Record #1: Jan. 1st to Jan. 15th
Existing Living Arrangement / Custody Episode Record #2: Feb. 1st to Feb. 15th
New Living Arrangement Record (to be added): Jan. 15th to Jan. 31st
In this example, you would Edit or Copy record #1. Record the entire Living Arrangement information as discussed above, including the End Date and End Reason, and then save the record. If the End Date and End Reason are not entered, upon Save you will receive one of the Error Messages previously discussed.

4. In the **End Reason** field, select the reason the Living Arrangement is being ended from the drop-down list.

5. Click the **Save** button.

End Date:		
End Reason:		
☐ Created In Error		
Created By:	Created Date:	May 28, 2025 11:04:50 AM
Modified By:	Modified Date:	May 28, 2025 11:04:50 AM

Apply | Save | Cancel

The record is saved.

Viewing and Editing Historical Records (Child Legal Statuses)

To view all historical records as well as end date any open records, click on **Legal Custody/Status** link.

1. To view historical **Child Legal Status** records, navigate to the **Legal Custody/Status** link in the menu using the steps previously discussed.

2. Click the **Legal Custody/Status** link.

3. To update the record (end date or mark as **Created in Error**), click the **Edit** link in the appropriate row.

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Home	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
► **Legal Custody/Status**
Living Arrangement / Guardianship
Initial Removal

CASE NAME / ID:
Brown, Alilliyyanna / 62197441

Assess/Invest
Open (04/02/2025)

HAZARD

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 4 of 4 / Page 1 of 1

	Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
edit	Test, Child / 123456	01/19/2025	04/02/2025 - 04/03/2025	Officer Acceptance	04/02/2025 - 04/03/2025	Test County Children Services

The Child's **Legal Custody Episode & Status Information** screen appears.

4. Click View or Edit to update the fields, as needed. The Child's **Legal Status Details** screen appears.

5. When complete, click the **Save** or **Cancel** button.

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Legal Status Details

Agency:
Test County Children Services

Custody Episode Start Date: Custody Episode End Date:

Most Recent Legal Guardianship:
No Legal Guardianship / Custody records Exist

ℹ The custody episode start date and end date will be based on legal status effective date and termination date.

Legal Status: *   Effective Date: *   Effective Time:

                                                                          HH:MM   AM / PM

Termination Reason: Termination Date: Expiration Date:

Secondary Termination Reason:

Narrative

                                                                                   ✔ ABC

                                                                                   3000

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

Save   **Cancel**

Security Business Rules in Ohio SACWIS

For Living Arrangement:

- Both court workers and placement workers can update records that were created by their logged in agency.

- Court workers and placement workers of the case-owning agency can create Living Arrangement records, along with all assigned workers to the case who have a Role of Court Worker or Placement Worker.

- All workers will be able to view the **Living Arrangement** screens.

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For Child Legal Status:

- Both court workers and placement workers can update records across agency ownership.

- All workers will be able to view the child's **Legal Custody Status** screens.

Generating Reports

The **Section 10: Living Arrangement History** of the **Person Overview Report** is a child-specific report generated form the **Forms/Notices** link in the **Navigation** menu in Ohio SACWIS. The report can be printed separately and submitted as an addendum to the **JFS 01444 Case Plan** when the court wants to view the child's living arrangement.

To submit agency-wide living arrangement information, a **Children in Living Arrangement** report can also be generated for the court.

These reports are discussed in the sub-sections below.

Generating Section 10 of the Person Overview Report

To run **Section 10** of the **Person Overview Report** which includes the living arrangement history, complete the following steps:

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 **Forms / Notices** link in the **Navigation** menu.

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The **Maintain Forms/Notices** screen appears.

5. In the **Forms/Notices** field, select **Person Overview**.

6. Click the **Select** button.

The **Document Details** screen appears.

7. Click the **Generate Report** button.

The **Person Overview** screen appears.

8. In the **Person** field, select the appropriate name.

9. Click **Section 10: Living Arrangement / Guardianship History** check box.

10. Click the **Generate Report** button.

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The **Section 10: Living Arrangement History** report appears.

11. To save the report, click the **Save** button.

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Generating the Children in a Living Arrangement Report

The **Children in a Living Arrangement** report provides agency-wide information. To run the report, complete the following steps:

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

2. Click the **Reports** tab.

The **Reports** screen appears.

Home	Case	Provider	Financial	Administration

Staff	Maintenance	Reports	Training	Utilities

Report Filter Criteria

Report Category: [   ]   Report Type: [   ]

[Filter]

Reports

Result(s) 1 to 25 of 176 / Page 1 of 8

	Title	Category	Type
i	AA Ceiling Waiver Requests Report *	Fiscal	Agency
i	AAC Outreach Letter	Fiscal	State
i	AAC Outreach Report	Fiscal	State

3. The report is listed in alphabetical order and currently listed on Page 4 of the Reports list. Click the link on **Page 4**.
4. Click on the **Living Arrangement Report** link.

i	KSP State Provider Repayment Plan Report	Fiscal	State
i	Living Arrangement Report	Case	Agency
i	MEPA Child Report	Administration	Agency
i	MEPA Provider Report	Provider	Agency
i	Maintain Licensing Activities	Provider	Unit
i	Matching Conference & Adoption Activities Due	Case	Agency
i	Medicaid Error Report *	Fiscal	Agency

« ‹ 1 2 3 **4** 5 6 7 8 › »

The **Report Details** screen appears.

5. In the **Select Report Output Format** section, select the **PDF** or **Excel** radio button to specify the report format. **Excel** is pre-selected.

6. Click the **Generate Report** button.

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Report Details

Report Category:	CASE	Report Title:	Living Arrangement Report
Report Type:	AGENCY		

Report History

ID	Date Created	Employee ID	Name

Document History

Select Report Output Format

○ PDF
● Excel

[Generate Report]

The **Living Arrangement Report** screen appears.

7. The **Agency** field is pre-selected. If needed, select the appropriate agency. (Required)
8. Type of Totals to Display is also Required. Options are "Total Children in living arrangement during period" OR "Total Children who entered a living arrangement during period".

9. In the **Begin Date** field, enter the appropriate date. (Required)

10. Click the **Generate Report** button.

Living Arrangement Report

Agency: *	County Children Services
Type of Totals To Display: *	Total children in living arrangement during period
Begin Date: *	
End Date:	

[Generate Report] [Cancel]

The **Children in a Living Arrangement Report** appears as shown in the example below.

11. To save the report, click the **Save** button.

Ohio Department of Children & Youth

Recording a Living Arrangement

Children in a Living Arrangement Report

Agency: County Division of Children and Family Services
From: 10/01/2020
To: 10/26/2022
Run Date: 10/26/2022

Case ID	Case Name	Person ID	Person Name	DOB	Child's Current Age	Gender	Race
					17	Female	White
					15	Female	Black/African
					1	Female	White
					1	Female	White
					8	Male	Black/African
					12	Female	White
					1	Male	White
					6	Male	Black/African
					2	Male	Black/African
					17	Male	Black/African
					17	Male	Black/African
					9	Female	Black/African
					4	Female	Black/African
					4	Female	Black/African
					14	Female	White
					3	Male	Black/African
					3	Male	Black/African
					7	Female	White
					7	Female	Black/African
					7	Female	Black/African
					2	Female	Black/African
					4	Female	Black/African
					12	Female	Black/African
					8	Female	Black/African
					4	Male	White
					11	Female	White
					6	Male	White
					12	Male	White
					11	Male	White
					3	Male	Black/African
					44	Male	White
					8	Female	White
					11	Male	Black/African
					11	Male	Black/African

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

Ohio Department of Children & Youth