

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

A **Candidate for Foster Care** is defined ([according to the “BCTFA Update” dated October 5, 2010](#)) as a child **at imminent or serious risk of removal** from their home as evidenced by the State agency either pursuing his/her **removal** from the home or making **reasonable efforts** to prevent such removal.

When completing a **RANDOM MOMENT SAMPLE (RMS)** using the code **770 Child Welfare Non-Custody Case**, this must be documented in the **Case Plan** and **Semiannual Administrative Review (SAR)**.

The **770 Child Welfare Non-Custody Case** code is to be used when completing activities for a child who is not in the custody or the care and control of the agency, but has been determined or re-determined to be a **Candidate for Foster Care**.

Activities to be documented using the **RMS 770 Child Welfare Non-Custody Case** code, include but are not limited to:

- Development and implementation of a regimen of **Reasonable Efforts** which are undertaken to prevent the removal of the child into placement
- Activities related to the development and implementation of a regimen of **Services** for an adopted child and/or the child’s family which are undertaken to support the **Maintenance** of the adoption and/or **Prevent the Disruption** of the adoption.

Such activities include:

- Supporting the management of Care or Services
- Referring to, or arranging for, Care or Services
- Planning or Supervising Care or Services
- Supporting access to Care or Services
- Assessing results of Care or Services
- Performing a Case Assessment

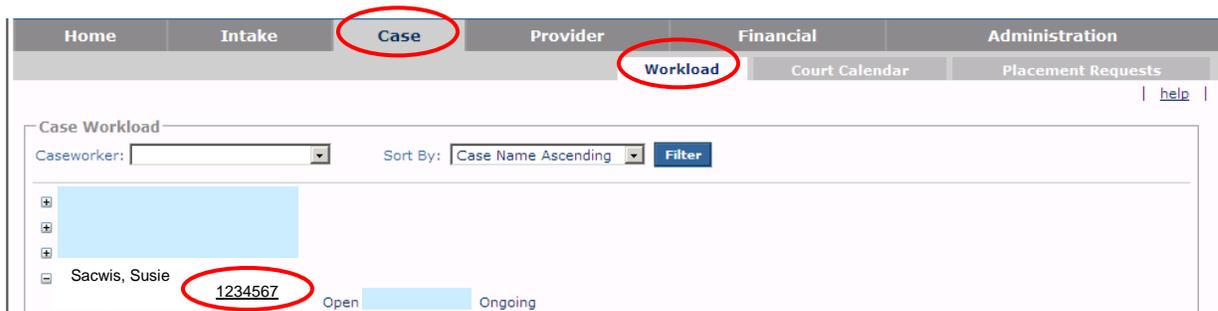
Note: If the child has not been determined or re-determined to be a **Candidate for Foster Care**, then use another appropriate code.

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

To record “Candidate for Foster Care” in the **Case Plan**, complete the following steps:

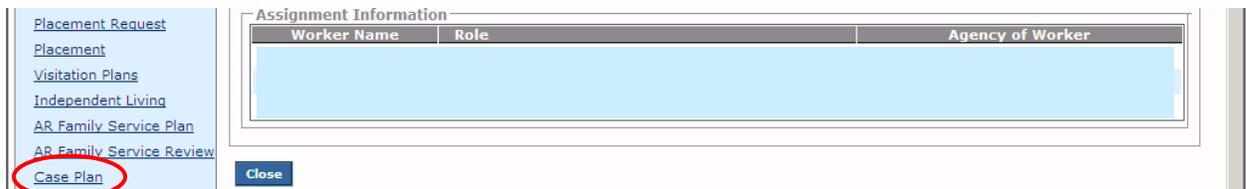
Navigating to the Case Plan

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



The **Case Overview** screen appears.

4. Click the **Case Plan** link in the **Navigation** menu.



The **Case Plan Filter Criteria** screen appears.

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

Completing the Candidate for Foster Care Information

1. Click the **Add Case Plan** (creates a new case plan) or the **Amend Plan** link below the case plan that needs amended.

- Case Plans

Result(s) 1 to 1 of 1

	Type	Plan	Status	Approved Date	File Date	Agency
view	Initial	1.00	Approved	11/09/2012		
copy						
report						
			amend plan			history

[Add Case Plan](#)

2. Complete the **Identifying Information** or **Amendment Information** as required.
3. Click **Save**.

The **Case Plan Topics** screen appears.

Your data has been saved. [close confirmation](#)

Case > Workload > Case Plans

Case ID: [redacted] Case Status: Open
Case Name: [redacted] Case Category: Ongoing

Case Plan Topics

Case Plan Type: Amended Plan Number: 1.01 Status: In progress

Topic	Status
Identifying Information	Provided
Strengths and Concerns	2 Strength(s) / 2 Concern(s) Records Entered
Independent Living Information	Provided
Amendment Information	Provided
Court/Signature Details	0 Signature(s) Provided
Family Participation	Provided
Candidate For Foster Care	Not Provided

[Validate for Approval](#) [Process for Approval](#)

[Close](#)

4. Click the **Candidate for Foster Care** link.

Case ID: [redacted] Case Status: Open
Case Name: [redacted] Case Category: Ongoing

Candidate For Foster Care Details

Case Plan Type: Amended Plan Number: 1.04 Status: In progress

Child(ren) that are Candidates For Foster Care

	Person ID	Name	DOB	Child Candidate for Foster Care Reason	Explanation
edit	[redacted]	[redacted]	[redacted]	Case Plan	S
edit	[redacted]	[redacted]	[redacted]	Case Plan	S

[Close](#)

5. Click the **Edit** link.

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

The **Candidate Explanation** screen appears.

6. Select the appropriate value from the **Child Candidate for Foster Care Reason** dropdown box.

Note: If **Case Plan** is selected as the reason, then narrative is required in the textbox to “explain why the child is at imminent risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal”.

7. Select the **Apply to Other Children** checkbox(s), if applicable, to copy **Candidate for Foster Care** information to additional children.

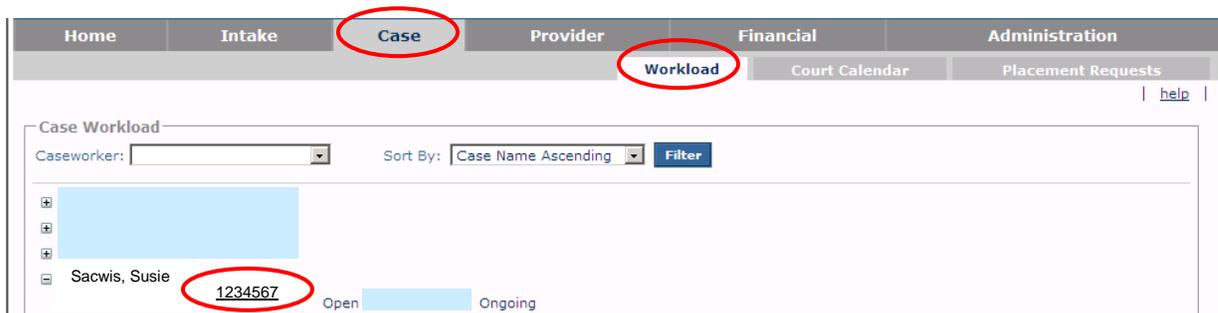
8. Click **Save**.

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

To record “Candidate for Foster Care” in the Semiannual Administrative Review (SAR), complete the following steps:

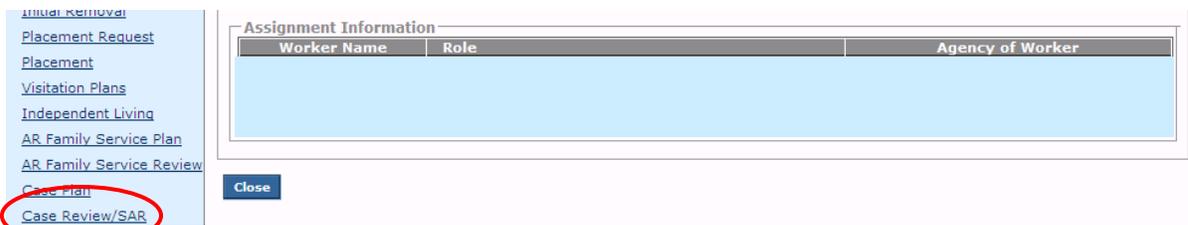
Navigating to the Semiannual Administrative Review (SAR)

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



The **Case Overview** screen appears.

4. Click the **Case Review/SAR** link in the **Navigation** menu.



The **Case Review/SAR Filter Criteria** screen appears.

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

5. Click the **Add Case Review/SAR** button.

Case ID: [redacted] Case Status: [redacted]
Case Name: [redacted] Case Category: [redacted]

Case Review/SAR Filter Criteria

Review Type: [dropdown] Status: [dropdown]
From Approved Date: [calendar] To Approved Date: [calendar]
Agency: [dropdown]
Sort Results By: [dropdown]

Filter **Clear Form**

Case Review(s)/SAR(s)

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

	Case Review Type	Status	Approved Date	Case Plan#	Agency
view reports	Semiannual Administrative Review	Approved	09/27/2013	1.02	[redacted]
view reports	3 Month Case Review	Approved	07/11/2013	1.02	[redacted]

Add Case Review/SAR

6. Select **Semiannual Administrative Review** as the **Case Review Type**.

7. Select the **Case Plan** being Reviewed.

Identifying Information

Case Review Type: * [dropdown: Semiannual Administrative Review]

Optional Case Review, Explain:

Case Plan being Reviewed: * [dropdown: [Select Available Case Plan(s)]]

Last Review Date: [calendar]
Last SAR Date: [calendar]
Date: [calendar]

A SAR shall be conducted every six months based upon the following activity:

Child(ren) Participating in the Case Review

Name	Court ID	Child's Permanency Goal	Current Legal Status	Current Placement Date	Type of Placement
------	----------	-------------------------	----------------------	------------------------	-------------------

Adult Member(s) Participating in the Case Review

Name	Relationship To Child	DOB	Age
------	-----------------------	-----	-----

Save **Cancel**

8. Click **Save**.

The **Case Review Topics** screen appears.

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

Completing the Candidate for Foster Care Information

1. Click the **Candidate for Foster Care** link.

Case ID: [redacted] Case Status: [redacted]
Case Name: [redacted] Case Category: [redacted]

Case Review Topics

Case Review Type: Semiannual Administrative Review Review for Case Plan Number: 1.03 Status: In progress

Topic	Status
Identifying Information	Completed
Safety Review	Not Provided
Service Review	Current Case Plan Services - Progress Provided for 0 of 4 Risk Contributors
Strength and Needs Update	Not Completed
Risk Reassessment	Not Completed
Custody/PSUP/In-Home Supportive Services	Not Provided
Permanency Information	Not Provided
Permanency Goals	Progress Provided for 0 of 2 Children
Candidate For Foster Care	Not Provided
Signatures/Notes Information	0 Signatures(s) Provided
Case Analysis	Not Completed

[Close](#)

2. Click the **Edit** link.

Case ID: [redacted] Case Status: [redacted]
Case Name: [redacted] Case Category: [redacted]

Candidate For Foster Care Details

Case Review Type: Semiannual Administrative Review Review for Case Plan Number: 1.03 Status: In progress

Child(ren) that are Candidates For Foster Care

	Person ID	Name	DOB	Child Candidate for Foster Care Reason	Explanation
edit	[redacted]	[redacted]	[redacted]	Case Plan	[N]
edit	[redacted]	[redacted]	[redacted]	Case Plan	[N]

[Close](#)

Note: If **Case Plan** is selected as the reason, then narrative is required in the textbox to “explain why the child is at imminent risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal”.

3. Click **Save**.
4. Click **Close**.

Your data has been saved. [close confirmation](#)

Case > Workload > Case Review/SAR

Case ID: 994642 Case Status: Open (03/05/2007)
Case Name: Azbell, Drema Case Category: Ongoing

Candidate For Foster Care Details

Case Review Type: Semiannual Administrative Review Review for Case Plan Number: 1.00 Status: In progress

Child(ren) that are Candidates For Foster Care

	Person ID	Name	DOB	Child Candidate for Foster Care Reason	Explanation
edit	[redacted]	[redacted]	[redacted]	Case Plan	[N]

[Close](#)

The **Case Review Topics** screen appears.

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

Additional Information Regarding Candidates for Foster Care

The following correspondence came from Dan Shook, Fiscal Accountability.

Candidates for Foster Care – RMS Code 770

The “BCTFA Update” dated October 5, 2010, indicated ODJFS Office of Families and Children would notify counties of related changes in SACWIS reports. This update is to provide instructions on how to currently document Candidates for Foster Care using the case plan method in SACWIS and identify future enhancements in SACWIS which will ease documenting Candidates for Foster Care when using the case plan method. In addition, this update will provide clarity on the two other federally acceptable methods of documenting candidacy which are eligibility determinations and court proceedings.

As stated in the attachment to the aforementioned update, a Candidate for Foster Care is defined as a child at imminent or serious risk of removal from their home as evidenced by the State agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal. To view the aforementioned update and attachment, use the following link: http://jfs.ohio.gov/ofs/bcfta/BB/2010-1005_BCFTAUpdate_2011-02A.pdf Additionally, there are three Federally acceptable methods of documenting candidacy which are a defined case plan, eligibility determination or evidence of court proceedings in relation to the removal of the child.

Case Plan Method of Documenting Candidacy

Using this method requires a defined case plan which clearly indicates that, absent effective preventive services, the child is at serious risk of removal into foster care. County agencies using this method should document their initial determination of candidacy for a child in the JFS01410 Case Plan, Section 2: Concerns OR in the JFS01418 Alternative Response Family Service Plan in the “Service Needs” section. This will allow the agency to provide a statement that the child has been determined to be a Candidate for Foster Care. Such statement should meet the federal definition of a Candidate for Foster Care. The agency should also clearly demonstrate why the child has been determined to be a Candidate for Foster Care by identifying the risk factors and identify the services/reasonable efforts that are being provided to prevent the removal of the child into foster care. The services identified should clearly address the risk and/or safety factors that make the child a Candidate for Foster Care. This will assist in addressing key issues raised in Ohio’s Child and Family Service Review (CFSR).

A re-determination of candidacy is also required to be completed every six months from the initial determination or previous re-determination. Re-determinations of candidacy should be documented in Section 5B of the Semi-Annual Review (SAR). This text box will allow the agency to provide a statement that the child has been re-determined to a Candidate for Foster Care. Such statement should meet the federal definition of a Candidate for Foster Care. The agency should also clearly demonstrate why the child continues to be a Candidate for Foster Care by identifying the risk factors and identifying

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

the continued services that are being provided to prevent the removal of the child into foster care.

Changes to the JFS01410 case plan, JFS 01418 "Alternative Response Family Service Plan, Semi-Annual Review and enhancements in SACWIS are being reviewed for future enhancements and will be made dependent upon available funding and federal approval as applicable. Such changes will require reviews and modifications of state policies/rules and will require coordination with such. The enhancements in SACWIS to support documentation of “Candidate for Foster Care” status are expected to occur in the case plan and SAR functionality and include specific questions counties will respond to indicating whether a child meets the criteria for a “Candidate for Foster Care”. A text box will be provided to allow the agency to clearly demonstrate why the child has been determined to be a Candidate for Foster Care by identifying the risk factors and identify the services that are being provided to prevent the removal of the child into foster care. These changes will be made in collaboration with feedback from county agencies and will include requirements documentation and JAD Sessions.

Eligibility Determination Methodology of Documenting Candidacy

Completing the documentation to establish a Child’s Title IV-E eligibility is an indication that the State is anticipating the child’s entry into foster care and that s/he is a serious risk of removal into foster care. Eligibility forms used to document a child’s candidacy for foster care should include evidence that the child is at serious risk of removal from the home. Evidence of AFDC eligibility in and of itself is insufficient to establish a child’s candidacy for foster care.

Currently, SACWIS allows for eligibility determinations to be completed on children in custody only. Thus, when using this methodology to establish candidacy of a child complete the JFS01452 Form which can be found at the following link. <http://www.odjfs.state.oh.us/forms/file.asp?id=44087>. Before downloading this form, open MS Excel, click on Tools/Security/Macro Security and click the Medium Radio button. Once this is completed, click the link, click save and save the form. Once saved open the form by using MS Excel and click enable Macro’s. This will allow all of the functionality of the form to be used. Completion of the form will be difficult as you will not have a best interest nor reasonable efforts statements in court orders. Additionally, you will not have a removal to determine if the child is removed from a specified relative. However, the remainder of the form can be completed especially the AFDC Eligibility criteria.

As stated above, evidence of AFDC eligibility in and of itself is insufficient to establish a child’s candidacy for foster care. Therefore, when using this methodology, provide a statement that shows child has been determined to be a Candidate for Foster Care on the “Additional Documentation” tab. Such statement should meet the federal definition of a Candidate for Foster Care. The agency should also clearly demonstrate why the child has been determined to be a Candidate for Foster Care by identifying the risk factors and identify the services that are being provided to prevent the removal of the child into foster

Recording “Candidate for Foster Care” in the Case Plan and the Semiannual Administrative Review (SAR)

care. Print the completed form to include the “Additional Comments” information and keep it in the child’s case file.

A new eligibility determination with a candidacy statement, identifying risk factors and services that are being provided to prevent the removal of the child into foster care will need to be completed every six months if the child continues to be a Candidate for Foster Care. Once completed, print the form and “Additional Comments” information and keep it in the child’s case file.

Court Proceedings Methodology of Documenting Candidacy

According to Federal guidelines, if the agency has initiated court proceedings to effect the child’s removal from home, s/he is a serious risk of removal from the home. Therefore, initiating court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, a court order or transcript of the court proceedings is sufficient documentation to prove the child is a Candidate for Foster Care. Such petition, court order or transcript should be kept in the child’s case file.

A new or amended petition, new court order or new transcript will need to be completed every six months if the child continues to be a Candidate for Foster Care. Such petition, court order or transcript should be kept in the child’s case file.