

Creating an Adoption Case and Reactivating a Child in an Adoption Case



**Department of
Children & Youth**

Knowledge Base Article

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Table of Contents

Overview	3
Navigating to the Child’s Biological Case Overview Screen	4
Recording a Court Ruling	4
Correcting an Unknown Parent for AFCARS Data	6
Entering a Biological Relationship to the Child	11
Marking the Unknown Parent’s Record as Inactive	12
Creating a Recommended PC Family Case Plan for an Adoption Case	13
Creating the Adoption Case	14
Inactivating a Child in an Adoption Case	15
Reactivating a Child in an Adoption Case	18

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Overview

This article discusses the steps for creating an **Adoption Case** in Ohio SACWIS, including the processes that need to occur prior to the creation of an **Adoption Case**. This article also discusses the steps for Inactivating and Reactivating a **Child** in an Adoption Case. However, this document does not provide a comprehensive list of all adoption-related work items that need to be completed.

Prior to creating an **Adoption Case**, an agency should complete the following steps:

- Hold a **Staffing Meeting** to ensure a smooth case transfer.
 - Determine how the Adoption Case(s) for sibling groups will be joined /split.
- Review and approve the **Recommended for PC Plan**, then Approved each **Adoption Family Case Plan** per child, if applicable.
- Verify that all family **Relationships** (especially the Biological Mother and Biological Father relationships) have been recorded in the ongoing case.
- Verify that the Race, Ethnicity, and Date of Birth, have been recorded for each parent.
- Verify that the Race, Ethnicity, Date of Birth, ICWA Protection and Primary Native Language have been recorded for each child moving into the Adoption Case.
- Complete all additional open work items such as (but not limited to):
 - End-date all **Case Services** (excluding open/active placements).
 - Mark any outstanding **Draft Activity Logs** as Completed.
 - Verify all **Court Entries** have been recorded in the **Legal Actions** link.
 - Verify the **Family Case Plan** has been **Updated** for either Case Closure OR to remove the child(ren) moving to an Adoption Case.
 - Conduct the **Case Review** or **SAR**, if applicable.

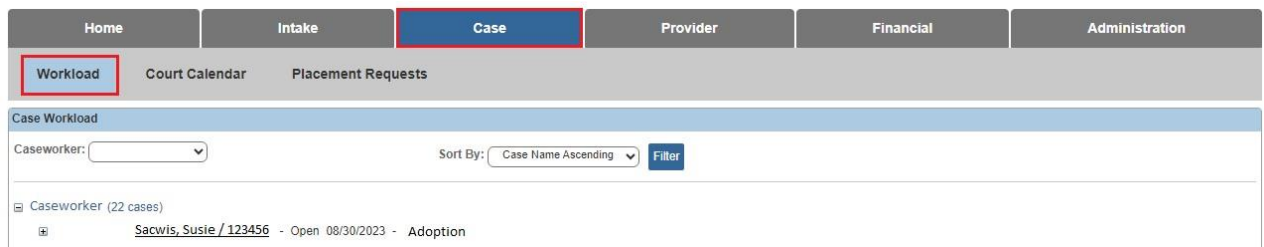
Important: If the above-mentioned items are not complete, the system will not allow the creation of the Adoption Case. This article will explain the steps needed to complete the work items. The system will display a list of all validations prior to ability to create the Adoption Case.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

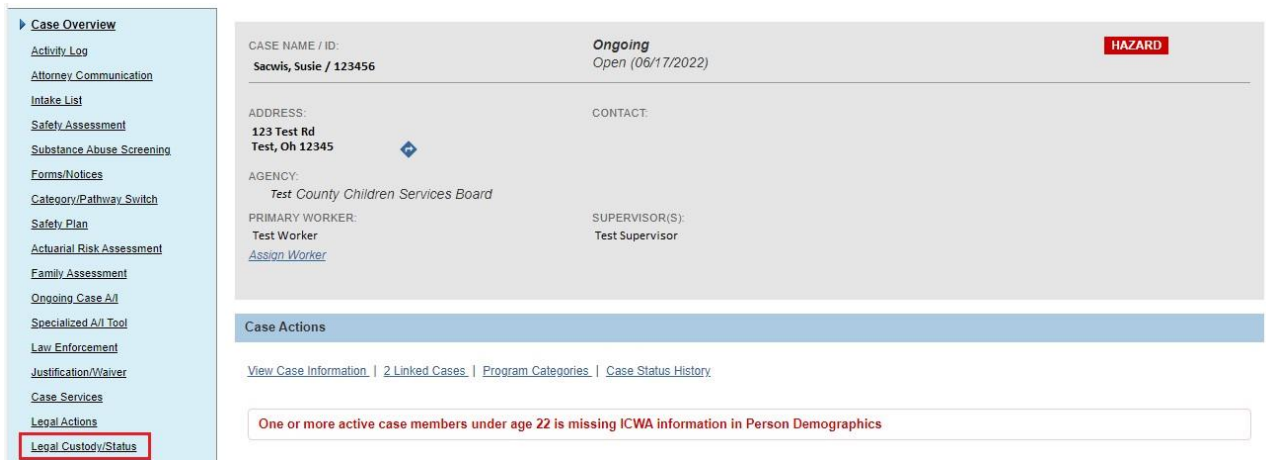
Navigating to the Child's Biological Case Overview Screen

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 to navigate to the **Case Overview** screen.



The **Case Overview** screen appears.



Recording a Court Ruling

Prior to creating an Adoption Case, the child must have an **Agency Legal Status** of either **Permanent Custody (PC)** or **Permanent Surrender (PS)** recorded in the Ongoing Case.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Legal Custody Episode & Status Filter Criteria

Include Created In Error

[Filter](#)

Legal Custody Episode & Status Information

** If present, a gap in legal status exists.*

[Custody Episode \(started with Temporary Custody/Placement and Care\) - Start Date: 06/23/2022 ^](#)

Custody Episode Start Date: 06/23/2022 Custody Episode End Date:

Legal Status Information

	Legal Status	Effective Date	Termination Date	Termination Reason
Legal Responsibility of Test County Children Services Board from 06/23/2022 to				
view edit ruling	Permanent Custody	09/12/2023 *		

In addition, the **TPR Mother** and **TPR Father** must be recorded in the Ongoing Case to create the Adoption Case.

Note: The **TPR Mother** and **TPR Father** rulings can either be recorded as a **Ruling Type** (as shown below in red) or as **Rulings Received** value for a Ruling Type of **Permanent Custody** or **Voluntary Permanent Surrender** (as shown below in green).

Legal Action Information						
	Date	Legal Action	Type	Additional Info	Created in Error	Move
edit copy	04/22/2014	Ruling	TPR of Mother	Rulings Received: TPR Mother - Volunteer Permanent Surrender	<input type="checkbox"/>	<input type="checkbox"/>
edit copy	04/22/2014	Ruling	Voluntary Permanent Surrender	Rulings Received: Permanent Surrender Agency Legal Status: Permanent Surrender	<input type="checkbox"/>	<input type="checkbox"/>
edit copy	04/22/2014	Ruling	TPR of Father	Rulings Received: TPR Father - Volunteer Permanent Surrender	<input type="checkbox"/>	<input type="checkbox"/>

Legal Action: [Add Action](#)

Legal Action Information						
	Date	Legal Action	Type	Additional Info	Created in Error	Move
edit copy	04/22/2014	Ruling	Permanent Custody	Rulings Received: Permanent Custody of 22 Months Decision Agency Legal Status: Permanent Custody	<input type="checkbox"/>	<input type="checkbox"/>

Legal Action: [Add Action](#)

For additional information, please refer to the following Knowledge Base Article: [Recording a Court Ruling Record with a Legal Status.](#)

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Correcting an Unknown Parent for AFCARS Data

Since the inception of the **AFCARS** initiative in January 1999, it is now mandatory to track certain data within Ohio SACWIS. One type of data tracked is the status of a child's biological parents. AFCARS does not accept "unknown" as a parental status, even if a child's father and/or mother is unknown.

In these situations, the unknown parent's person record must be added into Ohio SACWIS as a case member with a relationship of **Biological Father** or **Biological Mother** to the child. Then, that parent's record will be marked as an **Inactive** case member.

Important: These steps must occur **prior** to creating a child's adoption record to even create the Adoption Case.

To add an Unknown person record for an unknown parent, complete the following steps:

1. Navigate to the child's **Case Overview** screen using the steps previously discussed.

The **Case Overview** screen appears.

2. Click the **View Case Information** link.

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 All

Specialized All Tool

Law Enforcement

Justification/Waiver

Case Services

Legal Actions

Legal Custody/Status

CASE NAME / ID: **Ongoing** HAZARD
Sacwis, Susie / 123456 *Open (06/17/2022)*

ADDRESS: 123 Test Rd, Test, Oh 12345

CONTACT:

AGENCY: Test County Children Services Board

PRIMARY WORKER: Test Worker

SUPERVISOR(S): Test Supervisor

Assign Worker

Case Actions

[View Case Information](#) | [2 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

One or more active case members under age 22 is missing ICWA information in Person Demographics

The **Case Information** screen appears displaying the **Case Detail** tab screen.

3. Click the **Members** tab.

The **Case Members** screen appears.

4. If the unknown parent already appears in the grid, skip to the [Marking the Unknown Parent's Record as Inactive](#) section later in this document.
5. If the unknown parent does not appear in the grid, click the **Add Member** button.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Case Detail **Members** Relationships Associated Persons

Case Members

Active Member List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
edit	<input checked="" type="radio"/>	HAZARD Test, Adult Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001	
edit	<input type="radio"/>	HAZARD Test, Adult Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019	
edit	<input type="radio"/>	Test, Adult Female Age 40, DOB 08/20/1983 Race: White Hispanic/Latino: No	11/02/2020	

Inactive Member List

		Case Member	Begin Date	
view	activate	DECEASED Test, Adult Male Age 51, DOB 08/19/1972 Race: White Hispanic/Latino: No	12/16/2016	
view	activate	Test, Adult Male Age 27, DOB 01/30/1996 Race: Unable to Determine Hispanic/Latino: Missing	03/18/2011	

Add Member Copy Address Copy Phone Number

Apply Save Cancel

The **Person Search Criteria** screen appears.

6. Enter **Search Criteria** into the appropriate fields OR enter the **Person ID**, if known.
7. Click the **Search** button.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Search For Person


Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Gender:

Middle Name:

DOB:  ~ OR ~ Age Range: -
From Age To Age

[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by: Relevance (Highest-Lowest) ▾

+ AKA/Nicknames

Fewer Results More Results

8. If the desired person appears in the **Person Search Results** grid, click **select** beside the appropriate person.

- If you selected a person, skip to **Step 12**.

9. If no results are turned, click the **Create New Person** button.

Person Search Results

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

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<input type="button" value="select"/>	Test / 22222	Test Address	Female	(14) 07/03/2009	Yes

[Related Persons](#) ▾

The **Profile** screen appears, displaying the Basic tab screen.

10. As shown in the next screen shot, enter data in the fields to create a person record for the unknown parent.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

- As mentioned previously, Ohio SACWIS will not allow you to create a person with the first or last name of **Unknown**, so create the record with a First Name of **Father of <child's first name>** or **Mother of <child's first name>**.

Example: If the child's full name is **Rose Red**, the parent's First Name would be **Father of Rose** or **Mother of Rose**.

- The unknown parent's Last Name can be the same as the child's name.

Example of a Full Name: Father of Rose Red or Mother of Rose Red.

- For AFCARS tracking purposes, enter the unknown parent's date of birth (DOB) and race (**Demographics** tab). Even if the DOB and race are not known for certain, you must record a "best guess" from all the information available.

Example: An unknown father's year of birth can be the same as the mother's year of birth, with a typical birth date being 01/01/19XX.

- If needed, click the **Estimated DOB** field check box.

Note: When checked, this field does not appear on any report or elsewhere in the system. It just indicates that the birth date has been estimated.

11. When complete, click the **Save** button at the bottom of the **Person Information** screen.

The screenshot shows the 'Person Information' form with the following fields and options:

- Prefix: [Dropdown]
- First Name: [Text Field]
- Last Name: [Text Field]
- Middle Name: [Text Field]
- Suffix: [Dropdown]
- Gender: [Dropdown]
- DOB: [Text Field] with calendar icon
- Age: [Text Field]
- Eye Color: [Dropdown]
- Hair Color: [Dropdown]
- Sexual Orientation: [Dropdown]
- Deceased: Deceased Date: [Text Field] with calendar icon
- Age At Time Of Death: [Text Field]
- Deceased Date Unknown:
- Driver's License #: [Text Field]
- Issue State: [Dropdown]
- Expiration: [Text Field] with calendar icon
- Estimated DOB:
- DOB Unknown:
- Buttons: Apply, Save (highlighted in red), Cancel

Below the form is the 'AKA Names' section with a table:

Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type
[Empty Row]					

Buttons: Add AKA

The **Members** tab screen appears displaying the new information as shown in green below.

12. Click, **Save**.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Case Detail **Members** Relationships Associated Persons

Case Members

Active Member List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
edit	<input checked="" type="radio"/>	HAZARD Test, Adult Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001	
edit	<input type="radio"/>	HAZARD Test, Father Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019	
edit	<input type="radio"/>	Test, Adult Female Age 40, DOB 08/20/1983 Race: White Hispanic/Latino: No	11/02/2020	

Inactive Member List

		Case Member	Begin Date	
view	activate	DECEASED Test, Adult Male Age 51, DOB 08/19/1972 Race: White Hispanic/Latino: No	12/16/2016	
view	activate	Test, Adult Male Age 27, DOB 01/30/1996 Race: Unable to Determine Hispanic/Latino: Missing	03/18/2011	

[Add Member](#) [Copy Address](#) [Copy Phone Number](#)

[Apply](#) **[Save](#)** [Cancel](#)

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Entering a Biological Relationship to the Child

1. Click the **Relationships** tab.
2. Click the **edit** link in the appropriate child's grid row.

The **Relationship** tab screen appears.

The screenshot shows the 'Relationships' tab selected in a navigation bar. Below the navigation bar, there are tabs for 'Case Detail', 'Members', 'Relationships', and 'Associated Persons'. A 'Member Status' dropdown menu is set to 'Active Members' with a 'Filter' button. Below this is a 'Case Member Relationship Summary' section with an 'Expand all' link. The summary table lists three members:

Member	Age	DOB
edit Test, Mother Relationships ▾	Female Age 46	DOB 09/12/1977
edit Test, Father ● 2 unspecified relationships ▾	Male Age 45	DOB 06/01/1978
edit Test, Adult ● 2 unspecified relationships ▾	Female Age 40	DOB 08/20/1983

The **Relationship Editor** grid appears.

1. Select the appropriate relationship for each person from the drop-down menu, for example, if selecting the father, select, **Biological Father**, etc.
2. Click the **Save** button.

The screenshot shows the 'Relationship Editor' grid. At the top, there are tabs for 'Editor', 'Genogram', and 'Relationship Editor'. Below the tabs, there are five member cards: 'Test, Mother', 'Test, Father', 'Test, Adult', 'Test, Adult', and 'Test, Adult'. Each card shows the member's name, age, and DOB, along with a '2 unspecified relationships' indicator. Below the cards, there are three relationship rows. The first row shows 'Test Father is the...' with a dropdown menu set to 'Former Paramour' and a '+' button. The second row shows a dropdown menu set to an empty state and a '+' button. The third row shows 'Test Father is the...' with a dropdown menu set to 'Biological Father' and a '+' button. At the bottom, there are three buttons: 'Apply', 'Save', and 'Cancel'.

Refer to the **Managing Person – Level Relationships KBA** for additional details.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Marking the Unknown Parent's Record as Inactive

1. Click the **Members** tab. The **Case Members** screen appears.
2. Click the **Edit** link in the appropriate row.

Case Detail **Members** Relationships Associated Persons

Case Members

Active Member List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
edit		HAZARD Test, Adult Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001	
edit		HAZARD Test, Father Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019	
edit		Test, Adult Female Age 40, DOB 08/20/1983 Race: White Hispanic/Latino: No	11/02/2020	

The **Member Details** screen appears.

3. In the **End Date** field, select the appropriate date.
4. In the **Reason for Deactivation** field, enter the appropriate reason.
5. Click the **OK** button.

Member Details

Person ID: 121212 Name: Test, Father
DOB: 06/01/1978 Gender: Male

Begin Date: 01/30/2019 End Date:

Reason for Deactivation:

Spell Check Clear 250

Change to active Associated Person

[Save](#) [Cancel](#)

The **Case Members** screen appears without displaying that member in the grid.

6. Click the **Save** button on the **Case Members** screen. The **Case Overview** screen appears.
7. To view the inactive case member, navigate back to the **Members** tab.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Case Detail **Members** Relationships Associated Persons

Case Members

Active Member List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

CRP	Case Member	Begin Date
edit	HAZARD Test, Adult Female Age 46, DOB 09/12/1977 Race: American Indian, White Hispanic/Latino: No	08/09/2001

Inactive Member List

	Case Member	Begin Date
view activate	DECEASED Test, Adult Male Age 51, DOB 08/19/1972 Race: White Hispanic/Latino: No	12/16/2016
view activate	HAZARD Test, Father Male Age 45, DOB 06/01/1978 Race: Black/African American Hispanic/Latino: No	01/30/2019

As shown above, the Inactive member(s) appear in the **Inactive Member List** grid. The unknown biological parent’s information is now ready for tracking in AFCARS.

Creating a Recommended PC Family Case Plan for an Adoption Case

In Ohio SACWIS, the information in an **Approved Adoption Family Case Plan** will copy over to create an **Adoption Case** if:

- An **Adoption Family Case Plan** is created from a Recommended for PC Plan.
- The Adoption Family Case Plan type is **Approved**.
- All the children in the Adoption Family Case Plan will be in the same Adoption Case.
- The permanency goal is **Adoption**.

In a sibling group, if each child is to have their own Adoption Case, a separate **Adoption Family Case Plan** can be created as the system allows for multiple plans. Each plan that meets the criteria listed above will copy over with a status of **Initial – Approved**.

However, an Approved **Adoption Family Case Plan** is not required to create the Adoption Case. An initial **Adoption Family Case Plan** can also be created within the Adoption Case. To create a Recommended for PC Plan > an Approved Adoption Family Case Plan, refer to the [Completing a Family Case Plan](#).

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Creating the Adoption Case

To create the **Adoption Case**, complete the following steps.

Important: Only users with an Ohio SACWIS security role of **Adoption Case Creator** have access to the **Adoption** link that is needed to complete these steps.

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click, **Adoption**, in the **Navigation** menu.

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 All
- Specialized All Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement / Guardianship
- Initial Removal
- Placement Request
- Placement/ICGA
- Residential Treatment Information
- Independent Living
- Case Plan Tools
- Visitation Plans
- Review Tools
- Family Team Meeting
- Safety Reassessment
- Reunification Assessment
- Case Conference Note
- Human Trafficking
- Child Fatality/Near Fatality
- ICPC/ICAMA
- Adoption**

CASE NAME / ID: **Ongoing** **HAZARD**
Sacwis, Susie / 123456
Open (06/17/2022)

ADDRESS: 123 Test Rd, Test, Oh 12345 CONTACT:
AGENCY: Test County Children Services Board
PRIMARY WORKER: Test, Worker SUPERVISOR(S): Test, Supervisor
[Assign Worker](#)

Case Actions

[View Case Information](#) | [2 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

One or more active case members under age 22 is missing ICWA information in Person Demographics

Case members have unspecified relationships.

Hazards

Person / Address	Hazard Type
	Drug Activity, Explosive Behavior, Mental Health/Not Taking Medication
	Explosive Behavior, Mental Health/Not Taking Medication

Action Items Case Alerts Dashboard Assignments / Eligibility

Result(s) 1 to 15 of 21 / Page 1 of 2

The **Child Members** screen appears. On the screen, you can create a new Adoption Case OR add associated siblings into an already existing Adoption Case.

3. To add children to an existing Adoption Case, click the check box next to the appropriate child(ren)'s name in the **Child Members** section.
4. In the **Case Reference Person** field, select the appropriate name.

Note: The drop-down list populates with all active children who have a legal status of **PC** or **PS**.

5. Click the **Create Adoption Case** button.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

6. A message will appear; click the **OK** button (if appropriate).

	Name	Person ID	DOB	PC Date	TPR-Mother Date	TPR-Father Date
<input type="checkbox"/>	Sacwis, Susie	123456	05/09/2006	09/12/2023	10/09/2023	10/09/2023

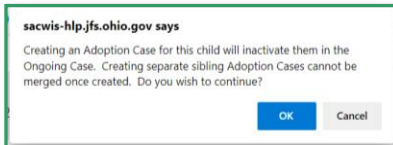
Biological Mother: Test, Mother Race:White DOB:09/23/1980

Biological Father: Test, Father Race:Black/African American DOB:06/01/1978

Create Adoption Case

Case Reference Person:

Adoption Case Reactivation



The **Adoption Case** has been created. The system will display the conformation page with the newly created Adoption Case ID.

1. To access the Adoption Case, click the **Access Adoption Case** button.
2. To add assigned workers, click the Worker Assignment button (optional).
3. Otherwise, click the **Close** button.

Your data has been saved.

CASE NAME / ID: Adoption / Open (07/23/2021)

New Adoption Case Details

Adoption Case Created: 05/10/2022

Worker(s) Assigned:

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

Name	Gender	DOB
Duck, Dely	Female	01/01/2015

Inactivating a Child in an Adoption Case

This section discusses how to **Inactivate** a child in an Adoption Case.

Note: The child's Legal Status of **PC** or **PS** must be terminated with a termination reason other than Adoption Finalized in order for the **Inactivate** link to appear.

The **Inactivate** function should be utilized when:

Creating an Adoption Case and Reactivating a Child in an Adoption Case

- The child is no longer in the **Agency Legal Status** of **PC** or **PS**. (For example, PC was overruled, and the child was returned to TC status). If the child may be reactivated in their Adoption Case at some point, then they must be reactivated in their biological case.
- The child's Legal Status changes to **PPLA**.
- The child ages out of the system (emancipated).

If the child's legal status/custody episode and placement records are to remain **Open**, the child must be **Active** in another case **prior** to Inactivating. If the intent is to **Close** the Adoption Case (closing all case services) then the legal status/custody episode and placement record must be terminated and discharged.

Note: If the child will be finalizing in an Adoption home, this Inactivation functionality is not used.

Complete the following steps to **Inactivate** a child in an Adoption Case.

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click, **View Member Details**.

The **Adoption Members** tab screen appears.

1. Click the **Inactivate** link in the row of the child you wish to make inactive.

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date
Inactivate	123456	Sacwis, Susie	07/03/2009	14	Female	White	No	None	11/21/2022

Creating an Adoption Case and Reactivating a Child in an Adoption Case

If there are outstanding work items that need to be resolved for the child, the relevant **Validation Messages** will appear as shown in the example below.

1. Resolve all the outstanding validations (if applicable).
2. Click the **Inactivate** link for the desired person.

Please correct the following data validation errors:

- All draft Provider Activity Logs for the child must be resolved.
- The child is a member of an Active Case Plan. Please amend the case plan.
- All ticklers associated to the child must be disposed.
- A placement discharge date and discharge reason must be entered on the child's placement record OR reactivate the child in their ongoing case.
- The child's custody episode must be terminated OR reactivate the child in their ongoing case.

The **Member Details** screen appears.

Note: The **Begin Date** displays the date the child became a member of the Adoption Case. This date cannot be changed.

1. Enter the **End Date** the child will be an Inactivated member. (Required)
2. Select the **Reason for Deactivation** from the drop-down menu. (Required)
3. Record any additional **Comments** if applicable. (Optional)
4. Click the **OK** button.



The **Adoption Members** tab screen appears displaying the inactivated child in the **Inactive Adoption Members List**.

Note: You can hover the cursor over the **N** (Narrative) icon in the **Deactivation Reason** column to display the selected Reason for Deactivation and any comments recorded on the Deactivation page.

1. Click the **Save** button.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

Adoption Members | A/I Members | Relationships | Adoption Details | Associated Persons

Adoption Members Details

Active Adoption Members List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date
<input type="radio"/>	123456	Sacwis, Susie	11/22/2010	12	Female	White	No		06/12/2018

Inactive Adoption Members List

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date	Deactivation Reason
<input checked="" type="radio"/>	111111	Test, Child	09/15/2008	15	Female	White	No		05/25/2021	<input type="button" value="N"/>

Apply | **Save** | Cancel

Reactivating a Child in an Adoption Case

Complete the following steps to **Reactivate** a child in an Adoption Case.

Important: Only users with an Ohio SACWIS security role of **Adoption Case Creator** have access to the **Adoption** link that is needed to complete these steps.

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click the **Adoption** link in the **Navigation** menu.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

The **Adoption** scree appears, displaying the **Adoption Case Creation/Reactivation** grid. As shown in red below, the child to be Reactivated displays in the **Reactivation** section under the **Case ID** number of the child’s **Adoption Case**.

Important: For the child to appear in the Reactivation section, a new **Permanent Custody/Permanent Surrender** legal status must be recorded. In addition, the TPR rulings for the mother and the father must be recorded.

3. Click the **Reactivate** button.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

If there are outstanding work items that need to be resolved for the child, the relevant **Validation Messages** will appear as shown in the example below.

4. Resolve all of the outstanding validations (if applicable).

Adoption case cannot be created. Please see the following message(s).

Name	Message(s)
Sacwis, Susie	<p>Susie Sacwis is an active plan participant of Family Case Plan 2.01. Please update the plan to either remove the child or close the plan.</p> <p>All draft activity logs must be marked as completed.</p> <p>The child must have a Record Motion / Create Motion Record with a Selected Motion Type of TPR Mother.</p> <p>The child must have a Record Motion / Create Motion Record with a Selected Motion Type of TPR Father.</p>

5. Click the **Reactivate** button.

Case Overview
Activity Log
Attorney Communication
Intake List
Safety Assessment
Forms/Notices
AS Pathway Switch
Safety Plan
Family Assessment
Origins Case Act
Specialized Act Tool
Law Enforcement
Justifications/Notes
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement
Initial Removal
Placement Request

Case ID: 123
Case Name: [Redacted]
Case Status: Open ([Redacted])
Case Category: Adverse/Invest

Adoption Case Creation/Reactivation

Name	Person ID	DOB	PC Date	TPR Mother Date	TPR Father Date
John, Child					

Create Adoption Case
Case Reference Person: [Redacted]
Associate Child(ren)
Existing Adoption Case: [Redacted]

Case ID: 12345

Name	Person ID	DOB	PC Date	TPR Mother Date	TPR Father Date
John, Youth				10/01/2014	10/01/2014

Reactivate

The **Case Overview** screen appears displaying a message that the child has been reactivated. The child becomes a member of the Adoption Case with a new Begin Date.

Note: When **Reactivating**, a new Adoption Case is **NOT** created.

6. To view the reactivated child, navigate to the **Case Overview** screen of the Adoption Case using the steps previously discussed.
7. Click the **View Member Details** link on the **Case Overview** screen.

Creating an Adoption Case and Reactivating a Child in an Adoption Case

The **Adoption Members** tab screen displays the reactivated child in the **Active Adoption Members List** grid with the child's new Begin Date.

Adoption Members | A/I Members | Relationships | Adoption Details | Associated Persons

Adoption Members Details

Active Adoption Members List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date
<input checked="" type="radio"/>	123456	Sacwis, Susie	07/03/2009	14	Female	White	No	None	11/21/2022

For additional Information about Adoption Cases, please refer to the following KBAs:
To Seal an Adoptive Child's Record, please refer to the following Knowledge Base Article:

- [Finalizing an Adoption Record and Closing the Adoption Case](#)
- [Maintaining Adoption Case Members Information](#)
- [Linking Intakes to a Case](#)

For additional information about the Confidentiality, please refer to the **Understanding Adoption Confidentiality Functionality KBA**.

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