

Completing a Family Case Plan



Knowledge Base Article

Completing a Family Case Plan

Table of Contents

Contents

Adding a Family Case Plan	3
Completing the Parties to the Plan Topic	4
Adding a Child to the Family Case Plan	4
Completing the Concurrent Plan	6
Completing the KGAP Documentation	9
Adding an Adult to the Family Case Plan	10
Completing the Strengths and Needs Topic	11
Completing the Concerns Topic	13
Completing the Cause/Strengths Tab Page	14
Completing the Services Tab Page	19
Completing the Measures Tab Page	21
Completing the Placement Information Topic	23
Completing the Placement Selection Justification Tab Page	23
Completing the Substitute Caregiver Services Tab Page	31
Completing the KGAP Information Tab	31
Completing the Visitation Topic	35
Completing the Visitation Status Tab Page	35
Adding Sibling Visitation	41
Completing the Sibling Visitation	44
Completing the Foster Youth Rights Handbook Topic	44
Completing the Independent Living Family Topic	46
Completing the Exceptions to Permanent Custody Topic	48
Completing the Permanency Information - PC Topic	49
Completing the Permanency Details - PC Page	50
Completing the Permanency Information - PPLA Topic	53
Completing the Permanency Details - PPLA Page	53
Completing the Candidate For Foster Care Topic	54
Completing the Court and Signatures Topic	55
Processing Approval	57
Completing an Update to the Family Case Plan	59
Completing a Recommended for PC Family Case Plan	63
Completing a Recommended Family Case Plan	65

Completing a Family Case Plan

Overview

This article provides step-by-step instruction for completing a Family Case Plan (including an Adoption Family Case Plan).

Adding a Family Case Plan

From the Ohio SACWIS home screen:

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

The screenshot shows the Ohio SACWIS Case Overview screen. On the left is a navigation pane with a list of menu items. 'Case Overview' is selected and highlighted with a green box. 'Case Plan Tools' is highlighted with a red box. The main content area displays case details for 'Sacwis, Susie / 123456' under the 'Adoption' category. The details include: ADDRESS: 123 Test Rd, Test, Oh 12345; CONTACT: (empty); AGENCY: Test County Children Services Board; PRIMARY WORKER: Assign Primary Worker; SUPERVISOR(S): Test, Supervisor. Below the details is a 'Case Actions' section with links: View Member Details, Access Original Case, Program Categories, Case Status History, View Adoption Subsidies. At the bottom are four buttons: Action Items, Case Alerts, Dashboard, and Assignments / Eligibility.

The **Case Plan Tools** screen appears.

3. Click, **Add Family Case Plan**.

Completing a Family Case Plan

Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Child Location/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Case Conference Note
Human Trafficking
Child Fatality/Near Fatality
ICPC
Pre-Finalization Information

Plans

Add Family Case Plan

Note: Adoption Family Case Plan(s) with the Plan Name / Approval Date prior to the Adoption Case creation date were copied from the Original Case.
Result(s) 1 to 2 of 2 / Page 1 of 1

	Plan Name	Plan Number	Plan Type	Effective Date	Agency	
edit	Updated	1.04	Adoption Family Case Plan Status: In progress		Test County Children Services Board	
view	Updated	1.03	Adoption Family Case Plan Status: Approved	07/30/2024 - Supervisory Approval	Test County Children Services Board	

[History](#) ▾

Add Family Case Plan

The **Parties to the Plan** screen appears.

Note: Parties to the Plan is the first entry in the **Family Case Plan Topics** navigation pane displayed on the left side of the screen; the list of topics is dependent on the child’s legal status and location of the child (placement setting, living arrangement, etc.).

Completing the Parties to the Plan Topic

Adding a Child to the Family Case Plan

1. Click, **Add Child to Family Case Plan**.

Note: If necessary, add narrative to the text box in the **Additional Information** grid, in response to: **If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why it is not able to be completed and describe the steps taken to obtain the information.**

Completing a Family Case Plan

Case / Workload / Family Case Plan **Parties to the Plan**

CASE NAME / ID: [redacted] Ongoing / Open (07/18/2017)

PLAN NAME: Initial Mar 25, 2019 STATUS: In progress

Family Case Plan Topics <

- Parties to the Plan** (PP) *Not Completed*
There are currently no children participating in the Family Case Plan
Add Child to Family Case Plan
- Concerns** (C) *Not Completed*
- Court and Signatures** (CS)
- Approval** (A)

Adult(s) Participating in the Family Case Plan
There are currently no adults participating in the Family Case Plan
Add Adult to Family Case Plan

Additional Information

If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why it is not able to be completed and describe the steps taken to obtain the information. ([expand full screen](#))

[Redacted text area]

ABC 1000

The **Add Child to Family Case Plan** screen appears.

2. In the **Available Participants** grid, place a checkmark in the check box(es) beside the name of the child(ren) you want to add to the plan.
3. Click, **Save**.

Note: When creating an Initial Family Case Plan, the system will pull all Active child and adult participants from the most recent approved Family Assessment. If there is no approved Family Assessment within the current case episode, the system will not automatically display child and adult participants.

4. Make a selection from Court Case Number and/or Court ID Number (optional fields).
5. Make a selection from the Child's Permanency Goal drop-down menu, per child case plan participant.
6. If a child case plan participant is in a legal status of Temporary Custody (includes Temporary Order of Custody, Temporary Custody, Temporary Custody 1st Extension, Temporary Custody 2nd Extension), proceed to the Completing the Concurrent Plan section of this article. If not, skip to the Adding an Adult to the Family Case Plan section of this article.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Parties to the Plan Add Child to Family Case Plan
Add Child to Family Case Plan

CASE NAME / ID: **Smith, Person P / 0000000 [R]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

Available Participants

Available Persons

- Smith, Jane / 000000 - Female Age 10, DOB 08/22/2006
- Smith, Julia / 000000 - Female Age 10, DOB 08/22/2006
- Smith, Jennifer / 000000 - Female Age 10, DOB 08/22/2006
- Smith, Ruth / 000000 - Female Age 10, DOB 08/22/2006

Apply Save Cancel

The **Parties to the Plan** screen appears, displaying the added child.

Completing the Concurrent Plan

Important: Per Family Case Plan [Rule 5101:2-38-05](#) that includes the Concurrent Planning requirements, effective 01/01/2023, all child plan participants with a legal status of Temporary Custody (includes Temporary Order of Custody, Temporary Custody, Temporary Custody 1st Extension, Temporary Custody 2nd Extension) AND whose **Child's Permanency Goal** is Return child(ren) to parent/guardian/custodian (Reunification), are required to have concurrent planning activities within the Family Case Plan to be compliant.

The **Concurrent Plan Objective** and the **Describe the planned efforts including services and activities to support concurrent planning and how support for the concurrent plan objective will be obtained** narrative will only display when these conditions are met, and they are required to approve the Family Case Plan.

Note: Children who are currently in agency Temporary Custody with a current Family Case Plan Permanency Goal of Reunification as of 01/01/2023, will be required to have an updated Family Case Plan that includes the Concurrent Plan information at their next scheduled Semiannual Administrative Review by 07/01/2023.

- A Family Case Plan update will need to be completed.
- Please refer to **Completing an Update to the Family Case Plan** section in this article.

Note: A Concurrent Plan serves a different purpose than a Recommended Family Case Plan, and therefore should not replace your business process for Recommended Family Case Plans when changes are being recommended to the court. For additional information on Concurrent Plan, refer to Rule [5101:2-38-05](#).

Completing a Family Case Plan

For each child plan participant, as applicable:

1. Make a selection from the **Concurrent Plan Objective** drop-down menu.
2. Enter narrative in the **Describe the planned efforts including services and activities to support concurrent planning and how support for the concurrent plan objective will be obtained** text field.

Completing a Family Case Plan

Case / Workload / Family Case Plan / **Parties to the Plan**

CASE NAME / ID: **Smith, Person P / 000000 [R]**

Ongoing / Open (01/01/2014)

PLAN NAME: **Updated / Sept 8th, 2016**

STATUS: **In Progress**

Family Case Plan Topics <

- [Update Information](#) (UI) Completed
- [Parties to the Plan](#) (PP) Completed
- [Strengths and Needs](#) (SN) Not Completed
- [Concerns](#) (SC) Not Completed
- [Placement Information](#) (PI) Not Completed
- [Non-Custodial Parent Info](#) (NCP) Not Completed
- [Visitation](#) (V) Optional
- [Foster Youth Rights Handbook](#) (FH) Completed
- [Independent Living Information](#) (IL) Not Completed
- [Exceptions to Permanent Custody](#) (EPC) Completed
- [Permanency Information - PC](#) (PC) Completed
- [Permanency Information - PPLA](#) (PPLA) Completed
- [Candidate For Foster Care](#) (FC) Completed
- [Court and Signatures](#) (CS)
- [Approval](#) (A)

Child(ren) Participating in the Family Case Plan

[Charlesworth- Dewitt, Jimmy Chainsaw / 0000000](#) Male Age 1, DOB 01/01/2016

Protected under ICWA: **No** Child Location: **Own Home**

Agency Legal Status: **Open Custody Episode, no Legal Status** Court Case Number: **Select Item** Court ID Number: **Select Item**

Child's Permanency Goal: **a**

[Charlesworth- Dewitt, Janey Hacksaw / 0000000](#) Female Age 12, DOB 01/01/2005

Protected under ICWA: **Yes, Burns Palute Tribe** Child Location: **Certified Foster Home**

Agency Legal Status: **Temporary Court Order** Court Case Number: **Select Item** Court ID Number: **Select Item**

Child's Permanency Goal: **a**

Concurrent Plan Objective:

Describe the planned efforts including services and activities to support concurrent planning and how support for the concurrent plan objective will be obtained:

ABC

[Add Child to Family Case Plan](#) [Relationships](#)

Adult(s) Participating in the Family Case Plan

- [Smith, John / 000000](#) Male Age 26, DOB 01/01/1990 Contact Information: (614) 555-5555
- [Smith, Jane / 000000](#) Female Age 26, DOB 01/01/1990 Contact Information: (614) 555-5555

[Add Adult to Family Case Plan](#)

Additional Information

If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why it is not able to be completed and describe the steps taken to obtain the information.

[Expand Full Screen](#)

ABC

Completing a Family Case Plan

Completing the KGAP Documentation

Important: Per Family Case Plan [Rule 5101:2-38-05.02](#) that includes the requirements for the Kinship Guardianship Assistance Program (KGAP), all child plan participants currently in Agency Custody with a **Case Plan Goal** or a **Concurrent Plan Objective** of Legal Custody to Relative are required to have KGAP Documentation in the Family Case Plan.

Note: A Family Case Plan Update will be required for a child to be eligible for KGAP.

- A Family Case Plan update will need to be completed prior to the Family submitting their KGAP Application (Application Date) to be eligible.
- Please refer to **Completing a Kinship Guardianship Assistance Program (KGAP) Eligibility Record** section in this article.

For each child plan participant, as applicable:

1. Make a selection from the **Is the Agency pursuing KGAP for this youth?** radio button option.
2. Enter narrative in the **Explain** text field if a No response was selected. Otherwise, if a Yes is selected, the KGAP Information questions will display per child on the Placement Information Topic. Refer to steps in the [Placement Information](#) Section.

The screenshot displays the 'Child(ren) Participating in the Family Case Plan' interface. On the left, a sidebar lists 'Family Case Plan Topics' with their completion status: Update Information (Completed), Parties to the Plan (Completed), Strengths And Needs (Not Completed), Concerns (Completed), Placement Information (Not Completed), Visitation (Not Completed), and Foster Youth Rights Handbook (Completed). The main content area shows details for 'Disney, Donald J.' (Male, Age 3, DOB 01/01/2020). It includes fields for 'Child Location' (Certified Foster Home), 'Agency Legal Status' (Temporary Court Order), 'Court Case Number', and 'Court ID Number'. The 'Child's Permanency Goal' is set to 'Legal Custody to Relative / Kinship'. A red box highlights the 'Is the Agency pursuing KGAP for this youth?' section, which has radio buttons for 'Yes', 'No' (selected), and 'Not Answered'. Below this is a large 'Explain:' text area, also highlighted with a red box, containing a blue 'ABC' button and a grey '4000' character count.

Completing a Family Case Plan

Adding an Adult to the Family Case Plan

The **Add Adult to Family Case Plan** screen appears.

1. Click, **Add Adult to Family Case Plan**.
2. In the **Available Participants** grid, make a selection(s) by placing a checkmark(s) in the check box(es) beside the name of the adult(s) you wish to add to the case plan.
3. Click, **Save**.

Case / Workload / Family Case Plan / Parties to the Plan / **Add Adult to Family Case Plan**

Add Adult to Family Case Plan

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Available Participants

Available Persons
<input type="checkbox"/> Smith, Jane / 0000000 - Female Age 26, DOB 08/22/1990
<input type="checkbox"/> Smith, Julia / 0000000 - Female Age 26, DOB 08/22/1990
<input type="checkbox"/> Smith, Jennifer / 0000000 - Female Age 26, DOB 08/22/1990
<input type="checkbox"/> Smith, Ruth / 0000000 - Female Age 116, DOB 08/22/1900

Apply Save Cancel

The **Parties to the Plan** screen appears, displaying the added adult(s) in the **Adult(s) Participating in the Family Case Plan** grid.

Note: Adults participating in the Family Case Plan will not appear on Adoption or Recommended for PC Family Case Plans.

If necessary, you can click the Relationships tab to view and/or edit the relationships among case members. For more information regarding Relationships, please see the following Knowledge Base Article: [Managing Person-Level Relationships](#).

4. Click, **Next Topic**.

Case / Workload / Family Case Plan / **Parties to the Plan**

CASE NAME / ID: Ongoing / Open (12/09/2018)

PLAN NAME: Initial Jun 18, 2019 STATUS: In progress

Adult(s) Participating in the Family Case Plan

Contact Information:		
Contact Information:		

Add Adult to Family Case Plan Relationships

Additional Information

If sufficient information is not available to complete any element of the Family Case Plan within 30 days, provide a justification explaining why it is not able to be completed and describe the steps taken to obtain the information. (expand full screen)

1000

Previous Topic Next Topic Apply Save Cancel

Completing a Family Case Plan

The **Strengths and Needs Assessment** screen appears.

Completing the Strengths and Needs Topic

1. Click the **Assessment Responses** drawer of each category (Child Functioning, Adult Functioning, Family Functioning, Historical Functioning) to display a list of Risk Contributors.

Note: Within the Adoption Family Case Plan, the Adult Functioning, Family Functioning and Historical Functioning do not display.

2. The system will display all identified Risk Contributors and Non-Risk Contributors from the Current Family Case Plan in the Current Plan column. If there are any changes to Risk Contributors or Non-Risk Contributors since the last Strengths and Needs Assessment, click the toggle buttons in the Current Plan Column and then describe the changes in the narrative box.
3. If there are no changes made in the Current Plan column, click the checkbox under the corresponding Functioning Element 'No changes required within Child Functioning.'
4. When you have completed the Strength and Needs Assessment, click, **Next Topic**.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Concerns / Risk Contributor Information

CASE NAME / ID: **Smith, Person P / 0000000 [R]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

- Family Case Plan Topics** <
- [Update Information](#) (UI) Completed
 - [Parties to the Plan](#) (PP) Completed
 - [Strengths and Needs](#) (SN) Not Completed
 - [Concerns](#) (SC) Not Completed
 - [Placement Information](#) (PI) Not Completed
 - [Visitation](#) (V) Optional
 - [Foster Youth Rights Handbook](#) (FH) Completed
 - [Independent Living Information](#) (IL) Not Completed
 - [Exceptions to Permanent Custody](#) (EPC) Completed
 - [Permanency Information - PC](#) (PC) Completed
 - [Permanency Information - PPLA](#) (PPLA) Completed
 - [Candidate For Foster Care](#) (FC) Completed
 - [Court and Signatures](#) (CS)
 - [Approval](#) (A)

Strengths and Needs Assessment

The ratings reflect the last assessment of the Family's Strength and Needs. If additional information has been identified that warrants a change of the Strength and Needs Assessment, make the changes to the Risk Contributors ratings and provide a rationale below. The updated information will be available for the development of your case plan concern.

Child Functioning Not Completed
[Assessment Responses](#)

	Child Name	Previous Risks Family Assessment: 11/23/2000	Current Plan
Self Protection	Smith, Jane - Age 10		NON-RISK
	Smith, Maggie - Age 8	RISK	RISK
	Smith, Alexander - Age 5		NON-RISK
Physical /Cognitive /Social Development	Smith, Jane - Age 10		NON-RISK
	Smith, Maggie - Age 8		NON-RISK
	Smith, Alexander - Age 5	RISK	RISK
Emotional / Behavioral Functioning	Smith, Jane - Age 10		NON-RISK
	Smith, Maggie - Age 8		NON-RISK
	Smith, Alexander - Age 5		NON-RISK

No changes required within Child Functioning

Please describe reason for changes to Child Functioning:

[Expand Full Screen](#)

ABC
4000

Adult Functioning Not Completed
[Assessment Responses](#)

Family Functioning Not Completed
[Assessment Responses](#)

Historical Functioning Not Completed
[Assessment Responses](#)

Completing a Family Case Plan

The **Concerns** screen appears.

Completing the Concerns Topic

1. Click, **Add Concern**.

Case / Workload / Family Case Plan **Concerns**

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Family Case Plan Topics <

- Update Information (UI) Completed
- Parties to the Plan (PP) Completed
- Strengths and Needs (SN) Not Completed
- Concerns (SC) Not Completed**
- Placement Information (PI) Not Completed
- Visitation (V) Optional

Active Concerns

Add Concern

[edit](#) What is the Concern: The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. [Show More](#)

[Risk Contributors](#) ▾

[Non-Risk Contributors](#) ▾

Remove this Concern from the Family Case Plan

The **Concerns** screen appears, displaying the **Concern** tab page.

1. Enter narrative in the text box under, **What are the concerns/needs for the family?**
2. Enter narrative in the text box under, **What does the family and Worker want to see happen to address the identified concerns/needs? (Behavioral Change).**
3. Click, **Next**.

Completing a Family Case Plan

Case / Workload / Family Case Plan **Concerns**

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Concern Cause / Strengths Services Measures

Concern Details

What are the concerns/needs for the family? *
Identify the behaviors or circumstances resulting from the risk contributor(s) identified for this concern/need. Identify how the behavior(s) or circumstance(s) impact the safety and/or risk of the children.
[Expand Full Screen](#)

ABC
10000

What does the family and Worker want to see happen to address the identified concerns/needs? (Behavioral Change)
Describe the behaviors or circumstances that will indicate that the risk contributors identified for this concern/need have been mitigated or improved.
[Expand Full Screen](#)

ABC
10000

Next Apply Save Save and Add Concern Cancel

The **Concerns** screen appears, displaying the **Cause/Strengths** tab page.

Completing the Cause/Strengths Tab Page

1. Click, **Associate Risk Contributors**.
2. Enter narrative in response to: **What is causing these Concerns/Needs for the family?**

Case / Workload / Family Case Plan / Concerns

Cause / Strengths

CASE NAME / ID: Ongoing / Open (09/13/2018)

PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

Concern Cause / Strengths Services Measures

Risk Contributors

What are the concerns/needs for the family?

Associate Risk Contributors

Selected Risk Contributors for this concern:
No Risk Contributors for this concern.

What is causing these Concerns/Needs for the family? [\(expand full screen\)](#)
Describe the Risk Contributors identified above as they relate to this specific concern for the family.

ABC 10000

Strengths

Associate Non-Risk Contributors

Completing a Family Case Plan

The **Risk Contributor Information** screen displays.

3. Click the relevant drawer(s) in the **Risk Contributor Information** grid.

Case / Workload / Family Case Plan / Concerns / Risk Contributor Information

Risk Contributor Information

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

Risk Contributor Information

Note: If the Risk Contributor is not displayed for the particular Functioning, then update the Strengths and Needs Assessment.

- Child Functioning
- Adult Functioning**
- Historical Functioning
- Family Functioning

The drawer(s) will expand.

4. Place a checkmark(s) in the check box(es) of the applicable Risk Contributor.
5. Click, **Save**.

Case / Workload / Family Case Plan / Concerns / Risk Contributor Information

Risk Contributor Information

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

Risk Contributor Information

Note: If the Risk Contributor is not displayed for the particular Functioning, then update the Strengths and Needs Assessment.

[Child Functioning](#) ^

Self Protection

- [redacted]
- [redacted]

Physical/Cognitive/Social Development

- [redacted]

[Adult Functioning](#) v

[Historical Functioning](#) v

[Family Functioning](#) v

Save **Cancel**

6. The Selected Risk Contributors for this concern will display. Enter narrative in response to: **What is causing these Concerns/Needs for the Family?**
7. Click, **Associate Non-Risk Contributors**.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Concerns

Cause / Strengths

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

Concern Cause / Strengths Services Measures

Risk Contributors

Associate Risk Contributors

Selected Risk Contributors for this concern:

Child Functioning
Self Protection

[redacted]

What is causing these Concerns/Needs for the family? (expand full screen)
Describe the Risk Contributors identified above as they relate to this specific concern for the family:
[redacted]

✓ ABC 9998

Strengths

Associate Non-Risk Contributors

The **Non-Risk Contributor Information** screen appears.

8. Click each Non-Risk Contributor drawer.

Case / Workload / Family Case Plan / Concerns / Non-Risk Contributor Information

Non-Risk Contributor Information

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

PLAN NAME: Updated Aug 22, 2019 STATUS: In progress

Non-Risk Contributor information

⚠ Please select only Non-Risk Contributors that mitigate the Risk Contributors identified for this Concern record.

Note: If the Non-Risk Contributor is not displayed for the particular Functioning, then update the Strengths and Needs Assessment.

Child Functioning ▾
Adult Functioning ▾
Historical Functioning ▾
Family Functioning ▾

Each drawer will expand.

9. Select the Non-Risk Contributors associated to the Concern by placing a checkmark(s) in the check box(es).

10. Click, **Save**.

Completing a Family Case Plan

Non-Risk Contributor Information

⚠ Please select only Non-Risk Contributors that mitigate the Risk Contributors identified for this Strength and Concern record.

Note: If the Non-Risk Contributor is not displayed for the particular Functioning then update the Strengths and Needs Assessment.

Child Functioning ▼

Emotional Functioning

- Smith, Johnny - Age 10
- Smith, Johnny - Age 10

Physical/Cognitive/Social Development

- Smith, Johnny - Age 10
- Smith, Johnny - Age 10

Self Protection

- Smith, Johnny - Age 10
- Smith, Johnny - Age 10

Adult Functioning ▼

Parenting Practices

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

Domestic Relations

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

Substance Abuse

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

Historical Functioning ▼

Caretaker's Victimization of Other Children

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

Caretaker's Abuse / Neglect as a Child

- Smith, Jane - Age 30
- Smith, Jacob - Age 30

Family Functioning ▼

- Extended Family, Social and Community Connectedness

Save

Cancel

The Selected Non-Risk Contributors for this concern will display. Enter narrative in response to: **What strengths and family/community supports does the family have?**

Completing a Family Case Plan

Strengths

Associate Non-Risk Contributors

Non-Risk Contributors Selected as Strengths:

Child Functioning

Emotional Functioning

Smith, Jimmy - Age 10

Physical/Cognitive/Social Development

Smith, Johnny - Age 10

Adult Functioning

Domestic Relations

Smith, Jane - Age 30, Smith, Jacob - Age 30

Historical Functioning

Caretaker's Victimization of Other Children

Smith, Jane - Age 30

Caretaker's Abuse / Neglect as a Child

Smith, Jacob - Age 30

Family Functioning

Family Roles, Interactions and Relationships

Resource Management and Household Maintenance

Extended Family, Social, and Community Supports

What strengths and family/community supports does the family have?

Describe the Non-Risk Contributors identified above and how they mitigate the Risk Contributors for this concern.

[Expand Full Screen](#)

✓ ABC

4000

11. Click, **Next or Services tab**.

The **Services** tab page appears.

Completing a Family Case Plan

Completing the Services Tab Page

1. Enter narrative in response to the following question: **What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs).**
2. Click, **Link Service.**

Concern Cause / Strengths **Services** Measures

Services Details

What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs)

Describe the services and actions steps to the family in order to clearly identify how the service will help the family while clearly identifying what the family is expected to complete. This should explain how the service will assist with reducing the risk contributors identified for this concern/need.

[Expand Full Screen](#)

▼ ABC

10000

Linked Services

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates
edit Smith, John	Case Management/Case Management Services	Case Member	01/01/2000 - unlink

Case Member / Caregiver History

Link Service

[Successfully Completed Services](#) ▼

[End-Dated Services](#) ▼

The **Case Services** screen appears.

3. Select the **Service** you wish to add by placing a checkmark in the check box beside the **Case Member's** name.
4. Click, **OK.**

Completing a Family Case Plan

Case Services Filter Criteria

From Effective Date: To Effective Date:

Case Member: Status:

Service Category: Service Type:

Service Goal: Service:

End-dated services: Exclude Include Linked Status:

Sort Results By: Current Case Episode View Historical

[Filter](#) [Clear Form](#)

Case Services

Service: [Add Case Services](#)

Result(s) 1 to 15 of 23 / Page 1 of 2

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates			
		Case Member	04/06/2018 -	Linked		
Case Member / Caregiver / Caretaker History						
Case Member	Caregiver/Caretaker	Status	Provider	Service Description	Status Begin Date/End Date	
		NEEDED			04/06/2018 -	
				Case Member	03/01/2019 -	Not Linked

[OK](#) [Cancel](#)

The **Services** tab page appears, listing the linked service in the **Linked Services** grid.

- Click the **Successfully Completed Services** drawer to view details of services provided.

Case / Workload / Family Case Plan / Concerns

CASE NAME / ID: **Smith, Person P / 0000000 [R]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

Concern Cause / Strengths **Services** Measures

Services Details

What steps will the family take to achieve what the family and caseworker want to see happen? Identify the individuals who will complete these action steps. (Services to address the concerns/needs)

Describe the services and actions steps to the family in order to clearly identify how the service will help the family while clearly identifying what the family is expected to complete. This should explain how the service will assist with reducing the risk contributors identified for this concern/need.

[Expand Full Screen](#)

ABC

10000

Linked Services

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
edit Smith, John	Case Management/Case Management Services	Case Member	01/01/2000 -	unlink
+ Case Member / Caregiver History				

[Link Service](#)

Successfully Completed Services

End-Dated Services

[Previous](#) [Next](#) [Apply](#) [Save](#) [Save and Add Concern](#) [Cancel](#)

Completing a Family Case Plan

The drawer will expand to display the **Case Member Name(s)**, **Service Category/Type**, **Service Classification**, and **Effective Dates**

6. Click the **End-Dated Services** drawer.

Successfully Completed Services ^			
Case Member Name(s)	Service Description	Status	Status Begin Date/ End Date
Smith, John	Individual Counseling	Provided	01/01/2000 - 01/01/2000

End-Dated Services v

The drawer expands to list the **Case Member Name(s)**, **Service Description**, **Status**, **End Reason**, and **Status Begin Date/End Date**.

7. Click, **Next** or **Measures** tab.

Successfully Completed Services ^				
Case Member Name(s)	Service Description	Status	Status Begin Date/ End Date	
Smith, John	Individual Counseling	Provided	01/01/2000 - 01/01/2000	

End-Dated Services ^				
Case Member Name(s)	Service Description	Status	End Reason	Status Begin Date/ End Date
Smith, John	Individual Counseling	Provided	End reason text	01/01/2000 - 01/01/2000

Previous **Next** Apply Save Save and Add Concern Cancel

The **Measures** tab page appears.

Completing the Measures Tab Page

1. Enter narrative in response to, **How will the family's progress be measured?**
2. Enter narrative in response to, **When will the family's progress be reviewed?**
3. Click, **Save**.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Concerns

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Concern Cause / Strengths Services **Measures**

Measures Details

How will the family's progress be measured?
Provide a detailed description of how the family's progress in achieving the action steps will be measured
[Expand Full Screen](#)

When will the family's progress be reviewed?
Identify the activity or time period in which the worker will assess the family's progress in achieving the action steps.
[Expand Full Screen](#)

Previous Apply **Save** Save and Add Concern Cancel

The **Concerns** screen appears, displaying, **Completed**, under the **Concerns** link.

4. Click, **Next Topic**.

Case / Workload / Family Case Plan **Concerns**

CASE NAME / ID: Ongoing / Open (03/13/2018)

PLAN NAME: Initial Feb 26, 2019 STATUS: In progress

Your data has been saved

Family Case Plan Topics < Active Concerns

Parties to the Plan **Completed** Add Concern

Concerns **Completed** edit What is the Concerns: Test Narrative
Risk Contributors
Strengths

Placement Information **Not Completed**

Previous Topic **Next Topic** Apply Save Cancel

The **Placement Information** topic screen appears, defaulted to the **Placement Selection Justification** tab page.

Completing a Family Case Plan

Completing the Placement Information Topic

Completing the Placement Selection Justification Tab Page

Note: The Placement Information topic displays when at least one child case plan participant is in a non-end-dated completed placement setting.

1. In the **Placement Selection Justification** grid, click the **Placement Information** drawer.

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with 'Placement Information' selected. The main content area displays the 'Placement Selection Justification' tab. Under the heading 'Smith, Jimmy - Male Age 1' (marked as 'Not Completed'), there is a 'Placement Information' dropdown menu highlighted with a red box. Below it, 'Smith, Timmy - Male Age 14' is listed as 'Completed' with its own 'Placement Information' dropdown.

The drawer will expand to display three additional grids:

- **Placement Settings/Justification**
- **Best Interest/Special Needs Considerations for Placement**
- **Educational Stability Assurances**

In the **Placement Settings/Justification** grid:

2. Click, **edit**, for each of the following less restrictive Placement Types listed for the child case plan participant:

This screenshot shows the 'Placement Settings / Justification' section expanded. It lists 'Certified/Approved Relative -CAR' and 'Certified Approved Non Relative'. For each, there is an 'edit' button (highlighted with a red box) and a text area for justification. Below this is the 'Best Interest / Special Needs Considerations for Placement' section, which includes the question 'How was it determined this was a safe and appropriate environment for the child?' and another 'edit' button.

Completing a Family Case Plan

The **Setting Narrative Details** screen appears.

Note: This screen will appear for the placement setting option you select.

3. Enter narrative in the text box.

Note: You can **Apply this Justification to this child's other Placement Settings**.

If you select a child(ren) in the **Apply to Other Children** grid, the Justification will be applied to the same **Placement Setting for the selected Child(ren)**.

4. Click, **Save**.

Case / Workload / Family Case Plan / Placement Information / Setting Narrative Details

Setting Narrative Details

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Setting Narrative Details

Child Name: Smith, Jimmy - Male Age 10
Certified/Approved Relative - CAR
If the child is not placed in an relative home please explain why the less restrictive option was not selected.
Expand Full Screen

Relatives are being reviewed and processed

✓ ABC
2000

⚠ Selecting an option below will override any existing responses.

Apply this Justification to this child's other Placement Settings

Apply to Other Children

Note: Selecting options below will apply this Justification to the same Placement Setting for the selected Child(ren)

<input type="checkbox"/>	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10
<input type="checkbox"/>	Smith, Joseph - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Jacob - Male Age 10
<input type="checkbox"/>	Smith, Jason - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Johnny - Male Age 10

Previous Next Apply **Save** Cancel

The **Placement Selection Justification** tab page appears.

1. Click the **Placement Information** drawer.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Placement Information

CASE NAME / ID: **Smith, Person P / 0000000 [R]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

Family Case Plan Topics < **Placement Selection Justification** [Substitute Caregiver Services](#)

[Update Information](#) **UI**
✔ *Completed*

[Parties to the Plan](#) **PP**

Placement Selection Justification

Smith, Jimmy - Male Age 1 **!** *Not Completed*

Placement Information ▾

The drawer expands to display the Placement Settings/Justification grid, the **Best Interest/Special Needs Considerations for Placement** grid, and the **Educational Stability Assurances** grid.

2. In the **Best Interest/Special Needs Consideration for Placement** grid, click **edit** beside each question. The **Placement Narrative Details** screen will appear to each corresponding question. Enter the narrative for each question.
 - **How was it determined this was a safe and appropriate environment for the child?**
 - **How was it determined this was a safe and appropriate environment for the child?**
 - **How will the placement meet the special needs for the child?**
 - **How will the placement meet the Family Case Plan goals of the child?**
 - **What is the proximity of the placement to the parent, guardian, custodian? What transportation problems might create obstacles to visitation? How will the agency resolve these obstacles?**

Important: You can click **Next**, through each Placement Narrative Details screen, in the **Best Interest/Special Needs Consideration for Placement** grid, until all screens within the Placement Information topic are complete. Ohio SACWIS will save your work as you navigate among the screens. It is not necessary to complete the screens in a specific order.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Placement Information

CASE NAME / ID: **Smith, Person P / 0000000 [R]** **Ongoing / Open (01/01/2014)**

PLAN NAME: *Updated Sept 8th, 2016* STATUS: *In Progress*

Family Case Plan Topics

- [Update Information](#) **UI**
✓ Completed
- [Parties to the Plan](#) **PP**
✓ Completed
- [Strengths and Needs](#) **SN**
❌ Not Completed
- [Concerns](#) **SC**
❌ Not Completed
- [Placement Information](#) **PI**
❌ Not Completed
- [Visitation](#) **V**
✓ Optional
- [Foster Youth Rights Handbook](#) **FH**
✓ Completed
- [Independent Living Information](#) **IL**
❌ Not Completed
- [Exceptions to Permanent Custody](#) **EPC**
✓ Completed

Placement Selection Justification

Placement Selection Justification

Smith, Jimmy - Male Age 1 ❌ *Not Completed*

[Placement Information](#) ^

Type of Placement: Foster Home
JFS 1443 MedEd Last Generated: i 01/01/2016

Placement Settings / Justification

Certified/Approved Relative -CAR

sdlit Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer...

Certified Approved Non Relative

sdlit Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer...

Best Interest / Special Needs Considerations for Placement

How was it determined this was a safe and appropriate environment for the child?

sdlit Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer here Answer...

Next
Previous
Apply
Save
Cancel

- When you have completed each of the Placement Narrative Details screen, click, **Save**.

Completing a Family Case Plan

Placement Narrative Details

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Placement Narrative Details

Child Name: Smith, Jimmy - Male Age 10
 How was it determined this was a safe and appropriate environment for the child?
[Expand Full Screen](#)

✓ ABC
2000

Apply to Other Children

⚠ Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, James - Male Age 10
<input type="checkbox"/>	Smith, Jason - Male Age 10
<input type="checkbox"/>	Smith, Jacob - Male Age 10

Previous
Next
Apply
Save
Cancel

The **Placement Selection Justification** tab page appears.

1. In the **Educational Stability Assurances** grid, click, **edit** beside: **Did the child remain in the school in which the child was enrolled at the time of placement.**

Placement Selection Justification Substitute Caregiver Services

Family Case Plan Topics

- P Parties to the Plan Not Completed
- SN Strengths And Needs Not Completed
- C Concerns Not Completed
- PI Placement Information Not Completed
- V Visitation Not Completed
- R1 Foster Youth Rights Handbook Completed
- CS Court and Signatures
- A Approval

Placement Selection Justification Not Completed

Placement Information ^

Type of Placement: Certified Foster Home
 JFS 6143 Report Last Generated: No Report Generated

Placement Settings / Justification

Certified/Approved Relative Home

Certified/Approved Non-Relative Home

Best Interest / Special Needs Consideration for Placement

How was it determined this was a safe and appropriate environment for the child?

How will the placement meet the best interest of the child?

How will the placement meet the special needs of the child?

How will the placement meet the Family Case Plan Goals of the Child?


What is the proximity of the placement to the parent, guardian, custodian? What transportation problems might create obstacles to visitation? How will the agency resolve these obstacles?

If the child did not remain in the school he/she was attending at the time of placement, describe all efforts made to maintain child in the same school or document why remaining in the same school was not in the child's best interest.

Educational Stability Assurances

edit Did the child remain in the school in which the child was enrolled at the time of placement.
NA Child not school age

Page 27 of 72



Last Revised: 09/17/2024

Completing a Family Case Plan

The **Placement Narrative Details** screen appears.

1. Make a selection from the drop-box in response to: **Did the child remain in the school in which the child was enrolled at the time of placement?**

Note: Your selection from the drop-down menu will determine whether additional information is required. If further information is required, the screen will expand when you make your selection in response to the school question.

Case / Workload / Family Case Plan / Placement Information / Placement Narrative Details

Placement Narrative Details

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Placement Narrative Details

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

2. If your response to the school question is **N/A Child not school age**, click, **Save**.

Case / Workload / Family Case Plan / Placement Information / Placement Narrative Details

Placement Narrative Details

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)


PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Placement Narrative Details

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

Apply to Other Children

 Selecting an option below will override any existing responses.

<input type="checkbox"/>	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, James - Male Age 10
<input type="checkbox"/>	Smith, Jason - Male Age 10
<input type="checkbox"/>	Smith, Jacob - Male Age 10

Previous **Next** **Apply** **Save** **Cancel**

3. If your response to the education question is, **Yes**, the screen will expand, and you will need to enter narrative in response to: **Describe how the agency considered**

Completing a Family Case Plan

the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement.

4. Click, **Save**.

Placement Narrative Details

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

Yes

Describe how the agency considered the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement

[Expand Full Screen](#)

✓ ABC
4000

Apply to Other Children

⚠ Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10

Previous Topic Next Topic Apply **Save** Cancel

If your response to the school question is, **No**, the screen will expand, and you will need to add narrative in response to the following:

5. Describe how the agency considered the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement.
6. Since the child did not remain in the same school, Describe how the agency coordinated with the appropriate local educational agencies to determine this was in the best interest of the child.
7. Describe how the agency and the local educational agencies ensured the immediate and appropriate enrollment in the new school with all of the educational records of the child provided to the new school.
8. Click, **Save**.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Placement Information / Placement Narrative Details

Placement Narrative Details

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Placement Narrative Details

Child Name: Smith, Jimmy - Male Age 10

Did the child remain in the school in which the child was enrolled at the time of placement?

No

Describe how the agency considered the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of the placement

[Expand Full Screen](#)

✓ ABC

4000

Since the child did not remain in the same school, describe how the agency coordinated with the appropriate local educational agencies to determine this was in the best interest of the child.

[Expand Full Screen](#)

✓ ABC

4000

Describe how the agency and the local educational agencies ensured the immediate and appropriate enrollment in the new school with all of the educational records of the child provided to the new school.

[Expand Full Screen](#)

✓ ABC

4000

Apply to Other Children

⚠ Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 <i>Completed</i>
<input type="checkbox"/>	Smith, James - Male Age 10

Previous Topic Next Topic Apply **Save** Cancel

The **Placement Selection Justification** tab page appears.

1. Click the **Substitute Caregiver Services** tab.

Completing a Family Case Plan



The **Substitute Caregiver Services** tab page appears.

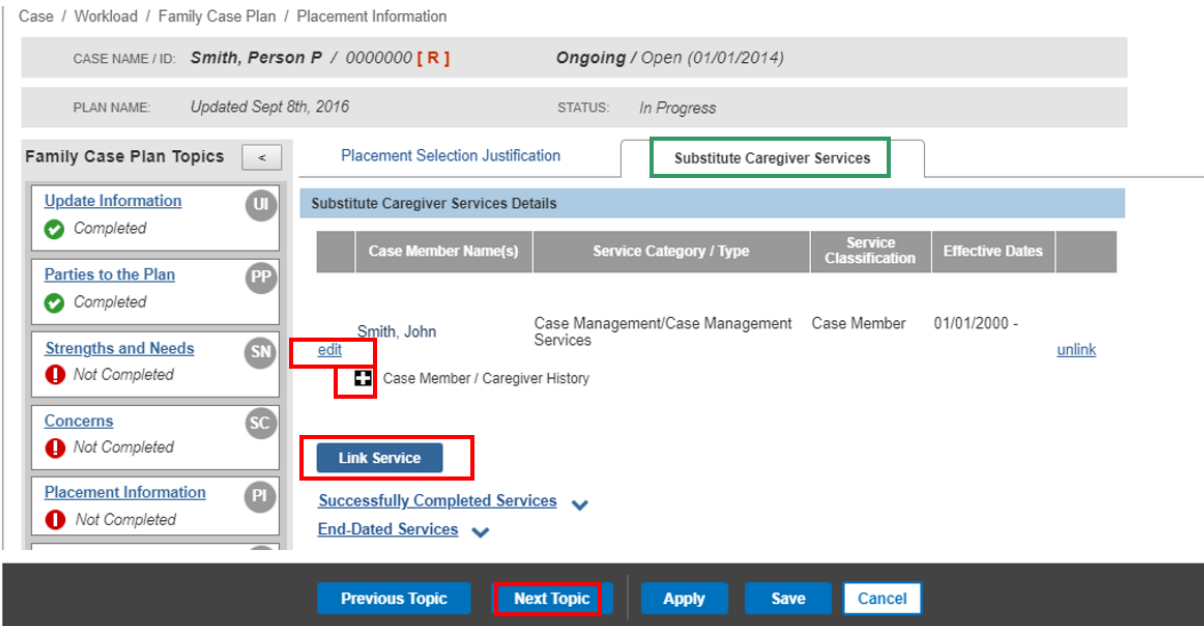
Completing the Substitute Caregiver Services Tab Page

Any linked service(s) will appear in the **Substitute Caregiver Services Details** grid.

Note: You have the option to click, **edit**, beside the name of a case member if you need to edit information on the **Case Services** page (including entering an **End Date** for the service).

1. If necessary, click, **Link Service**, and follow previously discussed instruction for linking a service.
2. You can click the **Case Member/Caregiver History** drawer to review available information.
3. Click OK.

The **Substitute Caregiver Services** tab page appears.



Completing the KGAP Information Tab

Completing a Family Case Plan

Note: The KGAP Information tab will display based on information recorded on the Parties to the Plan Topic. Refer to the [Completing Parties to the Plan](#) section.

1. Click the **KGAP Information** Tab, if applicable.

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with 'KGAP Information' selected. The main content area displays the 'KGAP Information' tab for 'Disney, Donald - Male Age 3'. It includes a 'KGAP Narratives' dropdown menu and a list of eight questions, each with an 'edit' link. The questions are: 1. Describe the steps the PCSA has taken to determine it is not appropriate for the child to be returned home. 2. Describe the efforts the PCSA has made to discuss adoption with the child's fit and willing kinship caregiver(s) as a more permanent alternative to legal guardianship and document the reasons why adoption is not the preferred option of the kinship caregiver(s). 3. Explain why a permanent placement with a fit and willing kinship caregiver(s) through a kinship guardianship assistance arrangement is in the child's best interests. 4. Describe the efforts the PCSA has made to discuss kinship guardianship assistance arrangement with the child's parent(s). 5. Does the child demonstrate a strong attachment to the kin caregiver? Does the kin caregiver have a strong commitment to caring permanently for the child? 6. Explain the reasons why efforts were not made by the PCSA to discuss with the child's parent(s) the kinship guardianship assistance arrangement.

The **KGAP Information** Tab page appears.

2. In the KGAP Information grid, click the KGAP Narratives drawer.

This screenshot shows the 'KGAP Information' tab with the 'KGAP Narratives' dropdown menu expanded, showing a list of eight questions. A green box highlights the 'KGAP Narratives' dropdown, and a red box highlights the expanded list of questions.

The drawer will expand to display eight questions.

3. Click, **edit**, for each of the following KGAP Information Narratives listed for the child case plan participant.

Completing a Family Case Plan

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with various sections like 'Update Information', 'Parties to the Plan', 'Strengths And Needs', 'Concerns', 'Placement Information', 'Visitation', 'Foster Youth Rights Handbook', and 'Court and Signatures'. The main content area is titled 'KGAP Information' and shows a child named 'Disney, Donald - Male Age 3' with a 'Not Completed' status. A 'KGAP Narratives' link is highlighted. Below it, several questions are listed with 'edit' buttons, such as 'Describe the steps the PCSA has taken to determine it is not appropriate for the child to be returned home.' and 'Describe the efforts the PCSA has made to discuss adoption with the child's fit and willing kinship caregiver(s) as a more permanent alternative to legal guardianship...'.

The **KGAP Narrative Details** screen appears.

4. Enter narrative in the text box.

For Questions six (6) through eight (8), the option to mark the question as **Not Applicable** is available.

Note: You can **Apply to Other Children**.

If you select a child(ren) in the **Apply to Other Children** grid, the KGAP Narrative will be applied **to the same KGAP Question for the selected Child(ren)**.

5. Click, **Save**.

The screenshot shows the 'KGAP Narrative Details' screen. It includes a 'Child Name' field with 'Disney, Donald - Male Age 3'. Below is a text area for the narrative with a placeholder 'Record narrative here' and a character count of '3979'. A red box highlights the text area and the character count. Below the text area is an 'Apply to Other Children' button. A warning message states: 'Selecting an option below will override any existing responses.' Below this is a grid with a 'Child Name' header and one row for 'Disney, Daisy - Female Age 7'. At the bottom, there are navigation buttons: 'Previous', 'Next', 'Apply', 'Save', and 'Cancel'. The 'Save' button is highlighted with a red box.

Completing a Family Case Plan

Important: The narratives in these KGAP Question Narrative are automatically pulled into the child's KGAP Eligibility record to determine the child's KGAP Eligibility. These narratives will be reviewed by the KGAP Eligibility specialist at the State Level to ensure the child meets the KGAP Eligibility requirements. (Family Case Plan updates for KGAP are not included in Eligibility when the KGAP Application is for the sibling of a child already in receipt of KGAP).

For additional information refer the [Policy and Practice Guidance Document \(PPGD\) #038](#).

The **KGAP Information** Tab screen appears, displaying, **Completed**.

6. Click, **Next Topic**

Your data has been saved.

Family Case Plan Topics <

- Update Information (UI) Completed
- Parties to the Plan (PP) Completed
- Strengths And Needs (SN) Not Completed
- Concerns (C) Completed
- Placement Information (PI) Not Completed
- Visitation (V) Not Completed

Placement Selection Justification Substitute Caregiver Services **KGAP Information**

KGAP Information

Disney, Donald - Male Age 3 Completed

KGAP Narratives ^

Type of Placement: Certified Foster Home

KGAP Information

[edit](#) Describe the steps the PCSA has taken to determine it is not appropriate for the child to be returned home.
narrative

[edit](#) Describe the efforts the PCSA has made to discuss adoption with the child's fit and willing kinship caregiver(s) as a more permanent alternative to legal guardianship and document the reasons why adoption is not the preferred option of the kinship caregiver(s).
narrative

[edit](#) Explain why a permanent placement with a fit and willing kinship caregiver(s) through a kinship guardianship assistance arrangement is in the child's best interests.
narrative

Previous Topic **Next Topic** Apply Save Cancel

The **Visitation** screen appears, defaulted to the **Visitation Status** tab.

Completing a Family Case Plan

Completing the Visitation Topic

Completing the Visitation Status Tab Page

Note: The Visitation topic displays when at least one child case plan participant is in a non-end-dated completed placement setting or a non-end-dated Living Arrangement. The Visitation Topic is an optional topic to complete for an Adoption Family Case Plan.

1. If relevant, place a checkmark in the check box next to: **Child has no adult visitors.**

The screenshot shows the 'Family Case Plan Topics' interface. The 'Visitation' topic is highlighted in blue and marked as 'Not Completed'. The 'Adult Visitation' sub-tab is selected, showing a red box around the 'Child has no adult visitors' checkbox, which is currently unchecked. Other tabs like 'Parties to the Plan', 'Concerns', and 'Placement Information' are marked as 'Completed'.

The screen will expand, requesting further information

2. Enter narrative in response to: **Justification for not having adult visitors.**
3. Click the **Adult Visitation** tab.

The screenshot shows the 'Adult Visitation' sub-tab selected. A large red-bordered text area is provided for entering the justification for not having adult visitors. The text 'Child has no adult visitors' is checked. There are also buttons for 'ABC' and '4000'.

The **Adult Visitation** tab page appears.

1. Make a selection from the **Available Adult(s)** drop-down menu.
2. Click, **Add New Visitation.**

The screenshot shows the 'Adult Visitation Summary' page. The 'Available Adult(s)' drop-down menu is highlighted with a red box, and the 'Add New Visitation' button is also highlighted with a red box. The 'Adult Visitation' sub-tab is selected.

Completing a Family Case Plan

The **Add Adult Visitation** screen appears.

1. Place a checkmark in the check box beside the name of the child(ren) you wish to have visitation.
2. Enter a number in the **How Often (Frequency)** box.
3. Make a selection from the **times** drop-down menu.
4. Make a selection from the **How Long (Duration)** drop-down window.
5. Make a selection from the **Where (Location)** drop-down menu.
6. Using the radio buttons, select an option under: **Will the visit be supervised and/or restricted?**

Note: If the selection of **Supervised Only**, **Restricted Only** or **Both Supervised and Restricted** are made, a narrative box displays to explain the reasons.

Will the visit be supervised and/or restricted? *

Not Answered

Neither

Supervised Only

Restricted Only

Both Supervised and Restricted

Explain the restrictions on the location, frequency, duration of visitation and the reason: [\(expand full screen\)](#)

7. Enter narrative in the **Other approved communication** text box.
8. Click, **Save**.

Case / Workload / Family Case Plan / Visitation **Add Adult Visitation**

CASE NAME / ID: Ongoing / Open (05/02/2018)

PLAN NAME: *Initial* Mar 7, 2019 STATUS: *In progress*

Add Visitation Details

Child(ren) to add: *

	Children
<input checked="" type="checkbox"/>	

How Often (Frequency): * times

How Long (Duration): *

Where (Location): *

Will the visit be supervised and/or restricted? *

Not Answered

Neither

Supervised Only

Restricted Only

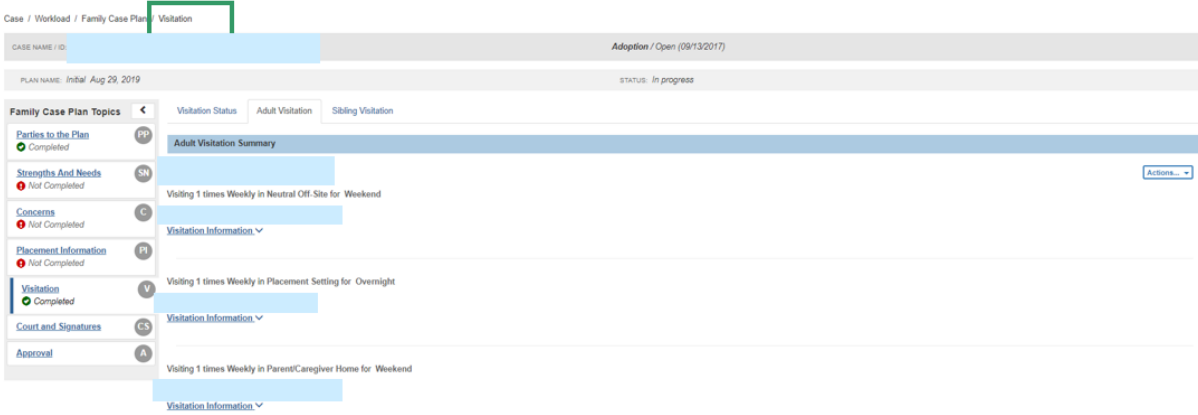
Both Supervised and Restricted

Other approved communication: [\(expand full screen\)](#)

Completing a Family Case Plan

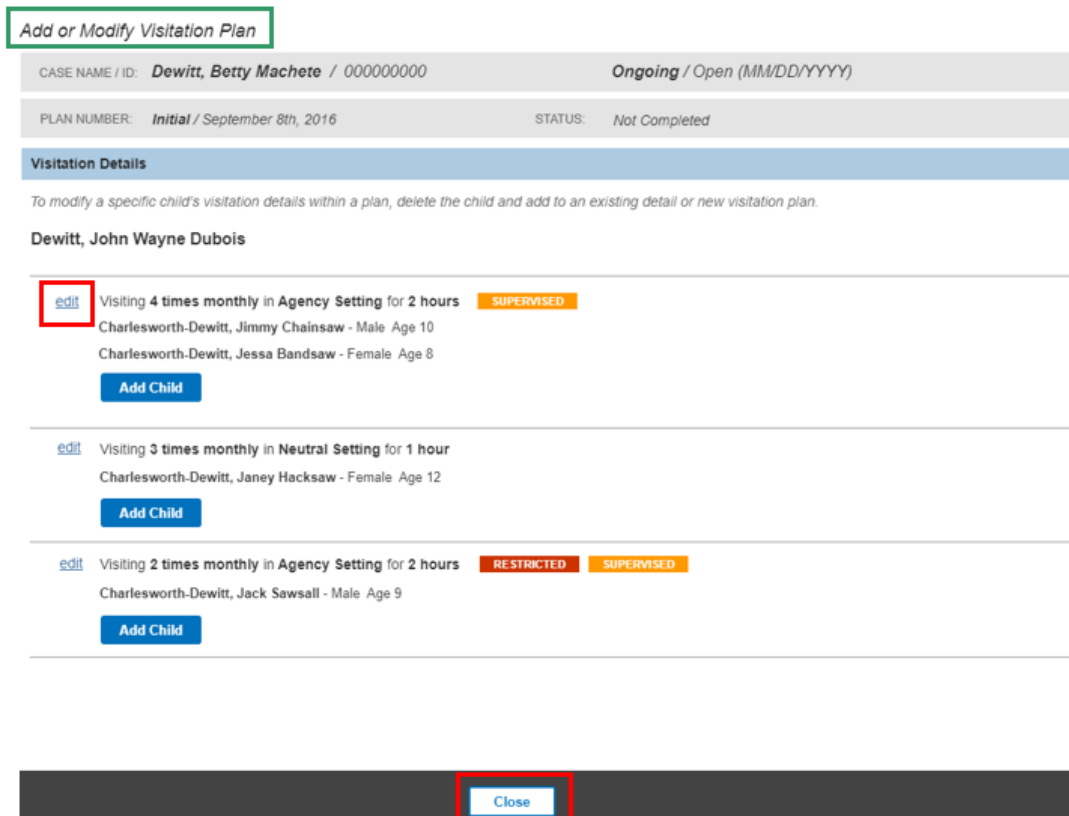
The **Visitation** screen appears; the **Adult Visitation Summary** grid displays the information you added.

Note: Repeat the instructions above for each Adult you wish to add for visitation.



The **Add or Modify Visitation Plan** screen appears.

1. Click, **edit** to modify the visitation details and/or click the **Add Child button** to select additional children to add to the Visitation Plan.
2. Click, **Close**.



Completing a Family Case Plan

From the **Actions** dropdown, you can click, **Apply Plan to Other Adults**.

Adult Visitation Summary

Dewitt, John Wayne Dubois

Visiting 2 times monthly in Agency Setting for 2 hours

RESTRICTED

Charlesworth-Dewitt, Jack Sawsall - Male Age 9

[Visitation Information](#) ▼

Actions ... ▼

Add/Modify Plan Details

Apply Plan to Other Adults

View Activity

Delete Plan Details

Visiting 3 times monthly in Neutral Setting for 1 hour

Charlesworth-Dewitt, Janey Hacksaw - Female Age 12

The **Apply Visitation to Other Adults** screen appears.

1. Make a selection from the **Available Adult(s)** drop-down menu of the Adult you want to apply available visitation plans.
2. **Select visitation details to be applied:**
3. Click, **Save**.

Apply Visitation to Other Adults

Dewitt, John Wayne Dubois

Available Adult(s): *

Dewitt, Betty Machete ▼

Select visitation details to be applied: *

Visitation details selected below will be copied and applied to selected adults.

<input type="checkbox"/>	Visitation Details	Child(ren)
<input type="checkbox"/>	Visiting 3 times monthly in Neutral Setting for 1 hour	Charlesworth-Dewitt, Janey Chainsaw - Female Age 12
<input type="checkbox"/>	Visiting 4 times monthly in Agency Setting for 2 hours SUPERVISED	Charlesworth-Dewitt, Jimmy Chainsaw - Male Age 10
<input type="checkbox"/>	Visiting 2 times monthly in Agency Setting for 2 hours RESTRICTED SUPERVISED	Charlesworth-Dewitt, Jack Sawsall - Male Age 9
<input type="checkbox"/>	Visiting 4 times monthly in Agency Setting for 2 hours SUPERVISED	Charlesworth-Dewitt, Jessa Bandsaw - Female Age 8

Save

Cancel

Completing a Family Case Plan

From the **Actions** dropdown, you can click, **View Activity**.

Adult Visitation Summary

Dewitt, John Wayne Dubois

Visiting **2 times monthly** in **Agency Setting** for **2 hours** **RESTRICTED**

Charlesworth-Dewitt, Jack Sawsall - Male Age 9

[Visitation Information](#) ▼

Visiting **3 times monthly** in **Neutral Setting** for **1 hour**

Charlesworth-Dewitt, Janay Hooker - Female Age 12

Actions ... ▼

- Add/Modify Plan Details
- Apply Plan to Other Adults
- View Activity**
- Delete Plan Details

The **Visitation Activity Filter** screen appears.

1. Click, **view** on the Activity Log you would like to view. You will be navigated to the specific Activity Log linked to the Visitation Plan.
2. When back on the **Visitation Activity Filter** screen, click, **Close**.

Visitation Activity Filter

Dewitt, John Wayne Dubois

Activity Start Date: -
From Date To Date

Associated Participants:

Filter **Clear**

Visitation Activities

Result(s) 1 to X of Y / Page 1 of Z

	Activity Start Date	Location	Associated Participants
view	<MM/DD/YYYY>	<Location>	<Names>

« 1 2 3 4 5 »

Close

From the **Actions** dropdown, you can click, **Delete Plan Details**.

Completing a Family Case Plan

Adult Visitation Summary

Dewitt, John Wayne Dubois

Actions ... ▾

Visiting 2 times monthly in Agency Setting for 2 hours

RESTRICTED

Add/Modify Plan Details

Charlesworth-Dewitt, Jack Sawsall - Male Age 9

Apply Plan to Other Adults

[Visitation Information](#) ▾

View Activity

Visiting 3 times monthly in Neutral Setting for 1 hour

Delete Plan Details

Charlesworth-Dewitt, Jessa Bandsaw - Female Age 12

The **Delete Visitation Plan Details** screen appears.

1. Make a selection from the grid **Select child(ren) and respective visitation details to be deleted:**
2. Click, **Delete Selected**.

Delete Visitation Plan Details

CASE NAME / ID: Dewitt, Betty Machete / 000000000

Ongoing / Open (MM/DD/YYYY)

PLAN NUMBER: Initial / September 8th, 2016

STATUS: Not Completed

Visitation Details

Dewitt, John Wayne Dubois

Select child(ren) and respective visitation details to be deleted: *

<input type="checkbox"/>	Children	Current Visitation Details
<input type="checkbox"/>	Charlesworth-Dewitt, Janey Chainsaw - Female Age 12	Visiting 3 times a month in Neutral Setting for 1 hour
<input type="checkbox"/>	Charlesworth-Dewitt, Jimmy Chainsaw - Male Age 10	Visiting 4 times a month in Agency Setting for 2 hours SUPERVISED
<input type="checkbox"/>	Charlesworth-Dewitt, Jack Sawsall - Male Age 9	Visiting 2 times a month in Agency Setting for 2 hours RESTRICTED SUPERVISED
<input type="checkbox"/>	Charlesworth-Dewitt, Jessa Bandsaw - Female Age 8	Visiting 4 times a month in Agency Setting for 2 hours SUPERVISED

Delete Selected

Cancel

3. Click, the **Sibling Visitation** tab.

Completing a Family Case Plan

The **Sibling Visitation** tab page appears.

Adding Sibling Visitation

1. If applicable, enter narrative in response to: **Describe efforts to place the children together, and why those efforts were not successful.**
2. Click, **Add Visiting Sibling Detail.**

Visitation Status Adult Visitation **Sibling Visitation**

Sibling Visitation Summary

Charlesworth-Dewitt, Janey Hacksaw - Age 12	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>
Charlesworth-Dewitt, Jimmy Chainsaw - Age 10	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>
Charlesworth-Dewitt, Jack Sawsall - Age 9	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>
Charlesworth-Dewitt, Jessa Bandsaw - Age 8	<Placement Type> - <Provider Name which could be a super long name and wrap for everrrrr>

Describe efforts to place the children together, and why those efforts were not successful:
[Expand Full Screen](#)

ABC
4000

Siblings Who May Visit Each Other

Details about siblings visiting each other has not yet been added.

Add Visiting Sibling Detail

Siblings Not Visiting Each Other

Details about siblings not visiting each other has not yet been added.

Child not visiting:

▼

Add Non-Visiting Sibling Detail

Completing a Family Case Plan

The **Sibling Visiting Each Other** screen appears.

1. Place a checkmark(s) in the check box(es) beside the relevant child(ren) in the **Siblings in agency custody who are visiting each other** grid.

Note: If applicable, select a child(ren) from those listed in the **Children** grid below **Other siblings or children who are visiting**.

2. Enter narrative in the text box below: **Description of visitation**.
3. Click, **Save**.

Case / Workload / Family Case Plan / Visitation **Add Adult Visitation**

CASE NAME / ID: Ongoing / Open (03/13/2018)

PLAN NAME: Initial Feb 26, 2019 STATUS: In progress

Siblings Visiting Each Other

Siblings in agency custody who are visiting each other: *

Children

Other siblings or children who are visiting: *

A sibling visitation for children identified as part of a sibling group should be considered.

Children

Description of visitation: * (expand full screen)

4000

Save Save & Add Another Cancel

The **Sibling Visitation** tab screen appears, displaying the children with visitation in the **Siblings Who May Visit Each Other** grid.

Note: The **Actions** dropdown includes **Add/Modify Details**, **View Activity** and **Delete Plan Details**. Please refer to the Adult Visitation Plan section of how to complete.

1. If applicable, make a selection from the **Child not visiting** drop-down menu and click, **Add Non-Visiting Sibling Detail**.

Completing a Family Case Plan

The screenshot shows two main sections. The first section, 'Siblings Who May Visit Each Other', contains two entries: 'Jimmy, Janey, Katlynn and Jack are visiting each other' and 'Jack and Jessa are visiting each other'. Each entry has a 'Details' link and a dropdown arrow. To the right of these entries is an 'Actions ...' dropdown menu with options: 'Add/Modify Details', 'View Activity', and 'Delete Plan Details'. Below this section is a blue button labeled 'Add Visiting Sibling Detail'. The second section, 'Siblings Not Visiting Each Other', contains one entry: 'Jimmy is not visiting Jessa or Jack'. It also has a 'Details' link and a dropdown arrow. Below this section is a 'Child not visiting:' label, a dropdown menu, and a blue button labeled 'Add Non-Visiting Sibling Detail'.

The **Siblings Who Are Not Visiting** grid appears.

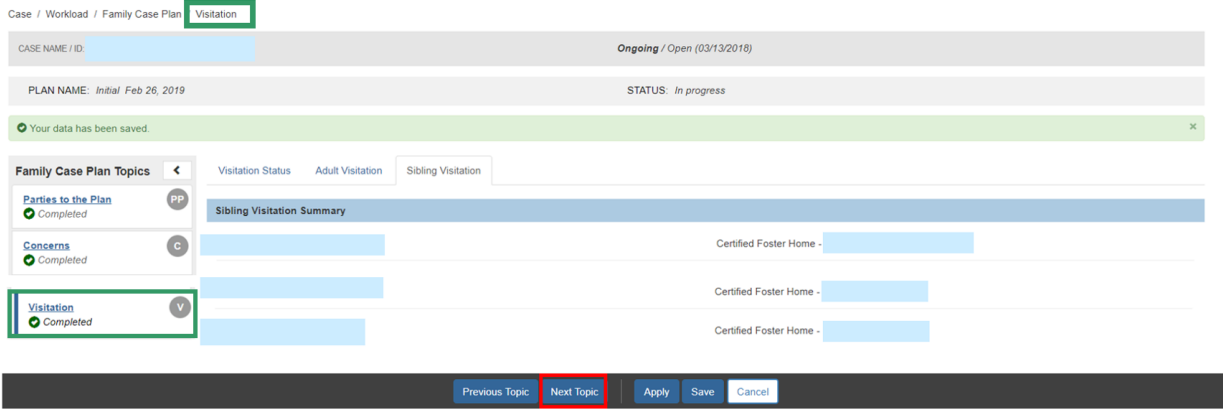
1. Make selection from **Siblings who are not visiting** child and enter narrative in the response to **Describe the reason the siblings are not visiting**.
2. Click, **Save**.

This screenshot shows the 'Siblings Who Are Not Visiting' section of the case plan. At the top, there is a breadcrumb trail: 'Case / Workload / Family Case Plan / Visitation / Add Adult Visitation'. Below this, there are fields for 'CASE NAME / ID' (with a dropdown arrow) and 'Ongoing / Open (03/13/2018)'. The 'PLAN NAME' is 'Initial Feb 26, 2019' and the 'STATUS' is 'In progress'. The 'Siblings Who Are Not Visiting' section is highlighted with a green box. Below it is a table with columns 'Siblings who are not visiting' and 'Children'. The table contains three rows of data, each with a blue selection box. Below the table is a text area labeled 'Describe the reason the siblings are not visiting * (expand full screen)'. This text area is highlighted with a red box. At the bottom of the page, there are 'Save' and 'Cancel' buttons.

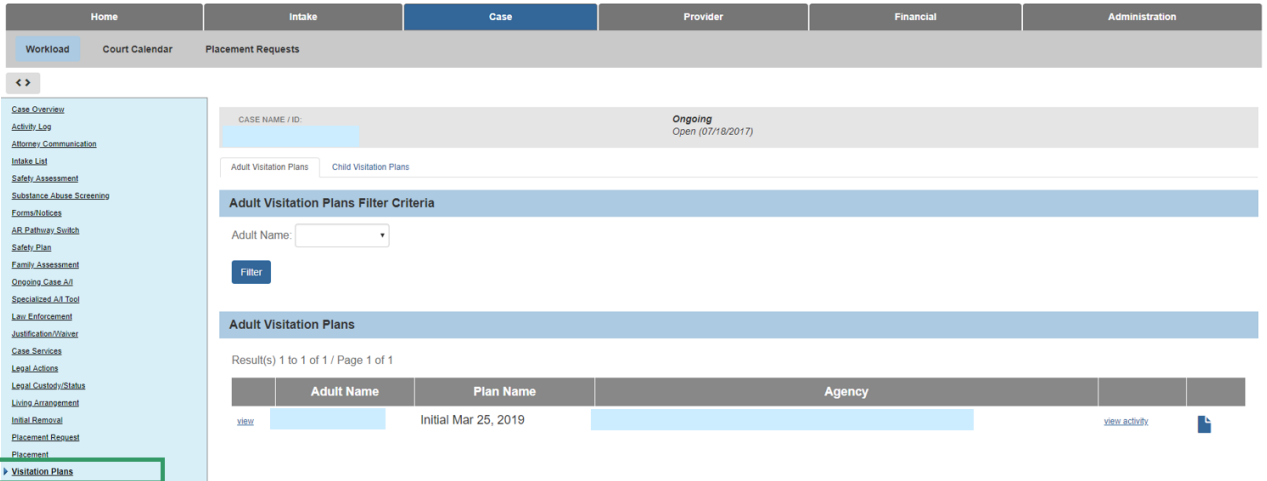
The **Visitation** screen appears, displaying a **Completed** status for the **Visitation** topic.

1. Click, **Next Topic**.

Completing a Family Case Plan



Important: When you click, **Visitation Plans** in the left navigation pane, the **Adult Visitation Plans** tab screen appears. The visitation plans listed on this page are view only and include the Adult Visitation Plans created within the Family Case Plan. The **Child Visitation Plans** tab includes a view only list of historical visitation plans.



Completing the Sibling Visitation

(this section is missing)

Completing the Foster Youth Rights Handbook Topic

Note: The Foster Youth Rights Handbook topic displays when at least one child case plan participant has a non-end-dated Legal Custody Episode. Children who are 14 years of age or older will display. To add children under the age of 14, the **Add Additional Youth** button is available.

The **Foster Youth Rights Handbook Information** screen appears.

Note: The PCSA holding custody shall provide the JFS 01677, Foster Youth Rights Handbook, to any youth being placed in substitute care who is fourteen years of age or older. You can access a copy of the handbook [here on the OFC Website](#).

Completing a Family Case Plan

1. Make a selection from the **Foster Youth Rights Handbook Provided** dropdown. If Yes is selected, enter **Date Provided**.
Note: If No-Youth incapacitated is selected from **Foster Youth Rights Handbook Provided**, no other questions will display.
2. Make a selection from **Signature Obtained** dropdown menu.
3. Make a selection from the **Foster Youth Rights Handbook Reviewed with Youth** dropdown. If Yes is selected, enter **Date Provided**.
4. Make a selection from **Signature Obtained** dropdown menu.
5. Make a selection from the **Signature Obtained** drop-down menu.
6. Make a selection from the **Foster Youth Rights Handbook Reviewed with Youth** drop-down menu.
7. If the Handbook was reviewed, enter the **Date Reviewed**.
8. Make a selection from the Signature Obtained drop-down menu.
9. Click, **Next Topic**.

The screenshot displays the 'Family Case Plan Topics' interface. On the left, a sidebar lists various topics with their completion status: 'Update Information' (Completed), 'Parties to the Plan' (Completed), 'Strengths and Needs' (Not Completed), 'Concerns' (Not Completed), 'Placement Information' (Not Completed), 'Visitation' (Optional), 'Foster Youth Rights Handbook' (Completed), 'Independent Living Information' (Not Completed), and 'Exceptions to Permanent'. The main content area is titled 'Foster Youth Rights Handbook Information' and contains two sections for different youth.

Youth 1: Smith, John / 000000 Male Age 17, DOB 01/01/1998 (Status: Not Completed)

Custody Episode: 01/01/2016 to Present

Foster Youth Rights Handbook Provided: Yes (dropdown menu)

Date Provided: [] (calendar icon)

Signature Obtained: Yes (dropdown menu)

Foster Youth Rights Handbook Reviewed with Youth: Yes (dropdown menu)

Date Reviewed: [] (calendar icon)

Signature Obtained: Yes (dropdown menu)

Youth 2: Smith, Jimmy / 000000 Male Age 14, DOB 01/01/2002 (Status: Not Completed)

Custody Episode: 01/01/2016 to Present

Foster Youth Rights Handbook Provided: [] (dropdown menu)

At the bottom of the screen, there is a navigation bar with buttons for 'Previous Topic', 'Next Topic' (highlighted with a red box), 'Apply', 'Save', and 'Cancel'. An 'Add Additional Youth' button is also visible above the navigation bar.

The **Independent Living Information** screen appears.

Completing a Family Case Plan

Completing the Independent Living Family Topic

Note: The Independent Living Information topic displays when:

- At least one child case plan participant is 14 years of age or older and has a non-end-dated Legal Custody Episode
 - At least one child case plan participant younger than 14 years of age has an Active Independent Living Plan.
 - At least one child case plan participant has a case plan goal or concurrent plan objective of Independent Living / Emancipation.
1. When a child has an Active Independent Living Plan, click **view**; to be navigated to the child's Independent Living Plan.
 2. Click the **Youth Contacts** drawer to expand its contents. All persons identified in Youth Contacts within their Active Independent Living Plan will display.


The screenshot shows the 'Family Case Plan Topics' sidebar on the left and the 'Independent Living Details' main content area on the right. The sidebar includes topics like 'Update Information', 'Parties to the Plan', 'Strengths and Needs', 'Concerns', 'Placement Information', 'Visitation', 'Foster Youth Rights Handbook', 'Independent Living Information', and 'Exceptions to Permanent Custody'. The 'Independent Living Information' topic is highlighted with a green border and a red 'Not Completed' status. The main content area shows 'Independent Living Details' for 'Smith, Jimmy - Male Age 16'. It includes a 'view' button (highlighted with a red box), a table of goals, and a 'Youth Contacts' dropdown menu (also highlighted with a red box). The table lists a goal for 'Academic Support' with an effective date of '08/22/2016'. The 'Youth Contacts' section lists 'Smith, Jane' as a 'PERMANENT ADULT CONNECTION' and 'YOUTH SUPPORT PERSON'.

Note: If the youth does not have anyone identified as either a Permanent Adult Connection or Youth Support Person, a warning message will display. The Permanent Adult Connections and Youth Support Persons are recorded in the Contact Directory within the Independent Living Plan.

Completing a Family Case Plan

Smith, Rodger - Male Age 14 Completed

[Independent Living Information](#) ▾

 This Youth has no Permanent Adult Connection or Youth Support Person.

When a youth does not have an Active Independent Living Plan, enter narrative in response to: **If an Independent Living Plan has not been developed or is in pending status, identify programs and life skill services which will assist the youth for independent living. Describe the progress towards the development and completion of the Independent Living Assessment/Plan.**

3. Click, **Next Topic**.

Smith, Tommy - Male Age 14  Not Completed

[Independent Living Information](#) ▲

If an Independent Living Plan has not been developed or is in pending status, identify programs and life skill services which will assist the youth for independent living. Describe the progress towards the development and completion of the Independent Living Assessment/Plan.

[Expand Full Screen](#)

 ABC

4000

Previous TopicNext TopicApplySaveCancel


Note: If the child case plan participant has a Concurrent Plan Objective of Independent Living / Emancipation and does not have an Active Independent Living Plan, the system will display the Attention message.

Independent Living Details

For youth 14 years of age and older in custody, independent living service provisions are required to be part of the Family Case Plan. Identify programs and life skills which will assist the youth to prepare for transitions from substitute care to independent living.


Note: This section displays Active Independent Living plan(s)

Disney, Donald - Male Age 3  Not Completed

 This youth's Concurrent Plan Objective is Independent Living / Emancipation w/ family and kinship connections, therefore, this youth is required to have an Active Independent Living Plan.

[Independent Living Information](#) ▲

If an Independent Living Plan has not been developed or is in pending status, identify programs and life skill services which will assist the youth for independent living. Describe the progress towards the development and completion of the Independent Living Assessment/Plan. [\(expand full screen\)](#)

 ABC

4000

Completing a Family Case Plan

The **Exceptions to Permanent Custody** screen appears.

Completing the Exceptions to Permanent Custody Topic

Note: The Exceptions to Permanent Custody topic displays when at least one child case plan participant has been in custody for 12 or more of the last 22 months. For unapproved Family Case Plans, the 22-month time frame will be based on system date. For approved Family Case Plans, the system will display this topic if any Exceptions Information has been recorded. The 12-month custody period does not have to be consecutive and can be across multiple legal custody episodes.

1. Click the **Exception Information** drawer to expand its contents.
2. Select the relevant response to the question, **Has the agency filed a motion for permanent custody?**

Note: If a Motion for Permanent Custody is recorded in Ohio SACWIS, the system will default the answer to **Yes, the agency has filed a motion for permanent custody** with the **Date Submitted** displayed on the screen. Sheri – add the additional radio...add missing text

When the response is, **Yes, Motion filed; Not recorded in Ohio SACWIS**, you will need to add narrative in response to, **Document the compelling reasons for determining the Termination of Parental Rights would not be in the interest of the child.**

3. When **No, the agency has compelling reasons for not recommending Termination of Parental Rights (the compelling reasons and the permanency plan are explained below)** is selected, a narrative in response to **Document the compelling reasons for determining the Termination of Parental Rights would not be in the interest of the child** is required.
4. When **No, the agency has not provided the child's parents, guardian or custodian or the child with services outlined in the case plan (the services needed as well as the plan to address them is outlined below)** is selected, a narrative response to **Document the reason for determining that the Termination of Parental Rights shall not be pursued because the agency has not provided the child's parent, guardian, or custodian or the child with services outlined in the family case plan which were deemed necessary for the safe return of the child to the child's home** is required.
5. If applicable, enter narrative in the **Comments** text box.
6. Click, **Next Topic**.

Completing a Family Case Plan

The screenshot shows a software interface for completing a Family Case Plan. On the left is a sidebar titled "Family Case Plan Topics" with a back arrow. It lists ten topics with their completion status: Update Information (Completed, UI), Parties to the Plan (Completed, PP), Strengths and Needs (Not Completed, SN), Concerns (Not Completed, SC), Placement Information (Not Completed, PI), Visitation (Optional, V), Foster Youth Rights Handbook (Completed, FH), Independent Living Information (Not Completed, IL), Exceptions to Permanent Custody (Completed, EPC), and Exceptions to Permanent Custody (Completed, EPC). The "Exceptions to Permanent Custody" topic is highlighted with a green border. The main content area is titled "Exceptions Details" and contains a note about parental rights termination. Below the note, there are two child profiles: "Smith, Jimmy - Male Age 6" (Not Completed) and "Smith, Tommy - Male Age 6" (Completed). The Jimmy profile has a section titled "Has the agency filed a motion for permanent custody?" with radio button options: "Yes, the agency has filed a motion for permanent custody" (selected), "Yes, Motion filed; Not recorded in SACWIS", "No, the agency has compelling reasons for not recommending Termination of Parental Rights", "No, the agency has not provided the child's parents, guardian or custodian or the child with services outlines in the case plan.", and "Not Answered". The Tommy profile has a "Comments:" section with a text area and a "4000" character count. At the bottom of the interface are buttons for "Previous Topic", "Next Topic" (highlighted with a red box), "Apply", "Save", and "Cancel".

Completing the Permanency Information - PC Topic

Note: The **Permanency Information – PC** topic displays when at least one child case plan participant has a non-end-dated Permanent Custody or Permanent Surrender Legal Status.

1. If a child does not have a Recruitment Plan recorded in Ohio SACWIS, an **edit** link will display next to the child. Click, **edit**.

Completing a Family Case Plan

The screenshot shows the 'Family Case Plan Topics' sidebar on the left with the 'Permanency Information - PC' topic selected. The main content area displays the 'Permanency Information - PC' page for a child named Jimmy Smith, Male, Age 1, DOB 01/01/2016. The page is marked as 'Not Completed'. The 'edit' link is highlighted with a red box. Below the child's information, there are sections for 'Recruitment Activities' and 'Recruitment Activity Details'. A yellow warning box states: 'Child Recruitment Plan may have been updated since Family Case Plan approval.' Below this, there is a section for 'Recruitment Plan ID', 'Status: Active', 'Effective Date: XX/XX/XXXX', and 'End Date: XX/XX/XXXX'. The 'Activity' is listed as 'Review Case for Relative/Kin'. There are also sections for 'What is Planned' with placeholder text.

2. The **Permanency Details – PC** page appears.

Completing the Permanency Details - PC Page

1. In the **Recruitment Activities to be Completed by the Agency** grid, make a selection(s) by placing a checkmark(s) in the check box(es) beside each of the recruitment activities you wish to add.
2. Enter narrative in the text box **Describe the above Selected Recruitment Activities that will be taken by the agency.**

Note: You can **Apply to Other Children**. If there is a recruitment plan linked, the Apply to Other Children is grayed out.

3. Click, **Save**.

Completing a Family Case Plan

Permanency Details - PC

Child Name: Smith, Tommy - Male Age 6

Recruitment Activities to be Completed by the Agency

⚠ An In Progress Child Recruitment Plan exists; if the recruitment plan is marked Active the information will display here.

For a child who is in Permanent Custody and whose goal is adoption, the agency must document the steps the agency will take to obtain a permanent home for the child.

- Review the case file for relatives/kin
- Register the child's profile on...
- Talk with current / previous caregiver about interest in adopting child
- Talk with the child about anyone who may be willing to provide a permanent home for the child
- Distribution of information about the child to other adoption agencies
- Internet/Social Media Searches
- Flyers/Brochures
- Adoption Fair/Mixer
- Radio/Television/Media
- Other

Describe the above Selected Recruitment Activities that will be taken by the agency.
[Expand Full Screen](#)

✓ ABC
4000

Apply to Other Children

⚠ Selecting an option below will override any existing responses.

■	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male Age 10 Completed
<input type="checkbox"/>	Smith, Joseph - Male Age 10
<input type="checkbox"/>	Smith, Jeremy - Male Age 10 Completed

Previous
Next
Apply
Save
Cancel

The **Permanency Information-PC** screen appears.

Note: The system will display/link the most recent Child Recruitment Plan (with a status of active, complete or closed only).

4. Click the **Permanency Details** drawer to expand its contents.
5. If you click, **Recruitment Plan ID** link, you will be navigated to that Child Recruitment Plan.
6. Click, **Next Topic**.

Completing a Family Case Plan

Family Case Plan Topics

- [Update Information](#) (UI) Completed
- [Parties to the Plan](#) (PP) Completed
- [Strengths and Needs](#) (SN) Not Completed
- [Concerns](#) (SC) Not Completed
- [Placement Information](#) (PI) Not Completed
- [Visitation](#) (V) Optional
- [Foster Youth Rights Handbook](#) (FH) Completed
- [Independent Living Information](#) (IL) Not Completed
- [Exceptions to Permanent Custody](#) (EPC) Completed
- [Permanency Information - PC](#) (PC) Completed
- [Permanency Information - PPLA](#) (PPLA) Completed
- [Candidate For Foster Care](#) (FC) Completed
- [Court and Signatures](#) (CS)
- [Approval](#) (A)

Permanency Information - PC

[edit](#) **Smith, Jimmy** Male Age 1, DOB 01/01/2016 Not Completed

[Permanency Details](#)

Recruitment Activities: Recruitment Activity Value
Recruitment Activity Value
Recruitment Activity Value.

Recruitment Activity Details: The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters...

Smith, Timmy Male Age 14, DOB 01/01/2002 Completed

[Permanency Details](#)

Child Recruitment Plan may have been updated since Family Case Plan approval.

Recruitment Plan ID: Status: Active

Effective Date: XX/XX/XXXX End Date: XX/XX/XXXX

Activity: Review Case for Relative/Kin

What is Planned:
The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters...

Activity: Review Case for Relative/Kin

What is Planned:
The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters...

[Previous Topic](#) [Next Topic](#) [Apply](#) [Save](#) [Cancel](#)

Completing a Family Case Plan

Completing the Permanency Information - PPLA Topic

Note: The **Permanency Information – PPLA** topic displays when at least one child case plan participant has a non-end-dated PPLA Legal Status.

1. Click, **edit** next to the child’s name.

Case / Workload / Family Case Plan / Placement Information / Permanency Information - PPLA

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Family Case Plan Topics < Permanency Information – PPLA

Topic	Status	Child Name	DOB	Age	Gender	Completion Status
Update Information	Completed	Smith, Jimmy	01/01/2016	1	Male	Not Completed
Parties to the Plan	Completed					
Strengths and Needs	Not Completed	Smith, Timmy	01/01/2016	1	Male	Completed
Concerns	Not Completed					
Placement Information	Not Completed					
Visitation	Optional					
Foster Youth Rights Handbook	Completed					
Independent Living Information	Not Completed					
Exceptions to Permanent Custody	Completed					

Previous Topic Next Topic Apply Save Cancel

The **Permanency Details – PPLA** grid appears.

Completing the Permanency Details - PPLA Page

1. Enter narrative in the text box **Documentation of intensive, ongoing, unsuccessful efforts for family placement including options of returning child home, placement with non-removal parent, placement with a fit and willing relative, a legal guardian or an adoptive parent. Include details on efforts that utilize search technology (including social media) to find biological family members for the child(ren).**
2. Enter narrative in the text box **Document the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities and**

Completing a Family Case Plan

that the child's placement provider is following the reasonable and prudent parent standard.

3. Click, **Save**.
4. The **Permanency Information – PPLA** page appears. Click, **Next Topic**.

Permanency Details - PPLA

Child Name: Smith, Tommy - Male Age 6

For a youth who is in the legal status of PPLA the agency must document the steps it has/will take to achieve permanency for the youth.

Documentation of intensive, ongoing, unsuccessful efforts for family placement including options of returning child home, placement with non-removal parent, placement with a fit and willing relative, a legal guardian or an adoptive parent. Include details on efforts that utilize search technology (including social media) to find biological family members for the child(ren).

[Expand Full Screen](#)

✓ ABC
2000

Document the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities and that the child's placement provider is following the reasonable and prudent parent standard.

[Expand Full Screen](#)

✓ ABC
2000

Previous Next Apply Save Cancel

Completing the Candidate For Foster Care Topic

Note: The Candidate for Foster Care topic displays when at least one child case plan participant is not in the custody of the agency

1. Click, **edit** next to the child's name.

Family Case Plan Topics <

[Update Information](#) UI
✓ Completed

[Parties to the Plan](#) PP
✓ Completed

[Strengths and Needs](#) SN
! Not Completed

Child(ren) that are Candidates For Foster Care				
edit	Smith, Jimmy	Male Age 1, DOB 01/01/2016	Completed	
	Reason:	Court Action		
edit	Smith, Jimmy	Male Age 1, DOB 01/01/2016	Completed	
	Reason:	Case Plan		
	Explanation:	The potentially 4000 character narrative would be displayed here. The potentially 4000 character narrative would be displayed here. This is about 200 characters... Show More		

The **Candidate Explanation** page appears.

2. Make a selection from the **Reason** dropdown.

Completing a Family Case Plan

3. Enter narrative in the text box **Explain why the child is at serious risk of removal and identify the services outlined in the Family Case Plan that are intended to mitigate the child's risk of removal.**

Note: You can **Apply to Other Children.**

5. Click, **Save.**
6. The **Candidate For Foster Care** page appears. Click, **Next Topic.**

Candidate Explanation

Child Candidate for Foster Care: Smith, Jimmy - Male Age 10

Reason:

Explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal:

[Expand Full Screen](#)

✓ ABC
4000

Apply to Other Children

Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jarob - Male Age 10
<input type="checkbox"/>	Smith, John - Male Age 10

Completing the Court and Signatures Topic

1. Make a selection from the **Court Name** drop-down menu.
2. Make a selection from the **Judge/Magistrate** drop-down menu.
3. In the **Plan Participant Signatures** grid, for every participant in the Family Case Plan, complete the following:
 - **Family Case Plan Role**
 - **Signature Captured** (If the answer is **No**, select, **Reason Not Captured** from the dropdown menu)
 - **Captured Date**
 - **Jointly Developed Plan** (If the answer is **No**, enter narrative in the **Explain** textbox)
 - **Agreed with Plan** (If the answer is **No**, enter narrative in the **Explain** textbox)

Completing a Family Case Plan

- **Date Copy of Plan Provided**
4. In the **Associated Plan Participants** grid, complete the following for each person:

- **Family Case Plan Role**
- **Signature Captured**
- **Captured Date**

Note: If necessary, click, **Add Additional Signature**. The **Additional Signatures** screen will appear; from there, make a selection from the **Available Persons** grid by placing a checkmark in the check box beside the relevant name. You have the option to search for a person if they do not appear in the Available Persons grid.

5. Click, **Next Topic**.

Court Information

Court File Date:  Court Status: ▼

Court Name: ▼

Judge / Magistrate: ▼

Plan Participant Signatures

Smith, Jimmy - Male Age 30

Family Case Plan Role: ▼

Signature Captured: ▼

Jointly Developed Plan: ▼

Agreed with Plan: ▼

Date Copy of Plan Provided: 


Smith, Timmy - Male Age 14

Family Case Plan Role: Child

Signature Captured: ▼

Jointly Developed Plan: ▼

Agreed with Plan: ▼

Date Copy of Plan Provided: 

Completing a Family Case Plan

Remaining Participants:

Associated Plan Participants

Smith, John	Family Case Plan Role:	Supervisor	
	Signature Captured:	<input type="text"/>	

Smith, Jane	Family Case Plan Role:	Kinship Caregiver	
	Signature Captured:	<input type="text"/>	
	Date Copy of Plan Provided:	<input type="text"/>	

Processing Approval

The **Approval** screen appears, displaying the **Approval Information** grid.

If everything has been correctly completed, the following message will display: ***This Family Case Plan is ready for Approval.***

Click, Submit for Approval.

Case / Workload / Family Case Plan

CASE NAME / ID: Ongoing / Open (07/19/2017)

PLAN NAME: Initial Mar 25, 2019 STATUS: In progress

Your data has been saved. x

Family Case Plan Topics

Parties to the Plan <input type="button" value="PP"/>	<input type="text" value="This Family Case Plan is ready for Approval"/>
<input checked="" type="checkbox"/> Completed	<input type="button" value="Submit for Approval"/>

Concerns <input type="button" value="C"/>	
<input checked="" type="checkbox"/> Completed	

Completing a Family Case Plan

The **Process Approval** screen appears.

Process Approval

Work Item

ID: 1234 Type: CASE Reference: Test, Worker
Task ID: 1111 Task Type: Case Plan Tool Task Reference:
Task Status:

Routing/Approval Action

Action: * Please Select An Action

Comments:

Spell Check Clear 2000

Agency: Test County Children Services Board

Reviewers/Approvers: Please Select A Reviewer/Approver

Save Cancel

If you have failed to complete any required information for the Family Case Plan, the **Approval** screen will appear with a list of the incomplete items; you will need to resolve the issues before you can submit the Plan for approval.

Case / Workload / Family Case Plan / **Approval**

CASE NAME / ID: Ongoing / Open (07/03/2017)

PLAN NAME: Initial Feb 6, 2019 STATUS: In progress

Your data has been saved.

Family Case Plan Topics

- Parties to the Plan (PIP) - Not Completed
- Concerns (C) - Not Completed
- Exceptions to Permanent Custody (EPC) - Not Completed
- Candidate For Foster Care (FC) - Not Completed
- Court and Signatures (CS)
- Approval (A)**

Approval Information

Parties to the Plan

- has an open Custody Episode with no current Legal Status.
- has no Placement recorded with an open Custody Episode.

0 Concerns

- At least one Concern record is required.

Exceptions to Permanent Custody

- Response needed for for question 'Has the agency filed a motion for Permanent Custody?'

Candidate For Foster Care

- A Child Candidate for Foster Care Reason must be selected for

If all requirements for the Family Case Plan have been completed, the **Process Approval** screen appears.

1. Make a selection from the **Action** drop-down menu.
2. If you do not have approval access rights, make a selection from the **Reviewers/Approvers** drop-down menu.
3. Click, **Save**.

Completing a Family Case Plan

Process Approval

Work Item

ID:	1234	Type:	CASE	Reference:	Test, Worker
Task ID:	1111	Task Type:	Case Plan Tool	Task Reference:	
				Task Status:	

Routing/Approval Action

Action: * Please Select An Action ▾

Comments:

Spell Check Clear 2000

Agency: Test County Children Services Board ▾

Reviewers/ Approvers: Please Select A Reviewer/Approver ▾

Save Cancel

The **Case Plan Tools** screen appears, displaying **Approved** under **Family Case Plan Status** in the **Plan Type** column.

Note: Adoption Family Case Plan(s) with the Plan Name / Approval Date prior to the Adoption Case creation date were copied from the Original Case.

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

	Plan Name	Plan Number	Plan Type	Effective Date	Agency	
view update History ▾	Updated	1.03	Adoption Family Case Plan Status: Approved	07/30/2024 - Supervisory Approval	Test County Children Services Board	

Add Family Case Plan

Completing an Update to the Family Case Plan

From the Ohio SACWIS home screen:

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

Completing a Family Case Plan

Case Overview

[Activity Log](#)

[Attorney Communication](#)

[Intake List](#)

[Forms/Notices](#)

[Substance Abuse Screening](#)

[Ongoing Case A/I](#)

[Specialized A/I Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

[Initial Removal](#)

[Potential Adoptive Families](#)

[Child Recruitment](#)

[Pre-Adoptive Staffing/Matching Conference](#)

[Child Location/ICCA](#)

[Residential Treatment Information](#)

[Independent Living](#)

Case Plan Tools

[Visitation Plans](#)

CASE NAME / ID: **Sacwis, Susie / 123456** **Adoption**
Open (04/03/2024)

ADDRESS: 123 Test Rd
Test, Oh 12345 CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: [Assign Primary Worker](#) SUPERVISOR(S):
Test, Supervisor

Case Actions

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

Action Items

Case Alerts

Dashboard

Assignments / Eligibility

The **Case Plan Tools** screen appears.

3. Click, **Update**.

Note: Adoption Family Case Plan(s) with the Plan Name / Approval Date prior to the Adoption Case creation date were copied from the Original Case.

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

	Plan Name	Plan Number	Plan Type	Effective Date	Agency	
view	Updated	1.03	Adoption Family Case Plan	07/30/2024 - Supervisory Approval	Test County Children Services Board	
update			Status: Approved			

[History](#) ▾

[Add Family Case Plan](#)

The **Update Information** grid appears.

1. Make a selection from **Will this be a Recommended Family Case Plan?** dropdown.

Completing a Family Case Plan

Note: If **No** is selected, the **Available Update Reasons** push box is displayed. Make a selection(s).

2. Enter narrative in the textbox **Reason for Change(s)**.
3. Click, **Save**.

The screenshot shows the 'Update Information' section of a form. At the top, there is a blue header bar with the text 'Update Information'. Below this, a question 'Will this be a Recommended Family Case Plan?' is followed by a dropdown menu with 'No' selected. To the right, there are two side-by-side lists: 'Available Update Reasons' and 'Selected Update Reasons'. The 'Available Update Reasons' list includes 'Addition of Case Plan Participant', 'Case Closure', 'Child Death', 'Compelling Reasons', 'Extension of Time Lines', 'Independent Living Services', and 'Legal Status Change'. The 'Selected Update Reasons' list is currently empty. Below these lists is a large text area labeled 'Reason for Change(s):' with a search icon and a '1000' character limit indicator. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

4. When the selection of **Removal of Case Plan Participant** from the **Available Update Reasons** push box is made, a list of case plan participants will display. Place a checkmark in the check box beside the name of the person you want to be removed.
5. If you select a child to be removed, the **Have the goal(s) on this Family Case Plan been achieved?** A drop-down menu will appear; Select **Yes/No**.
If **No** is selected, the **Why have the goal(s) on this Family Case Plan not been achieved?** drop-down menu will appear. Make a selection.
6. If you select an adult to be removed, enter narrative in the textbox **Reason for Removal**.
7. Click, **Save**.

This screenshot shows the 'Update Information' section of the form. The 'Will this be a Recommended Family Case Plan?' dropdown is set to 'No'. In the 'Available Update Reasons' list, 'Removal of Case Plan Participant' is now selected and has moved to the 'Selected Update Reasons' list. The 'Reason for Change(s)' text area is empty. The 'Save' and 'Cancel' buttons are visible at the bottom.

Completing a Family Case Plan

Select Case Plan participants to be removed:

- Jimmy Smith / 0000000 Male Age 1, DOB 01/01/2016
Have the goal(s) on this Family Case Plan been achieved?

No ▼

Why have the goal(s) on this Family Case Plan not been achieved?*

▼

- Janey Smith / 0000000 Female Age 12, DOB 01/01/2005

- Smith, John / 000000 Male Age 26, DOB 01/01/1990

- Smith, Jane / 000000 Female Age 26, DOB 01/01/1990

Reason for Removal: *

[Expand Full Screen](#)

Large empty text area for entering the reason for removal.



8. When the selection of **Case Closure** from the **Available Update Reasons** push box is made, a list of case plan participants will display.

Note: If Case Closure is selected as an Update Reason, no other Update Reason can be selected.

9. **Have the goal(s) on this Family Case Plan been achieved?** dropdown appears next to each child case plan participant. Make a selection of **Yes/No**.

- a. If **No** is selected, **Why have the goal(s) on this Family Case Plan not been achieved?** dropdown appears. Make a selection.

10. Enter narrative in the textbox **Reason for Case Closure**.

11. Click, **Save**.

Completing a Family Case Plan

Update Information

Will this be a Recommended Family Case Plan? *

No ▾

Available Update Reasons:

- Add
- Addition of Case Plan Participant
- Child Death
- Compelling Reasons
- Extension of Time Lines
- Independent Living Services
- Legal Status Change
- Modify Concerns

Selected Update Reasons:

- Remove
- Case Closure

Jimmy Smith / 0000000 Male Age 1, DOB 01/01/2016

Have the goal(s) on this Family Case Plan been achieved?

No ▾

Why have the goal(s) on this Family Case Plan not been achieved?*

▾

Janey Smith / 0000000 Female Age 12, DOB 01/01/2005

Have the goal(s) on this Family Case Plan been achieved?

▾

Smith, John / 0000000 Male Age 26, DOB 01/01/1990

Smith, Jane / 0000000 Female Age 26, DOB 01/01/1990

Reason for Case Closure: *

Expand Full Screen

1000

Save Cancel

Completing a Recommended for PC Family Case Plan

From the Ohio SACWIS home screen:

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

Completing a Family Case Plan

Case Overview

[Activity Log](#)

[Attorney Communication](#)

[Intake List](#)

[Forms/Notices](#)

[Substance Abuse Screening](#)

[Ongoing Case A/I](#)

[Specialized A/I Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

[Initial Removal](#)

[Potential Adoptive Families](#)

[Child Recruitment](#)

[Pre-Adoptive Staffing/Matching Conference](#)

[Child Location/ICCA](#)

[Residential Treatment Information](#)

[Independent Living](#)

Case Plan Tools

[Visitation Plans](#)

CASE NAME / ID: **Sacwis, Susie / 123456** **Adoption**
Open (04/03/2024)

ADDRESS: 123 Test Rd
Test, Oh 12345 CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: [Assign Primary Worker](#) SUPERVISOR(S):
Test, Supervisor

Case Actions

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

Action Items

Case Alerts

Dashboard

Assignments / Eligibility

The **Case Plan Tools** screen appears.

3. Click, **Update**.

Note: Adoption Family Case Plan(s) with the Plan Name / Approval Date prior to the Adoption Case creation date were copied from the Original Case.

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

	Plan Name	Plan Number	Plan Type	Effective Date	Agency	
view	Updated	1.03	Adoption Family Case Plan	07/30/2024 - Supervisory Approval	Test County Children Services Board	
update			Status: Approved			

[History](#)

[Add Family Case Plan](#)

The **Update Information** grid appears.

4. Select **Yes** from **Will this be a Recommended Family Case Plan?** dropdown.
5. Select **Yes** from **Are you recommending Permanent Custody?** dropdown.
6. **Select child(ren) for whom you are recommending Permanent Custody** from the **Children for this Adoption Family Case Plan** grid.

Completing a Family Case Plan

7. Click, **Save**.

The **Parties to the Plan** screen appears.

1. **Complete the FCP using steps previously discussed.**

The screenshot shows a web form titled "Update Information" with a blue header bar. Below the header, there are two dropdown menus, each with "Yes" selected and highlighted by a red box. The first dropdown is labeled "Will this be a Recommended Family Case Plan? *". The second dropdown is labeled "Are you recommending Permanent Custody?". Below these is a section titled "Select child(ren) for whom you are recommending Permanent Custody:". This section contains a table with a header "Child(ren) for this Adoption Family Case Plan" and four rows of child information, each with a checkbox and highlighted by a red box. At the bottom of the form is a dark grey bar with two buttons: "Save" (highlighted with a red box) and "Cancel".

Child(ren) for this Adoption Family Case Plan	
<input checked="" type="checkbox"/>	Smith, Jimmy - Male, Age 10
<input checked="" type="checkbox"/>	Smith, Jason - Male, Age 10
<input checked="" type="checkbox"/>	Smith, John - Male, Age 10
<input checked="" type="checkbox"/>	Smith, Jacob - Male, Age 10

Completing a Recommended Family Case Plan

From the Ohio SACWIS home screen

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

Completing a Family Case Plan

- [▶ Case Overview](#)
- [Activity Log](#)
- [Attorney Communication](#)
- [Intake List](#)
- [Forms/Notices](#)
- [Substance Abuse Screening](#)
- [Ongoing Case A/I](#)
- [Specialized A/I Tool](#)
- [Law Enforcement](#)
- [Justification/Waiver](#)
- [Case Services](#)
- [Legal Actions](#)
- [Legal Custody/Status](#)
- [Living Arrangement / Guardianship](#)
- [Initial Removal](#)
- [Potential Adoptive Families](#)
- [Child Recruitment](#)
- [Pre-Adoptive Staffing/Matching Conference](#)
- [Child Location/ICCA](#)
- [Residential Treatment Information](#)
- [Independent Living](#)
- [Case Plan Tools](#)
- [Visitation Plans](#)

CASE NAME / ID: **Adoption**
Sacwis, Susie / 123456 *Open (04/03/2024)*

ADDRESS: 123 Test Rd
 Test, Oh 12345

CONTACT:

AGENCY: *Test County Children Services Board*

PRIMARY WORKER: [Assign Primary Worker](#)

SUPERVISOR(S): Test, Supervisor

Case Actions

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

- Action Items
- Case Alerts
- Dashboard
- Assignments / Eligibility

The **Case Plan Tools** screen appears.

3. Click, **Update**.

Note: Adoption Family Case Plan(s) with the Plan Name / Approval Date prior to the Adoption Case creation date were copied from the Original Case.

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

	Plan Name	Plan Number	Plan Type	Effective Date	Agency	
view	Updated	1.03	Adoption Family Case Plan	07/30/2024 - Supervisory Approval	Test County Children Services Board	
update			Status: Approved			

[History](#) ▾

[Add Family Case Plan](#)

The **Update Information** grid appears.

4. Select **Yes** from **Will this be a Recommended Family Case Plan?** dropdown.
5. Select **No** from **Are you recommending Permanent Custody?** dropdown.
6. **Select child(ren) for whom you are making a recommendation:** from the **Available Child(ren)** grid.

Completing a Family Case Plan

7. Click, **Save**.

Update Information

Will this be a Recommended Family Case Plan? *

Yes ▾

Are you recommending Permanent Custody?

No ▾

Select child(ren) for whom you are making a recommendation:

Available Child(ren)

Available Update Reasons:

Save Cancel

The **Parties to the Plan** screen appears with the Recommended green badge displaying under the child for whom you are making a recommendation.

8. Make a selection from the **Recommended Agency Legal Status** drop-down menu.
9. Make a selection from the **Recommended Permanency Goal** drop-down menu.
10. Complete the remainder of the Recommended Family Case Plan with the same instructions listed above.

Family Case Plan Topics

Update Information UI Completed

Parties to the Plan PP Not Completed

Strengths And Needs SN Not Completed

Concerns C Not Completed

Candidate For Foster Care FC Completed

Court and Signatures CS

Approval A

Child(ren) Participating in the Family Case Plan

Does this child have a recommendation?

Yes

Protected under ICWA: ⓘ

No

Child Location:

Own Home

Agency Legal Status:

No Legal Status

Court Case Number:

Court ID Number:

Recommended Agency Legal Status:

Recommended Permanency Goal: ⓘ

Revising a Recommended Family Case Plan

From the Ohio SACWIS home screen

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

Completing a Family Case Plan

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Forms/Notices
- Substance Abuse Screening
- Ongoing Case A/I
- Specialized A/I Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement / Guardianship
- Initial Removal
- Potential Adoptive Families
- Child Recruitment
- Pre-Adoptive Staffing/Matching Conference
- Child Location/ICCA
- Residential Treatment Information
- Independent Living
- Case Plan Tools**
- Visitation Plans

CASE NAME / ID: **Sacwis, Susie / 123456** *Adoption*
Open (04/03/2024)

ADDRESS: 123 Test Rd
Test, Oh 12345

CONTACT:

AGENCY: *Test County Children Services Board*

PRIMARY WORKER: [Assign Primary Worker](#)

SUPERVISOR(S): Test, Supervisor

Case Actions

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

Action Items | Case Alerts | Dashboard | Assignments / Eligibility

The **Case Plan Tools** screen appears.

3. Click, **Revise** next to the Recommended Plan.

Completing a Family Case Plan

- [Case Overview](#)
- [Activity Log](#)
- [Attorney Communication](#)
- [Intake List](#)
- [Safety Assessment](#)
- [Substance Abuse Screening](#)
- [Forms/Notices](#)
- [AR Pathway Switch](#)
- [Safety Plan](#)
- [Family Assessment](#)
- [Ongoing Case A/I](#)
- [Specialized A/I Tool](#)
- [Law Enforcement Justification/Waiver](#)
- [Case Services](#)
- [Legal Actions](#)
- [Legal Custody/Status](#)
- [Living Arrangement](#)
- [Initial Removal](#)
- [Placement Request](#)
- [Placement](#)
- [Visitation Plans](#)
- [Independent Living](#)
- [Case Plan Tools](#)
- [Review Tools](#)
- [Family Team Meeting](#)
- [Safety Reassessment](#)
- [Reunification Assessment](#)
- [Case Conference Note](#)
- [ICPC/ICAMA](#)
- [Adoption](#)
- [Case Closure](#)
- [Agency Case Transfer](#)

CASE NAME / ID: **Alternative Response Assessment** PSA HAZARD

Smith, Person P / 0000000 [R] Open (01/19/2016)

SPECIALIZED

Plan Filter Criteria

Agency:

Filter

Plans

Add Family Case Plan

	Plan Name	Plan Number	Event Date ⓘ	Plan Type	Effective Date	Agency	
view edit	Updated Oct 8, 2016	3.01	01/01/2016 - Approved FA	Family Case Plan Status: In Progress			📄 🗑️
	RECOMMENDED						
	Create Alt Recommendation						
view update	Updated Sept 9, 2016	5	01/01/2016 - Approved FA	Family Case Plan Status: Approved	09/18/2016 - Supervisory Approval		📄 🔗
	History ▾ Plan Participant Signature Details Must be Recorded						
view revise	Revised Jan 5, 2016	4.01		Family Case Plan Status: Approved	01/11/2016 - Supervisory Approval		📄
	RECOMMENDED - PC						
	History ▾						

The **Update Information** grid appears.

Note: The Revise link will create an In Progress copy of the selected Approved Recommended Family Case Plan. The plan number will be the next sequential number in the minor series from the selected Approved Recommended Family Case Plan.

- On the Update Information screen, the Recommended and Recommended PC questions will not display on a revised plan.
- The system will copy the Update Information screen into the In Progress Revision.
- The Court and Signature information does not copy into a revised plan.
- The system will not display the Update Information screen on a Recommended PC Family Case Plan.

When a Recommended Family Case Plan is revised, the system will set the Court Status to Not Applicable on the plan that is being revised.

If the Revised Recommended Family Case Plan is deleted, the system will reopen the prior Recommended Family Case Plan, thereby clearing out the Court Status and Court Status Date.

Completing a Family Case Plan

Finalizing a Recommended Family Case Plan

From the Ohio SACWIS home screen

1. Navigate to the **Case Overview** screen.
2. Click, **Case Plan Tools** in the navigation pane.

The screenshot shows the Ohio SACWIS Case Overview screen. On the left is a navigation pane with the following items: Case Overview (selected), Activity Log, Attorney Communication, Intake List, Forms/Notices, Substance Abuse Screening, Ongoing Case A/I, Specialized A/I Tool, Law Enforcement, Justification/Waiver, Case Services, Legal Actions, Legal Custody/Status, Living Arrangement / Guardianship, Initial Removal, Potential Adoptive Families, Child Recruitment, Pre-Adoptive Staffing/Matching Conference, Child Location/ICCA, Residential Treatment Information, Independent Living, Case Plan Tools (highlighted), and Visitation Plans. The main content area displays case information for 'Sacwis, Susie / 123456'. The case is an 'Adoption' that is 'Open (04/03/2024)'. The address is '123 Test Rd, Test, Oh 12345'. The agency is 'Test County Children Services Board'. The primary worker is 'Assign Primary Worker' and the supervisor is 'Test, Supervisor'. Below the case details is a 'Case Actions' section with links: View Member Details, Access Original Case, Program Categories, Case Status History, and View Adoption Subsidies. At the bottom are four buttons: Action Items, Case Alerts, Dashboard, and Assignments / Eligibility.

The **Case Plan Tools** screen appears.

3. Click, **view** next to the Approved Recommended Plan.

The **Child(ren) Participating in the Case Plan** screen appears.

4. Click the **Finalize** Topic.

Completing a Family Case Plan

Family Case Plan Topics < Child(ren) Participating in the Family Case Plan

- Update Information (UI) Completed
- Parties to the Plan (PP) Completed
- Strengths And Needs (SN) Completed
- Concerns (C) Completed
- Placement Information (PI) Completed
- Visitation (V) Completed
- Court and Signatures (CS)
- Finalize (F)**

Does this child have a recommendation?
RECOMMENDED

Protected under ICWA: No
Child Location: Kinship Care/Relative

Agency Legal Status: No Legal Status
Court Case Number: [Dropdown] Court ID Number: [Dropdown]

Recommended Agency Legal Status: Temporary Court Order [Dropdown]

Recommended Placement Type: No Placement Change [Dropdown]

Recommended Permanency Goal: Return the child(ren) to parent/guardian/or custodian (Reunification) [Dropdown]

The **Finalize Information** screen appears.

5. Click, **Finalize Family Case Plan**.

Case / Workload / Family Case Plan / Approval

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Family Case Plan Topics < Finalize Information

This Family Case Plan is ready to be finalized.

Finalize Family Case Plan

- Update Information (UI) Completed
- Parties to the Plan (PP) Completed

The **Finalization Details** screen appears.

1. Make a selection from the **Court Status** drop-down menu.
2. Click, **Save**.

Completing a Family Case Plan

Case / Workload / Family Case Plan / Approval / Finalization Details

Finalization Details

CASE NAME / ID: **Smith, Person P / 0000000 [R]** Ongoing / Open (01/01/2014)

PLAN NAME: Updated Sept 8th, 2016 STATUS: In Progress

Finalize Details

Plan Name	Effective Date	Court Status
Updated Oct 8, 2016 RECOMMENDED	09/18/2016 - <i>Approved</i>	<input type="text"/>
Updated Sept 9, 2016 RECOMMENDED	09/18/2016 - <i>In Progress</i>	<i>This unapproved plan will be deleted.</i>

For additional information about the SAR, please refer to the Knowledge Base Article **Recording a Semi-Annual Administrative Review**.

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