

# **Creating an Individual Child Care Agreement**



**Knowledge Base Article**

# Creating an Individual Child Care Agreement

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# Creating an Individual Child Care Agreement

## Overview

An Individual Child Care Agreement (ICCA) must be completed by the case worker any time a child enters a new substitute care setting in order to communicate the child's needs to the new caregiver, or an existing ICCA must be updated when any information involving the child changes. Automating this form within Ohio's child welfare information system has improved efficiency for the worker by completing the form with information already recorded in the application, such as medical, education, behavioral, legal as well as additional critical information. Automation of the ICCA has been accomplished by combining it with the Placement left navigation link to create the Placement / ICCA link that allows the caseworker to complete and review information according to guidelines and timeframes defined by policy. A view of the ICCA is also available in Provider.

Each ICCA is signed by all parties and a copy is provided to all parties:

- Prior to a child's placement in a substitute care setting (initial or subsequent)
- Within 7 days of emergency placement
- Within 7 days of any change in the child's information.

Additional notices, as applicable, are provided at the time an ICCA is completed to provide additional information to the substitute caregiver, Medicaid, the school, or the court:

- JFS 1443 Child's Education Information
- JFS 1443 Child's Medical Information
- Healthchek and Pregnancy Related Services Info Sheet
- Notification of Student Out of Home Placement
- School District Notice Report
- Court Notice of Child Placement
- Notice to Court of Delinquent / Unruly Out of County Placement of Child
- 

Once an ICCA Record has been created in Ohio SACWIS, a user will be able to generate the ICCA and the additional notices from the available ICCA Records.

# Creating an Individual Child Care Agreement

## Adding an ICCA Record

From the Ohio SACWIS Home Page:

1. Navigate to **Case Overview** screen.
2. Click the **Child Location/ICCA** link in the navigation pane.

The screenshot displays the Ohio SACWIS Case Overview interface. The top navigation bar includes Home, Intake, Case, Provider, Financial, and Administration. Below this, a secondary bar shows Workload, Court Calendar, and Placement Requests. The left sidebar contains a navigation menu with 'Case Overview' highlighted. The main content area shows case details for 'Adoption' (CASE NAME / ID: Sacwis, Susie / 123456) with a 'SPECIALIZED' status. It includes fields for ADDRESS (123 Test Rd, Test, Oh 12345), CONTACT, AGENCY (Test County Children Services Board), PRIMARY WORKER (Assign Primary Worker), and SUPERVISOR(S) (Test Supervisor). Below the details is a 'Case Actions' section with links like 'View Member Details' and 'Access Original Case'. At the bottom, there is an 'Action Items' tab showing a notification for 'Child Recruitment Plan is required' dated 04/01/2023.

The **Child Location/ICCA** screen appears, defaulted to the **Child Location** tab.

3. Click the **ICCA** tab.

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The screenshot displays the 'Child Location/ICCA' screen. On the left is a sidebar with a list of navigation links: 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, and Child Location/ICCA (highlighted with a green box). The main content area has a header bar with 'CASE NAME / ID: Sacwis, Susie / 123456', 'Adoption Open (04/03/2024)', and a 'SPECIALIZED' button. Below the header are tabs for 'Child Location' (highlighted with a green box) and 'ICCA' (highlighted with a red box). The 'ICCA' tab is active, showing 'Family & Permanency Team' and 'Q RTP / CANS Requirements'. The main section is titled 'Child Location Records Filter Criteria' and contains several filter options: 'Child Name:' with a dropdown menu; 'Date Range:' with two date pickers labeled 'From Begin Date' and 'To Begin Date'; 'Status:' with a dropdown menu; and four checkboxes: 'Include Created in Error', 'Include Historical', 'Include Non-Custodial Parent' (checked), and 'Include Child Location Records for Inactive Members'.

The **Child Location/ICCA** screen appears, displaying the **ICCA** tab page.

1. Make a selection from the **Child Name** drop-down menu (this will activate the Add ICCA button).
2. Click, **Add ICCA**.

# Creating an Individual Child Care Agreement

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

Child Location **ICCA** Family & Permanency Team Q RTP / CANS Requirements

## ICCA Filter Criteria

Child Name:

Include Created in Error Child Locations

Include Historical

Include ICCA Records for Inactive Members

Filter

## ICCA Records

No ICCA Records have been recorded.

Child Name:

Add ICCA

The **Individual Child Care Agreement** screen appears, displaying the **ICCA Topics** pane.

**Note:** When there is an In Progress ICCA record, the child's name will not display in the Child Name dropdown menu. An ICCA will be editable only by the agency that created the ICCA record.

## Creating an Individual Child Care Agreement

### Completing the Placement Topic

The first topic, **Child Location** is highlighted, and defaulted to the **Need for Child Location** tab page.

**Note:** The information from the circumstances, the reason for removal and what lead to the removal, will display from the non-end-dated Initial Removal record.

1. Select **Yes** or **No** for: **Do you Currently have provider identified for this child?**

**Note:** If you selected **Yes**, continue with the next steps in this Knowledge Based Article. If you selected **No**, follow the link below to the Knowledge Based Article for **Creating a Child Match Placement Need**. (insert link once published to the KB).

2. Enter narrative in response to: **What are the circumstances leading to the current Child Location need?**
3. Enter narrative in response to: **Describe the status of the child's Lifebook (created, reviewed, provided to the child, etc.)**
4. Enter narrative in response to: **Indicate any placement restrictions (i.e. boys or girls only, no other children, location, etc.)**
5. Enter narrative in response to: **Describe safety and well-being concerns regarding the child.**
6. Enter narrative in response to: **Describe safety and well-being concerns regarding the students and school personnel.**
7. Enter narrative in response to: **Describe safety and well-being concerns regarding the community.**
8. Click the **Substitute Care Info** tab.

#### Important:

- As you navigate among Topics (or between tabs within a specific Topic), Ohio SACWIS will automatically save your changes; you do not need to click Apply or Save.
- It is not necessary to complete the Topics in any particular order.

# Creating an Individual Child Care Agreement

## Individual Child Care Agreement

CASE NAME / ID: **Sacwis, Susie / 123456** Adoption / Open (11/21/2022)

CHILD NAME / ID: **Sacwis, Susie / 123456** AGE, DOB: **15, 07/03/2009** ICCA STATUS: **In Progress**

- ICCA Topics <
- Child Location** C   
 Not Completed
- Basic / Background B   
 Some fields empty
- Medical / Characteristics M   
 Some fields empty
- Education / Supervision E   
 Some fields empty
- Legal History L   
 Some fields empty
- Visitation V   
 Some fields empty
- Services S   
 Some fields empty
- Documentation D

- Need for Child Location
- Substitute Care Info

### Information Regarding the Need for a Child Location Setting

Initial Removal Circumstances: PCSA received custody Initial Removal Reasons: Relinquishment, Sexual Abuse

Do you Currently have provider identified for this child? \*  
 Yes  No

What are the circumstances leading to the Initial Removal?  
It is in the best interest of to be in the custody of County Children Services due to the agency receiving allegations of sexual abuse. The report indicated that the perpetrator had access to and that her parents refused for her to be interviewed or allow a home visit with the agency. The parents do not wish for to be returned to their home.

What are the circumstances leading to the current Child Location need ?

Describe the status of the child's Lifebook (created, reviewed, provided to the child, etc.):

Indicate any placement restrictions (i.e., boys or girls only, no other children, location, etc.) (Do not include Personally Identifiable Information in this field):

Describe safety and well-being concerns regarding the child (Do not include Personally Identifiable Information in this field):

Describe safety and well-being concerns regarding the students and school personnel (Do not include Personally Identifiable Information in this field):

Describe safety and well-being concerns regarding the community (Do not include Personally Identifiable Information in this field):



## Creating an Individual Child Care Agreement

The **Substitute Care Info** tab page appears.

**Note:** The **Select a Child Location Record** drop-down menu will always display all non-end-dated, linked placement setting records with a status of Draft or Completed. Once a provider is selected, the Provider's demographics will display below.

1. Make a selection from the Select a Child Location Record drop-down menu.
2. Make a selection from the **Service Authorization Type** drop-down menu.

ICCA Topics < Need for Child Location Substitute Care Info

**Child Location** (C) Not Completed

Substitute Care Information for the Child

Select a Child Location Record:  
Current - 06/02/2022

Provider Name / ID:  
Test, Provider / 121212

Provider Address:  
1222 Test Rd  
Test Oh, 12345

Service Type:  
Treatment Foster Home Exceptional

Child Placement Type:  
Certified Foster Home

Service Authorization Type:  
Own Home

Provider Contact Information:  
Cell: (123) 456-7899

Service Description:  
Treatment Foster Care Exceptional Needs

The **Substitute Care Info** tab screen appears, displaying the Provider information.

3. Click the **Basic/Background** in the ICCA Topics pane.

The **Basic/Background Topic** page appears, displaying the **Profile & Attributes** tab page (The Placement topic in the **ICCA Topics** pane now displays as complete).

# Creating an Individual Child Care Agreement

## Completing the Basic/Background Topic

**Note:** Information that pulls into a screen typically comes from the Person record. If necessary, be certain to update any Person record information.

The **Basic/Background Topic** page appears, displaying the **Profile & Attributes** tab page (The Placement topic in the **ICCA Topics** pane now displays as complete).

1. Enter narrative in response to: **Physical Description**.
2. Enter narrative in response to: **Child's positive attributes and strengths**.
3. Enter narrative in response to **Child's skills, talents, interests, and hobbies (include any age or developmentally appropriate activities)**.

**Note:** If necessary, you can click, **Update Person Profile** to make changes to the person's record.

4. Click the **Historical** tab.

**Note:** The Historical tab page displays a list of Intakes. If necessary, enter narrative in response to: **Describe history of abuse, neglect and/or dependency (identify past, current, and inter-generational influences, if applicable)**

The screenshot shows the ICCA Topics interface. On the left is a sidebar with 'ICCA Topics' and a list of categories: Child Location (Completed), Basic / Background (Some fields empty), Medical / Characteristics (Some fields empty), Education / Supervision (Some fields empty), Legal History (Some fields empty), Visitation (Some fields empty), Services (Some fields empty), and Documentation. The main content area has two tabs: 'Profile & Attributes' and 'Historical' (which is selected and highlighted with a red box). Below the tabs is a blue header 'Summary of Child's Strengths & Skills'. The main content area contains several fields: Race (White), Ethnicity (Not Hispanic/Latino), Primary Native Language (English), Other Language(s) (English), Ancestry (Caucasian), Religion (No information recorded.), Religious Diet Considerations (No information recorded.), and Protected under ICWA (No). Below these fields is a blue button 'Update Person Profile'. At the bottom of the main content area, there are three text input fields, each with a '2000' character limit and an 'ABC' button. The first field is labeled 'Physical Description (include information such as Body Tattoos, Piercings, Birth Marks, Scars):'. The second field is labeled 'Child's positive attributes and strengths (Do not include Personally Identifiable Information in this field):'. The third field is labeled 'Child's skills, talents, interests and hobbies (ex: favorite music, sports, books, games, etc.)(Do not include Personally Identifiable Information in this field):'. The entire content area is enclosed in a red border.

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The **Historical** tab page provides the following:

- List of links to Intakes-where the child associated to the ICCA record has an intake role of: Alleged Child Victim (ACV), Child Subject of Report (CSR), Alleged Perpetrator (AP)
- Intake Role
- Case ID
- Disposition/Disposition Date
- Agency Name

**Note:** If necessary, enter narrative in response to the following: **Describe history of abuse, neglect and/or dependency (identify past, current, and inter-generational influences, if applicable).**

## 5. Click, **Medical Characteristics.**

The screenshot shows the 'Historical' tab selected in the top navigation. The left sidebar lists various ICCA Topics, with 'Medical / Characteristics' highlighted in a red box. The main content area displays a text input field for describing history of abuse, neglect, and/or dependency, with a character count of 4000. Below this is a table of intake records.

Intake ID / Category / Type	Intake Role	Case ID	Disposition / Disposition Date	Agency Name
<a href="#">123456</a> / CA/N Report / Sexual Abuse	Alleged Child Victim (ACV)	<a href="#">123456</a>	<a href="#">Substantiated</a> 06/03/2022	County Children Services Board

The **Medical Characteristics** topic page appears, displaying the **Characteristics & Behavior** tab page.

# Creating an Individual Child Care Agreement

## Completing the Medical Characteristics Topic

If necessary:

- Click the **Update Characteristics** button in each grid to edit the relevant information.

**Note:** The system will only display Characteristic records that have a Method of:

- a. Self-Reported
- b. Observed
- c. Clinically Diagnosed

- Enter narrative in response to: **Describe any special therapies, treatment, or required support needed for the indicated characteristics.**

1. Select **Yes** or **No** from the drop-down menu under, **Other special services that may require assistance from the substitute caregiver/provider?**

2. Select **Yes**, **No**, or **Unknown** from the drop-down menu under, **Has the child exhibited any other behaviors of concern?**

3. Click the **Health Care & Medications** tab.

- The Health Care Providers section will display all non-end-dated Providers.
- The Mental Health History section will exclude the Primary Service Types of Consultation, Counseling and Medication Monitoring, and display all Treatment records.
- The Medications section will display all current medications.

The screenshot displays the ICCA Topics interface. On the left, a sidebar lists various topics: Child Location (Completed), Basic / Background (Some fields empty), Medical / Characteristics (Some fields empty, highlighted with a green box), Education / Supervision (Some fields empty), Legal History (Some fields empty), Visitation (Some fields empty), and Services (Some fields empty). The main content area shows the 'Characteristics & Behavior' tab selected, with sub-sections for 'Physical, Intellectual & Social / Emotional Developmental Delays' and 'Allergies & Medical Health Characteristics'. Both sections contain a message: 'Developmental delay characteristics have not yet been recorded for this person.' and 'Allergies and medical health characteristics have not yet been recorded for this person.' respectively. Each section has a blue 'Update Characteristics' button highlighted with a green box.

# Creating an Individual Child Care Agreement

Some fields empty

Documentation D

### Substance Use & Mental Health Characteristics

	Characteristic	Category	Method	Begin Date
<a href="#">view</a>	Post Traumatic Stress Disorder	Mental Health/Substance Abuse	Clinically Diagnosed	12/01/2015

[Update Characteristics](#)

Describe any special therapies, treatment, or required support needed for the indicated characteristics:

[✓ ABC](#)

### Prenatal & Birth Characteristics

*Prenatal and birth characteristics have not yet been recorded for this person.*

[Update Characteristics](#)

Other special services that may require assistance from the substitute caregiver / provider?

Has the child exhibited any other behaviors of concern?

The **Health Care & Medication** tab screen appears.

- The Health Care Providers section will display all non-end-dated Providers.
- The Mental Health History section will exclude the Primary Service Types of Consultation, Counseling and Medication Monitoring, and display all Treatment records.
- The Medications section will display all current medications

# Creating an Individual Child Care Agreement

## Completing the Health Care & Medication Topic

1. Select, **Yes**, **No** or **Unknown** from the drop-down menu under, **Does the child have current/immediate health care needs?**

If necessary:

- Click, **Update Health Providers** to edit or add Provider information.
- Click, **Update Treatments** to edit or add treatment information.
- Click, **Update Medications** to edit or add information medication information.

2. Click the **Billing** tab.

The screenshot displays the ICCA Topics interface. On the left is a sidebar with categories: Child Location (Completed), Basic / Background (Some fields empty), Medical / Characteristics (Some fields empty), Education / Supervision (Some fields empty), Legal History (Some fields empty), Visitation (Some fields empty), Services (Some fields empty), and Documentation. The main content area has three tabs: Characteristics & Behavior, Health Care & Medications (selected), and Billing. Under the Health Care & Medications tab, there are sections for Health Care Needs (with a dropdown menu for 'Does the child have current / immediate health care needs?'), Health Care Providers (listing Dental, Medical, and Vision providers with their addresses and contact info), Mental Health History (with a note 'No Mental Health Treatment information recorded.'), and Current Medications (with a note 'No Medication information recorded.'). Three buttons are highlighted with green boxes: 'Update Health Providers', 'Update Treatments', and 'Update Medications'.

The **Billing** tab screen appears.

# Creating an Individual Child Care Agreement

## Completing the Billing Topic

This screen provides the **Medicaid Recipient ID** number, the **Effective Date of Medicaid**, and information regarding a **Managed Care Plan** (if the child is enrolled in a plan).

**Note:** If a stop span exists, the Managed Care Plan information will display the Medicaid Recipient/IV-E ID, Stop Span Effective Date and Comments. The system will display Effective date of Medicaid if a stop span does not exist.

The system will display Effective date of Medicaid if a stop span does not exist.

The screenshot shows the 'Billing' tab selected in the 'ICCA Topics' sidebar. The main content area displays 'Medicaid / Managed Care Information' with the following details:

Medicaid / Managed Care Information	
Title IV-E # / Medicaid Recipient ID: 0000000000	Effective Date of Medicaid: 05/01/2022
Managed Care Plan	
MCP Name: Molina Healthcare of Ohio Inc.	Plan Enrollment Date: 06/01/2022

1. Click the **Education/Supervision** Topic.

The **Education/Supervision** topic screen appears, displaying the **School Profile** tab.

## Creating an Individual Child Care Agreement

### Completing the Education/Supervision Topic

1. If necessary, in the **Current School Information** grid, click, **Update School Profile**, to edit or add information.
2. If necessary, click, **Update Special Education** to edit or add information.
3. In the **Special Education Information** grid, enter any necessary narrative in response to, **Special instructions regarding tutoring/educational assistance/learning disabilities**.
4. In the **Educational Achievements** grid, enter any necessary narrative in response to, **Educational Achievements**.
5. Click the **Alternative Care** tab.

The screenshot shows the ICCA Topics interface. On the left, a sidebar lists various topics: Child Location (Completed), Basic / Background (Some fields empty), Medical / Characteristics (Some fields empty), Education / Supervision (Some fields empty), Legal History (Some fields empty), Visitation (Some fields empty), Services (Some fields empty), and Documentation. The 'Alternative Care' tab is highlighted in red, and the 'Education / Supervision' tab is highlighted in green. The main content area shows the 'Current School Information' section with fields for School Name, Category, Type, District Name, Beginning Grade, and Start Date. Below this is an 'Update School Profile' button highlighted in green. The 'Special Education Information' section shows 'No Special Education Information available.' and an 'Update Special Education' button highlighted in green. Below this is a text area for 'Special instructions regarding tutoring / educational assistance / learning disabilities' with a character count of 2000 and a '✓ ABC' button. The 'Educational Achievements' section shows a text area for 'Educational achievements including subjects and activities the child/youth enjoys in school:' with a character count of 2000 and a '✓ ABC' button.

The **Alternative Care** tab screen appears.

1. Select, **Yes** or **No**, in response to, **The child can be left unattended in the foster home**.

**Note:** If you select, **No**, enter narrative in response to, **Provide information to assist the substitute caregiver in following the “Reasonable and Prudent Parent Standard”** and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.



# Creating an Individual Child Care Agreement

School Profile **Alternative Care**

**Alternative Care Arrangements / Supervision**

The child can be left unattended in the foster home:

Provide information to assist the substitute caregiver in following the "Reasonable and Prudent Parent Standard" and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities:  
*List extracurricular, enrichment, social activities, etc.*

✓ ABC  
2000

ICCA Topics

- Child Location **C**  Completed
- Basic / Background **B**  Some fields empty
- Medical / Characteristics **M**  Some fields empty
- Education / Supervision **E****  Some fields empty
- Legal History **L**  Some fields empty
- Visitation **V**  Some fields empty
- Services **S**  Some fields empty
- Documentation **D**

If you select **Yes**, the screen will expand, requesting additional narrative. Provide narrative in response to **Detail the period of time the child can be left unattended**.

School Profile **Alternative Care**

**Alternative Care Arrangements / Supervision**

The child can be left unattended in the foster home:

Detail the period of time the child can be left unattended:

✓ ABC  
2000

Provide information to assist the substitute caregiver in following the "Reasonable and Prudent Parent Standard" and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities:  
*List extracurricular, enrichment, social activities, etc.*

✓ ABC  
2000

ICCA Topics

- Child Location **C**  Completed
- Basic / Background **B**  Some fields empty
- Medical / Characteristics **M**  Some fields empty
- Education / Supervision **E**  Some fields empty
- Legal History **L****  Some fields empty
- Visitation **V**  Some fields empty
- Services **S**  Some fields empty
- Documentation **D**

2. Click the **Legal History** link in the ICCA Topics pane.

The **Legal History** topic screen appears, displaying the **Legal Involvement** tab screen.

## Creating an Individual Child Care Agreement

### Completing the Legal History Topic

1. Select, **Yes**, **No** or **Not Applicable** from the drop-down menu under, **Has the child committed violent acts or been dispositioned as a violent offender?**
2. Select, **Yes**, **No** or **Not Applicable** from the drop-down menu under, **Has the child been dispositioned as a sexual offender?**

**Note:** If necessary, click, **Update Delinquency Record**, to edit any delinquency information.

The screenshot shows the ICCA Topics interface. On the left is a sidebar with a list of topics: Child Location (Completed), Basic / Background (Some fields empty), Medical / Characteristics (Some fields empty), Education / Supervision (Some fields empty), Legal History (Some fields empty), and Visitation (Some fields empty). The 'Legal History' topic is highlighted with a green border. At the top, two tabs are visible: 'Legal Involvement' (highlighted with a green border) and 'Adjudication History' (highlighted with a red border). The main content area is titled 'Legal Involvement / History of Delinquent Behavior' and contains three questions, each with a dropdown menu: 'Has the child committed violent acts or been dispositioned as a violent offender?', 'Has the child been dispositioned as a sexual offender?', and 'Has the child been adjudicated delinquent in Juvenile Court?'. Below these questions is a button labeled 'Update Delinquency Record'.

3. Click the **Adjudication History** tab.

The **Adjudication History** tab page appears.

**Note:** If there is delinquency information recorded for the child, it will appear in the **Delinquency Information** grid.

If there are **Pending Unruly and/or Delinquent Charges and Court Dates** for the child, they will appear on the Adjudication tab screen.

If necessary, click, **Update Delinquency Record**, to edit/add delinquency information.

# Creating an Individual Child Care Agreement

**ICCA Topics**

**Child Location** P  
! Not Completed

**Basic / Background** B  
! Some fields empty

**Medical / Characteristics** M

**Education / Supervision** E

**Legal History** L

**Visitation** V

**Services** S

**Documentation** D

Legal Involvement
Adjudication History

**Delinquency Information**

Adjudication Type: Delinquency / Unruly / Truant	Adjudication Date: MM/DD/YYYY	Disposition Date: MM/DD/YYYY
---	----------------------------------	---------------------------------

Offense Type(s):  
Negligent Homicide, Obstructing Official Business

VIOLENT OFFENDER

SERIAL OFFENDER - Tier 1

Adjudication / Disposition Details ▼

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Adjudication Type: Delinquency / Unruly / Truant	Adjudication Date: MM/DD/YYYY	Disposition Date: MM/DD/YYYY
---	----------------------------------	---------------------------------

Offense Type(s):  
Negligent Homicide, Obstructing Official Business

VIOLENT OFFENDER

SERIAL OFFENDER - Tier 1

Adjudication / Disposition Details ▼

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Adjudication Type: Delinquency / Unruly / Truant	Adjudication Date: MM/DD/YYYY	Disposition Date: MM/DD/YYYY
---	----------------------------------	---------------------------------

Offense Type(s):  
Negligent Homicide, Obstructing Official Business

VIOLENT OFFENDER

SERIAL OFFENDER - Tier 1

Adjudication / Disposition Details ▼

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Adjudication Type: Delinquency / Unruly / Truant	Adjudication Date: MM/DD/YYYY	Disposition Date: MM/DD/YYYY
---	----------------------------------	---------------------------------

Offense Type(s):  
Negligent Homicide, Obstructing Official Business

Adjudication / Disposition Details ▼

**Pending Unruly and / or Delinquent Charges and Court Dates**

Court Case Number: #####	Court ID Number: #####	Court Name: Licking Co. Probate / Juvenile Court	Hearing Date / Time: MM/DD/YYYY - 12:00 PM
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Offense Type(s):  
Negligent Homicide, Obstructing Official Business, Offenses Involving Counterfeit Controlled Substance, Pandering Obscenity, Participation in Criminal Gang

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Court Case Number: #####	Court ID Number: #####	Court Name: Licking Co. Probate / Juvenile Court	Hearing Date / Time: MM/DD/YYYY - 12:00 PM
-----------------------------	---------------------------	---	---

Offense Type(s):  
Negligent Homicide, Obstructing Official Business, Offenses Involving Counterfeit Controlled Substance, Pandering Obscenity, Participation in Criminal Gang

**Update Delinquency Record**

## Creating an Individual Child Care Agreement

1. Click the **Visitation** topic.

The **Visitation** topic screen appears.

### Completing the Visitation Topic

1. Enter narrative in response to, **Court Ordered Prohibited Contacts**.
2. Enter narrative in response to, **Other Prohibited Contacts**.
3. Select, **Yes**, **No** or **Unknown** from the drop-down menu under, **Does the child demonstrate significant attachment to caregivers?**
4. Select, **Yes**, **No**, **Unknown** or **Not Applicable** from the drop-down menu under:
5. **Does the child demonstrate significant attachment to siblings?**
6. Enter narrative in response to, **Describe visitation arrangements for the child**.
7. In the **Approved Visitation Contacts** grid, enter information in response to, **List approved contacts and contact methods**.
8. Enter narrative in response to, **Describe Visitation Arrangements for the child**.
9. In the **Approved Visitation Contacts** grid, enter information in response to, **List Approved Contacts and Contact Methods**.
  
10. In the **Approved Visitation Contacts** grid, enter information in response to, **List Approved Contacts and Contact Methods**.
11. In the **Additional Visitation Details** grid, enter information in response to,
12. **Additional information regarding contact with the family**.  
Enter information in response to, **How will the child be transported to and from Scheduled visitations**.

# Creating an Individual Child Care Agreement

## Visitation Information

### Court Ordered Prohibited Contacts:

Provide contact names, relationship to child, and reason for the no contact order.

✓ ABC

2000

### Other Prohibited Contacts:

Provide contact names, relationship to child, and reason.

✓ ABC

2000

### Does the child demonstrate significant attachment to caregivers?

For example, parents, kinship, foster parents, prospective adoptive parents, facility staff, etc.

▼

### Does the child demonstrate significant attachment to siblings?

▼

### Describe visitation arrangements for the child:

✓ ABC

2000

## Approved Visitation Contacts

### List approved contacts and contact methods:

Provide contact names, relationship to child, visit frequency, location and duration, supervision restrictions, and approved methods of contact.

✓ ABC

2000

## Additional Visitation Details

### Additional information regarding contact with the family:

✓ ABC

2000

### How will the child be transported to and from scheduled visitations?

✓ ABC

2000

# Creating an Individual Child Care Agreement

Click, **Services**, in the ICCA Topics pane.

The **Services** topic page appears.

## Completing the Services Topic

**Note:** Case Services can be added or updated through the case service link on the Case Overview page. If detailed information about the service needs to be added, document this in the Case Service record.

1. In the grid titled, **Services Provided by the Substitute Caregiver and/or Provider to the Child**, enter information in the text box under, List other services to be provided.

The screenshot shows the ICCA Topics pane on the left with 'Services' selected. The main content area is titled 'Services Provided or Arranged for by the Agency to the Child' and contains a table with the following data:

Case Member	Service Category / Type	Service Description	Provider	Status / Begin Date
Sacwis, Susie 07/03/2009	Independent Living & Transitional Living / Accessing information about credit, loans or taxes	Accessing information about credit, loans or taxes	Test County Children Services Board	Provided 08/09/2024
Sacwis, Susie 07/03/2009	Independent Living & Transitional Living / Job seeking and job placement support	Job seeking and job placement support	Test County Children Services Board	Provided 07/10/2024
Sacwis, Susie 07/03/2009	Case Management / Pre-Finalization Adoption Services	Pre-Finalization Adoption Services	Test County Children Services Board	Provided 11/03/2023

Below this table is another section titled 'Services Provided by the Agency to the Substitute Caregiver' with a table:

Caregiver / Caretaker	Service Category / Type	Service Description	Provider	Status / Begin Date
Test, Caregiver	Case Management / Arranging for Services	Arranging for Services	Test County Children Services Board	Provided 06/03/2022

There is an 'Update Case Services' button below the second table. Below the tables is a section titled 'Services Provided or Arranged by the Substitute Caregiver and / or Provider to the Child' which contains two bulleted lists of service categories:

- Supervision/care (full-time)
- Alternative care (emergency/non-emergency)
- Medical, dental, optical care
- Minor parent (if applicable)
- Attendance at SAR, family team meetings, court hearings
- Transportation
- Provision of basic needs (food, clothing, shelter)
- Social and recreational opportunities
- Independent living assessment and services (for youth age 14 and older)
- Age or developmentally appropriate activities
- Education involvement

At the bottom, there is a text box labeled 'List other services to be provided:' with a note: 'For other specific services to be provided by the Substitute Caregiver to the child, refer to general contractual agreements.' The text box is empty and has a red border. To the right of the text box are two buttons: 'ABC' and '2000'.

1. Click, **Documentation** in the ICCA Topics pane.

The **Documentation** topic screen appears.

## Creating an Individual Child Care Agreement

### Completing the Documentation Topic

**Note:** If necessary, enter narrative in response to: **Explanation for unavailable and/or incomplete information.**

If necessary, click, **Upload Document** to provide additional information.

1. Select, **Placed** from the Status drop-down menu.
2. Click, **Save**.

The screenshot displays the 'ICCA Topics' sidebar on the left, listing various categories: Child Location (Completed), Basic / Background (Some fields empty), Medical / Characteristics (Some fields empty), Education / Supervision (Some fields empty), Legal History (Some fields empty), Visitation (Some fields empty), Services (Some fields empty), and Documentation. The main content area is titled 'Documentation Notes' and features a text input field for 'Explanation for unavailable and / or incomplete information:' with a character count of 2000. Below this is an 'Attached Documents' section with the text 'No Documents Attached.' and an 'Upload Document' button. At the bottom, a status bar shows 'Status: Placed' with 'Apply', 'Save', and 'Cancel' buttons.

The **Placement/ICCA** screen appears, displaying the ICCA record with a status of **Complete**.

# Creating an Individual Child Care Agreement

- 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
- Review Tools

## ICCA Filter Criteria



Child Name:

- Include Created in Error Child Locations
- Include Historical
- Include ICCA Records for Inactive Members

[Filter](#)

## ICCA Records

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

	Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status	
<a href="#">view</a>	Sacwis, Susie Age 15, 07/03/2009	Treatment Foster Care Exceptional Needs 1	Test, Provider	06/02/2022	Test County Children Services Board	Completed 09/04/2024	 

## Viewing the ICCA in a Provider Record

Once an ICCA Record has been placed in Completed status, it will be available to download from the Provider record for a child placed in the home. To view the ICCA:

1. Navigate to the Provider record where the child is placed.
2. Click the **Placements/Services** link in the navigation pane.
3. Click the **ICCA** tab.
4. Click the **View** link available next to a child's record in **Completed** status. The ICCA report appears.



# Creating an Individual Child Care Agreement

Child Location **ICCA** Family & Permanency Team Q RTP / CANS Requirements

## ICCA Filter Criteria

Child Name:

- Include Created in Error Child Locations
- Include Historical
- Include ICCA Records for Inactive Members

Filter

## ICCA Records

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

	Child Name Age, DOB	Service Description	Provider Name	Child Location Begin Date - End Date	Agency	Status	
<a href="#">view</a>	Sacwis, Susie Age 15, 07/03/2009	Treatment Foster Care Exceptional Needs 1	Test, Provider	06/02/2022	Test County Children Services Board	Completed	 

## Generating the Individual Child Caregiver Agreement (ICCA) and Notices

**Note:** While an ICCA record has an **In Progress** status, a report icon and a trash can will appear. When the record has a **Completed** status, a report icon and a copy icon will appear. Reports can be generated in both statuses.

1. From the **Placement/ICCA** screen (**ICCA** tab page), click the report icon.

## Creating an Individual Child Care Agreement

**ICCA Filter Criteria**

Child Name:

Include Created in Error Placements  
 Include Historical  
 Include ICCA Records for Inactive Members

Filter

**ICCA Records**

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

	Child Name Age, DOB	Service Description	Provider Name	Placement Begin Date - End Date	Agency	Status	
<a href="#">edit</a>	<b>Test, Child</b> Age 14, 07/03/2009				<b>Test County Children Services Board</b>	In Progress	 
<a href="#">view</a>	<b>Test, Child</b> Age 14, 07/03/2009	Treatment Foster Care Exceptional Needs 1 (30373) - EN	<b>Test, Adult</b>	08/02/2022	<b>Test County Children Services Board</b>	Completed 08/03/2023	

The **Reports** screen appears.

2. Select, **ICCA Report** from the **Generate Document** drop-down menu.
3. Click, **Select**.

**Reports**

Work-Item Type: Work-Item Reference: **Test, Child**

Task Type: Task Reference:

---

Available Documents

Generate Document:

Select
Cancel

## Creating an Individual Child Care Agreement

The **Document History** screen appears.

4. Click, **Generate Report**.

The screenshot shows a web interface for 'Document History'. At the top, there is a blue header bar with the text 'Document History'. Below this is a table with four columns: 'ID', 'Date Created', 'Employee ID', and 'Name'. The table is currently empty. Below the table, there is another blue header bar with the text 'Document History'. Underneath this header, there is a button labeled 'Generate Report' which is highlighted with a red rectangular box. At the bottom left of the interface, there is a small blue button labeled 'Cancel'.

**Note:** Depending on which report is selected, that report screen will then appear.

**Important:** The **ICCA** and **Notices Checklist** shown below will be the cover page for the ICCA Report.

# Creating an Individual Child Care Agreement

## ICCA and Notices Checklist

(For Caseworker Reference)

\*Remember to engage youth in ICCA creation and also include strength based characteristics

\*For further instructions on reports below, search SACWIS Knowledge Base <https://jfskb.com/sacwis/>

REPORT NAME	COMPLETE WHEN	TIMEFRAME	SIGNED BY	PROVIDED TO
<b>ICCA</b>	* Child is placed in a substitute care setting (initial and all subsequent placement changes)  * Any information involving the child changes	* Prior to placement  * Within 7 days of emergency placement  * Within 7 days of any change in child information	* Substitute Caregiver  * Agency Rep  * Provider Rep	<input type="checkbox"/> Substitute Caregiver <input type="checkbox"/> Agency <input type="checkbox"/> Network Provider (if applicable) <input type="checkbox"/> Foster Family Record (if Agency Foster Home)
<b>Healthchek and Pregnancy Related Services Info Sheet</b>	* Child is <u>initially</u> placed in substitute care	* As soon as possible after initial placement	* Custodial Agency	<input type="checkbox"/> Medicaid Managed Care Plan
<b>Notification of Student Out of Home Placement</b>	* Child is placed in a substitute care setting (initial and all subsequent placement changes)	* Within 1 school day of change in a child's living arrangement	* No Signatures	<input type="checkbox"/> Child's current school (even if remaining in same school) <input type="checkbox"/> Child's new school (if applicable)
<b>School District Notice Report</b>	* Child is placed in a substitute care setting (initial and all subsequent placement changes)	* Within 5 days of initial placement  * Within 5 days of any change in placement	* No Signatures	<input type="checkbox"/> Child's former school <input type="checkbox"/> Child's receiving school
<b>Court Notice of Child Placement</b>	* Any time child enters or exits a foster or kinship home	* Within 1 business day of the initial placement  * Within 7 days after any change in placement	* Caseworker  * Supervisor	<input type="checkbox"/> Juvenile Court where custody is held
<b>Notice to Court of Delinquent / Unruly Out of County Placement of Child</b>	* Child is placed in an out of county substitute care setting (initial and all subsequent placement changes) and has been adjudicated delinquent/unruly	* Within 5 days of initial placement  * Within 5 days of any change in placement	* Caseworker  * Supervisor	<input type="checkbox"/> Juvenile Court where child is placed
<b>JFS 1443 Child's Medical Information</b>  <b>And</b> <b>JFS 1443 Child's Education Information</b>	* Child is placed in a substitute care setting (initial and all subsequent placement changes)  * When there is a change in or new information regarding the child's medical or education information.	* At initial placement  * Within 7 days of any change in placement, health, and education or school information	* Custodial Agency	<input type="checkbox"/> Substitute Caregiver

\* JFS 1443 Child's Medical and Education Information also completed at time of SAR and Parents receive copies at SAR and when there are changes in or new information.

## Creating an Individual Child Care Agreement

### ICCA Report

**Note:** The Child's name will be pre-populated.

5. Select Case Worker from the dropdown.
6. Select an estimated timeframe from dropdown.
7. Click, Generate Report (this will download the report).

**Note:** An In Progress ICCA will display with a draft watermark.

Individual Child Care Agreement

Child Name: \*

Case Worker Name: \*

Estimated Timeframe for Placement: \*

A copy of the report will be saved on the Reports page (Document History grid).

### JFS 1443 Child's Education Information Report

**Note:** The Child's name will be pre-populated.

1. Enter the **Start Date** (required).
2. Enter the **End Date** (required).

**Note:** If necessary, check box to **Sanitize Education Information**, in needed. If you select, Sanitize Education Information, you will need to provide narrative for the Sanitization Reason.

3. Click, **Generate Report** (this will download the report).

JFS 01443 - Child's Education Information

Person: \*

Start Date: \*

End Date: \*

Sanitize Education Information

Sanitization Reason:

A copy of the report will be saved on the Reports page (Document History grid).

## Creating an Individual Child Care Agreement

### JFS 1443 Child's Health Information Report

**Note:** The Child's name will be pre-populated.

1. Enter the **Start Date** (required).
2. Enter the **End Date** (required).

If necessary, place a checkmark in the check box beside, **Sanitize Health Information**. If you place a checkmark in the check box, you will be required to provide narrative for the Sanitization Reason.

Click, **Generate Report** (this will download the report).

The screenshot shows a web form titled "JFS 1443 - Child's Health Information". It contains the following elements:

- Person:** A dropdown menu with a red box around it.
- Start Date:** A date input field with a calendar icon and a red box around it.
- End Date:** A date input field with a calendar icon.
- Sanitize Health Info:** A checkbox with a green box around it.
- Sanitization Reason:** A large text area with a green border.
- Buttons:** "Spell Check" and "Clear" are below the text area. "Generate Report" and "Cancel" are at the bottom, with "Generate Report" highlighted by a red box.

A copy of the report will be saved on the Reports page (Document History grid).

### Healthcek and Pregnancy Related Services Info Sheet

**Note:** The Child's name will be pre-populated.

1. Make selection(s) from the list in the **Healthcek Screening Services** grid.
2. Provide text if **Specialist Exam** is chosen.
3. Make selection(s) from the list in the **Healthcek Treatment Services** and Transportation to Health Care Appointments grid.
4. Make selection(s) from the list in the **Support Services** grid.
5. Provide text, if **Other** is chosen.
6. Select **Yes** or **No** from the drop-down menu to indicate whether or not other services are needed.
7. Provide text if you select, Yes.
8. Click, **Generate Report** (this will download the report).

# Creating an Individual Child Care Agreement

**Healthcheck and Pregnancy Related Services Information**

Case Participant: \*

**Healthcheck Screening Services :**

Available:

Q	Add All	Add
A comprehensive medical exam		
A dental (tooth exam)		
A hearing exam		
A mental health exam		
A specialist exam		
A vision (eye) exam		

Selected:

Remove	Remove All	Q
--------	------------	---

Please identify type of Specialist Exam:

**Healthcheck Treatment Services and Transportation to Health Care Appointments :**

Available:

Q	Add All	Add
A list of dentists		
A list of doctors		
A list of other healthcare professionals		
Other help getting treatment		
Other information about where to get treatment		
Referrals to Bureau for Children with Medical Handicaps		
Referrals to Help Me Grow		
Transportation to medical and dental appointments		

Selected:

Remove	Remove All	Q
--------	------------	---

**Would you like more information about other support services? Please select all that apply :**

Available:

Q	Add All	Add
Food Assistance		
Head Start		
Heating Assistance		
Other		
Women, Infants, and Children (WIC)		

Selected:

Remove	Remove All	Q
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Other:

Do you need other services?:

Support Services :

## Creating an Individual Child Care Agreement

A copy of the report will be saved on the Reports page (Document History grid).

### Notification of Student Out of Home Placement

**Note:** The Child's name will be pre-populated.

1. Select **Case Worker** from the dropdown.
2. Select **1 of 3 options** presented.
3. **Enter Date**, if displayed with option chosen.
4. Click, **Generate Report** (this will download the report).

Notification Of Student Out-Of-Home Placement and Request for Transfer of Records


Child Name: \*

Case Worker Name: \*

School Enrollment Decision: \*

The student will remain in the school of origin

OR

A best interest determination meeting will be held on (Date) 

to determine if the student will remain in the school of origin or will be immediately enrolled in a new school

OR

The student's move requires that s/he be immediately enrolled in a new school



## Creating an Individual Child Care Agreement

A copy of the report will be saved on the Reports page (Document History grid).

### School District Notice Report

**Note:** The Child's name will be pre-populated.

1. Select **Case Worker** from the dropdown.
2. Select **Yes** or **No** from dropdown, if not pre-populated, to answer statement.
3. **Court Case Number** may appear pre-populated, if not, enter Court Case Number, if applicable.
4. **Court ID Number** may appear pre-populated, if not, enter Court ID Number, if applicable.

**Note: Journalized Date** may appear pre-populated, if not, enter Journalized Date, if applicable.

5. Click, **Generate Report** (this will download the report).

**School District Notice Report**


Case Participant: \*

Case Worker Name:

School district responsible per court ruling:

Court Case Number:

Court ID Number:

Journalized Date:  

**Generate Report** **Cancel**

## Creating an Individual Child Care Agreement

A copy of the report will be saved on the Reports page (Document History grid).

### Court Notice of Child Placement

**Note:** The Child's name will be pre-populated.

1. Select the name of the Case Worker from the **Case Worker** drop-down menu.
2. Select, from the **Court** from the drop-down menu.
3. **Court case number or ID Number** may appear pre-populated, if not, enter Court ID Number
4. Click, **Generate Report** (this will download the report).

Court Notice of Child Placement

Child Name: *	<input type="text" value="Test, Child"/>
Case Worker Name: *	<input type="text" value="Test, Caseworker"/>
Court: *	<input type="text" value="Test Court"/>
Court Case Number or ID: *	<input type="text" value="123456"/>

A copy of the report will be saved on the Reports page (Document History grid).

### Notice to Court of Delinquent / Unruly Out of County Placement of Child

**Note:** The Child's name will be pre-populated.

1. Select the **Court** from the drop-down menu.
2. Select the name of the **Custodial Agency Case Worker** from the drop-down menu.
3. If applicable, select the name of the **Placing Agency Case Worker** from the drop-down menu.
4. Click, **Generate Report**.

Notice to Court of Delinquent Unruly Out of County Placement of Child

Child Name: *	<input type="text" value="Test, Child"/>
Court: *	<input type="text" value="Test Court"/>
Custodial Agency Case Worker: *	<input type="text" value="Test, Caseworker"/>
Placing Agency Case Worker:	<input type="text"/>

A copy of the report will be saved on the Reports page (Document History grid).

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